



2013-2014

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<http://www.schooldatebooks.com> • sdi@schooldatebooks.com

Welcome to the Pennsylvania Academy of the Fine Arts. Founded in 1805 by such major figures as the painter Charles Wilson Peale, and the sculptor William Rush, PAFA prides itself on being the oldest art school and museum in America. As such, it has a long history of excellence, which continues to inspire its educational program today.

A truly unique place, PAFA offers a rich learning experience that can be tailored to specific needs. The faculty and staff are available to guide students on a journey of self-discovery, and the opportunities are many and varied.

The information contained in this student handbook will help you understand policies, procedures, and services offered at the PAFA. Intended as a guide to your time here, the handbook will help to address many of your interests and questions. In addition, always feel free to contact the staff in Student Services with any concerns you may have throughout the year.

The Pennsylvania Academy of the Fine Arts is accredited by the Middle States Commission on Higher Education, the National Association of Schools of Art and Design (NASAD), and the Pennsylvania State Department of Education.

The Pennsylvania Academy of the Fine Arts reserves the right to change programs, policies, regulations, and fees noted herein without advance notice.

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GENERAL CAMPUS INFORMATION

BUILDINGS

The Historic Landmark building at 118 N. Broad Street, designed by Frank Furness and George W. Hewitt, opened in 1876 and is a National Historic Landmark. In 1984, fifteen architectural experts voted the Furness/Hewitt building as the best work of architecture in the city. The structure houses one of the country's foremost collections of American art, and serves as the base for classes such as sculpture, life painting, and cast drawing.

Our state-of-the-art school facility, the Samuel M.V. Hamilton building, at 128 N. Broad Street, opened its doors in 2003. Beginning in Fall 2006, all school operations are housed here, including painting, printmaking, and sculpture class studios, the graduate program, as well as the Student Gallery, library, cafe, student and faculty studios, business offices, student service offices, and other administrative offices.

BUILDING AND OFFICE HOURS

HAMILTON BUILDING

Main Student Entrance	Sun - Sat	24 hours
Classroom Studios	Mon - Fri	8:30am - 10:00pm
Student and Faculty Private Studios	Sun - Sat	24 hours *
Graduate Office	Mon - Fri	9:00am - 5:00pm
Continuing Education Program	Mon - Thurs	9:00am - 9:30pm
	Fri	9:00am - 5:00pm
	Sat	9:00am - 1:00pm
Continuing Education Office Hours	Mon - Fri	9:00am - 5:00pm
Student Services Offices		
(Financial Aid, Registrar, Student Services)	Mon - Fri	9:00am - 5:00pm
Business Office (Hours for payments)	Mon - Fr	10:00am-2:00pm; 3:00 - 4:00pm
Models and Properties Coordinator	Mon - Fri	8:00am - 4:00pm
School Store	As Posted	
Student Gallery	As posted	
Library	Mon-Thurs	8:30 am - 7:00pm
(hours vary during vacations and holidays)	Fri	8:30 am - 4:30pm
	Sat	10:00am - 1:00pm
Admissions Office	Mon - Fri	9:00am - 5:00pm
Roof Terrace	Mon - Fri	9:30am - 4:00pm*

**Weather permitting*

HISTORIC LANDMARK BUILDING

Lenfest Plaza Entrance	Mon - Fri	7:00am - 12:00am
	Sat	9:00am - 4:00pm
Classroom Studios & Cast Hall **	Mon - Fri	8:00am - 10:00pm
	Sat	9:00am - 4:00pm
Museum Galleries	Tues - Sun	10:00am - 5:00pm
	Monday	closed

* 24-hour access to the Hamilton Building is only for faculty and students with individual studios. Students without a studio may be in the building until 10:00pm.

** Access to studios in the Historic Landmark Building on Sundays is possible, during Museum hours, with prior permission – see Student Services.

STUDENT AFFAIRS

Anne Stassen

Dean of Students

215-972-2015; 215-972-2039

astassen@pafa.edu

Student Services Mission

Student Services is committed to promoting students' academic achievement, their creative process and professional development in an artistic community.

In Student Services, we work to provide services that will balance and complement students' educational studio experiences. Whether it is extracurricular programming after class, a lunchtime workshop, an off-campus excursion, or medical or counseling support, we hope to help make our students' PAFA experience interesting, supportive and dynamic.

Student Services Weekly Update

A weekly email announcement from the Student Services Office, promoting campus events, posts jobs, internships and competitions, and announcing reminders for student deadlines.

Student Activities

Throughout the year we will hold a range of activities, which may vary from year to year, depending on the interest level. In addition, we try to promote and make available countless programs occurring throughout the city, including some at the other area art schools. Events may include: apple picking, Pumpkin Carving Contest, Open Studio Nights, Halloween Party, First Friday at PAFA, free student concerts at Curtis Institute of Music, movie nights, holiday parties, coffee house/ open mic night, drawing marathon, community service projects, student group critiques, etc. As a small school, students have the opportunity to initiate programs and events based on their interests and have a voice in the activities available to the campus community. We encourage you to get involved!

Student Leadership

There are numerous opportunities for students at PAFA to be involved in student leadership – both in and out of the classroom. These give students a chance to demonstrate their abilities in such things as team work, problem solving, communication and organization – all valuable life skills. It is also a great way for students to become contribute directly to the success of the institution, and impact the student body experience.

These opportunities include: Orientation Leaders, Graduate Student Association & Certificate/ BFA Student Committee Leaders, Visiting Artists Coordinators, Class Studio Monitors, Graduate Assistants, Shop Assistants, Student Activity Committee Members, Studio Floor Leaders, Movie Night Coordinators, Admissions and Development Ambassadors, and representatives on the Alumni Board and the School Committee. Stop by the Student Services Office for more information.

Academic Advising

Academic advising at PAFA is designed to provide accurate information and guidance to the students. Since advising is an essential part of the educational process, students are required to meet with their faculty advisor in their respective departments at least once each semester prior to Registration. Additional advising is provided by the Dean of Students, the Director of Student Services, the Graduate Program Coordinator, and the Registrar.

Career Services

Director of Career Services: Greg Martino

215-972-2079

gmartino@pafa.edu

www.pafacareers.tumblr.com

Students may make individual appointments for help with resume & CV writing, cover letters, and job planning strategies. Workshops, panels and guest speakers are offered throughout the year on topics ranging from interview preparation to pricing trends to curatorial concerns for student exhibitors. Postings for jobs, internships, residencies and calls for entries are updated on the blog and on a bulletin board in the student services office. The Career Services office also helps students preparing applications for residencies, fellowships and grants. Students can take the MBTI, the world's most-used personality assessment tool to explore their preferred learning styles, communication modes, and their personal decision-making process.

Counseling

Penn Behavioral Health
888-321-4433 (press option #2)

Our Student Counseling Program, led by Penn Behavioral Health, is a professional counseling service designed to help students effectively manage life challenges. The trained professionals at the program will conduct workshops, and always be available to help students evaluate problems, provide appropriate counseling, and assist in finding resources to resolve their issues. The program is completely confidential, and is available to all students. PAFA assumes the full cost for the first eight (8) visits to this service. To use the program, call Penn Behavioral Health at (888) 321-4433 (24 hours/day, 7 days/week), or stop by the Student Affairs Office for service. Informal counseling is also available from administrators in the School Administration, such as the Dean of Students.

Exhibitions: Student Work – on/off campus

(see separate section for Annual Student Exhibition)

• Gallery 128

Gallery 128, located on the lower level in the Hamilton Building galleries, exhibits Faculty, Certificate/BFA, Graduate, Continuing Education, alumni and Summer Programs shows. Most of the exhibitions are juried. See bulletin boards and your mailbox for exhibition announcements. Check the calendar and postings for dates of student shows in the school year. You must follow the rules and guidelines to enter your artwork into a show. A list of rules and guidelines is available in the Student Services Office.

• Student Lounge

There will be informal, student exhibits in the 11th Floor Student Lounge. The shows will be organized by faculty members and student groups, featuring work from within the PAFA community.

• Off-Campus Exhibitions

Student work is periodically hung in school-organized, juried or non-juried, off-campus exhibitions. Before submitting work to these shows, be sure to read all announcements carefully for exhibition guidelines and themes, as these exhibitions may require special preparation and hanging.

Food Service

While there are countless eateries throughout Center City (see Philadelphia section), PAFA has on-campus options as well, for which students may purchase Meal Cards in varying dollar increments.

- The Museum Café: located near the Historic Landmark Building's Broad Street entrance (10% discount with student ID); open weekdays until 2:00pm, and weekend hours.
- 11th Floor Café: located in the Hamilton Building on the 11th floor; open afternoons and early evenings.
- Vending machines are located inside the Student Entrance of the Historic Landmark Building, in the student lounge of the Hamilton Building, and on the 3rd Floor.

Lockers & Cubbies

Lockers are rented to students who do not have a studio. You may receive a locker assignment during orientation or in the first week of classes; one (1) locker per student. Students are to use only the locks provided by PAFA. All other locks will be removed.

Lockers are granted in the fall semester for the duration of the academic year. For the Continuing Education Programs, lockers are granted by semester only. In the event that you will not be returning, please notify the Models and Properties Coordinator, who manages all lockers. Lockers must be emptied by the last day of class of the spring semester (December, if you are not returning in the spring).

Upper-level students with private studios are not eligible for lockers.

It is the students' responsibility to clean out their locker and/or belongings on top of the lockers. Locks are to be left on the lockers in the locked position.

There are cubbies in the hallways on the 4th and 8th floors. The 8th floor is reserved for MFA students. Cubbies are not pre-assigned, and tend to operate on an honor code – be considerate of other students by not occupying more than your fair share of space.

Any contents left in lockers and cubbies after the last day of classes becomes PAFA property, and may be discarded.

Lost and Found (see Safety & Security)

Mail Boxes & Deliveries

All students have mailboxes for *internal* mail deliveries only. Please check them regularly for important personal and school-related messages.

- Certificate/BFA student mailboxes are located on the 11th floor of the Hamilton Building.
- Graduate student mailboxes are located on the 8th floor of the Hamilton Building.
- Faculty mailboxes are located on the 3rd floor of the Hamilton Building and in the faculty/staff lounge.

NOTE: PAFA does not have an internal post office/mailroom service, and thus is not responsible for mail delivered to students at PAFA. **Students should not use PAFA as their mailing address.** Need supplies that are too difficult to deliver elsewhere (e.g. lumber, plaster)? Students must make advanced arrangements to have them delivered through their department chair, who must agree to be responsible for the delivery. This may not be a regular occurrence. PAFA reserves the right to designate "Return to Sender" to any student mail received without a faculty designee.

Health Services

833 Chestnut Street, Suite 301 215-955-7190
Health services for students are provided through a contract with Jefferson Family Medicine Associates (JFMA); a family medicine practice staffed by residents and physicians who are faculty members of the Thomas Jefferson Medical College's Department of Family Medicine. Services are provided from September 1 through August 31.

This service covers routine office visits and limited laboratory tests that can be performed in their offices. PAFA students are not charged for these basic services. *Any additional lab work, referrals to specialists, or visits to the emergency room are the students' financial responsibility.*

Students must call JFMA to schedule an appointment. See Student Affairs Office for details.

NOTE: These services do not replace medical insurance, but are meant as a supplement. **Students are strongly encouraged to carry their own medical insurance.** In fact, with the Affordable Healthcare Act, everyone is required to have health insurance by January 2014. Therefore, it is a national requirement even beyond PAFA. It is up to each student to determine the sort of coverage that would be most appropriate, depending on such factors as services needed, budget, etc. Many students remain insured under a parent's policy (often until the age of 23 or 24), but others are no longer eligible for such coverage. A little homework on the subject can help find the best fit. The annual cost of health insurance can be a fraction of the cost of a trip to the emergency room. PAFA's Health and Wellness brochure carries more information. Emergency care may be provided by the Emergency Room of Thomas Jefferson University Hospital or Allegheny University Hospitals (Hahnemann). Students will be billed for these services.

• Other health services information

MCP Hahnemann University Physician

Referral Service: (800) 776-4325

Jefferson University Physician Referral Service:
(800) JEFF-NOW

Planned Parenthood,

1144 Locust Street (215) 351-5560

Elizabeth Blackwell Center for Women,

1124 Walnut Street (215) 923-7577

Choice

1233 Locust Street (215) 985-3300

AIDS Hotline: (800) 590-2437

• Dental Referrals

Referral Service: (Philadelphia County
Dental Society) (215) 925-6050

University of Pennsylvania Dental Clinic,
4003 Locust Street (215) 898-4615

University of Pennsylvania

Dental School (215) 898-8962

Housing

While PAFA does not maintain official residence halls, the Student Services Office works with students individually who are in a housing search. See the Student Housing link on the Current Students page of the PAFA website (<http://www.pafa.org/School/Current-Students/55/>) for more information on housing and roommate listings, and for general advice on securing an apartment in Philadelphia. PAFA maintains a Housing Bulletin Board on the website where students can post apartment listings and/or roommate-wanted requests.

Park Towne Place: PAFA offers a housing option in conjunction with Park Towne Place, a premier residential facility located on the Benjamin Franklin Parkway, just a 15-minute walk from PAFA. Priority is given to new, incoming students, but available to continuing students on a space available basis.

H.O.M.E. Day (Housing Off-Campus Made Easier): Every summer during this event, the Student Services Office help incoming students become acquainted with the neighborhoods and range of apartment offerings available in the Philadelphia area.

International Students

The Director of Admissions is the initial staff representative for incoming international students on all visa and INS issues. Once enrolled, students must go through the Registrar's office to process necessary paperwork for traveling in and out of the country with "student status." Website with helpful tips: www.edupass.org

Off-campus study

• International Programs:

PAFA sponsors an off-campus study options at Queensland College of Art at Griffith University in Brisbane, Australia. This is available to Certificate/BFA students in the Fall of their 3rd year. Applications and information for this program can be found in the Student Services Offices.

In addition, many colleges and universities nationwide open their programs to our students. Information on these can be found in the Student Services Office. After identifying a program, it is the student's responsibility to meet with the appropriate Department Chair to establish course work transferability. These arrangements must be made prior to the off-campus study program if the student wants to receive credit for classes taken.

• Mobility Program: Art school exchange program allowing students to attend other art schools across the country for a semester (see description in Academic Affairs section of Handbook)

Photo ID (see Safety and Security)

Shuttle Service (see Safety and Security)

School Store/ Blick Art Supply

Hamilton Building, 6th floor
215-972-2035

Store hours: As posted

The school store carries a variety of fine art supplies and books, based upon class needs and faculty recommendations.

Visiting Artists

The Visiting Artists Program exists to enrich and enhance students and faculty experiences at PAFA. The program embraces three goals:

- 1) A democratic artist selection process that involves both students and faculty,
- 2) a program to serve the curriculum, and
- 3) a program to heighten public relations and awareness.

The Visiting Artist Committee, responsible for the coordination of the program, is composed of seven members: Chairperson of the Graduate Program (Committee Head), one (1) Certificate Department Chair, two (2) Seminar faculty members, three (3) student appointees from the Graduate Program.

For more information, contact Visiting Artists Office, 215-972-2025.

ALUMNI ASSOCIATION

Office of Alumni Relations
(215) 972-2092
alumni@pafa.edu

The Alumni Association of the Pennsylvania Academy of the Fine Arts was established in 1998 to provide institutional support and connection for all former students of PAFA. Currently composed of over 3000 alumni who are living and working throughout the United States and abroad, the Alumni Association enables all former students to tap into the resources of fellow alumni through the web, the Alumni Newsletter, and regional activities.

Together with the historic Fellowship (see below), the Alumni Association also offers services specifically for artists, including exhibition opportunities, networking events, job listings, and painting residencies.

The Fellowship -- "Artists Helping Artists"

In 1897, the well-known painter Robert Vonnoh announced the formation of an organization of alumni, founded to foster "a spirit of fraternity and continuing mutual support among former and present students of the Academy" – The Fellowship: Artists Helping Artists.

Based in Philadelphia, the Fellowship today sponsors numerous activities throughout the year. Its major annual event, since its founding, is a members' juried exhibition in the Philadelphia area. All past and present students of the Pennsylvania Academy of the Fine Arts are eligible to become members of the Fellowship.

LIBRARY

Located on the third floor of the Hamilton Building, PAFA's Arcadia Fine Arts Library provides support for the academic programs at The Pennsylvania Academy of the Fine Arts, the nation's oldest art museum and school of fine arts. The PAFA Library offers quiet reading and study areas, word processing and Internet workstations, a photocopy machine, digital photography and slide viewing equipment, as well as open access to the book, video and periodical stacks. The PAFA Library also provides wireless Internet access for those with properly equipped laptop computers.

Circulation Desk: 215-972-2030

Website: <http://www.library.pafa.edu/>

Brian Duffy

Library Director / Reference Librarian
215-972-2094 bduffy@pafa.edu

Rick Henderson

Library Supervisor
215-972-2030 library@pafa.edu

Location: 3rd Floor, Hamilton Building
Hours (Fall & Spring Semesters):

Mon - Thu	8:30am - 7:00pm
Fri	8:30am - 4:30pm
Sat	10:00am - 4:00pm

Hours are subject to change due to semester breaks, holidays, inclement weather and other events such as inventories. Please check for special postings of our schedule. We advise that if you are making a trip just to use the library, please call ahead.

Access Policy

The PAFA Library is open to students, faculty, staff and alumni of Pennsylvania Academy of the Fine Arts.

The PAFA Library also welcomes visiting faculty, students, scholars and other members of the general public researching areas related to art and local artists. The general public may use Library documents and materials ON SITE in the Library, and must register at the guard station first.

For further assistance or information, please call 215-972-2030 to speak with the reference librarian or the library supervisor

Services

Computer Stations: There are nine PCs located in the library. The computers are provided for word processing, access to digital resources as well as email and Internet usage. Priority is given to those doing research related work.

Photocopier: Black and white photocopies are 10 cents for letter size and 20 cents for legal size. Color copies are 25 cents for letter size and 50 cents for legal size. The photocopier can also be used as a scanner. Scans can be saved to flash drives sized 4 Gigabytes or under.

Printing: Printing black and white documents is free for the first 250 pages per semester. Color printing is 25 cents for letter size and 50 cents for legal size. A password is required to print and each student has been assigned one. Faculty members must ask for us to set up a printing account or ask library staff to enter a password for them.

DVD/VCR and Monitor: Videos may be viewed in the library by individuals or in small groups during regular library hours. The viewing station is located in the back right corner of the library.

Projectors: There are two traditional slide projectors and one overhead projector available for classroom presentations. 2 digital projectors are also available for student use. They circulate for 24 hours, or over a weekend if checked out on a Friday.

A digital projector is available for use by MFA students using one of the Hamilton Building's Installation Rooms. The projector may be borrowed for a single two-week period and students must pay a \$30.00 bulb fee. MFA students are accountable for the security and safety of the projector and are responsible for its replacement should the projector be damaged or stolen. Students must sign up at least two weeks before their installation goes up.

Cameras: There are three digital cameras, 2 Mini DV camcorders, a Mini DVD camcorder, a Digital 8 Camcorder and a Hi 8 Camcorder available for patrons to borrow. They may only be taken out for 24 hours at a time. Further information and conditions can be obtained at the circulation desk.

Scanning Station: An 11 x 17 scanner for making reproductions is located behind the circulation desk. For access, please inquire at the circulation desk. A slide scanner is also available.

Video Editing: An iMac 27 inch quad-core with Final Cut Express 4 and iMovie is located behind the circulation desk. For access, please inquire at the circulation desk.

Inter-Library Loan: PAFA is a member of Access Pennsylvania (<http://www.accesspa.state.pa.us/>), a statewide, resource-sharing program. Interlibrary Loan is available from the collections of the 133 academic and 567 public libraries that are also members. The Access Pennsylvania database (<http://205.247.101.11/>) currently holds over 20 million titles. For more information, please ask at the circulation desk.

Reciprocal Borrowing: PAFA is also a member of TCLC, the Tri-State College Library Cooperative (<http://tclclibs.org/members>). Reciprocal borrowing is available between the 48 member Delaware Valley colleges and universities, which include Moore College of Art & Design, Art Institute of Philadelphia, St. Joseph's University and Villanova University. For more information, please ask at the circulation desk.

Collections

The Collection: PAFA's collection provides broad-based coverage of the history, theory, criticism, and making of fine art, with special emphasis in the areas of drawing, painting, printmaking and sculpture. PAFA's collection contains nearly 20,000 volumes of print materials, 40 current periodical subscriptions, and over 20,000 slides.

Periodicals: PAFA subscribes to approximately 40 magazines, journals, and newspapers. Back issues are located in the first aisle behind the circulation desk and along the side wall.

Slide Collection: A collection of over 20,000 art and design slides is located behind circulation desk. This collection is primarily for use by faculty and museum staff, although students (with instructor approval) may use the collection for on-campus presentations.

Thesis Collection: The Library acts as a depository of graduate theses, the final academic project required for graduation from PAFA's MFA program. The thesis collection is a non-circulating collection. The collection is located in the Reference section at the front of the library.

Video Collection: The video and DVD collection is located in the far left aisle, behind the circulation desk. Videotapes (VHS), and DVDs can be viewed at the back of the Library

Artist Files: The Artist Files contain items representing more than 8,500 artists (painters, sculptors, etc.) Many lesser-known and local artists are included, so the information in the Files may be the only documentation on a particular artist. The contents of the files may include gallery invitations, press releases, correspondence with art dealers and collectors, posters, newspaper clippings, price lists, and thin exhibition catalogs. The files are arranged alphabetically by the artist's last name and are located along the back walls of the Library.

Subject Files: The Subject Files contain of over 30,000 images, which have been clipped from various sources. The images are intended for reference purposes, and include subjects such as automobiles, animals, flowers, etc. The Subject Files are contained in the file cabinets to the right of the Artist Files. Subjects are filed in alphabetical order.

Faculty Files: The Faculty Files are Artist Files for PAFA's current faculty members. They may contain resumes, gallery invitations, press releases, posters, newspaper clippings, thin exhibition catalogs, and/or slides of their work. Faculty Files are located behind the Circulation Desk. They do not circulate.

Digital Collections and Reference Databases

The following databases are available to anyone using a computer while on campus. To use these databases from home, you must log on via the Library's website (www.library.pafa.edu) using the Off Campus? Link in the Articles section. Going directly to the databases via the web will not work. To obtain a username and password, please ask us at the circulation desk.

ARTstor: ARTstor is a digital library of images (including art, architecture and archeology) created by The Andrew W. Mellon Foundation. ARTstor also provides software tools to analyze images, save groups of images online, and create and deliver presentations. The ARTstor Collection currently contains over 1 million images.

Art Full Text: Indexes over 500 art related journals from 1983 to the present and provides full-text coverage of nearly 200 journals from 1997 to the present.

JSTOR: Arts & Sciences III: This collection includes journals in languages and literature, as well as essential titles in the fields of music, film studies, folklore, performing arts, religion, and the history and study of art and architecture. There are 150 titles in this collection.

Academic Search Elite: This scholarly collection provides journal coverage for most academic areas of study—including biological sciences, economics, communications, computer sciences, engineering, language and linguistics, arts and literature, etc. Academic Search Elite features: Full text (most in PDF format) for 2,027 scholarly publications (of those, 1,581 are peer-reviewed) More than 100 top scholarly academic journals in PDF back to 1985. Indexing and abstracts for 3,534 scholarly journals with many dating back to 1985.

ARTbibliographies Modern: This database provides full abstracts of journal articles, books, essays, exhibition catalogs, PhD dissertations, and exhibition reviews on all forms of modern and contemporary art, with more than 13,000 new entries being added each year. Full coverage begins in 1974 when the first volume was digitized, but entries date back to the late 1960s. ABM provides information on modern and contemporary arts dating from the late 19th century onwards, including photography since its invention. ABM Includes abstracts of English and foreign-language material on both famous and lesser-known artists, movements, and trends.

Library Policies

Borrowing Privileges: Library materials circulate to all Faculty, staff, students, and volunteers at PAFA upon presentation of a valid current PAFA identification card. Alumni may join the Library for a \$30.00 annual fee (see Library Desk for details).

Circulation Policy: Books circulate for three (3) weeks (with some exceptions), and may be renewed up to two (2) times (on the condition that no one else has requested them). Renewal can be done by phone, email, or in person. Patrons can also set up an account via the library's electronic catalog (<http://pamug.iii.com/search~S7>) which will allow them to track and renew items from home - ask for details.

Videos circulate for one (1) week - cannot be renewed.

Subject file material - 25 images for three (3) weeks, and can be renewed.

Non-Circulating Materials: Periodicals and materials from Reference, Artist Files and selected items behind the Circulation Desk cannot be checked out of the library. These materials are designated "Library Use Only."

Some additional items in the open stacks are marked for "Library Use Only" and may not be checked out. Books in poor condition may be judged by the staff to be too fragile for loan outside the Library.

Material will not be renewed if there is an outstanding hold or recall request.

Recalls: Material may be recalled at any time. The due date will change to two weeks, if the material is due later than that. When the material becomes available, the patron making the request will be notified and the book will be held for 14 days. Requests for holds and recalls may be placed at either the Circulation Desk or by phone.

Reserves: Items that are required or supplemental readings for courses are placed on reserve to maximize the number of people who can use them. Reserve materials circulate to PAFA patrons only. Recalls cannot be placed on reserve materials. Reserve materials may not be renewed.

Visual Resources: Slides and digital images are for the exclusive use of PAFA faculty and students.

Students may borrow slides only for required class presentations. Slides may not leave campus.

Overdues and Fines: Borrowers are encouraged to return and/or renew items in a timely fashion in order to avoid fines, which can accumulate quickly. Repetitive failure to follow the guidelines and policies below will result in the suspension of all Library privileges, indefinitely, if necessary.

Overdue notices: Paper overdue notices are a courtesy to the patron and are sent out after one week. The patron is responsible for all overdue fines, even if he or she has not received the notice. After 60 days overdue, the borrower is assessed a replacement charge and a \$15 processing fee.

Fines:

Books are charged at \$.10 per day, not including holidays and breaks.

Videos are charged at \$ 1.00 per day.

A/V Equipment is charged at \$10.00 per day.

Lost Library Materials: The borrower will be charged for the replacement of lost materials. This charge will be the cost of the item, plus a non-refundable \$15 processing fee. Please note that many art monographs cost between \$50 and \$100 to replace. Many are also out of print and can exceed those amounts.

Outstanding obligations: Library debts must be fulfilled before registration for a new term. Failure to settle library obligations may affect a student's eligibility to pre-register, receive a studio, participate in the Annual Student Exhibition, graduate, and/or receive a transcript.

Theft or damage: Library materials damaged while on loan are subject to replacement fees, and if done intentionally, to disciplinary action. Theft, successful or attempted, is also subject to disciplinary action.

SAFETY AND SECURITY

Director of Security: Jimmie Greeno
215-972-2067

Emergency Phone #: 215-972-2083

Security desk, Student Entrance Historic
Landmark Building (HLB): 215-972-2070

Security desk,
Hamilton Building: 215-972-2100

Security Office
(Control Room): 215-972-2073/2074

Security Lost and Found: 215-972-2073/2074

The security department at PAFA has officers that work 24 hours a day, 7 days a week. These full-time and part-time officers, contracted from Apollo Security Services, are stationed throughout PAFA's two buildings. The officers check ID/Access cards at entrances, patrol and monitor the floors, Museum, and Control Room.

PAFA ID Cards

All students, faculty, and staff are required to have a "PAFA" photo identification card. Community members are required to have their PAFA card with them when on campus as it must be displayed when entering campus buildings to the Campus Security officer stationed in the lobby.

The Department of Campus Safety & Security issues photo identification cards. PAFA identification cards are not only for identification purposes, but also serve as an electronic "key" for access to campus buildings and classrooms to which the holder is authorized. Access permissions will be established based on an individual's employment/enrollment status and as approved by department chairs to access space over which they have authority.

There is no charge for the first photo identification card. Staff and returning students are requested to retain their current identification cards.

Students in studios receive 24-hour access to the Samuel M.V. Hamilton Building.

Obtaining PAFA cards

PAFA identification cards may be obtained from the Campus Safety & Security office, located at 118 N Broad Street (Lenfest Plaza Entrance), Monday through Friday from 9 am to 5 pm.

Replacing Lost or Stolen PAFA cards

Community members who lose their photo identification card, or from whom their card has been stolen, must report the loss to Campus Safety & Security. Replacement cards are issued by Campus Safety & Security, for a non-refundable fee of \$5, each time a new one is made to replace a damaged or lost card. There is no charge for replacing a stolen identification card, if the loss is reported to the police and a verifiable police complaint number can be obtained. If the old card is found at a later date, individuals may not request a refund, as the old card will no longer be active in our system.

Damage

If a community member's identification card becomes defective or is damaged through normal use, it may be replaced free of charge. PAFA identification cards that are damaged as a result of abuse will be replaced for a non-refundable fee of \$5 each time a new one is made. Examples of an abused card would include folded cards, broken cards, cards with holes punched in them that render them useless, or cards tampered with to change information. If the damaged card cannot be presented, it will be considered "lost" instead of "damaged" and a non-refundable fee of \$5 for a replacement will be charged.

Visitor Access Policy

- All visitors and guests will check in at the security desk, and present photo ID.
- Students are required to meet the visitor at the security desk
- Visitors are not permitted access without student escort
- All visitors must exit the building by 10:00pm.

Emergency phones – Are located on each floor of the Hamilton Building. These phones are for your convenience and use. Feel free to use the phones for any type of assistance, problem, or emergency.

Emergency procedure presentation - During Orientation, the Director of Safety & Security reviews with all incoming students the security procedures and services, including emergency evacuations, incident reporting procedures, building access, and safety guidelines. Please familiarize yourself with any and all safety and security materials that are distributed throughout the year.

Mandatory Fire Drills - there will be multiple fire drills in both buildings throughout the year. Instructors and other PAFA officials work together as fire captains to coordinate activity on the floor in an emergency. Fire drills must be taken very seriously, given the number of flammable chemicals and substances in use in the studios. Do not stop to clean up your work area or get your coat or personal belongings. Do not use the elevators in the event of an emergency. Move quickly out of the building and cross the street, in case there is a real emergency. Please take a few moments to acquaint yourself with fire exits in each buildings.

Securing valuables/personal property – Be responsible for your property. Never leave your belongings unattended. Place your valuables in a secure location and report any thefts to the security department as soon as possible. An incident report will be filed. Students with private studios should keep valuables locked up when they are not present, and may choose to use a lock box of sorts to secure valuables. PAFA is not responsible for lost, stolen, or vandalized property.

Lost and Found - Objects that are found and turned into the security department will be kept in the security control room for safekeeping. To see if your property has been turned in you may call the lost and found phone number 215-972-2073/2074 anytime.

Shuttle Service - The school provides a free week-night shuttle van to nearby transportation hubs, and around Center City Philadelphia, Monday through Friday at 10:15pm & 11:15pm. The schedule of times and stops is posted at the front desk of the Hamilton Building and at the Lenfest Plaza entrance of the Historic Landmark Building.

Emergency Notification System – To keep all students informed, PAFA uses the ALERTNOW Notification Service which will allow us to send a telephone or e-mail message to the PAFA community, providing important information about school events or emergencies. In the event of an emergency at school, students can have peace of mind knowing that they will be informed immediately by phone and/or email. Each student must register, with the Security Department, their designated email and/or phone numbers to be used for emergency notifications.

Campus Crime Statistics - In accordance with Pennsylvania's College and University Information Act (Act 73) of 1988, PAFA submits an annual report of campus crime to the Pennsylvania State Police. In accordance with the Student Right to Know and Campus Security Act of 1990, PAFA will submit, upon request, a copy of this report to the Secretary of the U.S. Department of Education. Crime statistics for the most recent three-year period are listed in PAFA's Annual Security Report, made available on the PAFA website to all students, faculty and staff.

ANNUAL STUDENT EXHIBITION / SPRING PRIZES

The Annual Student Exhibition (ASE), in its present form, dates from 1902, when the first Cresson Travel Scholarship was awarded. Following in the Beaux Arts tradition, competition is used as the most democratic means of recognizing and awarding student achievement. In early spring, qualified students submit applications, itineraries, and a statement of purpose. Walls are hung at the end of the year, and the faculty votes for winners of scholarships that provide funding for a minimum of thirty (30) days of travel.

The faculty also confers numerous awards and prizes throughout the year. Some are given in recognition of academic excellence for studio performance in the classic study categories of figure, portrait, still-life, and cast drawing, expressed through the disciplines of drawing, painting, printmaking, and sculpture. Others are designated for non-studio performance, and are open to a variety of subject matter and approaches.

PAFA reserves the right, in certain situations, not to offer a prize or scholarship during a particular year, or to withdraw a prize or scholarship that has been offered, due to an insufficient number of competitors or lack of quality work. Prize information is subject to change.

Detailed information regarding the Annual Student Exhibition, prizes and presentation of work is distributed in the spring from the Deans' offices.

TRAVEL SCHOLARSHIP COMPETITION: Guidelines for Eligibility

The main galleries of the Samuel M.V. Hamilton building are emptied, and each eligible student is assigned an exhibition space. The student hangs a selection of works completed in the year of competition that he/she deems representative of his/her accomplishments. Comparable areas of floor space are allotted to students who work in a free-standing sculptural form.

Competitors must have an total of ninety (90) PAFA Certificate/BFA credits, accumulated within five (5) years of the date of competition. Sixty (60) of the total ninety (90) credits may be completed as a part-time student. The final two (2) semesters, must be spent as a full-time Certificate/BFA student at PAFA, and be within the year of competition. Students graduating in December are allowed to participate in the Annual Student Exhibition and to compete for travel scholarships; however, only work completed in the fall semester can be included. In certain circumstances, students may choose to hang a wall but not participate in the actual competition. Part-time students who have carried at least 7.5 credits for 2 consecutive semesters are eligible to compete for most prizes. Please see ASE Guidelines for more details.

Every student must have a complete record of grades credits; students with failures or incompletes on their transcript may be ineligible to participate. All students must complete the studio requirements of their respective departments. All financial obligations must be fully met, as well.

All students entering the competition are required to complete the official application, which includes an itinerary and statement of purpose, by the announced deadline date. All work submitted in competition must be that which has been done in PAFA studios or for PAFA grades. It must be work completed within the last two (2) semesters, of the Certificate/BFA program. All competitors are unrestricted as to amount, size, and variety of work they submit in competition groups, provided they do not exceed the space allotted. Specifications for the presentation of work for student exhibitions are available at the time of competition.

Prior to the Awards Ceremony, the appointed faculty student work judge the student work during a day-long voting process. Voting on the entire exhibition, by process of elimination, the faculty selects the recipients of the travel scholarships. The dollar amount of each travel award, and number of scholarships available, vary annually according to the interest earned on the endowment for the scholarships. Due to this variance in availability, faculty occasionally find it necessary to award a travel scholarship that differs from the one for which the finalist actually applied.

A student may not be awarded more than one (1) travel scholarship in any given year, and is ineligible for competition after having received two (2) such awards. Competition for a second scholarship must be entered during the year following the first award, unless ruled otherwise by the Faculty Committee upon written application.

THE EIGHT LEARNING GOALS FOR ALL STUDENTS

The basis for the Student Learning Assessment Plan is a set of Eight Learning Goals that are common to the Certificate, BFA, MFA and Post-baccalaureate programs. By the conclusion of their course of study, and as they progress through their programs, we expect all of our students to demonstrate a certain level of mastery of the skills and abilities represented by the goals. The evidence of having achieved the goal is determined by expert evaluation of actual artworks, artist's statements or written works.

The Eight Learning Goals guide the specific learning goals of academic programs and of individual courses. It is important that these be "nested goals." In other words, course goals should be in agreement with department goals and department goals should reflect the Eight Learning Goals. Individual programs and courses need not meet all eight goals. However, course and department goals should not be in contradiction to the Eight Learning Goals.

Please note that these goals are general and become more specific when defined within a major. It is recognized that program goals might accomplish the same Eight Learning Goals in different ways according to the different programs involved. For example, what the learning goal for "Artmaking Skills" might mean for an undergraduate painting major would be different than that of an interdisciplinary MFA student. Hence, the specific program goals might be different but accomplish the same overall objectives of the eight learning goals.

THE EIGHT LEARNING GOALS for Students in All Programs

1. ARTMAKING SKILLS:

Proficiency with art making technical skills

- We want students in all of our programs to have a demonstrated proficiency in a number of studio media and to have an advanced level of proficiency in at least one medium or form of art expression.
- In practice, this would mean that our students should demonstrate a general knowledge of studio art media craftsmanship and studio art making skills, and an advanced level of technical knowledge and art-making skills in at least one medium or art form.
- *How to measure? First year, Major requirements, work in ASE.*

2. CORE DISCIPLINES:

Knowledge and experience of the core disciplines of the studio fine arts: drawing, painting, printmaking and sculpture

- We want students in all of our programs to have some familiarity with drawing, painting, sculpture and printmaking.
- In practice, this would mean demonstrating some experience or knowledge of drawing, painting, printmaking and sculpture, although this need not require the completion of specific courses or artwork.
- *How to measure? First Year Program.*

3. AREA OF FOCUS:

The ability to produce a body of art works in a specific discipline that displays perceptual acuity, conceptual understanding and technical proficiency

- We want students in all of our programs to be able to demonstrate technical, aesthetic and imaginative mastery of at least one chosen art form or art discipline.
- In practice, this would mean the completion of work within a degree or major program, and the creation of a body of artworks in a specific artform that is aesthetically sophisticated, well crafted and expressive of a personal style or point of view.
- *How to measure? Major requirements and ASE.*

4. PROFESSIONAL SKILLS:

The ability to function independently as professional artists

- We want students in all of our programs to work at a professional level and to have the professional skills necessary to function independently as artists.
- In practice, this would mean the ability to mount an exhibition of professional quality work, the demonstration of basic skills in self-promotion, and knowledge of the gallery and professional art world.
- *How to Measure? Thesis Seminar and ASE.*

5. PERSONAL SELF- EXPRESSION:

The ability to articulate aesthetic ideas in a variety of artistic, written and verbal methods

- We want students in all programs to be able to express their artistic ideas and aspirations through verbal and written methods as well as through visual art.
- In practice, this would mean our students should be able to speak and write effectively about their ideas in critiques, classes and in discussions about art.
- *How to measure? Thesis Seminar, Art History, Artist's statement, General Education and Liberal Arts courses*

6. CRITICAL CONTEXT:

A breadth of intellectual knowledge that will allow the formulation of an aesthetic and cultural context for artwork

- We want our students to have an intellectually sophisticated awareness of art that is informed by many areas of knowledge.
- In practice, this would mean to have the ability to think broadly and intelligently about art and art making, and to relate art knowledge to other areas of knowledge.
- *How to measure? Art History, Thesis Seminar, General Education and Liberal Arts courses*

7. ART HISTORY:

A general knowledge of art history and a more specific knowledge of the history and methodology of a chosen art discipline

- We want our students to have a general knowledge of art history, and a more specific knowledge of the art of their chosen studio art discipline.
- In practice, we want our students to demonstrate a general knowledge of historic and contemporary art and a more detailed knowledge of the art and artists important within their own artform or art discipline.
- *How to measure? Art History and Major requirements, General Education and Liberal Arts courses*

8. ARTIST'S STATEMENT:

An ability to formulate and articulate a personal philosophy and aspiration for making art

- We want our students to be able to articulate their personal goals and intentions for making art.
- In practice, we want our students to be able to create an effective and informed artist's statement, and to be able to talk and write effectively about their artwork.
- *How to measure? Thesis Seminar and Artist's Statement*

DIGITAL LITERACY REQUIREMENT

By the time of graduation, we expect students in all programs to be able to:

1. Understand and acquire basic skills in management of digital images; including resizing and reformatting various image files for use in documentation and self-promotion.
2. Understand and acquire basic skills in how to document their artworks through digital photography for documentation and self-promotion.
3. Understand and acquire basic skills of self-promotion using the web and other digital formats. The evidence for having met this requirement will be the submission of digital portfolios (MFA and BFA students), and the final presentations in Thesis Seminar (Certificate and BFA students). PAFA is investigating how to better measure compliance with this requirement. The method for ensuring that our students can meet this requirement will be the digital imaging classes currently offered and digital workshops open to all students.

ACADEMIC AFFAIRS

ACADEMIC AFFAIRS -- PROCEDURES AND POLICIES

Academic advising

Academic advising at PAFA is designed to provide accurate information and guidance to the students. Since advising is an essential part of the educational process, students are required to meet with their faculty advisor in their respective departments at least once each semester prior to Registration. Additional advising is provided by the Dean of Students, the Director of Student Services, the Director of Graduate Program Services, and the Registrar.

Registration

Pre-registration for all students takes place in the fall for the spring semester, and in the spring for the following fall semester (See Academic Calendar and Course Catalogs for exact dates). At this time, the student elects a schedule of studio classes, and/or critics, for the respective semester. Pre-Registration appointments are allocated based on student's level and are randomized and balanced prior to assignment. Students with outstanding financial obligations to PAFA are not permitted to register until obligations have been met. Additionally, academic deficiencies (incompletes or unresolved failures) may keep a student from registering during their appointment time. If you have questions or concerns about eligibility to register during your appointment time please contact the Dean of Students or the Registrar's Office. Appointment times will be emailed to students prior to registration. Students choosing not to pre-register for classes may be subject to the late registration fee.

A student's enrollment is subject to cancellation for nonpayment of tuition and fees.

Transfer of Credit

Only official transcripts will be reviewed. Decisions are based on the contents of the portfolio submitted for admission, on the previous transcripts, and, if applicable, on course descriptions and letters from institutions or instructors. The Chairperson of the relevant academic department is required to review and formally approve all transfer credits.

Transfer Credit Policy -- Certificate and BFA Programs

1. Certificate: A maximum of 30 semester credits will be accepted, prior to enrollment.
BFA: A maximum of 63 semester credits will be accepted. A maximum of 21 liberal arts credits will be accepted (as part of that 63) unless approved as a special exception at the time of Admission to the program.
- 2) Only course work that is equivalent to PAFA offerings and carries a grade of "C" (2.0), or better, will be considered. (This may require additional documentation from college catalogs and/or personnel.)
- 3) Credits earned more than 10 years prior to entrance to PAFA are not eligible for transfer.
- 4) The final 60 credits (4 semesters in studio) of the Certificate Program, and final 30 credits (2 semesters in studio) of the BFA program must be completed at PAFA and no portion of those credits can be transferred in (unless by prior arrangement).
- 5) Some classes taken in PAFA's Continuing Education Programs are transferable into the Certificate & BFA Programs, with approval from the respective Chairperson. A maximum of 15 Continuing Education credits may be transferred into the Certificate or BFA Program. Please see the Dean of Students or Registrar for further information.

Part-time study

A Certificate or BFA student may declare part-time status and register for 7.5 credits per semester, to complete the first 60 credits of his/her study. Once the student becomes eligible for studio space (Certificate: in the 3rd year; BFA: in the 4th year), he/she must register as a full-time student (Certificate: must complete last 60 credits - 4 semesters in 2 years; BFA: complete last 30 credits - 2 semesters in 1 year).

The Graduate Program is intended to be a full-time, studio-based experience. For questions about part-time enrollment, students should consult with the Graduate Program Office.

See respective handbook sections for impact of part-time status on eligibility for financial aid, studios, and the Annual Student Exhibition.

Auditing classes

Students may audit classes on a space-available basis only and cannot actually register for an audit until the drop/add period.

- 1) Class availability will depend upon enrollment.
- 2) Students must enroll through the Registrar's Office.
- 3) No more than one Certificate class per semester may be audited.
- 4) Students must abide by class regulations.

A record of audited work will appear in the permanent file, and the student's name will appear on class lists, with a notation of 0.0 credits. Audit status may not be changed after classes begin, and at no time can credit be granted retroactively. Tuition includes the option to audit one class per semester.

Students who wish to withdraw from an audited course must do so through the Registrar's Office by the stated course withdrawal date (see Academic Calendar). Failure to do so in proper fashion will result in a failing grade.

Attendance Policy

Attendance is essential to a student's completion of a course's curriculum. Faculty forward records of poor attendance, tardiness, and missed critiques to the Registrar's Office. Students are allowed up to 2 unexcused absences per semester. Excessive absences endanger the student with failure or lowering of grade. It is the student's responsibility to communicate with instructors about missing class, and to arrange for making up any missed assignments.

In the case of medical or extenuating circumstances that may prevent a student from attending class for an extended period of time, Certificate/BFA students must inform the instructor and the Dean of Students. MFA and Post-Baccalaureate students should contact the Graduate Office. If the illness is of such prolonged duration as to jeopardize the semester's work, a formal leave of absence should be considered and discussed with the Dean of Students (Certificate/BFA students), or the Graduate Programs Chair and faculty advisors (Graduate students).

It is the student's responsibility to meet the requirements of the individual faculty member in each class. The student is also responsible for assuring that attendance is noted by the monitor or instructor.

Grading Policy*

Letter Grade	Quality Points	Numerical Equivalence	Interpretation
A+	4.33	97-100	Outstanding
A	4.00	94-96	Excellent
A-	3.67	90-93	
B+	3.33	87-89	Very Good
B	3.00	84-86	Good
B-	2.67	80-83	
C+	2.33	77-79	Satisfactory
C	2.00	74-76	
C-	1.67	70-73	
D	1.00	60-69	Poor but Passing
F	0	0-59	Failing (No Credit)
I	0	0-59	Incomplete
W			Withdrawal
AU			Audit
R			Repeat
P			Passing
NG			No Grade Given

* See MFA Section of Handbook for grading policy specific to the graduate program

Cumulative Grade Point Average

An example of how the cumulative grade point average is calculated follows:

	Semester	Grade	Quality Points	Calculation
	Credits	For Each Grade	(Quality Points x credits)	
1 st subject	4	A	4	4 x 4 = 16
2 nd subject	3	B	3	3 x 3 = 9
3 rd subject	3	C	2	2 x 3 = 6
4 th subject	3	D	1	1 x 3 = 3
5 th subject	2	F	0	0 x 2 = 0
Total	15			34

34 divided by 15 equals a **GPA of 2.27**.

All grades are included in the GPA, except for grades from transfer credits.

I (Incomplete) - An Incomplete is given only when a student is unable to complete a small amount of work due to valid personal or medical reasons. A student must request an Incomplete from the instructor, and will be granted at the instructor's discretion. Students have the six (6) weeks into the Spring semester for Fall courses, and until July 15th for Spring courses to complete their work and receive new grades, otherwise the "I" will convert to an "F".

R (Repeat) - The grade of "F" will be replaced with an "R" on the student's transcript after the course has been successfully repeated.

Grade Report

Grade Reports are part of the student's academic record, and, in compliance with the Family Education Rights and Privacy Act, will not be mailed to parents or others without the student's written permission.

At the close of each semester, the grade report, which includes a cumulative average and credits earned, will be mailed to the student's preferred address. **Grade Reports will not be issued to any student who has not completely satisfied all financial or library obligations.**

Disabilities

The Pennsylvania Academy of the Fine Arts (PAFA) is committed to assuring equal educational opportunity and full participation for all students. Disclosure of a disability is voluntary, and a student's responsibility. A student with a documented disability may be eligible to receive assistance through the Office of Student Services. Eligibility for reasonable accommodations is determined on a case-by-case basis after comprehensive documentation is reviewed.

Documentation must be current (within the last 3 years) and directly submitted by a qualified practitioner who is not related to the student. It must consist of a comprehensive assessment and include evidence of substantial impairment of a major life activity. Treatments and services currently utilized to minimize the impact of the condition should be described, as well as recommendations for accommodations in a post-secondary setting.

Transcript Requests

Requests for transcripts must be submitted in writing to the Registrar. Transcript request forms are available in the Registrar's Office or may be downloaded from the PAFA's website www.pafa.edu. Please allow two weeks for processing. Enclose \$5.00 for each transcript; there is an additional \$10.00 rush fee for a 24-hour turn around. **Transcripts will not be issued to a student who has not completely satisfied all financial obligations to the institution.**

Requests sent to the PAFA Registrar's Office must include: Name (including name during period of attendance); the name and address of the institution or person who is to receive the transcript; student's current address, program and years of attendance at PAFA.

Requests for transcripts for Continuing Education courses should follow the same procedure, but Continuing Education should be designated in the request.

Access to Student Records (FERPA)

The Family Education Rights and Privacy Act (FERPA) is a set of standards governing the protection of students' privacy. Accordingly, PAFA notifies students of their rights of access, review and challenge to their own educational records. PAFA must have written consent from a student to release any identifiable information from an educational record other than for specified exceptions (such as PAFA designated directory information).

Directory information is defined as that information which would not generally be considered harmful or an invasion of privacy if disclosed. The following information has been designated as directory information at PAFA:

- Student name
- Student address
- Telephone listing
- Email address
- Photograph
- Date and place of birth
- Major field of study
- Class status (e.g. first year, second year)
- Participation in officially recognized activities
- Dates of attendance
- Enrollment status (including hours enrolled)
- Degrees and awards received
- Most recent previous school attended

Students are permitted to refuse to let PAFA designate any or all of these types of information as directory information. If you wish to do so, you must send written notice to the Registrar's Office no later than October 1st.

Federal law permits exceptions to sharing information, which includes but is not limited to the following examples. PAFA is allowed to share the results of any judicial/disciplinary findings involving alcohol or drugs, regardless of a student's financial dependency or the PAFA's receipt of a signed release giving the PAFA permission to share protected information. Further, the PAFA may disclose information from a student's educational record to the student's parents, without the student's consent, if the student is a dependent for tax purposes.

FERPA Annual Notification

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with regard to their educational records. They are the right to:

1. **Inspect and review the student's education records.**

A student has the right to inspect and review his or her education records within 45 days of the day that PAFA receives a request for access.

A student should submit to the registrar, dean, head of the academic department, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The PAFA official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the PAFA official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. **Seek amendment of the student's education records that the student believes to be inaccurate, misleading, or otherwise in violation of the student's privacy rights.**

A student who wishes to ask PAFA to amend a record should write the PAFA official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If PAFA decides not to amend the record as requested, PAFA will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. **Consent to disclosures of personally identifiable information contained in the student's education records.**

Students have the right to provide written consent before PAFA discloses personally identifiable information contained in their students records, except to the extent FERPA authorizes disclosure without consent.

For example, PAFA discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by PAFA in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit – Security - personnel and health staff); a person or company with whom PAFA has contracted as its agent to provide a service instead of using PAFA employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for PAFA.

4. **File with the Department of Education a complaint concerning alleged failures by the PAFA to comply with the requirements of FERPA.**

The office that administers FERPA:
Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5920

Verification of Enrollment

Students often need to send additional information concerning their enrollment to such places as insurance companies, loan agencies, etc. Requests for "Enrollment Verification" should be made in writing and signed by the student. Such requests should include exactly which information the student wants released and who is authorized to receive it. There is no fee for this service. The Office of the Registrar will verify the enrollment for a future semester only after the student has registered in classes and has been cleared by the Bursar's Office. Turnaround time for these "Enrollment Verifications" runs between three to five business days from the receipt of the request.

Changes in Enrollment Status

• **Drop/Add Period**

Students have two weeks from the first day of classes in which to change course schedules (see Academic Calendar for specific dates). The change must be documented, in writing, by the Registrar. Verbal agreement with individual faculty will not be considered official.

• **Withdrawal from Class**

Official withdrawal from courses may be granted up to the eighth week of the semester. A "W" will appear on the transcript and will not be computed in the grade point average. An "F" will be recorded for all withdrawals beyond the eighth week and will be computed in the grade average. Under no circumstances will an "F" be changed to a "W" after the fact. All official withdrawals must be approved by the Dean of Students and the Registrar.

• **Leave of Absence/ Withdrawal from School**

Certificate/BFA students must see the Dean of Students for all leaves of absence or withdrawals. Certificate/BFA students may request a leave of absence for one semester, extendable for one additional semester. Any leave of more than one year will be considered a withdrawal. In the event of a withdrawal from the PAFA during a semester, a portion of the tuition may be refunded based on withdrawal date. If a Certificate/BFA student wishes to return to the PAFA within two years, he/she should contact the Dean of Students to re-enroll. If the return takes place after two years have elapsed, he/she must reapply through the Admissions Office. International students who wish to withdraw must clarify their immigration status with INS before a refund can be considered.

Graduate students may receive a leave of absence only after written application to the Chair of the Graduate Program. Ideally, any leave should occur at the end of a semester. If the leave must take place during the semester, and if work cannot be made up, then the semester must be repeated. Reapplication in writing must be made to resume study in the program.

- Financial Aid recipients must speak to the Director of Financial Aid before completing the withdrawal paperwork.

Appeals/Change of Grade

If a student receives a grade report and believes a particular grade does not accurately reflect his/her performance in class, the student should consult the Registrar and confirm that the grade was recorded accurately. Errors will be corrected immediately.

A student may consult with an instructor about changing a grade but changes must happen within six (6) weeks into the following semester, or July 15th for Spring grade changes (as with Incomplete grades), after which time they will be part of the

permanent record. Grade changes requested after the six week period must be in the form of a petition to the Faculty Committee for consideration. Ultimately, the decision about grades remains the prerogative of each instructor.

Petitions: Faculty Committee / Administrative Council / Faculty Chairs / Graduate Program

- **Change/waiver of curricular requirements:** student must submit a written petition to the Faculty Chairs.
- **Waiver of academic policy** (i.e. Annual Student Exhibition eligibility requirements, financial aid requirements, academic progress): Students may submit a written petition to the Dean of Students.

All petitions must be put in writing and submitted to the Dean of Students, who will forward it for consideration by the Faculty Committee or Administrative Council.

Unsatisfactory Academic Progress –

A student who receives an "F" for a class must repeat and satisfactorily complete the class or an approved alternate class. A student who receives an "F" for a studio/critique must register for and satisfactorily complete a studio/critique in its place. The grade of "F" will be replaced with an "R" when the course has been successfully completed.

When the student repeats an unsatisfactory course, the full tuition of that course will be his/her responsibility. Continued unsatisfactory academic progress will lead to academic probation and possible dismissal from the program.

All students at PAFA are expected to meet certain academic standards. Regulations regarding academic probation, suspension, and withdrawal are designed to provide close supervision of the program of study and progress of students. Failure to meet standards will place students on academic probation or suspension. The minimum satisfactory standard of achievement is a grade point average of 2.0 (3.0 in graduate programs). Each student's transcript will be evaluated at the end of the fall and spring semesters.

Academic Probation

If a student's cumulative or semester grade point average falls below 2.0 (or 3.0 in the graduate program), or if a student fails to maintain satisfactory academic progress, he/she will be placed on Academic Probation and is notified of this status in writing. The student must make an appointment with the Dean of Students to develop an appropriate action plan.

A number of restrictions come with Academic Probation, in an effort to focus students' energy on improving performance, and reserving particular privileges to reward academic success. These restrictions include: ineligibility to submit for student shows and prizes; ineligibility to hold student leadership positions such as: Monitor, Graduate Assistant, Orientation Leader, etc.; and financial aid eligibility might be affected. In order for Academic Probation to be lifted, the student must raise his/her grade point average to a 2.0 or higher, and attend documented meetings with his/her departmental advisor once a month until the probationary status is lifted.

A student will remain on Academic Probation until he/she brings his/her semester and cumulative GPA up to 2.0 (3.0 in graduate program) or higher. Students on Academic Probation must attend documented meetings with his/her departmental advisor once a month and show continuous progress toward achieving a cumulative GPA of 2.0 (3.0 in graduate program) or risk suspension.

Academic Suspension

Students on probation, whose GPA remains below a 2.0 (3.0 in graduate programs) for two consecutive semesters will be academically suspended. Students academically suspended from PAFA may submit a petition for readmission after one semester. The Administrative Council and Faculty Chairs Committee will consider student's compliance with any action plans previously established, and may request input from faculty and critics in determining future enrollment plans.

Any student who is academically suspended from PAFA is not eligible during the suspension to receive any financial aid from PAFA, federal government or Commonwealth of Pennsylvania. Once the student returns, he/she would need to appeal in order to have the aid reinstated.

A student placed on academic suspension for a second time will not be readmitted to PAFA.

Readmission after Academic Suspension

Suspended students wishing to return to PAFA must submit a petition and have their file reviewed by the Dean of Students and the Administrative Council or Faculty Chairs Committee for a determination of their eligibility to reenroll. Students should contact the Dean of Students no later than four (4) weeks prior to the end of the semester to have their file reviewed for readmission to the following semester. Reviews will not happen during the summer months. In no instance is a student to assume that readmission is automatic after having been placed on suspension for failure to meet minimum academic standards. All financial aid recipients must appeal to be reconsidered for financial aid even if he or she has been readmitted.

Reinstated students will be placed on academic probation during the first semester of reinstatement and must raise their grade point average to or above 2.0 (or 3.0 for graduate students) within two semesters, or be academically dismissed from PAFA, and will not be readmitted.

Veterans Benefits

The Pennsylvania Academy of the Fine Arts has programs that have been approved by the State Approving Agency.

Veterans are subject to all school, academic, and disciplinary rules, without exception. Specific policies:

Unsatisfactory Progress: Students receiving failing grades are placed on probation for 60 days. If unsatisfactory progress continues beyond the probationary period, the student's training will be terminated, immediately, and all concerned will be notified. Students dismissed because of unsatisfactory progress may apply for reentrance; however, each case will be considered on the basis of the facts involved.

Refund Policy: In the event a war orphan or eligible person fails to enter the course, or withdraws, or is discontinued at any time prior to completion, the amount charged to the veteran for tuition fees and other charges shall not exceed the approximate pro-rata portion of the total charges.

Credit for previous education and training will be given, when appropriate, and the training period will be shortened accordingly.

Academic Code of Ethics

Forms of cheating, as defined at the Pennsylvania Academy of the Fine Arts

1. Copying from others on papers, tests, or other work.
2. Submitting work previously graded in another course without prior approval by the instructor or by departmental policy.
3. Submitting one paper to satisfy the requirements of two different courses without getting permission from both instructors.
4. Using or consulting sources, tools or materials prohibited by the instructor prior to, or during an exam.
5. Altering or interfering with the grading process.
6. Sitting for an exam by a surrogate or as a surrogate.
7. Any other act committed by a student in the course of their academic work that defrauds or misrepresents, including aiding others in any of the actions defined above.

Forms of plagiarism

1. Knowingly or unknowingly incorporating ideas, words, sentences, paragraphs, or parts of, or the specific substance of someone else's work, without giving appropriate credit, and representing the product as one's own work.
2. Representing someone else's artistic/scholarly works such as musical compositions, computer programs, photographs, paintings, drawing, sculptures, or similar works as one's own.
3. Manufacturing or falsifying data in the process of research
4. Downloading and using without adequate citation material found on the World Wide Web, including words, pictures, graphs, tables, and other graphics;
5. Collaborating with others on projects where that is not allowed and collaborating without properly crediting that collaboration in a footnote or endnote.

Reports of alleged infractions will be reported to the Faculty Chairs and Dean of Students, for review and judicial determination.

Punishments may include:

1. Failure on the evaluation tool.
2. Reduction in course grade.
3. Failure in the course.
4. Referral for additional disciplinary sanctions, up to and including dismissal.

Educational Support Services

PAFA provides educational support to assist students with all of their academic needs. We encourage a student-centered approach toward guidance on everything from advising and registration to transcripts and tutoring.

Writing Tutors: Support is available throughout the week (on Hamilton 4th floor) for any student needing guidance on writing – whether for a paper, a graduate thesis, or a job application cover letter. In addition, we provide some support for students needing ESL writing assistance, including referral to more extensive instruction.

Studio Educational Support: Guidance in the wide range of studio courses is coordinated directly with appropriate instructors. Students needing additional studio support should see Student Services or their respective Departmental Chair for direction.

CURRICULUM AND REQUIREMENTS

Certificate Program

The Certificate program is a four-year, full-time program of intensive studio art education, combining focused group studio classes, with the individual private studio and mentoring experience of the faculty critic component. The Certificate offers four major areas of concentration: Drawing, Painting, Printmaking and Sculpture.

The academic year consists of 30 weeks. A full-time Certificate student is expected to complete 30 credits during the academic year. For each 3 hours of studio work, 1.5 semester credits will be awarded.

Curriculum – Certificate Program

Course requirements vary between departments and are updated through a faculty review process. For current curriculum requirements, please see the current **Course Catalog** (copies are distributed to all students, and are available in the Registrar's Office, Graduate Office, or Student Services). If you have questions about any of the curricula, please see your departmental advisor or Student Services for assistance.

Full -Time Study

A full-time Certificate class load varies from 13 –18 semester credits. Students are advised to limit their load to 15 credits per semester, and are not permitted to carry more than 18 semester credits unless special arrangements are made.

Majors

During their second semester, prior to registration for the next semester, Certificate students are required to declare a major (Drawing, Painting, Printmaking, or Sculpture).

Minors

Students may declare a minor at the beginning of their second year. To formally pursue the minor, a student must complete a minimum of 15 credits in the minor between the 2nd & 4th years of the Certificate program. All Drawing majors are required to declare a minor in one of the other departments (Painting, Printmaking or Sculpture).

Certificate Program Graduation Requirements

PAFA grants its Certificate to students who have met the following requirements:

- 1) Satisfactory completion of a minimum of 120 credits.
- 2) Achievement of a minimum 2.0 cumulative GPA,

- 3) Attendance at PAFA for at least 2 years full time (60 semester credits = enrollment for 4 semesters of 15 credits each).
- 4) Fulfillment of all department requirements.
- 5) Fulfillment of all financial obligations, the return of PAFA property and proper maintenance of private studios.
- 6) Graduating students are required to exhibit once in the Annual Student Exhibition.

BACHELOR OF FINE ARTS DEGREES

PAFA offers two options for pursuing a Bachelor of Fine Arts Degree (BFA):

- 1) **The PAFA BFA:** a four-year, full-time program involves 126 credits of PAFA coursework, including studio and liberal arts courses. All courses are taken at PAFA or transferred in from another institution.

Application: Any currently-enrolled Certificate student interested in switching to the BFA must apply. Admission is not automatic, and is based on a student's academic background and ability. Additional transcripts may be necessary for consideration. Applications are available in the Office of Admissions.

Transfer Credit: up to 63 credits may be transferred in toward completion of the PAFA BFA. A maximum of 21 liberal arts credits will be accepted (as part of that 63) unless approved as a special exception at the time of Admission to the program. All transcripts submitted for work completed at prior institutions will be assessed for transfer credit. Course descriptions may be required. See general requirements for Transfer Credit.

Advisement: Students switching from the Certificate program to the PAFA BFA will need to meet with their Department Chair and either the Registrar or Dean of Students to review a revised curriculum assessment. We will try our best to accommodate maximum credits from the Certificate into the PAFA BFA, but additional courses/credits may be required to fulfill curriculum, thereby extending the time or expense for completion.

Enrollment: When a student begins the PAFA BFA, and how many transfer credits are accepted, impacts the path through the PAFA BFA. Academic advisors help students plan together through the curriculum.

Curriculum: For current curriculum requirements, please see the current Course Catalog (copies are distributed to all students, and are available in the Registrar's Office, Graduate Office, or Student Services). If you have questions about any of the curricula, please see your departmental advisor or Student Services for assistance.

BFA Program Graduation Requirements:

PAFA grants its BFA to students who have met the following requirements:

- 1) Satisfactory completion of a minimum of 126 credits.
- 2) Achievement of a minimum 2.0 cumulative GPA,
- 3) Attendance at PAFA for at least 1 year full time (during the student's final "studio" year).
- 4) Fulfillment of all department requirements.
- 5) Fulfillment of all financial obligations, the return of PAFA property and proper maintenance of private studios.
- 6) Graduating students are required to exhibit once in the Annual Student Exhibition.

For details about the Studio & Critical Program for the BFA, see the corresponding section listed earlier for Certificate & BFA students.

- 2) **Coordinated BFA with the University of Pennsylvania:** A partnership since 1929 that combines the intense studio art training of the Certificate program with a rigorous, Ivy League liberal arts curriculum. A minimum of 3 years (90 credits) of the PAFA studio and art history courses, plus 16 liberal arts courses (2 years) entirely at the University of Pennsylvania (no liberal arts transfer credit).

Application: Currently enrolled Certificate students may apply at any time.

- Meet with Dean of Students to review academic record
- Completed on-line application, and official transcripts from PAFA and any academic record prior to PAFA must be sent directly to Penn – College of Liberal and Professional Studies (LPS).

Enrollment: Students admitted to the Coordinated BFA may not enroll for classes before completing the first year requirements (30 credits) at PAFA. Students applying prior to completing the first year may be admitted "conditionally," until finishing the PAFA's first year.

Completion: How students pursue the academic requirements for the Penn BFA varies, depending on individual student's learning styles, finances, and schedule. By completing 90 PAFA credits and 16 classes at Penn, students receive the BFA. By completing 120 PAFA credits and 16 classes at Penn, students receive both the BFA and the Certificate. Of the 16 courses taken at Penn, four (4) must be in Art History, and the remaining 12 may be taken in any liberal arts disciplines in the School of Arts and Sciences.

Tuition: Students pay tuition for the Coordinated program directly to Penn. This amount is in addition to PAFA's tuition. Financial aid may be available, and questions should be addressed to PAFA's Director of Financial Aid, and then to Penn's Office of Student Financial Services, to determine eligibility. (Make sure that both financial aid offices know that you are enrolled in both programs, so they can best advise you on your eligibility for funds.)

Current tuition rates for the University of Pennsylvania-College of Liberal and Professional Studies are available on their website: <http://www.sas.upenn.edu/lps/>.

See the Dean of Students for more information on BFA options.

THE STUDIO & CRITICAL PROGRAM – Certificate/BFA Programs

In the 3rd and 4th years of the Certificate program and the 4th year of the PAFA BFA, students pursue an independent course of study, through a combination of course work and the use of an independent studio. Students must maintain full-time status, in order to participate in the Critical Program.

Studio Eligibility

- **Certificate students** who have completed 60 credits of work (maintaining a 2.0 average), all program requirements through the second year, and are in good academic standing are eligible to apply for a studio for the third year. Faculty reviews the student's work and application to determine readiness for independent studio status. To retain a studio in the fourth year, a student must have completed 90 credits of work. Certificate students must complete their two years of studio credits as a **full-time student in 4 semesters**.
- **BFA students** who have completed 96 credits of work (maintaining a 2.0 average), all program requirements through the third year, and are in good academic standing are eligible to apply for a studio for the fourth year. Faculty reviews the student's work and application to determine readiness for independent studio status. BFA students must complete their one year of studio credits as a **full-time student in 2 semesters**.

Eligibility can be verified through the Registrar's Office

- If a student must repeat a semester of studio credits, due to failing grades, it is unlikely that he/she can retain a studio for that additional semester. However, such students are able to reserve, through the Registrar's Office, a crit room or a classroom in which to meet with critics on designated days/times.

- Studio eligibility is forfeited when a student withdraws. He/she must reapply upon return. If a student takes a leave of absence for one semester only, the eligibility status remains, and the returning student will be assigned a studio based on availability.
- If evidence shows that a student is not using his/her studio for working, it will be revoked. Studios are not intended as space simply for critic meetings, but rather for producing work among a community of fellow artists.

Studio Application & Evaluation

All students are required to submit a studio application form, which includes his/her needs, based on his/her work program and materials.

Check in with departmental offices for particular assessment/evaluation requirements. Some departments require the submission of work for faculty review. As a result of the studio eligibility evaluation, some students entering studio for the first time may be required to take additional classes. Faculty committees chaired by the respective Department Chairpersons assign all studios for Certificate and BFA students.

IMPORTANT: See sections: "Studio Policies and Regulations" and "Safe Studio Practices" for rules and procedures in all studio usage.

Critic Program

Keep in mind that your contact with each Critic is extremely valuable and the sum total of your Critiques will give you excellent insight into your works in progress.

Early Semester

- Know who your Critics are!
- **Mandatory Meetings**
 - o **Studio Orientation Meeting:** For all students going into studio, faculty and staff hold a group meeting to discuss the process, the challenges, and responsibilities that come with being in studio.
 - o **First Critic Meetings:** Prior to individual meetings with students, at the beginning of each term, each critic will hold a **mandatory** group meeting to discuss expectations, requirements, methods, etc. **Missing these meetings will affect your final grade.**

Even if students have rescheduled the same Critic/s as a prior semester, they still must attend the initial Mandatory Critics Meeting.

- **First month Critiques** are important – and offer an excellent opportunity to discuss your semester planning. Work need not be finished. Do not postpone the first month meeting.

Scheduling/Appointments

- Certificate & BFA students are required to sign up for 4 critiques with each of their registered critics during the semester, scheduled 2 to 4 weeks apart. Critic appointments are 30 minutes in length.
- Keep a calendar listing of appointments.
- Be in your studio at the appointed time. Faculty, as well, will do their best to keep on schedule.
- In the event of a conflict between classes and critic meetings, the students should inform the classroom instructor of a brief absence during the class to accommodate the critique in his/her studio.
- Critiques must be evenly spaced throughout the semester, not bunched at the end of the term. Closely spaced end-of-term crits inconvenience others and are not as effective as monthly contacts. No Critiques will be given two weeks in a row.
- Students must not take advantage of Faculty generosity by overly frequent appointment sign-ups. Remember that Critics are responsible for a full roster of students each semester. Please be considerate of your peers.
- Students may not cross out other students' names on sign-up sheets to make space for their own names. This is dishonest and unethical, and a violation of the Student Code of Conduct.
- Keep your Critic Signature sheets posted and remind critics to sign after each visit. Sheets must be returned to Registrar at the end of the semester in order to receive a grade.
- Prepare for Critiques by having studio and work ready. It is helpful to have issues and questions thought through in advance.

Missed Critiques ...

- are the student's responsibility to make up, and students must alert their critics (*see below for contacting faculty critics*)
- must be made up within two weeks, although there are no guarantees that they can be made up (e.g. at the semester's end)
- must be made up before the next semester
- that are not met or rescheduled will result in a grade reduction (*see below*)

Contacting Faculty Critics

- by phone/email (per faculty's indicated preference)
- place a note on your studio door indicating that you cannot make the appointment
- contact your departmental office:
 - o Painting Office: 215-972-2093
 - o Printmaking Office: 215-972-2033
 - o Sculpture Office: 215-972-2043
- place a note in their faculty mailbox in the kitchen on 3rd floor of Hamilton Building (best if well in advance)
Note: Students should not leave notes on their studio door asking their Critics to track them down by cell phone.
- If appointment cancellation is known in advance, also cross your name off the sign-up sheet ASAP to accommodate another student.

CRITIQUES – IMPACT ON GRADES

Missed critiques will result in grade reductions.

- An "F" will result in:
 - o Not being allowed to compete in the ASE
 - o Not being allowed to graduate without repeating the course.
 - o Course must be repeated to overcome the failing grade.
- Incompletes will not be given except in the case of a medical excuse or family emergency. Incompletes must be pre-approved by the Critic, with appropriate paperwork submitted to the Registrar's Office.

MASTER OF FINE ARTS PROGRAM

The Master of Fine Arts (MFA) program, which requires two years of full-time study, is centered on private studio time and critiques, in conjunction with drawing classes and seminars.

- Master of Fine Arts Academic Qualifications, Requirements & Policies
 1. Students must be in good standing, financially and academically with all course work completed satisfactorily.
 2. Sixty (60) graduate level credits must be satisfactorily completed including seminars, studio work and a written thesis.
 3. Three (3) hours of work are expected for every credit taken.
 4. Students must attend for a minimum of two years, and must attend full-time for both semesters of the final year.

5. Each faculty member may establish his/her attendance policy. In general, absences should not exceed 10% of the total number of class meetings.
6. A grade point average of at least a 3.0 (B) should be maintained.
7. A grade point average of 2.0 (C) is considered "Provisional" and may keep a student from graduating. If a student's cumulative grade point average drops below a 3.0, or fails to maintain satisfactory academic progress, he/she will be placed on Academic Probation and is notified of this status in writing. Faculty will take into consideration all aspects of the student's career in the awarding or withholding of the degree. (See Academic Probation and Academic Suspension policy.)
8. The failure of any aspect of the program-critique, seminar or class- is regarded as serious; failure represents the loss of 3 credits. As such, it would not be possible for the student to graduate with the required 60 graduate level credits. In such cases there are only two options:
 - a. To retake the class in the following semester with payment of the standard fee.
 - b. At the discretion of the faculty member, to allow for make-up or some other means to amend the grade. Faculty are under no obligation to do this.
9. MFA students must participate in End-of-Term Reviews at the completion of each semester when the work of every MFA student will be reviewed and evaluated by members of the Graduate Faculty. This review is mandatory. A student must meet this requirement satisfactorily to advance.
10. MFA Advancement: Student advancement from MFA 1 to MFA 2 will be based upon overall curricular achievement. The mandatory End-of-Term Reviews conducted each semester are of major importance. Studio advancement will be finalized by Graduate Faculty vote. If studio work or academic achievements are not of sufficient quality, advancement into the next level may be denied and the student may be asked to repeat the term.

11. During their final year, every MFA student is required to:
 - a. Submit work for the Final Jury Review by all Graduate Program Faculty, during which the student must be present to defend their work.
 - b. Exhibit work in the Annual Student Exhibition.
 - c. Present and defend a written thesis. A completed thesis package (written thesis and visual documentation of images on CD) must be received by graduation. If a completed thesis package is not received, the student will not be granted a grade for the studio/thesis and the student will receive an "Incomplete." Their diploma will also be held. Students may apply for an extension of one (1) year from the graduation date, which may be offered, in warranted cases, for the submission of the written thesis. If extension is approved, the degree will then be awarded upon the acceptance of the completed thesis package. The student will be permitted to sit with his/her class at graduation despite thesis non-completion.
12. In the case of academic problems (grade point average, thesis non-completion, and Seminar failure) permission to exhibit their work with the class in the Annual Student Exhibition will be considered on an individual basis.
13. The Graduate Faculty will only recommend an MFA candidate for graduation when there is satisfactory completion of all degree requirements. Students who do not satisfactorily complete all of the necessary requirements or credits during the two-year matriculation period may be asked to matriculate for additional time or may be asked to leave the program.

CURRICULUM – Master of Fine Arts

YEAR I

Critiques	18.0 credits
Drawing/Open Media	6.0 credits
Seminar/Readings & Research	6.0 credits
TOTAL:	30.0 credits

YEAR II

Critiques	18.0 credits
Seminar/Aesthetics & Criticism	6.0 credits
Studio/Thesis	6.0 credits
TOTAL:	30.0 credits

Through the registration process, MFA students request three (3) Critics each semester.

MFA Critic Program Structure

There are two types of Critics in the MFA Program – Visiting and Local. **Visiting Critics** have three (3) scheduled visits each semester and **Local Critics** have twelve (12) scheduled visits each semester (these visits do not include End-of-Term Reviews (MFA1's & MFA2's) or Final Jury Reviews (MFA2's)). To optimize time with Critics, it is recommended that MFA students register for two (2) Local Critics and one (1) Visiting Critics each semester

- MFA students are *required* to see the Visiting Critics to whom they are assigned for each of these critic's three (3) scheduled visits.
- MFA students are *required* to sign up for *four* (4) critiques per semester with their Local Critics.

Keep in mind that your contact with each Critic is extremely valuable and the sum total of your Critiques will give you excellent insight into your works in progress.

Early Semester

- Know who your Critics are!
- **Mandatory Meetings**
 - **Studio Orientation Meeting:** For all students going into studio, faculty and staff hold a group meeting to discuss the process, the challenges, and responsibilities that come with being in studio.
 - **First Critic Meetings:** Prior to individual meetings with students, at the beginning of each term, each critic will hold a mandatory group meeting to discuss expectations, requirements, methods, etc. **Missing these meetings will affect your final grade.**

Even if students have rescheduled the same Critic/s as a prior semester, they still must attend the initial Mandatory Critics Meeting.

- **First month Critiques** are important – and offer an excellent opportunity to discuss your semester planning. Work need not be finished. Do not postpone the first month meeting.

SCHEDULING/APPOINTMENTS

- **Critic Sign-Up Sheets** ... for all MFA Critics are posted on the bulletin boards on the 8th floor of the Hamilton Building. Every three weeks (four times a semester) critic sign-up sheets are posted for the proceeding weeks of Critic's scheduled visits. Students must sign up for a visit with their Critics each time sign-up sheets are posted. Critic sign-up sheets posting dates and critics scheduled visit dates are indicated in the calendar distributed at the beginning of each semester. All sign-up sheets have the name of the critic, the scheduled visit date, and thirty-minute appointment time allotments. Assigned student time allotments are clearly indicated.
- **Group Critiques** consisting of MFA critics are scheduled several times a semester. Post-Bacc and MFA students can sign up for only one Group Critique per semester. However, if there are open spaces 24 hours before the critique, students can sign up – this will not count towards their one sign up. MFA Group Critiques are optional. Post-Bacc Group Critiques are not optional.
- Critiques must be evenly spaced throughout the semester, not bunched at the end of the term. Missing or avoiding critiques early in the semester, postponing them until the end of the semester is not permissible and defeats the purpose of on-going criticism. No Critiques will be given two weeks in a row.
- Keep a calendar listing of appointments.
- Be in your studio at the appointed time. Faculty, as well, will do their best to keep on schedule.
- In the event of a conflict between classes and critic meetings, the students should inform the classroom instructor of a brief absence during the class to accommodate the critique in his/her studio.
- Students may not cross out other students' names on sign-up sheets to make space for their own names. This is dishonest and unethical, and a violation of the Student Code of Conduct.
- Keep sign-up sheets posted and remind critics to sign after each visit. Sheets must be returned to Registrar at the end of the semester in order to receive a grade.
- Prepare for Critiques by having studio and work ready. It is helpful to have issues and questions thought through in advance.

MISSED CRITIQUES ...

- are the student's responsibility to make up, and students must alert their critics (see below for contacting faculty critics)
- must be made up within two weeks, although there are no guarantees that they can be made up (e.g. at the semester's end)
- must be made up before the next semester
- that are not met or rescheduled will result in a grade reduction (see below)

CONTACTING FACULTY CRITICS

- by phone/email (per faculty's indicated preference)
- place a note on your studio door indicating that you cannot make the appointment
- contact the Graduate Office (215-972-2027).
- place a note in their faculty mailbox (best if well in advance) on the 3rd Floor in the Hamilton Building.
Note: Students should not leave notes on the their studio door asking their Critics to track them down by cell phone.
- If appointment cancellation is known in advance, also cross your name off the sign-up sheet ASAP, to accommodate another student.

CRITIQUES – IMPACT ON GRADES

- Missed critiques will result in grade reductions.
- An "F" will result in:
 - Not being allowed to compete in the ASE
 - Not being allowed to graduate without repeating the course.
 - Course must be repeated to overcome the failing grade.
- Incompletes will not be given except in the case of a medical excuse or family emergency. Incompletes must be pre-approved by the Critic, with appropriate paperwork submitted to the Registrar's Office.

MFA CRITIC SIGN-UP SHEET ETIQUETTE

Please be certain that you read and sign the correct critic sheet.

MFA students who wish to see a critic not assigned to them must sign up at the bottom of the critic sheet in the space indicated "unassigned students". MFA Critics will attempt, *though cannot guarantee*, to see "unassigned" MFA students after meeting with all assigned students.

Time has been allotted for all assigned MFA students to see their Critics. Therefore, MFA students should not sign-up for their assigned critics in the space allotted for "unassigned" students and vice versa. If a student is having difficulty signing-up for their assigned Critics, they should see the Graduate Program Coordinator.

Local Critic Sign-Up Sheets - As stated, "unassigned" students are not to sign-up for Critics in assigned spaces. The exception to this rule is for the Local Critics. If it is 24 hrs before a Local Critic's visit and there are still remaining assigned slots on their sign-up sheets, these slots become "unassigned" spaces. In signing up for these slots, "unassigned" students should indicate that they are "unassigned."

Visiting Critic Sign- Sheets - Assigned students names should always be on their Visiting Critic's sign-up sheet. If a Visiting Critic's assigned slots are not full, this means assigned students are not seeing their Visiting Critic the *required* three (3) times in a given semester.

Unassigned Slots - On average, there are two unassigned critic slots available per MFA student, per semester. Therefore, MFA students are asked to not sign-up for more as in doing so they are taking the opportunity to see critics away from their peers. Unassigned slots canceled or not taken within 24 hours of the critic's visit are considered available and do not count towards their two slots.

Final Jury Reviews and the Annual Student Exhibition

The final semester concludes with the presentation of artworks selected from the work completed during the two years of the Master of Fine Arts Program. A Final Jury Review presentation of the work and oral defense is made to the Graduate Faculty. A public presentation of the Annual Student Exhibition at PAFA's Museum follows the Final Reviews. In preparation for these presentations, students are expected to consult with their Critics as well as other faculty.

Graduate Assistantship Program (MFA program)

Graduate Assistantships offer the opportunity to get work experience in an academic context under the supervision of Certificate/BFA and Graduate Faculty, and are open to MFA students in good academic standing.

Currently, no credit awards or work-study money is involved with the Graduate Assistantship program.

Fall semester Graduate Assistantships are open to 2nd year MFA students only, while Spring semester assistantships are open to 1st and 2nd year MFA students. Students are invited to submit applications for the Graduate Assistantship program for both the Fall and Spring semesters, but are limited to one Graduate Assistantship per person per semester. Students may not apply for Assistantships in classes in which they are enrolled.

Graduate Assistantships openings are posted for consideration and require the completion of the *Graduate Assistantship Program Student Application* and an interview with the supervising Faculty member. Application to the program does not guarantee an interview.

POST-BACCALAUREATE PROGRAM

The Post-Baccalaureate (PB) Program is a one-year, studio-based curriculum of graduate level study in studio art, designed to improve the artistic abilities of every participant during an uninterrupted period of accelerated effort. Each student is assigned a private studio, a program Advisor, and a team of Faculty Critics.

In addition to individual studio critiques with each Faculty Critic, group critiques with everyone in attendance are an integral part of the learning process. Every week, Post-Baccalaureate students participate in two seminars, one in aesthetics and criticism, and another in drawing. In consultation with the faculty, students may also elect courses in Graduate Painting, or audit studio courses within PAFA's Certificate Program (on a space-available basis).

A Certificate of Completion is awarded upon the successful conclusion of both semesters of course work.

NOTE: This is a full-time program. All course work, as outlined, is required of all students enrolled in the program. In addition, for every hour spent in the classroom there is a required three hours of studio time.

Post-Baccalaureate Graduation Requirements: A minimum of 30 credits are required to graduate plus a minimum 3.0 cumulative GPA.

CURRICULUM – Post-Baccalaureate Program

FIRST SEMESTER

Studio/Critique (3 @ 3 credits ea.)	9.0 credits
Drawing/Open Media	3.0 credits
Seminar/ Subject Form & Content	3.0 credits
TOTAL:	15.0 credits

SECOND SEMESTER

Studio/Critique (3 @ 3 credits ea.)	9.0 credits
Drawing/Open Media	3.0 credits
Seminar/Subject Form & Content	3.0 credits
TOTAL	15.0 credits

POST BACCALAUREATE CRITICAL PROGRAM

PB Critic Appointments

Post-Baccalaureate students are assigned a team of PB Faculty Critics.

Post-Baccalaureate students must sign up for at least 3 critiques per semester with each of their three (3) assigned critics, for a total of at least nine (9) critiques per semester. In addition, students are required to attend several Post-Bacc Group Critiques throughout the semester.

Group Critiques consisting of MFA critics are scheduled several times a semester. Post-Bacc students can sign up for only one Group Critique per semester. However, if there are open spaces 24 hours before the critique, students can sign up – this will not count towards their one sign up. Post-Bacc Group Critiques are not optional.

PB Critic Sign-Up Sheets

Please be certain that you read and sign the correct critic sheet.

Critic sign-up sheets for all Post-Baccalaureate Critics are posted on the bulletin boards on the 8th floor of the Hamilton Building. Critic sign-up sheets are posted and a critique schedule is distributed at the beginning of each semester. All sign-up sheets have the name of the critic, the scheduled visit date, and thirty-minute appointment time allotments.

Mandatory Studio Meeting: For all students going into studio, faculty hold a group meeting to discuss the process, the challenges, and responsibilities that come with being in studio.

STUDIO POLICIES AND REGULATIONS – Certificate, BFA and Graduate Programs

Many of the practices followed and the substances used in artists' studios can be potentially hazardous if proper precautions are not taken.

Students who blatantly disregard studio policies and safety regulations will be asked to leave the studio or cease activity for their own protection and for the protection of those around them.

Further violation of the policies and regulations will result in disciplinary action with consequences that might include the loss of studio privileges, ineligibility for the Annual Student Exhibition, and/or suspension.

Private Studio and/or Classroom Regulations

A) Studio Usage & Occupancy

- 1) Use of a studio at PAFA is a privilege that may be revoked if the space is either underused or misused. The space is intended for creating artwork within the confines of the course curriculum and instruction. No other activities are allowed. Students agree to use the studio for this sole purpose. Student agrees that he/she is solely responsible for taking proper safety precautions and adhering to all applicable laws and regulations.

- 2) Certificate students may occupy a studio for two (2) academic years, with the exception of students who receive a Cresson or Von Hess travel scholarship that requires them to return to PAFA for an additional year.

PAFA BFA students may occupy a studio for one (1) academic year only unless they are completing the Certificate program as well or receive a Cresson or Von Hess travel scholarship.

MFA students may occupy a studio during the entirety of their 1st and 2nd years, and the summer between years.

Students transitioning from one PAFA program directly into another are eligible to rent a studio in their new program during the summer between programs, and must complete a new Studio Contract for that period. New students entering PAFA are not eligible for early studio occupancy.

- 3) Students are not permitted to use their studios as living space at any time.

- 4) All students must check-in at the Security Desk by scanning their PAFA photo ID. *Certificate/BFA students are expected to work in their studios at least 90 hours per month.*
- 5) Installations: studios for installations are designated each year on a space-available basis. Students must submit a written proposal to his/her faculty chair for the use of installation studio space during a precise period of time.
- 6) Noise: be considerate of studio mates. Keep conversations at moderately low levels, limit cell phone usage & please move to elevator lobbies for extended phone conversations. Headphones are required for all music. Power tool usage may be prohibited between 9am-5pm for noise.
- 7) When leaving, close windows, turn off lights and all electrical equipment, and lock your door.
- 8) Upon completion of a program and at the end of each academic year for Certificate/BFA students, all studios must be vacated by the second Monday following graduation, unless a student has signed a summer studio rental agreement. Each student is responsible for returning their studio to its original condition (see *Studio Agreement Form*). Studio paint will be supplied by PAFA free-of-charge; students must supply their own spackle & paint rollers.

B) Facilities

- 1) All studios are supplied with an easel and a chair. Equipment, props, heaters, stools and drapes are not to be borrowed from classroom studios. See the Models & Properties Coordinator to borrow particular items.
- 2) During periodic studio checks, PAFA property will be removed or notice will be left for students to return equipment. Faculty critics will be aware of violations during studio visits and will forward any concerns to Student Services for follow-up. PAFA reserves the right of access to all student studios.
- 3) Security will make periodic tours of the floors, entering studios to conduct a visual check of for obvious unsafe conditions and occupancy violations. Except in the case of extreme safety violations, which will be addressed immediately, studio concerns will be forwarded to Student Services for follow-up.

- 4) PAFA does not assume responsibility for students' personal property. Students may choose to use a lock box or trunk to secure valuables.
- 5) Students may not alter existing studio structure or mechanical systems. Students may not build ceilings, store materials on top of studio walls, or hang anything from pipes and ductwork. Any change to the studio must first be proposed to and approved by the faculty chairs, in writing, and then returned to the original condition by an agreed-upon date, and subject to a follow-up studio inspection.
- 6) All electrical equipment shall be UL listed and possess a positive ground for safety. Studio receptacles are UL listed, 3-prong grounded, rated from 110 volt to 120 volt at 15 amps (1800 watts). Hot plates, refrigerators and other appliances are not permitted in the studios with the exception of a space heater to be used only when working from the model. The space heater must be approved for safe usage by the Models and Properties Coordinator, and must be used in a safe manner. PAFA reserves the right to restrict or prohibit the use at anytime for safety reasons.
- 7) Nothing may be stored in the hallways – artwork, furniture, bicycles, etc., as this can pose serious access barriers during an emergency. During routine tours of the buildings, items will be removed and discarded by maintenance staff.
- 8) No work may be made or stored in the Fire Towers. Any work (or other items) found there will be removed at the student's risk.
- 9) All items that a student brings into his/her studio (equipment, furniture, supplies, etc.) must be removed from the building by the student at move-out. Furniture may not be left in the hallway at year-end.
- 10) Studio Damage and Key Deposit Policy
A deposit of \$200 is required of all students in private studios, which will be refunded following the end of the student's time in studio (it will be "rolled over" to second studio year), on the condition that the studio is returned to its original condition (based on studio inspections) and the key is returned. Paint (only the approved brand and color) is provided – student must provide supplies.

If damage to the studio occurs that the occupant does not repair properly, the damage deposit will be retained. In the case of excessive damage to the studio (doors, windows, fixtures, etc), PAFA will bill the student for the labor and supplies required for repairs above and beyond the studio deposit amount.

There is a \$25.00 fee to replace lost keys. Studio deposits will be withheld until all keys issued to you are returned, and \$25.00 of the deposit will be forfeited for each key that is not returned.

- 11) Community fines: PAFA encourages shared responsibility for community problems. Maintenance inspections will be made on each studio floor at the end of each semester. Fines for damage that either cannot be applied to an individual student or that is clearly the result of an indeterminate group of students will be shared by the community. Fines will be divided among all the students in a given area or floor, as appropriate.

C) Materials & Tool Safety

Safety procedures must be followed. This is an environment containing volatile substances and potentially dangerous equipment. All students should exercise caution when using materials, tools and combustible solvents. All floors are equipped with ventilation systems, but care must be taken not to block air intake and outflow vents. The library has books noting the toxicity of various substances and suggested safe studio procedures.

Clean Air Policy

Any process that sends fumes, smoke or particulates of any kind must be done in the Spray Room on the 10th floor, or in designated ventilation areas on the 6th or 7th floors. Therefore, the following techniques are prohibited outside of those designated areas:

Power sanding or large-scale hand sanding of gesso, wood and metal; glue-making and wax-melting; varnishing or painting with industrial paints of any kind; using spray fixatives; wood-burning; and use of approved resin.

Critics and faculty will check and enforce this policy. Violations will be reported and subject to disciplinary action.

Tools and materials usage are regulated in the shops as well. Students are responsible for knowing and following all posted and distributed safety requirements for each shop.

- 1) Use of tools and materials within student studios is limited to the following:

Small hand tools:

*Hammer Staple Gun
Handsaw Matting/utility blades
Chisel*

Power tools:

*Hand drill Soldering Iron
Rotary tool, such as Dremmel
Staple or glue gun*

Tools must be maintained and in safe condition.

Materials

All materials in studios must be clearly labeled and contained properly with secured lids.

Materials - permitted:

Latex or vinyl gloves
Oil paints, acrylic paints, watercolors, tempera paints, water-based enamels, gesso (oil and acrylic).
Drawing media: charcoal, pencil, conte, pastels (dust must be minimized)
Thinners: Sansodor and Turpenoid (odorless thinners) are the only thinners to be used in any building.
Mediums: Linseed oils (regular, stand oil, sun-thickened oil, etc.)
Water-based glues

Materials - not permitted:

Oil-based enamels
Turpentine or commercial paint thinners
Spray fixatives, varnishes and enamels *
Resins ** (*see section below*)
Epoxies
Glues with high vapor toxins (e.g. airplane glue)
Printmaking chemicals should only be used in the print shop; see Department Chairperson for questions

* All sprays and fixatives must be used only in the spray booth on the 10th floor of the Hamilton Building.

** Resins

Resins are becoming a popular material to use in the building of three-dimensional objects. These materials are extremely toxic and when not used with respect can cause permanent physical damage.

Therefore, after researching many of the brands on the market, we have selected a company whose product is the least toxic, and has no odor: The West System (Gougeon Brothers, Inc, PO Box 908, Bay City MI 48707-0908; phone: 989-684-7286, fax: 989-684-1374; www.westsystem.com). No other resin is permitted.

However, the following guidelines are required:

- a) This product must only be used in a well-ventilated area (not in private studios), approved in advance by either the shop manager or the sculpture department chair.
- b) An approved respirator, safety glasses, and rubber gloves must be worn at all times.
- c) Open ventilation with a fan to move air out of work area must be running even during the curing process.

Always consult Material Safety Data Sheets (MSDS) –in shops/department offices – before use of any product.

- 2) All applicable standards, regulations, procedures, ordinances, laws, manufacturer's specifications, and codes for the safe and proper use of tools or materials is required at all times. All materials and tools must be tested, rated and approved by a recognized governing authority of the United States of America.
- 3) Tool and material use is permitted only with proper Personal Protective Equipment (PPE), as well as protective measures and equipment for building occupants. Wear safety equipment such as respirators, safety goggles, hearing protectors, hair nets, gloves, and/or protective clothing.
- 4) Use of animal materials or by-products, or any bodily fluids is prohibited in the studios.
- 5) Clean your hands thoroughly before smoking or eating. Wear safety gloves for toxic substances.
- 6) Dispose of soiled rags, towels, thinners, paint, and all other flammable materials in the designated waste barrels by the sinks on each floor: one for solids; one for liquids/solvents. **DO NOT** use sinks for disposing of solvents.

- 7) A spray booth for using fixative is located on the 10th floor of the Hamilton Building. Spraying fixatives or other toxins is not permitted at anytime in studios.
- 8) Frame and stretcher preparation and mat cutting are not allowed in the halls. Use the framing and matting room on the 9th floor of Hamilton.
- 9) Do not use the fluorescent wall light fixtures as shelf storage for anything flammable.
- 10) Read about studio safety. The more knowledge you have, the safer you will be. REMEMBER: The long-term effects of many chemicals used in products have not been determined.
- 11) PAFA reserves the right to cease any and all activities that are deemed inappropriate or hazardous to the building or its occupants.

NOTE: Tools and material usage in the printmaking and sculpture shops are regulated; see the rules and guidelines posted in respective shops.

MODELS – Rules for classrooms & studios

Life/portrait models are used extensively in our curriculum at PAFA. All students are required to comply with the following rules regarding the models who contract their services to PAFA. This will insure professionalism, safety, respect, clear accountability and communication.

- Poses are to be 20-minutes in length with a 5-minute break.
- Models poses are safe and comfortable. Models should not be asked or expected to take any pose or action that makes them uncomfortable or feel unsafe.
- Poses take place only in designated studios where privacy can be issued.
- Studio doors are closed and blinds are pulled down for the duration of the class if a life model is present.
- Pedestals and platforms are used exclusively for models use, and are not to be used as tables or areas where art materials are to be placed.
- Models are not posed on any item other than a designated pedestal or platform.
- At all times while on breaks, models must wear a robe and slippers (or shoes).
- No sitting, standing or placing of any item *not included in the pose* on the modeling stand if a model is posing.

- Photographing models does not occur without model consent. Any such request should be made prior to the pose to the Models and Properties Coordinator.
- Physical contact with the model is not made.
- PAFA faculty and assigned classroom monitors are the only individuals permitted to adjust the pose of a model. This communication will be through verbal direction only. Any issues concerning a model and/or the pose are to be directed to the instructor or monitor, and in lieu of their presence the Models and Properties Coordinator.
- Students may not talk to the model while the pose is in session.
- Heaters, pads, designated model stands and changing areas are properly used allowing the model to perform her or his contractual duties.
- Absolutely no storage of materials occurs in the models changing rooms.
- No disruption of the class or any disrespect to the model is allowed while she or he is posing. If a student should need to leave the classroom, they should do this during the models break. If a student is returning to the classroom, they should return during the allotted break or wait for the model's next break.
- All cell phones are to be set to vibrate/silent (**NO AUDIBLE RING**) in all classes. Due to the presence of cameras in many cell phones, they are absolutely prohibited from being used during the duration of any class in which a life/portrait model is posing.
- Adjustment of room temperature, if possible, will be subject to the models discretion when posing for a life class.

Any infraction of these guidelines should be reported immediately to the Models and Properties Department.

Studio Classroom Etiquette and Regulations for Studio Classrooms

(HLB 1, 4, and 6, and Hamilton 461, 465, 610, 611, 1010, 1021, and 1023.)

- 1) These rules and standards are to be followed and implemented by faculty, classroom monitors, students, and PAFA staff at all times.
- 2) Equipment, props, stools, easels, and model stands are not to be moved or borrowed from classroom studios.
- 3) Trash is to be placed in appropriate trashcans:

- a. Dispose of soiled rags, towels, thinner, paint and all flammable materials in the designated hazardous materials containers located near wash sinks. Note: there are separate containers for liquids and solids.
 - b. Cardboard, aluminum cans, paper, glass and plastic containers are to be placed in recycling bins.
 - c. Dispose all other items (food wrappers, cellophane, etc.) in the large trash bins in hallways.
- 4) Clean up your work area upon completion of class.
 - 5) Do not use inappropriate materials or tools in Studio Classrooms
 - 6) Place drawing boards in designated area beside painting racks. Return boards after use.
 - 7) Use the painting racks for current work only. Take your work home when pose is over.
 - 8) When using solvents and mediums, use containers with a lid to minimize spill risks. Only odorless solvents may be used.
 - 9) Do not spray fixatives or varnishes in studio classrooms. Sprays and fixatives may be used **ONLY** in the spray booth located on the 10th floor of the Hamilton Building.
 - 10) Return stools and easels to one side of the studio classroom when class is finished.
 - 11) Once the model is posed and the class is in session, late students must wait outside the studio until the model takes a break before entering the classroom and setting up.
 - 12) Headphones/ear buds should not be used during class session.
 - 13) **DO NOT** place tape on the studio classroom floor or model stands. Indicate reference marks with china pencil.
 - 14) Cell phones are to be set to vibrate/silent or turned off in all classes.

Rules for Working from the Casts

- 1) Do not touch the casts (so as not leave on the surface of the cast art material residue that may be on your hands).
- 2) Do not move the casts (if necessary, ask your instructor who will discuss the matter with the Cast Committee).
- 3) Do not lean things against the bases of the casts (so as to avoid pushing the cast over or damaging the cast).

- 4) Do not place anything on the base of the cast (so as to prevent art materials or beverages staining the surface of the cast or the base).
- 5) Do take measures to prevent residue from art materials from landing on the surface of the casts (charcoal dust, flecks of paint, overspray from water bottles, etc.)
- 6) Do be aware of the proximity of any casts in your vicinity when backing away to view your subject cast and your work, and also when moving easels and stools.

Independent Model Program (IMOD) -- 3rd/4th Year Certificate Students and Graduate Students

During the academic year, for full-time, upper-level students in studio (in all programs), PAFA will pay half the model's fee if the student hires a model currently contracted by PAFA. The student is responsible for the other half. Model lists, as well as guidelines and timesheets for the Independent Model Program are available in the Models and Properties Office.

Models working for students in private studios must adhere to the Visitor Policy (see General Campus Policies), must be accompanied by student host, and leave the building by 10:00pm.

MOBILITY PROGRAM

As a member of the Association of Independent Colleges of Art and Design (AICAD), PAFA students may participate in the Mobility Program, spending 1 or 2 semesters of the third year in a similar program at another participating member institution. The Certificate/BFA student registers and pays full-time tuition to PAFA, but pays fees at the exchange institution. The Mobility student receives PAFA credit for the courses taken, based on a written agreement with their Departmental Chairperson to establish the planned course of study. Interested students should speak with the Dean of Students. Application deadlines for Fall enrollment: April 10 of the preceding academic year; for Spring enrollment: November 15.

CONTINUING EDUCATION PROGRAMS

Michael Kowbuz, Director of Continuing Education
215-972-7632

The Continuing Education Programs Office administers a wide selection of programs and courses in painting, sculpture, printmaking, drawing, color, and mixed media. Classes are held during the evenings, weekdays, and weekends, during the Fall and Spring semesters, plus several condensed summer sessions. These courses, the majority taught by Certificate/BFA Program faculty, are designed for students of all levels of experience and skill; no portfolio review is necessary. A variety of non-studio classes and workshops are offered each semester.

The Use of the Continuing Education Program by Matriculated Certificate & BFA Students:

1. A maximum of 15 credits from Continuing Education will be accepted towards Certificate and BFA requirements. This number includes courses transferred prior to enrollment. See transfer credit policy for more information.
2. Students must have written approval from the Dean of Students or the appropriate Department Chair before registering for a course in the Continuing Education Programs.
3. Only courses designated by Department Chairpersons may be used to fulfill Certificate/BFA requirements.
4. Any Continuing Education courses taken for Certificate/BFA credit follow the Certificate/BFA tuition rates. Students may take the courses for the reduced Continuing Education rate, however, they may not then get Certificate/BFA credit for them, and they may not be submitted for transfer credit later, if taken after starting the Certificate/BFA program.

FINANCIAL AFFAIRS

FINANCIAL AID

The Pennsylvania Academy of the Fine Arts offers a variety of financial aid funds to assist students in meeting their educational expenses. Aid may be offered in the form of a grant, scholarship, loan or employment, and is funded through federal, state, institutional and private organizations. Grants and scholarships are considered gift aid and do not need to be repaid. Student loans with favorable interest rates can be repaid over an extended period of time after graduation, withdrawal, or enrollment of less than half-time.

It is the philosophy of PAFA that the first source of financial support for education should come from the student and/or family. Financial need is defined as the difference between the cost of education and the expected family contribution (EFC), as determined by the results of the Free Application for Federal Student Aid (FAFSA). Where need exists, PAFA attempts to assist in meeting the educational costs with the resources available. Typically, 80 percent of all PAFA students enrolled on a full-time basis receive some type of financial assistance (including those who already hold a bachelor's degree). Therefore, PAFA encourages all students to apply for financial aid.

In order to be considered for financial aid, you must complete the Free Application for Federal Student Aid (FAFSA) at the following website: www.fafsa.gov.

SPECIFIC TYPES OF FINANCIAL AID

GRANTS

The **Federal PELL Grant** is awarded to students who have not yet earned a Bachelor's Degree. Grants are awarded on the basis of need by the federal government.

The **Pennsylvania Higher Education Assistance Agency (PHEAA) Grant** is a state grant available to undergraduate established Pennsylvania residents who have not yet earned a Bachelor's Degree. Students must demonstrate financial need as determined by PHEAA by submitting the FAFSA prior to May 1 annually.

Non-PA residents may also qualify for grants from their respective home states. Please check with the agency in your home state for more information.

The **Federal Supplemental Educational Opportunity Grant (FSEOG)** is awarded on a first-come, priority basis. Early applicants will be considered first as funding is very limited. Grants are awarded to students who do not hold a Bachelor's Degree. Priority is given to students who qualify for Federal Pell Grants. This federally funded program is administered by the Financial Aid Office.

ACADEMY SCHOLARSHIPS

Scholarships are available for eligible full-time students. Scholarships are awarded annually on the basis of need or merit, date of application submission, and availability of funds. Application for this aid must be made by filing the FAFSA form annually, and submitting all required documentation requested by the Financial Aid Office (unless otherwise noted).

All full-time students will automatically be considered for available scholarship funds upon application. Please be aware of filing deadlines (for scholarships and other aid).

The maximum of all financial aid awarded shall not exceed the total cost of attendance. The maximum of all PAFA Grants and Scholarships shall not exceed the total cost of tuition and shall be applied against tuition costs.

Any student who receives funding from an outside source must report these resources to the Financial Aid Office. Outside awards totaling more than \$3,000.00 will result in a revaluation of your financial need. Subsequent adjustments may need to be made to the student's award.

- **Merit Scholarships** are competitive tuition scholarships available to incoming Certificate, BFA, MFA and Post-Baccalaureate candidates who submit all required documents to the Admissions Office prior to their posted deadline. This award is based on the merit of previous artistic works, is renewable and awarded by the Admissions Office. A FAFSA is not necessary to receive merit scholarships.
- The **Academic Scholarship** is competitive and awarded to incoming BFA students based on the merit of their previous academic work, is renewable and awarded by the Admissions Office. A FAFSA is not necessary to receive Academic Scholarships.
- The **Academy Scholarship** is a need-based tuition scholarship for Certificate and BFA students applied directly to your tuition account.
- The **MFA Scholarship** is a need-based tuition scholarship that is applied directly to your tuition account.
- The **Post-Baccalaureate Scholarship** is a need-based tuition scholarship that is applied directly to your tuition account.
- **International Scholarships** are available to international students. Applicants will be required to provide evidence of their own financial support. Scholarships are awarded on the basis of need, date of application submission, and availability of funds. (Additional information about college scholarships for international students is available at www.edupass.org)

The Pennsylvania Academy of the Fine Arts offers a variety of financial aid funds to assist students in meeting their educational expenses. Aid may be offered in the form of a grant, scholarship, loan or employment, and is funded through federal, state, institutional and private organizations. Grants and scholarships are considered gift aid and do not need to be repaid. Student loans with favorable interest rates can be repaid over an extended period of time after graduation, withdrawal, or enrollment of less than half-time. Eligible students may work at PAFA for an hourly wage.

It is the philosophy of PAFA that the first source of financial support for education should come from the student and/or family. Financial need is defined as the difference between the cost of education and the expected family contribution (EFC), as determined by the results of the Free Application for Federal Student Aid (FAFSA). Where need exists, PAFA attempts to assist in meeting the educational costs with the resources available.

Typically, over half of all Academy students enrolled on a full-time basis receive some type of financial assistance (including those who already hold a bachelor's degree). Therefore, the Academy encourages all students to apply for financial aid.

In order to be considered for financial aid, you must complete the Free Application for Federal Student Aid (FAFSA) online at www.fafsa.gov.

STUDENT EMPLOYMENT AWARDS

The **Federal College Work/Study Program (FCWS)** is offered to students on the basis of need and availability of funds. Job listings are available through the Office of Student Affairs. The current pay rate starts at \$10 per hour, and work schedules are arranged with the job supervisor. All students indicating they are interested in work-study are considered. Please note that an offer of college work study is **NOT** a guarantee of a job.

NOTE: While school is in session, students cannot work more than twenty (20) hours a week. There is no "overtime" in the above-mentioned employment program.

The **Academy Monitorship** is an opportunity for a student to assist the instructor in their daily classes with the models and props. This position is supervised by the Models and Properties Coordinator. A FAFSA is not required for this position.

LOANS

Direct Stafford Loans are available at fixed interest rates (and with extended repayment terms) to assist students and parents in meeting educational costs. Students and parents should consider carefully the amount of their borrowing (both yearly and cumulatively), and borrow the minimum necessary to meet educational expenses.

Students wishing to borrow should secure a Direct Loan Master Promissory Note (MPN) from www.studentloans.gov. The FAFSA must be filed prior to a MPN. It is critical that the student understand that it is s/he alone who is responsible for repaying funds borrowed, and that for many students, this will be the most serious long-term financial obligation yet undertaken.

All first-time student borrowers are required to complete Entrance Loan

Counseling before loan funds will be released by PAFA. This can be completed at www.studentloans.gov. All graduating and withdrawing students with loans MUST attend an "exit interview" before leaving PAFA. The loan application process usually requires two to six weeks from application to receipt of funds.

A **Direct Parent PLUS Loan** is available to parents of dependent students who attend PAFA to help meet the cost of education. The Direct Parent PLUS loan can be applied for at www.studentloans.gov. Parents must also complete an application in order to trigger the credit check process.

A **Direct Graduate PLUS loan** is available to graduate students to help meet the costs of education. The Graduate PLUS loan can be applied for at www.studentloans.gov. Graduate students must also complete a plus application in order to trigger the credit check process.

OTHER TYPES OF ASSISTANCE

PAFA encourages students to explore all possible options for tuition assistance. Often, local businesses, parents' employers, churches, and community groups sponsor scholarships that can be used toward educational costs. Information can be obtained from these sources as well as the reference section of some libraries. If a student receives a scholarship from an outside organization, it is the student's responsibility to notify the Financial Aid Office. Please note: if scholarships are designated for tuition only, other PAFA aid may need to be adjusted.

HOW TO APPLY FOR FINANCIAL AID

Federal regulations governing financial aid require PAFA to use an authorized Need Analysis System to determine who is eligible for Financial Aid. PAFA uses the Free Application for Federal Student Aid (FAFSA), which is processed at no cost to the student. The FAFSA is available via the Internet at www.fafsa.gov. PAFA's School Code is: **014653**.

Regardless of residency, all students (with the exception of international students) must file the FAFSA form to be considered for any type of financial assistance. If selected for verification by the federal government: students must submit copies of your/your parents' current-year Federal income tax forms and all schedules and complete a federal verification form.

Please promptly submit any information requested by the Financial Aid Office.

DEADLINES

The FAFSA application takes approximately six to eight weeks to process from the time of submission. While the filing deadline for consideration of PHEAA and Pell

Grants differ (refer to the application), the priority date for PAFA purposes is **March 1st for new applicants** and April 15th for continuing students. Consideration of PAFA funds for those students filing after the deadline will be made on the basis of availability of funds, and after on-time applications have been processed.

AWARD NOTIFICATION

The Financial Aid Office will begin to notify new and returning students of their upcoming aid in April/May. If you are awarded aid, you will receive an award letter describing the aid and the requirements. You must return the award letter only if you are not accepting some or the entire aid award.

The Financial Aid Office will be happy to counsel you about your aid possibilities at any time during the application process. Students should understand that some aid is contingent upon availability of funds to PAFA, and that if those funds are reduced, the school will reduce aid packages accordingly.

STUDENTS' RIGHTS AND RESPONSIBILITIES

All students have the right to know the method used to determine their need; access to information and records used in determining need; and the right to be awarded aid equitably as funds permit.

Students are responsible for providing accurate information concerning their financial resources and circumstances, and notifying the Financial Aid Office of any changes in status; for applying in a timely manner; and for maintaining satisfactory academic progress. (Refer to Academic Policy in this publication).

Students who knowingly provide false information will be denied aid and will be refused additional funds.

Students who withdraw without official approval, or who are dismissed, may not be eligible for financial aid upon their return to PAFA. Students who are readmitted to the School must not only maintain the School's academic standards but must also reapply for aid.

Most financial aid is awarded to full-time students only. However, students attending on a half-time basis are eligible for certain types of aid. Consult the Financial Aid Office for details.

Students who are in default of a Federal Stafford Student Loan or Federal Perkins Loan will not be awarded PAFA assistance.

Students who do not maintain satisfactory academic progress, due to extenuating circumstances, may appeal their aid denial to the Financial Aid Office in accordance with the following procedures:

1. Students should request a progress appeal, in writing, through the Financial Aid Office and should notify the Dean of Students of this action.
2. The Financial Aid Director and the Dean of Students will review the request and notify the student of the decision, within a reasonable amount of time.
3. Students granted appeals are required to meet the progress standards during the next semester.

SATISFACTORY ACADEMIC PROGRESS

(Revised Policy effective July 1, 2011)

The Financial Aid Office is required by Federal law to ensure that students receiving any type of financial aid are making satisfactory academic progress (known as SAP). Academic progress is reviewed at the end of each semester. A student has the right to appeal any negative decision by submitting a letter of appeal to the Director of Financial aid and the Dean of Students documenting the unusual circumstances that had an impact on their academic progress. Certificate, BFA, Post Baccalaureate and MFA students at the Pennsylvania Academy of the Fine Arts must meet the following requirements:

- **Certificate and BFA Students --** Students may receive financial aid for the first 180 attempted credits. As expressed in years: *students are normally expected to complete an undergraduate degree by the end of 4 years of full-time study. Therefore, students will forfeit their eligibility to participate in federal financial aid programs after 6 years of full time enrollment (4 x 150% = 6)*. Transfer students will be evaluated by adding their earned transfer credits to their attempted Certificate/BFA credits, allowing them to receive aid for the balance of the 180 credits. Students must receive a passing grade in at least 67% of their overall credits they have attempted on a cumulative basis, including transfer credits. Students must achieve a cumulative grade point average (GPA) of 2.0 by the end of each semester. **Some scholarships and grants may require a higher GPA.**

- **Post Baccalaureate Students --** Students may receive financial aid for the first 30 attempted credits as a Post Bac. Students must receive a passing grade in at least 67% of their overall credits in which they attempted on a cumulative basis. Students must achieve a cumulative GPA of 3.0 by the end of each semester.
- **MFA Students --** Students may receive financial aid for the first 60 attempted credits. Students must receive a passing grade in at least 67% of their overall credits in which they attempted on a cumulative basis. Students must maintain a cumulative GPA of 3.0 by the end of each semester.

Monitoring Satisfactory Academic Progress (SAP)

The Office of Financial Aid will monitor SAP at the end of each semester. Written notification will be sent to students placed on Financial Aid Warning, Financial Aid Probation, Financial Aid Termination, and Financial Aid Reinstatement. In cases where the academic plan (see definition below) is required, the Dean of Students will monitor academic plans and provide a measurement for each student's pace based on the duration stated in each plan.

Minimum requirements to satisfy financial aid eligibility and satisfactory progress requirements for Certificate/BFA:

By the end of the:

- First year: 2.0 GPA/24 credit hours completed
- Second year: 2.0 GPA/48 credit hours completed
- Third year: 2.0 GPA/72 credit hours completed
- Fourth year: 2.0 GPA/96 credit hours completed
- Fifth year: 2.0 GPA/120 credit hours completed

MFA and Post Baccalaureate:

First Year: 30 or more credits/3.0 GPA

Part time students

To maintain satisfactory academic progress, a part-time student must maintain a 2.0 ("C") cumulative grade point average and earn 67% of all attempted credits. Please note that specific requirements for eligibility for studios, prizes, the Annual Student Exhibition and graduation may differ from those listed in this section. Consult the appropriate handbook sections for the details.

Transfer Credits

Transfer Credits: Course credits transferred from other institutions will be considered hours earned and attempted for the purpose of determining the earned credits completion rate (student pace) and maximum timeframe.

Course Withdrawals (WD)

Courses from which a student withdraws after Add/Drop will be counted toward enrollment, attempted hours, and maximum timeframe.

Incomplete Grades (I)

Incomplete grades will be counted toward enrollment, attempted hours, and maximum timeframe. Students who end a semester with incomplete grades will be re-evaluated for financial aid eligibility at the PAFA deadline for incomplete grades (students have the first 6 weeks of the spring semester for fall incompletes and until July 15th for spring incompletes.) If the incomplete grades are not completed within the published deadline, the student will automatically be placed on the appropriate SAP status (warning or ineligible) based on prior SAP performance and the student is responsible for notifying the Financial Aid Office to have financial aid eligibility re-evaluated again once the incomplete grades are updated. If a student is placed on warning for incomplete grades at the PAFA deadline and then the final grades become grades of WD or F at a later date, any **federal aid released for the subsequent semester will be rescinded (including loans).**

Repeated Courses

Students receiving a failing grade (F) may repeat the course as many times as necessary until it is passed. Repeated courses will be considered hours attempted for the purpose of determining the earned credits completion rate and maximum timeframe.

Financial Aid Warning

Status assigned to a student who fails to make SAP. Students may continue to receive financial aid for one payment period (semester.) No appeal is necessary. Students who have not completed 67% of their overall attempted credits at the end of a semester will be placed on Financial Aid Warning.

Financial Aid Probation

Status assigned to a student who fails to make SAP and who has appealed (see appeal process below) and has had eligibility for financial aid reinstated. Financial aid will be reinstated for one semester only. Students may be required to fulfill specific terms such as taking a reduced course load or enrolling in specific courses while on Financial Aid Probation. If student cannot mathematically achieve SAP standards in one payment period, an academic plan will be required.

Appeal Process

A student must write a letter of appeal to present to the Director of Financial Aid and the Dean of Students explaining the following:

1. Why the student failed to make SAP
2. What has changed that will allow the student to make SAP at the next evaluation.

The Dean of Students may require an Academic Plan (see below for definition.)

Academic Plan

A stipulation placed on a student following an appeal that, when followed, will allow a student to achieve SAP standards in a specific amount of time. Eligibility for aid will be reinstated and can be received as long as all conditions of the plan are met.

Financial Aid Termination

Status assigned to a student who is not making SAP standards and who either fails to appeal their status or has their SAP appeal denied. Financial aid cannot be received while on this status. Please note that this applies to financial aid eligibility only, **not** to registration or academic standing. Under the following circumstances, students will be placed on Financial Aid Termination status and will be ineligible to receive future financial aid: (a) Students who have not reached the required 67% completion rate by the end of the Financial Aid Warning period; (b) Students reaching the maximum attempted credits, 180 Certificate/BFA, 30 Post Bac, or 60 MFA; (c) Students academically dismissed due to poor academic performance as prescribed by PAFA.

Reinstating Financial Aid Eligibility

Students may regain eligibility by successfully achieving an overall completion rate of 67% or through a granted SAP appeal. Please note that specific requirements for eligibility for studios, prizes, the Annual Student Exhibition and graduation may differ from those listed in this section. Consult the appropriate handbook sections for more details.

FINANCIAL POLICIES & SERVICES

TUITION AND FEES

Current costs are posted on the PAFA website (www.pafa.org/School/Admissions/PAFA-Tuition-and-Fees/181/). Please note: only credits up to 18.0 are included in tuition for Certificate and BFA students. All make-up or overload credits beyond 18.0 for full-time Certificate and BFA students will be charged the per credit rate. **Any student matriculated in the Certificate or BFA Program who enrolls in a Summer or Evening course (Continuing Education) will be charged the Certificate or BFA per-credit tuition.**

TUITION PAYMENT REQUIREMENT

Please be aware that nonpayment of your bill will jeopardize your enrollment, so please arrange early for payment on your account. Payments are to be mailed or delivered to the PAFA's Business Office, 128 N. Broad Street, Philadelphia, PA 19102.

Payments by Check or Money Order

Checks of Money Orders must be payable to the Pennsylvania Academy of the Fine Arts (or PAFA) in U.S. dollars and drawn on a U.S. bank. Postdated checks are not accepted.

Returned Checks

The Bursar's Office will notify and bill you if your check is returned by the bank for non-payment. You must pay the original amount plus a returned check fee.

Payments by Credit Card

Please return remittance portion of bill along with credit card account number, expiration date, billing zip code, and signature of cardholder via mail or fax.

Past Due Accounts

PAFA policy requires timely payment of all charges owed. Any payment owed by you to PAFA that is not received by the due date is subject to a monthly late payment charge. PAFA reserves the right to restrict services, terminate enrollment, contract for outside collections, and pursue legal action in the collection of any past debt at the expense of the debtor.

Installment Payment Plan

PAFA wishes to help students afford the expense of higher education by conserving their savings and limiting their borrowing. For this reason, a monthly payment option is offered, allowing students to spread tuition expenses over the academic year for a one-time enrollment fee. Information detailing the monthly payment plan administered by Higher Education Services can be found at www.highereducationservices.org – this information is also mailed with invoices.

Any student who has applied for and received notification that their Federal Stafford Student Loan has been approved may use their loan disbursements to apply against their semester bill. Loan checks are disbursed in equal disbursements each semester.

STUDENT WITHDRAWAL/REFUND POLICY

Students who officially withdraw from PAFA or reduce the number of credits for which they are registered may be entitled to a proportionate adjustment of tuition charges. Official Withdrawal forms are available through the Registrar's Office. Verbal notification or non-attendance of class does not classify as an official withdrawal and does not relieve the student of his or her financial obligation. Tuition refund schedule is listed below, however all **fees** (e.g. registration fee, library fee, etc.) are non-refundable after the first day of class.

REFUND POLICY FOR STUDENTS WHO DO NOT RECEIVE AID OR WHO ONLY HAVE INSTITUTIONAL SCHOLARSHIPS (Academy, Merit, MFA and Post-Baccalaureate scholarships):

<u>Withdrawal Period</u>	<u>% of Tuition Refunded</u>
Prior to end of 2nd week of class	100%
Prior to end of 3rd week of term	75%
Prior to end of 4th week of term	50%
Prior to end of 5th week of term	25%
After 5th week of term	0%

Exceptions:

- Students called into military service before or during a school term, under provisions of the Selective Service Act.
- Students under Public Law No. 550 (G.I. Bill).

NOTE: Refunds to students receiving Federal (Title IV) financial aid may be impacted by Federal regulations, resulting in student repayment of partial aid. See below for more information.

International students who choose to withdraw must clarify their immigration status with INS before a refund will be considered.

REFUND POLICY FOR STUDENTS RECEIVING ANY FEDERALLY FUNDED FINANCIAL AID:

If a student has received any form of Federal (Title IV) financial aid, Federal regulations specify how PAFA must determine the amount of aid that a student has earned if s/he completely withdraws, drops out, takes a leave of absence or is dismissed from school prior to completing 60% of the payment period. Federal financial aid offered to Certificate, BFA, PB, and MFA students and included in the calculation of earned/unearned Title IV aid include Federal Pell Grant, Federal SEOG Grant, Federal Subsidized and Unsubsidized Loans, Federal Graduate PLUS, and Federal PLUS Loans.

Withdrawal Date

PAFA is not required to take attendance however; attendance is essential to a student's completion of a course's curriculum. The withdrawal date is the:

- date the student began the withdrawal process by officially notifying, in writing, the Registrar or Dean of Students of his/her intent to withdraw; or
- last date of attendance at an academically-related activity by a student who does not notify PAFA; or
- midpoint of the semester, if no notification was made and the last date of an academically-related activity cannot be determined.

Calculation for Financial Aid Refunds

The percentage of Title IV aid earned is calculated by counting the number of days from the beginning of the payment to the student's withdrawal date and then dividing that number by the number of days in the payment period (not including scheduled breaks of five or more days). Once that percentage is determined, it will be multiplied against the total amount of Title IV aid that was disbursed to the student and the amount that could have been disbursed:

Percent of Title IV aid "earned" = number of days completed up to the student's withdrawal date divided by the total number of days in the payment period (not including scheduled breaks)

Percent of Title IV aid "unearned" = 100% of the payment period minus the percent of Title IV earned
Once the amount of earned Title IV aid is determined, it will be subtracted from the total of Title IV aid that was disbursed or could have been disbursed.

If a student earned less aid than was disbursed, PAFA would be required to return a portion of the funds and the student would be required to return a portion of the funds. Keep in mind that when Title IV funds are returned, the student borrower may owe a balance to PAFA.

If a student earned more aid than was disbursed to him/her, PAFA would owe the student a post-withdrawal disbursement which must be paid within 120 days of the student's withdrawal.

If the student received more than the earned amount, the unearned portion will be returned by PAFA and the student in accordance with federal regulation. The institutional charges for the semester will be multiplied by the percentage of Title IV aid unearned and compared to the dollar amount of Title IV aid to be returned. The smaller amount will be returned to the federal program(s).

Earned aid is not related in any way to institutional charges. PAFA's refund policy and Return of Title IV Funds procedures are independent of each other. A student who withdraws from a course may be required to return unearned aid and still owe the college for the course. (See Refund Policy).

The amount PAFA must return will be subtracted from the total amount that must be returned. The balance will be due from the student. The student will be responsible to return unearned funds in the same priority order. However, students who have loans will return loan funds in accordance with the terms of the promissory note.

A student who is subject to the Return to Title IV refund calculation will receive written notification, which will include the amount of unearned grant aid that must be repaid.

PAFA must return the amount of Title IV funds for which it is responsible no later than 30 days after the date of the determination of the date of the student's withdrawal.

Refunds are allocated in the following order:

- Unsubsidized Federal Stafford Loans
- Subsidized Federal Stafford Loans
- Unsubsidized Direct Stafford Loans (other than Federal PLUS loans)
- Subsidized Direct Stafford Loans
- Federal Perkins Loans
- Federal Parents (PLUS) Loans
- Direct PLUS Loans
- Federal Pell Grants for which a Return of Funds is required
- Federal Supplemental Education Opportunity Grants (FSEOG) for which a Return of Funds is required
- Other assistance under this Title for which a Return of Funds is required (i.e. LEAP)

If you have any questions or concerns, please feel free to contact the Director of Financial Aid.

FINANCIAL AID REFUNDS

If a student's Financial Aid Award (total of grants and scholarships excluding work/study), with or without the addition of a student loan, exceeds tuition and fees, the amount awarded and/or borrowed above tuition and fees will be returned to the student to assist him/her in meeting educationally related expenses; this will be done each semester. Students will be notified when checks representing aid which exceeds tuition and fees are available.

* ALL REFUNDS FROM FINANCIAL AID (INCLUDING LOANS) WILL BE PROCESSED AFTER THE END OF THE THIRD (3rd) WEEK OF CLASSES OR WITHIN 14 DAYS OF THE CREDIT BALANCE. BUDGET YOURSELF ACCORDINGLY.

GENERAL CAMPUS POLICIES

GENERAL CAMPUS POLICIES

Animals

To assure the safety of the members of the PAFA community, no animals are permitted on the premises of the PAFA buildings at any time, with the following exceptions: 1) Service dogs/animals; 2) Supervised animals serving as models for the scheduled "Animal Drawing" class.

Bicycle Parking and Storage Policy

Fire and Building Codes, and PAFA bicycle parking regulations are aimed at mitigating the hazards associated with an emergency evacuation. The obstruction of a building's egress paths, by obstacles including bicycles, will hinder occupants' ability to exit quickly and safely, thereby causing an unacceptable risk to safety and life. Particular attention is to be paid to ensure that exit corridors and stairways are not obstructed.

- Bicycles are required to be parked in bicycle racks or in areas designated by PAFA.
- Bicycles are not be parked inside a building at any time (except safely inside private studios or private offices) without the written permission of the Director of Security or Operations
- Bicycles are never to be parked in corridors, exit stairs, public areas such as shops, in or across any building entrance, walkway, or passageway.
- Bicycles are not to be locked to railings or poles in front of any building entrance.
- Any bicycle parked in a manner that constitutes a safety hazard (e.g., obstructing a doorway or walkway) is subject to immediate impounding by security staff.

- During an emergency, leave the building without your bicycle. Carrying a bicycle in the corridors and stairs during an emergency will endanger the lives of you and other occupants and is prohibited.

While PAFA Security is ultimately responsible for enforcement of the above stated regulations, everyone should promote a safe environment for teaching, working, and public access. If a member of the PAFA community observes a bicycle parked in an unauthorized location, inform the security department immediately, if possible.

If the bicycle is locked and cannot be removed easily, the Security Director will authorize the lock to be cut.

Bulletin Boards

Bulletin board notices and signs are posted daily for academic and special events, such as competitions, registration, financial aid, student exhibitions, openings, visiting artist lectures, job listings, bus trips, etc. Elevator bulletin boards are for official PAFA use only. We reserve the right to remove any unofficial flyers or signage. The large bulletin board on the 11th floor elevator lobby serves as an open use space for all announcements, including events, housing and job opportunities, and items for sale.

Graffiti

Graffiti is unacceptable and prohibited. All forms of tagging, marking, or graffiti will be considered destruction of property and will not be tolerated. Students will be responsible for the costs of repair for any damage, and subject to discipline, up to and including dismissal. (See Student Code of Conduct).

Noise

Be considerate of classmates and studio mates and keep conversations at moderately low levels. Headphones are required for listening to all music. Please limit cell phone usage; move to elevator lobbies for extended phone conversations.

Smoking

NO SMOKING. All Pennsylvania Academy of the Fine Arts buildings – the Historic Landmark Building and the Hamilton Building are smoke-free, including the firetower balconies. Further, in compliance with the City of Philadelphia's Smoking Ban (ordinance 10-602), no smoking is permitted within 20 feet of the entrance of any enclosed areas.

Violation of this ordinance and policy can result in a fine from the city, as well as PAFA penalties. When a student is found smoking in the building, including the Hamilton firetowers: 1st offense: 2 hours of community service (assignment to be determined by school administration), 2nd offense or more: \$50 fee per offense. Chronic violation may also result in loss of privileges (studio or building access, etc.), or other disciplinary sanctions/penalties.

Snow/Class Cancellation

PAFA's call number for snow closings is #150. The Continuing Education Programs number is #2150. Snow closings will be announced on KYW Newsradio 1060. In addition, students can access snow closing information on-line at kyw1060.com or by calling the KYW Newsradio School Closing Line at 1-900-737-1060 (there is a charge for this service). Snow closings will also be posted on PAFA's main phone number: 215-972-7600.

If there is a "2 hour delay" announced in the morning, then AM classes will be cancelled; afternoon and evening classes should run unless otherwise indicated.

Student Artwork

PAFA assumes no responsibility for student artwork, or personal property, stored, displayed, or left behind, unless otherwise stipulated. All work must be removed from classrooms, cubbies and lockers by the last day of school. Work left behind by students who have graduated, withdrawn, been dismissed, or left for break will be disposed of at the end of the school year.

Studio Usage

See section on *Studio Policies and Regulations*.

Visitors

Visitors are permitted in the buildings when accompanied by a student host, until 10:00 p.m. All visitors and guests will check in at the security desk, and present photo ID.

- The security officer will contact by phone, the person whom the visitor is here to see.
- Students are required to meet the visitor at the security desk
- Visitors are not permitted access without student, faculty or staff escort
- Students must stay with guests at all times.
- Visitors are not permitted to enter classrooms in which there is a life model.

Students found trying to circumvent these regulations will be subject to disciplinary action.

Museum – Student policies

• Access:

1. Students are encouraged to visit the museum galleries, with validated student identification, during the hours that the museum is open to the public:

Tues.-Fri.	10:00AM-5:00PM
Sat.	10:00AM-5:00PM
Sun.	11:00AM-5:00PM
2. Students are not allowed in the museum during non-public hours (including Mondays).

3. Students must wear their PAFA identification card at all times while in the historic landmark building, whether they are in the museum or the school studios.
4. Students may use the Broad Street entrance when visiting the museum, as long as they are not carrying artwork or supplies. Students must use the Lenfest Plaza entrance when carrying in or taking out artwork and art supplies.
5. Students are not allowed to use the staff kitchen or photocopiers located in the historic landmark building. Access to the museum offices or basement is not allowed without an appointment. Signs are clearly posted. Any student found in a restricted area will be reported to the Dean of Students.
6. Students who need Sunday access to the Cast Hall studios must receive permission from the Dean of Students. Sunday access will happen through the Broad Street entrance of the historic landmark building. Students must have their PAFA photo identification card, must be on the Sunday Access list, and will be directed back through the locker area to the studios.

• Sketching/drawing in galleries:

During public hours, students and visitors may make sketches of works of art from PAFA's permanent collection that is on view in the galleries.

1. Acceptable media are graphite, crayon, litho pencil, oil pastel. No dust producing charcoals or soft pastels may be used. Use of watercolor is subject to the same guidelines set forth for copying paintings. Contact the Rights and Reproductions Department (215-972-2051) in the Museum for more information or if you have questions concerning acceptable sketching/drawing methods.
2. Size of paper or drawing board may **not** exceed 15"X18".
3. Pad or paper and drawing board must be hand held. Use of an easel is subject to the Approval of the rights and Reproduction Department.
4. Doorways must be kept clear. Individuals may not lean against the wall, pedestals, or artworks while drawing. Individuals must maintain a distance of four (4) feet from artworks and walls so that other visitors may have access to the artworks.

5. Groups must call in advance to arrange a date for drawing from the permanent collection on view in the galleries. The size of the group may be limited for particular galleries or installations. Contact the *Rights and Reproductions Department* (215-972-2051).

Please see the Museum Registrar's Office for questions about guidelines on materials, methods, and logistics.

Van Policy & Procedure

The PAFA van is only for the following purposes: Transporting students to 1) PAFA classes as scheduled by the Registrar or Dean's Office; 2) student programs and activities scheduled through the Student Services Office; 3) scheduled drop-off points during the evening shuttle runs; or for staff on official PAFA business. The van may not be used for transporting equipment or supplies (e.g. Home Depot trips).

Only authorized van drivers may drive operate the van (see Student Services Office for more information).

Van reservations made more than seven days in advance are handled by Jimmie Greeno (215-972-2067), otherwise see the Hamilton Security Desk.

Drug and Alcohol Policy

The Pennsylvania Academy of the Fine Arts is committed to providing a safe, healthy environment for its students. Considering this, and in recognition of the Drug-Free Workplace Act of 1988, the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance, whether on or off of PAFA property, is strictly prohibited.

The School's policy concerning the serving of alcoholic beverages: no alcohol may be served at any public or private student function on PAFA premises.

The possession, use, or sale of narcotics is in direct violation of state and federal law (Public Law 101-226). Specifically, Act 64, The Pennsylvania Controlled Substance, Drug, Device, and Cosmetic Act classify trafficking as a felony.

In addition to any legal sanctions imposed for drug offenses, possession and use of drugs will result in disciplinary action by PAFA, and the loss of all financial aid.

In an effort to maintain a drug-free school, PAFA reserves the right to refer any student who exhibits impaired judgment, deteriorating academic performance, or erratic behavior due to suspected drug or alcohol use to our Student Counseling Program for support. Students are expected to cooperate fully with all rehabilitation attempts. Additionally, students are required to notify the PAFA administration within five (5) days after they are formally charged with the violation of any state or federal criminal drug statute. Failure to comply with the terms of this policy will result in immediate suspension or dismissal.

Federal law allows PAFA to share the results of any judicial/disciplinary findings involving alcohol or drugs with a parent or legal guardian of a student, if the student is under twenty-one years of age, regardless of a student's financial dependency or PAFA's receipt of a signed release giving PAFA permission to share protected information.

ANTI-HARASSMENT AND NON-DISCRIMINATION POLICY

PAFA is committed to providing a safe and creative environment for all to participate in comfortably. Toward that end, PAFA does not tolerate discrimination or harassment of any of its employees, visitors, students, vendors or suppliers. Any form of discrimination or harassment which violates Federal, State or local law, including, but not limited to, discrimination or harassment related to an individual's race, color, religious creed, ancestry, age, sex, national origin, disability or other protected characteristic constitutes a violation of this policy and will be grounds for disciplinary action up to and including discharge or dismissal. Address concerns of harassment or discrimination to the Director of Human Resources, 128 N. Broad Street, Philadelphia, PA 19102. See Complaint Procedure below.

SEXUAL HARASSMENT POLICY

As required by Title IX of the Education Amendments of 1972, PAFA does not discriminate on the basis of sex in the educational programs and activities it offers, including admissions and employment.

Sexual Harassment

Sexual harassment is a form of sex discrimination. PAFA does not tolerate sexual harassment of any of its employees, visitors, students, vendors or suppliers.

Sexual harassment is defined as any unwelcome sexual advance, request for sexual favors, or other verbal or physical conduct of a sexual nature, when (i) submission to such conduct is an explicit or implicit condition of employment or academic success, or (ii) submission to or rejection of such conduct is used as a basis for the an employment or academic decision, or such conduct has the purpose or effect of interfering with a person's work or academic performance or creating an intimidating or hostile working or academic environment.

PAFA will not tolerate any type of sexual harassment. Sexual harassment is contrary to PAFA policy and contrary to the values of the PAFA community. It is also prohibited by state and federal law. Sexual harassment constitutes a violation of this policy and will be grounds for disciplinary action, up to and including termination for employees and dismissal for students.

Although not exhaustive, "sexual harassment" may include the following examples of unacceptable behavior:

- Unwanted sexual advances
- Offering employment benefits in exchange for sexual favors
- Visual conduct (leering, making sexual gestures or displaying sexually suggestive objects including pictures, cartoons or posters)
- Verbal sexual advances, propositions or requests
- Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual or any suggestive or obscene letters, notes or invitations
- Physical conduct
- Disseminating sexually explicit, obscene or degrading e-mail or related materials

For more information on sexual violence, including assault, battery and rape, see PAFA's Sexual Offenses Policy. Sexual violence constitutes a form of sexual harassment.

Complaint Procedure

If you feel you are being harassed, you must immediately notify the Director of Human Resources (PAFA's Title IX Coordinator), the Human Resources Generalist or a member of the Student Services staff, at which point a meeting to discuss your complaint will be arranged promptly. You will not be penalized in any way for reporting a harassment problem.

All reported complaints of any type of harassment will be investigated promptly and treated with as much confidentiality as possible. You will be notified of a decision or of the status of the investigation within a reasonable time from the date you report an incident. There will be no sanction or retaliation against any individual who files a good-faith harassment complaint, even if the investigation produces insufficient evidence to support the complaint or if the charges cannot be proven. There will be no discrimination or retaliation against any other individual who participates in the investigation of a harassment complaint. If the investigation substantiates the complaint, PAFA will swiftly pursue appropriate corrective and/or disciplinary action, up to and including discharge or dismissal of the harasser. Disciplinary action will also be taken against individuals who make false accusations. Efforts will be made to protect the confidentiality of the complainant, when possible, but confidentiality cannot be guaranteed. Any investigation may include interviews with the parties involved in the incident, and, if necessary, with individuals who may have observed the incident or conduct or who have other relevant knowledge.

Your prompt notification of appropriate PAFA personnel of any harassment situation is essential to your protection and the success of this policy and PAFA in general. PAFA cannot resolve a harassment problem unless it knows about it. Therefore, it is your responsibility to bring these kinds of problems to our attention so that we can take the necessary steps to correct them.

Any questions regarding the applicability of Title IX should be directed to PAFA's Title IX Coordinator:

James Gaddy, Director of Human Resources
128 N. Broad Street, Philadelphia, PA 19102
Phone: 215-972-2038
Fax: 215-972-6194
Email: jgaddy@pafa.org

Questions can also be directed to the Office for Civil Rights:

U.S. Department of Education
Office for Civil Rights

Lyndon Baines Johnson Department of Education Bldg

400 Maryland Avenue, SW
Washington, DC 20202-1100

Phone: 800-421-3481
FAX: 202-453-6012
TDD: 877-521-2172
Email: OCR@ed.gov

SEXUAL OFFENSES POLICY

Sexual violence, including sexual assault and rape, constitute a form of sexual harassment specifically precluded by state and federal law, including Title IX of the Education Amendments of 1972, and the PAFA Student Code of Conduct.

Sexual assault is defined as touching another person's body in a sexual way, even through clothes, without that person's consent or when consent cannot be given as a result of the individual's physical or mental impairment, including by virtue of drug or alcohol use.

The Pennsylvania Academy of the Fine Arts (PAFA) will not tolerate any acts of sexual assault, and is committed to providing support, guidance to resources, reporting, and adjudication, to determine appropriate sanctions for violations. Further, PAFA is committed to respecting students' privacy in incidents of such misconduct as much as possible, while maintaining a safe environment for the PAFA community.

Resources

A student who believes s/he has experienced sexual assault is encouraged to seek medical care and supportive counseling as soon as possible. The following resources are available to all PAFA students:

• Counseling:

Depending on the individual and the circumstances, victims of sexual assault and rape will respond differently -- may experience emotional distress and/or social adjustment issues either short or long-term. Any student who is a victim of sexual assault/rape is encouraged to contact a counselor for professional support.

- o Student Services staff can provide the student with informal counseling support, and can make referrals for medical treatment and/or counseling.

- o Student Counseling Program -- through Penn Behavioral Health -- is available 24/7, at no cost, to offer immediate emotional/psychological support with intake counselors, and arrange for ongoing sessions with therapists (888-321-4433, press option 2 at prompt).

- **Jefferson Family Medical Associates**, our healthcare provider, can provide the student with medical care and help making decisions (833 Chestnut Street, Suite 301; 215-951-7190). Affiliated with Thomas Jefferson Hospital, they can facilitate a connection with the hospital's sexual assault unit.

- **PAFA Security** (215-972-2073; 215-972-2074)

The safety of our student body is of central importance to our Security Department, and they are here to help students in need. Any student who is the victim of sexual assault is strongly encouraged to come forward and report the incident, whether it has occurred on or off campus.

- **Emergency Room:** Thomas Jefferson University Hospital (10th and Walnut Streets) operates one of two sexual assault units designated by the City of Philadelphia, providing medical attention as well as guidance for services and action. Staff in Student Services, are available to accompany the student to the hospital.

- **WOAR (Women Organized Against Rape)** hot line (215-985-3333): provides anonymous counseling and can help students that are reluctant to go to the hospital or see a physician.

Response and Procedure

Any student who believes she/he has been sexually assaulted, or that an act of sexual assault has taken place, is encouraged to report the incident to a member of the Student Services staff, or the Director of Safety and Security promptly. All complaints of sexual assault filed with PAFA will be investigated. Complaints of employees will be handled consistent with PAFA's Employee Handbook and Human Resources policies, and should be directed to the Director of Human Resources, James Gaddy (215-972-2038; jgaddy@pafa.org), who also serves as PAFA's overall Title IX Coordinator.

PAFA will take interim steps deemed necessary to protect the safety and security of the complainant, and will also ensure that s/he knows the services and resources available for victims of sexual assault, as well as the various options for pursuing a complaint, including on-campus judicial proceedings and criminal complaints with local authorities. PAFA will also take steps to protect the safety and security of the campus community, if deemed necessary. In both situations, those steps may include removal of the respondent from PAFA. Further, PAFA will take all reasonable steps to change the complainant's academic situation on campus, if requested. Care will be taken to respect the confidentiality of the student reporting the assault, although confidentiality cannot be guaranteed as Title IX requires PAFA to investigate to the best of its ability any claim of sexual assault, even if the victim wishes the matter to remain private.

A prompt investigation will take place, in line with PAFA's disciplinary procedures, which may involve such steps as the examination of physical evidence, and the interviewing of individuals with relevant information. If enough evidence supports a suspicion of violation, the Dean of Students will follow PAFA's judicial procedure for a formal hearing. If a violation is found to have occurred, the judicial panel will consider sanctions that may include separation from the school, depending on the severity of the incident and taking into account any previous disciplinary infractions. After the completion of the investigation and any disciplinary proceedings, both the complainant and the accused will be informed of the outcome.

GENERAL PAFA DISCIPLINARY PROCEDURES AND POLICIES

Student Code of Conduct

All members of the PAFA community carry the responsibility to protect and maintain an academic climate in which the fundamental freedom to learn and create can be enjoyed by all. Students are therefore expected to conduct themselves as responsible individuals, respecting the rights and differences of others, both on and off of campus. Students must be cognizant that they are viewed as representatives of PAFA, and should conduct themselves in accordance with the student code of conduct at all times.

Students are expected to respect city, state and federal laws and ordinances, and are responsible for knowing and understanding all PAFA policies, rules and regulations and for upholding these standards of conduct.

Students will bear the consequences of their actions and may be subject to discipline if found in violation of these rules and regulations, including, but not limited to the following types of misconduct:

- 1) Dishonesty, such as cheating, plagiarism (in papers, exams, or studio projects) or knowingly furnishing false information to the PAFA.
- 2) Forgery, alteration or misuse of PAFA documents, records, or identifications.
- 3) Unauthorized possession, duplication, or use of keys to any PAFA premises (other than individually assigned keys to private studio).
- 4) Unauthorized entry to or use of PAFA premises, such as faculty studios, staff offices, roofs with restricted access.
- 5) Unauthorized or inappropriate use of PAFA equipment or resources.
- 6) Attempted or actual theft or damage to PAFA property or property of others while on the premises.
- 7) Obstruction or disruption of teaching, exhibition, studio work, research, administrative work or disciplinary procedures or other PAFA functions.
- 8) Engaging in any conduct, or threats, that, in PAFA's best and reasonable judgment under the circumstances, present an imminent threat to the safety and security of any person on PAFA property, against any party, or against another member of the PAFA community, regardless of location.
- 9) Harassment of any form – racial, ethnic, sexual, ideological, or otherwise.
- 10) Sexual misconduct, including sexual assault and rape, as outlined in the Sexual Offenses Policy.
- 11) Disorderly conduct, disturbing the peace, or disrupting the lawful, orderly activities of others at PAFA.
- 12) Failure to comply with directions of PAFA officials acting in the performance of their duties.
- 13) Failure to comply with health and safety standards and policies, including the misuse of equipment, facilities or substances known to be hazardous.
- 14) Tampering with emergency or fire protection equipment or setting false alarms.
- 15) Use, possession, sale, distribution, consumption or manufacture of illegal drugs on PAFA property or at official PAFA functions.
- 16) Use, sale, distribution or consumption of alcoholic beverages while on PAFA property or at PAFA sponsored events, except with prior approval (e.g. at the Annual Student Exhibition Preview). In no event shall alcoholic beverages be sold, served or used by persons under the age of 21.

- 17) Possession of any firearms, weapons, fireworks, explosives, ammunition, or abuse of flammable substances on PAFA premises.
- 18) Behaviors that violate federal, state or local laws or ordinances.

Student Disciplinary Procedure

(Please see sections titled, "Anti-Harassment Policy" and "Appeals/Change of Grade" for procedures specific to those situations.)

Student disciplinary cases are not criminal proceedings and therefore the notion of "due process" as that concept is commonly discussed in criminal matters does not apply. Accordingly, students do not have due process rights that they would have when charged with a crime by a governmental body; for example, students do not have a right to counsel to represent them in internal PAFA investigations or hearings. Nonetheless, PAFA strives to ensure that a baseline of fair play and impartiality guides the investigation and disposition of any disciplinary matter.

Complaints about conduct of a student should be brought to the attention of the Dean of Students. If an immediate resolution is not found, the Dean of Students or designee will conduct an initial investigation to determine whether there may be substance to the complaints. If upon investigation the complaints appear to have merit, the Dean of Students or designee will, in her/his sole discretion, determine whether the matter warrants informal or formal resolution.

Informal Resolution

If the Dean of Students or designee determines that the matter warrants informal resolution, a disciplinary meeting will be arranged with each student targeted by the complaints. At that disciplinary meeting, each student allegedly involved shall be informed about the allegations against him or her and afforded the opportunity to respond to those allegations. If, after the disciplinary meeting is concluded, the Dean of Students or designee determines that the complaints are substantiated, the Dean of Students or designee will impose such sanctions as he/she feels are appropriate.

Formal Resolution

If upon investigation of a complaint the Dean of Students or designee determines that the matter warrants formal resolution, a hearing shall be conducted. When a formal hearing is conducted, the Dean of Students or designee shall provide:

- 1) to the student(s) allegedly involved, written notice of the charges, including a brief statement of the factual basis for the charges, PAFA rule or regulation allegedly violated, and the time and place of the hearing, not less than 10 nor more than 20 business days before the hearing;
- 2) a hearing panel, of no fewer than three individuals, which may be constituted of PAFA faculty, administration, and/or students;
- 3) an adequate block of time to conduct the hearing, at which the student allegedly involved shall have the opportunity to present documents and witnesses and to confront and cross-examine witnesses. Similarly, the student(s) who lodged the complaints may, if they so choose, attend the hearing, present witnesses and documents, and cross-examine witnesses; and
- 4) a record of the hearing.
- 5) Within twenty (20) days after the hearing is completed, the hearing panel shall provide their written findings and recommendation on sanctions to the Dean of Students or designee. Within twenty (20) days thereafter, the Dean of Students or designee shall provide a written decision either adopting, modifying, or rejecting the hearing panel's recommendation, with a brief written explanation of his/her reasons for same.

Formal, legal rules of evidence are not controlling at the hearing; rather, the hearing panel may consider all evidence, documents, and witnesses presented, and shall be the sole arbiter as to what weight or credibility to give such information.

Finally, no attorney or legal advisor may be present at the hearing. However, if the student allegedly involved so chooses, he/she may request that a faculty or administration "advisor" be present for the hearing. If available and willing to participate, such advisor may attend the hearing and may speak privately with the student during appropriate breaks in the proceedings; however, the advisor may not present evidence, examine witnesses, or directly address the hearing panel during the hearing.

Disciplinary Sanctions/Penalties

Potential penalties or sanctions for a violation of PAFA policies and rules are outlined below:

- 1) **Warning:** Notice to a student in writing, that the student has violated PAFA regulations and that continuation or repetition of such conduct may be cause for more severe disciplinary action.
- 2) **Fine/Restitution:** Reimbursement for damage or misappropriation of property of the PAFA or individuals. Restitution may also take the form of appropriate service or repair, work assignments, service to the PAFA, or other related assignments.
- 3) **Loss of privileges:** Denial of specified privileges for a designated period of time.
- 4) **Disciplinary probation:** Written notice to a student that his/her conduct is unacceptable and that h/she will be given a specified period of time (e.g. the remainder of the semester), on a probationary status, to demonstrate behavior acceptable to PAFA. Any student with repeated unacceptable conduct while on probation may be subject to suspension or dismissal.
- 5) **Suspension:** Student's separation from PAFA until a specified date, and the loss of all rights and privileges normally accompanying student status, including access to the facilities. Upon completion of the term of suspension, the student shall be considered for readmission. A student may be dismissed during a suspension if the conditions of the suspension are violated.
- 6) **Dismissal:** Permanent separation between the student and PAFA, and termination of student status.

Administrative Leave of Absence Policy

In the event the Dean of Students or his/her designee concludes that a student poses a risk to himself/herself, or to any other members of PAFA community, or if there is reason to believe that the student suffers from a psychological or emotional condition that, absent treatment outside of PAFA, will render him/her unqualified to successfully complete the PAFA academic requirements, PAFA may place the student on an administrative leave of absence.

Readmittance to PAFA

A student who has been placed on a Leave of Absence or suspended for administrative or disciplinary reasons, and who subsequently wants to return to PAFA, will be required to demonstrate that the circumstances that led to the imposed absence have been satisfactorily addressed. Further, a return to PAFA may be conditioned on compliance with certain actions. The student must meet with the Dean of Students or designee.

Any final decision to readmit such a student will be made by the Dean of Students in consultation with Administrative Council and the Dean of Academic Affairs.

For Academic Code of Ethics – see the Academic Affairs section of the Handbook.

MUSEUM PAFA GALLERIES

THE MUSEUM

Edna S. Tuttleman Director, Harry Philbrick
215-391-4186

Hours

The Museum Gallery hours are:

Tuesday - Saturday 10:00am to 5:00pm
Sunday 11:00am to 5:00pm

PAFA faculty, students, and school staff may access the Historic Landmark building galleries via the school entrance on Lenfest Plaza, and to the Hamilton Galleries via the doors from the West Lobby Student Entrance. During the Museum's hours, faculty and students are encouraged to use the Lenfest Plaza entrance, since it provides the most direct access to the school studios. The Museum is accessible to the physically challenged. Please ring the red button on either Burns or Broad Streets to alert the Security personnel of the need to use the Burns Street elevator and/or wheelchair.

Admission

The Museum is FREE to all PAFA faculty, staff, and students; \$15.00 for adults; \$12.00 for seniors 60+ and students (non-PAFA) with ID; \$10.00 for youth (ages 13 to 18); free for children (ages 12 and under) and Museum Members. Slightly reduced rates are available for outside visitors to just the permanent collection in the Historic Landmark Building. Morris Gallery exhibitions and the ground floor of the Historic Landmark Building are free.

Museum Education Programs

Museum Education Department: 215-972-2071

The Museum Education Department offers a variety of educational and entertaining events, and develops interpretive materials for the museum's audiences. Programs range from lectures by PAFA faculty, area artists, art critics, and art historians, to tours, family workshops, films, classes, and performances.

For additional information, please see the Museum Education section of the website. PAFA students and faculty are welcome to attend all Museum programs for FREE.

Work/Study Students and Interns

For more information about working in the Museum Education Department - giving tours to school students, assisting in the family programs, Summer Camp, and other opportunities, call:

Monica Zimmerman – Director of Museum Education 215-972-2105

Sarah Holloran – Tour & Docent Program Coordinator 215-972-2069

Art-at-Lunch Series

Wednesdays 12 to 1:00 p.m.

This popular lecture series is held every Wednesday, and is open to the PAFA community and the general public. Brown-baggers are welcome, and light refreshments are provided. **FREE for students.**

Public Tours

Museum docents lead tours of the Museum, between 11:30 a.m. and 1:30 p.m. on weekdays; between 12:00 noon and 2:00 p.m. on weekends.

The Museum is a resource for the school! Appointments are the key! Always call ahead to arrange a visit, preferably at least a couple of days. (see Museum Access and Drawing Policies)

MUSEUM DEPARTMENTS AND PERSONNEL

Archive Department

215-972-2066

PAFA maintains archived records for both the school and the museum. School records include attendance dating back to 1949; school catalogs; photographs of classes; faculty; special events; exhibitions; annual reports; and minutes. Reference requests, in writing or via voice mail, will be answered. Appointments are necessary to view materials.

Conservation

215-972-2065

The conservation department is responsible for the conservation and restoration of works of art in the permanent collection: paintings, frames, sculpture and works on paper. Responsibilities include examination, treatment, documentation, analysis and research of collection materials, preparation of works of art for exhibition, and loans and courier responsibilities.

Curatorial Department

Robert Cozzolino, Sr. Curator & Curator of Modern Art
215-972-2032

Anna Marley, Curator of Historical American Art
215-972-2057

The Curatorial Department plans and mounts exhibitions from the Museum's permanent collection, and provides interpretative materials for the public. Exhibitions organized by other museums are presented occasionally. In addition, the Curators are responsible for new acquisitions of works of art, and undertakes scholarly research on the permanent collection.

Museum Registrar

Faculty and students can arrange class visits to the works-on-paper study room, or storage vaults, to view works of a specific artist, or works relevant to their course (i.e., watercolors, cast drawings, anatomical casts). Individual students can make appointments to view the stored work. Arrangement can be made to copy objects in the collection, provided that they are on exhibition.

Gale Rawson, Museum Registrar
215-972-2049

Barbara Katus/Judith Thomas, Mgr of Rights and Reproductions
215-972-2051

PHILADELPHIA

PHILADELPHIA!

The city truly is our campus! As a city with over 1.5 million people, 136 square miles, and more than 40 colleges and universities, Philadelphia has endless resources. Enjoy it...make use of it...explore...make it home!

Stop by the Visitors Center at 6th & Market Streets to pick up maps, brochures, and information on current events (www.visitphilly.com). Check with the Greater Philadelphia Cultural Alliance, 1420 Walnut Street, Suite 910 (www.philaculture.org), for a complete listing of cultural organizations and their offerings. *The Gallery Guide* is especially useful for information regarding exhibitions and collections (www.phillygalleryguide.com).

TRANSPORTATION

The Southeastern Pennsylvania Transportation Authority (SEPTA) manages a network of more than 130 bus, trolley, elevated, and high-speed routes, most of which lead to the center of town. You can even take the train to the airport! Below is contact information for SEPTA and other public transportation options:

SEPTA 215-580-7800 (www.septa.com)

PATCO 856-772-6900 (www.ridepatco.org)

Amtrak 215-824-1600 (www.amtrak.com)

NJ Transit 201-762-5100 (www.njtransit.com)

Greyhound Bus 215-231-2222 (www.greyhound.com)

PUBLIC TRANSPORTATION LOCATIONS

Train stations:

Suburban Station (16th & JFK Blvd)

Market East Station (12th & Market Sts)

30th Street Station (30th & Market Sts)

PATCO (15th & Locust Sts)

Subway Travel:

Market-Frankford (blue line; east-west)

-- closest stop @ City Hall

Broad St. Line (orange line; north-south)

-- closest stops: City Hall; Broad & Vine Sts

CAR RENTALS

Alamo (30th Street Station) www.alamo.com

Avis (30th Street Station; 20th & Arch Streets)
www.avis.com

Enterprise (36 S. 19 St; 123 S. 12 St.)
www.enterprise.com

Hertz (30th Street Station) www.hertz.com

Philly Car Share www.phillycarshare.org

Zip Car www.zipcar.com

GET TO NYC CHEAPLY!

- **SEPTA – NJ Transit:** From Market East, Suburban Station, or 30th Street Station, take SEPTA's R-7 regional rail line to Trenton. At Trenton, take New Jersey Transit to Penn Station, NYC. Travel time: about two-and-a-half hours, but you can save more than half the regular Amtrak fare! New Jersey Transit Information: (201) 762-5100 (www.njtransit.com)

- **Greyhound Bus** (www.greyhound.com) Round-trip for \$20! Located at 10th & Filbert Streets.

- **Chinatown bus services:** to NYC Chinatown. Buy tickets and board buses in the vicinity of 11th and Race Streets. Price: \$20 round-trip. Bus companies include: Today's Bus, New Century Bus Company (www.2000coach.com), Apex Buses (www.apexbus.com).

- **Buses to Penn Station, NYC:** Check out Bolt Bus (www.boltbus.com) & Mega Bus (<http://us.megabus.com>) for service from 30th Street Station to Penn Station in NYC. Comparable fees, on-line booking, and some special deals!

TAXIS

Academy Cab: 215-333-3333

City Cab: 215-492-6500

Olde City Taxi: 215-338-0838

Quaker City Cab: 215-728-8000

ART SUPPLY STORES

Blick: 1330 Chestnut Street
215-545-3214

Utrecht: 301 S. Broad Street
215-546-7798

Artist & Craftsman Supply 307 Market St
267-861-6008

BANKS - nearby

Bank of America:

Citibank:

Citizens Bank:

HSBC:

PNC:

Sovereign:

TD Bank:

Wachovia:

19th & Market
18th & Market; 13th & Arch; 15th & Market
18th & Market;
16th btwn Market & JFK; 11th & Arch
18 – 19th & Market
15th & Market; 20th & Market; 11th & Market
15th & JFK
15 – 16th & Market

BOOKSTORES

Robin's Book Store Inc.: 108 South 13th Street 215-735-9600
Robin's Book Store Inc.: 1837 Chestnut Street 215-567-2615
Joseph Fox Bookshop: 1724 Sansom Street 215-563-4184
Barnes and Noble Book Store: 18th & Walnut Street 215-546-9200

GALLERIES

For current exhibitions throughout the city, check the Philadelphia Gallery Guide (in the library & on-line: www.phillygalleryguide.com), and the Friday Weekend section of the Philadelphia Inquirer.

GROCERIES / MARKETS

Super Fresh:

10th and South Streets 215-238-8859

5th and Pine Streets 215-625-9430

Trader Joes: (21st & Market Streets) 215-569-9282

Reading Terminal Market: (12th & Arch Streets)

Whole Foods: 20th & Callowhill Streets 215-557-0015

9th & South Streets 215-733.9788

MOVIES

Ritz at the Bourse (4th & Ranstead – btwn Market & Chestnut) 215-925-7900

Ritz Five (214 Walnut Street) 215-925-7900

Rave Theater (40th & Walnut Street) 215-386-7971

United Artists Riverview (1400 S. Columbus Blvd) 215-755-2219

PHARMACIES

CVS (15th & Chestnut)

Rite Aid (16th & Chestnut)

Walgreens (17th & JFK)

POST OFFICES

Main: 30th and Chestnut Streets

13th Street, south of Market Street

15th and Market Streets (underground)

INFORMATION, REFERRALS, SELF HELP

HEALTH-RELATED SERVICES

Medical Services

Jefferson Family Medicine (833 Chestnut Street)	215-955-7190
Drexel Medicine Convenient Care Ctr (Shops at Liberty Place - 16th & Chestnut Sts)	215-399-5890
Planned Parenthood (1144 Locust Street)	215-351-5550
CHOICE Hotline	215-923-7577
Circle of Care - free HIV testing (260 S. Broad Street)	215-985-6837
The Mazzone Center (809 Locust Street)	215-563-0652
Website of resources: http://www.thebody.com/index/hotlines/national.html	

Dental Services

Penn Dental (34th & Walnut Strets)	215-573-8400
Temple Dental (1801 N. Broad Street)	215-707-2900
Emergency Dentist (24 hours/7 days)	www.emergencydentist247.com

Eating Disorders

American Anorexia/Bulimia Assoc of Philadelphia	215-221-1864
The Renfrew Center (475 Spring Lane)	215-482-5353

Lesbian, Gay, Bisexual, Transgender Resources

The Mazzone Center (809 Locust Street)	215-563-0652
The William Way Community Ctr (1315 Spruce St)	215-772-2220
Philadelphia Lesbian & Gay Taskforce (www.plgtf.org)	215-772-2000

Mental Health Services

Penn Behavioral Health – Student Counseling (24 hrs / 7 days)	888-321-4433
Hall Mercer (245 S. 8th St)	215-829-5433
Suicide & Crisis Intervention Hotline	215-686-4420

Substance Abuse

Horizon House (120 S. 30th Street)	215-386-3838
Diagnostic & Rehabilitation Ctr. (229 Arch St)	215-625-8000
Alcoholics Anonymous (throughout Center City: http://www.sepennaa.org/meetings.asp)	
Narcotics Anonymous (throughout Center City: http://www.naworks.org/meetings.html)	
Women in Transition (physical and substance abuse counseling)	215-751-1111

Other Resources

Philadelphia Volunteer Lawyers for the Arts	215-545-3385
Tenant Action Group	215-575-0718

EMERGENCY RESOURCES / HOTLINES

Fire, Medical Emergencies, Police	911
Water and Sewer Emergencies	215-592-6300
Gas Leaks, Gas Emergencies	215-235-1212
Electrical Emergencies	215-841-4141
Jefferson Family Medicine	215-972-7190
Suicide and Crisis Information Center	215-686-4420
Penn Behavioral Health Student Counseling (24 hrs / 7 days)	888-321-4433
Poison Control Center	215-386-2100
Penn Behavioral Health - Student Counseling Program	888-321-4433
Women Organized Against Rape (WOAR) – 24 hrs/7 days	215-985-3315; 215-985-3333

PENNSYLVANIA ACADEMY OF THE FINE ARTS TELEPHONE LIST

ADMINISTRATION	LAST NAME	FIRST NAME	EXTENSION (215) 972- EXT
President's Office	Brigham	David	2056
Dean of Academic Affairs	Carr	Jeffrey	7623
Dean of Students	Stassen	Anne	2039
Academic Affairs Coordinator	Brouhard	Nathanael	2015
Director of Graduate Program Services	Connell	Steven	2027
Director of Student Services	Seidel	Colette	2199
School Registrar	Medwick	Peter	2017
Director of Financial Aid	Moore	Dana	2019
Models & Props Coordinator	Stahl	CJ	2059
Assistant Controller/Bursar	Martin	William	2034
Accounts Payable Coordinator	Wernecke	Laura	2000
ASE Coordinator			972-0215
Admissions Office			7625
School Fax			215-569-0153
Maintenance Voicemail Box			2088
SCHOOL DEPARTMENTS			
Painting Department			2093
Sculpture Shop			2043
Print Shop			2033
Liberal Arts Department			2004
Graduate Program			2027
Continuing & Public Education			7632
Library			2030
Visiting Artist Office			2025
OTHER			
Museum Registrar	Rawson	Gale	2049
Rights and Reproductions	Thomas	Judith	2051
Director of Marketing and Communication	Rass	Heike	2031
SECURITY			
Director of Security	Greeno	Jimmie	
Security/Front Desk – Hamilton Bldg			2100
Security/Student Entrance - HLB			2070
Emergency			2083
Security Control Room			2073/2074

ACADEMIC CALENDAR 2013-2014

FALL 2013

Continuing Ed (CE) Fall Registration	8/5/2013
Orientation	8/26-8/28/2013
Studio Check-in Begins	8/27/2013
Classes Start (Cert/BFA/PB/MFA)	8/29/2013
Labor Day Holiday (no classes)	9/2/2013
CE Classes Start	9/13/2013
Drop/Add Ends	9/12/2013
BFA/Certificate Pre-Registration for Spring Classes	10/28 – 10/30/2013
Graduate Pre-Registration for Spring Classes	11/1/2013
Thanksgiving Holiday (no classes)	11/28 & 11/29/2013
MFA End of Term Reviews	12/5 & 12/6/13
MFA End of Term Reviews	12/11 - 12/13/13
CE Spring Registration	12/2/2013
CE Classes End	12/15/2013
Final Crit Week	12/10 - 12/16/2013
Last Day of Fall Classes (Cert/BFA/PB/MFA)	12/16/2013
Critic Signature Sheets Due	12/16/2013
Winter Break Begins	12/17/2013

SPRING 2014

Orientation	1/8/2014
Classes Start (Cert/BFA/PB/MFA)-Monday classes	1/10/2014
Martin Luther King Holiday (no classes)	1/20/2014
Spring CE Classes Start	1/21/2014
Drop/Add Ends	1/24/2014
Last Day to Remove Fall Incompletes	2/21/2014
Spring Break (no classes)	3/1 - 3/9/2014
CE Spring Break (no classes)	3/3 - 3/9/2014
FAFSA Priority Date	3/1/2014
Classes Resume	3/10/2014
ASE/Travel Scholarship Apps Due	TBD
Last Day to Withdraw from a Class	3/14/2014
Studio Applications Due (New)	TBD
BFA/Cert. Pre -Registration for Fall Classes	3/31/2014 – 4/2/2014
Graduate Pre-Registration for Fall Classes	4/4/2014
CE Summer Registration	4/7/2014
Spring CE Classes End	4/21/2014
BFA/Certificate Spring Prize Submission	4/28/2014
Final Crit Week	4/28/2014 - 5/2/2014
Last Day of Spring Classes (Cert/BFA/PB/MFA)	5/2/2014
Critic Signature Sheets Due	5/2/2014
MFA1 End of Term Review	4/30/2014-5/2/2014
MFA2 Final Jury Review	5/6 & -5/7/2014
BFA/Certificate Travel Judging	5/5/2014
ASE Women's Board Opening	5/8/2014
Prize Ceremony/Graduation/ASE Public Opening	5/9/2014
ASE/GTE Closes	TBA (Early-Mid June)
Last Day to Remove Spring 2014 Incompletes	7/15/2014

Aug. 2013

JULY 2013						
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AUGUST 2013						
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SEPTEMBER 2013						
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MONDAY

12
August

TUESDAY

13
August

WEDNESDAY

14
August

Pennsylvania Academy of the Fine Arts

August 14, 1908 – First international beauty contest is held in Folkestone, England.

THURSDAY

15
August

FRIDAY

16
August

SATURDAY

17
August

SUNDAY

18
August

Aug. 2013

JULY 2013						
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MONDAY

19
August

TUESDAY

20
August

WEDNESDAY

21
August

Pennsylvania Academy of the Fine Arts

August 21, 1911 – Vincenzo Peruggia walked out of the Louvre in Paris,
France, with the Mona Lisa hidden beneath his clothes.

THURSDAY

22
August

FRIDAY

23
August

SATURDAY

24
August

SUNDAY

25
August

Aug. 2013

JULY 2013						
S	M	T	W	T	F	S
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AUGUST 2013						
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SEPTEMBER 2013						
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

MONDAY

26
August

TUESDAY

27
August

WEDNESDAY

28
August

Pennsylvania Academy of the Fine Arts

August 26, 1920 – The 19th Amendment, guaranteeing women the right to vote, was formally adopted into the U.S. Constitution.

THURSDAY

29
August

Classes start (Certificate/BFA/MFA/PB)

FRIDAY

30
August

SATURDAY

31
August

SUNDAY

1
September

Sep. 2013

AUGUST 2013						
S	M	T	W	T	F	S
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4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
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SEPTEMBER 2013						
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29	30					

OCTOBER 2013						
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20	21	22	23	24	25	26
27	28	29	30	31		

MONDAY

2
September

Labor Day
No Classes

TUESDAY

3
September

WEDNESDAY

4
September

Rosh Hashanah begins at sundown

Pennsylvania Academy of the Fine Arts

September 4, 1882 – Thomas Edison illuminated 400 electric lights on the streets of lower Manhattan in New York. This was the first mass lighting of electric light bulbs.

THURSDAY

5
September

FRIDAY

6
September

SATURDAY

7
September

SUNDAY

8
September

Sep. 2013

AUGUST 2013						
S	M	T	W	T	F	S
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4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
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SEPTEMBER 2013						
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29	30					

OCTOBER 2013						
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20	21	22	23	24	25	26
27	28	29	30	31		

MONDAY

9
September

TUESDAY

10
September

WEDNESDAY

11
September

Pennsylvania Academy of the Fine Arts

September 11, 2001 – An attack on New York City's World Trade Center and the Pentagon in Arlington, Virginia, destroyed the 110-story twin towers and severely damaged a wing of the military headquarters.

THURSDAY

12
September

Drop/Add ends

FRIDAY

13
September

Yom Kippur begins at sundown

SATURDAY

14
September

SUNDAY

15
September

Sep. 2013

AUGUST 2013						
S	M	T	W	T	F	S
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4	5	6	7	8	9	10
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SEPTEMBER 2013						
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29	30					

OCTOBER 2013						
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27	28	29	30	31		

MONDAY

16
September

TUESDAY

17
September

WEDNESDAY

18
September

Pennsylvania Academy of the Fine Arts

*September 16, 1620 – The Mayflower sailed from Plymouth, England,
bound for the New World with 102 passengers on board.*

THURSDAY

19
September

FRIDAY

20
September

SATURDAY

21
September

SUNDAY

22
September

First Day of Autumn

Sep.
2013

AUGUST 2013						
S	M	T	W	T	F	S
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4	5	6	7	8	9	10
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SEPTEMBER 2013						
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OCTOBER 2013						
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20	21	22	23	24	25	26
27	28	29	30	31		

MONDAY

23
September

TUESDAY

24
September

WEDNESDAY

25
September

Pennsylvania Academy of
the Fine Arts
September 25, 1957 – Nine black students enter all-white Central High School in Little Rock, Arkansas,
escorted by the U.S. Army, following efforts to prevent federal court-ordered racial integration.

THURSDAY

26
September

FRIDAY

27
September

SATURDAY

28
September

SUNDAY

29
September

Oct.
2013

SEPTEMBER 2013						
S	M	T	W	T	F	S
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29	30					

OCTOBER 2013						
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NOVEMBER 2013						
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24	25	26	27	28	29	30

MONDAY

30
September

TUESDAY

1
October

WEDNESDAY

2
October

Pennsylvania Academy of the Fine Arts

October 5, 2011 – Steve Jobs, who cofounded the computer giant, Apple Inc., dies of pancreatic cancer at age 56.

THURSDAY

3
October

FRIDAY

4
October

SATURDAY

5
October

SUNDAY

6
October

Oct.
2013

SEPTEMBER 2013						
S	M	T	W	T	F	S
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15	16	17	18	19	20	21
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29	30					

OCTOBER 2013						
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NOVEMBER 2013						
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24	25	26	27	28	29	30

MONDAY

7
October

TUESDAY

8
October

WEDNESDAY

9
October

Pennsylvania Academy of the Fine Arts

October 7, 2001 – U.S. troops attack Afghanistan, launching the Afghan War and hoping to end rule by the Taliban regime.

THURSDAY

10
October

FRIDAY

11
October

SATURDAY

12
October

SUNDAY

13
October

Oct. 2013

SEPTEMBER 2013						
S	M	T	W	T	F	S
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OCTOBER 2013						
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NOVEMBER 2013						
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24	25	26	27	28	29	30

MONDAY

14
October

Columbus Day (Observed)
Eid al-Adha begins at sundown

TUESDAY

15
October

WEDNESDAY

16
October

Pennsylvania Academy of the Fine Arts

October 17, 1989 – The World Series, held in the San Francisco Bay Area, was interrupted by an earthquake that registered 7.1 on the Richter scale.

THURSDAY

17
October

FRIDAY

18
October

SATURDAY

19
October

SUNDAY

20
October

Oct.
2013

SEPTEMBER 2013						
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OCTOBER 2013						
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NOVEMBER 2013						
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24	25	26	27	28	29	30

MONDAY

21
October

TUESDAY

22
October

WEDNESDAY

23
October

Pennsylvania Academy of the Fine Arts

October 23, 1946 – The United Nations General Assembly's second session convenes
in New York for the first time, at an auditorium in Flushing Meadow.

THURSDAY

24
October

FRIDAY

25
October

SATURDAY

26
October

SUNDAY

27
October

Oct. 2013

SEPTEMBER 2013						
S	M	T	W	T	F	S
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OCTOBER 2013						
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NOVEMBER 2013						
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24	25	26	27	28	29	30

MONDAY

28
October

TUESDAY

29
October

WEDNESDAY

30
October

Pennsylvania Academy of the Fine Arts

October 29, 1929 – New York Stock Exchange prices collapsed. Stockholders sold 16 million shares, and billions of dollars were lost. The “Crash” ushered in the Great Depression.

THURSDAY

31
October

Halloween

FRIDAY

1
November

SATURDAY

2
November

SUNDAY

3
November

Standard Time returns

Nov. 2013

OCTOBER 2013						
S	M	T	W	T	F	S
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13	14	15	16	17	18	19
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NOVEMBER 2013						
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DECEMBER 2013						
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

MONDAY

4
November

Muharram begins at sundown

TUESDAY

5
November

Election Day

WEDNESDAY

6
November

Pennsylvania Academy of the Fine Arts

November 4, 1922 – English archaeologist Howard Carter discovered the entrance to King Tutankhamun's tomb in the Valley of the Kings, Egypt.

THURSDAY

7
November

FRIDAY

8
November

SATURDAY

9
November

SUNDAY

10
November

Nov. 2013

OCTOBER 2013						
S	M	T	W	T	F	S
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NOVEMBER 2013						
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DECEMBER 2013						
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

MONDAY

11
November

Veterans Day

TUESDAY

12
November

WEDNESDAY

13
November

Pennsylvania Academy of the Fine Arts

November 11, 1918 – World War I came to an end. Many countries recognize this day as Armistice Day; Americans also celebrate the end of WWI on November 11, Veterans Day.

THURSDAY

14
November

FRIDAY

15
November

SATURDAY

16
November

SUNDAY

17
November

Nov.
2013

OCTOBER 2013						
S	M	T	W	T	F	S
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NOVEMBER 2013						
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DECEMBER 2013						
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

MONDAY

18
November

TUESDAY

19
November

WEDNESDAY

20
November

Pennsylvania Academy of
the Fine Arts

November 19, 1969 – Brazilian soccer star Pelè scored his 1,000th professional goal during a game in Rio de Janeiro's Maracana stadium.

THURSDAY

21
November

FRIDAY

22
November

SATURDAY

23
November

SUNDAY

24
November

Nov. 2013

OCTOBER 2013						
S	M	T	W	T	F	S
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NOVEMBER 2013						
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DECEMBER 2013						
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

MONDAY

25
November

TUESDAY

26
November

WEDNESDAY

27
November

Hanukkah begins at sundown

Pennsylvania Academy of the Fine Arts

November 26, 1789 – George Washington issued a Thanksgiving Proclamation: “to recommend to the people of the United States a day of public thanksgiving.”

THURSDAY

28
November

Thanksgiving
Thanksgiving Recess (no classes)

FRIDAY

29
November

Thanksgiving Recess (no classes)

SATURDAY

30
November

SUNDAY

1
December

Dec. 2013

NOVEMBER 2013						
S	M	T	W	T	F	S
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DECEMBER 2013						
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JANUARY 2014						
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

MONDAY

2
December

TUESDAY

3
December

WEDNESDAY

4
December

Pennsylvania Academy of the Fine Arts

December 5, 1933 – The 21st Amendment to the U.S. Constitution was ratified, repealing the 18th Amendment and bringing an end to the era of national prohibition of alcohol in the U.S.

THURSDAY

5
December

FRIDAY

6
December

SATURDAY

7
December

SUNDAY

8
December

Dec. 2013

NOVEMBER 2013						
S	M	T	W	T	F	S
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DECEMBER 2013						
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JANUARY 2014						
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MONDAY

9
December

TUESDAY

10
December

WEDNESDAY

11
December

Pennsylvania Academy of the Fine Arts

December 10, 1898 – The Treaty of Paris ended the Spanish-American War.

THURSDAY

12
December

FRIDAY

13
December

SATURDAY

14
December

SUNDAY

15
December

Dec. 2013

NOVEMBER 2013						
S	M	T	W	T	F	S
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DECEMBER 2013						
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29	30	31				

JANUARY 2014						
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26	27	28	29	30	31	

MONDAY

16
December

Last day of Fall classes (Certificate/BFA/MFA/PB)

TUESDAY

17
December

Winter Break begins

WEDNESDAY

18
December

THURSDAY

19
December

FRIDAY

20
December

SATURDAY

21
December

First Day of Winter

SUNDAY

22
December

Dec. 2013

NOVEMBER 2013						
S	M	T	W	T	F	S
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DECEMBER 2013						
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JANUARY 2014						
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19	20	21	22	23	24	25
26	27	28	29	30	31	

MONDAY

23
December

TUESDAY

24
December

WEDNESDAY

25
December

Christmas

Pennsylvania Academy of the Fine Arts

December 27, 1904 – Peter Pan, by playwright James Barrie, opened at the Duke of York's Theater in London.

THURSDAY

26
December

Kwanzaa begins

FRIDAY

27
December

SATURDAY

28
December

SUNDAY

29
December

Jan. 2014

DECEMBER 2013						
S	M	T	W	T	F	S
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JANUARY 2014						
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25	26	27	28	29	30	31

FEBRUARY 2014						
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16	17	18	19	20	21	22
23	24	25	26	27	28	

MONDAY

30
December

TUESDAY

31
December

New Year's Eve

WEDNESDAY

1
January

New Year's Day

Pennsylvania Academy of the Fine Arts

January 4, 1999 – For the first time since Charlemagne's reign in the ninth century, Europe was united with a common currency when the "euro" debuted as the chief financial unit of 11 European nations.

THURSDAY

2
January

FRIDAY

3
January

SATURDAY

4
January

SUNDAY

5
January

Jan. 2014

DECEMBER 2013						
S	M	T	W	T	F	S
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JANUARY 2014						
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FEBRUARY 2014						
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16	17	18	19	20	21	22
23	24	25	26	27	28	

MONDAY

6
January

TUESDAY

7
January

WEDNESDAY

8
January

Pennsylvania Academy of the Fine Arts

January 10, 1920 – The League of Nations formally comes into existence by holding its first meeting.

THURSDAY

9
January

FRIDAY

10
January

Spring semester classes begin (Certificate/BFA/MFA/PB)

SATURDAY

11
January

SUNDAY

12
January

Mawlid al-Nabi begins at sundown

Jan. 2014

DECEMBER 2013						
S	M	T	W	T	F	S
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29	30	31				

JANUARY 2014						
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FEBRUARY 2014						
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MONDAY

13
January

TUESDAY

14
January

WEDNESDAY

15
January

THURSDAY

16
January

FRIDAY

17
January

SATURDAY

18
January

SUNDAY

19
January

Pennsylvania Academy of
January 15, 1929 – Martin Luther King, Jr., a black civil rights leader, minister, advocate of nonviolence and Nobel Peace Prize recipient, was born on this day. Americans observe his birthday on the third Monday in January.

Jan. 2014

DECEMBER 2013						
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JANUARY 2014						
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FEBRUARY 2014						
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MONDAY

20
January

Martin Luther King, Jr. Day (Observed)
Martin Luther King, Jr. Day (no classes) Day of Service

TUESDAY

21
January

WEDNESDAY

22
January

Pennsylvania Academy of the Fine Arts

January 20, 2009 – Barack Obama is inaugurated as the 44th U.S. President of the United States, the first African-American to be elected to the post.

THURSDAY

23
January

FRIDAY

24
January

Drop/Add ends

SATURDAY

25
January

SUNDAY

26
January

Jan. 2014

DECEMBER 2013						
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JANUARY 2014						
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FEBRUARY 2014						
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MONDAY

27
January

TUESDAY

28
January

WEDNESDAY

29
January

Pennsylvania Academy of the Fine Arts

January 30, 1948 – A Hindu fanatic assassinated Mohandas Gandhi, the political and spiritual leader of the Indian independence movement.

THURSDAY

30
January

FRIDAY

31
January

Chinese New Year

SATURDAY

1
February

SUNDAY

2
February

Groundhog Day

Feb. 2014

JANUARY 2014						
S	M	T	W	T	F	S
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FEBRUARY 2014						
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MARCH 2014						
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30	31					

MONDAY

3
February

TUESDAY

4
February

WEDNESDAY

5
February

THURSDAY

6
February

FRIDAY

7
February

SATURDAY

8
February

SUNDAY

9
February

Pennsylvania Academy of
February 4, 2003 – The Federal Republic of Yugoslavia is officially renamed to Serbia, and Montenegro adopts
a new constitution. The two former Yugoslav republics are located on the west-central Balkan Peninsula.

Feb. 2014

JANUARY 2014						
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FEBRUARY 2014						
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MARCH 2014						
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30	31					

MONDAY

10
February

TUESDAY

11
February

WEDNESDAY

12
February

Lincoln's Birthday

Pennsylvania Academy of the Fine Arts

*February 14, 1965 – Canadians formally adopted the red maple leaf flag,
one of the world's most recognizable national flags.*

THURSDAY

13
February

FRIDAY

14
February

Valentine's Day

SATURDAY

15
February

SUNDAY

16
February

Feb. 2014

JANUARY 2014						
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FEBRUARY 2014						
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MARCH 2014						
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23	24	25	26	27	28	29
30	31					

MONDAY

17
February

Presidents' Day

TUESDAY

18
February

WEDNESDAY

19
February

Pennsylvania Academy of the Fine Arts

*February 18, 1930 – Elm Farm Ollie is the first cow to ever fly in an airplane.
Scientists wanted to observe the midair effects on animals.*

THURSDAY

20
February

FRIDAY

21
February

Last day to remove Fall incompletes

SATURDAY

22
February

Washington's Birthday

SUNDAY

23
February

Feb. 2014

JANUARY 2014						
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FEBRUARY 2014						
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MARCH 2014						
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30	31					

MONDAY

24
February

TUESDAY

25
February

WEDNESDAY

26
February

Pennsylvania Academy of the Fine Arts

February 26, 1919 – The Grand Canyon National Park was established, covering 1,218,375 acres. A gorge of the Colorado River, it is considered one of the world's most spectacular natural phenomena.

THURSDAY

27
February

FRIDAY

28
February

SATURDAY

1
March

Spring Break begins (no classes)

SUNDAY

2
March

Mar. 2014

FEBRUARY 2014						
S	M	T	W	T	F	S
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MARCH 2014						
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30	31					

APRIL 2014						
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20	21	22	23	24	25	26
27	28	29	30			

MONDAY

3
March

FAFSA Priority Deadline
Spring Break (no classes)

TUESDAY

4
March

Spring Break (no classes)

WEDNESDAY

5
March

Ash Wednesday
Spring Break (no classes)

Pennsylvania Academy of the Fine Arts

March 7, 1876 – Alexander Graham Bell is granted a patent for an invention he calls the telephone.

THURSDAY

6
March

Spring Break (no classes)

FRIDAY

7
March

Spring Break (no classes)

SATURDAY

8
March

SUNDAY

9
March

Daylight-Saving Time begins

Mar.
2014

FEBRUARY 2014						
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MARCH 2014						
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APRIL 2014						
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27	28	29	30			

MONDAY

10
March

Classes resume

TUESDAY

11
March

WEDNESDAY

12
March

Pennsylvania Academy of
the Fine Arts

March 11, 1818 – Written by 21-year-old Mary Wollstonecraft Shelley, *Frankenstein*,
often called the world's first science fiction novel, was published.

THURSDAY

13
March

FRIDAY

14
March

Last day to withdraw from class

SATURDAY

15
March

SUNDAY

16
March

Mar.
2014

FEBRUARY 2014						
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MARCH 2014						
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APRIL 2014						
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27	28	29	30			

MONDAY

17
March

St. Patrick's Day

TUESDAY

18
March

WEDNESDAY

19
March

Pennsylvania Academy of the Fine Arts

March 20, 1916 – Albert Einstein publishes his theory of relativity.

THURSDAY

20
March

First Day of Spring

FRIDAY

21
March

SATURDAY

22
March

SUNDAY

23
March

Mar.
2014

FEBRUARY 2014						
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MARCH 2014						
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APRIL 2014						
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20	21	22	23	24	25	26
27	28	29	30			

MONDAY

24
March

TUESDAY

25
March

WEDNESDAY

26
March

Pennsylvania Academy of
the Fine Arts

March 24, 1989 – The tanker Exxon Valdez ran aground in Prince William Sound,
leaking 11 million gallons of oil into one of nature's richest habitats.

THURSDAY

27
March

FRIDAY

28
March

SATURDAY

29
March

SUNDAY

30
March

Apr. 2014

MARCH 2014						
S	M	T	W	T	F	S
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30	31					

APRIL 2014						
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MAY 2014						
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18	19	20	21	22	23	24
25	26	27	28	29	30	31

MONDAY

31
March

TUESDAY

1
April

April Fools' Day

WEDNESDAY

2
April

Pennsylvania Academy of the Fine Arts

April 6, 648 BC – The earliest solar eclipse recorded by the Ancient Greeks occurs on this date. Earlier eclipses were recorded in China and Babylon.

THURSDAY

3
April

FRIDAY

4
April

SATURDAY

5
April

SUNDAY

6
April

Apr. 2014

MARCH 2014						
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30	31					

APRIL 2014						
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MAY 2014						
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25	26	27	28	29	30	31

MONDAY

7
April

TUESDAY

8
April

WEDNESDAY

9
April

Pennsylvania Academy of the Fine Arts

April 8, 1974 – Hank Aaron hit the 715th home run of his career, breaking Babe Ruth's 1935 record. Aaron finished his career in 1976 with a total of 755 home runs.

THURSDAY

10
April

FRIDAY

11
April

SATURDAY

12
April

SUNDAY

13
April

Palm Sunday

Apr. 2014

MARCH 2014						
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APRIL 2014						
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MAY 2014						
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MONDAY

14
April

Passover begins at sundown

TUESDAY

15
April

WEDNESDAY

16
April

Pennsylvania Academy of the Fine Arts

April 15, 1912 – The “unsinkable” luxury liner, Titanic, struck an iceberg and sank on its maiden voyage from Southampton, England, to New York, New York, killing more than 1,500 of its 2,200 passengers.

THURSDAY

17
April

FRIDAY

18
April

Good Friday

SATURDAY

19
April

SUNDAY

20
April

Easter

Apr.
2014

MARCH 2014						
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APRIL 2014						
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MAY 2014						
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25	26	27	28	29	30	31

MONDAY

21
April

TUESDAY

22
April

Earth Day

WEDNESDAY

23
April

Pennsylvania Academy of
the Fine Arts

April 22, 1970 – Americans celebrated the first Earth Day, an event to increase public awareness of the world's environmental problems.

THURSDAY

24
April

FRIDAY

25
April

SATURDAY

26
April

SUNDAY

27
April

Apr.
2014

MARCH 2014						
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30	31					

APRIL 2014						
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MAY 2014						
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25	26	27	28	29	30	31

MONDAY

28
April

TUESDAY

29
April

WEDNESDAY

30
April

Pennsylvania Academy of
April 29, 1429 – Joan of Arc leads the French to end the English seige of Orléans.
She was captured and killed in 1431. Also known as the Maid of Orléans, Joan of
Arc is a national heroine of France and a saint of the Catholic Church.

THURSDAY

1
May

FRIDAY

2
May

Last day of Spring classes (Certificate/BFA/MFA/PB)

SATURDAY

3
May

SUNDAY

4
May

May 2014

APRIL 2014						
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MAY 2014						
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JUNE 2014						
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22	23	24	25	26	27	28
29	30					

MONDAY

5
May

Cinco de Mayo

TUESDAY

6
May

WEDNESDAY

7
May

Pennsylvania Academy of the Fine Arts

May 10, 1869 – The transcontinental railroad was ceremoniously completed when workers drove the golden spike into the rail line at Promontory Point, Utah.

THURSDAY

8
May

Annual Student Exhibition (ASE) Women's Board Preview

FRIDAY

9
May

Graduation & Prize Ceremony; ASE Public Opening

SATURDAY

10
May

SUNDAY

11
May

Mother's Day

May 2014

APRIL 2014						
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MAY 2014						
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JUNE 2014						
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22	23	24	25	26	27	28
29	30					

MONDAY

12
May

TUESDAY

13
May

WEDNESDAY

14
May

Pennsylvania Academy of the Fine Arts

May 17, 1954 – The U.S. Supreme Court ruled racial segregation in public educational facilities was unconstitutional in the landmark case *Brown v. Board of Education of Topeka*.

THURSDAY

15
May

FRIDAY

16
May

SATURDAY

17
May

SUNDAY

18
May

May 2014

APRIL 2014						
S	M	T	W	T	F	S
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MAY 2014						
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JUNE 2014						
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22	23	24	25	26	27	28
29	30					

MONDAY

19
May

TUESDAY

20
May

WEDNESDAY

21
May

Pennsylvania Academy of the Fine Arts

May 25, 2008 – NASA's Phoenix Lander descends on Mars; on June 22, 2008, scientists announce that water ice has been detected on the planet.

THURSDAY

22
May

FRIDAY

23
May

SATURDAY

24
May

SUNDAY

25
May

May 2014

APRIL 2014						
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MAY 2014						
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JUNE 2014						
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22	23	24	25	26	27	28
29	30					

MONDAY

26
May

Memorial Day (Observed)

TUESDAY

27
May

WEDNESDAY

28
May

Pennsylvania Academy of the Fine Arts

May 27, 1937 – The Golden Gate Bridge opened in San Francisco, California.
About 200,000 people walked across the bridge on that first day.

THURSDAY

29
May

FRIDAY

30
May

SATURDAY

31
May

SUNDAY

1
June

June
2014

MAY					2014	
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

JUNE						2014
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

JULY							2014						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
		1	2	3	4	5							
6	7	8	9	10	11	12							
13	14	15	16	17	18	19							
20	21	22	23	24	25	26							
27	28	29	30	31									

MONDAY

2
June

TUESDAY

3
June

WEDNESDAY

4
June

Pennsylvania Academy of

June 8, 1968 – Three days after falling prey to an assassin in California, Senator Robert F. Kennedy was laid to rest at Arlington National Cemetery, just 30 yards from the grave of his assassinated older brother, President John F. Kennedy.

THURSDAY

5
June

FRIDAY

6
June

SATURDAY

7
June

SUNDAY

8
June

June
2014

MAY					2014	
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

JUNE						2014
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

JULY							2014						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
		1	2	3	4	5							
6	7	8	9	10	11	12							
13	14	15	16	17	18	19							
20	21	22	23	24	25	26							
27	28	29	30	31									

MONDAY

9
June

TUESDAY

10
June

WEDNESDAY

11
June

June 15, 1215 – King John sealed the Magna Carta. Regarded as the first charter of English liberties, it's one of the most important documents in the history of political and human freedom.

THURSDAY

12
June

FRIDAY

13
June

SATURDAY

14
June

Flag Day

SUNDAY

15
June

Father's Day

JUNE 2014

{MONDAY}	{TUESDAY}	{WEDNESDAY}
2	3	4
9	10	11
16	17	18
23	24	25
30		

{THURSDAY}	{FRIDAY}	{SATURDAY & SUNDAY}
		1
5	6	7
		8
12	13	14 <i>Flag Day</i>
		15 <i>Father's Day</i>
19	20	21 <i>First Day of Summer</i>
		22
26	27	28 <i>Ramadan begins at sundown</i>
		29

JULY 2014

{MONDAY}	{TUESDAY}	{WEDNESDAY}
	1	2
7	8	9
14	15	16
21	22	23
Eid al-Fitr begins at sundown	28	29
		30

{THURSDAY}	{FRIDAY}	{SATURDAY & SUNDAY}
3	4	5
	Independence Day	6
10	11	12
		13
17	18	19
		20
24	25	26
		27
31		

AUGUST 2014

{MONDAY}	{TUESDAY}	{WEDNESDAY}
4	5	6
11	12	13
18	19	20
25	26	27

{THURSDAY}	{FRIDAY}	{SATURDAY & SUNDAY}
	1	2
		3
7	8	9
		10
14	15	16
		17
21	22	23
		24
28	29	30
		31