



Pennsylvania Academy
of the Fine Arts

Open Academy Policy Information

By enrolling in a PAFA BFA class through the Open Academy, students agree to abide by the policies and regulations of the Open Academy, below, as well as those detailed in the Continuing Education Policy Guide and [PAFA's Student Policies and Procedures](#). Students are responsible for reviewing this important information prior to the first day of class. Failure to comply with these policies and procedures may result in disciplinary action and possible dismissal with forfeiture of tuition and fees.

ASSISTANCE

For questions, please contact the Continuing Education at **215-972-7632** or continuinged@pafa.edu, or visit the CE Office on the 3rd floor of the Hamilton Building.

REGISTRATION GUIDELINES

- Students must have a high school degree or equivalent (GED) to participate in PAFA BFA/Post-Baccalaureate classes through the Open Academy. A high school transcript may be requested upon registration.
- Only select **BFA studio/liberal arts courses** are open for enrollment through the Open Academy. Master of Fine Arts courses, Post-Baccalaureate courses, and thesis seminars are not eligible.
- Open Academy enrollment in any course is subject to the same prerequisite requirements defined in the course's description. If a student applies for a course without first completing its prerequisite, the course will be considered ineligible for enrollment.
- Students must first complete the mandatory Shop Safety course prior to enrolling in any course requiring use of the PAFA wood shop. Space is very limited in shop safety classes; contact Peter Medwick, School Registrar, at pmedwick@pafa.edu or 215-972-2017 for space availability if applying to a sculpture course with this prerequisite.
- Enrollment is subject to the joint approval of the CE Director, School Registrar, and the instructor of the course to which the student has applied. See Open Academy's [Registration Requirements](#).
- Enrollment is subject to class size restrictions, with priority given to enrolled PAFA BFA students completing degree requirements.
- Students may enroll in the same course multiple times, although subsequent credits (if applicable) may not transfer.
- **Students may not circumvent the registration process through verbal permission from a faculty member.** Faculty may not be aware of current enrollment, wait lists, or other factors which might affect enrollment availability.

TUITION, PAYMENT, AND REFUND POLICIES

Open Academy tuition is comparable to PAFA BFA per-class rates. Tuition costs are calculated based a course's available credits: Studio courses are offered for 1.5 credits per 3-hour/session or 3.0 credits per 6-hour session (excluding lunch breaks). Liberal arts courses are available for 3.0 credits per 3-hour/session.

1.5-Credit Studio Courses (45 total contact hours at 3 hours/session for 15 weeks) =

- **\$1,400** for credit
- **\$1,150** for non-credit

3.0-Credit Studio Courses (90 total contact hours at 6 hours/session, excluding lunch breaks, for 15 weeks) =

- **\$2,800** for credit
- **\$2,300** for non-credit

3.0-Credit Liberal Arts Courses (45 total contact hours at 3 hours/session for 15 weeks) =

- **\$2,800** for credit
- **\$2,300** for non-credit

Additional materials/lab fees may apply.

Payment Policies:

- Payment in full is due upon registration/enrollment, prior to the first day of class.
- Students may pay by credit card (Visa, MasterCard, American Express or Discover Card), via our registration site: [CE Registration](#). If an alternate payment type is desired (check, money order, cash), please contact the Continuing Education Office by phone, 215-972-7632, or email, continuinged@pafa.org.
- Checks returned by the bank as unpaid will accrue an additional returned check fee of \$35.
- PAFA cannot prorate courses based on late enrollment, withdrawals or missed classes.
- Open Academy students withdrawing from courses are subject to the **Refund Policies** stated below.
- Open Academy classes are not eligible for discounts, Federal Financial Aid, or PAFA scholarship assistance.

Refund Policies:

Withdrawals must be made **in writing** via letter (mailed to the attention of *Continuing Education Programs*) or email (continuinged@pafa.edu) to the Continuing Education Programs Office. Tuition refunds will be adjusted according to the following schedule:

- Any time prior to the 2nd class: 75%
- After the above, prior to the 3rd class: 50%
- After the above: No Refunds

ENROLLMENT POLICIES

- Tuition and any applicable lab fees must be paid in full prior to participation in the first class. Students must adhere to all other payment policies.

- Students may elect to take courses for undergraduate credit or non-credit. Changes in credit status must take place through the CE office prior to the **second** class. No refunds will be issued for changes from credit to non-credit.
- Because acceptance to a course is subject to the individual instructor's approval, no transfers are permitted for students seeking to change classes.
- 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; an “F” cannot be changed to a “W” after the fact. Official withdrawals must be approved by the Continuing Education Office.
- Students are allowed up to 2 unexcused absences per semester without an automatic lowering of their grade.
- Students are accountable for all applicable attendance, grading and other policies as they appear in **PAFA's Academic Policies**, available at <http://www.pafa.org/school/student-life/student-policies-procedures>. Students enrolled in sculpture or printmaking courses must abide by the rules and safety regulations established by the Shop Managers.
- Students must adhere to all campus policies, classroom regulations, disciplinary procedures, and sexual harassment and misconduct policies and resources as defined in **PAFA's Student Regulations and Policies** and **Title IX and VAWA Policies**, available at www.pafa.org/school/student-life/student-policies-procedures.
- **Acceptance to Open Academy classes constitutes CE student enrollment, not full-time student status**; as such, students are ineligible for BFA/MFA/Post-Baccalaureate extracurricular activities or studio rentals and will not be charged said fees.

ACADEMIC CREDIT

PAFA is accredited through the National Association of Schools of Art and Design (NASAD) and the Middle States Commission on Higher Education (MSCHE). PAFA is a member of the Association of Independent Colleges of Art and Design (AICAD). Courses meeting contact hour requirements are available for 1.5 or 3.0 undergraduate credits (see course descriptions for credit options). If taken for credit, you may incur additional coursework, and will receive a course grade and appropriate credit that will appear on an official PAFA transcript, if requested. For an official transcript, please submit a completed Transcript Request Form (www.pafa.org/transcripts) to PAFA's School Registrar with appropriate payment. Email pmedwick@pafa.edu for more information.

STUDENT IDENTIFICATION

In order to ensure school access and other privileges as a CE student enrolled in a multi-week, Open Academy students must obtain a **PAFA photo ID card** if they do not already have one from a previous Open Academy or Continuing Education course.

Note: Your PAFA ID confers school access and benefits **for the length of your course(s)**.

- **CE students enrolled in multi-week classes must present a new or updated PAFA photo ID card.** Students will be emailed instructions on how to obtain a new ID prior to their first day of class. **Note:** Your PAFA ID confers school access and benefits for the length of your course(s), from the start date to the last day of your classes.

- **If you are a returning student with a PAFA photo ID from a previous semester/year, you may reuse the same card, which will be reactivated by Security staff.**

Access and Benefits:

- **For building access:** Students must scan their IDs at the Visitor Services Desk when entering and exiting the Samuel M.V. Hamilton Building, and present their IDs when entering the Historic Landmark Building.
- **For floor access in the Hamilton Building:** Hold your photo ID card in front of the card reader located to the right of the lobby door. The light will change from red to green and a beep indicates the door is unlocked. *Do not prop open doors.* Please display your ID prominently at all times.
- **For additional benefits:** Present your card for free admission to the [PAFA museum](#), for a 10% discount at [Tableau](#) café (first floor, Samuel M.V. Hamilton Building), and to register for borrowing privileges at the [PAFA library](#) (fifth floor, Samuel M.V. Hamilton Building).

Replacement IDs:

- There is a \$5 fee to replace lost, stolen or damaged IDs. Visit the CE office for payment.

COVID-19 SAFETY POLICIES FOR IN-PERSON CE COURSES

PAFA is enforcing safety precautions for in-person courses in order to minimize the risk of infection and spread of COVID-19. **Note: These guidelines are subject to change as PAFA continues to monitor the public health situation and to comply with local, state, and federal guidelines.** Visit www.pafa.org/ce for CE procedures or <https://www.pafa.org/news/coronavirus-information-resources> for the continued updates to school and museum policies.

- **The College has mandated that the COVID-19 vaccine and booster will be required for all students enrolled in on-campus classes, in PAFA studios, or using campus facilities for the 2022-2023 academic year.**
- All CE students returning to campus classes must be **fully vaccinated and boosted** (defined as the two dose Pfizer or Moderna vaccines or single dose of the Johnson & Johnson/Janssen vaccine, with equivalent or alternate booster shot) prior to their first day of class. **Documentation is due at the time of registration.**
- Students must upload vaccine documentation thru the [CE Student COVID-19 Vaccination Documentation Form](#) (<https://forms.gle/tgsGTxgacXfHdBnY6>) after all necessary doses have been received.
- Medical and religious exemptions will be granted based on the specific circumstances of each request, based on documentation uploaded to the vaccine/booster form. Students with questions about seeking an exemption should contact pafahealth@pobox.pafa.edu.
- **PAFA reserves the right to refuse entry and withdraw students who have not provided proof of vaccination and booster, and have not been approved for exemption.** Proof of vaccination/booster is required upon CE course enrollment and will be reviewed for omissions, incomplete dosage requirements, and exemption requests. CE will alert students to incomplete vaccination/exemption requirements; however, continued violation of this policy will result in the withdrawal of enrollment with fees (tuition deductions), per the withdrawal/refund policies defined in this document.
- **Unvaccinated individuals must wear masks at all times while on-campus or participating in outdoor in-person classes** and must maintain physical distancing of at least 6 feet from all other individuals.
- All individuals must remain at home if they have a cough, shortness of breath, fever (100.4° F or higher), chills, muscle pain, or new loss of taste or smell.

- Students must inform Jimmie Greeno III, Vice President of Safety & Security and Pandemic Safety Officer, at jgreeno@pafa.org if they, or someone they live with, experience COVID-19 symptoms, or if they test positive for COVID-19.
- If diagnosed with COVID-19, students must remain off-site of the class and off PAFA's campus until cleared to return. All other faculty, staff and students who had close contact with diagnosed students/staff must remain off-site/off-campus until also cleared for return.

PAFA will treat information regarding the identity of staff or students with suspected or confirmed cases of COVID-19 as confidential to the extent practicable and will comply with applicable laws regarding the handling of such information. PAFA is committed to providing a safe environment for our community. It is in the interest of those goals and out of an abundance of caution that PAFA obtains reporting information.

See PAFA's [COVID Vaccine FAQs](#) for more information and contact Jimmie Greeno III at jgreeno@pafa.org if you have any questions or concerns about health-safety policies or incidences. For more information about COVID-19, please visit the CDC website at: <http://www.cdc.gov/coronavirus/2019-ncov/index.html>. For up-to-date PAFA information about precautions and opening plans relating to COVID-19, including any changes in PAFA's usual operations, see <https://www.pafa.org/news/coronavirus-information-resources>.

CAMPUS SAFETY & SECURITY

Emergency: 215-972-2083

Security Desks (Student Entrance)

Historic Landmark Building: 215-972-2070

Hamilton Building (West Lobby): 215-972-2100

Security Office (Control Room & Lost and Found): 215-972-2073 or -2074

ACCESSIBILITY

The Samuel M. V. Hamilton Building is accessible from Lenfest Plaza. An accessible entrance to the Historic Landmark Building is located at Cherry and Burns Streets. The Burns Street Elevator provides access to the classroom floor or galleries. Visitors can access this entrance by pushing the call button at the bottom of the front stairs of the Museum, or at the corner of Cherry and Burns; Security staff will meet the caller. Passenger elevators in both buildings move between floors of galleries and classrooms. Wheelchairs are available, and restrooms are accessible.

INCLEMENT WEATHER/EMERGENCY CLOSING PROCEDURES

The closing, delayed opening, or early dismissal of the Pennsylvania Academy of the Fine Arts will be determined jointly by the Dean of the School and the Museum Director, with approval of the President. Such closing or delay would include the school, galleries and administrative offices. Decisions regarding the cancellation of special events and evening classes may be made later in the day. To find out if PAFA is closed or having a delayed opening, you should check one of the following:

- www.pafa.org -- messages will be updated on the PAFA homepage
- **PAFA's main phone number (215-972-7600)** -- an outgoing message will be recorded by 6:30 a.m.
- **CBS6** -- lists school by name
- **ABC6** -- lists school by name
- **NBC10** -- lists school by name

TRANSPORTATION & PARKING

PAFA is near the Market East and Suburban train stations, SEPTA bus and trolley stops, and PATCO's High Speed Line. Visit: septa.org or ridepatco.org. Discounted parking is available at the Parkway Corporation Garage at Broad & Race Streets and Lot at 15th and Cherry Streets. Be sure to get your parking ticket validated at any PAFA security desk for the discount. Look up locations and rates at www.parkwaycorp.com.