
INFORMATION AND POLICY GUIDE

IMPORTANT: Review the following information prior to your first class. By registering for a CE class or event, you agree to abide by the policies and regulations detailed in this document. Failure to comply with these policies and procedures may result in disciplinary action and possible dismissal with forfeiture of tuition and fees.

BASIC INFORMATION

Contact Us:

Please do not hesitate to contact us for questions, concerns, or course advice. **Please note:** The CE office currently is not able to accommodate walk-in visits or scheduled appointments from individuals not already enrolled in CE classes with submitted vaccination documentation. Onsite or remote CE staff are happy to advise and assist via phone or email; zoom advising available upon request.

- **PHONE:** 215-972-7632
- **EMAIL:** continuinged@pafa.edu
- **ONLINE:** Visit www.pafa.org/ce for the latest information about classes, events, and special offers
- **VISIT (for enrolled students, after January 16):** The Continuing Education Programs Office is located on the 3rd floor of the Samuel M.V. Hamilton Building (128 N. Broad Street).

Office hours (may be subject to change, based on class scheduling):

- Monday – Thursday, 9 a.m. – 6:30 p.m.
- Friday, 9 a.m. – 4 p.m.
- **The CE office will be open on Saturdays, 8:30 a.m. – 1:30 p.m. for the first two weeks of the semester, January 21 & 28, to provide onsite assistance to new and returning students.** After January 28, Saturday hours will be available when weekend workshops are in session or new classes are starting. The office will be closed on Sundays.

Registration/Session Dates:

- **Winter/Spring Semester:** January 17 - April 23, with extensions for select landscape and other courses through May 21
- **Winter Session Dates:** January 17 - February 27 (6-week courses & workshops) / April 23 (10- and 12-week courses)
- **Winter Registration Deadline:** January 6 / adjusted deadlines for courses with later start dates (see individual course descriptions)
- **Spring Session Dates:** March 13 - April 23 (up to May 21 for plein air or other extended courses)
- **Spring Registration Opens:** January 30 (subject to change)
- **Spring Registration Deadline:** March 3

Holidays/Breaks:

- **Martin Luther King, Jr. Day, Monday, January 16** – Monday Winter courses start one week later. Administrative offices closed.
- **Spring Break, Monday, March 6 - Sunday, March 12** – 12-week in-person classes do not meet; in-person and online classes 10 weeks or shorter typically run through break, unless indicated otherwise. See individual course descriptions and materials lists. Administrative offices remain open Monday - Friday.
- **Easter Sunday, April 9** – Sunday courses do not meet. Administrative offices closed.

VACCINATION AND ID REQUIREMENTS FOR ON-CAMPUS CLASSES

To enter PAFA's buildings and participate in on-campus classes as a CE student, the following documentation and procedures are required, per the directives of PAFA's Office of Safety and Security and the Core Response Team for Pandemic Safety:

- **All students must submit proof of full COVID vaccination and at least one booster upon registration.** Vaccine documentation must be uploaded to a specified Google drive; onsite card display and card images emailed to the CE office cannot be accepted. Requests for exceptions for medical or religious reasons must be submitted with appropriate documentation and approved by PAFA's head of security. **PAFA reserves the right to refuse entry and enrollment to students who have not advanced provided proof of vaccination by the appropriate means and have not been approved for exemption. Enrollment will be withdrawn with fees for continued violation of this policy.** See *COVID-19 Safety Policies* for more information, below.
- Students who previously submitted their vaccine and booster documentation for a prior semester class, do not need to resubmit this information. **Students with a medical exemption must resubmit their request to cover new course dates.**
- **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 on their prior to their first day of class; returning students with a recent ID from a previous course may reuse the same card. **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.

* *In lieu of PAFA ID, students enrolled in workshops or courses running one-week or less must check in at the Security Desk with proof of registration to enter PAFA's buildings for the length of their course. ID cards and semester access privileges are not issued to students enrolled in workshops or one-week intensives. Students enrolled in only online or off-campus/outdoor courses do not need a PAFA ID card.*

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** (defined as the two-dose Pfizer or Moderna vaccines, or single dose of the Johnson & Johnson/Janssen vaccine) and have **at least one 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>), verifying that all necessary doses have been received.
- Medical and religious exemptions will be granted based on the specific circumstances of each request. See <https://www.pafa.org/news/covid-vaccination-requirement-college-students-061021> for medical and religious request forms. Students seeking an exemption should contact pafahealth@pobox.pafa.edu. Medical exemptions should indicate valid dates for coverage, and are subject to expire based on circumstances.
- **PAFA reserves the right to refuse entry to students who have not provided proof of vaccination and booster, and have not been approved for exemption.** Proof of vaccination is required upon CE course enrollment and will be reviewed for omissions, incomplete dosage requirements, and exemption requests. CE will make a reasonable effort to alert students to incomplete vaccination/exemption requirements; however, continued violation of this policy will result in the withdrawal of enrollment with cancellation fees, per withdrawal policies. **Registrations lacking vaccine documentation or approved medical exemption one week after submission are subject to withdrawal with fees.**

- **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>.

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).

Undergraduate Credit

Courses meeting contact hour requirements (30 hours minimum, not including lunch breaks) are available for 1.0 or 1.5 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.

Changes in credit status must be arranged through the CE office **prior to the third class for courses 12-weeks or longer**, and **prior to the second class for courses that run 10 weeks or fewer**. No refunds can be issued for changes from credit to non-credit.

Credit for K – 12 Educators

PAFA is approved to provide **Pennsylvania Act 48 hours** and **New Jersey Department of Education Professional Development Credit** for its courses and workshops. Courses and workshops are eligible for the number of contact hours for which they meet (excluding lunch breaks). Courses need not be taken for PAFA undergraduate academic credit to be eligible for professional development credit hours (see credit options and tuition pricing on individual courses). **Educators electing to receive PA Act 48 or NJ Professional Development Credit should notify the Continuing Education Programs office when registering.** PA educators must provide their six-digit Professional Educator Identification Number.

HIGH SCHOOL STUDENT ENROLLMENT

Teens in grades 9 – 12 are encouraged to enroll in PAFA's Pre-College Programs (www.pafa.org/highschool). High school students aged 15 years or older may register in Continuing Education adult courses/programs with parent/guardian permission.

PAYMENT, WITHDRAWAL, AND REFUND POLICY

- Full payment is due at the time of registration. PAFA cannot prorate courses for late registration, withdrawals or missed classes.
- Withdrawals must be made in writing via email (continuinged@pafa.edu) to the Continuing Education Programs office.
- Fees are incurred for withdrawals *at any time after registration (including same-day)*. **See refund schedule below.** The minimum charge covers fees incurred to the CE program by registration and credit card processing. Increased tuition deductions apply for withdrawals less than one week before course start dates and after courses have begun. See below.
- In lieu of a withdrawal before a course start date, a student may transfer into another course within the current semester. Payment of additional tuition must be made at time of transfer if a balance is due; there is no transfer fee. No further refunds are available for a subsequent withdrawal from the transferred class.
- Credits are available on a limited basis when serious illness or injury prevents continuation of a class in-progress. Credits are not available for withdrawals prior to course start dates or for non-medical reasons. A doctor's note or other documentation may be required. Credits may not be transferred to another individual.
- Withdrawals for vaccine/booster noncompliance will result in fees according to the same schedule below.

Withdrawal refunds will be adjusted according to the following schedule (regardless of course attendance):

Multi-Week Courses

- Prior to one week before the 1st class: 90% tuition
- After the above, prior to the 2nd class: 50% tuition
- After the above: No Refunds

Workshops and Special Programs (One- to Three-Day Courses other than Master Classes)

- Prior to one week before the first class: 90%
- After the above, prior to the first class: 50%
- After the above: No Refunds

COURSE CANCELLATIONS

If minimum enrollment is not met, a class will be cancelled on, or shortly after, its registration deadline. Students will be notified by email and may choose to transfer into another class or receive a full tuition and fee refund (no deductions). Remember: Early registration helps prevent course cancellation!

In the rare event that COVID-19 or another urgent issue requires the cancellation of a course in progress, a prorated refund or credit will be issued to enrolled students for all missed sessions.

TUITION DISCOUNTS AND SCHOLARSHIP OPPORTUNITIES*

- **Membership Discounts** – PAFA members at the *Friend level and above* receive a 10% tuition discount on all courses, workshops and Master Classes during the entire year of their membership. For information about becoming a member, visit www.pafa.org/join.
- **Referral Discounts** – Refer a first-time Continuing Education student, and you and the student will receive a 10% tuition discount on one regular course or workshop within the current semester (Master Classes excluded). Email continuinged@pafa.edu to provide the name of the student you referred; CE will verify the registration and provide a discount code or tuition refund for the discount amount.
- **CE Community Scholarships** – Available by application to assist students who demonstrate financial need and dedication to their art. Scholarships are applicable toward one regular course or workshop within the current semester (Master Classes excluded). Apply online at

<https://www.pafa.org/school/academics/continuing-education/discounts>. **Winter Application deadline:** January 4. Email continuinged@pafa.edu for questions.

* Restrictions may apply. Email continuinged@pafa.edu for questions.

CLASSROOM/CAMPUS POLICIES

Access to PAFA's classroom facilities, including the Cast Hall and library, is granted only to students enrolled in in-person on-campus courses, with appropriate ID/vaccination requirements, for the length of their courses (start-date to end-date). Students enrolled in online courses are not approved to access PAFA's classroom and shop facilities.

- Students are required to use odorless solvents, i.e. *Turpenoid*. **NO TURPENTINE.**
- Spray fixatives must be used outdoors or in the 10th floor spray booth. No indoor spraying allowed.
- Please do not empty solvents and/or paints into sinks or trashcans. Use appropriately-labeled barrels, located near each floor's utility sinks.
- Students are responsible for cleaning up after themselves before leaving class.
- Students may not touch, move, or place anything on/against the bases or any part of the antique cast collection in the Cast Hall.
- PAFA is not responsible for artwork or other belongings left in any PAFA studio or classroom.
- Students enrolled in sculpture or printmaking courses must abide by the rules established by the Shop Managers.

Complete information about the policies, procedures, and services offered at the Pennsylvania Academy of the Fine Arts, including general campus policies, expanded classroom regulations, disciplinary procedures, and sexual harassment and misconduct policies and resources is outlined in the **PAFA Student Regulations and Policies**, located at <https://www.pafa.org/school/student-life/student-policies-procedures>.

PHOTO AND VIDEO IMAGE RELEASE POLICY

The Pennsylvania Academy of the Fine Arts (PAFA) reserves the right to reproduce without notification photographs and video of students while attending Continuing Education Programs at PAFA for any lawful purpose and in any manner or in any medium. Reproduction purposes may include print publications, institutional websites, e-communications, multimedia presentations, and documents about PAFA for admission, recruitment, fundraising, or institutional informational purposes. By enrolling in PAFA Continuing Education courses and agreeing to the terms of this policy guide, students release PAFA Continuing Education and its legal representatives from liability for any violation or claims relating to said images or videos and waive their rights to any and all compensation stemming from the use of these materials. PAFA staff consults with students and faculty when photographing classes in progress and respects students' requests not to be photographed.

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.