



Pennsylvania Academy
of the Fine Arts

2023-2024 STUDENT POLICIES AND GUIDELINES

Welcome to the Pennsylvania Academy of the Fine Arts- PAFA. As the first art museum and school in the United States, PAFA celebrates the transformative power of art and art making. PAFA inspires the public by expanding the stories of American art through its collections, exhibitions, and programs; and educates artists from around the world to be innovative makers and critical thinkers with a deep understanding of traditions and the ability to challenge conventions. Through its world-class museum and school, PAFA nurtures and recognizes artists at every turn in their career.

A truly unique college, PAFA provides students with an inclusive and supportive studio-based learning environment. Taking a student-centered approach, the faculty and staff are here to guide students on a journey of self-discovery, as they develop their skills as artists and entrepreneurs.

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

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

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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I. GENERAL CAMPUS POLICIES

Animals

To assure the safety of the members of PAFA community, no animals are permitted on the premises of PAFA buildings at any time, with the following exceptions:

- 1) Service dogs/animals Click here for the [PAFA Service Animal Policy](#)
- 2) Supervised animals serving as models for the scheduled “Animal Drawing” class.

Bicycle Parking and Storage Policy

- Bicycles are required to be parked in bicycle racks or other areas specifically designated by PAFA.
- Bicycles are not to be locked to railings or poles in front of any building entrance.
- Bicycles are not to be parked inside any PAFA building at any time (except safely inside individual studios or offices) without the written permission of the Director of Security or Operations
- Bicycles are never to be parked in or across corridors, passageways, walkways, entrances, exit stairs/corridors, or public areas such as shops
- 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.

If a bicycle to be removed consistent with this Policy is locked and cannot be removed easily, the Security Director will authorize the lock to be cut.

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.

This Policy is aimed, in part, at mitigating the hazards associated with an emergency evacuation. The obstruction of a building’s egress paths by bicycles or other obstacles 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.

While PAFA Security is ultimately responsible for enforcement of the Bicycle Parking and Storage Policy, every member of the PAFA community 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, they should inform the security department immediately, if possible.

Bulletin Boards Policy

PAFA posts bulletin board notices and signs daily for academic and special events, such as competitions, registration, financial aid, student exhibitions, openings, visiting artist lectures, job listings, bus trips, etc.

Elevator and lobby bulletin boards are for official PAFA use only. PAFA reserves the right to remove any unofficial flyers or signage from these boards.

Drug and Alcohol Policy

PAFA seeks to provide an academic environment that promotes the health and safety of its students and employees. In keeping with this objective and conforming to federal law and the laws of the Commonwealth of Pennsylvania, PAFA has established this policy governing the possession, sale, distribution, and use/consumption of illicit drugs and alcoholic beverages by members of the PAFA community.

Consistent with the Drug-Free Schools and Communities Act Amendments of 1989, PAFA prohibits the unlawful manufacture, distribution, dispensation, sale, possession, and use of illicit drugs by its students, employees in its workplace, on its premises, and as part of any of its activities. This includes the unlawful sale, distribution, dispensation, possession, or use of any prescription drug. Use or possession of marijuana is prohibited on PAFA's premises per federal law, which supersedes Pennsylvania and Philadelphia laws/ordinances governing the use and possession of marijuana and marijuana products on university campuses. This policy is intended to supplement and not limit the provisions of PAFA's Drug-Free Workplace policy.

General Rules Governing the Use of Alcohol

PAFA prohibits:

- The possession and/or consumption of alcoholic beverages by persons under the age of twenty-one on property owned or controlled by PAFA or as part of any PAFA event or meeting organized by a PAFA department, organization or group.
- The intentional and knowing sale, or intentional and knowing furnishing (as defined by Pennsylvania law) of alcoholic beverages to persons under the age of twenty-one or to persons obviously inebriated on property owned or controlled by PAFA or as part of any PAFA event or meeting organized by a PAFA department, organization or group.
- The consumption of alcoholic beverages by all PAFA students and employees so as to adversely affect academic or job performance and/or endanger the physical well-being of other persons and/or oneself, and/or which leads to damage of property.
- The possession, sale, distribution, promotion, or consumption of an alcoholic beverage in a manner that constitutes a violation of federal, state or local law, including the sale, directly or indirectly, of any alcoholic beverages at a premises or by an entity not licensed for such sales on property owned or controlled by PAFA or as part of any PAFA event or meeting organized by a PAFA department, organization or group.

PAFA permits the lawful consumption, in moderation, of alcoholic beverages by persons of legal drinking age (21 years or older) at (1) its institution-sponsored and controlled events and (2) in the PAFA museum cafe. Consistent with Pennsylvania law, advertisements of PAFA sponsored and controlled events shall not promote nor describe the availability of alcoholic beverages; nor shall such advertisements promote the consumption of alcohol by minor

Consequences for Policy Violations

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 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 appropriate disciplinary action the outcome of which may be suspension or dismissal.

Graffiti

Graffiti is unacceptable and prohibited. All forms of tagging, marking, and other 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.

Lockers & Cubbies

Lockers are rented to first and second-year students for a non-refundable fee of \$20.00 per semester. 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, unless there is a documented disability on file at PAFA that indicates a specific type of lock is required to accommodate a student disability.
- 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 return please notify the Dean of Students of designee, who manages 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 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 one space.
- Any contents left in lockers and cubbies after the last day of classes becomes PAFA property and may be discarded.

Mailboxes & Deliveries

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

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 advance 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.

Noise

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

Smoking

PAFA discourages the use of tobacco products of any kind and offers tobacco cessation resources through the Student Life office. All Pennsylvania Academy of the Fine Arts buildings—the Historic Landmark Building and the Hamilton Building, including the fire tower balconies—are smoke free. Restrictions include, but are not limited to: tobacco, clove cigarettes, hookahs, marijuana, e-cigarettes, chewing tobacco, vapor-producing products, and electronic smoking devices.

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.

The following discipline will result when a student is found smoking in any PAFA building, including the Hamilton fire towers:

- 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

In the case of snow emergency or school closure, PAFA will call and text students through an automated service. Snow closings will also be emailed and posted on our website.

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.

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.
- Visitors are required to comply with PAFA rules, regulations and procedures

Van Policy & Procedure

PAFA's van is **only** for the purpose of

- Transporting students to:
 - PAFA classes as scheduled by the Registrar or Dean's Office
 - Student programs and activities scheduled through the Student Life Office; and
- Use by staff on official PAFA business.

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

II. GENERAL PAFA DISCIPLINARY PROCEDURES

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. Discussion and debate are integral to the academic environment, and it is critical that such discourse be conducted in a civil manner where diverse viewpoints are welcome and encouraged. Students are expected to conduct themselves as responsible individuals, respecting the rights and differences of others, both on and off 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.

PAFA seeks to promote a safe environment where students may learn and participate in activities without compromising their health, safety, or welfare. It is therefore that hazing is prohibited. The impact of hazing activities can result in irrevocable harm to their victims, victims' families, and the PAFA community.

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.

Violation of the law of any jurisdiction, whether local, state, federal, or foreign, as evidenced through a conviction, including a plea agreement, or written admission constitutes a violation of the Code of Conduct. In some situations, conduct that may violate the law may also violate other aspects of this Code of Conduct.¹

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 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) Engaging behavior that impedes, obstructs, or disrupts teaching, exhibition, studio work, research, administrative work or disciplinary procedures, or other PAFA functions.
- 8) Disorderly conduct and threats of aggression, including fighting or using obscene, abusive, or threatening language.

¹ *The possibility that a student may face criminal charges does not limit PAFA's ability to proceed with the disciplinary procedures set forth herein. PAFA will take independent action based on misconduct that violates the Student Code of Conduct, regardless of the status or outcome of any criminal proceedings.*

- 9) Engaging in any conduct, hazing, 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.
- 10) Harassment of any form – racial, ethnic, sexual, ideological, or otherwise. PAFA's Anti-Harassment Policy can be found [here](#).
- 11) Sexual misconduct, including sexual assault and rape, as outlined in [PAFA's Title IX Policy](#)
- 12) Disorderly conduct, disturbing the peace, or disrupting the lawful, orderly activities of others at PAFA.
- 13) Failure to comply with directions of PAFA officials acting in the performance of their duties.
- 14) Failure to comply with health and safety standards and policies, including the misuse of equipment, facilities or substances known to be hazardous.
- 15) Tampering with emergency or fire protection equipment or setting false alarms.
- 16) Use, possession, sale, distribution, consumption or manufacture of illegal drugs on PAFA property or at official PAFA functions. Additionally, the sale and distribution of alcoholic beverages is prohibited.
- 17) Possession of any firearms, weapons, fireworks, explosives, ammunition, or abuse of flammable substances on PAFA premises.
- 18) Unauthorized use of surveillance/recording devices on campus.

Student Disciplinary Procedure

For Academic disciplinary procedures, please see the [Academic Policies and Procedures](#). For procedures specific to Harassment or Sexual Assault, please see the [Anti-Harassment Policy](#), and the PAFA [Title IX Policy](#).

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 impartiality guides the investigation and disposition of any disciplinary matter.

Complaints about the conduct of a student should be brought to the attention of the Dean of Students.

If an immediate resolution to a complaint is not found, the Dean of Students or designee will conduct an initial assessment to determine whether the complained of conduct, if true, would amount to a violation of PAFA policy. The Dean of Students/designee may conduct a limited investigation in furtherance of making this initial assessment.

If the Dean of Students/designee determines that the complained of conduct, if true, would amount to a violation of PAFA policy, they will, in their 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 named in the complaint(s). At that disciplinary meeting, each student named in the complaint(s) shall be informed about the allegations against them 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 they feel are appropriate.

Formal Resolution

An investigation will be conducted by the Dean of Students or their designee.

- 1) 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:
 - a) to the student(s) allegedly involved, written notice of the charges, including a brief statement of the factual basis for the charges, the 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.
 - b) a hearing panel, of no fewer than three individuals, which may be constituted of PAFA faculty, administration, and/or students.
 - c) an adequate block of time to conduct the hearing, at which the student named in the complaint shall have the opportunity to present documents and witnesses and to confront and cross-examine witnesses directly. 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
 - d) a record of the hearing.
- 2) 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.
- 3) Within twenty (20) days thereafter, the Dean of Students or designee shall provide a written decision to both parties either adopting, modifying, or rejecting the hearing panel's recommendation, with a brief written explanation of their 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, they 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 the 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 PAFA or individuals. Restitution may also take the form of appropriate service or repair, work assignments, service to 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 their conduct is unacceptable and that they will be given a specified period of time (e.g. the remainder of the semester), on a probationary status, to demonstrate behavior acceptable to the 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. Students who return to PAFA are required to meet with the Dean of Students.
- 6) Dismissal: Permanent separation between the student and PAFA, and termination of student status.

Mandatory Medical Withdrawal Policy and Procedures

It is PAFA's goal to foster an environment in which students are able to fully engage in their academic and campus life. PAFA recognizes that students may experience health issues that significantly impact their ability to function successfully or safely at PAFA. In those situations, a withdrawal/leave of absence allows students to take a break from their studies so that they may receive treatment beyond what can typically be provided or accessed while actively enrolled. Students who wish to pursue a voluntary withdrawal or leave of absence should see the Dean of Students. PAFA's Leave of Absence Policy can be found in PAFA's [Academic Policies](#).

In some circumstances, PAFA may initiate a "mandatory medical withdrawal." The criteria and procedures for mandatory medical withdrawals are outlined below. Questions about this Policy may be addressed to the Dean of Students.

PAFA prohibits unlawful discrimination on the basis of any type of disability or other characteristic protected by applicable law in the administration of PAFA's programs and activities.

Criteria for Mandatory Medical Withdrawal

On occasion, students may experience health conditions that cannot be addressed through the provision of reasonable accommodations and that require a level of care that exceeds what PAFA can appropriately provide. In situations that meet the criteria below, and in which a student has not chosen to take a voluntary withdrawal or leave of absence, the Dean of Students may implement a mandatory medical withdrawal following an individualized assessment.

PAFA will implement a mandatory medical withdrawal if the Dean of Student determines that:

- the student is unable or unwilling to carry out substantial self-care obligations; and/or
- current medical knowledge and/or the best available objective evidence indicates that the student poses a significant risk to the health or safety of others; and/or

- current medical knowledge and/or the best available objective evidence indicates that the student's health or safety is at significant risk (and such conclusion is not based on mere speculation, stereotypes, or generalizations about individuals with disabilities); and/or
- the nature of the health condition, the student's need for services, the way the condition is manifested behaviorally and/or physically does not permit the student to participate in and benefit from PAFA's programs or services; and/or
- the student substantially impedes the lawful activities of other members of the PAFA community, or the educational processes, activities or functions of the PAFA community.

The determination that a student meets the criteria set forth above will be based on an individualized assessment of the student, including a determination of whether reasonable accommodations could permit the student to continue to participate in PAFA programs/activities.

Mandatory Medical Withdrawal Process

The following process will be used to determine if the criteria for a mandatory medical withdrawal have been met:

1. The Dean of Students, or their designee, will collect available information, including but not limited to information obtained from incident reports; conversations with students, faculty, and staff; and the opinions of appropriate medical/clinical professionals.
2. The Dean of Students or their designee will notify the student in writing that a mandatory medical withdrawal is under consideration, the reason(s) why withdrawal is under consideration, the standards to be used to make that decision (as described in this Policy), and the process (as described in this Policy), including the right to appeal a decision.
 - a. At the time of that notification, the Dean/designee may communicate in writing to the student that they may not remain on campus and/or may not continue to participate in PAFA-related activities pending the determination of whether to implement a mandatory medical withdrawal. If a student is instructed to leave campus, the Dean will determine the extent to which it is reasonable for the student to continue their academic work remotely while this process is pending.
 - b. At the discretion of the Dean, any pending disciplinary action based on the student's underlying behavior may be placed on hold until the evaluation is completed.
3. If reasonably possible, the Dean of Students or their designee will meet with the student to provide an opportunity for the student to (1) discuss options for taking a voluntary leave of absence and (2) submit information in support of any request that the student not be placed on a mandatory medical withdrawal.
4. The Dean of Students/designee will ask any student who declines to take a voluntary leave of absence to sign an authorization permitting medical/clinical professionals who have treated the student to share treatment and diagnosis information with the Dean of Students and other PAFA

officials, as appropriate. PAFA will require a student to provide a release only for access to records that are reasonably necessary to complete the individualized assessment.

- a. *Note: failure to sign such authorization may result in the mandatory withdrawal of the student to the extent that PAFA has insufficient information available to it to render an individualized assessment.*
5. The Dean of Students will complete an individualized assessment based on the best available objective information and current medical knowledge regarding the duration and severity of the risk, the probability that the criteria set forth above have been met, and the likelihood that alternatives to a mandatory medical withdrawal will not sufficiently mitigate the risk. The individualized assessment will include consideration of all relevant information timely provided to/collected by the Dean of Students/designee. The decision of the Dean of Students will be delivered to the student in writing. If a mandatory medical withdrawal is implemented, the student is required to leave campus immediately unless otherwise informed by the Dean.

In lieu of a mandatory medical withdrawal, a student may choose to voluntarily withdraw or take a leave of absence at any time.

A mandatory medical withdrawal is not a disciplinary action; however, separate disciplinary action may result from the underlying behavior of a student subject to a mandatory medical withdrawal pursuant to applicable PAFA policies.

Request for Review

A student who is placed on mandatory medical withdrawal may submit a written request for review to the Dean of Students within five days of the notification that the student has been withdrawn. Late requests for review will be considered only if the Dean of Students determines that exceptional circumstances caused the delay.

The written request for review must include detailed support and specify the substantive or procedural grounds for the request. Requests must be made on grounds other than general dissatisfaction with the decision of the Dean.

In determining whether to grant the request, the Dean may choose to meet with the student and/or consult with medical/clinical care providers or such other sources of relevant information as the Dean deems appropriate.

The mandatory medical withdrawal will remain in effect while the request for review is pending.

The decision of the Dean of Students will be final.

Reinstatement Procedures and Conditions

A student subject to a mandatory medical withdrawal will be notified in writing of any conditions that must be satisfied before the student may return to PAFA. These conditions may include but are not limited to submission of documentation sufficient to support a determination that the student is qualified

and ready to resume studies and function safely and successfully as member of the PAFA community, with or without reasonable accommodations.

PAFA relies heavily on the information received from the student's treatment providers in making the determination that a student is able to return from a mandatory medical withdrawal. Students will be asked to provide an authorization form to allow the Dean of Students or designee, where appropriate, to obtain medical records from the student's treatment providers. PAFA may require additional information from the student if PAFA determines that the information provided by the student's treatment provider is not sufficient (e.g., if information provided by the treatment provider is incomplete, requires further explanation or clarification, or when there is a disconnect between the medical information provided by the treatment provider and other information in the student's files).

In unusual circumstances (e.g., where PAFA is concerned about the provider's credentials), the Dean of Students may request that the student undergo an additional assessment conducted by an independent medical professional to allow PAFA to make a determination about the student's return. In those cases, PAFA will provide the student with a written explanation for such determination.

Students who are out of school on a mandatory medical withdrawal should submit their request for reinstatement and any supporting documentation to the Dean of Students at least 2 weeks prior to their desired return date to allow PAFA time to evaluate the documentation.

The Dean of Students, or their designee, will make the final determination of whether the student has satisfied the conditions of reinstatement and will inform the student in writing of such determination.

Students with disabilities may be eligible for reasonable accommodations. Students are responsible for communicating their requests for accommodations to the Office of Student Services.

III. INDIVIDUAL STUDIO AND/OR CLASSROOM 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, suspension.

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 they are solely responsible for taking proper safety precautions and adhering to all applicable laws and regulations.
- 2) **PAFA BFA students** may occupy a studio for one (1) academic year only. **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.
- 5) Installations: studios for installations are designated each year on a space-available basis. Students must submit a written proposal with a precise period of time to the Registrar's Office.
- 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, videos and Zoom meeting. 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 year for BFA students, all studios must be vacated by a date determined by the administration, 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*). PAFA will supply the approved brand & color paint for students to repaint their studios walls if necessary (see Registrar's Office).

Facilities

- 1) All studios are supplied with an easel and a chair. A drawing or worktable may be requested as an alternative to an easel - based on availability. Equipment, props, heaters, stools and drapes are not to be borrowed from classroom studios. See the Models and 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 Life for follow-up.
- 4) Students should never enter a fellow student's unoccupied studio and should only enter a studio if invited by the studio occupant
- 5) PAFA does not assume responsibility for students' personal property. Students may choose to use a lock box or trunk to secure valuables.
- 6) 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.
- 7) 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 Dean of Students or Designee and must be used in a safe manner. PAFA reserves the right to restrict or prohibit the use at any time for safety reasons.
- 8) 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.
- 9) No work may be made or stored in the Fire Towers. Any work (or other items) found there will be removed.
- 10) All items that a student brings into or makes in their studio (equipment, furniture, supplies, artwork etc.) **must be removed from the building by** the student upon move-out. Furniture may not be left in the hallway at year-end. Artwork may not be stored after move-out, it must leave the premises.
- 11) **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 – students must provide other supplies, paint pans and rollers, etc. 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.

12) 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.

Materials & Tool Safety

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

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

Critics and faculty will check and enforce these safety policies. Violations will be reported and subject to disciplinary action.

Clean Air Policy

Any process that sends fumes, smoke or particulates of any kind into the air must be done in the Spray Room on the 10th floor, or in 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 sanding, glue making, wax melting, varnishing, painting with industrial paints of any kind, spray fixatives, wood burning, and use of approved resin.

Tools and materials permitted within studio spaces are limited to the following:

Small hand tools:

- Hammer
- Staple Gun
- Chisel
- Handsaw
- Matting/utility blades

All small hand tools must be maintained and in safe condition.

Power tools:

- Hand drill
- Soldering Iron
- Rotary tool (such as Dremel)
- Staple or glue gun

All power tools must be maintained and in safe condition.

Materials - permitted:

- 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

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

Materials - not permitted within private studio spaces include the following:

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

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

**** Resins** are becoming a popular material to use in the building of three-dimensional objects. However, resins are extremely toxic and can cause permanent physical damage when not used properly and with respect. PAFA has accordingly selected a no-odor resin for use in PAFA individual studios and other spaces in PAFA buildings: The West System (Gougeon Brothers, Inc, PO Box 908, Bay City MI 48707-0908; phone: 989-684-7286; www.westsvstem.com).

No other resin is permitted.

The following guidelines apply to the use of the approved resin:

- 1) This product must only be used in a well-ventilated area (not in individual studios), approved in advance by either the shop manager or the fine arts department chair.
- 2) An approved respirator, safety glasses, and rubber gloves must be always worn.
- 3) Open ventilation with a fan to move air out of work area must be running even during the curing process.

IV. STUDIO CLASSROOMS: ETIQUETTE AND REGULATIONS

These rules and regulations are to be followed and implemented by faculty, monitors, students, and staff at all times:

1. EQUIPMENT, PROPS, STOOLS, EASELS are not to be borrowed from Classroom Studios.
2. Prepare your workspace so that you can clean up easily once you're done.
3. Trash is to be placed in appropriate trashcans:
 - a. Dispose of soiled rags, towels, thinner, paint and all flammable materials in marked drums located near the cleanup sinks on all floors
 - b. Cardboard, aluminum cans, paper, glass containers in Recycling Bins.
 - c. All other items to be put in large black trash bins.
4. Clean up your work area – this includes all media dust, paint, and anything you brought into the classroom.
5. Please do not use inappropriate materials or tools in Studio Classrooms. *Tools and Materials usage are regulated for appropriate shops. See rules and guidelines posted in respective shops.*
6. Do not spray fixatives or varnishes in studios. All sprays and fixatives must be used ONLY in the spray booth located on the 7th and 10th Floors of the Hamilton Building.
7. When using solvents and mediums, use containers with a lid. Only odorless solvents may be used.
8. Use the painting racks for Current Work Only. Take your work home when pose is over and/or piece is dry.
9. Return stools and easels to one side of the studio classroom when class is finished.
10. Headphones should not be used during class session.
11. All cell phones are to be set to vibrate/silent (no audible ring) or turned off in all classes.
12. Additional protocols may be instituted due to public health concerns.

V. LIFE/PORTRAIT MODELS: RULES FOR CLASSROOM & 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 to ensure professionalism, safety, respect, clear accountability, and communication.

1. Appropriate privacy must be ensured when a model is posing. Studio doors must be closed, or partitions used, and blinds pulled down for the duration of the class.
2. Physical contact or talking with the model while they are posing is not permitted.
3. No nude photography or image capture of the model is permitted. Photographing models in a non-nude state does not occur without model consent. Any such request should be made to the faculty as well as the Dean of Students or designee.
4. No nudity will be allowed during digitally streamed model sessions. Streaming model sessions must be clothed.
5. No cell phones out while the model is present. Sounds should be set to silent/vibrate. Due to the presence of cameras on cell phones, they are absolutely prohibited from being used during the duration of any class in which a life/portrait model is posing. If you have an emergency and need to make/take a call, you must leave the classroom.
6. No disruption of the class or any disrespect to the model is allowed while they are posing. If a student should need to leave the classroom, they should do so during the models break. If a student has an emergency and must leave, please do so quietly. Any student returning to the classroom should knock on the door and wait for a response before entering.
7. PAFA faculty and assigned classroom monitors are the only individuals permitted to adjust and correct 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 Dean of Students or designee is to be contacted.
8. Pedestals and platforms are exclusively for model use and are not to be used as tables or areas for art materials.
9. Models are not to pose on any item other than a designated pedestal or platform to ensure the model's safety.
10. Heaters, pads, designated model stands and changing areas are intended solely for the model and their comfort.
11. There should be absolutely no storage of materials in the model changing rooms.

Any violation of these rules should be reported immediately to the Dean of Students or designee

Independent Model Program (IMOD)

During the academic term, for full-time, upper-level students (in all programs), PAFA will pay half the model's fee if students hire a model currently contracted by PAFA. Students are responsible for half of the cost. Model lists, as well as guidelines and timesheets for the Independent Model Program are available in the Student Services Suite or designated location.

Working from the model is a privilege that requires the highest level of professional conduct. With this in mind, sessions must occur in classroom spaces, not in individual studio spaces, and must be attended by at least two students. Students wishing to work individually from the model must apply for and receive special permission.

VI. WORKING FROM THE CASTS

1. Do not touch the casts (so as not to 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.

VII. MUSEUM POLICIES AND REGULATIONS

Museum Access:

- 1) Students are encouraged to visit the museum galleries with valid student identification, during the hours that the museum is open to the public. Students are not allowed in the museum during non-public hours (including Mondays).
- 2) Students must always wear their PAFA identification card while in the galleries, whether they are in the museum or the school studios.
- 3) Students may use the Broad Street entrance when visiting the Historic Landmark Building as long as they are not carrying artwork or supplies. Students must use the Cherry Street entrance when carrying in or taking out artwork and art supplies.
- 4) Students are not allowed to use the staff kitchen or photocopiers located in the Historic Landmark Building.
- 5) Access to the museum offices or basement is not allowed without an appointment. Signs are clearly posted identifying restricted areas. 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, when the School Entrance off Lenfest Plaza is closed, must receive permission from the Dean of Students. In those cases, 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 the PAFA's permanent collection that is on view in the galleries.

1. Acceptable media are graphite, crayon, and litho pencils. No dust producing charcoal, paints or soft pastels may be used. Size of the paper or drawing board may **not** exceed 15"X18".
2. Pad or paper and drawing board must be handheld. No easels are allowed.
3. Doorways must be kept clear. Individuals may not lean against the wall, pedestals, or art works while drawing.
4. 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 info@pafa.org to discuss bringing a group.

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