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## 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.

- **PHONE:** 215-972-7632
- **EMAIL:** [continuinged@pafa.edu](mailto:continuinged@pafa.edu)
- **ONLINE:** Visit [www.pafa.org/ce](http://www.pafa.org/ce) for the latest information about classes, events, and special offers
- **VISIT (for enrolled students):** The Continuing Education Programs Office is located on the 3<sup>rd</sup> floor of the Samuel M.V. Hamilton Building (128 N. Broad Street).  
**Office hours (may be subject to change, based on class scheduling):**
  - Monday – Friday, 9 a.m. – 6:30 p.m.
  - Saturday, 9 a.m. – 6:30 p.m. (*may be closed when no weekend classes are in session*)
  - Sunday, closed

#### Registration/Session Dates:

- **CE Winter/Spring Semester:** January 16 – April 15 (plein air and extended courses through May 19)
- **CE Winter/Spring Registration Deadlines:** Varies by start date – see course descriptions
- **Open Academy Semester (15-Wk BFA Classes):** January 16 – May 3
- **Open Academy Registration Deadline:** January 11
- **CE Studio Rental Program:** January 16 – May 3
- **CE Studio Rental Program Registration Deadline:** January 8

#### Holidays/Breaks:

- **Martin Luther King Jr. Day, Monday, January 15:** No classes, school and museum closed, no studio access.
- **Spring Break, Monday – Sunday, March 4 – 10:** Fifteen-, twelve- and select 10-week classes do not meet; most short and condensed courses run through break – see course descriptions. Studio access available throughout break for the studio rental program.
- **Easter, Sunday, March 31:** No classes meet.

### 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. **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 each semester.

- **CE students enrolled in multi-week classes must present a new or updated PAFA photo ID card.** Students will receive instructions on how to obtain an ID card on their registration receipt. Until a card is issued, students must sign in at the Security Desk with alternate identification and ring the silver call button, located to the right of each Hamilton studio floor door, for appropriate Hamilton classroom access.
- **If you are a returning student with a PAFA photo ID from a previous semester/year,** you must reuse the same card, which will be reactivated by Security staff. Save your card after your class ends!
- **CE students enrolled in workshops or courses running one-week or less are not eligible to receive an ID card but must check/sign in at the Security Desk with alternate identification 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 are not eligible to receive a PAFA ID card.
- **There is a \$15 replacement fee for lost or damaged IDs.** Contact the Continuing Education office at [continuing@pafa.edu](mailto:continuing@pafa.edu) to arrange to pay the fee before obtaining a new card.

## COVID-19 CAMPUS SAFETY POLICIES

PAFA no longer requires COVID vaccination as of May 4, 2023, based on current science and City of Philadelphia regulations. However, PAFA and the CDC strongly recommend full COVID vaccination and booster shots for all students and employees who are eligible, including the bivalent booster. We will continue to monitor campus policies for COVID-19 safety and prevention, in accordance with local, state, and federal guidelines.

- Masks are encouraged.
- Hand sanitizer is available throughout PAFA's buildings.
- All individuals who receive a positive COVID-19 test must follow current [City of Philadelphia guidelines](https://www.phila.gov/media/20221208093546/IE-Calendar-12.221.pdf) (<https://www.phila.gov/media/20221208093546/IE-Calendar-12.221.pdf>) for isolation.
- Students and staff must inform Jimmie Greeno III, Senior Director of Safety, Security and Facility Services, at [jgreeno@pafa.org](mailto:jgreeno@pafa.org) if they test positive for COVID-19. *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*

Thank you for your cooperation and commitment to a safe and productive campus.

## 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](http://www.pafa.org/transcripts)) to PAFA's School Registrar with appropriate payment. Email [pmedwick@pafa.edu](mailto: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](http://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](mailto: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; short courses and special programs offer limited refund options.
- 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.
- Exceptions cannot be made to the refund schedule below, and refunds/credits cannot be issued, for withdrawals or missed classes due to of illness/injury (except by doctor's note), personal emergencies or scheduling conflicts, transportation/traffic issues, or other events beyond PAFA's control.

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

### **Multi-Week Courses Six Weeks or Longer**

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

### **Multi-Week Courses Under Six Weeks in Length and One-Week Intensive Courses**

- Prior to one week before the first class: 90% 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: No Refunds

### **Master Classes**

- Prior to two weeks before the first class: 90%
- After the above: No Refunds

### **Open Academy Program**

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

### **CE Studio Rental Program**

- Prior to one week before the first rental day of the program (by January 8): 90%
- 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 PAFA's 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 regular CE courses and workshops during the entire year of their membership. For information about becoming a member, visit [www.pafa.org/join](http://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 and other special programs excluded). Email [continuinged@pafa.edu](mailto: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. Apply online at <https://www.pafa.org/school/academics/continuing-education/discounts>.  
**Winter/Spring Application deadline:** January 5. Email [continuinged@pafa.edu](mailto:continuinged@pafa.edu) for questions.

\* Restrictions may apply. Lockers, certificate application fees, gift certificates, and special programs such as Open Academy, Studio Rental, and Master Classes are ineligible for discounts and scholarship assistance. Email [continuinged@pafa.edu](mailto: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 campus facilities.

- Students are required to use odorless solvents, i.e. *Turpenoid*. **NO TURPENTINE.**
- Spray fixatives must be used outdoors or in the 10<sup>th</sup> 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.
- Only students currently enrolled in printmaking or sculpture classes are approved for access to PAFA's Print and Sculpture Shops. 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. For questions about accommodation, please contact Allison Syvertsen at [asyvertsen@pafa.edu](mailto:asyvertsen@pafa.edu) or 215-972-2029.

## **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](http://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](http://septa.org) or [ridepatco.org](http://ridepatco.org). Discounted parking is available at the Parkway Corporation Garage at Broad & Race Streets and Lot at 15<sup>th</sup> and Cherry Streets. **To receive discounted parking rates, please obtain a validation sticker from the Security Desk at the Lenfest Plaza (Student) Entrance of either the Hamilton or Historic Landmark Buildings.** Look up location and rate information for the Garage at [Broad & Race | ParkwayCorp](#) and for the lot at [15th & Cherry | ParkwayCorp](#). Students with validation stickers receive 20% off the posted rates.