

ACADEMIC POLICIES AND PROCEDURES

2017-2018

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

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

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

The Pennsylvania Academy of the Fine Arts is accredited by the 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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THE EIGHT LEARNING GOALS FOR ALL STUDENTS

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

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

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

THE EIGHT LEARNING GOALS for Students in All Programs

1. ARTMAKING SKILLS:

Proficiency with art making technical skills

We want students in all of our programs to have a demonstrated proficiency in a number of studio media and to have an advanced level of proficiency in at least one medium or form of art expression.

In practice, this would mean that our students should demonstrate a general knowledge of studio art media craftsmanship and studio art making skills, and an advanced level of technical knowledge and art-making skills in at least one medium or art form.

How to measure? First year, Major requirements, work in ASE.

2. CORE DISCIPLINES:

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

We want students in all of our programs to have some familiarity with drawing, painting, sculpture and printmaking.

In practice, this would mean demonstrating some experience or knowledge of drawing, painting, printmaking and sculpture, although this need not require the completion of specific courses or artwork.

How to measure? First Year Program.

3. AREA OF FOCUS:

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

We want students in all of our programs to be able to demonstrate technical, aesthetic and imaginative mastery of at least one chosen art form or art discipline.

In practice, this would mean the completion of work within a degree or major program, and the creation of a body of artworks in a specific artform that is aesthetically sophisticated, well crafted and expressive of a personal style or point of view.

How to measure? Major requirements and ASE.

4. PROFESSIONAL SKILLS:

The ability to function independently as professional artists

We want students in all of our programs to work at a professional level and to have the professional skills necessary to function independently as artists.

In practice, this would mean the ability to mount an exhibition of professional quality work, the demonstration of basic skills in self-promotion, and knowledge of the gallery and professional art world.

How to Measure? Thesis Seminar and ASE.

5. PERSONAL SELF- EXPRESSION:

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

We want students in all programs to be able to express their artistic ideas and aspirations through verbal and written methods as well as through visual art.

In practice, this would mean our students should be able to speak and write effectively about their ideas in critiques, classes and in discussions about art.

How to measure? Thesis Seminar, Art History, Artist's statement, General Education and Liberal Arts courses

6. CRITICAL CONTEXT:

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

We want our students to have an intellectually sophisticated awareness of art that is informed by many areas of knowledge.

In practice, this would mean to have the ability to think broadly and intelligently about art and art making, and to relate art knowledge to other areas of knowledge.

How to measure? Art History, Thesis Seminar, General Education and Liberal Arts courses

7. ART HISTORY:

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

We want our students to have a general knowledge of art history, and a more specific knowledge of the art of their chosen studio art discipline.

In practice, we want our students to demonstrate a general knowledge of historic and contemporary art and a more detailed knowledge of the art and artists important within their own artform or art discipline.

How to measure? Art History and Major requirements, General Education and Liberal Arts courses

8. ARTIST'S STATEMENT:

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

We want our students to be able to articulate their personal goals and intentions for making art.

In practice, we want our students to be able to create an effective and informed artist's statement, and to be able to talk and write effectively about their artwork.

How to measure? Thesis Seminar and Artist's Statement

DIGITAL LITERACY REQUIREMENT

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

Understand and acquire basic skills in management of digital images; including resizing and reformatting various image files for use in documentation and self-promotion.

Understand and acquire basic skills in how to document their artworks through digital photography for documentation and self-promotion.

Understand and acquire basic skills of self-promotion using the web and other digital formats. The evidence for having met this requirement will be the submission of digital portfolios (MFA and BFA students), and the final presentations in Thesis Seminar (Certificate and BFA students). PAFA is investigating how to better measure compliance with this requirement. The method for ensuring that our students can meet this requirement will be the digital imaging classes currently offered and digital workshops open to all students.

PAFA'S FIRST YEAR EXPERIENCE PROGRAM

PAFA's First Year Experience Program is designed to help undergraduate students in the BFA and Certificate programs make the most of their PAFA education. Students participating in the course will gain the support they need to become successful in the studio, in the classroom, and in their careers as artists. The class will begin with a behind-the-scenes look at the Pennsylvania Academy's rich museum and school tradition, will introduce students to the world of galleries, alternative exhibition spaces and artist studios, and explore concepts and skills that are critical to students' academic and professional success. We will also work with PAFA's faculty to help students become comfortable with the rigorous education here and to develop confidence in their work.

ACADEMIC POLICIES AND PROCEDURES

Registration

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

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

Transfer of Credit

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

Transfer Credit Policy -- Certificate and BFA Programs

1. Certificate: A maximum of 30 semester credits will be accepted, prior to enrollment.

BFA: A maximum of 63 semester credits will be accepted. A maximum of 21 liberal arts credits will be accepted (as part of that 63) unless approved as a special exception at the time of Admission to the program.

Transfer credits are not accepted for PAFA's graduate programs. The only exception is transfer between PAFA's MFA and Low Residency MFA programs. Please refer to p. 31 for more information regarding MFA program transfer.
- 2) Only course work that is equivalent to PAFA offerings and carries a grade of "C" (2.0), or better, will be considered. (This may require additional documentation from college catalogues and/or personnel.)
- 3) Credits earned more than 10 years prior to entrance to PAFA are not eligible for transfer.
- 4) The final 60 credits (4 semesters in studio) of the Certificate Program, and final 30 credits (2 semesters in studio) of the BFA program must be completed at PAFA and no portion of those credits can be transferred in (unless by prior arrangement).
- 5) Some classes taken in PAFA's Continuing Education Programs are transferable into the Certificate & BFA Programs, with approval from the respective Chairperson. A

maximum of 15 Continuing Education credits may be transferred into the Certificate or BFA Program. Please see the Dean of Students or Registrar for further information.

Part-time study

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

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

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

Auditing classes

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

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

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

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

Attendance Policy

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

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

of absence should be considered and discussed with the Dean of Students (Certificate/BFA students), or the Graduate Programs Chair and faculty advisors (Graduate students).

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

Grading Policy*

One credit represents three hours of work per week for one semester (15 weeks). Courses meeting for shorter terms, such as Low-Residency MFA courses have the same proportional credit/time requirements. Courses are of three types:

- Undergraduate & Graduate Lecture – 3.0 credits = three hours of class plus six hours of study.
- Undergraduate Studio – 1.5 credits = three hours of class plus one and a half hours of study.
- Graduate studio – 3.0 credits = three hours of class plus six hours of study.
- Critique courses require three hours of work for each semester hour of credit. Contact time with Critics varies but must be sufficient to ensure adequate feedback and student development.

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

* See MFA Policies on grading specific to that program.

Cumulative Grade Point Average

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

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

$$\text{Grade Point Average (GPA)} = \frac{\text{(Total of Quality Points x Credits)}}{\text{Credits}}$$

In example above: $\frac{34 \text{ (Total of Quality Points x credits)}}{15 \text{ credits}} = \text{GPA of } 2.27$

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

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

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

Grade Report

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

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

Transcript Requests

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

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

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

Access to Student Records (FERPA)

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

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

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

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

Federal law permits exceptions to sharing information, which includes but is not limited to the following examples. PAFA is allowed to share the results of any judicial/disciplinary findings involving alcohol or drugs, regardless of a student's financial dependency or PAFA's receipt of a signed release giving PAFA permission to share protected information. Federal law also permits PAFA to alter its policy to allow communication with parents in cases where the student is a dependent for tax purposes.

FERPA Annual Notification

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

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

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

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

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

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

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

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

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

For example, PAFA discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by PAFA in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit – Security - personnel and health staff); a person or company with whom PAFA has contracted as its agent

to provide a service instead of using PAFA employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

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

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

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

Verification of Enrollment

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

Changes in Enrollment Status

- Drop/Add Period

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

- Withdrawal from Class

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

- Leave of Absence/ Withdrawal from School

Certificate/BFA students must see the Dean of Students for all leaves of absence or withdrawals. Certificate/BFA students may request a leave of absence for one semester, extendable for one additional semester. Any leave of more than one year will be considered a withdrawal. In the event of a withdrawal from PAFA during a semester, a portion of the tuition may be refunded based on withdrawal date, per the Refund Policy. International students who wish to withdraw must clarify their immigration status with Dean of Students or Designated School Official before a refund can be considered.

If a Certificate/BFA student wishes to return to PAFA within two years, he/she should contact the Dean of Students to re-enroll. If the return takes place after two years have elapsed, he/she must reapply through the Admissions Office.

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

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

Academic Grievance Process

Students at PAFA who believe that policy has not been followed with respect to academic matters may initiate the academic grievance procedure. Academic matters are those concerned with instructional activities, grading procedures or other incidents related to academic affairs.

A student must have clear evidence that specific policy was violated, that he/she was treated in a prejudicial or capricious manner, or to contest a grade. (Note: See Title IX process for specific handling any complaint related to sexual discrimination/harassment.)

Step 1 – Faculty Member: A student with an academic grievance must first attempt to discuss the problem with the faculty member. In most cases, the grievance can be settled in this manner. If for some reason a student feels uncomfortable approaching the faculty member directly, he/she should go to the Dean of Students for guidance.

Step 2 – Chairperson: If the grievance cannot be resolved in Step 1, the student may submit a letter of grievance to the chairperson of the faculty member's department stating the following: course reference number, course number and section, faculty member teaching the course, and specific reason(s) for the grievance. The chairperson will review with the student his/her reasons for the grievance. The chairperson, with the letter of grievance, will meet with the faculty member to discuss the problem and arrive at a mutually satisfactory resolution. The chairperson will communicate, in writing, the outcome of this meeting and his/her decision to the student and faculty member. Note: If the faculty member in the grievance is the department chairperson, the letter of grievance should be submitted directly to the Dean's Office.

Step 3 - Dean: If the student remains dissatisfied, he/she may appeal to the Dean. The Dean will schedule a meeting first with the faculty member and the chairperson to discuss the grievance. Following this discussion, the student is invited to join the meeting to discuss the matter further, before a decision is made. The Dean will send a follow-up letter regarding the outcome of the meeting.

Academic Petitions

Students must submit petitions for special academic considerations:

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

All petitions must be put in writing and submitted to the Dean of Students, who will forward it to the appropriate group for consideration.

Change of Grade

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

A student may consult with an instructor about changing a grade, but changes must happen within six (6) weeks into the following semester, or July 15th for Spring grade changes (as with Incomplete grades), after which time they will be part of the permanent record. Grade changes requested after the six week period must be in the form of a petition to the Faculty Committee for consideration. Ultimately, the decision about grades remains the prerogative of each instructor.

Unsatisfactory Academic Progress

Please see the MFA and Post-Bacc sections for specific grade information.

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

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

All students at PAFA are expected to meet certain academic standards. Regulations regarding academic probation, suspension, and withdrawal are designed to provide close supervision of the program of study and progress of students. Failure to meet standards will place students on

academic probation or suspension. The minimum satisfactory standard of achievement in the Certificate and BFA programs is a grade point average of 2.00. Each student's transcript will be evaluated at the end of the fall and spring semesters. Post-Baccalaureate students are expected to maintain grades at a B (3.0) or higher. MFA students, who do not receive letter grades, are assessed on their performance through each semester by the faculty.

Academic Probation

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

A number of restrictions come with Academic Probation for all programs, in an effort to focus students' energy on improving performance, and reserving particular privileges to reward academic success. These restrictions include: ineligibility to submit for student shows and prizes; ineligibility hold student leadership positions such as: Monitor, Graduate Assistant, Orientation Leader, etc.; and financial aid eligibility might be affected.

A student will remain on Academic Probation until he/she brings his/her semester and cumulative GPA up to 2.0 or higher, or in the case of MFA students, demonstrates academic improvement per faculty written agreement. Students on Academic Probation must attend documented meetings with his/her departmental advisor once a month, and show continuous and sufficient improvement (Certificate/BFA: a cumulative GPA of 2.0; Post-Baccalaureate: a cumulative 3.0; MFA: meeting academic expectations set by faculty), or risk suspension.

Academic Suspension

Students on probation, whose performance does not improve sufficiently for two consecutive semesters (Certificate/BFA: GPA remains below a 2.0 for two consecutive semesters; MFA: does not improve for two consecutive semesters per faculty assessment), will be academically suspended. Students academically suspended from PAFA may submit a petition for readmission after one semester. The Administrative Council and Faculty Chairs Committee will consider student's compliance with any action plans previously established, and may request input from faculty and critics in determining future enrollment plans.

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

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

Readmission after Academic Suspension

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

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

Veterans Benefits

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

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

- Unsatisfactory Progress: Students receiving failing grades are placed on probation for 60 days. If unsatisfactory progress continues beyond the probationary period, the student's training will be terminated, immediately, and all concerned will be notified. Students dismissed because of unsatisfactory progress may apply for reentrance; however, each case will be considered on the basis of the facts involved.
- Refund Policy: In the event a war orphan or eligible person fails to enter the course, or withdraws, or is discontinued at any time prior to completion, the amount charged to the veteran for tuition fees and other charges shall not exceed the approximate pro-rata portion of the total charges.

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

Academic Code of Ethics

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

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

Forms of plagiarism

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

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

Punishments may include:

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

Educational Support Services

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

- Writing Tutors: Support is available throughout the week (on Hamilton 4th floor) for any student needing guidance on writing – whether for a paper, a graduate thesis, or a job application cover letter. In addition, we provide some support for students needing ESL writing assistance, including referral to more extensive instruction.
- Studio Educational Support: Guidance in the wide range of studio courses is coordinated directly with appropriate instructors. Students needing additional studio support should see Student Services or their respective Departmental Chair for direction.

Disabilities

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

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

CURRICULUM AND REQUIREMENTS

FOUR YEAR CERTIFICATE

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

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

- **Curriculum – Certificate Program**

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

- **Full -Time Study**

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

- **Majors**

At the end of the first year, during registration for the following semester, Certificate students are required to declare a major (Drawing, Fine Art Illustration, Painting, Printmaking, or Sculpture).

- **Minors**

Students may declare a minor at the beginning of their second year. To formally pursue the minor, a student must complete a minimum of 15 credits in the minor between the 2nd & 4th years of the Certificate program.

- **Certificate Program Graduation Requirements**

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

- 1) Satisfactory completion of a minimum of 120 credits.
- 2) Achievement of a minimum 2.0 cumulative GPA,
- 3) Attendance at PAFA for at least 2 years full time (60 semester credits = enrollment for 4 semesters of 15 credits each).
- 4) Fulfillment of all department requirements.

- 5) Fulfillment of all financial obligations, the return of PAFA property and proper maintenance of private studios.
- 6) Graduating students are required to exhibit once in the Annual Student Exhibition.

BACHELOR OF FINE ARTS DEGREES

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

- 1) **At PAFA**: a four-year, full-time program involves 126 credits of PAFA coursework, including studio and liberal arts courses. All courses are taken at PAFA or transferred in from another institution. The academic year consists of 30 weeks. A full-time BFA student is expected to complete 30-33 credits during the academic year. For each 3 hours of studio work, 1.5 semester credits will be awarded. For each 3 hours of lecture time in a liberal arts course, 3.0 credits will be awarded.

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

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

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

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

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

BFA/Certificate Concurrent Enrollment: Students may choose to enroll in the Academy BFA and the Certificate programs concurrently. Traditional first-year students with no transfer credits should expect to attend PAFA for 5 years in order to complete both programs. Transfer students will be

evaluated individually to determine their length of program. Students interested in BFA/Certificate Concurrent Enrollment should contact the Registrar's Office with specific questions.

BFA Program Graduation Requirements: A minimum of 126 credits are required plus attendance at PAFA for at least one year full time (4th year while in studio).

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

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

Application: Currently enrolled Certificate students may apply at any time – at the point of admission to PAFA, while enrolled at PAFA, and even after PAFA graduation.

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

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

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

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

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

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

STUDIO POLICIES AND REGULATIONS – ALL PROGRAMS

Upper-level students pursue an independent course of study, through a combination of course work and the use of an independent studio. (Certificate and PAFA-Penn students: 3rd and 4th years; BFA students: 4th year; MFA and Post-Baccalaureate students: all years)

Students must maintain full-time status, in order to participate in the Critical Program.

Studio Eligibility

Eligibility can be verified through the Registrar's Office

- Certificate students who have completed 60 credits of work (maintaining a 2.0 average), all program requirements through the second year, and are in good academic standing are eligible to apply for a studio for the third year. Faculty reviews students' work and application to determine readiness for independent studio status. To retain a studio in the fourth year, a student must have completed 90 credits of work. Certificate students must complete their two years of studio credits as a **full-time student in 4 semesters**.
- BFA students who have completed 96 credits of work (maintaining a 2.0 average), all program requirements through the third year, and are in good academic standing are eligible to apply for a studio for the fourth year. Faculty reviews students' work and application to determine readiness for independent studio status. BFA students must complete their one year of studio credits as a **full-time student in 2 semesters**.
- All MFA and Post-Baccalaureate students are eligible for independent studio in all semesters of their enrollment.
- If a student must repeat a semester of studio credits, due to failing grades, it is unlikely that he/she can retain a studio for that additional semester. However, such students are able to reserve, through the Registrar's Office, a crit room or a classroom in which to meet with critics on designated days/times.
- Studio eligibility is forfeited when a student withdraws. He/she must reapply upon return. If a student takes a leave of absence for one semester only, the eligibility status remains, and the returning student will be assigned a studio based on availability.
- If evidence shows that a student is not using his/her studio for working, it will be revoked. Studios are not intended as space simply for critic meetings, but rather for producing work among a community of fellow artists.

Critic Program: Certificate, BFA, PAFA-Penn BFA

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

Check in with departmental offices for particular assessment/evaluation requirements. Some departments require the submission of work for faculty review. As a result of the studio eligibility evaluation, some students entering studio for the first time may be required to take additional

classes. Faculty committees chaired by the respective Department Chairpersons assign all studios for Certificate and BFA students.

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

Early Semester

- Know who your Critics are!
- Mandatory Meetings
 - Studio Orientation Meeting: For all students going into studio, faculty and staff hold a group meeting to discuss the process, the challenges, and responsibilities that come with being in studio.
 - First Critic Meetings: Prior to individual meetings with students, at the beginning of each term, each critic will hold a mandatory group meeting to discuss expectations, requirements, methods, etc. **Missing these meetings will affect your final grade.**
- Even if students have rescheduled the same Critic/s as a prior semester, they still must attend the initial Mandatory Critics Meeting.
- **First month Critiques** are important – and offer an excellent opportunity to discuss your semester planning. Work need not be finished. Do not postpone the first month meeting.

Scheduling/Appointments

- Certificate & BFA students are required to sign up for 4 critiques with each of their registered critics during the semester, scheduled 2 to 4 weeks apart. Critic appointments are 30 minutes in length.
- Keep a calendar listing of appointments.
- Be in your studio at the appointed time. Faculty, as well, will do their best to keep on schedule.
- In the event of a conflict between classes and critic meetings, the students should inform the classroom instructor of a brief absence during the class to accommodate the critique in his/her studio.
- Critiques must be evenly spaced throughout the semester, not bunched at the end of the term. Closely spaced end-of-term crits inconvenience others and are not as effective as monthly contacts. No Critiques will be given two weeks in a row. In order to support this scheduling model, critic sign-up sheets are posted every 3-4 weeks on the 10th floor of Hamilton Building. Students must sign up for all of their critics once during each of these sign-up periods, resulting in the requisite four meetings per critic each semester. Students are notified by email when new sign-ups have been posted.
- Students must not take advantage of Faculty generosity by overly frequent appointment sign-ups. Remember that Critics are responsible for a full roster of students each semester. Please be considerate of your peers.
- Students may not cross out other students' names on sign-up sheets to make space for their own names. This is dishonest and unethical, and a violation of the Student Code of Conduct.

- Keep critic signature sheets posted and remind critics to sign after each visit. Sheets must be returned to the Registrar at the end of the semester in order to verify critic meetings.
- Prepare for Critiques by having studio and work ready. It is helpful to have issues and questions thought through in advance.
- To see a critic more frequently than once a month, or have a critique with a critic with whom you are not registered, sign up at the bottom of the critic sheet in the space indicated. Critics will attempt, though cannot guarantee, to see these students.

Missed Critiques ...

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

Contacting Faculty Critics

- by phone/email (per faculty's indicated preference)
- place a note on your studio door indicating that you cannot make the appointment
- contact your departmental office:
 - Painting: 215-972-2093
 - Printmaking: 215-972-2033
 - Sculpture: 215-972-2043
 - Drawing: 215-972-0550
 - Illustration: 215-391-4625
- place a note in their faculty mailbox on 3rd floor (best if well in advance)
 - *Note:* Students should not leave notes on their studio door asking their Critics to track them down by cell phone.
- If appointment cancellation is known in advance, also cross your name off the sign-up sheet ASAP, to accommodate another student.

Critiques – Impact on Grades

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

MASTER OF FINE ARTS PROGRAM

There are two options for pursuing the Master of Fine Arts (MFA) degree:

- 1) the traditional 2-year MFA program
- 2) the Low-Residency MFA

The two-year MFA program at PAFA is an intensive, full-time experience that focuses on studio practice and individual artistic development. The program is interdisciplinary in nature and welcomes students working in a variety of media with a wide range of interests. Through seminars, studio classes, critiques, and visiting artist lectures, students are exposed to diverse viewpoints and approaches to art making. The program fosters a strong sense of community and students are both supported and challenged by their peers and faculty. The MFA program enables students to become independent, critical thinkers and makers who are engaged members of their artistic communities.

The Master of Fine Arts (MFA) program, which requires two years of full-time study, is centered on private studio time and critiques, in conjunction with studio classes and seminars. A full-time MFA student is expected to complete 30 credits during the academic year. For every 3 hours of lecture/discussion time in a seminar course, 3.0 credits will be awarded. For every 3 hours of studio course work, 3.0 semester credits will be awarded. This is due to the greater rigor expected in a graduate-level course, as well as the expectation that the student will be translating the critical thinking and skills learned in the class into the larger context of their overall program.

- Curriculum

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

- Enrollment / Full-Time Study

A full-time class load for the Master of Fine Arts program is 13-18 semester credits. Students are advised to limit their load to 15 credits per semester, and are not permitted to carry more than 18 semester credits unless special arrangements are made. Note: Low-Residency MFA full-time study requirements differ due to the year-round nature of the program. See that program for details.

- Program Completion Qualifications, Requirements & Policies

1. Students must be in good standing, financially and academically with all course work completed satisfactorily.
2. Sixty (60) graduate level credits must be satisfactorily completed including seminars, studio work. Students may also take up to 1.5 undergraduate credits per semester. A written thesis is optional.

3. Three (3) hours of work are expected for every credit taken.
4. Students must attend for a minimum of two years, and must attend full-time for both semesters of the final year.
5. Each faculty member may establish his/her attendance policy. In general, absences should not exceed 10% of the total number of class meetings.
6. MFA students do not receive traditional letter grades for their coursework, but rather are evaluated with: P (Pass), P+ (Pass with Excellence), F (Fail). Students who are not meeting academic expectations will be given verbal and written notice by faculty. Failure to improve will result in Academic Probation, and possibility of dismissal.
7. The failure of any aspect of the program, Critique, Seminar or class is regarded as serious; failure represents the loss of 3 credits. As such, it would not be possible for the student to graduate with the required 60 graduate level credits. In such cases there are only two options:
 - a) To retake the class in the following semester with payment of the standard fee.
 - b) At the discretion of the faculty member, to allow for make-up or some other means to amend the grade. Instructors are under no obligation to do this.
8. MFA students must participate in End-of-Term Reviews at the completion of each semester when the work of every MFA student will be reviewed and evaluated by members of the Graduate Faculty. This review is mandatory. A student must meet this requirement satisfactorily to advance.
9. MFA Advancement: Student advancement from MFA 1 to MFA 2 will be based upon overall curricular achievement. The mandatory End-of-Term Reviews conducted each semester are of major importance. Studio advancement will be finalized by Graduate Faculty vote. If studio work or academic achievement are not of sufficient quality, advancement into the next level may be denied, and the student may be asked to repeat the term.
10. During their final year, every MFA student is required to:
 - a) Submit work for the Final Jury Review by all Graduate Program Faculty, during which the student must be present to defend their work.
 - b) Exhibit work in the Annual Student Exhibition.
11. In the case of academic problems (e.g. course failure) permission to exhibit with the class in the Annual Student Exhibition will be considered on an individual basis.
12. The Graduate Faculty will only recommend an MFA candidate for graduation when there is satisfactory completion of all degree requirements. Students who do not satisfactorily complete all of the necessary requirements or credits during the two-year matriculation period may be asked to matriculate for additional time or may be asked to leave the program.

Critic Program - Master of Fine Arts (MFA)

- There are four components to the Critics in the MFA Program – Core Critiques Groups, Resident Critics, Visiting Critics, and End of Term Reviews.
- 1. **Core Critique Groups:** All students are assigned to a Core Critique Group. Each group consists of around 20 students and three faculty members. Critique groups meet four times over the course of each semester. Students are required to attend every meeting of their critique group and are required to present their work once each semester.
- 2. **Resident Critics:** Every student is assigned three Resident Critics each term. Students meet with each Resident Critic three times in a semester. Resident Critics for MFA1 students are the same faculty in their Core Critique Group. MFA2 students may select Resident Critics outside of the faculty in their Core Group.
- 3. **Visiting Critics:** Students are assigned one Visiting Critic each semester and meet with that Critic three times.
- 4. **End of Term Reviews:** Students are required to present their work to a panel of faculty members for review at the end of each semester. For MFA2 students in their spring semester, the review consists of their visual thesis work as presented in the museum for the Annual Student Exhibition.

Early Semester

- Know who your Critics are!
- **Mandatory Meetings**
 - Studio Orientation Meeting: For all students going into studio, faculty and staff hold a group meeting to discuss the process, the challenges, and responsibilities that come with being in studio.
 - First Critic Meetings: Prior to individual meetings with students, at the beginning of each term, some critics will hold a mandatory group meeting to discuss expectations, requirements, methods, etc. **Missing these meetings will affect your final grade.**
- Even if students have rescheduled the same Critic/s as a prior semester, they still must attend the initial Mandatory Critics Meeting.
- **First month Critiques** are important – and offer an excellent opportunity to discuss your semester planning. Work need not be finished. Do not postpone the first month meeting.

Scheduling/Appointments

- Critic Sign-Up Sheets ... for all MFA Critics (both Resident and Visiting) are posted on the bulletin boards on the 8th floor of the Hamilton Building. Three times per semester, Critic sign-up sheets are posted for the proceeding weeks of Critic's scheduled visits. Students must sign up for a visit with their Critics each time sign-up sheets are posted. Critic sign-up sheets posting dates and critics scheduled visit dates are indicated in the calendar distributed at the beginning of each semester. All sign-up sheets have the name of the critic, the scheduled visit date, and thirty-minute appointment time allotments. Assigned student time allotments are clearly indicated.

- Core Critique Group sign-ups are coordinated by the faculty facilitator for each Core Group. Students will be assigned a date to present their work and must attend all of their Core Critique Group meetings.
- Critiques must be evenly spaced throughout the semester, not bunched at the end of the term. Missing or avoiding critiques early in the semester, postponing them until the end of the semester is not permissible and defeats the purpose of on-going criticism. No Critiques will be given two weeks in a row.
- Keep a calendar listing of appointments.
- Be in your studio at the appointed time. Faculty, as well, will do their best to keep on schedule.
- In the event of a conflict between classes and critic meetings, the students should inform the classroom instructor of a brief absence during the class to accommodate the critique in his/her studio.
- Students may not cross out other students' names on sign-up sheets to make space for their own names. This is dishonest and unethical, and a violation of the Student Code of Conduct.
- Keep sign-up sheets posted and remind critics to sign after each visit. Sheets must be returned to Registrar at the end of the semester in order to receive a grade.
- Prepare for Critiques by having studio and work ready. It is helpful to have issues and questions thought through in advance.

Missed Critiques ...

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

Contacting Faculty Critics

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

Critiques – Impact on Grades

- Missed critiques will result in the potential for a reduced grade or failure.
- An "F" will result in:
 - Not being allowed to show in the ASE
 - Not being allowed to graduate without repeating the course.
 - Course must be repeated to overcome the failing grade.

- Incompletes will not be given except in the case of a medical excuse or family emergency. Incompletes must be pre-approved by the Critic, with appropriate paperwork submitted to the Registrar's Office.

MFA Critic Sign-Up Sheet Etiquette

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

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

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

24 Hour Rule- As stated, "unassigned" students are not to sign-up for Critics in assigned spaces. The exception is if there are open spots 24 hours prior to a visit. If it is 24 hrs before a Visiting or Resident Critic's visit and there are still remaining assigned slots on their sign-up sheets, these slots become "unassigned" spaces and any students may sign-up.

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

Final Jury Reviews and the Annual Student Exhibition

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

Graduate Assistantships

Graduate students in the first year (second semester) and second year of the Masters of Fine Arts program may apply for assistantships in PAFA undergraduate studio classes. These positions offer valuable experience assisting PAFA faculty to conduct their undergraduate studio courses.

Duties performed may include taking role, supervision of handouts, syllabi and teaching materials, working alongside of students in the class, offering some degree of classroom interactions under the guidance of the professor in charge, and supervision of the uninstructed sections of selected classes. The exact duties to be required of a Graduate Assistant should be written by the professor in charge, discussed and agreed upon by the Graduate Assistant, and reviewed by the Chair of Graduate Programs. Students may apply for a Graduate Assistantship through the Office of Graduate Program Services, and will participate in a teacher trainer workshop.

Graduate Teaching Assistantships

Graduate students in the second year of the Masters of Fine Arts program who have completed one semester as a Graduate Assistant may apply for a Graduate Teaching Assistantship. The application should include a short (one page) statement of interest and any preference for a particular program or undergraduate instructor. The Assistantships will be awarded after a review of applications by the Chairs of the undergraduate departments of Painting, Drawing, Printmaking and Sculpture.

Students awarded Teaching Assistantships will receive additional training in teaching skills by the Instructor in charge, including classroom procedures, management and teaching styles including the writing of syllabi and teaching philosophy. Graduate Teaching Assistants will be expected to play an active instructional role in the classroom, under the supervision of the professor in charge. This role may include conducting classes, organizing trips or critiques, review of work in progress or other instructional duties. Graduate Teaching Assistants would also be expected to perform the duties associated with a Graduate Assistantship, such as taking role, distributing handouts etc.

A written summary of instructional duties and responsibilities will be determined by the Professor in charge and reviewed by the Chair of Graduate Programs. These written duties should be agreed upon by the student and the instructor in charge and a signed copy of the agreement will be retained by the Director of Graduate Program Services, who will ensure that the terms of the Assistantship are being met. Failure to meet the terms of this agreement may result in the loss of the Teaching Assistantship.

It is expected that the experience with classroom teaching under the guidance of PAFA faculty will be valuable to those students pursuing careers as studio art instructors. A stipend will be awarded for each semester as a Graduate Teaching Fellow. Graduate Students may receive no more than two Graduate Teaching Fellowships during their course of study.

LOW-RESIDENCY MASTER OF FINE ARTS PROGRAM

The Low-Residency Master of Fine Arts (MFA) program is the ideal program for students who desire the community, support and rigor of a traditional MFA, but with a more flexible structure to fit their lives and schedules. Similar to PAFA's traditional MFA, the Low-Residency program focuses on independent studio work and is interdisciplinary in nature, welcoming a wide range of approaches to art making.

The Low-Res MFA consists of both on-site and off-site learning. The core of the program is three summer terms completed on the PAFA campus. For these intensive, eight-week sessions, students have their own private studio and are engaged in independent work. Individual studio research is complemented by seminar courses, regular visits with faculty, group critiques, and an outstanding roster of visiting artists. During the fall and spring terms, students are off-site, and supported by a vital online community with virtual studios, critic meetings and courses in art history, contemporary art, theory, writing and professional practices.

- **Curriculum**

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

- **Enrollment / Full-Time Study**

Due to the year-round nature of the program, and the hybrid delivery of material (on-campus and on-line), a full-time class load varies by term. A full-time class load in the summer residential semester is 11 credits. During the Fall and Spring semesters, which are off-site and entirely on-line, a full-time class load is 6 – 7.5 credits. Students are *not permitted to carry more than 18 semester credits unless special arrangements are made.*

- **Program Completion Qualifications, Requirements & Policies**

Transfer is allowed between PAFA's MFA programs under the following terms:

- Any transfer must be approved by the Dean, the Chair of Graduate Programs and the Head of the Low Residency Program
- Transfer should happen by the end of the first Fall semester
- A Maximum of 18 credits may be transferred
- The Chair and Low Residency Head will determine the best allocation of transfer credits

PAFA will make every effort to make the transfer as smooth as possible, however depending on the timing and the credits involved, there may be an impact on cost and completion time.

POST-BACCALAUREATE PROGRAM

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

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

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

- **Curriculum**

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

- **Enrollment / Full-Time Study**

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

A full-time class load for the Post-Baccalaureate program is 13-18 semester credits, resulting in 30 completed credits in 2 semesters. Students are advised to limit their load to 15 credits per semester, and are not permitted to carry more than 18 semester credits unless special arrangements are made.

- **Program Completion Qualifications, Requirements & Policies**

A minimum of 30 credits are required to graduate plus a minimum 3.0 cumulative GPA.

1. Students must be in good standing, financially and academically with all course work completed satisfactorily.
2. Thirty (30) graduate level credits must be satisfactorily completed including seminars, studio work. Students may also take up to 1.5 undergraduate credits per semester.
3. Three (3) hours of work are expected for every credit taken.
4. Students must attend full-time for two consecutive semesters of the year.

5. Each faculty member may establish his/her attendance policy. In general, absences should not exceed 10% of the total number of class meetings.
 6. A grade point average of at least a 3.0 (B) should be maintained.
 7. A grade point average of 2.0 (C) is considered "Provisional" and may keep a student from graduating. If a student's cumulative grade point average drops below a 3.0, or fails to maintain satisfactory academic progress, he/she will be placed on Academic Probation and is notified of this status in writing. Faculty will take into consideration all aspects of the student's career in the awarding or withholding of the degree. (See Academic Probation and Academic Suspension policy.)
 8. The failure of any aspect of the program, Critique, Seminar or class is regarded as serious; failure represents the loss of 3 credits. As such, it would not be possible for the student to graduate with the required 30 graduate level credits. In such cases there are only two options:
 - a) To retake the class in the following semester with payment of the standard fee.
 - b) At the discretion of the faculty member, to allow for make-up or some other means to amend the grade. Instructors are under no obligation to do this.
- Critical Program: Post Baccalaureate

Critic Appointments

Through the registration process, PB students are assigned a team of PB Faculty Critics.

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

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

Critic Sign-Up Sheets

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

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

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

CONTINUING EDUCATION PROGRAMS

Michael Kowbuz, Director of Continuing Education

215-972-7632

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

The Use of the Continuing Education Program by Matriculated Students:

1. A maximum of 15 credits from Continuing Education will be accepted towards Certificate and BFA requirements. This number includes courses transferred prior to enrollment. See transfer credit policy for more information.
2. Students must have written approval from the Dean of Students or the appropriate Department Chair before registering for a course in the Continuing Education Programs.
3. Only courses designated by Department Chairpersons may be used to fulfill Certificate/BFA requirements.
4. Any Continuing Education courses taken for Certificate/BFA credit follow the Certificate/BFA tuition rates. Students may take the courses for the reduced Continuing Education rate, however, they may not then get Certificate/BFA credit for them, and they may not be submitted for transfer credit later, if taken after starting the Certificate/BFA program.
5. All MFA students may audit Continuing Education classes on a space-available basis, with instructor permission:
 - Summer: up to two (2) classes and two (2) workshops
 - Fall and Spring semesters: up to one (1) class and one (1) workshop.
6. Matriculating students in any program are not permitted to audit Master Classes. They are, however, welcome to register and pay for these classes in the same manner as the regular Continuing Education students.