



Pennsylvania Academy
of the Fine Arts

STUDENT REGULATIONS AND POLICIES GUIDE

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, PAFA 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 guide will help you understand policies, procedures, and services offered at PAFA, and 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 Association of Colleges and Schools (MSA).

The Pennsylvania Academy of the Fine Arts reserves the right to change programs, policies, regulations, and fees noted herein without advance notice.

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I. GENERAL CAMPUS POLICIES

Animals

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

- 1) Service dogs/animals
- 2) Supervised animals serving as models for the scheduled “Animal Drawing” class.

Bicycle Parking and Storage Policy

Fire and Building Codes, and PAFA bicycle parking regulations are aimed at mitigating the hazards associated with an emergency evacuation. The obstruction of a building’s egress paths, by obstacles including bicycles, will hinder occupants’ ability to exit quickly and safely, thereby causing an unacceptable risk to safety and life. Particular attention is to be paid to ensure that exit corridors and stairways are not obstructed.

- Bicycles are required to be parked in bicycle racks or in areas designated by PAFA.
- Bicycles are not be parked inside a building at any time (except safely inside private studios or private offices) without the written permission of the Director of Security or Operations
- Bicycles are never to be parked in corridors, exit stairs, public areas such as shops, in or across any building entrance, walkway, or passageway.
- Bicycles are not to be locked to railings or poles in front of any building entrance.
- Any bicycle parked in a manner that constitutes a safety hazard (e.g., obstructing a doorway or walkway) is subject to immediate impounding by security staff.
- During an emergency, leave the building without your bicycle. Carrying a bicycle in the corridors and stairs during an emergency will endanger the lives of you and other occupants and is prohibited.

While PAFA Security is ultimately responsible for enforcement of the above stated regulations, everyone should promote a safe environment for teaching, working, and public access. If a member of the PAFA community observes a bicycle parked in an unauthorized location, inform the security department immediately, if possible.

If the bicycle is locked and cannot be removed easily, the Security Director will authorize the lock to be cut.

Bulletin Boards

Bulletin board notices and signs are posted daily for academic and special events, such as competitions, registration, financial aid, student exhibitions, openings, visiting artist lectures, job listings, bus trips, etc. Elevator bulletin boards are for official PAFA use only. We reserve the right to remove any unofficial flyers or signage. The large bulletin board on the 11th floor serves as an open use space for all announcements, including events, housing and job opportunities, and items for sale.

Drug and Alcohol Policy

The Pennsylvania Academy of the Fine Arts is committed to providing a safe, healthy environment for its students. Considering this, and in recognition of the Drug-Free Workplace Act of 1988, the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance, whether on or off of PAFA property, is strictly prohibited.

The School's policy concerning the serving of alcoholic beverages: no alcohol may be served at any public or private student function on PAFA premises.

The possession, use, or sale of narcotics is in direct violation of state and federal law (Public Law 101-226). Specifically, Act 64, The Pennsylvania Controlled Substance, Drug, Device, and Cosmetic Act classify trafficking as a felony.

In addition to any legal sanctions imposed for drug offenses, possession and use of drugs will result in disciplinary action by PAFA, and the loss of all financial aid.

In an effort to maintain a drug-free school, PAFA reserves the right to refer any student who exhibits impaired judgment, deteriorating academic performance, or erratic behavior due to suspected drug or alcohol use to our Student Counseling Program for support. Students are expected to cooperate fully with all rehabilitation attempts. Additionally, students are required to notify PAFA administration within five (5) days after they are formally charged with the violation of any state or federal criminal drug statute. Failure to comply with the terms of this policy will result in immediate suspension or dismissal.

Federal law allows PAFA to share the results of any judicial/disciplinary findings involving alcohol or drugs with a parent or legal guardian of a student, if the student is under twenty-one years of age, regardless of a student's financial dependency or PAFA's receipt of a signed release giving PAFA permission to share protected information.

Graffiti

Graffiti is unacceptable and prohibited. All forms of tagging, marking, or graffiti will be considered destruction of property and will not be tolerated. Students will be responsible for the costs of repair for any damage, and subject to discipline, up to and including dismissal.

Lockers & Cubbies

Lockers are rented to first and second-year students for a non-refundable fee of \$20.00 per semester. You may receive a locker assignment during orientation or in the first week of classes; one (1) locker per student.

- Students are to use only the locks provided by PAFA. All other locks will be removed.
- Lockers are granted in the fall semester for the duration of the academic year. For the Continuing Education Programs, lockers are granted by semester only. In the event that you will not be returning, please notify the Models and Properties Coordinator, who manages all lockers.
- Lockers must be emptied by the last day of class of the spring semester (December, if you are not returning in the spring).
- Upper-level students with private studios are not eligible for lockers.
- It is students' responsibility to clean out their locker and/or belongings on top of the lockers. Locks are to be left on the lockers in the locked position.
- There are cubbies in the hallways on the 4th and 8th floors. The 8th floor is reserved for MFA students. Cubbies are not pre-assigned, and tend to operate on an honor code – be consider-

ate of other students by not occupying more than your fair share of space.

- Any contents left in lockers and cubbies after the last day of classes becomes PAFA property, and may be discarded.

Mail Boxes & Deliveries

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

Graduate student mailboxes are located on the 8th floor of the Hamilton Building.

- Faculty mailboxes are located on the 3rd floor of the Hamilton Building and in the
- faculty/staff lounge.

NOTE: PAFA does not have an internal post office/mailroom service, and thus is not responsible for mail delivered to students at PAFA. **Students should not use PAFA as their mailing address.** Need supplies that are too difficult to delivery elsewhere (e.g. lumber, plaster)? Students must make advance arrangements to have them delivered through their department chair, who must agree to be responsible for the delivery. This may not be a regular occurrence. PAFA reserves the right to designate "Return to Sender" to any student mail received without a faculty designee.

Noise

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

Smoking

NO SMOKING. All Pennsylvania Academy of the Fine Arts buildings – the Historic Landmark Building and the Hamilton Building are smoke-free, including the firetower balconies. Further, Lenfest Plaza is smoke-free and, in compliance with the City of Philadelphia's Smoking Ban (ordinance 10-602), no smoking is permitted within 20 feet of the entrance of any enclosed areas.

Violation of this ordinance and policy can result in a fine from the city, as well as PAFA penalties.

When a student is found smoking in the building, including the Hamilton firetowers:

- 1st offense: 2 hours of community service (assignment to be determined by school administration),
- 2nd offense or more: \$50 fee per offense. Chronic violation may also result in loss of privileges (studio or building access, etc.), or other disciplinary sanctions/penalties.

Snow/Class Cancellation

PAFA's call number for snow closings is #150. The Continuing Education Programs number is #2150. Snow closings will be announced on KYW Newsradio 1060. In addition, students can access snow closing information on-line at kyw1060.com or by calling the KYW Newsradio School Closing Line at 1-900-737-1060 (there is a charge for this service). Snow closings will also be posted on PAFA's main phone number: 215-972-7600.

If there is a “2 hour delay” announced in the morning, then AM classes will be cancelled; afternoon and evening classes should run unless otherwise indicated.

Student Artwork

PAFA assumes no responsibility for student artwork, or personal property, stored, displayed, or left behind, unless otherwise stipulated. All work must be removed from classrooms, cubbies and lockers by the last day of school. Work left behind by students who have graduated, withdrawn, been dismissed, or left for break will be disposed of at the end of the school year.

Visitors

Visitors are permitted in the buildings when accompanied by a student host, until 10:00 p.m. All visitors and guests will check in at the security desk, and present photo ID.

- The security officer will contact by phone, the person whom the visitor is here to see.
- Students are required to meet the visitor at the security desk
- Visitors are not permitted access without student, faculty or staff escort
- Students must stay with guests at all times.
- Visitors are not permitted to enter classrooms in which there is a life model.
- Students found trying to circumvent these regulations will be subject to disciplinary action.

Van Policy & Procedure

PAFA’s van is only for the following purposes: Transporting students to:

- PAFA classes as scheduled by the Registrar or Dean’s Office
- Student programs and activities scheduled through the Student Services Office
- Scheduled drop-off points during the evening shuttle runs; or for staff on official PAFA business

The van may not be used for transporting equipment or supplies (e.g. Home Depot trips).

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

Van reservations made more than seven days in advance are handled by the Director of Security (215-972-2067), otherwise see the Hamilton Visitor Services Desk.

II. GENERAL PAFA DISCIPLINARY PROCEDURES AND POLICIES

Student Code of Conduct

All members of the PAFA community carry the responsibility to protect and maintain an academic climate in which the fundamental freedom to learn and create can be enjoyed by all. Students are therefore expected to conduct themselves as responsible individuals, respecting the rights and differences of others, both on and off of campus. Students must be cognizant that they are viewed as representatives of PAFA, and should conduct themselves in accordance with the student code of conduct at all times.

Students are expected to respect city, state and federal laws and ordinances, and are responsible for

knowing and understanding all PAFA policies, rules and regulations and for upholding these standards of conduct.

Students will bear the consequences of their actions and may be subject to discipline if found in violation of these rules and regulations, including, but not limited to the following types of misconduct:

- 1) Dishonesty, such as cheating, plagiarism (in papers, exams, or studio projects) or knowingly furnishing false information to PAFA.
- 2) Forgery, alteration or misuse of PAFA documents, records, or identifications.
- 3) Unauthorized possession, duplication, or use of keys to any PAFA premises (other than individually assigned keys to private studio).
- 4) Unauthorized entry to or use of PAFA premises, such as faculty studios, staff offices, roofs with restricted access.
- 5) Unauthorized or inappropriate use of PAFA equipment or resources.
- 6) Attempted or actual theft or damage to PAFA property or property of others while on the premises.
- 7) Obstruction or disruption of teaching, exhibition, studio work, research, administrative work or disciplinary procedures or other PAFA functions.
- 8) Engaging in any conduct, or threats, that, in PAFA's best and reasonable judgment under the circumstances, present an imminent threat to the safety and security of any person on PAFA property, against any party, or against another member of the PAFA community, regardless of location.
- 9) Harassment of any form – racial, ethnic, sexual, ideological, or otherwise.
- 10) Sexual misconduct, including sexual assault and rape, as outlined in the Sexual Offenses Policy.
- 11) Disorderly conduct, disturbing the peace, or disrupting the lawful, orderly activities of others at PAFA.
- 12) Failure to comply with directions of PAFA officials acting in the performance of their duties.
- 13) Failure to comply with health and safety standards and policies, including the misuse of equipment, facilities or substances known to be hazardous.
- 14) Tampering with emergency or fire protection equipment or setting false alarms.
- 15) Use, possession, sale, distribution, consumption or manufacture of illegal drugs on PAFA property or at official PAFA functions.
- 16) Use, sale, distribution or consumption of alcoholic beverages while on PAFA property or at PAFA sponsored events, except with prior approval (e.g. at the Annual Student Exhibition Preview). In no event shall alcoholic beverages be sold, served or used by persons under the age of 21.
- 17) Possession of any firearms, weapons, fireworks, explosives, ammunition, or abuse of flammable substances on PAFA premises.
- 18) Behaviors that violate federal, state or local laws or ordinances.

Student Disciplinary Procedure

For Academic disciplinary procedures, please see the Academic Policies and Procedures. For procedures specific to Harassment or Sexual Assault, please Sexual Harassment & Misconduct Policy, Procedures and Resources, and the PAFA Title IX Policy.

Student disciplinary cases are not criminal proceedings and therefore the notion of “due process” as

that concept is commonly discussed in criminal matters does not apply. Accordingly, students do not have due process rights that they would have when charged with a crime by a governmental body; for example, students do not have a right to counsel to represent them in internal PAFA investigations or hearings. Nonetheless, PAFA strives to ensure that a baseline of fair play and impartiality guides the investigation and disposition of any disciplinary matter.

Complaints about conduct of a student should be brought to the attention of the Dean of Students. If an immediate resolution is not found, the Dean of Students or designee will conduct an initial investigation to determine whether there may be substance to the complaints. If upon investigation the complaints appear to have merit, the Dean of Students or designee will, in her/his sole discretion, determine whether the matter warrants informal or formal resolution.

Informal Resolution

If the Dean of Students or designee determines that the matter warrants informal resolution, a disciplinary meeting will be arranged with each student targeted by the complaints. At that disciplinary meeting, each student allegedly involved shall be informed about the allegations against him or her and afforded the opportunity to respond to those allegations. If, after the disciplinary meeting is concluded, the Dean of Students or designee determines that the complaints are substantiated, the Dean of Students or designee will impose such sanctions as he/she feels are appropriate.

Formal Resolution

If upon investigation of a complaint the Dean of Students or designee determines that the matter warrants formal resolution, a hearing shall be conducted. When a formal hearing is conducted, the Dean of Students or designee shall provide:

- 1) to the student(s) allegedly involved, written notice of the charges, including a brief statement of the factual basis for the charges, the PAFA rule or regulation allegedly violated, and the time and place of the hearing, not less than 10 nor more than 20 business days before the hearing;
- 2) a hearing panel, of no fewer than three individuals, which may be constituted of PAFA faculty, administration, and/or students;
- 3) an adequate block of time to conduct the hearing, at which the student allegedly involved shall have the opportunity to present documents and witnesses and to confront and cross-examine witnesses. Similarly, the student(s) who lodged the complaints may, if they so choose, attend the hearing, present witnesses and documents, and cross-examine witnesses; and
- 4) a record of the hearing.
- 5) Within twenty (20) days after the hearing is completed, the hearing panel shall provide their written findings and recommendation on sanctions to the Dean of Students or designee.
- 6) Within twenty (20) days thereafter, the Dean of Students or designee shall provide a written decision either adopting, modifying, or rejecting the hearing panel's recommendation, with a brief written explanation of his/her reasons for same.

Formal, legal rules of evidence are not controlling at the hearing; rather, the hearing panel may consider all evidence, documents, and witnesses presented, and shall be the sole arbiter as to what weight or credibility to give such information.

Finally, no attorney or legal advisor may be present at the hearing. However, if the student allegedly involved so chooses, he/she may request that a faculty or administration "advisor" be present for the hearing. If available and willing to participate, such advisor may attend the hearing and may speak privately with the student during appropriate breaks in the proceedings; however, the advisor may not present evidence, examine witnesses, or directly address the hearing panel during the hearing.

Disciplinary Sanctions/Penalties

Potential penalties or sanctions for a violation of PAFA policies and rules are outlined below:

- 1) **Warning:** Notice to a student in writing, that the student has violated the PAFA regulations and that continuation or repetition of such conduct may be cause for more severe disciplinary action.
- 2) **Fine/Restitution:** Reimbursement for damage or misappropriation of property of PAFA or individuals. Restitution may also take the form of appropriate service or repair, work assignments, service to PAFA, or other related assignments.
- 3) **Loss of privileges:** Denial of specified privileges for a designated period of time.
- 4) **Disciplinary probation:** Written notice to a student that his/her conduct is unacceptable and that h/she will be given a specified period of time (e.g. the remainder of the semester), on a probationary status, to demonstrate behavior acceptable to the PAFA. Any student with repeated unacceptable conduct while on probation may be subject to suspension or dismissal.
- 5) **Suspension:** Student's separation from PAFA until a specified date, and the loss of all rights and privileges normally accompanying student status, including access to the facilities. Upon completion of the term of suspension, the student shall be considered for readmission. A student may be dismissed during a suspension if the conditions of the suspension are violated.
- 6) **Dismissal:** Permanent separation between the student and PAFA, and termination of student status.

Administrative Leave of Absence Policy

In the event the Dean of Students or his/her designee concludes that a student poses a risk to himself/herself, or to any other members of the PAFA community, or if there is reason to believe that the student suffers from a psychological or emotional condition that, absent treatment outside of PAFA, will render him/her unqualified to successfully complete the academic requirements of PAFA, PAFA may place the student on an administrative leave of absence.

Readmittance to PAFA

A student who has been placed on a Leave of Absence or suspended for administrative or disciplinary reasons, and who subsequently wants to return to PAFA, will be required to demonstrate that the circumstances that led to the imposed absence have been satisfactorily addressed. Further, a return to PAFA may be conditioned on compliance with certain actions. The student must meet with the Dean of Student Affairs or designee.

Any final decision to readmit such a student will be made by the Dean of Students in consultation with Administrative Council and the Dean of Academic Affairs.

For Academic Code of Ethics – see Academic Affairs.

III. PRIVATE STUDIO AND/OR CLASSROOM REGULATIONS

Certificate, BFA and Graduate Programs

Many of the practices followed, and the substances used, in artists' studios can be potentially hazardous if proper precautions are not taken.

Students who blatantly disregard studio policies and safety regulations, will be asked to leave the studio or cease activity, for their own protection and for the protection of those around them.

Further, violation of the policies and regulations will result in disciplinary action with consequences that might include the loss of studio privileges, ineligibility for the Annual Student Exhibition, suspension.

Studio Usage & Occupancy

- 1) Use of a studio at PAFA is a privilege that may be revoked if the space is either underused or mis-used. The space is intended for creating artwork within the confines of the course curriculum and instruction. No other activities are allowed. Students agree to use the studio for this sole purpose. Student agrees that he/she is solely responsible for taking proper safety precautions and adhering to all applicable laws and regulations.
- 2) Certificate students may not occupy a studio for more than two (2) academic years, with the exception of students who receive a Cresson or von Hess travel scholarship that requires them to return to PAFA for an additional year.
PAFA BFA students may occupy a studio for one (1) academic year only, unless they are completing the Certificate program as well.
MFA students may occupy a studio during the entirety of their 1st and 2nd years, and the summer between years.
Students transitioning from one PAFA program directly into another are eligible to rent a studio in their new program during the summer between programs, and must complete a new Studio Contract for that period. New students entering PAFA are not eligible for early studio occupancy.
- 3) Students using “gang studio” space prior to their eligibility for private studio space are permitted access only until 10:00pm, after which time these spaces will be locked (as with classrooms), and all students must leave the building.
- 4) Students are not permitted to use their studios as living space at any time.
- 5) All students must check-in at the Security Desk by scanning their PAFA photo ID. *Certificate/BFA students are expected to work in their studios at least 90 hours per month.*
- 6) Installations: studios for installations are designated each year on a space-available basis. Students must submit a written proposal to his/her faculty chair for the use of installation studio space during a precise period of time.
- 7) Noise: Be considerate of studio mates: keep conversations at moderately low levels, limit cell phone usage; please move to elevator lobbies for extended phone conversations. Headphones are required for all music. Power tool usage may be prohibited between 9am-5pm for noise.
- 8) When leaving, close windows, turn off lights and all electrical equipment, and lock your door.
- 9) Upon completion of a program, and at the end of each year for Certificate/BFA students, all studios must be vacated by the Wednesday following graduation, unless a student has signed a summer studio rental agreement. Each student is responsible for returning their studio to its original condition (*see Studio Agreement Form*). PAFA will supply the approved brand & color paint for students to repaint their studios walls if necessary (*see Registrar’s Office*).

Facilities

- 1) All studios are supplied with an easel and a chair. Equipment, props, heaters, stools and drapes are not to be borrowed from classroom studios. See the Undergraduate Academic Services Coordinator to borrow particular items.
- 2) During periodic studio checks, PAFA property will be removed, or notice will be left for students to

return equipment. Faculty critics will be aware of violations during studio visits, and will forward any concerns to Student Services for follow-up. PAFA reserves the right of access to all student studios.

- 3) Security will make periodic tours of the floors, entering studios to conduct a visual check of for obvious unsafe conditions, and occupancy violations. Except in the case of extreme safety violations, which will be addressed immediately, studio concerns will be forwarded to Student Services for follow-up.
- 4) PAFA does not assume responsibility for students' personal property. Students may choose to use a lock box or trunk to secure valuables.
- 5) Students may not alter existing studio structure or mechanical systems. Students may not build ceilings, store materials on top of studio walls, or hang anything from pipes and ductwork. Any change to the studio must first be proposed to and approved by the faculty chairs, in writing, and then returned to the original condition by an agreed-upon date, and subject to a follow-up studio inspection.
- 6) All electrical equipment shall be UL listed and possess a positive ground for safety. Studio receptacles are UL listed, 3-prong grounded, rated from 110 volt to 120 volt at 15 amps (1800 watts). Hot plates, refrigerators and other appliances are not permitted in the studios with the exception of a space heater to be used only when working from the model. The space heater must be approved for safe usage by the Models and Properties Coordinator, and must be used in a safe manner. PAFA reserves the right to restrict or prohibit the use at anytime for safety reasons.
- 7) Nothing may be stored in the hallways – artwork, furniture, bicycles, etc., as this can pose serious access barriers during an emergency. During routine tours of the buildings, items will be removed and discarded by maintenance staff.
- 8) No work may be made or stored in the Fire Towers. Any work (or other items) found there will be removed at the student's risk.
- 9) All items that a student brings into his/her studio (equipment, furniture, supplies, etc.) must be removed from the building by the student upon move-out. Furniture may not be left in the hallway at year- end.

10) Studio Damage and Key Deposit Policy

A deposit of \$200 is required of all students in private studios, which will be refunded following the end of the student's time in studio (it will be "rolled over" to second studio year), on the condition that the studio is returned to its original condition (based on studio inspections) and the key is returned. Paint (only the approved brand and color) is provided – student must provide supplies.

If damage to the studio occurs that the occupant does not repair properly, the damage deposit will be retained. In the case of excessive damage to the studio (doors, windows, fixtures, etc), PAFA will bill the student for the labor and supplies required for repairs above and beyond the studio deposit amount.

There is a \$25.00 fee to replace lost keys. Studio deposits will be withheld until all keys issued to you are returned, and \$25.00 of the deposit will be forfeited for each key that is not returned.

- 11) Community fines: PAFA encourages shared responsibility for community problems. Maintenance inspections will be made on each studio floor at the end of each semester. Fines for damage that either cannot be applied to an individual student or that is clearly the result of an indeterminate group of students will be shared by the community. Fines will be divided among all the students in a given area or floor, as appropriate.

Materials & Tool Safety

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

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

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

Clean Air Policy

Any process that sends fumes, smoke or particulates of any kind must be done in the Spray Room on the 10th floor, or in ventilation areas on the 6th or 7th floors. Therefore, the following techniques are prohibited outside of those designated areas:

Power sanding or large-scale hand sanding of gesso, wood and metal sanding, glue making, wax melting, varnishing, painting with industrial paints of any kind, spray fixatives, wood burning, and use of approved resin.

Tools and materials within private studio space are limited to the following:

a. **Small hand tools:**

Tools must be maintained and in safe condition.

*Hammer Staple Gun Chisel
Handsaw Matting/utility blades*

b. **Power tools:**

Tools must be maintained and in safe condition.

*Hand drill Soldering Iron
Rotary tool (such as Dremmel)
Staple or glue gun*

c. **Materials - permitted:**

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

- Oil paints, acrylic paints, watercolors, tempera paints, water-based enamels, gesso (oil and acrylic).
- Drawing media: charcoal, pencil, conte, pastels (dust must be minimized)
- Thinners: Sansodor and Turpenoid (odorless thinners) are the only thinners to be used in any building.
- Mediums: Linseed oils (regular, stand oil, sun-thickened oil, etc.)
- Water-based glues

d. **Materials - *not* permitted:**

- Oil-based enamels
- Turpentine or commercial paint thinners
- Spray fixatives, varnishes and enamels * (*see below*)

- Resins ** (see section below)
- Epoxies
- Glues with high vapor toxins (e.g. airplane glue)
- Printmaking chemicals should only be used in the print shop; see Chair for questions

* **All sprays and fixatives** must be used only in the 10th floor spray booth.

**** Resins**

Resins are becoming a popular material to use in the building of three-dimensional objects. However, these materials are extremely toxic and when not used with respect can cause permanent physical damage.

Therefore, after much research, we have selected a company whose product is the least toxic, and has no odor: The West System (Gougeon Brothers, Inc, PO Box 908, Bay City MI 48707-0908; phone: 989-684-7286; www.westsystem.com). **No other resin is permitted.**

However, the following guidelines are required for use of approved resin:

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

IV. **STUDIO CLASSROOM ETIQUETTE AND REGULATIONS FOR STUDIO CLASSROOMS**

- 1) These rules and standards are to be followed and implemented by faculty, classroom monitors, students, and PAFA staff at all times.
- 2) Equipment, props, stools, easels, and model stands are not to be moved or borrowed from classroom studios.
- 3) Trash is to be placed in appropriate trashcans:
 - a. Dispose of soiled rags, towels, thinner, paint and all flammable materials in the designated hazardous materials containers located near wash sinks. Note: there are separate containers for liquids and solids.
 - b. Cardboard, aluminum cans, paper, glass and plastic containers are to be placed in recycling bins.
 - c. Dispose all other items (food wrappers, cellophane, etc.) in the large trash bins in hallways.
- 4) Clean up your work area upon completion of class.
- 5) Do not use inappropriate materials or tools in Studio Classrooms
- 6) Place drawing boards in designated area beside painting racks. Return boards after use.
- 7) Use the painting racks for current work only. Take your work home when pose is over.
- 8) When using solvents and mediums, use containers with a lid to minimize spill risks. Only odorless solvents may be used.
- 9) Do not spray fixatives or varnishes in studio classrooms. Sprays and fixatives may be used **ONLY** in the spray booth located on the 10th floor of the Hamilton Building.

- 10) Return stools and easels to one side of the studio classroom when class is finished.
- 11) Once the model is posed and the class is in session, late students must wait outside the studio until the model takes a break before entering the classroom and setting up.
- 12) Headphones/ear buds should not be used during class session.
- 13) DO NOT place tape on the studio classroom floor or model stands. Indicate reference marks with china pencil.
- 14) Cell phones are to be set to vibrate/silent or turned off in all classes.

V. MODELS – RULES FOR CLASSROOMS & STUDIOS

Life/Portrait models are used extensively in our curriculum at PAFA. All students are required to comply with the following rules regarding the models who contract their services to PAFA. This will insure professionalism, safety, respect, clear accountability and communication.

- 1) Poses are to be 20-minutes in length with a 5-minute break.
- 2) Models poses are safe and comfortable. Models should not be asked or expected to take any pose or action that makes them uncomfortable or feel unsafe.
- 3) Poses take place only in designated studios where privacy can be issued.
- 4) Studio doors are closed and blinds are pulled down for the duration of the class if a life model is present.
- 5) Pedestals and platforms are used exclusively for models use, and are not to be used as tables or areas where art materials are to be placed.
- 6) Models are not posed on any item other than a designated pedestal or platform.
- 7) At all times while on breaks, models must wear a robe and slippers (or shoes).
- 8) No sitting, standing or placing of any item *not included in the pose* on the modeling stand if a model is posing.
- 9) Photographing models does not occur without model consent. Any such request should be made prior to the pose to the Models and Properties Coordinator.
- 10) Physical contact with the model is not made.
- 11) PAFA faculty and assigned classroom monitors are the only individuals permitted to adjust the pose of a model. This communication will be through verbal direction only. Any issues concerning a model and/or the pose are to be directed to the instructor or monitor, and in lieu of their presence the Models and Properties Coordinator.
- 12) Students may not talk to the model while the pose is in session.
- 13) Heaters, pads, designated model stands and changing areas are properly used allowing the model to perform her or his contractual duties.
- 14) Absolutely no storage of materials occurs in the models changing rooms.
- 15) No disruption of the class or any disrespect to the model is allowed while she or he is posing. If a student should need to leave the classroom, they should do this during the models break. If a student is returning to the classroom, they should return during the allotted break or wait for the model's next break.
- 16) All cell phones are to be set to vibrate/silent (***NO AUDIBLE RING***) in all classes. Due to the presence of cameras in many cell phones, they are absolutely prohibited from being used during the duration of any class in which a life/portrait model is posing.

- 17) Adjustment of room temperature, if possible, will be subject to the models discretion when posing for a life class.

Any infraction of these guidelines should be reported immediately to the Undergraduate Academic Services Coordinator.

Independent Model Program (IMOD) - 3rd/4th Year Certificate Students and Graduate Students

During the academic year, for full-time, upper-level students in studio (in all programs), PAFA will pay half the model's fee if the student hires a model currently contracted by PAFA. The student is responsible for the other half. Model lists, as well as guidelines and timesheets for the Independent Model Program are available in the Undergraduate Academic Services Coordinator Office (in the 10th floor Painting Office).

Models working for students in private studios must adhere to the Visitor Policy (see General Campus Policies), must be accompanied by student host, and leave the building by 10:00pm.

VI. RULES FOR WORKING FROM THE CASTS

- 1) Do not touch the casts (so as not leave on the surface of the cast art material residue that may be on your hands).
- 2) Do not move the casts (if necessary, ask your instructor who will discuss the matter with the Cast Committee).
- 3) Do not lean things against the bases of the casts (so as to avoid pushing the cast over or damaging the cast).
- 4) Do not place anything on the base of the cast (so as to prevent art materials or beverages staining the surface of the cast or the base).
- 5) Do take measures to prevent residue from art materials from landing on the surface of the casts (charcoal dust, flecks of paint, overspray from water bottles, etc.)
- 6) Do be aware of the proximity of any casts in your vicinity when backing away to view your subject cast and your work, and also when moving easels and stools.

VII. MUSEUM POLICIES AND REGULATIONS

- 1) Students are encouraged to visit the museum galleries with valid student identification, during the hours that the museum is open to the public:
- 2) Students are not allowed in the museum during non-public hours (including Mondays).
- 3) Students must wear their PAFA identification card at all times while in the galleries, whether they are in the museum or the school studios.
- 4) Students may use the Broad Street entrance when visiting the Historic Landmark Building as long as they are not carrying artwork or supplies. Students must use the Cherry Street entrance when carrying in or taking out artwork and art supplies.
- 5) Students are not allowed to use the staff kitchen or photocopiers located in the historic landmark building. Access to the museum offices or basement is not allowed without an appointment. Signs are clearly posted. Any student found in a restricted area will be reported to the Dean of Students.
- 6) Students who need Sunday access to the Cast Hall studios, when the School Entrance off Lenfest

Plaza is closed, must receive permission from the Director of Student Services. In those cases, Sunday access will happen through the Broad Street entrance of the historic landmark building. Students must have their PAFA photo identification card, must be on the Sunday Access list, and will be directed back through the locker area to the studios.

Sketching/drawing in galleries:

During public hours, students and visitors may make sketches of works of art from the PAFA's permanent collection that is on view in the galleries.

- 1) Acceptable media are graphite, crayon, litho pencil, oil pastel. No dust producing charcoals or soft pastels may be used. Use of watercolor is subject to the same guidelines set forth for copying paintings. Contact the Rights and Reproductions Department (215-972-2051) in the Museum for more information or if you have questions concerning acceptable sketching/drawing methods.
- 2) Size of paper or drawing board may **not** exceed 15"X18".
- 3) Pad or paper and drawing board must be hand held. Use of an easel is subject to the Approval of the rights and Reproduction Department.
- 4) Doorways must be kept clear. Individuals may not lean against the wall, pedestals, or artworks while drawing. Individuals must maintain a distance of four (4) feet from artworks and walls so that other visitors may have access to the artworks.
- 5) Groups must call in advance to arrange a date for drawing from the permanent collection on view in the galleries. The size of the group may be limited for particular galleries or installations. Contact the *Rights and Reproductions Department (215-972-2051)*.

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