

Open Academy Policy Information

By enrolling in a PAFA BFA/Post-Baccalaureate class through the Open Academy, students agree to abide by the policies and regulations of the Open Academy, below, as well as those detailed in [PAFA's Student Policies and Procedures](#). Students are responsible for reviewing this important information prior to the first day of class. Failure to comply with these policies and procedures may result in disciplinary action and possible dismissal with forfeiture of tuition and fees.

For questions, please contact the Continuing Education at 215-972-2029 or continuinged@pafa.edu.

REGISTRATION GUIDELINES

- Students must have a high school degree or equivalent (GED) to participate in PAFA BFA/Post-Baccalaureate classes through the Open Academy. A high school transcript may be requested upon registration.
 - Only select **BFA studio/liberal arts courses** and **Post-Baccalaureate Seminars** are open for enrollment through the Open Academy. Master of Fine Arts courses, all other Post-Baccalaureate courses, and thesis seminars are not eligible. Courses and open spaces are made available for Open Academy enrollment at the discretion of the CE Director, School Registrar, and the instructors.
 - Open Academy enrollment in any course is subject to the same prerequisite requirements defined in the course's description. If a student applies for a course without first completing its prerequisite, the course will be considered ineligible for enrollment.
 - Students must first complete the mandatory Shop Safety course prior to enrolling in any course requiring use of the PAFA wood shop. Space is very limited in shop safety classes; contact Peter Medwick, School Registrar, at pmedwick@pafa.edu or 215-972-2017 for space availability if applying to a sculpture course with this prerequisite.
 - **Students may not gain access to courses not open for registration, or otherwise bypass the registration process, through verbal permission from a faculty member or based on enrollment history.** Faculty may not be aware of current enrollment, wait lists, or other factors which might affect enrollment availability.
 - Enrollment is subject to class size restrictions, with priority given to enrolled PAFA BFA/Post-Baccalaureate students completing degree requirements.
 - Students may enroll in the same course multiple times, subject to availability, with registration and payment of tuition and applicable fees.
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TUITION, PAYMENT, AND REFUND POLICIES

Open Academy tuition is comparable to PAFA BFA per-class rates. Tuition costs are calculated based a course's available credits: Studio courses are offered for 1.5 credits per 3-hour/session or 3.0 credits per 6-hour session (excluding lunch breaks). Liberal arts courses are available for 3.0 credits per 3-hour/session.

1.5-Credit Studio Courses (45 total contact hours at 3 hours/session for 15 weeks) =

- **\$2,000** for credit
- **\$1,700** for non-credit

3.0-Credit Studio Courses *where available* (90 total contact hours at 6 hours/session, excluding lunch breaks, for 15 weeks) =

- **\$4,000** for credit
- **\$3,400** for non-credit

3.0-Credit Liberal Arts Courses *where available* (45 total contact hours at 3 hours/session for 15 weeks) =

- **\$4,000** for credit
- **\$3,400** for non-credit

Additional materials/lab fees may apply.

Payment Policies:

- Payment in full is due upon registration.
- Online registration is payable by credit card (Visa, MasterCard, American Express or Discover Card). Contact the Continuing Education (CE) Office at continuinged@pafa.edu or 215-972-2029 to inquire about alternative payment arrangements by PayPal, check/money order (made payable to "PAFA" and directed to Continuing Education), or cash.
- Checks returned by the bank as unpaid will accrue an additional returned check fee of \$35.
- PAFA cannot prorate courses based on late enrollment, withdrawals or missed classes.
- Open Academy students withdrawing from courses are subject to the **Refund Policies** stated below.
- Open Academy classes are not eligible for discounts, Federal Financial Aid, or PAFA scholarship assistance.

Refund Policies:

Withdrawals must be made **in writing** to the Continuing Education Programs Office at continuinged@pafa.edu. Tuition refunds will be adjusted according to the following schedule:

- Any time prior to the 2nd class: 75%
- After the above, prior to the 3rd class: 50%
- After the above: No Refunds

ENROLLMENT POLICIES

- Tuition and any applicable lab fees must be paid in full prior to participation in the first class. Students must adhere to all other payment policies.
- Students may elect to take courses for undergraduate credit or non-credit. Changes in credit status must take place through the CE office prior to the **second** class, submitted by written request to continuinged@pafa.edu. Additional tuition fees must be paid in full for changes from non-credit to credit. No refunds will be issued for changes from credit to non-credit.
- Transfer options for students seeking to change classes are limited, available only upon permission from the CE Director, College Registrar, and associated instructors. Email the CE office prior to the **second** class to inquire about transfer availability and permissions at continuinged@pafa.edu.
- 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; an "F" cannot be changed to a "W" after the fact. **Official withdrawals must be submitted in writing and approved by the Continuing Education Office at continuinged@pafa.edu.** Withdrawals cannot be completed by contacting the instructor only and will result in an "F" grade.

- Students are allowed up to 2 unexcused absences per semester without an automatic lowering of their grade.
- Students are accountable for all applicable attendance, grading and other policies as they appear in **PAFA's Academic Policies**, available at www.pafa.org/school/student-life/student-policies-procedures.
- Students enrolled in sculpture or printmaking courses must abide by the rules and safety regulations established by the Shop Managers.
- Students must adhere to all campus policies, classroom regulations, disciplinary procedures, and sexual harassment and misconduct policies and resources as defined in **PAFA's Student Regulations and Policies** and **Title IX and VAWA Policies**, available at www.pafa.org/school/student-life/student-policies-procedures.
- **Acceptance to Open Academy classes constitutes CE student enrollment, not full-time student status**; as such, students are ineligible for BFA/MFA/Post-Baccalaureate extracurricular activities or studio rentals and will not be charged said fees.
- Courses must be taken for credit and meet grade eligibility requirements to be transferred to PAFA or other college programs. All courses must be evaluated for transfer to PAFA's BFA program, based on satisfactory completion of coursework and review of the student's course portfolio. If approved, a maximum of 15 credits (CE or Open Academy) may be accepted as transfer credits.
- Students seeking to transfer credits to another institution should first confirm with their School Registrar or Admissions Office that PAFA courses meet their school's eligibility requirements. PAFA is accredited through the National Association of Schools of Art and Design (NASAD) and the Middle States Commission on Higher Education (MSCHE). PAFA is a member of the Association of Independent Colleges of Art and Design (AICAD).

ID/VACCINATION REQUIREMENTS FOR ON-CAMPUS CLASSES

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

- **All students must submit proof of full vaccination upon registration.** Requests for exceptions for medical or religious reasons must be submitted with appropriate documentation and approved by PAFA's head of security. **PAFA reserves the right to refuse entry and enrollment to students who have not provided proof of vaccination and have not been approved for exemption. Enrollment will be withdrawn with fees for continued violation of this policy.** See *COVID-19 Safety Policies*, below.
- **CE students enrolled in Open Academy classes must present a new or updated PAFA photo ID card.** Students will be emailed instructions on how to obtain a new ID on their first day of class; returning students with a recent ID from a previous course may reuse the same card with an updated validation sticker affixed to the front. **Note:** Your PAFA ID confers school access and benefits for the length of your course(s), from the start date to the last day of your classes.

COVID-19 SAFETY POLICIES FOR IN-PERSON CE COURSES

PAFA is enforcing safety precautions for in-person courses to minimize the risk of infection and spread of COVID-19. **Note:** These guidelines are subject to change as PAFA continues to monitor the public health situation and to comply with local, state, and federal guidelines. Visit www.pafa.org/ce for CE notifications or

<https://www.pafa.org/news/coronavirus-information-resources> for the continued updates to school and museum policies.

- **The College has mandated that the COVID-19 vaccine will be required for all students enrolled in on-campus classes, in PAFA studios, or using campus facilities for the 2021-2022 academic year.**
- All CE students returning to campus classes must be *fully vaccinated* (see definition on [COVID Vaccine FAQs](#)) prior to their first day of class.
- Students must upload vaccine documentation thru the [CE Student COVID-19 Vaccination Documentation Form](#) (<https://forms.gle/tgsGTxgacXfHdBnY6>) after all necessary doses have been received.
- Medical and religious exemptions will be granted based on the specific circumstances of each request, See <https://www.pafa.org/news/covid-vaccination-requirement-college-students-061021> for medical and religious request forms. Students seeking an exemption should contact pafahealth@pobox.pafa.edu.
- **PAFA reserves the right to refuse entry to students who have not provided proof of vaccination and have not been approved for exemption.** Proof of vaccination is required upon CE course enrollment and will be reviewed for omissions, incomplete dosage requirements, and exemption requests. CE will alert students to incomplete vaccination/exemption requirements; however, continued violation of this policy will result in the withdrawal of enrollment with cancellation fees, per withdrawal policies.
- **Masking requirements for vaccinated individuals are currently under consideration**, based on evolving public health guidelines and continued assessment of safety needs for the PAFA community. Watch for announcements for updated health and safety protocols for the fall semester prior to the start of classes. PAFA will continue to follow city and state public health and safety guidelines.
- Unvaccinated individuals must wear masks at all times while on site and maintain physical distancing of at least 6 feet from all other individuals.
- All individuals must remain at home if they have a cough, shortness of breath, fever (100.4° F or higher), chills, muscle pain, or new loss of taste or smell.
- Students must inform Jimmie Greeno III, Vice President of Safety & Security and Pandemic Safety Officer at jgreeno@pafa.org if they, or someone they live with, experience COVID-19 symptoms, or if they test positive for COVID-19.
- If diagnosed with COVID-19, students must remain off-site of the class and off PAFA's campus until cleared to return. All other faculty, staff and students who had close contact with diagnosed students/staff must remain off-site/off-campus until also cleared for return.

PAFA will treat information regarding the identity of staff or students with suspected or confirmed cases of COVID-19 as confidential to the extent practicable and will comply with applicable laws regarding the handling of such information. PAFA is committed to providing a safe environment for our community. It is in the interest of those goals and out of an abundance of caution that PAFA obtains reporting information.

See PAFA's [COVID Vaccine FAQs](#) for more information and contact Jimmie Greeno III at jgreeno@pafa.org if you have any questions or concerns about health-safety policies or incidences.

For more information about COVID-19, please visit the CDC website at: <http://www.cdc.gov/coronavirus/2019-ncov/index.html>. For up-to-date PAFA information about precautions and opening plans relating to COVID-19, including any changes in PAFA's usual operations, see <https://www.pafa.org/news/coronavirus-information-resources>.

CAMPUS SAFETY & SECURITY

Emergency: 215-972-2083

Security Desks (Student Entrance)

Historic Landmark Building: 215-972-2070

Hamilton Building (West Lobby): 215-972-2100

Security Office (Control Room & Lost and Found): 215-972-2073 or -2074

ACCESSIBILITY

The Samuel M. V. Hamilton Building is accessible from Lenfest Plaza. An accessible entrance to the Historic Landmark Building is located at Cherry and Burns Streets. The Burns Street Elevator provides access to the classroom floor or galleries. Visitors can access this entrance by pushing the call button at the bottom of the front stairs of the Museum, or at the corner of Cherry and Burns; Security staff will meet the caller. Passenger elevators in both buildings move between floors of galleries and classrooms. Wheelchairs are available, and restrooms are accessible.

INCLEMENT WEATHER/EMERGENCY CLOSING PROCEDURES

The closing, delayed opening, or early dismissal of the Pennsylvania Academy of the Fine Arts will be determined jointly by the Dean of the School and the Museum Director, with approval of the President. Such closing or delay would include the school, galleries and administrative offices. Decisions regarding the cancellation of special events and evening classes may be made later in the day. To find out if PAFA is closed or having a delayed opening, you should check one of the following:

- www.pafa.org -- messages will be updated on the PAFA homepage
- **PAFA's main phone number (215-972-7600)** -- an outgoing message will be recorded by 6:30 a.m.
- **CBS6** -- lists school by name
- **ABC6** -- lists school by name
- **NBC10** -- lists school by name

TRANSPORTATION & PARKING

PAFA is near the Market East and Suburban train stations, SEPTA bus and trolley stops, and PATCO's High Speed Line. Visit: septa.org or ridepatco.org. Discounted parking is available at the Parkway Corporation Garage at Broad & Race Streets and Lot at 15th and Cherry Streets. Be sure to get your parking ticket validated at any PAFA security desk for the discount. Look up locations and rates at www.parkwaycorp.com.

PHOTO AND VIDEO IMAGE RELEASE POLICY

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