



Pennsylvania Academy  
*of the Fine Arts*

## Open Academy Policy Information

By enrolling in a certificate-level 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 [Continuing Education \(CE\)'s 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.

### ASSISTANCE

For questions, please contact Continuing Education at **215-972-7632** or [continuinged@pafa.edu](mailto:continuinged@pafa.edu), or visit the CE Office on the 3<sup>rd</sup> floor of the Hamilton Building.

### REGISTRATION GUIDELINES

- Students must be aged 15 or older to participate in Open Academy classes and Continuing Education Programs.
- Only select certificate-level courses are open for enrollment through the Open Academy.
- Open Academy enrollment in any course is subject to the same prerequisite requirements defined in the course's description. If a student registers 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 [continuinged@pafa.edu](mailto:continuinged@pafa.edu) prior to registration for space availability if applying to a sculpture course with this prerequisite.
- Course availability and enrollment limits are subject to class size restrictions.
- Open Academy courses are available for credit or non-credit at time of registration. Earned credits from certificate-level courses are eligible to transfer to PAFA's [Foundation Certificate and Studio Residency Certificate Programs](#). Students must enroll for credit for this option (see **Enrollment Policies**, page 3); up to 7.5 credits are eligible for transfer as equivalent courses or electives.
- Students seeking to transfer earned credits to another institution should first confirm transfer eligibility requirements with that institution's registrar's or admissions office. See **Academic Credit**, page 3, for accreditation and transcript request information.
- Students may enroll in the same course multiple times, although subsequent credits (if applicable) may not transfer.
- **Only certificate-level courses listed as Open Academy are open for registration and participation.** Certificate-level courses not listed for Open Academy registration through CE programs are not available for enrollment or attendance. **Students may not circumvent the registration process for any course through verbal permission from a faculty member.** Faculty may not be aware of current enrollment, wait lists, or other factors that affect enrollment availability.

### TUITION, PAYMENT, AND REFUND POLICIES

Open Academy tuition is comparable to per-course/credit rates for the PAFA 2026 certificate programs. Tuition costs are calculated based on 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).

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

- \$1,800 for credit
- \$1,450 for non-credit

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

- \$3,600 for credit
- \$2,900 for non-credit

*Additional materials/lab fees may apply.*

#### Payment Policies:

- Payment in full is due upon registration/enrollment, prior to the first day of class.
- Students must register and pay by credit card via the CE registration site: <https://pafa-ce.coursestorm.com/>. If an alternate payment type is desired (check, money order, cash), please contact the Continuing Education Office by phone, 215-972-7632, or email, [continuinged@pafa.edu](mailto:continuinged@pafa.edu).
- For check payments returned by the bank as unpaid, or for credit/debit card payments that are returned as chargebacks, the student must repay the original amount of the payment plus a returned check/chargeback 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 membership/promotional discounts, Federal Financial Aid, or PAFA scholarship assistance.

#### Withdrawal/Refund Policies:

- **Withdrawals must be made in writing via email ([continuinged@pafa.edu](mailto:continuinged@pafa.edu)) to the Continuing Education Programs office (not to the instructor only).** Refunds are calculated by the *date of the withdrawal notice*, according to the schedule as follows. There are no refunds or credits issued for withdrawal notices after refund deadlines or after courses are completed. Withdrawals are available up to the **eighth** week of the semester (see Enrollment Policies).
- **PLEASE NOTE: Fees are incurred for withdrawals at any time after registration (including same-day). See refund schedule below.** The minimum charge covers percentage fees incurred to the CE program by registration and credit card processing. Increased tuition deductions apply for withdrawals less than one week before course start dates and after courses have begun.
- In lieu of a withdrawal before a course start date, a student may transfer into another course within the current semester. Payment of additional tuition must be made at time of transfer if a balance is due; there is no transfer fee. **No further refunds are available for a subsequent withdrawal from the transferred class.**
- Credits are available on a limited basis when serious illness or injury occurs *after the course start date* and prevents continuation of a class *in-progress*. Prorated credit is calculated by the *date of the withdrawal notice issued to the CE office*, regardless of prior absences. Credits are not available for withdrawals prior to course start dates, non-medical reasons, or pre-existing conditions. A doctor's note or other documentation will be required for credit evaluation. Credits may not be transferred to another individual or extended beyond the end of academic year, June 30.
- Exceptions in the form of refunds or credits cannot be made to the following schedule for withdrawals or missed classes due to illness/injury (except by doctor's note, with approval), personal emergencies or scheduling conflicts, transportation/traffic or transit scheduling issues, or other events beyond PAFA's control.

### Tuition refunds will be adjusted according to the following schedule:

- Prior to one week before the first class: 90%
- After the above, prior to the 2nd 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. **No refunds will be issued for changes from credit to non-credit.**
- 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 to, and approved by, the Continuing Education Office** (*withdrawal requests issued to instructors-only will not be processed or refunded*). **Please note that no refunds are issued for withdrawals after the second class.**
- 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 course syllabi and this document. 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 and regulations. For more information about the policies, procedures, and services offered at the Pennsylvania Academy of the Fine Arts, including Title IX and VAWA policies, DEIB commitment, and Safety and Security services, please see <https://www.pafa.org/about>.
- **Acceptance to Open Academy classes constitutes CE student enrollment, not full-time student status;** as such, students are ineligible for non-CE extracurricular activities and studio benefits and will not be charged said fees.

### ACADEMIC CREDIT

PAFA is accredited through the National Association of Schools of Art and Design (NASAD) and is a member of the Association of Independent Colleges of Art and Design (AICAD). Courses meeting contact hour requirements are available for 1.5 or 3.0 undergraduate credits (see course descriptions for credit options). If taken for credit, you may incur additional coursework, and will receive a course grade and appropriate credit that will appear on an official PAFA transcript, if requested. For an official transcript, please submit a completed Transcript Request Form ([www.pafa.org/transcripts](http://www.pafa.org/transcripts)) to PAFA's School Registrar with appropriate payment. Email [registrar@pafa.edu](mailto:registrar@pafa.edu) for more information.

### STUDENT IDENTIFICATION

In order to ensure school access and other privileges as a CE student enrolled in a multi-week, Open Academy students must obtain a **PAFA photo ID card** if they do not already have one from a previous Open Academy or Continuing Education course.

**Note:** Your PAFA ID confers school access and benefits **for the length of your course(s), from start date to end date.**

- **CE students enrolled in multi-week classes must present a new or updated PAFA photo ID card.** Students will receive instructions on how to obtain an ID card on their registration receipt. Until a card is issued, students must sign in at the Security Desk with alternate identification and ring the silver call button, located to the right of each Hamilton studio floor door, for appropriate Hamilton classroom access.

- **If you are a returning student with a PAFA photo ID from a previous semester/year**, you must reuse the same card, which will be reactivated by Security staff.
- **There is a \$15 replacement fee for lost or damaged IDs.** Contact the Continuing Education office at [continuinged@pafa.edu](mailto:continuinged@pafa.edu) to arrange to pay the fee before obtaining a new card.

#### **Access and Benefits:**

- **For building access:** Students must scan their IDs at the Security Desk when entering and exiting the Samuel M.V. Hamilton Building.\*
  - **For floor access in the Hamilton Building:** Hold your photo ID card in front of the card reader located to the right of the lobby door. The light will change from red to green and a beep indicates the door is unlocked. *Do not prop open doors.* Please display your ID prominently at all times.
  - **For additional benefits (available for the duration of the course only):** Present your card for free admission to the [PAFA museum](#) and to register for borrowing privileges at the [PAFA library](#) (fifth floor, Samuel M.V. Hamilton Building).
- \* **Please Note: The Historic Landmark Building (HLB) at PAFA will be unavailable to the public as of July 8, 2024, and temporarily offline for planned renovations to its HVAC system from August 2024 to 2026.** The renovation work, generously supported by a matching gift from an anonymous donor, focuses on upgrading the HVAC system to ensure better climate control within the building. The HLB is anticipated to reopen to the public in advance of the building's 150th anniversary in 2026, symbolizing a revitalization of the building and renewed dedication to preserving its artistic legacy. **Until this time, all classes and events will take place in PAFA's neighboring Samuel M.V. Hamilton Building.**

#### **RESPIRATORY VIRUS SAFETY POLICIES FOR IN-PERSON CE COURSES**

To lower health risks posed by respiratory viruses, PAFA recommends that all students and employees follow CDC recommendations for health safety measures.

- Follow the [latest CDC guidance](#) for what to do if you have symptoms of a respiratory virus such as COVID-19, flu, or Respiratory Syncytial Virus (RSV), or have tested positive for a respiratory virus.
- **If you are sick, you should stay home.** You can return to normal activities when, for at least 24 hours:
  - Your symptoms are getting better overall **AND**
  - You are fever-free without fever-reducing medicine.
- When you go back to your normal activities, **take added precautions** over the next 5 days, such as taking additional [steps for cleaner air](#), [hygiene](#), [masks](#), [physical distancing](#), and/or [testing](#) when you will be around other people indoors.
- If you are exposed to someone with a respiratory virus, monitor your symptoms and take added precautions for 1-2 weeks (see above). In case you did get the virus, this will help reduce the risk of getting anyone else sick.

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

#### **CLASSROOM/CAMPUS POLICIES**

Access to PAFA's classroom facilities, including the cast collection and library, is granted only to students enrolled in in-person on-campus courses for the length of their courses (start-date to end-date). Only students currently enrolled in printmaking or sculpture classes, or with a valid Shop Membership (<https://www.pafa.org/lifelong-learning/shop-memberships-pafa>), are approved for access to PAFA's Print and Sculpture Shops. Students enrolled in online courses are not approved to access PAFA's campus facilities.

- Students are required to use odorless solvents, i.e. *Turpenoid*. **NO TURPENTINE.**
- Spray fixatives must be used outdoors or in the 10<sup>th</sup> floor spray booth. No indoor spraying allowed.

- Please do not empty solvents and/or paints into sinks or trashcans. Use appropriately-labeled barrels, located near each floor's utility sinks.
- Students are responsible for cleaning up after themselves before leaving class.
- Students may not touch, move, or place anything on/against the bases or any part of the antique cast collection in the Cast Hall or cast exhibition spaces.
- PAFA is not responsible for artwork or other belongings left in any PAFA studio or classroom.
- Students enrolled in sculpture or printmaking courses must abide by the rules established by the Shop Managers.

For more information about the policies, procedures, and services offered at the Pennsylvania Academy of the Fine Arts, including Title IX and VAWA policies, DEIB commitment, and Safety and Security services, please see <https://www.pafa.org/about>.

## 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. Passenger elevators move between floors of galleries and classrooms. Wheelchairs are available, and restrooms are accessible. For questions about accommodation, please contact Allison Syvertsen at [asyvertsen@pafa.edu](mailto:asyvertsen@pafa.edu) or 215-972-2029.

## INCLEMENT WEATHER/EMERGENCY CLOSING PROCEDURES

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

- [www.pafa.org](http://www.pafa.org) -- messages will be updated on the PAFA homepage (*no message will be posted if there is no closing/delay*)
- **PAFA's main phone number (215-972-7600)** -- an outgoing closure/delay message will be recorded by 6:30 a.m.

## TRANSPORTATION & PARKING

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