

---

## INFORMATION AND POLICY GUIDE

**IMPORTANT: Review the following information prior to your first class. By registering for a CE class or event, you agree to abide by the policies and regulations detailed in this document.** Failure to comply with these policies and procedures may result in disciplinary action and possible dismissal with forfeiture of tuition and fees.

### BASIC INFORMATION

#### Contact Us:

Please do not hesitate to contact us for questions, concerns, or course advice. *(Please note: The CE office is closed until August 16; staff are working remotely until this date to provide assistance.)*

- **PHONE:** 215-972-7632 (Please leave a message with an email address for a faster response.)
- **EMAIL:** [continuinged@pafa.edu](mailto:continuinged@pafa.edu)
- **ONLINE:** Visit [www.pafa.org/ce](http://www.pafa.org/ce) for the latest information about classes, events and special offers
- **VISIT (by appointment, after August 15):** The Continuing Education Programs Office is located on the 3<sup>rd</sup> floor of the Samuel M.V. Hamilton Building (128 N. Broad Street). **Email to schedule an appointment during office hours:**
  - **August 16 - September 3:** Monday – Thursday, 9 a.m. – 5 p.m.; Friday, 9 a.m. – 1 p.m.
  - **September 7 – 15:** Monday - Friday, 9 a.m. – 5 p.m.
  - **After start of classes (September 16):** TBA (see [www.pafa.org](http://www.pafa.org))

#### Dates to Remember:

- Fall Registration Deadline: September 10
- Fall Semester Duration: September 16 – December 12
- Labor Day (school offices closed): September 6
- Thanksgiving Break (no online or on-campus classes; school offices closed): November 25 – 28

### ID/VACCINATION REQUIREMENTS FOR ON-CAMPUS CLASSES

To enter PAFA's buildings and participate in on-campus classes as a CE student, 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 Enrollment will be withdrawn with fees for continued violation of this policy.** See *COVID-19 Safety Policies*, below.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 multi-week 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.

\* *Students enrolled in workshops or courses running one-week or less must check in at the Visitor Services desk with proof of registration to enter PAFA's buildings for the length of their course. ID cards and semester access privileges are not issued to students enrolled in workshops or one-week intensives. Students enrolled in online or off-campus/outdoor courses do not need a PAFA ID card.*

## COVID-19 SAFETY POLICIES FOR IN-PERSON CE COURSES

PAFA is enforcing safety precautions for in-person courses in order 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](http://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](mailto: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 is currently required for vaccinated individuals inside PAFA's buildings.** Masking requirements may be updated based on evolving public health guidelines and continued assessment of safety needs for the PAFA community.
- **Unvaccinated individuals must wear masks at all times while on-campus or participating in outdoor in-person classes** and must 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](mailto: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](mailto: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>.

## ACADEMIC CREDIT

PAFA is accredited through the National Association of Schools of Art and Design (NASAD) and the Middle States Commission on Higher Education (MSCHE). PAFA is a member of the Association of Independent Colleges of Art and Design (AICAD).

## Undergraduate Credit

Courses meeting contact hour requirements (30 hours minimum, not including lunch breaks) are available for 1.0 or 1.5 undergraduate credits (see course descriptions for credit options). If taken for credit, you may incur additional coursework, and will receive a course grade and appropriate credit that will appear on an official PAFA transcript, if requested. For an official transcript, please submit a completed Transcript Request Form ([www.pafa.org/transcripts](http://www.pafa.org/transcripts)) to PAFA's School Registrar with appropriate payment. Email [pmedwick@pafa.edu](mailto:pmedwick@pafa.edu) for more information.

Changes in credit status for must be arranged through the CE office **prior to the third class for courses 12-weeks or longer**, and **prior to the second class for courses that run 10 weeks or fewer**. No refunds can be issued for changes from credit to non-credit.

## Credit for K – 12 Educators

PAFA is approved to provide **Pennsylvania Act 48 hours** and **New Jersey Department of Education Professional Development Credit** for its courses and workshops. Courses and workshops are eligible for the number of contact hours for which they meet (excluding lunch breaks). Courses need not be taken for PAFA undergraduate academic credit to be eligible for professional development credit hours (see credit options and tuition pricing on individual courses). **Educators electing to receive PA Act 48 or NJ Professional Development Credit should notify the Continuing Education Programs office when registering.** PA educators must provide their six-digit Professional Educator Identification Number.

## HIGH SCHOOL STUDENT ENROLLMENT

Teens in grades 9 – 12 are encouraged to enroll in PAFA's Pre-College Programs ([www.pafa.org/highschool](http://www.pafa.org/highschool)). High school students aged 15 years or older may register in Continuing Education adult courses/programs with parent/guardian permission.

## PAYMENT, WITHDRAWAL, AND REFUND POLICY\*

- Full payment is due at the time of registration. PAFA cannot prorate courses for late registration, withdrawals or missed classes.
- Withdrawals must be made in writing via email ([continuinged@pafa.edu](mailto:continuinged@pafa.edu)) to the Continuing Education Programs office.
- An administrative fee will be assessed for each dropped course: **\$25 per multiple-week course, \$10 per workshop, and \$50 per Master Class and Studio-Critique Program.**

After above fee deduction, tuition refunds will be adjusted according to the following schedule:

### 12- and 14-Week Courses

- Prior to one week before the 1st class: 100%
- After the above, prior to the 2nd class: 75%
- After the above, prior to the 3<sup>rd</sup> class: 50%
- After the above: No Refunds

### Short/Condensed Multiple-Week Courses – 10 Weeks or Shorter

- Prior to one week before the 1st class: 100%
- After the above, prior to the 2nd class: 50%
- After the above: No Refunds

### Workshops and Special Programs (One- to Three-Day Courses other than Master Classes)

- Prior to one week before the first class: 100%
- After the above, prior to the first class: 75%
- After the above: No Refunds

## Master Classes

- Prior to two weeks before the first class: 100%
- After the above, prior to the first class: 75%
- After the above: No Refunds

\* *Your health, and that of the entire PAFA community, is our priority: If COVID-19 health risk concerns or illness prevent, or make inadvisable, attendance or completion of course work, please do not hesitate to contact us to cancel your class, and we will accommodate you as best we can. Should COVID-19 diagnosis of staff or students, or other safety concerns, require the cancellation of a course, a prorated refund will be issued to enrolled students for all missed sessions.*

## COURSE CANCELLATIONS

If minimum enrollment is not met, a class will be cancelled on, or shortly after, its registration deadline. Students will be notified by email and may choose to transfer into another class or receive a full tuition and fee refund. Early registration helps prevent course cancellation!

## TUITION DISCOUNTS AND SCHOLARSHIP OPPORTUNITIES\*

- **Membership Discounts** – PAFA is pleased to extend a **special discount on Continuing Education courses for members at all levels**, a benefit typically reserved for members at the Friend level and above. For information about becoming a member, visit [www.pafa.org/join](http://www.pafa.org/join).
- **Referral Discounts** – Refer a first-time Continuing Education student, and you and the student will receive a 10% tuition discount on one regular course or workshop within the current semester (Master Classes excluded). Email [continuinged@pafa.edu](mailto:continuinged@pafa.edu) to provide the name of the student you referred; CE will verify the registration and provide a discount code or tuition refund for the discount amount.
- **CE Community Scholarships** – Available by application to assist students who demonstrate financial need and dedication to their art. Scholarships are applicable toward one regular course or workshop within the current semester (Master Classes excluded). Apply online at <https://www.pafa.org/school/academics/continuing-education/discounts>. **Application deadline: August 27.** Email [continuinged@pafa.edu](mailto:continuinged@pafa.edu) for questions.
- **High School Student Scholarships** – Available to assist students enrolling in Pre-College Classes. Visit <https://www.pafa.org/school/academics/pre-college/policies> for more information. Email [sfishman@pafa.edu](mailto:sfishman@pafa.edu) for questions.

\* Restrictions may apply. Email [continuinged@pafa.edu](mailto:continuinged@pafa.edu) for questions.

## CLASSROOM/CAMPUS POLICIES

Access to PAFA's classroom facilities is granted only to students enrolled in in-person on-campus courses, with appropriate ID/vaccination requirements, for the length of their courses. Students enrolled in online courses are not approved to access PAFA's classroom and shop facilities.

- Students are required to use odorless solvents, i.e. *Turpenoid*. **NO TURPENTINE.**
- Spray fixatives must be used outdoors or in the 10<sup>th</sup> floor spray booth. No indoor spraying allowed.
- Please do not empty solvents and/or paints into sinks or trashcans. Use appropriately-labeled barrels, located near each floor's utility sinks.
- Students are responsible for cleaning up after themselves before leaving class.
- Students may not touch, move, or place anything on/against the bases or any part of the antique cast collection in the Cast Hall.
- PAFA is not responsible for artwork or other belongings left in any PAFA studio or classroom.
- Students enrolled in sculpture or printmaking courses must abide by the rules established by the Shop Managers.

Complete information about the policies, procedures, and services offered at the Pennsylvania Academy of the Fine Arts, including general campus policies, expanded classroom regulations, disciplinary procedures, and

sexual harassment and misconduct policies and resources is outlined in the **PAFA Student Regulations and Policies**, located at <https://www.pafa.org/school/student-life/student-policies-procedures>.

### **PHOTO AND VIDEO IMAGE RELEASE POLICY**

The Pennsylvania Academy of the Fine Arts (PAFA) reserves the right to reproduce without notification photographs and video of students while attending Continuing Education Programs at PAFA for any lawful purpose and in any manner or in any medium. Reproduction purposes may include print publications, institutional websites, e-communications, multimedia presentations, and documents about PAFA for admission, recruitment, fundraising, or institutional informational purposes. By enrolling in PAFA Continuing Education courses and agreeing to the terms of this policy guide, students release PAFA Continuing Education and its legal representatives from liability for any violation or claims relating to said images or videos and waive their rights to any and all compensation stemming from the use of these materials.

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

### **TRANSPORTATION & PARKING**

PAFA is near the Market East and Suburban train stations, SEPTA bus and trolley stops, and PATCO's High Speed Line. Visit: [septa.org](http://septa.org) or [ridepatco.org](http://ridepatco.org). Discounted parking is available at the Parkway Corporation Garage at Broad & Race Streets and Lot at 15<sup>th</sup> and Cherry Streets. 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](http://www.parkwaycorp.com).