



Pennsylvania Academy
of the Fine Arts

Open Academy Policy Information

By enrolling in a PAFA BFA 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 the [Continuing Education \(CE\) Policy Guide](#) and [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.

ASSISTANCE

For questions, please contact the Continuing Education at **215-972-7632** or continuinged@pafa.edu, or visit the CE Office on the 3rd 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 **BFA studio/liberal arts courses** are open for enrollment through the Open Academy. Master of Fine Arts courses, Post-Baccalaureate courses, and thesis seminars are not eligible.
- 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.
- Course availability and enrollment limits are subject to class size restrictions, with priority given to enrolled PAFA BFA students completing degree requirements.
- Students may enroll in the same course multiple times, although subsequent credits (if applicable) may not transfer.
- **Only BFA courses listed as Open Academy are open for registration and participation.** BFA 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 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) =

- **\$1,400** for credit
- **\$1,150** for non-credit

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

- **\$2,800** for credit
- **\$2,300** for non-credit

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

- **\$2,800** for credit
- **\$2,300** 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. PAFA cannot prorate courses for late registration, withdrawals or missed classes.
- 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.
- 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.

Withdrawal/Refund Policies:

- Withdrawals must be made in writing via email (continuinged@pafa.edu) to the Continuing Education Programs office. Withdrawals are available up to the eighth week of the semester (see Enrollment Policies).
- Fees are incurred for withdrawals *at any time after registration (including same-day)*. **See refund schedule below.** The minimum charge covers fees incurred to the CE program by registration and credit card processing. Increased tuition deductions apply for withdrawals less than two weeks 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 prevents continuation of a class in-progress. Credits are not available for withdrawals prior to course start dates or for non-medical reasons. A doctor's note or other documentation may be required. Credits may not be transferred to another individual.
- Exceptions in the form of refunds or credits cannot be made to the schedule below for withdrawals or missed classes due to illness/injury (except by doctor's note), 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 **PAFA's Academic Policies**, available at <http://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.

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). 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 (<https://www.pafa.org/school/student-life/registrar>) to PAFA's School Registrar with appropriate payment. Email 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 to arrange to pay the fee before obtaining a new card.

Access and Benefits:

- **For building access:** Students must scan their IDs at the Visitor Services Desk when entering and exiting the Samuel M.V. Hamilton Building, and present their IDs when entering the Historic Landmark 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](#), for a discount at [Tableau](#) café (first floor, Samuel M.V. Hamilton Building), and to register for borrowing privileges at the [PAFA library](#) (fifth floor, Samuel M.V. Hamilton Building).

COVID-19 SAFETY POLICIES FOR IN-PERSON CE COURSES

PAFA no longer requires COVID vaccination as of May 4, 2023, based on current science and City of Philadelphia regulations. However, PAFA and the CDC strongly recommend full COVID vaccination and booster shots for all students and employees who are eligible, including the bivalent booster. We will continue to monitor campus policies for COVID-19 safety and prevention, in accordance with local, state, and federal guidelines.

- Masks are encouraged.
- Hand sanitizer is available throughout PAFA's buildings.
- All individuals who receive a positive COVID-19 test must follow current [City of Philadelphia guidelines](#) (<https://www.phila.gov/media/20221208093546/IE-Calendar-12.221.pdf>) for isolation.
- Students and staff must inform Jimmie Greeno III, Senior Director of Safety, Security and Facility Services, at jgreeno@pafa.org if they test positive for COVID-19. *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*

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 Hall and library, is granted only to students enrolled in in-person on-campus courses, with appropriate ID/vaccination requirements, for the length of their courses (start-date to end-date). 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 10th 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.
- Only students enrolled in sculpture or printmaking courses may use print or sculpture shop facilities. Students 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>.

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. For questions about accommodation, please contact Allison Syvertsen at 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 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 the PAFA Security Desk at the Lenfest Plaza (Student) Entrance of either the Hamilton or Historic Landmark Buildings for discounted rates.**