

GRADUATE STUDIES AT MOORE

CHANGE YOUR LIFE
MAKE YOUR MARK

MA in ART EDUCATION with
an Emphasis in Special Populations
MFA in INTERIOR DESIGN
MFA in STUDIO ART



The purpose of the Graduate Student Handbook is to provide information on all aspects of graduate student life at Moore College of Art & Design. Included in the Handbook are the College's calendar for 2011–2012, a directory of administrative services, an explanation of the College's administrative services and resources, community resources and other opportunities for graduate students.

It is the responsibility of Moore College of Art & Design to formulate the policies and regulations contained in the Graduate Student Handbook. These policies and regulations govern the relationships of all of the College's constituencies. By enrolling at Moore College of Art & Design, graduate students agree to subscribe to the rules, regulations and policies found in the Handbook. Therefore, it is very important that graduate students familiarize themselves with this material.

The Graduate Handbook is based on the most current information available at the time of publication; however, policies, regulations and procedures are subject to change. Whenever possible, graduate students will receive notification of changes either through email or at the registration period following the change. The Handbook is not a contractual or legal statement.

The Director of Graduate Studies works with the Dean of Students to oversee the preparation of the Graduate Student Handbook.

Mission

Moore College of Art & Design is dedicated to excellence in art and design. Founded in 1848, Moore is the first and only visual arts college for women in the United States. Through its undergraduate bachelor of fine arts degrees for women and its coeducational graduate programs, Moore cultivates creativity, promotes scholarship and prepares its students for professional careers in the arts by emphasizing critical thinking, problem solving, risk-taking, and strong communication skills. Moore is dedicated to producing graduates that distinguish themselves as leaders in their fields.

As a cultural leader, Moore promotes access to the arts throughout the broader community. The Galleries at Moore introduce the work of significant regional, national and international artists to the community through distinctive exhibitions and educational programs. The wide-ranging Continuing Education programs also serve the community by providing opportunities for men and women to learn new skills for personal and professional growth. Through Moore's acclaimed Young Artist Workshop, founded in 1922, the lives of children and youth are enriched through creative arts education.

Building on its historic legacy of educating women for successful careers in the visual arts, Moore is committed to adapting to the needs of future generations of artists, designers, scholars and educators throughout its diverse educational programs.

Policy of Non-Discrimination

The College adheres to the principle of equal educational opportunity without discrimination on the basis of race, color, religion, age, national origin, sexual orientation or handicap. Moore College is also an equal opportunity employer.

Policy on Artistic Expression

Moore College of Art & Design fully supports the concept of academic freedom, including the freedom of artistic expression. Work exhibited throughout the College may have content that some viewers might find objectionable. Moore College advises the public to view work at its own discretion.

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ACADEMIC CALENDAR

While this calendar is as accurate as possible, some of these dates are subject to change.

Summer Semester 2011

May 17	Graduate Orientation and Clearance for MFA Interior Design
May 17	Classes begin for MFA Interior Design
May 20	Last day to add/drop for MFA Interior Design
May 24	Incompletes due from Spring 2011
May 27 – 30	Memorial Day (Staff holiday – no graduate classes)
May 31	Last day to withdraw for Interior Design
June 27	Graduate Orientation and Clearance for Art Education and Studio Art
June 27	Classes begin for Studio Art
June 28	Classes begin for Art Education
June 30	Last day to add/drop for MFA Studio Art and MA Art Education
July 4 – 5	Independence Day (Staff holiday – no graduate classes)
July 12	Last day to withdraw for Studio Art and Art Education
June 27 – July 22	International Studio Art Residency in Burren, Ireland
July 25 – Aug 5	Two-Week Intensive Studio Art Seminar
Aug 6	Art Education Thesis Presentations
Aug 6	Qualifying Review for Studio Art
Aug 6	Last day of classes
Aug 6	End of semester
Aug 6 – Sept 10	Graduate Exhibition
Aug 9	Final grades due
Aug 13	Graduate Commencement for Art Education and Studio Art

Fall Semester 2011

Aug 22	Clearance
Aug 25	Classes begin
Aug 27 – 28	First Intensive Weekend for Art Education
Aug 31	Incompletes due from Summer 2011
Sept 3 – 5	Labor Day - (College Closed)
Sept 7	Last day to add/drop
Sept 10 – 11	Second Intensive Weekend for Art Education
Oct. 1 – 2	Third Intensive Weekend for Art Education
Oct. 6 – 7	BFA Fall Break (grad has normal classes)
Oct. 11	Last day to withdraw
Oct. 11 – 13	Advising and Registration for Spring 2012
Nov 5 – 6	Fourth Intensive Weekend for Art Education
Nov 12	Art and Special Education Symposium
Nov 23 – 27	Thanksgiving Break (College Closed)
Dec 3 – 4	Fifth Intensive Weekend in Art Education
Dec 6	Study day (no graduate classes)
Dec 11	Last day of classes
Dec 17	Qualifying Review for 2nd semester Art Education
Dec 13 – 18	Final exams and critiques
Dec 18	End of the semester
Jan 1, 2012	Final grades due

Spring Semester 2012

TBD	First Intensive Weekend for Art Education
Jan 12	Clearance
Jan 16	Martin Luther King Day – (College Closed)
Jan 17	Classes begin for Studio Art and Interior Design
Jan 23	Incompletes due from Fall 2011
Jan 30	Last day to add/drop
TBD	Second Intensive Weekend for Art Education
March 5 – 11	Spring Break (no graduate classes)
March 2	Last day to withdraw
TBD	Third Intensive Weekend for Art Education
March 15 – 19	Advising and Registration for Summer and Fall 2012
TBD	Fourth Intensive Weekend for Art Education
April 29	Grad classes end
TBD	Fifth Intensive Weekend for Art Education
May 1 – 6	Final exams and critiques
May 5	Qualifying Review for 3rd semester Interior Design
May 6	End of semester
May 7	Final grades due

Summer Semester 2012

May 15	Graduate Orientation and Clearance for MFA Interior Design
May 15	Classes begin for MFA Interior Design
May 18	Last day to add/drop for MFA Interior Design
May 22	Incompletes due from Spring 2012
May 25 – 28	Memorial Day (Staff holiday – no graduate classes)
May 31	Last day to withdraw for Interior Design
June 25	Graduate Orientation and Clearance for Art Education and Studio Art
June 25	Classes begin for Studio Art
June 26	Classes begin for Art Education
June 29	Last day to add/drop for MFA Studio Art and MA Art Education
July 4 – 5	Independence Day (Staff holiday – no graduate classes)
July 10	Last day to withdraw for Studio Art and Art Education
June 25 – July 20	International Studio Art Residency in Burren, Ireland
July 23 – Aug 3	Two-Week Intensive Studio Art Seminar
Aug 4	Art Education Thesis Presentation
Aug 4	Qualifying Review for Studio Art
Aug 4	Last day of classes
Aug 4	End of semester
TBD	Graduate Exhibition
Aug 5	Final grades due
Aug 11	Graduate Commencement

ALL COLLEGE OFFICES AND MOST STUDIOS WILL BE CLOSED FROM 5 PM ON FRIDAY, DECEMBER 16, 2011, UNTIL 9 AM ON MONDAY, JANUARY 2, 2012

Holidays during regular semester class days for which some students might request an excused absence: Yom Kippur, October 8; Good Friday, April 6; Passover, April 7

SNOW CLOSING

Tune into KYW 1060 AM. Moore's number for snow or emergency closings is 195. Graduate students may also consult the College's website. Sign up for a severe weather or emergency text alert at <http://www.moore.edu/site/Emergency%20Notification>

Moore College of Art & Design
20th Street and The Parkway
Philadelphia, PA 19103-1179

Phone 215.965.4000
www.moore.edu

DIRECTORY OF ADMINISTRATIVE SERVICES

Often a question arises and graduate students are not sure where to begin looking for the answer. This Directory of Administrative Services and College Resources will help students find answers to their questions. Use the Directory of Administrative Services to find staff names, titles, extension numbers or phone numbers. In Administrative Services and College Resources, there are detailed explanations about offices and the services they provide. There is also an index at the back of the Handbook. The extensions in the directory can be dialed directly within the college. Call 215.965.4000, the main number, and follow the prompt to enter the correct extension. Faculty and staff can also be contacted by their email addresses located on the Moore website. In most instances, the email address is the initial of the person's first name and the full last name followed by @moore.edu.

Academic Dean's Office

Dona Lantz, Academic Dean ext. 4012
 Jenny Emery, Executive Assistant to the Academic Dean ext. 4012
 Ian Verstegen, Director of Graduate Studies ext. 8569
 Dianne Saridakis, Registrar ext. 4028
 Assistant Registrar ext. 4031
 Claudine Thomas, Associate Dean for Educational Support Services ext. 4061
 Sharon Watson-Mauro, Library Director ext. 8582
 Belena Chapp, Director, Locks Career Center ext. 4010
 Matt Chellel, Undergraduate Academic Advisor ext. 4063
 Sarah Vanacore, Writing Coordinator ext. 4062

Admissions (BFA)

Heeseung Lee, Director of Admissions ext. 4017
 Stefan Schechs, Assistant Director of Admissions & Graduate Admissions Coordinator ext. 4014
 Lisa Rigby, Admissions Assistant ext. 4015
 Erin Murphy, Admissions Counselor ext. 4020
 Sara L. Hunt, Admissions Counselor ext. 4019
 Sherine Lightbourne, Office Manager ext. 4013

The Art Shop

Katie Van Vliet, Manager ext. 8586

Business Office

(see Financial Services) ext. 4022

Career Center

(see Locks Career Center) ext. 4064

College Counselor

(see Student Services) ext. 4002

Communications

Amanda Mott, Director of Communications ext. 4068
 Michele Cohen, Assistant Director of Communications ext. 4065
 Creative Projects Manager ext. 4070
 General Inquiries ext. 4065

Computer Services

Dennis Dawton, Academic ext. 4073

Computing Administrator
 Shaun Flanly, Administrative Computing ext. 4004
 Chad Muthrad, Technician ext. 6802

Continuing Education

Judy Woodworth, Co-Director ext. 4059
 Natalie Payne, Co-Director ext. 4039
 Nicole Del Collo, Program Coordinator ext. 4033
 Marlise Tkaczuk, Program Coordinator ext. 8573

Development

Linda Porch, Director of Development ext. 4037
 Doris Chorney, Director of Alumnae/i Affairs ext. 4051
 Andrea Silva, Assistant Director for Grants and Development Events ext. 4069
 Jennifer Vatz, Coordinator of Annual Giving and Development Systems ext. 4066

Dean of Students

Ruth Robbins ext. 4035
 (see Student Services)

Educational Support Services (ESS)

Claudine Thomas, Associate Dean of Educational Support Services ext. 4061
 Matthew Chellel, Academic Advisor ext. 4063
 Sarah Vanacore, Writing Coordinator ext. 4062

Financial Services

Business Office

William L. Hill, Vice President for Finance and Administration ext. 4022
 Angeline Campbell, Controller ext. 8559
 Olmiraida Medina, Accounts Payable Coordinator ext. 4024
 Kareema Abusaab, Accounts Receivable Coordinator ext. 4098
 Rachel Phillips, Human Resources Manager ext. 4025
 Staff Accountant ext. 4023
 Scout Mayor, Administrative Assistant ext. 4022

Financial Aid

Melissa Walsh, Director of Financial Aid ext. 4042
 Michelle Adamo Shonleber, Assistant Director of Financial Aid ext. 4041

Food Services

Anthony Condo, Manager ext. 4049
 John Starrett, Assistant Manager ext. 4049

The Galleries at Moore

Director and Chief Curator ext. 4044
 Elizabeth Gilly, Outreach and Public Programs Coordinator ext. 4045
 Gabrielle Lavin, Asst to the Director ext. 4027
 General Information ext. 4027

Graduate Studies

Ian Verstegen, Director of Graduate Studies ext. 8569
 Stefan Schechs, Graduate Admissions Coordinator ext. 4016
 Paul Hubbard, MFA in Studio Arts ext. 6812
 Graduate Program Manager
 Margaret Leahy, MFA in Interior Design ext. 6814
 Graduate Program Manager
 Lynne Horoschak, MA in Art Education ext. 6811
 Graduate Program Manager

Library

Sharon Watson-Mauro, Library Director ext. 8582
 Elisa Graydon, Catalog and Metadata Librarian ext. 4055
 Erin Thompson, Circulation Supervisor ext. 4050

Eamon Tewell, Senior Library Assistant ext. 4050
 Mary Ann Zimmerman, Graduate Research Assistant ext. 4050
 Charles Duquesne, Media Specialist ext. 4060

Locks Career Center

Belena Chapp, Director ext. 4010
 Veronica Scarpellino, Assistant Director ext. 4064
 Graduate Career Counselor ext. 4010

Operations/Facilities

Ken Ferretti, Director of Operations and Facilities ext. 4007
 Fred Lee, Maintenance Supervisor ext. 4000
 Steve Mangen, Facilities ext. 4000
 Diz Murphy, Facilities ext. 4000
 Larry Walker, Facilities ext. 4000

President's Office

Happy Craven Fernandez, President ext. 1100
 Barbara Ornstein, Assistant to the President ext. 1100

Reception Desk

ext. 0

Registrar's Office

Fax 215.965.8538
 Registrar ext. 4028
 Mallory Wymer, Assistant Registrar ext. 4031

Student Services

General Inquiries ext. 4030
 Ruth Robbins, Dean of Students ext. 4038
 Corienne Myslinski, Associate Dean for Residence Life ext. 4035
 Diane Azuma, RN, Director of Health Services ext. 4032
 Ruth Gayle, Director of Counseling Services ext. 4002
 Jeanette Wintjen, Assistant to the Dean of Students ext. 4040
 Emily Johnson, Director of Student Activities & Facilities Rental ext. 4097

Studio Technician

John Pompetti, Foundation, 3D Fine Art Technician ext. 4008
 Jennifer Petsko, 3D Fine Art Technician ext. 8576
 Zachary Starer, Printing & Fine Art Technician ext. 4049

Summer Housing Rentals

(see Student Services) ext. 4035

EMERGENCY NUMBERS

Police 911
 Fire 911
 Ambulance 911
 Addiction Hotline 800.662.4357
 (24-hour coverage)
 AIDS Hotline 800.342.2437
 CHOICE Hotline 215.985.3300
 Hahnemann University Hospital Emergency/Trauma Center 215.762.7963
 (closest hospital for emergencies)
 Presbyterian Medical Group 215.662.8229
 (the College's physician service)
 Philadelphia Lesbian & Gay Task Force Violence & Discrimination Hotline 215.772.2000
 Poison Control Center 215.386.2100
 Suicide Prevention Center 215.686.4420
 Women Organized Against Rape (WOAR) Hotline 215.985.3333
 Women Against Abuse 215.386.7777

ADMINISTRATIVE SERVICES & COLLEGE RESOURCES

Academic Dean

The Office of the Academic Dean is responsible for academic administration in the undergraduate and graduate degree programs, general faculty affairs, Academic Council, Graduate Council, the Director of Graduate Studies, the Registrar's Office, the Academic Advisor, the Library, the Associate Dean for Educational Support Services and the Locks Career Center. Graduate students with academic concerns may consult the Director of Graduate Studies or the Academic Dean.

The Art Shop

The Art Shop markets original artwork by alumnae/i and students. In addition, The Art Shop offers employment to students interested in gaining retail experience in selling art.

The Art Shop hours are:

Monday–Friday 11 am – 7 pm
Saturday 11 am – 5 pm

Books and Art Supplies

If your course requires a textbook and/or supplemental materials, faculty will post them on their syllabus, which is on the Course Homepage in Moodle. Required textbooks and supplemental materials are also posted on Moodle. Textbooks may be purchased from local bookstores and/or from a number of online sources.

AIA Bookstore

1218 Arch Street
215.569.3188
www.aiabookstore.com

Barnes and Noble

1805 Walnut Street
215.366.0716
www.barnesandnoble.com

Joseph Fox Booksellers

1724 Sansom Street
215.563.4184
www.foxbookshop.booksense.com

University of Pennsylvania Bookstore

University Square
3601 Walnut Street
215.898.7595
www.upenn.bkstore.com

Local Art Supply Stores:

Dick Blick Art Supplies

Broad and Chestnut
www.dickblick.com

Utrecht Art Supply

Broad and Spruce Streets &
2020 Chestnut Street
www.utrecht.com

Business Office

(see Financial Services)

Career Center

(see Locks Career Center)

Career Opportunities

Online: COOL

Register with COOL: Career Opportunities Online (<https://moore-csm.symplicity.com/>) to have access to notices about work-study placement, exhibition announcements, internships, freelance work, full-time, part-time and summer employment and professional development resources.

(See Locks Career Center for more details.)

College Buildings

Art Education MA and Studio Art MFA students have dedicated studio space during the six week summer term. In keeping with their status as low-residency programs, it is imperative that students have ample workspace to pursue their work when not on campus.

Sarah Peter Hall and Wilson Hall are open from 8 am – 2 am every day of the week during the fall and spring semesters. In addition, the studios are open 24 hours on Tuesdays and Thursdays. During scheduled breaks in the fall and spring semesters, the College buildings are kept open for the same hours. However, if circumstances warrant it, the College reserves the right to deny access to the campus (including studio spaces) to students during times when there are no academic classes in session. The buildings are closed on Thanksgiving Day and also from the end of first semester until after New Year's Day. A two-week 24 hour access period will be designated at the end of each semester before final critiques. Dates for this two-week period will be posted on Sign Central following mid terms. Graduate students must vacate the building 15 minutes before scheduled closing. Access to College facilities requires a student to display a valid Moore ID.

Summer hours for Sarah Peter Hall and Wilson Hall are open from 9 am – 12 am every day of the week.

Graduate students who live on campus during the 6 week intensive graduate program in Art Education and Studio Art or 12 week summer term in Interior Design must sign in and out of residence halls during evening hours. Some studios have restricted or limited access unless graduate students have permission otherwise. Procedures for use are set by the Director of Graduate Studies and Graduate Program Managers and will be explained by the Graduate Program Managers.

Communications

The Communications Office promotes the College through publicity, publications and marketing. The office publicizes the accomplishments of faculty and students,

news and events in print, electronic and broadcast media. Staff oversee the College website and produce publications, including the alumnae/i magazine Moore magazine, an electronic newsletter Moore enews and catalogs, posters, brochures, advertisements and invitations for events such as Open House and Commencement.

This office also helps coordinate events and oversees many facets of the College's marketing program.

Computer Services: Email, Self Service and Access to the Internet

A. Getting a Moore Email Address

All new students are issued a College email address prior to or during Orientation. A student can access his/her account by going to <http://mail.moore.edu>. His/her email address is the first initial followed by their last name—i.e. jsmith@moore.edu. The password will initially be each student's social security number without spaces or dashes; however, the College recommends that students change their password for security purposes. To do so, students should log in with their name and social security number; then they should go to <http://directory.moore.edu> and follow the directions on the screen. Other users' email addresses are also listed in the directory. For questions about email or problems with login, students should contact Computer Services, located in the basement of Wilson Hall, at ext. 4004.

B. Using student@moore.edu

As part of the email system, there is a college-wide student email address, student@moore.edu. This college wide email address is to be used in a manner consistent with the educational mission of the College. Access to the Internet and email will be provided for College purposes only. All other uses are prohibited. College offices may use student@moore.edu to send students community-wide emails that are official College business. Student organizations (such as Student Government, Student Orientation Staff and Graduate Council) may use student@moore.edu for communications related to the mission of their organizations. Other individuals must submit a message to the Assistant to the Dean of Students, Jeanette Wintjen, and she will screen it prior to distributing it. In screening college wide student email, she will use the following guidelines:

- The message must respect the rights of others to privacy and confidentiality.
- No chain mail or email that propagates viruses or overloads the system with excessive data will be accepted for distribution.
- The message must comply with the College's policies and applicable laws concerning safety, libel, slander, defamation and obscenity,

particularly those in the Student Code of Conduct and the Sexual Harassment Policy found in this Graduate Student Handbook.

- Email may not be used for any acts of academic dishonesty as defined in the Graduate Student Handbook.
- No email will be accepted for private business, commercial or political activities, fund-raising, advertising on behalf of non-Moore organizations, unlawful activities or uses that violate any other College policies.
- The College reserves the right to refuse email and message requests that it deems inappropriate for mass distribution for reasons other than those listed above.

Any violation of this student email policy may be grounds for disciplinary action, including, but not limited to, removal of access privileges.

To send a message via the college wide student email address:

- Allow a minimum of 3 working days for the Assistant to the Dean of Students to review the email prior to distributing it.
- Send the email directly to student@moore.edu
- That email will go to the Assistant to the Dean, who will process it and notify the sender of the action she has taken.

The College uses email to disseminate important and timely information to students both in the form of college wide emails and individual emails. Students should check their College email on a regular basis to make sure they receive critical information.

C. Self Service

Self Service is an internet-based system providing students access to their academic and financial information. Using a standard web browser, students can register for classes, view academic plans, grades, unofficial transcripts, course and faculty schedules, degree requirements, Moore's courses and view account balance and financial aid information. All students and faculty have access to Self Service in the same way. They should go to www.moore.edu, click on the Self Service log-in, and enter their user ID (their first initial and last name, i.e. jsmith). New students receive an initial password prior to or during Orientation. As with email, the College recommends that students change their password for security purposes. Students needing help with Self Service login should contact Computer Services, located in the basement of Wilson Hall, at ext. 4004.

D. Moodle

Moodle is an acronym for Modular Object-Oriented Dynamic Learning Environment. It is a Course Management System (CMS), also known as a Learning Management System (LMS) or a Virtual Learning Environment (VLE). Moodle was developed as an open source

program designed to be an effective and easy to use classroom management and learning environment.

- Moodle interfaces with all of the student records data on Powercampus and replaces Self-Service for everything that is classroom related for faculty and students.
- Moodle provides faculty options to upload all types of media and multimedia for their classes as well as the ability to have class chats, blogs or forums.
- The grade book in Moodle allows faculty to see a thumbnail ID picture of each student with the class list from the one and only Moodle designed grade book faculty can enter attendance and submit grades.

E. Laptop/Wireless Program

Moore is committed to providing students with access to digital technologies essential for today's professional artists and designers. Therefore, every entering student is required to purchase a laptop computer. At the same time, the College has wireless Internet access throughout the entire campus. Students' laptops provide them with universal on-campus access to records, course syllabi/assignments, college email, online Connelly Library resources and the Internet.

To help reduce the cost of this initiative to graduate students, the College has negotiated special pricing with Apple Computer, Inc. and special software offers through Journey Ed. In addition, the Financial Aid Office has included reasonable expenses for a computer and software in the estimated cost of attendance for students receiving financial aid. For further details on this program, please sign onto Self Service with the user name and password provided by the College. On the bottom left hand side of the main page, there is a "computer purchase link" with more details specifying minimum computer requirements and links to discounts.

Connelly Library

The Library provides access to materials and resources to assist Moore students in their academic studies and studio practice. The library also provides faculty with resources to enhance their teaching and scholarship.

A. Collections

Books - This collection consists of circulating and reference books. It provides broad-based coverage of the history, theory, criticism and practice of fine arts and design, while supporting the liberal arts, art education and career development.

Journals - This collection consists of over 120 titles, including scholarly, trade, and popular journals that cover all areas of study at Moore. In addition, the Library houses bound periodicals from past decades that are an invaluable resource for students and faculty. Periodicals are for in-library use only.

Electronic Resources - Online journal databases and visual resource collections are accessible through our Web site and allow students and faculty to search for abstracts, full-text articles and images. Login information may be obtained in the Library.

Slides/Digital Collection - The collection in his collection has over 135,000 slides covering all aspects of fine art, history, architecture and design. Slides may be placed on reserve in the Slide Room up to one week in advance of the day needed. Patrons must select, assemble and return slides in person. Slides are for on-campus use only. The Library's digital collection is available via the Moore College of Art & Design Digital Collections and ARTstor database.

Picture Files - This collection of images for research and study is organized by subject. Up to 10 items may be checked out for 3 weeks.

Videos and DVDs - Art and technique videos and DVDs are available for students, faculty and staff. These materials may be checked out for 7 days.

All these materials may be renewed once, unless another patron has requested their use.

Archives - This collection documents the history of the College as well as the work of our faculty and alumnae/i. Former students' theses and winning fellowship proposals are located in the archives. Also housed in the archives is a distinctive collection of artists' books. Students, faculty and staff may access all materials by making an appointment at the circulation desk.

B. Services

The Online Catalog - The Library's Online Catalog, available through the library website, provides patrons access to research materials in a variety of formats including: books, journals, multimedia materials and visual resources. The library's website also provides access to electronic subscriptions including, full text journal articles, bibliographic information and several image databases. Library instructional videos, writing resources and general information regarding the library are also available through the website. The library blog is designed to share highlights and relevant topics to the Moore community; <http://library.moore.edu>.

Interlibrary Loan (ILL) and Reciprocal

Borrowing - Patrons seeking materials not owned by the Library may request those materials through interlibrary loan. The Library also maintains reciprocal access and borrowing agreements with over 45 area college and university libraries. Students in good standing may obtain full access to these libraries by obtaining a letter of introduction at the circulation desk.

Faculty Reserves - Materials selected by the faculty that are pertinent to students' coursework are placed on reserve. Faculty reserves may be checked out with a valid Moore student ID for in-library use only.

Audio Visual Equipment- The Library houses a wide selection of AV equipment including: slide projectors, overhead projectors, LCD projectors, digital cameras and sound and recording equipment, laptops and smart carts. Students, faculty and staff may check out equipment at the circulation desk. AV equipment is checked out for same day use.

Library Instruction – Our library instruction classes teach the skills needed to locate, retrieve and critically evaluate information, including print and online research techniques. Library instruction and tours are available for classes and individuals. Forms to schedule a class or individual instruction are available at the circulation desk.

C. General Information

Library Hours

Monday –Thursday	8 am – 10 pm
Friday	8 am – 5 pm
Saturday	8:30 am – 5 pm
Sunday	11 am – 7 pm

Summer Library Hours

Monday –Thursday	8 am – 8 pm
Friday	8 am – 5 pm
Saturday	8:30 am – 5 pm
Sunday	11 am – 7 pm

* Holiday and Break hours as posted.

Library Transaction - All faculty, staff and registered students must present a valid Moore ID.

Counseling

Counseling is provided by the College Counselor, who is on campus 20 hours a week, fall and spring semesters. Her hours are: Mondays, 11 am – 6 pm; Wednesdays, 12 pm – 6:30 pm; Fridays, 11 am – 5:30 pm. The Counselor also makes referrals to off-campus therapists or psychiatrists and handles psychological emergencies in conjunction with other relevant staff members or administrators. Confidentiality is maintained.

Dean of Students

The Dean of Students presides over student affairs. The Dean has primary responsibility for administration of College policy as it pertains to students and serves as Chairperson of the Academic Standards Committee and the Retention Committee. She is the head of Student Services and supervises personnel responsible for student leadership programs, residence life and housing, co-curricular programming, personnel counseling and health. The Dean of Students and the Director of Graduate Studies should be consulted on all graduate student related issues.

Development

The Development Office is responsible for raising funds from corporations and foundations, alumnae/i, parents and friends to help defray general operation and capital costs incurred

by the College. Students are encouraged to participate in these efforts by working at annual phone-a-thons.

The Development Office is also home to Alumnae/i Affairs. The Director of Alumnae/i Affairs provides services to alumnae/i and current students by serving as a liaison for students interested in contacting alumnae/i mentors in the students' fields of study, and by coordinating trips, special projects and community service opportunities open to students and alumnae/i. Students are encouraged to visit the Office of Alumnae/i Affairs for more information.

Disability Services

The College has a Disability Committee headed by the Dean of Students and the Associate Dean for Educational Support Services. Students that wish accommodations for a disability should speak with the Dean of Students, who will explain the College's procedures for documenting disabilities and making reasonable accommodations and will help the student take the necessary steps. (See Disability Policy in the College Policy section of the Handbook for further details.)

Educational Support Services (ESS)

This office provides a variety of support services designed to help students succeed academically and make the best possible use of their educational opportunities at Moore. Services include individual tutoring, workshops on time management and study and writing skills, and referrals for students with specialized needs. Students with language-based learning differences can receive individualized assistance and support through this office. Assistance is also available for students who are non-native speakers of English.

Financial Services

A. Business Office

Billing, payments, charge accounts and all financial matters pertaining to the operation of the College are handled by the Business Office. Students with questions about their bills should see the Accounts Receivable Coordinator.

B. Financial Aid

The Financial Aid Office provides aid, based primarily on need, to help full-time students meet college costs. The amount of assistance varies according to students' needs and the availability of funds. Funds for aid are provided through federal, College and private sources. For more information about financial aid programs, see Financial Aid under the College Policies section of the Handbook.

Food Services/Dining Hall

The College Dining Hall is located between the classroom areas in Sarah Peter Hall and Stahl Hall. During the summer months, meals

are served at the hours posted below. After hours, snack food is available from vending machines in the Dining Hall.

Commuting graduate students, faculty, staff and guests may purchase food à la carte. A Declining Balance Account may be set up where participants put an amount of money on their account and purchased food costs are deducted and tracked by scanning their ID at the cash register. Those interested in this plan should go to the Business Office.

Summer Dining Hall Hours 6/27 – 7/22

Monday–Friday
Breakfast: 7:45 am – 9:15 am
Lunch: 11:30 am – 1:15 pm

Summer Dining Hall Hours 7/25 – 8/11:

Monday–Friday
Continental Breakfast: 8:30 – 10 am
Lunch: 10:15 am – 1:15 pm

Fall & Spring Semester Dining Hall Hours

Monday–Friday
Breakfast: 7:45 am – 9:45 am
Lunch: 11 am – 1:15 pm
Dinner: 5 – 7 pm

Saturday (During YAW ONLY)
Continental Breakfast: 8:30 am – 10:00 am
Brunch: 10:00 am – 1:15 pm
Fitness Program

(see Philadelphia Sports Clubs)

The Galleries at Moore

Demonstrating its commitment to the Moore community, The Galleries present annual alumni and student exhibitions and triennial faculty exhibitions. In addition to annually featuring work by alumni, students and faculty on campus in the Levy, Paley, Graham and Wilson Galleries, work by the Moore community is also featured in public exhibition spaces at several locations off campus including the Kimmel Center for the Performing Arts and Comcast's 56th Floor Gallery. The Galleries are free and open to the public.

Gallery hours:

Monday–Friday 11 am – 7 pm
Saturday 11 am – 5 pm

Summer hours: (May 25 – Sept 10)

Monday–Friday 10 am – 5 pm
Saturday 11 am – 5 pm

CLOSED Sundays and All national and academic holidays

Graduate Admissions

The Director of Graduate Studies in consultation with the Graduate Program Managers are responsible for the recruitment and selection of new graduate students to the College. All students are required to meet with the appropriate Graduate Program Manager for an interview and to present their portfolio prior to an admissions decision.

The Admissions Office and Director of Graduate Studies schedule and provide tours. The application deadline for all graduate programs is February 1st. All applicants are required to hold a Bachelor's degree at the time of enrollment. For more information regarding the graduate admissions procedure, please refer to the website at www.moore.edu/site/admissions/graduate application or contact the Graduate Admissions Coordinator at 215.965.4014.

Graduate Advisor

The Director of Graduate Studies oversees general graduate advising. The Interior Design Graduate Program Manager, the Studio Arts Graduate Program Manager and Art Education Graduate Program Manager provide advising for individual graduate programs.

Graduate Council

The Graduate Program Council is comprised of: the Academic Dean, the Director of Graduate Studies, the Graduate Program Managers and appropriate staff members, such as the Librarian, Registrar, Associate Dean for Educational Support and Director of the Locks Career Center. The Graduate Council reviews and approves curriculum and graduate academic policies.

Identification

College ID's are distributed by Student Services. New students may receive their ID's at registration providing they have received college-wide clearance. In order for the ID card to remain active each term, graduate students must be in good standing with the Business office. Lost or stolen ID's can be replaced for a fee of \$15. ID's are required for access to all College facilities and must be carried and displayed at all times. They are also needed for discount prices at museums and other local cultural institutions.

Library

(see Connelly Library)

Lockers & Storage Space

A limited number of lockers are available to graduate students and are administered by Student Services. Graduate students are advised to locate a locker from a block of designated lockers on the third and fifth floors of Sarah Peter Hall. Graduate students must fill out a Locker Registration Form and pay a \$10 deposit for the lock, refundable at the end of the program (or when relinquishing the locker). These forms are provided during the initial summer orientation; thereafter, they can be obtained from the Student Services Office. Graduate students with unregistered lockers assume the risk of having the locks removed and the contents emptied and discarded. The College does not assume responsibility for personal property left on the premises. Interior Design

graduate students may claim a locker by the Friday after BFA commencement. Art Education and Studio graduate students may claim a locker the first day of summer semester.

Locks Career Center

The search for meaningful work gets a jump-start with regular visits to the Locks Career Center. The Center provides career-related information to students and alumnae/i and is a life-long resource for the professional development of artists and designers. Located on the first floor of Sarah Peter Hall next door to the Admissions Office, the Center maintains both student and professional job listings, holds workshops and offers individual career assistance sessions.

The Locks Career Center services include:

- Career counseling to assist students in making informed career choices and in making a successful transition from school into a professional career.
- Practical career information about jobs, self-employment and further education.
- Career workshops, examples include: Writing Résumés and Cover Letters, Getting Started in Craft Shows, Freelance Basics, Networking, Pricing Your Artwork and Working Overseas.
- Assistance with internships, community service, part-time and volunteer jobs.
- Career Opportunities Online (COOL), the system at <https://moore-csm.symplicity.com/> that provides job listings, exhibitions, student-alumnae/i networking and online resumes and portfolios.
- A comprehensive resource center with information on internships, jobs, grants, residencies, exhibitions, competitions, craft shows, freelance and business opportunities.
- On-site recruiting by major area art and design employers.

The Center is open Monday through Friday from 9 am – 5 pm and evenings/weekends by arrangement. All services are free to students and alumni.

Lost and Found

Reports of lost items should be filed with Student Services and found objects taken there immediately.

Movie Theater

(see Roxy Theater)

Operations and Facilities

The Office of Operations and Facilities is responsible for maintaining the buildings and grounds, security and central services, which includes shipping and receiving and the College's mail and copying operations. In the area of maintenance, work orders signed by an administrator must be submitted for

all work. For service in studios or classrooms, contact the Graduate Program Manager or faculty member using those facilities, or the Director of Operations and Facilities. For further details about security procedures, see Security in this section of the Handbook.

Parking

While there are no parking facilities at the College for students, the College has an agreement with three different discount parking options when you drive to Moore College of Art & Design.

Realen Properties has extended an invitation for Moore students to park in the Edgewater Garage at 23rd and Race Streets. The rate for this garage will be \$7.00 per day for students who pre-pay for tickets, and you will need to buy 10 tickets at a time.

You can purchase tickets from a customer service representative at the garage - weekdays from 7 am – 6 pm. Please pay with a check or money order; cash and credit cards will not be accepted for pre-paid tickets.

Moore College of Art & Design has worked out an agreement with The Franklin Institute Parking Garage to offer discount voucher parking to our students. This garage is owned and operated by Expert Parking. Students may purchase monthly passes directly from Linda Horner, the Garage Manager, between the hours of 7 am – 3 pm, Monday through Friday only. Her phone number is 215.448.1391. Her office is located inside the parking garage at the exit, level P2, on the right side as you are leaving. When you arrive at the garage to park, you would enter the parking garage at the 21st Street entrance and take a daily ticket.

Finally, Kennedy House Garage located at 1901 JFK Boulevard has offered us a deal for night and weekend parking. This garage will be available to you from 4 pm – 12 am Monday through Friday and all day on weekends for only \$6.00 per day. You must pick up these tickets in the Student Services office ten at a time, between 9 am – 5 pm Monday through Friday, and you can redeem them for your discount as you exit the garage. The College serves as the liaison between these parking facilities and the students. As part of the agreement, the College manufactures the voucher sheets and informs students of the opportunity. The College is in no way responsible for accepting or collecting any money. The College is not responsible for your vehicle or items left in your vehicle. It is your responsibility to take advantage of these parking discounts under the guidelines.

Off-street, open-air parking is available at 22nd and Cherry and at 23rd and Race Streets. On-street parking is widely available within walking distance of the College; approximately 270 12 hour parking meters are located in the College's vicinity. The cost is \$2.00 per hour. The meters accept quarters and Smart Cards. Smart Cards are available in \$20 denominations

and can be purchased on-line at www.philapark.org/smartcards/smartcard_store.aspx.

Metered parking is located:

- on the north and south sides of The Parkway between 20th and 23rd Streets
- on 19th and 20th Streets between The Parkway and Callowhill
- on 21st and 22nd Streets between The Parkway and Hamilton

Police regulations concerning on-street parking are strictly enforced, and cars may be towed at the owner's expense.

Philadelphia Sports Clubs

The College contracts with Philadelphia Sports Clubs to provide free access to Moore graduate students at two of their facilities, located at 1735 Market Street and 2000 Hamilton Street. These facilities offer complete body workouts, group exercise classes (such as yoga, cycling, boxing), cardio equipment, massage, free weights, circuit equipment, etc. To gain access, graduate students need a valid Moore ID with a PSC sticker that can be obtained in Moore's Student Services Offices. The contact person for the Philadelphia Sports Clubs at Moore is the Associate Dean for Residence Life in Student Services.

President

The President of the College is the chief executive officer and is responsible for the administration of the College.

Psychological Counseling

(See Counseling)

Registrar

The Registrar oversees all registration procedures, student academic records and grades. Questions concerning grade point averages and official transcripts should be taken to the Registrar's Office. Most forms are available at www.moore.edu under "My Moore." Forms for course withdrawal, add/drop forms and withdrawal from College must be obtained directly from the Registrar's Office. The Registrar's office also provides enrollment verification and releases official transcripts as requested in writing.

Roxy Theater

The College contracts with the Roxy Theater to provide free admission to their movies. The theater is located at 2023 Sansom Street. Students must present a valid student ID to the cashier, who will take the student's name. Admission is good for any show at any time; however, students may not use their ID to reserve tickets in advance.

Security

A. The College's Security System:

Security at the College is overseen by the Director of Operations and Facilities. To ensure student safety and to protect College property,

the College has either security personnel or a receptionist on duty 24 hours a day, 7 days a week in the main entrance to Wilson Hall. The primary responsibility of security personnel is to monitor people coming into College buildings by checking their ID's and by ensuring that people who are not affiliated with the College are escorted. In addition, security personnel patrol the College's campus and serve as escorts locally for members of the College community. The College contracts for the security personnel it uses. They are supervised by an on-site supervisor and the Director of Operations and Facilities. Security personnel are unarmed; in any emergency situation, they contact the relevant administrator or the Philadelphia Police Department. At least two security guards are on duty at all times. The College is served by a total of 6 security persons during an average 24 hour period.

All residence hall room and suite doors can be locked with keys. Access to Stahl Hall is through the main entrance to the College. A valid Moore ID must be swiped by the door access panel to gain entrance into Stahl Hall.

An emergency phone is located across from the elevators on each floor of the studio buildings. For use in the event of an emergency, this phone provides direct contact with front desk security.

The Director of Operations and Facilities notifies the College community of any security issues through e-mail, signage at the front desk in Wilson Hall and/or via memoranda, or text message when appropriate.

The College provides shuttle service each night. The hours of the shuttle coincide with rover guard hours. The rover guard acts as both shuttle driver and rover guard. During posted rover hours, students can request to be dropped off or picked up at one of the Philadelphia Sports Clubs locations or from their student residence if it is within a ten-block radius of the College. Each semester the College posts the schedule and route for shuttle service. Students who wish to have the route modified to better accommodate their needs should ask the Associate Dean for Residence Life. While not all requests can be honored, the College will try to make reasonable adjustments to the route. The shuttle is strictly used for transportation of students and is not used for moving or hauling of items. After dark, students should use the shuttle for their safety.

Occasionally the shuttle is out of service due to repairs. Students will be notified by signage or email.

B. The Student's Role in Maintaining a Secure Campus:

Crime prevention and a secure campus are the responsibility of everyone. It is essential, therefore, that students comply with the following guidelines:

1. IF AT ALL POSSIBLE, DO NOT WALK ALONE AFTER DARK. If you must walk

after dark, use good judgment. Do not walk in areas that are unfamiliar. If at all possible, make plans to walk with another person.

2. Report all incidents of burglary, assault or trespass crimes to the Director of Graduate Studies, Dean of Students or to the security personnel at the front desk.
3. Security will immediately notify the Philadelphia Police Department by dialing 911 in emergency situations of assault, burglary or trespassing.
4. Immediately report any unauthorized person you encounter to any of the persons mentioned above.
5. To contact College or security personnel, call the reception desk by using the College's main telephone number 215.965.4000. If you are using a push-button phone, punch "O" for Operator to by-pass the College's voicemail message.
6. Do not prop open fire doors. Lock all doors and windows which should be locked.
7. A security guard (the rover guard) is available to escort students between the College buildings and in the immediate vicinity of the College.

Rover guard's hours:

For fall and spring semesters:
Sunday, Monday, Wednesday
and Friday 5:30 pm – 2 am
Tuesday, Thursday 5:30 pm – 7 am
Saturday 8 pm – 4 am

For summer semesters from May to August: No shuttle service and a limited radius for escorts. The rover guard will escort students within the following vicinity: the west side of 23rd Street to the east side of 17th Street, the south side of Market Street to the north side of Pennsylvania Avenue, which is also Callowhill Street. To arrange for the rover guard's escort service, ask the security guard at the front desk to page the rover. This service is available during academic year only, not during the summer semester.

Student Lounges

Fox Commons in Wilson Hall is a common area open to students, faculty and staff. This lounge is for gatherings, meetings and receptions. Sleeping is not permitted in any of these lounges from 10 pm to 6 am. Students who use the lounges are expected to clean up behind themselves.

Student Services

The Student Services Office falls under the direction of the Dean of Students. The Office manages co-curricular programming, student health, personal counseling and residence life. Student Government, Student Mentors, the Residence Life Staff, the Emerging Leaders in the Arts and the Judiciary Committees are managed from this office. In addition, the office takes student IDs and serves as liaison to the parking discount programs, the Philadelphia Sports Clubs and the Roxy Theater.

Telephone Messages

The College cannot take messages for graduate students. In case of emergency regarding a graduate student, contact should be made with the Director of Graduate Studies or the Graduate Program Managers, and an attempt will be made to reach the graduate student.

COLLEGE POLICIES

College policies described in this section are divided into general administrative policies, policies related to student rights and responsibilities and policies on judiciary and redress for student concerns. For academic policies see that section of the Handbook. In the event of substantive changes to policies during the course of an academic year, graduate students will be notified either through a mailing, an email or at the next registration.

GENERAL ADMINISTRATIVE POLICIES

Billing Policies

The following is a summary of the financial policies which affect student billing:

A. Tuition, Fees and General Expenses

The graduate tuition rate for 2011 – 2012 is \$1,280 per credit with a general fee of \$58 per credit. Tuition and fees are billed three times a year for each term. Graduate students can expect additional expenses to cover the cost of books and supplies. For Studio Art graduate students, there will be an international residency fee in addition to the cost of airfare travel to Ireland during the second summer semester. Interior Design Pre-Program Workshops are billed through the Office of Continuing Education. Financial aid is not available toward their tuition cost.

B. Commencement Fee

Graduate students will be charged a commencement fee of \$376 during the final summer term of study.

C. Late Fees

Tuition payment is due on the date listed on the student invoice. A \$55 fee will be assessed for late payment.

D. Financial Policy

All charges due to the College must be paid in full by the due date printed on the invoice (Students enrolled in and current with the tuition payment plan, or those waiting for accepted and completed financial aid to be credited to their student account, are able to defer that portion of their balance to be paid by signing a promissory note.) No graduate student is considered registered until all financial obligations have been met and cleared through the Business Office.

The College offers a tuition payment plan. To inquire further about it, visit or call the Business Office.

E. Credit Balances

Refunds will be issued on graduate student accounts with a credit balance within two weeks of the date the credit was created or the first day of classes, whichever is later.

F. Other Charges

Graduate students may also be charged other fees, a \$55 late registration fee and \$25 for a check returned because of insufficient funds.

G. Billing Cycle

Summer semester bills are mailed in the spring; fall semester bills are mailed in the summer; spring semester bills are mailed in November.

H. Tuition, Fee Refund Policy

If graduate students drop courses before the published date, graduate student charges will be reassessed. If graduate students drop courses after the drop/add period, graduate students will receive a partial refund on tuition and fees. See the chart below.

Refunds for graduate students who withdraw from all classes are calculated in two ways:

1. The College calculates refunds based on weeks of class attendance.
2. For those graduate students receiving federal financial aid, refunds are calculated based on the number of days in the semester. This is a different standard than that which the College uses.

IMPORTANT: Therefore, it is possible for a graduate student to be charged full charges and receive only a portion of his/her federal aid, based on the percentage of days completed. This may result in the graduate student owing additional dollars to the College. If a graduate student withdraws after the 60% point in the semester, no adjustments will be made to his/her financial aid. The graduate student is considered to have earned 100% of his/her financial aid. Individuals with questions pertaining to this policy should speak with the Director of Financial Aid.

Federal regulations require Moore to return unearned aid in the following order:

Unsubsidized Federal Stafford Loan, Subsidized Federal Stafford Loan, Federal Perkins Loan and other sources of federal, state, private or institutional aid.

In determining refunds, the College uses the last date of attendance as a basis for number of weeks in class.

The schedule for the semester follows:

Withdrawal Period	Percent refunded
Prior to start of classes	100%
End of Drop/Add	90%
End of 20% of classes	75%
End of 25% of classes	50%
End of 50% of classes	25%
After 50% of classes	0%

Summer Housing

Moore offers limited summer housing to graduate students taking classes at Moore during the 12 week summer term for Interior Design and the 6 week summer term for Studio Art and Art Education. Interested graduate students should contact the Associate Dean for Residence Life to confirm availability. The following regulations apply to all College housing. It is the expectation that all residents abide by the regulations and procedures. Violations of these regulations and procedures may subject the student to fines and/or disciplinary action.

Crisis Policy

Any individual associated with Moore College of Art & Design who becomes aware of a crisis involving students, staff, faculty or College property should notify the President along with the following administrators:

A. For a crisis involving students

- Graduate students, notify the Director of Graduate Studies.
- If you cannot reach the Director of Graduate Studies, Dean of Students or the Director of Continuing Education, and the crisis is psychological in nature, notify the Director of Counseling Services.
- If you cannot reach the Director of Graduate Studies, Dean of Students or the Director of Continuing Education, and the crisis involves physical health, notify the Director of Health Services, Diane Azuma, or Presbyterian Medical Group, the College's contracted family physician group. The number for Presbyterian Medical Group is 215.662.8229. The principal physician is Dr. Caroline Kim.

B. For a Crisis Involving Faculty

Notify the Academic Dean for graduate and undergraduate faculty.

C. For a Crisis Involving Staff

Notify the Vice President of Finance and Administration.

D. For a Crisis Involving College Property

Notify the Director of Operations and Facilities, or the Vice President of Finance and Administration.

In a crisis situation, any communication with the media will be handled by the President. If the President cannot be reached, the Communications Director will handle communication with the media.

In any crisis involving students, faculty or staff, any communication with family members will be handled by the President along with the appropriate administrator—Director of Graduate Studies for graduate students, Dean of Students for undergraduate students, the Academic Dean for all faculty, Director of CE for YAW and CE faculty or students and the Vice President of Finance and Administration for staff.

F. For Other Emergencies

The College has detailed emergency response policies pertaining to specific situations including fire emergencies, demonstrations and city-wide emergencies. In the event that such emergencies occur, administrators will direct the response of the members of the College community. Students, faculty and staff may be asked to congregate in common areas within College buildings and/or they may be asked to evacuate the buildings. Further information about these policies may be found in the Dean of Students' office.

Course/Faculty Evaluations

All courses will be evaluated at the end of each semester. The results of these evaluations are compiled and distributed to the individual faculty member, the Director of Graduate Studies, Graduate Program Managers and to the Academic Dean no sooner than three weeks after final grades are posted. These evaluations are used to counsel faculty members about their teaching effectiveness.

Disability Policy

Moore College of Art & Design complies with the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. According to Section 504 of the Rehabilitation Act of 1973, no otherwise qualified individual with a disability shall, solely by reason of his/her disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

"Individual with a disability" means "a person who 1) has a physical or mental impairment which substantially limits one or more major life activities [including walking, seeing, hearing, speaking, breathing, learning and working], 2) has a record of such an impairment, or 3) is regarded as having such an impairment."

"Otherwise qualified" means a person who meets the academic and technical requirements for admission or participation in the College's programs or activities. For such a graduate student, reasonable accommodations may be needed to insure appropriate participation so long as the accommodations do not impinge on essential elements of courses, programs and activities. The College will make reasonable accommodations sufficient to meet student needs only for known limitations of otherwise qualified students with disabilities. The College is not obligated to make an accommodation if it would impose an undue financial or administrative burden or if the College is being asked to address a personal need.

The College has a Disability Committee, which includes the Director of Graduate Studies, the Dean of Students and the Associate Dean for Educational Support Services, supported when necessary by consultations with the Director of Health Services and the College Counselor. This Committee is in charge of administering disability services. Graduate

students who wish to apply for disability services and/or accommodations should speak with the Director of Graduate Studies and the Dean of Students, who will provide the graduate student with the appropriate forms for requesting these services. Documentation of a disability must come from a licensed professional in the field appropriate to the disability. As a general rule, a note from a general practitioner may not be adequate. The physician's documentation must include: a current diagnosis (no more than 3 years old) of the graduate student's disability, a description of how the disability interferes with one or more major life activities and a description of functional limitations specific to the academic setting. Documentation should also include a recommendation for appropriate accommodations. (More details about documentation are found on the forms themselves.)

Initial documentation of a disability must be provided at least 3 weeks prior to the beginning of the semester in which accommodations are requested or as soon thereafter as the student becomes aware that she has a disability. It is the graduate student's responsibility to pay for necessary evaluations to verify his/her disability. It is also his/her responsibility to request accommodations at the beginning of each semester in which she desires them. The College may request updated documentation of a disability at least annually.

Once the documentation has been received, the graduate student should make an appointment to meet with either the Dean of Students or the Associate Dean for Educational Support Services. Either Dean will provide the student with a memo for his/her faculty, for the Director of Graduate Studies and for the Graduate Program Manager, documenting their need for accommodations. If need be, the coordinator and the faculty will meet with members of the Disability Committee to work out the specifics of any accommodations, consulting with the graduate student in the process.

In the event that a graduate student with a disability has a grievance about the manner in which services are being provided, he/she should use the Student Grievance Procedure to address the problem. The graduate student should ask for support from a member of the Disability Committee in lieu of or in addition to the support staff listed in the Student Grievance Procedure.

The documentation of a graduate student's disability is confidential. This information is available only to Moore faculty and Disability Committee members who are involved in the processing of the graduate student's request for an accommodation or to others if the graduate student authorizes disclosure of the nature of the disability in a signed release.

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act of 1974 is a federal law which provides each graduate student with the right to "inspect, challenge, correct and protect" the content of his/her cumulative record and files. The law also provides that the College will maintain confidentiality of student records except with respect to special cases noted in the legislation.

A request by a graduate student to inspect his/her educational records shall be directed to the Registrar. Educational records include:

1. transcripts
2. admission files

The following are not included in FERPA's definition of a student's educational records:

1. personal records kept by a College staff member;
2. graduate student employment records that relate exclusively to the student in the capacity of an employee;
3. records maintained separately from educational records solely for law enforcement purposes that are revealed only to law enforcement agencies of the same jurisdiction; and
4. medical records maintained by the College Health Services if those records are used solely for treatment and made available only to persons providing treatment.

A graduate student wishing to review his/her files must make a written statement to the Registrar listing the items of interest. Files covered by the Act will be made available within 45 days of the request. Graduate students may have copies of their records at their own expense at prevailing rates. Exceptions to the right of inspection are as follows:

1. financial records of parents of the student or any information contained therein;
2. confidential letters and statements of recommendations which were placed in the cumulative file of the graduate student prior to January 1, 1976;
3. information for which a graduate student has signed a waiver of his/her right of access to confidential information as it pertains to admission, and application for employment;
4. records which are excluded from the FERPA definition of educational records.

Moore College of Art & Design shall not permit access to or release information from the cumulative record of any student to any party other than as follows:

1. Academic, personal and biographical information will be released to faculty, professional staff and administrative officers within the College on a "need to know" basis.
2. be provided to officials of other colleges or universities in which the graduate student

- seeks or intends to enroll, on the condition that the graduate student requests the intended transfer of records, is given a copy of such records if desired, and is given the opportunity for a hearing to challenge the content of such records.
3. Access shall be granted to authorized federal officials auditing federally-supported education programs and state officials to whom information from graduate student records is required by statute to be disclosed.
 4. Persons processing graduate student's financial aid applications shall have access.
 5. Access will be granted to organizations conducting studies for educational agencies in connection with predictive tests, student aid programs and the improvement of instruction, provided that the identity of graduate students must not be revealed to other than representatives of such organizations.
 6. Access will be granted to accrediting organizations carrying out their accrediting functions.
 7. Parents of a graduate student shall have access if the graduate student is dependent upon such parents for federal income tax purposes. Exceptions to this policy are:
 - a. Graduate students may sign a release authorizing parental access to their records and/or authorizing appropriate staff members or faculty to discuss their academic progress or health with family members, doctors. Release forms are available in the Office of the Director of Graduate Studies; under most circumstances, these releases only cover the academic year in which they are signed.
 - b. In an emergency, appropriate persons may have access if the knowledge of information from a graduate student's records is necessary to protect the health or safety of the student or other persons.

The College reserves the right to refuse to provide copies of records to graduate students with outstanding financial obligations to the College or against whom there is an unresolved disciplinary action pending. In accordance with FERPA, letters of recommendation and transcripts from other institutions will not be copied. Graduate students must request these from the originator. The College, in accordance with the Act, has designated the following categories as directory information:

1. name
2. address
3. telephone number
4. electronic address assigned by the college
5. date of birth
6. major field of study

7. participation in officially recognized activities
8. dates of attendance (including current classification and year; matriculation and withdrawal)
9. degrees and awards received (type of degree, date granted and honors)
10. the most recent previous educational agency or institution attended.

Graduate students wanting any of the above information withheld should notify the Registrar in writing within two weeks of each year's academic enrollment.

Graduate students may challenge any information contained in their cumulative record which they believe to be inaccurate, misleading or inappropriate. This right does not extend to reviewing grades unless the grade assigned by an instructor was inaccurately recorded in the records. (For College policy on grade changes, see the Academic Policies and Regulations section of the Handbook, under Grading System, Appeals.)

Graduate students may also insert a statement in their records to explain any such material from their point of view. A graduate student who wishes to challenge the information in his/her file must make a written request for a hearing to the Registrar. The request will be reviewed by the Academic Dean, Director of Graduate Studies and the Dean of Students.

Revisions and clarifications of this policy will be published as experience with the law and Moore College of Art & Design's policy warrants.

Financial Aid

Moore College of Art & Design participates in the Federal Direct Loan programs. A graduate student must be enrolled for a minimum of three credits per semester and be accepted and matriculated into a Masters degree program in order to be eligible to receive the Federal Direct Stafford and/or the Federal Direct Graduate PLUS Loan. The annual Stafford Loan limit for graduate students is \$20,500. The aggregate Stafford Loan limit (including loans for undergraduate study) is \$138,500. A graduate student may borrow under the Federal Direct Graduate PLUS Loan program if he/she is credit worthy and remains eligible after the Stafford Loan(s) and other financial assistance have been deducted from the graduate student's financial aid budget. Graduate students are encouraged to complete the Free Applications for Federal Student Aid (FAFSA) at [HYPERLINK "http://www.fafsa.ed.gov"](http://www.fafsa.ed.gov) www.fafsa.ed.gov. The FAFSA is needed in addition to the Federal Direct Stafford Loan and Federal Direct Graduate PLUS Loan Master Promissory Note (MPN). Fees and charges not covered by financial aid are the responsibility of the graduate student. If a graduate student's application is selected for verification by the federal processor or the Financial Aid Office, then he/she must provide tax information and all supporting

documentation to the Financial Aid Office. The graduate student will receive a request detailing the required documents when the FAFSA is received at Moore. The graduate student must provide the required documents in order for his/her application to remain active. Any documentation produced by the graduate student that differs from information provided on the FAFSA may change the financial aid award(s). Loans cannot be processed until verification is complete. As part of default prevention efforts, the Federal government requires all graduate students to complete entrance counseling before the institution can disburse any Federal Direct Stafford or Federal Direct Graduate PLUS Loan proceeds. Information regarding the completion of online entrance counseling is available through the Financial Aid Office. Exit counseling is required upon graduation or separation for all graduate students who have borrowed a Federal Direct Stafford Loan. Graduate students must maintain satisfactory academic progress in order to receive federal loans and graduate fellowships. Please consult the section on Academic Policies and Regulations for guidelines governing academic progress. The Financial Aid Office utilizes the Moore email system to communicate with students. Graduate students are encouraged to check their Moore e-mail account regularly. More complete information about financial aid programs may be obtained from the Financial Aid Office in Financial Services. For details about the impact of academic standing on financial aid, see the Academic Policies section.

***Interior Design Pre-Program Workshops are not eligible for financial aid.**

Fire Drills

The College conducts periodic announced and unannounced fire drills. Graduate students should acquaint themselves with instructions posted in the College buildings and the residence halls to learn the quickest and safest ways to exit the buildings. Use stairs only to exit buildings.

DO NOT USE ELEVATORS. In the event of a fire emergency, vacate the building. The fire alarms are monitored 24 hours a day by an outside alarm company. When an alarm is sounded, the alarm company will notify the Philadelphia fire department.

Health Policies

The College requires that graduate students file a health history, consent and completed immunization forms in the Health Services Office before classes begin. (For more details, see Health Services.) This health form is critical to providing proper care for graduate students. Immunizations are a part of this form and help Health Services assure that graduate students are as protected as possible on campus from exposure to the diseases covered by immunization. In devising its policy about immunizations, the College follows the

guidelines of the American College Health Association (ACHA), which cover communicable diseases such as AIDS, measles and TB. In the case of AIDS, ACHA recommends that the primary response to AIDS be education. Because there is no specific cure for AIDS or AIDS-related conditions, the most important goal will be increasing awareness through education in order to prevent further spread of the disease. Educational programs focusing on AIDS will stress ways that AIDS and HIV infections are transmitted, the importance of abstaining from high-risk sexual activity and the need for screening and regular medical follow-up and immunologic evaluation for those who know or suspect that they have been exposed to the virus. To that end, the College provides information on area resources for HIV testing and counseling. The College understands that information about specific AIDS-related conditions is protected by statutes and that unauthorized disclosure may create legal liability. The College, however, is obligated to conform to the public health reporting requirements mandated by law. If and when other health policies need to be adopted, the College will inform students via e-mail, signage or US mail. In addressing any such health needs, the College's Health Services will use guidelines set by ACHA. For more details about the College's health policies, see the Director of Health Services on the first floor of Stahl Hall.

Health Insurance

Graduate students in need of medical insurance should contact the Business Office. When opting for insurance, a student must wait for the open enrollment period and the annual charge will be added to their student bill. For more details, please see the undergraduate handbook.

Medical Leave of Absence

A. Voluntary Medical Leave

A graduate student may take a voluntary medical leave should he/she, together with their family or medical professionals advice, make the determination that such a leave is necessary. If that graduate student then wishes to return to the College, his/her return may be conditional, depending on the nature of the problem that led to his/her decision to take a leave. If the graduate student takes a leave because he/she is suffering from a physical disorder which impairs his/her ability to successfully complete his/her studies, the College may require that an outside medical professional provide a written statement that it is his/her belief that the graduate student's condition has improved to the point that he/she is capable of successfully completing her studies. If a graduate student takes a voluntary medical leave because he/she has psychological or emotional problems or a mental disorder and, as a result, a) has engaged in behavior that poses a danger of causing physical harm to self or others, or b) has engaged in behavior which would cause significant property

damage or directly and substantially impede the lawful activities of others, or c) appears to be unable to withstand the pressure of college study, then the conditions for reinstatement listed below under involuntary medical leave of absence may be in effect. It is in the College's sole discretion to determine whether the return of graduate students taking a voluntary leave will be subject to these conditions.

B. Involuntary Medical Leave

A graduate student may be subject to an involuntary medical leave of absence from the College or from College housing if it is determined by reasonable evidence that the graduate student has psychological or emotional problems or a mental disorder and, as a result, a) has engaged in behavior that poses a danger of causing physical harm to self or others, or b) has engaged in behavior which would cause significant property damage or directly and substantially impede the lawful activities of others, or c) appears to be unable to withstand the pressure of college study. In making determinations as to whether a graduate student meets the criteria set forth above, the Dean of Students and the Director of Graduate Studies shall consult with the Director of Counseling Services. If the Dean and the Director reasonably believe that a graduate student meets the criteria, that graduate student may be required to have an evaluation by an outside psychological professional chosen by the College. The Dean and the Director may also immediately impose a medical leave on a graduate student pending evaluation, should it be determined that a graduate student may be suffering from psychological or emotional problems or a mental disorder or is unable to withstand the pressure of college study. Situations may also arise in which supervision is required for graduate students who may be suffering from psychological or emotional problems or mental disorders or are unable to withstand the pressure of college study. In such cases the Dean of Students, in conjunction with an outside psychological professional, the Director of Graduate Studies, the Director of Counseling Services and the College President (or, in her absence, her delegate), will make a determination as to how to best ensure the safety and well-being of the graduate student and other members of the College community.

A graduate student subject to an involuntary medical leave of absence shall be accorded an informal hearing before the Dean of Students and the Director of Counseling Services. The graduate student will be informed in advance of the hearing and may choose to bring an advisor, including a family member or an outside psychological professional of her choice, to the hearing. If the graduate student is involved in violations of College policy as well, the Dean of Students may determine that the case will not go before the College or Student Judiciary or the Administrative Disciplinary Committee because psychological considerations, and not disciplinary

considerations, are primary. The Dean of Students and the Director of Graduate Studies will keep a record of the informal hearing for an involuntary medical leave. The Dean, in consultation with the Director of Graduate Studies and the Director of Counseling Services, will make a final decision regarding an involuntary medical leave within five business days of the hearing. This decision will be in the College's sole discretion. The Dean will send a letter to the graduate student containing her decision regarding the involuntary medical leave. The graduate student will also be advised in the letter as to when a petition for reinstatement would be considered. If the College is willing to consider a petition for reinstatement, a final decision on reinstatement will be made by the Dean of Students, in consultation with the Director of Graduate Studies and the Director of Counseling Services, and shall be in the College's sole discretion.

Reinstatement may be conditional. Conditions for reinstatement may include a leave for a specified amount of time. The graduate student may also be required to show behavioral evidence that he/she is capable of handling the pressure of college study. Such evidence may include progress in psychological therapy, in which case the College may require a written statement from the psychological professional in question that it is his/her belief that the student is capable of handling the pressures of college study and that it is reasonable to assume that the graduate student is no longer suffering from psychological or emotional problems or mental disorders.

The College may require other behavioral evidence that the graduate student is ready for reinstatement, such as steady employment or satisfactory academic performance at another college. The Dean may also require that the graduate student be interviewed by the Director of Counseling Services and/or examined by an outside psychological professional chosen by the College. The graduate student may be required to be in treatment as a condition for reinstatement, and his/her continued enrollment at the College may be based on her compliance with a treatment program that is satisfactory to the College. In such cases the office of the Dean of Students must be granted permission by the graduate student to verify compliance with treatment programs.

Further details on this policy may be found in the office of the Dean of Students. Reasonable deviations from these procedures will not invalidate a decision or proceeding unless significant prejudice to a student may result.

Personal Property

The College assumes no responsibility for loss of or damage to personal property. Graduate students should contact an insurance agent concerning possible protection against such loss or for coverage under a family homeowner's policy. The College recommends that all graduate students carry renters'

insurance. If a graduate student wants further information on such insurance, brochures for appropriate coverage may be found in Student Services.

There is limited storage space in studios; however, graduate students store personal belongings at their own risk.

Student Art Installation Policy

Graduate students who want to install a class project in the College buildings or adjacent areas must fill out the appropriate form. Proposal for Art Installations, with the Director of Operations and Facilities. Graduate students must get the approval first of their faculty and then the Graduate Program Manager in the process of filling out the form. The form must be submitted at least 3 weeks prior to installation. Graduate students will be required to write a proposal that outlines the space needed, materials that will be used, date and time of installation, date and time of critique and plans for removal of the installation. Graduate students will be responsible for any damages done to the space within the 24 hour time frame of the installation. Permission will be granted on a case-by-case basis, depending on availability and the proposal.

In order to display artwork outside of the context of a class or an exhibition scheduled by College staff or faculty, graduate students must present a proposal to the College's Visual Arts Committee, chaired by the Director of The Galleries at Moore. For details on how to schedule the Student-Run Gallery on the fourth floor connector between Wilson and Sarah Peter Halls, graduate students should consult with the student chairing the Student-Run Gallery.

The College routinely takes photographs of campus life, events, exhibitions and student artwork, which may be used in Moore's publications, website, press releases or other mediums for publicity, promotion, advertising or exhibition. The College recognizes the importance of crediting artwork, and reasonable efforts will be made to do so as space, time and format permit.

The College assumes no responsibility for damage or loss of graduate student artwork that is stored or displayed on campus or exhibited in student shows. The College bears no liability for student artwork or supplies left after the academic year ends. All graduate students are expected to comply with the notice for clearing studios that is distributed by the Director of Graduate Studies. For further details, see Lockers in the Administrative Services and College Resources section of the Handbook.

STUDENT RIGHTS AND RESPONSIBILITIES

Student Code of Conduct

The College is dedicated to the creative, intellectual and personal enhancement of its

students, and, as such, expects all members of the academic community to behave in a manner conducive to that end. The College recognizes graduate students as adults pursuing an education. Just as a graduate student does not lose citizenship rights upon enrolling at the College, he/she does not become immune to society's obligations and laws or to the responsibilities of daily living in a broader society. In general, the behavioral norms expected of a Moore student are those of common decency and decorum, recognition of and non-infringement upon the rights and property of others and of the College, honesty in academic work and all other activities and observance of local, state and federal laws. Upon entering the College, a Moore graduate student takes upon his/herself certain responsibilities and obligations, including satisfactory academic performance and social behavior consistent with the lawful purposes of the College. Graduate student conduct, therefore, is not considered in isolation within the College community but as an integral part of the education process.

In keeping with this general policy, misconduct includes, but is not limited to, the following:

1. The use or threatened use of physical violence, coercion, or intimidation.
2. The possession of firearms, fireworks, explosives, or weapons of any kind, including replicas or facsimiles thereof.
3. Verbal or written abuse beyond reasonable expression of opinion which is likely to cause another person humiliation, stress, psychological harm or which is harassing in nature.
4. Harassment in any form, including racial, sexual or ideological.
5. Destroying or vandalizing property, or the intent to destroy property.
6. Mischievous/inappropriate use of property.
7. Trespassing upon or forcefully entering premises without authorization, such as entering faculty and staff offices or balconies and roofs with restricted access.
8. Creating a fire, safety, or health hazard in or out of a classroom.
9. Activating a fire alarm without the existence of a fire or a similar emergency situation and abusing a fire alarm, extinguisher or other safety device.
10. Disturbing the peace or disrupting the lawful, orderly activities of others.
11. Public intoxication and/or offensive, disruptive, destructive, hazardous and/or vulgar conduct during or following the consumption of alcoholic beverages.
12. Having an animal on campus in violation of residence hall policies.
13. Ejecting any objects from the windows, roofs, or balconies of College buildings.

14. Unauthorized use, or abuse, destruction or theft of property belonging to faculty, staff or other students or to the College or any guests or neighbors.
15. Removal or defacement of Library or other College materials.
16. The theft of computers, computer programs or other information from College computers.
17. Intentionally and significantly interfering with teaching.
18. Failure to comply with the directives of College staff or faculty acting in the performance of their duties.
19. Knowingly providing false information to a College official or student, faculty or administrative members of any hearing board acting in performance of their duties.
20. Providing fraudulent documents to College officials.
21. Failing to provide College personnel with adequate identification upon request.
22. Behaviors that violate federal, state or local ordinances.

The College concerns itself primarily with misconduct that occurs on College grounds or at college-sponsored events. However, the College may become aware of misconduct occurring on-line, such as inappropriate use of campus network systems, or misconduct occurring in cyber communications, such as e-mail, instant messaging and on-line communities. (See Administrative Services and College Resources for the policies governing the use of student@moore.edu.) There may also be other forms of student behavior off-campus that are detrimental to the College's interests or to other students or dangerous to the student him/herself or illegal. In such cases, the Director of Graduate Studies or the Dean of Students will determine whether the College should pursue disciplinary action against the student.

Listed below are specific policies related to graduate student conduct and graduate students' rights and responsibilities as members of the Moore community.

Academic Integrity

Academic dishonesty, including the theft, destruction or defacement of the work of others and plagiarism, in daily work, studio projects, papers or examinations is a violation of academic integrity. Examples of academic dishonesty include cheating, buying tests, taking a test for someone else and copying from another student's test paper. Plagiarism is the act of using someone else's work, words, or ideas and representing them as one's own. Whenever a graduate student takes an idea from a publication or the internet or uses the exact words of another writer, the source must be specified and quotation marks appropriately used.

Within the context of studio classes, plagiarism involves using the imagery or ideas of someone else and submitting them as one's own. Submitting a project that uses someone else's plan, image, method or device is plagiarism unless the source is acknowledged and the graduate student has permission from the instructor.

In cases of academic dishonesty within the context of a class, faculty will notify a graduate student in writing if plagiarism is suspected. Subsequently, the faculty, the Director of Graduate Studies, the Graduate Program Manager and the student will meet together to discuss the alleged plagiarism and, if need be, to fill out an Academic Dishonesty Report, which will be sent to the Dean of Students. If the graduate student admits to academic dishonesty and signs the Report accepting the faculty's sanction, in most instances the graduate student will not go before the College Judiciary Committee. The Dean of Students will send the case to the College Judiciary Committee (See Judicial System in this section of the Handbook) if the graduate student contests the allegation or the sanction, or if the case is severe or is a second offense. Possible sanctions include failing an assignment for a first offense, failing a course for a second offense, disciplinary probation, suspension or expulsion in very severe cases or in third offenses.

Cases outside of course work shall be initiated by an incident report submitted to the Dean of Students. If a graduate student is subsequently found guilty of academic dishonesty, sanctions will depend on the severity of the infraction and could include dismissal from the College. Graduate students dismissed from the College in cases of academic dishonesty either within or outside of the context of a class may appeal for reinstatement; those cases will be heard by the College Judiciary Committee, in consultation with the Director of Graduate Studies or the Dean of Students.

College Property

Graduate students are expected to respect College property and must promptly return any items borrowed for classroom use. Graduate students will have to make restitution for damage to or loss of College property for which they are responsible. Under no circumstances may graduate students remove College property for personal use.

Drug and Alcohol Policy

The illegal and/or abusive use of drugs and alcohol by members of the College community adversely affects the quality of campus life and the mission of the College and is, therefore, prohibited, whether it occurs on or off campus. Specifically, College policy prohibits the possession, use or sale of drug paraphernalia, cocaine and its derivatives, marijuana, barbiturates, amphetamines, hallucinogens or other addictive or illegal substances and the illicit use of prescription drugs (hereinafter referred to as "drugs") in any form.

Graduate students residing in dorms during the summer semester are prohibited from consuming alcoholic beverages in the residence halls.

Graduate students found in violation of the drug and alcohol policy will be subject to disciplinary hearings. Depending on the nature of the infraction of the College's drug and alcohol policy, students will be referred either to the Student Judiciary Committee or to the Administrative Disciplinary Committee. The choice of disciplinary proceeding will be at the College's sole discretion and will be made by the Director of Graduate Studies. Sanctions for graduate students found guilty of violating the drug and alcohol policy will vary: the severity of the sanction will increase as the seriousness of the violation increases. Sanctions may include a verbal or written warning, a verbal or written reprimand, completion of an appropriate rehabilitation program, disciplinary probation, suspension from the College, or expulsion from the College. If it should be found that a student has engaged in the sale, production and/or distribution of drugs or alcohol in any form or is involved in any manner in selling, producing and/or distributing drugs or alcohol—on campus or off, he/she should expect to be suspended or dismissed from the College; this includes the possession of illicit drugs or alcohol in such quantities as to create a presumption of possession with the intent to resell on or off campus. Violations may also lead to denial of federal benefits, such as grants, contracts and student loans. Students may be suspended from classes before regular disciplinary proceedings, if it is determined that such action is necessary to protect the health, safety, or welfare of the College or any member of the College community.

While the College is deeply committed to the welfare of the individual graduate student, the administration cannot ignore its responsibilities under the law in respect to violations of drug or alcohol control laws. Therefore, a graduate student who is found in violation of the College's drug or alcohol policy may be referred to law enforcement authorities if his/her behavior constitutes a violation of state or federal law. An outline of drug and alcohol laws follows. More detailed information is available in the Student Services Office.

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 classifies as a misdemeanor the possession of small amounts of all controlled substances and classifies drug trafficking as a felony. Drug trafficking includes such acts as acquiring controlled substances through fraud, manufacturing or delivering controlled substances or the sale of controlled substances. When drug trafficking takes place across state lines, it becomes a federal offense. Sanctions for violating state

and federal narcotic laws include a \$500 fine and 30 days of imprisonment for the possession of less than 30 grams of marijuana in first and subsequent offenses; a \$5,000 fine and one year in prison for the possession of a small amount of drugs such as heroin, cocaine, methamphetamine, percodan, or LSD as a first offense; a maximum of ten years imprisonment and a \$100,000 fine for trafficking in cocaine. Federal sanctions for drug trafficking can go as high as life in prison and fines of not more than \$4,000,000 if large quantities of drugs and death or serious injury are involved.

Pennsylvania laws covering the use of alcoholic beverages specifically forbid:

1. consumption, possession or transportation of liquor by a person under 21 years of age;
2. misrepresentation of age to secure liquor;
3. possession of a false identification card;
4. selling or furnishing liquor to minors; and
5. manufacturing and/or sale of a false identification card. Sanctions for breaking these laws range from a \$300 fine and suspension of driving privileges for 90 days for first offenders committing actions 1 through 3 above to fines of \$2,500 for subsequent offenses for the actions listed under numbers 4 and 5 above. The College expects every student to be aware of these laws and of his/her responsibility for compliance with them. He/She should be aware that these are criminal statutes and ordinances. Violations can result in various criminal penalties, many of which are mandatory in nature. In addition, violation of any of these laws could result in civil liability for any resulting harm.

Ethnic Intimidation

In agreement with the Commonwealth's ETHNIC INTIMIDATION ACT OF 1982 (537154), Moore College of Art & Design will not allow any manifestation of malicious intent toward a particular race, color, religion or national origin of an individual or group.

Sexual Assault

A. Definition of Sexual Assault:

Sexual assault, including rape, is a form of coercion used to exert power and control over another person. It includes both non-consensual sexual intercourse and non-consensual sexual contact. It also includes a person engaging in a sexual act with another person when that other person a) is mentally incapable of understanding, or for any reason, including intoxication, is unaware of the sexual act; or b) is physically incapable of resisting or of communicating an unwillingness to participate.

B. Avoiding Sexual Assault:

To avoid the possibility of sexual assault, graduate students are urged to:

- a) attend the College's street smarts course normally given during Orientation and/or any subsequent educational programs on personal safety offered through Student Services;
- b) follow the security procedures outlined in the Student Handbook.
- c) take proactive steps to lessen the likelihood of sexual assault, including such things as going to parties with friends that agree to watch out for each other; carefully monitoring any beverages consumed, not leaving a party with any new acquaintances and not mixing sex and alcohol.

C. Support Available to Survivor's of Sexual Assault:

A graduate student that believes he/she may have experienced sexual assault is encouraged to seek medical care and supportive counseling as soon as possible. The following resources are available.

- The College Counselor is available to discuss any incidents with students that involve sexual assault as well as to offer appropriate emotional/ psychological support.
- Presbyterian Medical Group, with whom the College contracts for medical services, will provide the student with medical care.
- The Emergency Room of the Thomas Jefferson University Hospital (10th and Walnut Streets) provides medical care. Since Jefferson Hospital is funded by the City, the first visit for sexual assault is free. (See Health Services in the Administrative Services and College Resources section of the Handbook for details about other types of emergency room visits.) However, Jefferson Hospital is required to involve the police. The student would have to be interviewed at the hospital by police officers. WOAR (Women Organized Against Rape) volunteer counselors are usually available to offer support during the interview. Staff in Student Services, including the College Counselor and the Director of Health Services, are available to accompany the student to the hospital. If at all possible, the student should refrain from bathing or changing clothing prior to going to the hospital in order to preserve physical evidence, if criminal charges are likely or possible.
- The WOAR hotline 215.985.3333 provides anonymous counseling and can help students that are reluctant to go to the hospital or see a physician.
- If the student seeks support from either the College's Director of Health Services or the College Counselor and wishes to keep the incident confidential, either staff member will abide by the student's decision.

- See below under Handling Sexual Assault in Off-site College Programs for details about procedures for the student to follow if a sexual assault occurs in an off-site, college-sponsored program.

D. Additional College Responses to Sexual Assault:

If the graduate student elects to file a report with the College beyond seeking medical/ counseling support, the following support and procedures are in place.

- The graduate student will be informed of his/her option to contact local authorities to pursue legal or civil action.
- Should the graduate student elect to file an incident report with the Dean of Students, depending on the nature of that report and the student's wishes, the Dean may pursue it as a violation of the College's Student Code of Conduct and/or the College's Sexual Harassment Policy. If it is determined that a judicial hearing will take place, the Dean will follow the procedures outlined under Judicial System and Redress for Students in the Student Handbook with the exception that the alleged violator and the student filing the report—the survivor—will both be informed of the resolution of any judicial hearing.
- All incident reports of sexual assault filed with the College will be investigated. If the student filing—the survivor—requests confidentiality, information about the incident will be given only to College personnel that need access in order to conduct an inquiry and to the College's President.
- Once an incident report has been filed, the College will include information that does not identify the survivor in the crime statistics that the College files yearly in accordance with the Jeanne Clery Act (sometimes known as the Campus Security Act).
- The College will make changes in the student survivor's living and/or academic situation following a sexual assault, if the survivor requests these changes and if they are reasonably available.

E. Third Party Response to Sexual Assault:

The College encourages graduate students who, as third parties, have become aware of a serious allegation of sexual assault to report it to the College Counselor; the Director of Health Services; the Director of Graduate Studies or; if the alleged assault occurred during an off-site college-sponsored program or college-related trip, to the faculty/staff member in charge. The College recognizes that there is ambiguity in urging graduate students as third parties to report allegations of sexual assault while at the same time supporting the survivor's right to confidentiality. Staff members or faculty will keep this ambiguity in mind when receiving a report about an alleged sexual assault, as they take relevant steps in response to the report, including offering support to the survivor. Even if the survivor requests that College personnel do not reveal

his/her name, all College personnel (except the Director of Health Services and the College Counselor) are still required to treat the incident as a crisis under the College's Crisis Policy and to report the incident to the appropriate personnel. If the survivor does not want her name disclosed, the report will be made without his/her name. College personnel must report allegations of sexual assault to the Graduate Program Director if the alleged survivor is a Graduate student; to the Dean of Students, if the alleged survivor is a BFA student; to the Director of Continuing Education, if the alleged survivor is a YAW or CE student; to the Academic Dean, if the alleged survivor is a faculty member; or to the Vice President of Finance and Administration, if the alleged survivor is a staff member. As noted above, under Additional College Responses to Sexual Assault, all incident reports will be investigated, and the President will be notified of all reports of sexual assault.

F. Handling Sexual Assault in Off-site College Programs:

If the sexual assault occurs off campus during a college-related trip or in a college-sponsored program, the survivor is urged to report it to the faculty/staff in charge. The faculty/staff in charge shall contact the appropriate staff member at the College listed above in the reference to the Crisis Policy and work with that staff person to provide appropriate follow-up support for the survivor, including: a) ensuring the survivor's safety; b) referring the survivor for medical exam and treatment, including advising him/her not to change clothing or bathe if criminal prosecution is likely or possible; c) arranging either to accompany the survivor as he/she seeks medical treatment and/or to provide another appropriate person, if the student or the faculty member does not believe that the faculty member is the appropriate person; d) informing the survivor about the on-campus support and response to sexual assault listed above in this policy so the survivor may avail herself of any relevant services; and e) recording the time, location and persons involved in an incident report.

Further details about support for graduate students who have been sexually assaulted can be found in Student Services.

Sexual Harassment

Moore College of Art & Design is a place of work and learning for students, staff and faculty, and it should be free from all instances of sexual harassment, intimidation and exploitation. Sexual harassment subverts the mission of the College and threatens the careers, educational experience and well-being of students, faculty and staff. While sexual harassment may occur between students, it is particularly serious when it exploits a power differential such as that which exists between an administrator, faculty or staff member and a student or a supervisor and a subordinate.

Sexual harassment is defined as an attempt to coerce an unwilling person into a sexual

relationship, to subject a person to unwanted sexual attention, or to create a sexually intimidating or offensive working, social or educational environment. Examples of sexual harassment between students or between a student and an employer; a faculty member; a staff member or an administrator include, but are not limited to, a) physical assault or direct propositions of a sexual nature; b) conduct (not legitimately related to the subject matter of a course) intended to discomfort or humiliate, or both, that includes comments of a sexual nature or sexually explicit statements, questions, jokes or anecdotes; or c) conduct that would cause discomfort or humiliate a reasonable person such as unnecessary touching, petting, hugging or brushing against a person's body, remarks of a sexual nature about a person's clothing or body, or remarks about past or future sexual activity. In and out of the classroom or in a work situation at the College, students should be aware that they are being sexually harassed in relationships with administrators, faculty, staff or employers if they find themselves the objects of unwelcome advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when: a) submission to such conduct is made explicitly or implicitly a term or condition of a student's employment or status in a course, program, or activity or is used as a basis for an educational or employment decision affecting a student; or any other decision that directly affects a student's status at the College or b) such conduct has the purpose or effect of unreasonably interfering with a student's educational or work performance or of creating an intimidating, hostile, or offensive learning or work environment.

Within the College amorous relationships between administrators, faculty or staff members and graduate students are improper if the administrator, faculty or staff member has any type of professional responsibility for the student. Therefore, no administrator or staff member who by the virtue of his/her responsibilities at the College has any power over graduate students shall have an amorous relationship (consensual or otherwise) with a student; no faculty member shall have an amorous relationship (consensual or otherwise) with a graduate student who is enrolled in a course being taught by the faculty member or whose work is being supervised or evaluated by that faculty member; and no staff member shall have an amorous relationship (consensual or otherwise) with a graduate student whose work is being supervised or evaluated by the staff member. Consensual amorous relationships occurring outside the administrative, instructional or work-related context are strongly discouraged and may result in disciplinary action; they may appear to be exploitative to others and may raise serious conflicts of interest. Such relationships are particularly problematic for faculty members who may be involved in supervising graduate students or evaluating their work outside the context of a classroom situation. Therefore, any faculty member involved in such a relationship must

withdraw from every professional decision or activity that might penalize or reward the student in question.

Members of the College community who, without establishing a pattern of doing so, engage in isolated conduct of the kind described under b and c in the paragraph above referring to sexual harassment, or who exhibit a pattern of engaging in such conduct but fail to realize that their actions discomfort or humiliate, demonstrate insensitivity that necessitates remedial measures. When the College administrators become aware that such activities are occurring, the matter will be referred to the relevant administrator—Director of Graduate Studies (if the perpetrator is a graduate student), Dean of Students (if the perpetrator is a BFA student), the Academic Dean (if the perpetrator is a faculty member), the Vice President for Finance and Administration (if the perpetrator is a staff member) and the President (if the perpetrator is an administrator). The President and relevant administrators have the authority to issue proper warnings and/or direct that those engaged in such conduct undertake an educational program designed to help them understand the issue.

Any complaint of sexual harassment will be treated seriously and investigated. A student should direct a complaint of sexual harassment to the Director of Graduate Studies. He/She may also direct complaints to other appropriate members of the College community such as the President, the Academic Dean or any Graduate Program Manager. Once a complaint is lodged, it will be resolved in accordance with the Sexual Harassment Grievance Procedure, which is on file in the Dean of Students' Office. This grievance procedure includes the possibility of resolving the complaint informally, through discussion with the Director of Graduate Studies and with the student, administrator, faculty or staff member against whom the complaint is being lodged. The grievance procedure also includes the possibility of the griever's requesting, in consultation with the Director of Graduate Studies, an investigation of his/her complaint, which may result in a formal hearing and appropriate sanctions if the complaint is found to be valid. In all instances the rights of both the complainant and the respondent, particularly the right to confidentiality, will be protected to the fullest possible extent.

Following a thorough investigation, the College will take immediate disciplinary action against any person that is engaging, or has engaged, in sexual harassment. Such action may include suspension, demotion, or discharge, depending upon the circumstances.

Smoking Policy

Moore has instituted the following policy in the interest of providing a safe and healthy environment for students, faculty, staff and visitors:

The College is smoke-free. This means that there is no smoking in almost all spaces at the College. Therefore, there is no smoking in the Dining Hall, the residence halls, the hallways, classrooms, elevators, auditoriums, balconies, administrative and faculty offices and the patio outside the front entrance to Wilson Hall. Smoking is only permitted in the rear courtyard behind the Dining Hall.

Graduate students who are concerned because they witness another student smoking in a prohibited area should first speak to that student and ask him/her respectfully to stop smoking. If the smoker does not comply, the other student may take the matter to the Associate Dean for Residence Life and Housing, the designated staff member who assists students with grievances, or to the Assistant to the Dean of Students, who is the Chief Hearing Officer for the Student Judiciary Committee. The staff member in question will determine whether the matter should be processed through either the Student Grievance Procedure or through a judicial hearing. (For further details, see Student Grievance Procedure and/or Judicial System in this section of the Handbook.)

Studio Safety and Maintenance

Graduate students are expected to conduct themselves in a responsible and safe manner in the studios/classes and when using studio equipment and materials. Students are given instructions by the faculty regarding the safe use of equipment, tools and chemicals. They are expected to follow these instructions and to handle the materials/equipment with appropriate care and caution. Students who repeatedly disregard safety precautions are subject to disciplinary action, which may include fines, suspension of studio privileges and/or referral to the College Judiciary Committee. Students must be cognizant of safety concerns for themselves and for the protection of other students. If students have concerns about safety in the studio, they should speak with the faculty member teaching the class, the Graduate Program Manager, or the technician in charge of that area. If necessary, they can address concerns to the College's Health and Safety Committee, chaired by the Academic Dean and the Vice President for Finance and Administration.

Graduate students are responsible for proper maintenance of their studios as well. Graduate students sign a contract documenting the condition of their studio space when they first occupy it as well as the safety policies in place for studio use. All graduate students are expected to clean out their studios by the day after final critique and leave them in a condition comparable to the condition they received them in. Anything left in the studios will be discarded. Graduate students will be charged for any damage if they do not return their studios to the College in an acceptable condition. Students in the Studio Art MFA program are required to maintain a home studio.

JUDICIAL SYSTEM AND REDRESS FOR STUDENTS

Student Grievance Procedure

In an effort to encourage an atmosphere of cooperative living and responsible resolution of conflicts, the College urges all individuals who have disagreements with others first to attempt to resolve these difficulties directly with the person involved. However, recognizing that such a resolution is not always possible, the College adopts the following Student Grievance Procedure.

Step One: A graduate student with a grievance (the grievor) against another graduate student, student, staff or faculty member should speak directly to that person. Should he/she need support before speaking with that person, he/she may seek that support from the Director of Graduate Studies for a grievance against another graduate student, staff or faculty member. The Director may help the grievant formulate the grievance in writing and devise concrete if the graduate student so desires and the Director sees this as a proper course of action. If the Director of Graduate Studies thinks that everyone's interests would be best served if a third person were present rather than having the grievant speak alone with the person against whom he/she has a grievance, the Director should recommend that course of action. In such a case the appropriate support person listed in Step Two would be present for any conversations between the two parties.

Step Two: If the grievor does not believe that the grievance has been resolved after going through Step One, he/she may pursue her grievance as follows:

- a. The graduate student may return to the Director and ask for his/her direct intervention with the student or faculty member against whom the grievance is lodged;
- b. he/she may speak to the staff member's immediate supervisor and ask for his/her support and intervention, if the grievance involves a staff person;
- c. he/she may speak with the Academic Dean and ask for support and intervention, if the grievance involves the Director of Graduate Studies or a Graduate Program Manager.

Step Three: If the grievance is still not resolved to the grievor's satisfaction, he/she may take their grievance to:

- a. the Director of Graduate Studies, if the grievance involves another graduate student or student;
- b. the manager responsible for the administrative unit to which the staff member belongs, if the grievance involves a staff member;
- c. the Academic Dean, if the grievance involves a faculty member;
- d. the President, if the grievance involves a Director.

If the grievance involves faculty or staff members and reaches Step Three, the grievor must submit in writing a statement of the nature of the grievance, specific actions or behaviors on which the grievance is based, the solution sought and the handling of the grievance to date. The administrator involved at Step Three will then pursue the grievance through the assessment channels that currently exist for the employee against whom the grievance has been lodged. For faculty these channels may involve peer evaluation or evaluation by the by the Academic Dean. For staff, these channels may involve evaluation by the appropriate supervisor and include the possibility of both oral and written reviews. In the case of either faculty or staff, if disciplinary procedures are deemed appropriate, the Academic Dean and/or the Management Group administrator to whom a staff member reports shall initiate disciplinary action in accordance with the procedures outlined in the Faculty Handbook and Staff Handbook respectively.

At any level, should the grievor believe that the upper-level administrator who is their designated contact person for filing their grievance has a conflict of interest and cannot handle the grievance fairly, he/she may take his/her grievance to the President. If it should happen that the grievance is against a Management Group member, that grievance also will be taken directly to the President. In both cases, the President's decision as to whether or not the grievance has merit and what corrective action, if any, should be taken is final.

Processes for Addressing Other Student Concerns

Graduate students should be aware that there are many avenues for addressing any concerns that they might have about services, policies and procedures at the College. Their first remedy should be to speak with the appropriate staff or faculty member. If a graduate student has a concern and does not know whom to speak with, he/she can ask the Director of Graduate Studies or their Graduate Program Manager.

ACADEMIC POLICIES AND REGULATIONS

All Graduate students are responsible for knowing and abiding by the academic policies and regulations contained in this section of the Handbook. Each student is also responsible for being aware of college policies and adhering to college rules and regulations as well as those specified by his/her graduate program. When important policies change, these changes will be posted on the Moore website and students will receive a written statement of the new policy either through e-mail, a mailing, or when they register for courses. In addition, each graduate

student is responsible for keeping track of credit requirements specified by the graduate program and progress toward graduation.

Academic Calendar and Credit Structure
All three programs meet for 36–42 weeks over the academic calendar year which consists of summer, fall and spring consecutive terms.

The full MA in Art Education program is 15 months (or 4 semesters) in duration with the first semester starting with a 6-week summer intensive session followed by two 15-week semesters (fall and spring) which are comprised of weekend intensive coursework followed by individually directed studio practice and field research. Each class culminates in a final class critique or presentation. The final semester is the second 6-week summer term. Graduate students may take up to 27 months (or 7 semesters) to complete the program.

The full MFA in Interior Design program is 39 months (or 10 semesters) in duration with the first year of the program starting with a 12-week summer session followed by two 15-week semesters (fall and spring). The second year of the program starts with a 12-week summer session followed by two 15-week semesters (fall and spring). The third year of the program starts with a 12-week summer session followed by two 15-week semesters (fall and spring). The final semester is a 12-week summer term. Graduate students may take up to 75 months or 19 semesters to complete the program.

The full MFA in Studio Arts program is 27 months (or 7 semesters) in duration with the first year of the program starting with a 6-week summer intensive followed by two 15-week semesters (fall and spring). The second year of the program starts with a summer 6-week summer intensive that includes a 4-week international graduate residency followed by two 15-week semesters (fall and spring). The final semester is the third 6-week summer term. Graduate students may take up to 51 months or 13 semesters to complete the program.

For more information about any of the extended plans of study, interested students should consult with the Director of Graduate Studies.

Sixty credits are required for completion of the MFA in Studio Arts program. Sixty-six credits are required for completion of the MFA Interior Design program. Thirty credits are required for the MA in Art Education program with an Emphasis in Special Populations.

Studio courses meet for 2 hours per credit hour and academic (lecture and seminar) courses meet for 1 hour per credit.

Advising

Graduate students will be advised by their Graduate Program Manager. Graduate students should meet with their Graduate Program Manager prior to registration.

Registration Procedures

A. Registering for Classes

Graduate students, after advising, register in the fall term for the spring term and in the spring for the summer and fall terms. Graduate students register online through Self-Service. Dates are listed in the academic calendar.

If a graduate student should have a change in plans, the Registrar is to be notified in writing. See the Withdrawal from College section.

B. Class Clearance

All graduate students must receive administrative clearance prior to printing their official class schedule from Self Service and attending classes. Faculty members will check their class lists on the first day of class. Any student who fails to complete clearance during the scheduled time may forfeit his/her place in class. In order to clear for class, a student must complete the following steps:

- a. financial aid processing
- b. payment of tuition and fees
- c. receive ID card for new graduate students
- d. swipe ID card at front desk security system

The College cannot guarantee placement into a class, including required classes, if a student does not complete the registration and clearance processes within the designated time.

C. Drop/Add

The drop/add period occurs during the first two weeks of classes for the fall and spring semesters and during the first week for summer. Graduate students should refer to the academic calendar for specific dates for each session. In order to be officially added or removed from the class roll, drop/add forms must be completed, signed and submitted or sent to the Registrar's Office. Simply failing to attend a class or never attending in the first place does not constitute the official dropping of a class. A course dropped during the drop/add period will not be recorded on the transcript. A graduate student entering a class late is responsible for completing all work required of the class. NOTE: The College reserves the right to cancel classes within the drop/add period due to low enrollment.

Withdrawals from Courses

From the end of the drop/add period and until the end of the seventh week of the semester (or halfway through a class during the summer session), students may WITHDRAW from a course with the authorization of the Graduate Program Manager. A 'W' will be recorded on the student's transcript but will not be computed into the GPA. After the midpoint of the semester (or halfway through a class during the summer session) if a student withdraws,

a WF will be recorded for withdrawn courses and will impact the student's GPA as a failure. The policy applies: a) if a student withdraws from one or more courses but remains enrolled at the College; b) if a student takes a voluntary leave of absence; or c) if a student is required to take a leave of absence.

The only exception will be for a graduate student with a serious medical, psychological or personal emergency beyond a graduate student's control. A graduate student seeking this type of withdrawal should speak initially with the Director of Graduate Studies. Such an emergency must be documented by an outside medical professional when relevant. In these cases a graduate student should apply for such a withdrawal during the semester in which he/she is taking the class(es) from which he/she is seeking a withdrawal. If a graduate student seeks such a withdrawal in a subsequent semester, he/she will need to provide documentation for his/her inability to withdraw when he/she was actually enrolled in the course. The Dean of Students will speak with faculty to ensure that there are no academic concerns that would have a bearing on whether or not a withdrawal is justified.

Withdrawals from the College

A graduate student who is not on academic probation but intends to withdraw from the College must notify the Registrar and must complete a withdrawal form. If a graduate student registers and then decides to withdraw, it is imperative that he/she notify the Registrar in writing prior to the start of the term. Graduate students who withdraw without following this procedure will be considered to have withdrawn informally. A graduate student who withdraws formally or informally while on probation is not in good standing, and this will be noted on the graduate student's transcript. A graduate student who withdraws formally or informally when he/she is subject to dismissal will have a dismissal recorded on his/her transcript. When a graduate student withdraws from the College, he/she should see the Business Office and Financial Aid to inquire if a refund of tuition/fees and room/board is due.

Leave of Absence

Graduate students must apply in writing to the Office of the Registrar for a leave of absence of no more than one year. Leave of Absence forms may be obtained from the Office of the Registrar.

- Graduate students must apply for a leave of absence before the semester begins to avoid charges.
- Only graduate students in good academic and financial standing will be approved for a leave of absence.
- A leave of absence will not be granted once a graduate student's thesis is in progress.

- International graduate students must obtain authorization from a Designated School Official
- A graduate student who wishes to register after an undocumented/unapproved absence of more than two consecutive semesters must apply for readmissions in the Office of Admissions. Re-admission is conditional upon space availability and approval from the Director of Graduate Studies.
- Leaves of absences that need to be extended for more than one year will only be granted under extenuating circumstances and must be approved in writing by the Director of Graduate Studies.

Transfer Credits

Entering graduate students can transfer up to 3 credits of advanced, post-undergraduate level studio or technical-based electives from an accredited institution. All transfer credits are evaluated and approved by the Director of Graduate Studies and the appropriate Graduate Program Manager. All transfer credits must be a B level or higher; Coursework from Moore's BFA program, Post-Baccalaureate program, and Continuing Education program are not eligible for transfer.

Transfer credits are not accepted after a student matriculates. Moore's Graduate Studies Program does not admit non-matriculating students.

Attendance

A. Absences from Class

In accordance with federal regulations, all faculty are required to record attendance. Graduate students are expected to attend every scheduled class. Any absence from class constitutes a cut. However, absences for religious holidays will be excused and not counted as a cut. If a student is absent for more than one quarter of the scheduled class time, the instructor may fail the student. Failure to attend one third of the scheduled class time will result in an F for the course. In the case of two-week or any intensives, the equivalent of a one quarter missed hours can, and one third missed hours will, result in failure. In addition to college-wide policies, each instructor may have his/her own policies regarding class conduct, deadlines, due dates and punctuality, which may affect attendance requirements. The instructor will explain his/her policies during the first week of classes. It is the responsibility of the graduate student to keep the instructor informed about reasons for absences.

NOTE: A graduate student who is absent from or enters a class late is responsible for completing all work required of the class. A graduate student who is absent for a serious medical or personal problem should consult with the Director of Graduate Studies. Decisions regarding the treatment of any absence are made by the faculty

member supervising the class in accordance with College policies. However, decisions regarding absences that exceed the College policy must involve the Director of Graduate Studies and Academic Dean.

B. Exams and Deadlines

Graduate students must be present for all regularly scheduled examinations and critiques, including final examinations, portfolio reviews, final reviews and critiques. The exam and critique schedules will be posted mid-semester. Graduate students must inform the supervising faculty member of any anticipated religious holidays in the beginning of the semester. Graduate students must submit completed assignments when they are due unless specifically excused in advance by the instructor. Failure to adhere to this policy may result in reduced grades or loss of credit for the course.

Grading System

Graduate students' grades are recorded electronically on Self Service, and all graduate students can view their own grades on Self Service. Grades are not mailed out. It is the student's responsibility to retrieve his/her own grades from their Self Service account.

Incompletes

A graduate student may request a grade of Incomplete (I) from an instructor when he/she is passing but has not met a limited portion of the course requirements because of exceptional circumstances beyond his/her control. The instructor must consider the reason(s) and any supporting documentation acceptable. A graduate student who is on academic probation, either because he/she was admitted to the College on probation or because he/she received less than a 3.0 for the previous semester, may not receive any incompletes. Graduate candidates who receive incompletes in their last semester will not participate in Commencement. Incompletes are not given on the initiative of the instructor; a graduate student must complete a Request for Incomplete form and have it signed by the instructor, before the grade of "I" can be given. It is the graduate student's responsibility to obtain the form from the Registrar's office, and it is the instructor's responsibility to deliver the completed Request for Incomplete form to the Registrar's office.

It is also the graduate student's responsibility to complete the work by the due date as stipulated on the form and to ensure that his/her academic records are correct. The instructor may require an earlier due date, but the grade must be submitted no later than the end of the first week of the following semester. As part of granting an incomplete, faculty will use the incomplete form to record the grade the student would get without any additional work being completed. If the faculty does not submit a new grade within the first week of the following semester, the

"I" will automatically be converted to that grade. If no final grade has been calculated, the "I" will be converted to a failure at the end of the first week of the following semester. There are no extensions for the completion of an incomplete beyond the first week deadline. If the final grade after the first week deadline is below the minimum required for the course, depending on the circumstances the graduate student may be:

- required to change his/her schedule for the current semester if the course in question is a pre-requisite for the current semester's courses
- placed on departmental probation
- placed on college-wide probation
- subject to dismissal from the department or the College. Academic progress may be delayed for any of these circumstances.

The Academic Dean and the Director of Graduate Studies, in conjunction with the relevant Graduate Program Manager, the faculty member and the Dean of Students, will review any requests for exceptions.

Grade Changes

Grading is a matter of judgment of the individual faculty member. Criteria for grades are submitted to the graduate students in writing at the beginning of each semester. It is understood that faculty will apply these criteria equally to all graduate students and that final grades assigned are correct.

Grade changes will be permitted ONLY during the semester following the one in which the grade was given and ONLY under the following circumstances:

1. A graduate student has arranged in advance for an incomplete and submits revised or additional work to satisfy his/her incomplete (see above—Incompletes—for the policy on incompletes).
2. The graduate student identifies and the faculty corroborates a mistake in calculating or assigning the course grade.
3. A graduate student appeals his/her grade based on his/her contention that the grading criteria used for the entire class were not applied to his/her impartially.

NOTE: No grade change will be granted if a graduate student fails a course simply because he/she neglected to follow the policies and procedures as outlined in this Handbook. In particular, if a graduate student does not officially drop or withdraw from a course, the instructor must fail him/her, even if he/she never attended the course, once the graduate student is absent for one-third of the classes. For number 2 above, the grade must be changed no later than the end of the first week of the semester following the semester in which the grade was assigned. It is the graduate student's responsibility to contact the faculty or the relevant department chair,

if the faculty is unavailable. After this first week deadline, only the Academic Dean, Director of Graduate Studies, in consultation with the faculty and relevant Graduate Program Manager, has the authority to approve a grade change.

For number 3 above, a graduate student must submit a written appeal highlighting compelling evidence of discrimination or differential treatment. This written appeal must be submitted to the Director of Graduate Studies and the Academic Dean no later than the end of the second week of the semester following the semester in which the grade was assigned. If the Director of Graduate Studies and the Academic Dean determines that there may have been discrimination or differential treatment in assigning the course grade, an ad hoc Committee for Appeal of a Grade will be assembled. This committee will be comprised of the Director of Graduate Studies, the Academic Dean, the relevant Graduate Program Manager of the course in question and three appropriate faculty members. This committee will hear the appeal and make a decision no later than the end of the semester following the semester in which the grade was assigned. The Director of Graduate Studies and/or the Academic Dean will notify the graduate student in writing of the committee's decision, including any grade change, and a written copy of the decision will be placed in the graduate student's academic file. The decision of this committee will be final and cannot be appealed further.

Qualifying Review

Graduate students must pass a qualifying review in their respective program in order to be eligible to continue in the program:

MA in Art Education: Graduate student must successfully pass a qualifying review by the end of the second semester at which time students will need to demonstrate effective research skills, and effective oral and written presentations. The Art Education Graduate Program Manager and Art Education faculty will evaluate the student's progress during the qualifying review and will review the three research papers required in the first two terms of the program. Graduate students will have developed an essential question approved by the Graduate Program Manager for advanced research for their thesis project. Graduate students will have acquired an understanding of curricular development in art education and how art education can impact learning. Dual-program students must have finished their student teaching before undergoing the qualifying review.

MFA in Interior Design: A qualifying review following the third semester ensures that all students can perform to established standards in skill development and demonstrate the required capacity for increasingly complex critical thinking, analysis, research and inquiry involved in advanced coursework, as well as necessary skills development.

MFA in Studio Art: Following the international graduate residency, graduate students must successfully pass a mid-program qualifying review in which students will present a body of work and demonstrate conceptual and intellectual growth, research, oral and written skill development.

Additional information regarding program specific requirements and scheduling of the qualifying review are provided by the Graduate Program Manager and the Director of Graduate Studies. Any graduate student who wishes to change their program of study must re-apply for that program through the Admissions Office

Graduation Requirements

A. MA in Art Education with Emphasis in Special Populations Requirements:

Graduate students must successfully complete 11 courses over 15 months (or 27 months for part-time students) for a total of 30 credit hours of work toward the degree. All courses are sequential and required.

B. MFA in Interior Design Requirements:

Graduate students must successfully complete 29 courses over 39 months/10 semesters (or 75 months/19 semesters for part-time students) for a total of 66 credit hours of work toward the degree. All courses are sequential and required with the exception of 6 credits of elective course work.

C. MFA in Studio Arts:

Graduate students must successfully complete 17 courses over 27 Months/7 Semesters (or 51 months/13 semesters) for a total of 60 credit hours of work toward the degree. All courses are sequential and required with the exception of 6 credits of elective course work.

Transcript Requests

Graduate students may request that official transcripts be sent to a third party. This request must be submitted in writing by completing a transcript request form that may be obtained from the Registrar's Office or from Moore's website. The following information is required on the form:

- Full name (as it was when enrolled)
- ID Number or Social Security Number
- Years attended
- Program
- Graduation date, if applicable
- Complete address to be sent
- Signature of student

The charge for a transcript is \$10, and all requests must be accompanied by a check made payable to Moore College of Art & Design.

A transcript request may take up to two

weeks to process. Transcripts will not be released until all financial obligations have been met, including tuition, fees, library fines and any other payments owed to the College.

Academic Probation

If a student is having difficulties in classroom performance or attendance, the faculty member may send him/her a Notice of Academic Concern. This notice is also sent to the Graduate Program Manager, Director of Graduate Studies and the Associate Dean for Educational Support Services. If he/she has not done so yet, the student should speak immediately to his/her faculty. Students are urged to take advantage of the College's support systems when they receive the notice by seeing their Graduate Program Manager, Writing Coordinator or the Graduate Program Director to explore ways of improving their work in class. Notice of academic concern are not intended to substitute for direct communication between the faculty and student.

A. Departmental Probation

A graduate student will be placed on departmental probation if in any semester he/she receives a C+ or less in required courses. The graduate program manager will counsel him/her regarding the areas which need strengthening and will notify the graduate student and the Academic Standards Committee in writing that the graduate student has been counseled and placed on departmental probation. Depending upon the nature and extent of the problem, the graduate program manager may require the student to meet with the Director of Graduate Studies and the Academic Standards Committee. In order to help ensure the graduate student's success in the classroom, the graduate program manager, the Director of Graduate Studies and/or the Academic Standards Committee will make specific recommendations to proceed. For example, a graduate student may be required to repeat courses in which he/she has a grade of B- or below. Decisions regarding such requirements depend upon the graduate program manager's assessment in consultation with the Director of Graduate Studies of a graduate student's ability to proceed in the graduate program.

At the end of the following semester, the student must attain a minimum of a B- term GPA to be removed from departmental probation and to be in good standing in the graduate program. Graduate students should expect to be dismissed from the graduate program if, in this second semester, they have multiple grades of B- or below and/or are on college-wide probation as well. The graduate program manager will notify the student, the Director of Graduate Studies and the Academic Standards Committee in writing. Such students may be required to meet with the Academic Standards Committee. If a graduate student wishes to be readmitted to the graduate program at a later date, he/she must: a) complete a minimum

of one semester of six college-level credits outside the department with at least a B in each course and/or b) work at a full-time job for at least six months and submit a letter from his/her employer and/or c) show other significant behavioral evidence that he/she is ready to resume his/her studies in the graduate program. He/she must come before the Academic Standards Committee to be able to register for classes. The Graduate Program Manager will be present at that meeting with full participatory rights. At that meeting, it will be determined at what level the graduate student re-enters the graduate program and which courses he/she must repeat. Students should expect to repeat anything with a C+ or less. A student who is readmitted will be required to complete the degree requirements of the graduate program and may be required to submit an updated portfolio. Readmittance degree requirements may be stipulated by the Director of Graduate Studies.

To ensure graduation, a graduate student should maintain a minimum of a 3.0 (B grade) in each course in his/her graduate program as well as a cumulative GPA of 3.0 and a GPA of 3.0 in his/her final semester. See "Graduation Requirements."

B. College-wide Probation and Dismissal for Academic Reasons

A graduate student must have a minimum GPA of 3.0 for each term to remain in good academic standing. A graduate student whose term GPA is less than a 3.0 will be placed on academic probation by the Academic Standards status. A graduate student on probation may not take an incomplete until he/she comes off probation. A graduate student placed on probation will become subject to dismissal if:

1. He/she fails to achieve a semester GPA of 3.0 the following term;
2. He/she was admitted on probation and achieves less than a 3.0 during his/her first semester at the College;
3. He/she has a semester GPA of less than a 3.0 for three non-consecutive semesters for Interior Design and Studio Arts students and two non-consecutive semesters for Art Education students;
4. He/she was admitted on probation and achieves a semester GPA of less than 3.0 for two non-consecutive semesters for Interior Design and Studio Arts students and one semester for Art Education students; or
5. His/her cumulative GPA is below a 3.0 for three or more semesters for Interior Design and Studio Arts students and two non-consecutive semesters for Art Education students. All such graduate students may appeal their dismissal status by meeting with the Academic Standards Committee. The Committee will make two decisions:
 - a. whether a graduate student is allowed to continue in his/her studies and

- b. whether he/she is making satisfactory academic progress and, therefore, can keep his/her financial aid.

If a graduate student is subject to dismissal and is allowed to continue his/her studies, he/she will remain on probation. If he/she then fails to achieve a 3.0 GPA, he/she will be dismissed without the right to appeal. Graduate students that are dismissed, and are re-admitted at a later date, return to the College on probation. They will be subject to dismissal again if they ever have another semester GPA below 3.0. They also may not take any incompletes in their first semester back at the College.

For financial aid, achieving a semester GPA of less than a 3.0 for two consecutive semesters constitutes unsatisfactory progress, and such graduate students will lose their financial aid even if they are allowed to continue their studies at the College.

Academic Standards Committee

The Academic Standards Committee reviews cases of graduate students that are on probation. The Committee is chaired by the Dean of Students; the other committee members are the Director of Graduate Studies, the Graduate Program Manager, the Registrar and two to three faculty members. Graduate students that have a GPA under 3.0 for one semester only are automatically sent a letter warning them that they are on probation and will need to achieve a GPA above a 3.0 for the following semester or be subject to dismissal. Graduate students that withdraw after one semester with a GPA under 3.0 are informed that because they have withdrawn in poor academic standing, they will have to appeal to the Academic Standards Committee to return to the College.

When graduate students have less than a 3.0 for two consecutive semesters, or for three non-consecutive semesters (or two non-consecutive semesters for Art Education students), or are admitted on probation and have less than a 3.0 in their first semester at Moore or in two subsequent non-consecutive semesters, or have a cumulative average below a 3.0 for three or more semesters, they are informed that they are subject to dismissal and offered a chance to appeal. A graduate student choosing not to appeal is automatically dismissed. A graduate student who withdraws informally under these circumstances will have a dismissal recorded on his/her transcript. A graduate student that chooses to appeal must appear before the Academic Standards Committee and present reasons in writing for not being dismissed. In reaching a decision about dismissal, the members of the Academic Standards Committee attempt to serve the best interest of the graduate student and the College. Each decision is unique to the individual and each decision is rendered on a case-by-case basis. When graduate students leave Moore and then return, they must fulfill all new

requirements and begin the program within the time allotted for graduation. Please refer to Graduation Requirements on page 18.

Standards of Satisfactory Academic Progress for Financial Aid

A. Need-based Aid:

For a graduate student to receive financial aid, the College must certify that he/she is making satisfactory academic progress. For financial aid purposes, colleges are required to have two standards for progress:

- 1) a qualitative standard—a minimum GPA and
- 2) a quantitative standard—the number of credits a graduate student needs to have completed satisfactorily in a given time period.

For a graduate student to satisfy the qualitative standard (the one related to GPA requirements), he/she cannot be subject to dismissal. To satisfy the quantitative standard, all graduate students, both full and part-time, must satisfactorily complete 80% of credits attempted. For full-time students, this means 80% of credits attempted or 12 credits, whichever is less. For a part-time student taking 10 credits, for example, satisfactorily completing 80% means completing 8 of the 10 credits attempted. The exception is for the Commonwealth of Pennsylvania state grants—or PHEAA grants—for which the 80% option does not apply. The student must complete a minimum of 12 credits for PHEAA each semester. Policies for students that don't meet the qualitative standard—the GPA requirements:

1. A graduate student that is subject to dismissal for having achieved a semester GPA of less than a 3.0 for two consecutive semesters will automatically lose his/her aid.
2. For the other 4 situations that make a student subject to dismissal, the Academic Standards Committee will make a case-by-case decision as to whether the graduate student will lose his/her financial aid.
3. To have his/her aid reinstated, he/she must:
 - a. complete a minimum of 6 credits at Moore without aid and achieve at least a 3.0, or
 - b. complete 12 credits at another college with a B or better.

If a graduate student returns to the College after completing 12 credits elsewhere, during his/her first semester back at Moore, he/she will not be able to withdraw or receive incompletes in any courses he/she might take. Policies for graduate students that don't meet the quantitative standard—completion of a minimum number of credits:

1. At the end of the academic year, graduate students that have not completed 80% of credits attempted or 12 for each full-time semester, whichever is less, will lose their aid.
2. To have the aid reinstated, the graduate student must:

- a. take classes elsewhere to satisfy this requirement,
- b. take courses at Moore without aid until he/she has accumulated enough credits, or
- c. complete some credits elsewhere and then return to Moore to take the remaining credits without aid.

A graduate student taking courses elsewhere to satisfy this standard will need to complete them with a B or better and transfer them onto his/her Moore transcript. He/she should consult with the Academic Advisor in advance to choose these courses.

The Academic Standards Committee, in consultation with the Academic Dean, may choose to make exceptions to these rules for mitigating circumstances on a case-by-case basis.

B. Graduate Fellowship Merit Aid

Graduate students that receive merit aid as they enter the College must maintain a specific GPA in order to keep their aid: graduate students with Moore Graduate Fellowships must maintain a 3.0. At the end of every academic year, graduate students' GPA's will be assessed, and those who have not met this standard will be required to meet with the Academic Standards Committee and the Director of Financial Aid. They will be subject to losing their merit aid. In order to help graduate students achieve the required GPA, at the end of the fall semester graduate students that appear to be at risk for not achieving the required GPA will be notified; those at serious risk will be counseled by the Academic Standards Committee. If a graduate student is found to be ineligible to continue in the program or if the graduate student decides to drop out of the program, he/she will lose the merit aid that he/she receives as a member of this group.

Exceptions to Regulations

For extraordinary circumstances only, a graduate student or a faculty member may petition the Academic Standards Committee for an exception to any academic regulation. The petition must give the rationale for an exception. The Committee shall consult with appropriate faculty, the graduate program manager, the Director of Graduate Studies, the Academic Dean and the student before ruling on the petition.

Trip/Program Policy

Transportation for field trips or travel programs varies and may include various modes of transportation, such as walking, public transportation, a car, train, airplane or other public carrier. The College is not responsible for any harm to graduate students or their property resulting directly or indirectly from the selection of a carrier and/or the operation of motor vehicles or other means that they may utilize as transportation to, from or during such a college-sponsored trip. If

the program involves return transportation, it is each graduate student's responsibility to appear on time at the site from which the bus/van/car/train/airplane will leave.

All graduate students in the MFA Studio Arts program are required to complete a 6 credit International Residency and a 3 credit Art History course in Burren, Ireland for four weeks during the 2nd summer of their program. Fees associated with this international residency and travel dates will be provided to graduate students by the start of the spring semester and are assessed independently from tuition. The cost of airfare is not included with the fees for the international graduate residency. The College has no control over the personnel at Burren College. Therefore, Moore is not responsible for any harm to graduate students or their property resulting directly or indirectly from an injury that occurs during the off-campus program.

When graduate students participate in college-sponsored programs or trips, the College is not obligated to provide or arrange for off-site medical care to students. If emergency medical care is necessitated during or as a result of such a program or trip, the student is responsible for the expenses associated with his/her care, subject to the terms and allowances of his/her personal insurance. If the graduate student's insurance does not cover his/her care, the graduate student is responsible for the cost of the medical care provided to him/her by any third parties.

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