MOORE
2014-2015
BFA STUDENT HANDBOOK
Welcome to Moore College of Art & Design

The purpose of the Student Handbook is to provide information on all aspects of student life at Moore College of Art & Design. Included in the Handbook are the College’s calendar for 2014-2015, a directory of administrative services, an explanation of the College’s administrative services, College policies, academic policies and regulations, leadership organizations and other opportunities for students & residential life and housing policies.

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

The 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, students will receive notification of changes either through an email or at the registration period following the change. Once changes in policies, regulations or procedures are published, students are governed by them rather than by the ones that might have been in effect when they originally matriculated at the College. Therefore, students are advised to verify that the information in the Handbook is current by contacting the appropriate College office. The Handbook is not a contractual or legal statement. The Dean of Students oversees the preparation of the Student Handbook.

This handbook is best viewed as an ebook on the iPad. Moore issued iPads will have a link set up in Self Service. A pdf version will be available at www.moore.edu. Students who would like a printed copy of the Student Handbook should see Student Services.

Published August 28, 2014
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 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 and Title IX Compliance
The College adheres to the principle of equal education opportunity without discrimination on the basis of race, color, religion, age, national origin, sexual orientation or disability in the administration of its educational policies, scholarship and loan programs, and other College-administered programs and employment practices.

In conformity with the Civil Rights Act of 1964, as amended, and Title IX of the Education Amendments of 1972, it is also the policy of Moore College of Art and Design not to discriminate on the basis of sex in its employment practices, educational programs or activities. The admission of only women in the undergraduate program is in conformity with a provision of the Civil Rights Act. The provisions of Title IX protect students and employees from all forms of illegal sex discrimination, which includes sexual harassment and sexual violence, in College programs and activities.

Inquiries regarding compliance with this legislation and other policies regarding nondiscrimination may be directed to Ruth Robbins, the Dean of Students and Title IX Coordinator, who administers the College’s procedures, at 215-965-4040 or rrobbins@moore.edu.

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 advises the public to view work at its own discretion.

Policy on Use of College Name and Logo
Use of the Moore College of Art & Design name and/or logo in any form is not allowed without permission. To request permission and obtain the Moore logo, please contact the Office of Marketing & Communications at communications@moore.edu.
# Table of Contents

<table>
<thead>
<tr>
<th>Chapter</th>
<th>Title</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Chapter 1</strong></td>
<td>Academic Calendar and Directory</td>
<td>pg. 4</td>
</tr>
<tr>
<td><strong>Chapter 2</strong></td>
<td>Business Office and Financial Aid</td>
<td>pg. 11</td>
</tr>
<tr>
<td></td>
<td>Section 1 - Business Office</td>
<td>pg. 12</td>
</tr>
<tr>
<td></td>
<td>Section 2 - Financial Aid</td>
<td>pg. 15</td>
</tr>
<tr>
<td><strong>Chapter 3</strong></td>
<td>Academic Affairs</td>
<td>pg. 18</td>
</tr>
<tr>
<td></td>
<td>Section 1 - Academic Resources</td>
<td>pg. 19</td>
</tr>
<tr>
<td></td>
<td>Section 2 - Academic Policies</td>
<td>pg. 24</td>
</tr>
<tr>
<td><strong>Chapter 4</strong></td>
<td>College Policies</td>
<td>pg. 44</td>
</tr>
<tr>
<td><strong>Chapter 5</strong></td>
<td>Student Services</td>
<td>pg. 54</td>
</tr>
<tr>
<td></td>
<td>Section 1 - Student Services</td>
<td>pg. 55</td>
</tr>
<tr>
<td></td>
<td>Section 2 - Student Leadership</td>
<td>pg. 60</td>
</tr>
<tr>
<td></td>
<td>Section 3 - Student Rights and Responsibilities</td>
<td>pg. 63</td>
</tr>
<tr>
<td></td>
<td>Section 4 - Gender-Based Misconduct Policy</td>
<td>pg. 69</td>
</tr>
<tr>
<td></td>
<td>Section 5 - Judicial System and Redress for Students</td>
<td>pg. 76</td>
</tr>
<tr>
<td></td>
<td>Section 6 - Residence Life and Housing</td>
<td>pg. 80</td>
</tr>
<tr>
<td><strong>Chapter 6</strong></td>
<td>Fellowships, Internships &amp; Travel Opportunities</td>
<td>pg. 88</td>
</tr>
<tr>
<td><strong>Chapter 7</strong></td>
<td>Computer Services</td>
<td>pg. 92</td>
</tr>
<tr>
<td><strong>Chapter 8</strong></td>
<td>Safety &amp; Security</td>
<td>pg. 96</td>
</tr>
<tr>
<td><strong>Chapter 9</strong></td>
<td>The Galleries at Moore</td>
<td>pg. 100</td>
</tr>
<tr>
<td><strong>Chapter 10</strong></td>
<td>Other Campus Resources</td>
<td>pg. 102</td>
</tr>
</tbody>
</table>
The academic calendar is 30 weeks in duration, and is divided between two 15-week semesters. Classes are scheduled for 14 weeks with final exams scheduled for the 15th week. This academic calendar includes dates for the beginning and end of semesters, vacations, exams, and critiques. While this calendar is as accurate as possible, some of these dates may change. Therefore, dates should be verified.

The full academic calendar approved by Academic Council can be found at www.moore.edu under the current students tab.
**Important Dates Fall 2014**

August 23  
Residence Halls Open and Clearance - New Students

August 23-27  
New Student Orientation

August 24  
Residence Halls Open - Returning Students

August 25  
Clearance - Returning Students

August 26-27  
Faculty In-Service

August 28  
Classes begin; Convocation @ 11am

September 1  
Labor Day (no BFA classes)

September 3  
Incompletes due from Spring 2014

September 10  
Last day to Add/Drop

October 9-10  
Fall Break (no BFA classes) - Residence halls open w/ food service

October 14-29  
Advising and Registration
  
  October 14-16  
  Post-Bac & Seniors (91+ credits)

  October 17-21  
  Juniors (60.5 - 90.5 credits)

  October 22-27  
  Sophomores (30 - 60 credits)

  October 28-30  
  First Years (1 - 29.5 credits)

October 31  
Last day to Withdraw

November 25  
Food service ends at dinner for Thanksgiving Break

November 26  
Residence Halls close at 12noon

November 26-28  
Thanksgiving Break (no BFA classes)

November 30  
Residence Halls open at 12noon - food service resumes at dinner

December 9  
Study day (no BFA classes)

December 12  
Last day of classes

December 15-16  
Final Exams

December 17-19  
Final Reviews and Critiques

December 19  
Food Service ends after dinner

December 20  
Residence Halls close at 12noon

December 29  
Final Grades Due

**Important Dates Spring 2015**

January 15-16  
Faculty Planning Days

January 16  
Residence Halls open

January 16  
Clearance for all students

January 16-19  
Orientation

January 19  
Martin Luther King, Jr. Day - College closed

January 20  
Classes Begin

January 26  
Incompletes due from Fall 2014

February 2  
Last day to Add/Drop

March 7  
Residence Halls Close at 12noon

March 9-13  
Spring Break (no BFA classes)

March 15  
Residence Halls open at 12noon - food service resumes at dinner

March 18- April 3  
Advising and Registration
  
  March 18-22  
  Post-Bac & Seniors (91+ credits)

  March 23-25  
  Juniors (60.5 - 90.5 credits)

  March 26-30  
  Sophomores (30 - 60 credits)

  March 31 - April 3  
  First Years (1 - 29.5 credits)

March 25 - April 11  
Fellowship Exhibition / Student Show 2015

March 27  
Last day to Withdraw

April 10  
Honors Convocation

April 22 - May 16  
Senior Show

May 4  
Last Day of Classes

May 5  
Final Exams for Seniors

May 6-8  
Final Reviews and Critiques for Seniors

May 10  
Senior Grades Due

May 11-12  
Final Exams for Underclasswomen

May 13-15  
Final Reviews and Critiques for Underclasswomen

May 16  
Residence Halls close at 12noon

May 16  
Senior Show Reception

May 16  
Fashion Show

May 17  
Commencement

May 24  
Final Grades Due for Underclasswomen

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**COLLEGE OFFICES WILL BE CLOSED FROM DECEMBER 19, 2014 until JANUARY 5, 2015.**

**HOLIDAYS DURING REGULAR SEMESTER CLASS DAYS FOR WHICH SOME STUDENTS MIGHT REQUEST AN EXCUSED ABSENCE: ROSH HASHANAH; PASSOVER; GOOD FRIDAY**
Important Dates Summer 2015

The summer calendar is 12 weeks in duration and is divided into three four-week sessions, with final critiques and exams scheduled for the last day of each class. The calendar includes dates for the beginning and the end of the term and each session, last day to add/drop, withdraw, and holidays. While this calendar is as accurate as possible, some dates may change and therefore should be verified.

Session Dates:

Session I Start: Monday, May 18
Session I End: Sunday, June 28

Session II Start: Monday, June 29
Session II End: Sunday, August 9

Last Day to Add/Drop: 1 day immediately after 1st class meeting

Last Day to Withdraw:
Session I: Tuesday, June 2
Session II: Tuesday, July 14

Final Critiques & Exams: Last day of each class
Final Grades Due: Tuesday, August 11

THE COLLEGE WILL BE CLOSED FOR THE FOLLOWING HOLIDAYS:

MEMORIAL DAY: FRIDAY, MAY 22ND AND MONDAY, MAY 25TH
INDEPENDENCE DAY: FRIDAY, JULY 3RD AND MONDAY, JULY 6TH
Directory of Administrative Services

Moore College of Art & Design
20th Street and The Parkway
Philadelphia, Pennsylvania 19103-1179
PHONE 215.965.4000

Shipping address for packages:
1925 Cherry Street
Philadelphia, PA 19103

Mailing address:
1916 Race Street
Philadelphia, PA 19103

EMERGENCY NUMBERS

<table>
<thead>
<tr>
<th>Service</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>POLICE</td>
<td>911</td>
</tr>
<tr>
<td>FIRE</td>
<td>911</td>
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<tr>
<td>AMBULANCE</td>
<td>911</td>
</tr>
<tr>
<td>DRUG TREATMENT HOTLINE</td>
<td>1-888-545-2600</td>
</tr>
<tr>
<td>AIDS HOTLINE</td>
<td>800-662-6080</td>
</tr>
<tr>
<td>CHOICE HOTLINE</td>
<td>215-985-3300</td>
</tr>
<tr>
<td>SUICIDE PREVENTION CENTER</td>
<td>215-686-4420</td>
</tr>
<tr>
<td>POISON CONTROL CENTER</td>
<td>800-222-1222</td>
</tr>
<tr>
<td>WOAR HOTLINE (WOMEN ORGANIZED AGAINST RAPE)</td>
<td>215-985-3333</td>
</tr>
<tr>
<td>PHILADELPHIA GAY &amp; LESBIAN TASK FORCE VIOLENCE &amp; DISCRIMINATION HOTLINE</td>
<td>215-772-2000</td>
</tr>
</tbody>
</table>

SNOW CLOSING

Moore’s number for snow closings is 195. Students may also consult the College website at www.moore.edu

EMERGENCY NOTIFICATION SYSTEM

The college has an emergency notification system that uses text messaging and email to alert students, faculty, and staff to potentially dangerous situations on campus. The system is also used in the event that the College is closed due to inclement weather. We strongly urge all students, faculty, and staff to sign up to receive emergency alerts. To sign up please go to http://www.moore.edu/student_life/student-services/transportation_safety/emergency_notification
Use the Directory of Administrative Services to find staff names, titles, extension numbers or phone numbers. The extensions in the Directory can be dialed directly from campus phones within the College.

To call directly from outside the College, dial 215.965 followed by the correct extension, or dial the main College number, 215.965.4000, and then the extension as directed by the operator.

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.

<table>
<thead>
<tr>
<th>ACADEMIC DEAN’S OFFICE - Wilson Hall 3rd floor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dona Lantz, Academic Dean</td>
</tr>
<tr>
<td>Jenny Emery, Executive Assistant</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ADMISSIONS OFFICE - Sarah Peter Hall Ground floor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elizabeth Mathis, Executive Director of Admissions</td>
</tr>
<tr>
<td>Stefan Schechs, Associate Director of Admissions &amp; Graduate Admissions Coordinator</td>
</tr>
<tr>
<td>Cara Croke, Admissions Counselor &amp; Communications Coordinator</td>
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<tr>
<td>Emma Irvin, Admissions Counselor &amp; International Admissions Coordinator</td>
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<tr>
<td>Eleanor Farley, Admissions Recruiter, Admissions Counselor, &amp; Internal Admissions Coordinator</td>
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<tr>
<td>Sherine Lightbourne, Admissions Operations Manager</td>
</tr>
<tr>
<td>Lynne Fillion, Admissions Counselor</td>
</tr>
<tr>
<td>Jasmine Zateeny, Assistant to the Executive Director of Admissions &amp; Recruitment Coordinator</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>BUSINESS OFFICE - Wilson Hall 2nd floor</th>
</tr>
</thead>
<tbody>
<tr>
<td>William L. Hill II, Vice President for Finance and Administration</td>
</tr>
<tr>
<td>Angeline Campbell, Controller</td>
</tr>
<tr>
<td>Olmiraida Medina, Accounts Payable Coordinator</td>
</tr>
<tr>
<td>LaShonda Thomas, Accounts Receivable Coordinator</td>
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<tr>
<td>Scout Mayor, Assistant to the Vice President of Finance</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>MARKETING &amp; COMMUNICATIONS - Wilson Hall 3rd floor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Roy Wilbur, Director of Marketing &amp; Communications</td>
</tr>
<tr>
<td>Michele Cohen, Assistant Director of Communications</td>
</tr>
<tr>
<td>Jennifer Vatza, Web, Social Media, &amp; Fundraising Coordinator</td>
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<tr>
<td>David Rizzio, Multimedia Producer</td>
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<tr>
<td>Christy Dishman, Part-time Graphic Designer</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COMPUTER SERVICES - Wilson Hall Basement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dennis Dawton, Academic Computing Manager</td>
</tr>
<tr>
<td>Shaun Flanly, Administrative Computing</td>
</tr>
<tr>
<td>Christianna Fail, Academic Computing Administrator</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CONTINUING EDUCATION - Wilson Hall 2nd floor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Judy Woodworth, Co-Director; CE Adult Programs</td>
</tr>
<tr>
<td>Natalie Payne, Co-Director, CE Youth Programs</td>
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<tr>
<td>tbd, Youth Programs Coordinator</td>
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<tr>
<td>Marlise Tkaczuk, Program Coordinator, CE Adult Programs</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>THE ART SHOP - Sarah Peter Hall 1st floor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Suzanne Kopko, Director</td>
</tr>
</tbody>
</table>
COUNSELING SERVICES, Ruth Gayle, Director x4002

DEVELOPMENT - Wilson Hall 3rd floor
  tba, Director of Development x4037
  Kathryn Myers, Associate Director of Development for Alumni Affairs and Annual Fund x4051
  Andrea Silva, Associate Director of Development x4069
  Jennifer Vatza, Web, Social Media, & Fundraising Coordinator x4066

EDUCATIONAL SUPPORT SERVICES (ESS) - Stahl Hall 1st floor
  Claudine Thomas, Associate Dean x4061
  Alyssa Truszkowski, Academic Advisor x4063
  Steve Scaduto, Director of ESS & The Writer’s Studio x4062

FACILITY RENTALS, Emily Johnson x4097

FACULTY DEPARTMENT CHAIRS
  Lynn Palewicz, Chair of Foundation x4093
  Janice Lewis, Chair of Fashion Design x4083
  Kathryn Dethier, Chair of Design for Graphic Design, Illustration, and Interior Design x4078
  Dr. Jonathan Wallis, Chair of Liberal Arts for Art Education, Art History, and Curatorial Studies x4071
  Robert Goodman, Chair of Fine Arts, Interactive & Motion Arts, and Photography & Digital Arts x4086

FINANCIAL AID - Wilson Hall 2nd floor
  Michelle Adamo, Director of Financial Aid x4042
  Devon Weaver, Financial Aid Counselor x4041

FOOD SERVICE - Outside Dining Hall
  Katie Weir, Food Service Director x4049
  John Starrett, Executive Chef x4049

FRONT DESK x0

THE GALLERIES AT MOORE - Sarah Peter Hall 1st floor
  Kaytie Johnson, Director and Chief Curator of the Galleries x4027
  Matthew Kalasky, Outreach and Public Programs Coordinator x4045
  Gabrielle Lavin, Gallery Manager x4027
  General Information x4027

GRADUATE PROGRAMS - Wilson Hall 2nd floor
  tba, Director of Graduate Studies x8569
  Lynne Horoshak, Art Education Graduate Program Manager x6811
  Daniel Tucker, Studio Art Graduate Program Manager x6812
  Donna Daley, Interior Design Interim Graduate Program Manager x6814

HEALTH SERVICES, Diane Azuma, Director x4032

HUMAN RESOURCES, Rachel Phillips, Director x4025
LIBRARY (CONNELLY LIBRARY) - Sarah Peter Hall 1st floor
Sharon Watson-Mauro, Library Director x8582
Elizabeth Carter, Senior Library Assistant x4054
Matthew Ducmanas, Circulation Supervisor x4054
Charles Duquesne, AV/Media Specialist x4040
Neejla Mustief, Graduate Research Assistant x4054
General Information x4054

LOCKS CAREER CENTER - Sarah Peter Hall Ground floor
Belena Chapp, Director x4010
Veronica Scarpellino, Assistant Director x4064

OPERATIONS / FACILITIES - Wilson Hall 2nd floor
Ken Ferretti, Director of Operations x4007
John Groetzinger, Lead Maintenance Mechanic x4089
Steve Mangen, Maintenance Mechanic x4089
Diz Murphy, Maintenance Coordinator x4089
Shipping & Receiving x4001

PRESIDENT’S OFFICE - Wilson Hall 3rd floor
Fax: 215-568-8017
Cecelia Fitzgibbon, President x1100
Alysson Cwyk, Executive Assistant to the President & Director of Special Projects x1100

REGISTRAR - Stahl Hall 1st floor
Fax: 215-965-8538
Cynthia Violet, Registrar x4028
Danielle Wooten, Registrar Coordinator x4031

SARTAIN FRONT DESK X4104

STUDENT SERVICES - Stahl Hall 1st floor
Fax: 215-564-1459
Ruth Robbins, Dean of Students x4040
Emily Johnson, Assistant Dean of Students x4097
Corienne Myslinski, Director of Residence Life x4035
Diane Azuma, Director of Health Services x4032
Ruth Gayle, Director of Counseling Services x4002
Jeanette Wintjen, Assistant to the Dean of Students/Student Services Coordinator x4040

STUDIO TECHNICIANS - Sarah Peter Hall Basement
John Pompetti, Foundation/3D Fine Art Technician x4008
Jennifer Petsko, 3D Fine Art Technician x8576
Zachary Starer, Printmaking & Fine Arts Technician x8571

WRITER’S STUDIO - Stahl Hall 1st floor
Holly Bittner, Director of First Year Writing x4043
Steve Scaduto, Director of ESS & The Writer’s Studio x4062
The Business Office handles all financial matters pertaining to the College. This includes tuition, refunds, vendor payments, and payroll. Students concerned about their tuition bills should contact the Accounts Receivable Coordinator.

**BILLING POLICIES** The following is a summary of the financial policies that affect student billing. The costs quoted below are for the 2013-2014 academic year.

**Billing Cycle** Fall semester bills will be emailed and available for view through Self-Service in July; Spring semester bills will be emailed and available for view through Self-Service in November.

**Financial Policy** All charges due to the College must be paid in full by the due date printed on the invoice. Students who are current on the tuition payment plan are able to defer that portion of their balance to be paid. No student is considered registered until all financial obligations have been met and cleared through the Business Office.

The College offers a tuition payment plan.
https://www.moorecollege.net/selfservice/Home.aspx

For students who wish to pay their tuition, fees, room and board by credit card, the College uses Cashnet as our online service provider. The College does not accept credit card payments directly or via the phone. Cashnet charges a non-refundable convenience fee for those who wish to pay by credit card. All major credit cards are accepted. You can also pay online by check and Cashnet does not charge a fee for these services.

**Class Clearance** All 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 her place in class. In order to clear for class, a student must complete financial aid processing and payment of tuition and fees.

The Registrar will verify clearance through the steps above as well as by checking that students are swiping their ID cards to enter the College's buildings. 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. Students who do not meet the clearance requirements will be withdrawn from the College.

**Collections for Nonpayment** For students whose accounts become delinquent, the College reserves the right to transfer the account to a contracted collection agency, attorney and/or credit bureau. Such students will be held responsible for collection costs and attorney’s fees in addition to their outstanding balances. Failure to receive a tuition statement does not excuse a student from paying tuition and fees before attending classes each semester.

**Tuition and Fees**

- **Full-Time Students** The tuition rate for full-time students for 2014-2015 is $34,237 with an additional $1,173 in fees. Half of tuition and fees is billed each semester. A full-time student must be enrolled for a minimum of 12 credits per semester. Full-time students who exceed 18 credits per semester are billed an extra credit charge for each credit they are taking above 18 credits.

- **Part-Time Students** Part-time students are those enrolled for less than 12 credits per semester. Part-time students are billed $1,429 per credit per semester, except for post-baccalaureate Art Education students, who are billed at $947 per credit.

- **Fees and Deposits** Each full-time student is charged an additional fee of $1,173 per year; fees for part-time students are $588 per year. These fees fund such costs as the health services, psychological services and a portion of student activities. There is also a $200 deposit for students living in the residence halls which covers any damage or loss of residence hall property. When a resident leaves the residence halls, any unexpended portion of the $200 is refunded. First-year students must also pay a one-time $100 breakage deposit. With both deposits, the College reserves the right to apply the balance against any indebtedness to the College the student might have.

- **Summer Tuition, Fees and Financial Aid** Students taking 6 credits or more in the summer may be eligible for financial aid and should consult with the Financial Aid Office.

  - First-year summer courses - Students taking first-year courses in the summer accelerated program will be billed at the same rate as students taking BFA courses during the academic year. Tuition for full-time students will be $17,118.50 for the summer semester. Tuition for part-time students will be $1,429 per credit. The general fee for the summer semester will be $588. The technology fee will be $166.

  - Upper-level courses - Students enrolled in sophomore, junior or senior-level summer courses will be billed $11,986 for a full-time course load and $999 per credit as part-time students. The general fee will be $146 and the technology fee will be $40.

- **Housing Charges** For the 2014-2015 academic year students living in the residence halls will be charged $8,010 per year for room and $5,294 for the food service (board). The total charge for both room and board for the full academic year in 2014-2015 is $13,304. The charge for a single room in Stahl Hall is $9,010, plus food service, per year.

- **Meal plan for Commuters** Students living near the College may also elect to be on the meal plan. They may select a plan for 19, 14, or 10 meals per week. The costs per year are: $5,294 for a 19-meal plan; $4,412 for a 14-meal plan and $3,740 for a 10-meal plan. Students who want to sign up for the meal plan should do this through the Business Office.

- **Late Fees** Tuition payment is due on the date listed on the student invoice. A $55 fee will be assessed for late payment. If an account continues to be delinquent, an additional $55 will be assessed every thirty days thereafter for late payments.

- **Other Charges** Students may also be charged other fees, $55 for a late registration fee and $33 for a check returned by the bank. There are also one-time charges of $90 for Orientation and of $423 for Commencement. In addition, there is a Technology Fee of $166 charged to all students. Occasionally, there are lab fees for other classes, which will be published in the class schedule each semester.

- **Credit Balances** Students who have credit balances on their accounts on the first day of classes will receive a refund two weeks after the start of the semester. Students who have credit balances on their accounts at a later date will receive a refund two weeks after the credit appeared. No refunds are processed until two weeks after the start of the semester.

- **Tuition Fee, Room and Board Refund Policy** If a full-time student withdraws from some of her courses before the end of the published drop/add period, she will be refunded a portion of her charges for those particular classes if dropping them makes her part-time. After the drop/add period, students that withdraw from individual classes will not receive a refund on tuition and fees. Refunds for students who withdraw from all classes and from College housing, in the case of residents, are calculated as follows:

The College calculates refunds based on weeks of class attendance and of residence in College housing. College-funded and state grant aid will be adjusted in proportion to the tu-
Students who receive federal financial aid will be subject to a Return on Title IV Funds calculation (see Financial Aid Policies). In determining refunds, the College uses the last date of attendance as a basis for number of weeks in class. The schedule for the 15-week semester follows:

<table>
<thead>
<tr>
<th>Withdrawal Period</th>
<th>For the 15 week semester</th>
<th>Percent refunded</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prior to the start of classes</td>
<td>------------------------</td>
<td>100%</td>
</tr>
<tr>
<td>End of Drop/Add</td>
<td>Within 2 weeks</td>
<td>90%</td>
</tr>
<tr>
<td>End of 20% of classes</td>
<td>Within 3 weeks</td>
<td>75%</td>
</tr>
<tr>
<td>End of 25% of classes</td>
<td>Within 4 weeks</td>
<td>50%</td>
</tr>
<tr>
<td>End of 50% of classes</td>
<td>Within 7.5 weeks</td>
<td>25%</td>
</tr>
<tr>
<td>After 50% of classes</td>
<td>After 7.5 weeks</td>
<td>0%</td>
</tr>
</tbody>
</table>

These guidelines, which link the percent of refund to the percent of classes attended, will also be applied to classes running for less than 15 weeks; this includes summer classes and any classes in the academic year that run for less than 15 weeks. If the withdrawing student is also a resident, refunds for her housing charges will be based on a schedule similar to the one above. The College also charges an additional $100 administrative fee for withdrawals.

**IPAD POLICY**  The iPad issued to first-year students is the personal property of the student. If the student withdraws from the College prior to the end of the 9th week of their first semester, the student will be required to pay a fee for the iPad. Each student will sign a Promissory Note that includes the fee schedule upon receipt of the iPad. The iPad cannot be returned to the College.
Financial Aid

The Financial Aid Office provides assistance to students who, without such aid, would be unable to attend college. Financial aid may be in the form of grants, scholarships, part-time employment, and/or student and parent loans. Funding for aid may come from the federal government, the state, or the College (including endowed funds).

FINANCIAL AID POLICIES To be considered for need-based aid, a student is required to complete a Free Application for Federal Student Aid (FAFSA); all colleges use this application to determine a student's eligibility for federal and state aid programs. This includes Federal Pell Grants, SEOG, Federal Perkins Loans, Federal Work-Study, Federal Direct Subsidized and Unsubsidized Loans and PHEAA Grants. Moore also uses the FAFSA for the need-based grants it awards, but not for the merit scholarships. The priority deadline for students attending Moore College of Art & Design is March 1; however, students should file their FAFSA form as soon as possible after the first of January. Students will need to know their prior year's income and tax information. It is possible to use an estimate based on W-2's. Pennsylvania residents that wish to apply for PHEAA State Grants must complete their FAFSA by May 1.

All fees and charges not covered by financial aid are the responsibility of the student. First-time borrowers at Moore College of Art & Design will be required to complete online entrance counseling. As part of default prevention, the federal government requires all students to complete this counseling before the institution can disburse any federal Stafford loan proceeds. Information regarding completing online entrance counseling is available through the Financial Aid Office. Exit counseling is required upon graduation or separation for all students that have borrowed a federal Stafford or Perkins loan.

The Financial Aid Office utilizes the Moore email system to communicate with students. Students are encouraged to check their Moore email account regularly for important deadlines, requests and announcements. Logging into Self-Service under Current Students will give students access to their account balance and financial aid information.

Financial aid awards are NOT automatically renewed each year. A student can lose her financial aid (or it may be reduced) for the following reasons:

1. She applies late or her application is incomplete. Need based money is awarded on a first-come, first-served basis to applicants who demonstrate need. If a student's application is incomplete, it is possible that even if she meets the March 1 deadline, she may not receive the aid she expects.

2. A student's family's financial circumstances change. Both federal and Moore College of Art & Design need-based awards are re-evaluated every year based on the information obtained from the FAFSA. Students whose families suffer financial reversal during the
academic year may appeal their financial aid awards by contacting the Director of Financial Aid. This appeal MUST be done in writing.

3. A student’s academic progress is not satisfactory. Both federal and Moore aid require that students maintain satisfactory academic progress. The evaluation of satisfactory academic progress includes both a student’s cumulative GPA and the number of courses she has attempted and completed.

4. A student is no longer eligible for merit-based admissions awards. Students receiving merit aid must achieve a specific GPA for the merit aid to be renewed. In addition, the performance of students participating in the Emerging Leaders in the Arts and the Business Scholars in the Arts programs are evaluated every year, and students that aren’t continued in the programs lose the scholarship linked to these programs.

5. A student’s grade level changes. As students reach higher-grade levels, their eligibility to borrow money through the Federal Direct Loan Program increases. Students are expected to take full advantage of the federal loan money. Therefore, a student’s Moore grant may decrease.

6. A student no longer has full-time status. Moore grants and scholarships, and federal grants are reduced for those students taking fewer than 12 credits (full-time). Students must maintain at least 6 credits (half-time) in order to be eligible for federal loan programs.

Verification Policy If a student’s application indicates that she has been selected for verification by the federal processor, she will be responsible for providing tax information to the Financial Aid Office. She will receive a request detailing the required documents when her FAFSA is received at Moore. She must provide the required documents within 15 days of notification in order for her application to remain active. If her tax information differs from the information on which her FAFSA is based, her awards (including her Moore need-based awards) will be appropriately adjusted. Federal loans and grants will not be processed and a student may not participate in the federal work study program until verification is complete.

More complete information about financial aid programs may be obtained from the Financial Aid Office.

Return of Title IV Funds Policy Students receiving federal financial aid who withdraw from the College are subject to a federal calculation to determine the amount of aid earned. If a student withdraws after the 60% point in the semester, no adjustments will be made to her financial aid; she is considered to have earned 100% of her financial aid. If a student withdraws prior to the 60% point of the semester, the amount of federal aid earned is in proportion to the percentage of the semester completed, and her aid will be adjusted. Unearned aid must be returned to its source.

Federal regulations require Moore to return unearned aid in the following order: Federal Direct Unsubsidized Stafford Loan, Federal Direct Subsidized Stafford Loan, Federal Perkins Loan, Federal PLUS Loan, Federal Pell Grant, Federal SEOG, other sources of federal, state, private or institutional aid, the student herself.

IMPORTANT: The Return of Title IV Funds calculation differs from the College’s refund policy. Therefore, it is possible for a student to be charged full charges and receive only a portion of her federal aid, based on the percentage of days completed. This may result in the student owing additional dollars to the College.

Students who unofficially withdraw are subject to the same standard. Individual students who wish more details should speak with the Director of Financial Aid.

STANDARDS OF SATISFACTORY ACADEMIC PROGRESS FOR FINANCIAL AID

Federal Aid For a student to receive federal financial aid, she must be making satisfactory academic progress. Federal regulations require schools to monitor academic progress annually. Moore’s policy is to monitor academic progress at the end of the spring semester. These standards apply to all semesters, even those in which a student received no financial aid. For federal aid purposes, colleges are required to have two standards of progress: 1) a qualitative standard—a minimum GPA and 2) a quantitative standard—the number of credits a student needs to have completed satisfactorily in a given time period. For a student to satisfy the qualitative standard (the one related to GPA requirements), she must have a cumulative GPA of at least 2.0. To satisfy the quantitative standard, a student must satisfactorily complete at least 66.67% of credits attempted. For example, a student who attempts 30 credits during fall and spring semesters would need to earn at least 20 credits (30 x 66.67%) to meet the quantitative standards. Grades of F, W, or WF are considered credits.
attempted but not earned.

At the end of the academic year, a student who has not earned a cumulative GPA of at least 2.0 will not be eligible for federal financial aid. To have her aid reinstated, she must achieve at least a 2.0 GPA without aid.

Any student who loses aid eligibility has the right to file a written appeal for extenuating circumstances. Written appeals should be addressed to the Director of Financial Aid and include the following:

• a concise explanation of the extenuating circumstances that prevented the student from meeting the minimum standards,
• a description of the student’s plan to re-establish eligibility.

The following policies apply to students who don’t meet the quantitative standard completion of a minimum number of credits:

1. At the end of the academic year, a student who has not completed the appropriate percentage of credits attempted will not be eligible for federal financial aid.
2. To have her aid reinstated, she must:
   a. take classes elsewhere to satisfy this requirement,
   b. take courses at Moore without aid until she has accumulated enough credits, or
   c. complete some credits elsewhere and then return to Moore to take the remaining credits without aid.

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

**Merit Aid** Students who receive merit aid as they enter the College must maintain a specific GPA in order to keep their aid: students with Moore Admissions Scholarships and Dean’s Scholarships must maintain a 2.5; students with Presidential Scholarships must maintain a 2.75; students with Board of Trustees Scholarships must maintain a 3.0. At the end of every academic year, students’ GPA’s will be assessed, and those who have not met this standard will be subject to losing their merit aid. The Director of Financial Aid, the Academic Advisor, and the Dean of Students will make decisions about merit aid on a case-by-case basis. In order to help students achieve the required GPA, at the end of the fall semester students who appear to be at risk for not achieving the required GPA will be notified; those at serious risk will be offered support by the Dean of Students.

Students who are participating in the Emerging Leaders in the Arts or the Business Scholars in the Arts programs will have their performance in their programs reviewed at the end of each academic year. If a student is found to be ineligible to continue in the relevant program or if the student herself decides to drop out of the program, she will lose the merit aid that she receives as a member of this group.

**PHEAA State Grant** For a student to be eligible for a PHEAA State Grant, she must have earned at least 24 credits for each academic year in which she received a full-time state grant. A student must have earned at least 12 credits for each academic year in which she received a part-time state grant. Appeals for students who do not meet PHEAA’s standard of academic progress must be address directly to PHEAA.
Academic Affairs
Academic Resources

ADVISING The Academic Advisor and department chairs are available for advising. Students should meet with the Academic Advisor and their department chair for advising prior to registration. The Advisor pre-authorizes transfer credits for courses taken outside of the College. In addition, the Advisor provides continuing support for enrolled international students, including employment authorization.

The Academic Advisor and department chairs are available to advise about:

• Choice of major/minor
• Departmental course program requirements
• Program status/graduation requirements
• Electives in studio and liberal arts
• Off-campus study, including study abroad and the Mobility Program

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. A list of required textbooks and supplemental materials for all courses are posted on Moodle. Textbooks may be purchased from local bookstores and/or from a number of online sources.

The College may choose to order art supplies at a considerable discount for first-year students and the supplies will be distributed at Orientation. Art supplies are also available from local art supply stores.

CONNELLY LIBRARY Connelly 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. Professional librarians staff the library at all times.
A. Collections

- **Books** - The 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. Students may check out a maximum of 20 books for three-week loan periods.

- **Journals** - The collection includes scholarly, trade, and popular journals that cover all areas of study at Moore. The Library also houses bound periodicals from past decades that are an invaluable resource for students and faculty. Journals are for in-library use only.

- **Electronic Resources** – The Library subscribes to a number of periodical databases and visual resource collections that allow students and faculty to search for abstracts, full-text articles and images. Login information can be obtained in the Library.

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

- **DVDs/Videos** – A range of technique DVDs and videos, as well as documentaries and art films are available. These materials may be checked out for 7 days.

All of the above materials may be renewed once, unless another patron has requested their use.

- **Archives** - The Archives provides access to records and artifacts documenting Moore's history. Alumni theses and winning fellowship proposals are located in the archives, as well as a distinctive collection of artists' books. Students, faculty and staff may access any of these materials by making an appointment at the circulation desk.

B. Services

- **Website/Blog** - The website (http://library.moore.edu) provides access to electronic resources, instructional videos, writing resources, general information, and the Library blog. The Library blog is designed to provide research guides for each BFA major, and share highlights and relevant topics with the Moore community.

- **The Online Catalog** - The Library’s Online Catalog, available through the Library website, provides access to records of research materials in a variety of formats, including: books, journals, multimedia materials and visual resources.

- **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 through the Tri-State College Library Collective (TCLC). Students in good standing can gain full access to these libraries by obtaining a letter of introduction at the circulation desk.

- **Faculty Reserves** - Materials selected by faculty that are pertinent to students’ coursework are placed on reserve at the circulation desk. Faculty reserves may be checked out for 2-hours with a valid Moore student ID and are 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, 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** - Library instruction classes teach the skills needed to locate, retrieve and critically evaluate information, including both print and online research techniques. Library instruction and tours are available for classes and individuals. Information on how to schedule a class or individual instruction session is available at the circulation desk.

C. General Information

- **Library Hours**
  
  Monday – Thursday  8am – 10pm  (8am - 8pm during the summer)
  Friday           8am – 5pm
  Saturday         8:30am – 4:30pm
  * Holiday and Break hours as posted.

- **Library Transactions** – All students, faculty and staff must present a valid Moore ID.

- **Photocopiers** – Patrons can make black and white or color copies in the Library with the purchase of a rechargeable copy card.

- **Overdue Fees** - Borrowers are responsible for all items signed out on their Moore ID.

<table>
<thead>
<tr>
<th>Category</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Books &amp; Picture File</td>
<td>10¢ per day</td>
</tr>
<tr>
<td>Videos/DVDs</td>
<td>$1 per day</td>
</tr>
<tr>
<td>Reserve Materials</td>
<td>$1 per hour</td>
</tr>
<tr>
<td>A/V equipment</td>
<td>$5 per hour</td>
</tr>
</tbody>
</table>
• Lost/damaged Material Fees*  
<table>
<thead>
<tr>
<th>Item</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Out of print books</td>
<td>$100</td>
</tr>
<tr>
<td>Books in print</td>
<td>$65</td>
</tr>
<tr>
<td>Picture File</td>
<td>$1 per picture</td>
</tr>
<tr>
<td>DVDs and Videos</td>
<td>$35</td>
</tr>
<tr>
<td>A/V equipment</td>
<td>replacement/repair cost</td>
</tr>
</tbody>
</table>

*Current market value of unique or specialized items may affect the fee charged.

Diplomas, transcripts, grades and registration will be held if a student has outstanding library materials or overdue fines.

Alumni have in-house access to the Library and its extensive print, visual, and electronic resources.

For more information, please visit [http://library.moore.edu](http://library.moore.edu) or call 215.965.4054.

**DEPARTMENT CHAIRS** Department Chairs counsel and advise students on their major or minor course of study, change of major, and classroom related issues. In addition, the Chairs approve independent studies and handle student concerns about facilities and courses. Department Chairs are also responsible for overseeing departmental operations and policies. Majors/areas are grouped together under Department Chairs as follows:

- Chair of Foundation
- Chair of Fashion Design
- Chair of Fine Arts, Interactive & Motion Arts, and Photography & Digital Arts
- Chair of Design for Graphic Design, Illustration, Interior Design
- Chair of Liberal Arts for Art Education, Art History and Curatorial Studies

**EDUCATIONAL SUPPORT SERVICES** This office provides a variety of support services designed to help students succeed academically and make the best possible use of their educational options at Moore. Services include individual tutoring, workshops on time management, study and writing skills, and advising and/or 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.

**Tutoring and Other Academic Support** Students wanting to improve their academic performance can see The Writer’s Studio, where the full-time Writing Coordinator in Educational Support Services can work with students one-on-one or, if appropriate, can help arrange for a meeting with a peer tutor.

**Disability Committee** The College has a Disability Committee which includes the Dean of Students and the Associate Dean for Educational Support Services, supported when necessary by consultations with the Director of Health Services, the Director of Counseling Services, the Director of Residence Life, the Writing Coordinator and the Academic Advisor. Students that request accommodations for a disability or a learning difference should speak with the Dean of Students or the Associate Dean. Either the Dean of Students or the Associate Dean will explain the procedures for providing documentation and the process for providing reasonable and appropriate accommodations. Students who believe they have a current and essential need for disability accommodations are responsible for requesting accommodations and providing qualifying documentation to the Disability Committee. The Disability Committee will make every effort to accommodate qualified students.

**LOCKS CAREER CENTER** The search for meaningful work as an artist or designer gets a jump-start with regular visits to the Locks Career Center. The Center provides career-related information to students and is a lifelong resource for alumnae seeking assistance with their continuing professional development. Located on the ground floor of Sarah Peter Hall next door to the Admissions Office, the Center offers individual career coaching sessions, holds workshops on various related topics, and maintains a database of student jobs and current employment opportunities. Services are free to students and alumnae.

**The Locks Career Center is open:**

Monday – Friday  9:00 am – 4:30 pm

Appointments are available by emailing careercenter@moore.edu.
Locks Career Center Services:

- Career Opportunities On-Line (COOL), which can be accessed through the link in the gateway section of www.moore.edu, connects students and alumnae with jobs from over 1700 employers and professional opportunities such as grants, exhibitions, lectures, conferences and competitions. Register with COOL to upload résumés and portfolios.

- Follow the Locks Career Center on Twitter @MooreCareers.

- Career counseling assists students in making informed career choices and in making a successful transition from school to a professional career.

- Practical career information is offered on available jobs, self employment and preparing for continuing or graduate education.

- Workshops include guidance on topics such as writing effective résumés and cover letters, freelance basics, networking, international opportunities, pricing artwork and finding a gallery, e-commerce, tax issues for artists and designers, goal setting, life/career balance and career activism.

- Advice is available for getting direct job experience through community service and part-time and volunteer work. The Center also provides support to all students undertaking the required internship experience in the summer between junior and senior years.

- The Center offers special programs, such as First Year Focus, the newsletter of practical advice for first-year students, and Start Now, a series of workshops to help prepare students for the Senior Show; these programs are customized and delivered in each year of study, from first-year to graduation.

- Comprehensive resources including career books, articles and web-based materials to help students and alumnae maintain a competitive edge in their respective fields.

- The Center organizes on-site recruiting by major local and national art and design employers.

- The Center is in charge of planning and preparing the opening reception and awards presentation of the Senior Show, Moore’s annual exhibition of thesis work by the graduating class of artists and designers.

REGISTRAR This office oversees all registration procedures, student academic records, verification of degree completion, and grades. Questions concerning grade point averages and official transcripts should be taken to the Registrar. Most forms (change of major, external study, change of address) are available on the Registrar’s website (www.moore.edu/registrar). Forms for course withdrawal, add/drop forms, independent study, 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.

- Transcript Requests: All transcripts issued are official. No unofficial transcripts will be issued by the Registrar’s Office. If you are a current student, you may view and print your online academic record through Self-Service (https://www.moorecollege.net/selfservice/ Home.aspx).

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.

Moore College of Art & Design uses Transcripts on Demand by SCRIP-SAFE International as its trusted agent for processing official transcripts. This process is completely secure and available twenty-four hours a day.

Current students and alumni can order transcripts by visiting the Registrar’s website and clicking on the “I want my Transcript” link.

http://moore.edu/for/current-students/registrars-office.

Official transcripts cost $9.00 with an additional $3.00 processing fee charged by SCRIP-SAFE for each recipient (transcript addressee).

THE WRITER’S STUDIO The Writer’s Studio offers academic assistance and extra-curricular opportunities in writing for all students in an encouraging, supportive environment. Private one-on-one sessions with specially trained Writing Assistants and group workshops provide help with class assignments, fellowship proposals, internship-related writing, senior thesis and any other writing project.
The Writer's Studio also hosts activities related to creative writing such as student-run literary publications, poetry readings, writing contests, events with professional writers and access to publishing opportunities.

Students may schedule an appointment with a Writing Assistant in The Writer's Studio or drop in. Typical hours of operation are: Monday-Friday 10am–2pm as well as three weeknights and Sunday evenings.

Official information about The Writer's Studio hours are located at:
http://www.moore.edu/student_life/student-services/writers-studio

To make an appointment, students can register at http://moore.mywconline.com, email The Writer's Studio at writersstudio@moore.edu, or call 215-965-4062. The Writer's Studio is located on the first floor of Stahl Hall.
Academic Policies

All BFA, Post-baccalaureate, and non-matriculating 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 her major department. 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 email or when they register for courses. In addition, each student is responsible for keeping track of her credit requirements specified by her major department or course of study and her progress toward graduation.

ACADEMIC CALENDAR AND CREDIT STRUCTURE The academic calendar is 30 weeks in duration; there are two 15-week semesters. In each semester there are 14 weeks of instruction and at least one week of final critiques and exams. In studio classes one credit is given in most instances for two class contact hours per week; there are exceptions in occasional classes, including some in Foundation, Art Education, Graphic Design, Fashion Design, and Interior Design. In liberal arts classes, one credit is given for each contact hour of class per week.

ACADEMIC CLASSIFICATION Academic classification for purposes of financial aid and reporting to external agencies is based upon the number of credits completed:

- **First-year student** - 1 to 29.5 credits
- **Sophomore** - 30 to 60 credits
- **Junior** - 60.5 to 90.5 credits
- **Senior** - 91 and above credits

Academic classification does not necessarily reflect the level of study in the program.

REGISTRATION PROCEDURES

A. Registering for Classes Students register in the fall for the following spring semester and any travel courses occurring during spring break. Students register in the spring for the following summer and fall semesters and any travel courses occurring during
the following summer. Students should review their academic records and the course schedules on Self-Service. After reviewing their academic materials and course selection on Self-Service, students are encouraged to see the Academic Advisor and their department chair for advising. Each student is to register on line during the designated time (see Academic Calendar for dates). Students are initially able to register for classes based upon academic classification: first, post-bacs and seniors (students with 91+ credits); then, juniors (students with 60.5-90.5 credits); then, sophomores (students with 30–60 credits); then, first-year students (students with 1–29.5 credits).

In order to ensure a place in required class, students must register during the designated periods. Students will not be able to register if they have any outstanding administrative holds. Students who register late may find classes they need are closed. Likewise, students that register after the registration deadline will be assessed a late fee (see Billing Policies in the Handbook). The College reserves the right to make changes to students’ schedules when deemed necessary, including the right to balance sections. The maximum number of credits taken per semester is 18. To take additional credits students must have written approval from their department chair. Students who register for more than the 18 credit-hour limit will be charged the standard full-time tuition, plus a per-credit charge for all credits beyond 18 per semester.

B. Class Clearance All 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 her place in class.

In order to clear for class, a student must complete the following:

- Financial aid processing
- Payment of tuition and fees

The Registrar will verify clearance through the steps above as well as by checking that students are swiping their ID cards to enter the College’s buildings. 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. Students who do not meet the clearance requirements will be withdrawn from the College.

C. Drop/Add The drop/add period occurs during the FIRST TWO WEEKS of classes during the fall and spring semesters and during the FIRST WEEK of classes for the summer session. (See Academic Calendar for dates.) In order to be officially added or removed from a class, students must complete drop/add forms, get them signed and submit them 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 student entering a class late is responsible for completing all work required of the class. Missing a class before adding it constitutes an absence. NOTE: Moore reserves the right to cancel classes within the drop/add period due to low enrollment.

D. Refunds of Tuition, Fees, Room and Board If a student drops from some of her courses during the drop/add period, so that her academic status changes from full-time to part-time, tuition/fees and financial aid will be adjusted. After the drop/add period, no refunds of tuition/fees or financial aid will be made unless the student completely withdraws from the College. In the case of any withdrawal from the College, the College will deduct an additional $100 administrative fee from the total amount the student would receive as a refund.

E. Withdrawals from Courses From the end of the drop/add period and until the end of the Friday of the tenth week of the semester (or halfway through a class during the summer session), students may WITHDRAW from a course with the authorization of the department chair or the Academic Advisor. Once the form is submitted to the Registrar, a W will be recorded on the student’s transcript but will not be computed into the GPA. If a student withdraws after the withdraw date, a WF will be recorded for withdrawn courses, and the WF will impact the student’s GPA as a failure.
The only exception will be for a student with a serious medical, psychological or personal emergency beyond a student's control. A student seeking this type of withdrawal should speak with the Dean of Students. Such an emergency must be documented by an outside medical professional when relevant. Documentation must come from a licensed professional in the relevant medical field. As a general rule, a note from a general practitioner may not be adequate. A student should apply for such a withdrawal during the semester in which she is taking the class(es) from which she is seeking a withdrawal. If a student seeks such a withdrawal in a subsequent semester, she will need to provide documentation for her inability to withdraw when she was actually enrolled in the course. The Dean of Students will speak with faculty to make sure that there are no academic concerns that would have a bearing on whether or not a withdrawal is justified.

The Dean of Students will make the final decision to grant a medical withdrawal in consultation with the Director of Counseling Services and the Director of Health Services. This decision is at the College's sole discretion. If a medical withdrawal is approved, a W will be recorded on the student's transcript but not computed into the GPA. If a medical withdrawal is not approved, a WF will be recorded for withdrawn courses and will impact the student's GPA as a failure.

In both situations outlined here—when a student withdraws after the withdraw date or when a medical withdrawal has not been approved—a WF that impacts the student's GPA will be recorded on her transcript:

1. if a student withdraws from one or more courses but remains enrolled at the College;
2. if a student takes a voluntary leave of absence; or
3. if a student is required to take a leave of absence.

F. Withdrawal from the College A student who intends to withdraw from the College must fill out a withdrawal form through the Registrar and speak to Educational Support Services. All appropriate signatures must be obtained for the withdrawal to be processed. If a student registers and then decides to withdraw, it is imperative that she notify the Registrar in writing prior to the start of the term. Students who withdraw without following this procedure will be considered to have withdrawn unofficially. A student who withdraws officially or unofficially while on probation is not in good standing, and this will be noted on the student's transcript. A student who withdraws officially or unofficially when she is subject to dismissal will have a dismissal recorded on her transcript. When a student withdraws from the College, she should see the departments listed on the Withdrawal Form which may include: the Business Office, Financial Aid, the library, housing, and Educational Support Services. Students may see the Business Office or Financial Aid to inquire if a refund of tuition/fees, room/board is due. Refunds will be granted in accordance with the refund schedule.

G. Leaves of Absence

Voluntary leaves: A student may take a leave of no less than one and no more than two semesters. To do so, she must pick up the appropriate form from the Registrar's Office and meet with staff in the offices listed on the form.

Mandated academic leaves: A student may be required to take a leave of absence by the Academic Standards Committee (see Academic Probation).

Mandated medical leaves: The Dean of Students may require a student to take a medical leave of absence under the provisions in the Medical Leave of Absence policy outlined in the College Policies section of the Handbook.

A student absent for two consecutive semesters without consulting the Academic Advisor or Dean of Students shall be automatically withdrawn from the College. To return to the College, the student shall consult with the Academic Advisor, the department chair and the Dean of Students no later than one month prior to the opening of the semester of return. This will allow adequate time for working out an appropriate schedule based on course and space availability.

H. Readmission to the College A student in good standing seeking readmission to the College within three years of her last attendance should submit a readmission form to the Registrar's Office. Attendance, in this instance, will only include completed semesters. A semester in which the student withdrew from the College does not count. A student seeking readmission after more than three years must re-apply through the Admissions Office and
must submit a portfolio of recent work and complete the Directed Self-Placement process as part of the re-application process. (Please see Writing Program Requirements in this Handbook for more details.) Please note that a veteran who leaves school in order to perform military service will be readmitted with the same academic status she had when last in attendance. However, the length of the absence for these students cannot exceed five years.

A student who is readmitted will be required to complete the degree requirements of the current academic program. All readmission applications may be reviewed by the Academic Dean and the Dean of Students. A student who leaves the College in poor academic standing (with a GPA less than 2.0, on College or departmental probation, or academically dismissed) will be required to come before the Academic Standards Committee before she is eligible to register for classes.

ATTENDANCE

A. Absences from Class

In accordance with federal regulations, all faculty are required to take attendance. Students are expected to attend every scheduled class. Any absence from class constitutes a cut. Students may have a total number of cuts equivalent to the number of times the class meets per week plus one. Additional cuts will affect the student’s grade. 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 classes, the teacher may fail the student. Failure to attend one-third of the classes will result in an F for the course.

In addition to these college-wide policies, each faculty may have his/her own policies regarding class conduct, deadlines, due dates and punctuality, which may affect attendance requirements. The faculty will explain his/her policies during the first week of classes. It is the responsibility of the student to keep the faculty informed about reasons for absences. A student who is absent from or enters a class late is responsible for completing all work required of the class. Any class missed prior to the drop/add period constitutes an absence. A student who is absent for a serious medical or personal problem should consult with the Dean of Students. 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 department chair, the Dean of Students and Academic Dean.

B. Exams and Deadlines

Students must be present for all regularly scheduled examinations and critiques, including final examinations, portfolio reviews, final reviews and critiques. Prior to fall and spring breaks the department chair will post all exam and critique schedules. Students must inform the supervising faculty member of any anticipated religious holidays in the beginning of the semester. Students must submit completed assignments when they are due unless specifically excused in advance by the faculty. Failure to adhere to this policy may result in reduced grades or loss of credit for the course.

C. Field Trip Policy

Students may be required to take field trips with their class or department. On these field trips students will be required to pay for transportation and entry fees at museums. If field trips cause a student to miss another class, she should notify that faculty person in advance. That miss may or may not count as a cut, at the discretion of the faculty person whose class is missed (see Trip and Program Policies).

Students who receive classroom accommodations for a documented disability or learning difference, and wish to receive accommodations during a trip, must notify the Associate Dean of Educational Support in advance of the trip.

COURSE/FACULTY EVALUATION

All courses will be evaluated by the students at the end of each semester. The results of these evaluations are compiled and distributed to the individual faculty member, his/her department chair, and 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.
COURSE LEVELS  Courses are offered at five levels:

100-level: Introductory courses designed primarily for students with first-year and sophomore standing.

200-level: Intermediate courses, with or without specific prerequisites; or introductory courses designed for students who have had at least a semester of college-level academic experience.

300-level: Advanced courses that either have specific prerequisites or are designed for students who have had more than a year of college-level experience. Intended primarily for students with junior or senior standing but open to sophomores providing prerequisites have been met.

400-level: Courses primarily for students in their senior year but open to juniors with permission of the department chair; providing prerequisites have been met.

500-level: Advanced courses within a department.

NOTE: 0–99 level courses are remedial and may be taken on either a pass/fail or letter-grade basis. Credits from these courses may be used to help establish a full-time load but do not count toward graduation requirements. In general, courses below a 100-level from outside institutions are not accepted for transfer credit.

GRADING SYSTEM  Students’ grades are recorded electronically, and all students can view their own grades on Self-Service. Grades are not mailed out. It is the student’s responsibility to retrieve her own grades from her Self-Service account.

A. Meaning of Grades  The quality of a student's work and achievement is graded A through F. Grading is a matter of judgment and varies from teacher to teacher. Attendance may be a factor in grading. The following statement about grades is meant to serve as a guide to faculty and students.

• An A is given for work of exceptional quality; this work is the result of an excellent understanding of the issues raised in the course or by the assignment and in the quality of work produced. A grade in the A range indicates a student who thinks independently, creates her own challenges and far exceeds the requirements.

• A grade in the B range is given for above average work. This work is of high quality; it may be given to the work of a student who has shown significant growth in the course, or it may be given to the work of a student who has potential but is not producing at her maximum level.

• A grade of C is a reasonable grade for a student who has met the requirements of the course and has demonstrated adequate skill, imagination and understanding, with potential for growth. All students are expected to achieve at least a C in each course.

• A C- or below in a major class places a student on departmental probation.

• A grade of D is given to a student who has shown some ability but does not meet all the requirements or demonstrate adequate skills, imagination or understanding or has completed an insufficient amount of work.

• A grade of F is given to a student who has failed.

During the course of a semester students with questions about their grade status should speak with their faculty.
B. Computing Grade Point Average (GPA) A grade point average is computed by multiplying the grade points associated with the final grade times the number of credits for each course; the total is then divided by the total number of course credits taken.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Evaluation</th>
<th>Numerical</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Outstanding</td>
<td>4.00</td>
</tr>
<tr>
<td>A-</td>
<td>Excellent</td>
<td>3.67</td>
</tr>
<tr>
<td>B+</td>
<td>Very Good</td>
<td>3.33</td>
</tr>
<tr>
<td>B</td>
<td>Good</td>
<td>3.00</td>
</tr>
<tr>
<td>B-</td>
<td>Acceptable</td>
<td>2.67</td>
</tr>
<tr>
<td>C+</td>
<td></td>
<td>2.33</td>
</tr>
<tr>
<td>C</td>
<td>Average</td>
<td>2.00</td>
</tr>
<tr>
<td>C-</td>
<td>Below Average / Lowest passing grade in major courses</td>
<td>1.67</td>
</tr>
<tr>
<td>D+</td>
<td>Probationary level</td>
<td>1.33</td>
</tr>
<tr>
<td>D</td>
<td></td>
<td>1.00</td>
</tr>
<tr>
<td>D-</td>
<td>Lowest passing grade in non-major courses</td>
<td>0.67</td>
</tr>
<tr>
<td>F</td>
<td>Failing</td>
<td>0.00</td>
</tr>
<tr>
<td>W</td>
<td>Withdrawn</td>
<td>0.00</td>
</tr>
<tr>
<td>WF</td>
<td>Withdrawn/Failing</td>
<td>0.00</td>
</tr>
<tr>
<td>S</td>
<td>Satisfactory</td>
<td></td>
</tr>
<tr>
<td>U</td>
<td>Unsatisfactory</td>
<td></td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
<td></td>
</tr>
<tr>
<td>P</td>
<td>Pass (assumes performance at C- or better in pass/fail courses)</td>
<td></td>
</tr>
</tbody>
</table>

Example:

Writing for Artists and Designers
3 credits x A (four points) = 12

History of Art
3 credits x B (three points) = 9

Foundation Design
4.5 credits x C (two points) = 9

Foundation Drawing
3 credits x B (three points) = 9

Total 13.5 credits
39 points

Total of 39 points divided by a total of 13.5 credits = GPA of 2.88

C. Incompletes A student may request a grade of Incomplete (I) from her faculty when she is passing but has not met a limited portion of the course requirements because of exceptional circumstances beyond her control. The faculty member makes the final determination as to whether the request for an incomplete will be granted.

A student who is on academic probation, either because she was admitted to the College of probation or because she received less than a 2.0 for the previous semester, may not receive any incompletes. Seniors who receive incompletes in their last semester may not participate in Commencement.

Incompletes are not given on the initiative of the faculty; a student must complete a Request of Incomplete Form and have it signed by the faculty, before the grade of I can be given. It is the student's responsibility to obtain the form from the Registrar's Office, and it is the faculty's responsibility to deliver the completed Request for Incomplete Form to the Registrar's Office prior to the end of the term for which it is being accepted.

It is also the student's responsibility to complete the work by the due date as stipulated on the form and to ensure that her academic records are correct. The faculty 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 - the one the student would receive without any additional work. If no final grade has been calculated, the I will be converted to an F 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 student may be:

- required to change 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. No exceptions to this policy will be made except for extraordinary circumstances; the Academic Dean, in conjunction with the relevant department chair, the faculty member and the Dean of Students, will review any requests for exceptions.

D. Grade Changes Grading is a matter of judgment of the individual faculty member. Criteria for grades are submitted to the students in writing at the beginning of each semester: it is understood that faculty will apply these criteria equally to all 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 student has arranged in advance for an incomplete and submits revised or additional work to satisfy her incomplete (see above—section D. Incompletes—for the policy on incompletes).

2. The student identifies and the faculty corroborates a mistake in calculating or assigning the course grade.

3. A student appeals her grade based on her contention that the grading criteria used for the entire class were not applied to her impartially.

NOTE: No grade change will be granted if a student fails a course simply because she neglected to follow the policies and procedures as outlined in this Handbook. In particular, if a student does not officially drop or withdraw from a course, the instructor must fail her, even if she never attended the course, once the 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 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, in consultation with the faculty and relevant department chair, has the authority to approve a grade change.

For number 3 above, a student must submit a written appeal highlighting compelling evidence of discrimination or differential treatment. This written appeal must be submitted to 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 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 Academic Dean, the relevant department chair 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 Academic Dean will notify the student in writing of the committee’s decision, including any grade change, and a written copy of the decision will be placed in the student’s academic file. The decision of this committee will be final and cannot be appealed further.
E. Failures/Repeating Courses  A course in which a grade of D or lower is received may be repeated once. In such cases, BOTH grades will be recorded on the student’s transcript but only the highest grade received will be computed into her GPA. She will receive credit for the course only once. Failure to retake and pass a required course may prevent a student from continuing in her major. If a student receives a D or below twice in a required course, a final decision as to the student’s options will be made by the Academic Standards Committee in consultation with the student’s major chair, the chair of the department in which the failed course is located, and the Academic Dean.

F. Dean’s List, Graduation with Honors and Valedictorian Selection  A student who successfully completes a full-time course load [at least twelve (12) credit hours a semester] who has a semester GPA of 3.65 or better will be placed on the Dean’s List. Honors for graduation are determined in the following manner:

Cum Laude 3.65–3.74 cumulative GPA
Magna Cum Laude 3.75–3.84 cumulative GPA
Summa Cum Laude 3.85–4.00 cumulative GPA

Students are considered for valedictorian at the end of the first semester of their senior year; to qualify a student must have the highest cumulative GPA among graduating seniors. She must have successfully completed a full-time load in fall semester of her senior year and ultimately complete a full-time load for second semester of her senior year; in addition, she must have completed 50% of the required credits in her BFA program at Moore.

ACADEMIC STANDARDS COMMITTEE  The Academic Standards Committee reviews cases of students that are on probation. This Committee is chaired by the Dean of Students; the other Committee members are the Academic Advisor, the Registrar, or other relevant staff members and two to three faculty members. At least three members of the Committee will be present for student hearings. The department chair may be asked to join the Committee for hearings related to a student’s status within a department.

Students who have a GPA under 2.0 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 2.0 for the following semester or be subject to dismissal.

Students who withdraw after one semester with a GPA under 2.0 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.

Students are informed they are subject to dismissal and offered a chance to appeal when they:

- earn less than a 2.0 for two consecutive semesters, or for three non-consecutive semesters,
- are admitted on probation and have less than a 2.0 in their first semester at Moore or in two subsequent non-consecutive semesters, or
- have a cumulative average below a 2.0 for three or more semesters.

A student choosing not to appeal is automatically dismissed. A student who withdraws officially or unofficially under these circumstances will have a dismissal recorded on her transcript. A student who chooses to appeal must appear before the Academic Standards Committee and present reasons 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 student and the College. Each decision is unique to the individual and each decision is rendered on a case-by-case basis.
ACADEMIC PROBATION

A. Departmental Probation  
A student will be placed on departmental probation if in any semester she receives less than a C- in any major course. The department chair will counsel her regarding the areas which need strengthening and in most cases will notify the student, the Academic Advisor and the Academic Standards Committee in writing that the student has been counseled and placed on departmental probation. Depending upon the nature and extent of the problem, the chair may require the student to meet with the Academic Standards Committee. In order to help ensure the student’s success in the classroom, the chair and/or the Academic Standards Committee may make specific requirements outside the normal sequence of courses in the major. For example, a student may be required to repeat courses in which she has a grade below a C- and/or take additional courses as determined by the chair or the Academic Standards Committee in order to strengthen her skills. Decisions regarding such requirements depend upon the chair’s assessment of a student’s ability to proceed in the major. This may require that some students extend their studies.

At the end of the following semester, the student must attain a minimum of a C- in each major course to be removed from departmental probation and to be in good standing in the department. If the student receives a D+ or lower in any major course, the department may drop her from the major and advise her to choose another major in the College. Students should expect to be dismissed from the department/major at a later date, she must a) complete a minimum of one semester of 6 college-level credits outside the department/major with at least a C in each course and/or b) work at a full-time job for at least six months and submit a letter from her employer and/or c) show other significant behavioral evidence that she is ready to resume her studies in the department/major. She must come before the Academic Standards Committee to be able to register for classes. The department chair may choose to be present at that meeting with full participatory rights. In situations where the chair chooses not to be present, the members of the Academic Standards Committee will consult extensively with the chair. At that meeting, it will be determined at what level the student reenters the major and which courses she must repeat.

To ensure graduation, a student should maintain a minimum of a C- grade in each course in her major as well as a cumulative GPA of 2.0. See Graduation Requirements.

If a student is on probation in one department/major or receives a grade below C- in a major course and is either dropped from that department/major or decides on her own to change majors, she will automatically be on probation in the new major. If such a student receives any grades below a C- in the new major, she will be subject to dismissal from the new department/major and also the College for not making satisfactory progress towards a degree and will be required to meet with the Academic Standards Committee; the Committee will decide whether or not the student should be dismissed or allowed to enter a third major. (Art Education majors should see Special Requirements.)

B. College-Wide Probation and Dismissal for Academic Reasons  
A student must have a minimum GPA of 2.0 for each semester to remain in good academic standing. A student whose semester GPA is less than a 2.0 will be placed on academic probation by the Academic Standards Committee and will be informed of her status. A student on probation may not take an incomplete until she comes off probation.

A student placed on probation will become subject to dismissal if:

- She fails to achieve a semester GPA of 2.0 the following term;
• She was admitted on probation and achieves less than a 2.0 during her first semester at the College;

• She has a semester GPA of less than a 2.0 for three non-consecutive semesters;

• She was admitted on probation and achieves a semester GPA of less than 2.0 for two non-consecutive semesters; or

• Her cumulative GPA is below 2.0 for three or more semesters.

All such students may appeal their dismissal status by meeting with the Academic Standards Committee. The Committee will determine whether a student is allowed to continue in her studies.

While the Committee makes decisions to dismiss students on a case-by-case basis, a student should expect to be dismissed if she is on departmental probation as well as being subject to dismissal or if she was admitted on probation and has a first semester GPA of 1.67 or below. If a student is subject to dismissal and is allowed to continue her studies, she will remain on probation. If she then fails to achieve a 2.0 GPA, she will be dismissed without the right to appeal. Students that are dismissed and wish to appeal to return at a later date will have to show behavioral evidence that they are ready to resume their studies; this could take the form of a letter from an employer, a faculty member from a course, etc. If the appeal is granted, the student will return to the College on probation. They will be subject to dismissal again if they ever have another semester GPA below 2.0. 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 2.0 for two consecutive semesters constitutes unsatisfactory progress, and such students may lose their financial aid, even if they are allowed to continue their studies at the College.

EXCEPTIONS TO REGULATIONS For extraordinary circumstances only, a 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 department chair, the Academic Dean and the student before ruling on the petition.
GRADUATION REQUIREMENTS

A. Credits Required and Distribution
For the BFA degree, from 126 – 130.5 credits are required for graduation, depending on the major.

A student must successfully complete following requirements for graduation:

- Foundation—18 credits
- Liberal Arts—42 credits
- Major/electives—66 to 70.5 credits, depending upon the major.

B. GPA (Grade Point Average) Required

Students should maintain a cumulative GPA of 2.0 to ensure graduation. Students must have a minimum 1.67 (C- grade) in each course in her major.

If a student does not meet the requirement of a minimum grade of a C- in each required course in her major during her senior year, the following policies will apply:

1. If a senior receives a D+ in a course in her major as a first semester senior, the department will review the student’s record to determine the impact of this grade. If the student has only one grade of D+ in her major, she could be dispensed from the requirement of a minimum of a C- only if the work itself is of C- or better quality and the grade has been lowered because of excessive absences, lateness or similar circumstances.

2. If there is only one grade of D+ that is due to poor quality of work, the department chair and relevant faculty will determine if the circumstances that led to this grade fall under those outlined in the Incomplete Policy. If they do, the department chair will inform the student that she has the option of requesting an incomplete in accordance with the Incomplete Policy, and appropriate paperwork will be submitted to the Registrar by the faculty for the course. In accordance with this policy, the student must complete supplemental work to raise the grade to at least a D+ by the end of the first week of classes in the spring semester. If she does not meet this deadline, the grade of D+ recorded on the Incomplete Form will stand, and the student will not be able to graduate in May.

3. Any student with a grade of D+ or below in her major as a first semester senior or with more than one grade below a C- in courses in her major as a first semester senior should expect to have to repeat the course(s). The only situation in which a student can graduate with a grade below a C- in a required senior-level course in her major is number 1 above, a single D+ in the first semester senior year that is NOT due to poor quality of work.

4. A senior with a grade below a C- in her major or an incomplete in her final semester may not graduate on time and may not participate in Commencement ceremonies.

5. Students that fail to meet these requirements will be required to meet with the Academic Standards Committee, at which time requirements for continuing in the program, including repeating courses with grades below a C- and eventually graduating will be stipulated.

C. Deadlines for External Studies and Minors

External Studies Students who have been pre-approved to take classes outside of Moore as must have their completed External Studies forms on file before registering for their External Studies courses. After grades for External Studies courses are issued, students are responsible for ensuring that Moore’s Registrar’s Office receives official copies of transcripts from their External Studies institution. Any cost to send or receive transcripts to or from the External Studies institution are the responsibility of the student. Credits from External Studies courses will be issued after official transcripts confirm that the student has successfully completed the pre-approved class(es).

D. Graduation Process

To initiate the graduation process and to order a diploma, rising seniors must file a Petition to Graduate form in the Registrar’s Office prior to the summer before their senior year. The name on file in the Registrar’s Office will be used on the diploma if a petition is not submitted. Once diplomas are ordered, any requests for reorders (including a minor) may be made with an additional cost to the student. All seniors, except Fashion Design seniors, must provide their department chair with five (5) images of their work to be archived in the Connelly Library collection. Students also must fill out an exit questionnaire administered by Student Services. Although a student can complete her requirements in August or December, there is only one Commencement ceremony which is held in May, as well as one set of celebrations and publications commemorating graduates. While students who have not completed all graduation requirements may not participate in
the Commencement ceremony itself, they may choose to participate in either the May celebrations and publications prior to their completing their requirements or in those that follow.

To participate in the Commencement ceremony, students must have satisfied all their financial obligations to the College; students who have not done so may be denied permission to participate in the ceremony. They will not receive a diploma or a copy of their transcript until all their financial obligations are satisfied, including the Commencement fee assessed all graduating seniors. The College will use students’ Moore email addresses and Moodle for all communications regarding their status as graduating seniors—including senior meetings, yearbook deadlines, dates for celebrations for seniors, financial obligations, library holds, etc.


*Art Education majors must complete a 12-week supervised student teaching assignment that will be arranged through Art Education faculty.

Students are required to complete the internship professional development course in the spring of their junior year, complete the internship during the summer between junior and senior year and have the credits and the grade applied in their senior year. If a student is unable to complete her internship in the summer, the plan to complete the hours must be approved by the internship faculty and department chairperson. The faculty of the internship professional development course, in consultation with the relevant department chairperson, will review eligibility for an internship placement.

While enrolled in the internship professional development course, the student must meet with the Locks Career Center staff to receive additional information regarding internship contracts and procedures. Moore will award a $1,000 Internship Fellowship to each BFA junior for her 240-hour required internship. BFA art education majors will receive the fellowship during their student teaching experience. Students must register for at least 1.5 credits in the fall of the first semester of their senior year. Internship Fellowship payments will be made to the student only after the signed internship contract is on file in the Career Center, the student registers for at least 1.5 credits of internship, and the student’s account is cleared by the Business Office.

If a student fails the internship pre-requisite, a decision as to whether or not the student can move into an internship will be made by the Academic Standards Committee in consultation with the chair of the department in which the failed course is located, and the Academic Dean.

**MAJORS AND MINORS**

**A. Declaration of a Major** A student declares her major upon entry/admission to the College. A student who enters “undeclared” will declare her major within the first semester of her first year with the advice and counsel of the Academic Advisor and the department chair. This typically happens prior to registration when students are required to complete a Declaration of Major form. These forms are available in the Registrar’s Office.

**B. Degree Requirements** Students entering their first-year, second semester major requirements during any given year must meet the requirements for the BFA degree that are in effect for that major as of that academic year. Students changing their major to one with revised requirements or delaying their progress within their major for any reason must meet the new requirements in effect at the time of their entry or re-entry into that major, regardless of their original date of admission.

**C. Change of Major** Students intending to change their major must complete a Change of Major Form available outside of the Registrar’s Office and on Moore’s website. Completed Change of Major Forms are to be submitted to the Registrar’s Office. Students are encouraged to discuss the change with the Academic Advisor and must get signatures of the department chairs in both their current department and their new department. (See Departmental Probation for the policy on changing majors after being on departmental
probation.) Students are also encouraged to speak with the Financial Aid Office to discuss the implication of changing majors on their financial aid.

D. Double Major Students have the option of pursuing a double major. To do so, a student must submit a Double Major Form to the Registrar. It is her responsibility to meet all of the requirements for both majors. She must also get the signature of both department chairs. A student who decides to double-major will only be required to complete one internship preparation course and one internship experience for a minimum of 240 hours. Likewise, a student will only have to apply the 4.5 credits related to the internship experience once during her senior year. The student, in consultation with her department chair(s), will determine which internship preparation course and subsequent internship placement is most appropriate. (Please note, students cannot double major in Art History and Curatorial Studies nor can they double major in Art Education and Fine Arts.)

E. Minor A studio-based minor is understood to be a minimum of 15 credits in a specific area of study outside of the major. Declaring a minor does not guarantee space in a course. An art history minor consists of the 15 credits of art history required by all BFA programs, plus an additional 12 credits of specified Art History coursework. A Business and Creative Writing minor consists of 12 credits of specified coursework. Students seeking to complete a 15-credit minor must complete 60% of the related coursework at Moore. Students seeking to complete a 12-credit minor (Business or Creative Writing) must complete 50% of the minor coursework at Moore.

Minor credits may be used to satisfy elective requirements. In cases where a student’s major requirements include coursework that is appropriate to a minor area, she may apply a maximum of 3 credits from the major toward the minor requirements, provided she has the written permission of the chair of the minor department. (Please note, Art Education majors cannot have a studio-based minor nor can a student minor in Art Education. Students cannot minor in the same area as their major.)

To explore the possibility of a minor, a student may speak with the Academic Advisor, her own department chair and the chair of the department in which she would like to minor.

When a student is ready to declare a minor, the student must obtain the Declaration of Minor Form from Moore’s website or from outside of the Registrar’s Office, obtain signatures from both department chairs and turn in the necessary paper work to the Registrar’s Office. Minors must be declared by the end of the junior year. Minors may be removed by the end of add/drop in a student’s final semester. The minor department will appear on the student’s transcripts and diploma. The minor requirements will be incorporated into the student’s academic plan. Any change in major/minor must be processed through the Registrar’s Office.

Any active student who is currently pursuing a minor may have to have her minor requirements altered for a number of reasons including, but not limited to, the following: space availability, scheduling conflicts, requirements not offered. Likewise, this applies to any non-enrolled student who later returns to the College and wants to pursue or continue a minor. Minors are not required for students at Moore, with the exception of students enrolled in the Art History and Curatorial Studies programs. Students who declare an optional minor but are unable to complete the minor requirements will have their minor removed and they will graduate in the term in which all of the BFA courses are complete.

NOTICES OF ACADEMIC CONCERN If a student is having difficulties in classroom performance or attendance, the faculty member may send her a Notice of Academic Concern (NAC). This notice goes to the Educational Support Services (ESS) Writing Coordinator. A copy is sent to the student, the instructor who sent the NAC, and to the department chair. Students are urged to take advantage of the College’s support systems when they receive NACs by seeing the Academic Advisor, ESS/Writing Coordinator or the Dean of Students to explore ways of improving their work in class. NACs are not intended to substitute for direct communication between the faculty and student.

TRANSFER CREDITS AND RESIDENCY REQUIREMENTS At least three semesters of work must be completed at Moore, two of which must be in the senior year. Students will not be permitted to transfer credits into Moore that are taken outside of the College during their final two semesters. Credits from coursework taken in summer sessions between final semesters may be transferred in if pre-approved by the appropriate
department chair or the Academic Advisor. If pre-approval is not obtained, it is possible that credits taken elsewhere may not be accepted by Moore. In order to graduate from Moore College of Art & Design, a student must earn at least 126 – 130.5 credits, depending on the major area of study. Of these credits, no more than 76 credits may be transferred in and all transferred credits must have been earned with a grade of C or its equivalent or better; however, only the credits transfer in - not the grade or GPA. All credits to be transferred are subject to credit evaluation by the College. Department chairs determine course equivalences for the transfer of major requirements. No transfer credit will be granted for college preparatory or remedial courses. Class placement of transfer students is dependent upon the admissions portfolio review. Advanced sophomore or junior status requires a portfolio review and approval by the department chair and/or designated faculty within the student's discipline.

A. Prior to Enrollment at Moore Transfer credit from appropriate courses is accepted for academic work completed with a grade of C or higher at an accredited institution before the student's initial enrollment at Moore College of Art & Design. Transfer credit evaluations are completed by the Admissions Office, the department chairs and the Academic Advisor. Transfer students must earn a minimum of 15 credits in Liberal Arts at Moore. Students entering the College need to complete 9 of these credits in 300-level courses or above. NOTE: Moore College reserves the right to decline credit for coursework that is more than ten years old.

B. After Enrollment at Moore After the student's initial enrollment in the BFA program at Moore, she may take credits at another accredited institution and transfer them into Moore. However, in order to ensure that credits are transferable, the student must get approval in advance writing from the Academic Advisor or the appropriate department chair; and she must receive a grade of C or better in the course(s). If pre-approval is not obtained, it is possible that the credits taken elsewhere may not be accepted by Moore. An official transcript of coursework must be received by the Registrar’s Office prior to the end of the term following the one in which the courses were taken; in most cases, this will be prior to the end of the fall semester for courses taken in the previous summer.

Studio electives and liberal art electives qualify for transfer, but all required courses must be completed at Moore; exceptions will be made for students in a study abroad or mobility program and post-baccalaureate students with appropriate department chair approval. Anyone entering Moore as a first-year student must complete a minimum of 33 credits in Liberal Arts at the College.

TRANSFER OF MOORE'S CONTINUING EDUCATION (CE) CREDIT

A. CE Coursework Taken After Enrollment in the BFA Program CE credits may be converted into BFA program credits only with the prior written permission of the student's major department chair. Students should complete the external study form. The chair will have the authority to evaluate the content of the CE course, the total contact hours and the quality and quantity of the work produced and may assign BFA credit, if appropriate. The College is under no obligation to grant BFA credit for CE coursework without written pre-approval by the department chair.

B. CE Coursework Taken Prior to Enrollment into the BFA Program Enrollment in CE courses and programs does not constitute enrollment into the BFA program at Moore College of Art & Design. CE students who wish to enroll in the BFA program and have credits transferred into a BFA major must first apply to the College, meet all regular BFA admissions requirements and be formally accepted into the BFA program.

CE coursework taken prior to enrollment into the BFA program may be accepted as BFA credits at the discretion of the department chair. The chair has the same authority to determine what CE credit, if any, is accepted for BFA credit taken before enrollment in the BFA program as exists for CE courses taken after enrollment in the BFA program.

C. Summer Art & Design Institute The CE credits earned by students in the Summer Art & Design Institute are accepted into the BFA program as 3 elective BFA credits. Students that have satisfactorily completed this program must see the Academic Advisor to have credits earned transferred into their BFA program.
OTHER OPPORTUNITIES FOR TRANSFER CREDIT

Advanced Placement Credit Moore College of Art & Design may award a maximum of six credits towards the liberal arts requirement for any CEEB Advanced Placement Examination in English, Art History and History with a score of 4 or better. Additional AP credit will not be transferred into liberal arts requirements, but may be considered in determining placement into required courses. In addition, a maximum of three 3 credits from AP studio work with a score of four 4 or better may be transferred into the College as studio electives. An official report of scores must be submitted to Moore directly from the College Board, Advanced Placement Program, Princeton, Nj. Students are notified of AP credits awarded prior to registration.

College Level Exam Program (CLEP) CLEP subject-matter examinations and associated credits may be applied towards the minimum degree requirements by degree candidates. CLEP subject-matter examinations with acceptable credit-granting scores and semester hours as recommended by the American Council on Education (ACE) may be awarded up to a maximum of nine credits. All accepted credits will be posted on the transcript as transfer credit. After considering all other transfer rules as stipulated in this Handbook and the intended area of study, the Admissions Office and the Academic Advisor or the relevant department chair will make the final decision about transferring credits at the time the student is being considered for admission.

After the student’s initial enrollment at Moore, she may take CLEP subject-matter examinations provided that she is conforming to all other transfer rules as stipulated in this Handbook. However, in order to ensure that credits are acceptable, the student must get pre-approval in advance in writing from the Academic Advisor or the appropriate department chair.

International Baccalaureate Credit Moore College of Art & Design may award a maximum of 3.0 studio elective International Baccalaureate (IB) credits and a maximum of 9.0 liberal arts IB credits. Regarding studio credits, the College may award 3.0 credits if a student receives a score of 7 on the Standard Level examination, or 3.0 credits for a score of 4 or better on the Higher Level examination. Regarding liberal arts credits, the College may award 3.0 credits per applicable exam if a student receives a score of 4 or better on a Higher Level examination. No Standard Level examinations will be considered for liberal arts transfer.

Proficiency Credit Students at Moore are afforded the opportunity to earn proficiency credit on the basis of life experiences assessed through a portfolio review and formal interview by the relevant department chair. If the department chair deems it necessary to determine proficiency, s/he may decide to require additional forms of assessment beyond the portfolio review and interview, including but not limited to exams and written work.

- Up to 6.0 credits may be granted towards the BFA and post-baccalaureate degree requirements.
- The relevant department chair will determine which required credits, if any, may be granted.
- Students will be granted credit but the credit will have no impact on the student’s GPA.
- All proficiency credits will be posted on the student’s transcript.

OTHER STUDY OPTIONS

A. Independent Study An independent study is based on a proposal in which a student is working independently with the assistance of two faculty sponsors. The proposal should be concerned with matters that cannot be pursued in a class. It may not duplicate course content of the regular classroom curriculum. Only juniors and seniors are eligible for independent study. A minimum cumulative grade point average of 3.0 is required. A transfer student must establish a 3.0 grade point average at least one semester prior to applying for independent study. The student’s 3.0 GPA must be verified by the Registrar. A maximum of three independent study experiences may be taken for credit. An independent study can range from 1.5 to 3 credits per experience with a cumulative maximum of 9 credits. Only one independent study can be pursued per semester. The student’s completed proposal must be approved by the chair of her major; the chair of the department in which the independent study is to be done and the Academic Dean. If the proposal is not submitted by the end of
the first week of the term in which the independent study is done, the student will be dropped by the Registrar from the course and the student will be notified via Moore email.

**B. Off-Campus Study Abroad/Study Abroad at Other Institutions**

A semester at another school, whether in this country or abroad can be an enriching and exciting part of a student’s college career. To begin the process of applying for an off-campus program, see the Academic Advisor. The student’s department chair must conditionally approve in advance all credits and courses that a student will be transferring before she enrolls at another institution. When the student returns to Moore, she must submit an official transcript. The department chair will review both the transcript and the work completed at the other institution before providing final authorization for the transfer of credits to fill departmental requirements. Conditional approval of courses does not guarantee transferability. Students might be required to pay for and obtain an official translation of their international transcript through an organization pre-approved by the Academic Advisor before credits can be evaluated.

In some cases it may be necessary for a student to make up classes that she will miss at another school. Students should begin this process at least a year in advance and must complete their work abroad prior to their senior year. Financial aid may be available for study at another institution. Students must contact the Director of Financial Aid for approval and have the appropriate agreements signed before any financial aid can be disbursed to another college.

**C. Moore Travel Courses**

Students who wish to enroll in one of Moore's travel courses must register or submit an application, which can be obtained from the faculty member teaching the travel class, the chair of the department sponsoring the class or the Academic Dean’s Office. Once registered, the student must abide by College policies as outlined in the Student Handbook, those related to the specific travel courses and any policies that might be established by the host institution/country. Contact the Academic Dean’s Office for more information.

**D. Study Abroad with Arcadia University**

Moore College of Art & Design, in partnership with The College of Global Studies, Arcadia University, offers an undergraduate, international experience that students may participate in as early as the summer after their first year. Arcadia’s experienced, knowledgeable staff offer complete student support in both the US and abroad. Moore College students will receive an Arcadia University transcript. Credit earned on the program may count towards the undergraduate degree as liberal arts or open elective credits. Any student participating in this program assumes a dual status as an Arcadia University student and as a student of the host university. Students who need to secure accommodations in order to study abroad should speak to the Associate Dean of Educational Support Services. The College of Global Studies’ regulations and policies may be stricter than those of Moore College because of the broader consequences of student conduct when a student is participating in a study abroad program. However, Moore College students are representing the College while abroad and are still subject to the regulations and policies in this Student Handbook. Any misconduct while abroad, academic or otherwise may have ramifications for the student upon return to Moore College. (For additional information, assistance and to apply, see Moore's Academic Advisor.) Graduating seniors may register to study abroad but the credits do not count once their degree is conferred.

**E. Mobility Program**

Moore College of Art & Design participates in the mobility program of the Association of Independent Colleges of Art and Design (AICAD www.aicad.org). This is an informal relationship through which undergraduate students from Moore may spend one semester at a member institution. The Mobility Program is open to students in their junior year. The number of students accepted is at the sole discretion of the host institution and is contingent upon availability of space, curriculum and the applicant’s qualifications. Students may apply for the Mobility Program for either the fall or the spring. The deadline for the fall semester is April 1; the deadline for the spring semester is November 1.

A student wishing to apply should meet with the Academic Advisor, preferably in the fall semester of her sophomore year, and secure approval from her department chair. Then she must submit a completed application to the Registrar.
Tuition and fees are paid directly to Moore College of Art & Design. The student must show proof of payment, in the form of a receipt from the Moore Business Office, to be eligible for registration at the host school. Housing is the responsibility of the student. Students living in the host institution’s residence hall will pay room and board directly to that institution. Students also need to show proof that they are covered by medical insurance.

The student must request that a transcript of work done at the host school be sent to the Registrar at Moore. If the student has completed the coursework proposed in her application and received a grade of C or better, the credits will be transferred.

For further information about this program, research [www.aicad.org](http://www.aicad.org), and then speak with the Academic Advisor.

**F. Post-Baccalaureate (PB) Study** Individuals who already have an undergraduate degree and who wish to engage in intensive study in Art Education may pursue a post-baccalaureate certificate. Students generally must fulfill all Art Education departmental requirements except for general studies and Foundation Department courses. Admission is based on application to the department, an assessment of college transcripts, and a review of the applicant’s portfolio. Federal financial aid is available for this program. Students must complete a Free Application for Federal Student Aid (FAFSA) to qualify. Contact the Financial Aid Office for more information regarding loans. Students in the post-baccalaureate program are subject to the same academic policies and regulations as BFA students. Students enrolled in the Post-Baccalaureate Dual Program should refer to the Graduate Handbook, Graduate Office and/or Graduate Program Manager of Art Education. (For more information on requirements of the Art Education Post-baccalaureate Program, see Special Requirements for Students in Art Education).

**G. Non-Matriculating Students BFA (women only), PB (coed)**

Non-matriculating students at Moore may have the opportunity to fulfill their individual artistic and educational needs and goals. Individuals who wish to enter the College as a non-matriculating student in the PB program and the BFA program must meet the certificate and undergraduate admissions criteria and submit the following:

- A non-matriculation application available through the Admissions Office or the Moore website
- $40.00 application fee
- Proof of a GED certificate or high school diploma
- Proof of prior course work or transcripts that documents the individual met all prerequisites for each registered course
- An acceptable portfolio

Individuals who applied for the BFA degree or Post-Baccalaureate programs, and were unable to successfully meet the admissions requirements, are not eligible to enroll as a non-matriculating student.

Non-matriculating students may enroll up to a cumulative total of 9.0 credit hours if space is available. Please note that the College cannot guarantee placement into a class. All non-matriculating students must adhere to the following requirements:

- Non-matriculating students must receive written approval from the department chair on a registration form prior to registration for each course. Approval may include, but is not limited to a review of portfolio and/or a writing sample.
- Non-matriculating students may register for fall, spring, or summer semester courses on a space available basis beginning August 1 for fall semesters, January 1 for spring semesters and April 1 for summer semesters, but no later than the end of the drop/add period.
- If a non-matriculating student is removed from a course because the space is required for a degree student, the tuition and fees will be refunded in full.
- Non-matriculating students are required to make a $200 tuition deposit, to be applied to their course(s), in order to register for classes. This deposit is non-refundable, except for in cases where a non-matriculating students’ place is forfeited to a degree-seeking student.
- Non-matriculating students must attain and maintain at least a 2.0 GPA (grade point average). If a non-matriculating student receives below a 2.0 GPA, the student will not be eligible to register for future courses.
- Non-matriculating students are not eligible for graduate program courses.
- Non-matriculating students are not eligible for financial aid.
- Non-matriculating students are not eligible to live in the residence halls.
- International students who plan to attend the College using a student visa (F-1) may not enroll as a non-matriculating student.
- If a non-matriculating student applies to the degree program or PB program, the courses taken as a non-matriculating student may be applied towards the degree/certificate requirements, if eligible.
- Non-Matriculating students in the PB program may only transfer up to 3 credits into the graduate program.

H. Continuing Education  Moore’s CE courses are open to BFA students, with the written approval of the department chair, under the following conditions. If a full-time BFA student wishes to take CE courses, she may do so free of charge provided that the total credit value of the CE credits combined with scheduled BFA credits does not exceed 18 per semester. If the total exceeds 18 credits, the student will be charged the BFA rate. It is important to note that CE classes may be cancelled due to low enrollment or may be full, which may affect a BFA student’s course load. CE students have priority over BFA students in signing up for these spaces. BFA students may take any remaining spaces if a course is not full. See transfer of credit policies regarding the transfer of CE credit into the BFA Program.

TRIP/PROGRAM POLICY  The College sometimes offers travel courses as well as local or regional trips or programs, which are sponsored by College faculty, staff or student leaders which take students off campus. Transportation for these trips or 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 damage to 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 program. If the program involves return transportation, it is each student’s responsibility to appear on time at the site from which the bus/van/car/train/airplane will leave. Students who receive classroom accommodations for a documented disability or learning difference, and wish to receive accommodations during a trip, must notify the Associate Dean of Educational Support prior to departure.

When 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 her care, subject to the terms and allowances of her personal insurance. If the student’s insurance does not cover her care, she is responsible for the cost of the medical care provided to her by any third parties.

If a faculty or staff member sponsoring a regional or international trip, program or class determines, during the trip, program or class, that, to the best of his/her judgment, a student is in violation of the College’s Student Code of Conduct and/or that she is engaging in behavior that is detrimental to herself or to the educational and cultural aims of the trip, program or class, the faculty or staff member may require that the student return to the College and/or withdraw from the trip, program or class. In so doing, the faculty and/or staff member will consult with the Academic Dean and/or the Dean of Students before making such a decision. Such decisions are in the College’s sole discretion. In such cases, any additional costs are the student’s responsibility.

The College has no control over the locations or personnel at the various destinations that are part of off-campus trips or programs. Therefore, the College is not responsible for any damage to students or their property resulting directly or indirectly from an injury that occurs during an off-campus trip or program.

WRITING PROGRAM REQUIREMENTS  Moore College of Art & Design is committed to providing students with communications skills necessary for successful careers in the arts. The Liberal Arts Department offers three courses – WRIT099, Essentials of Writing; WRIT101, Writer and Audience; WRIT102, Critical Inquiries. These courses are a part of a sequenced first-year writing program to improve students’ reading, writing, and oral communication skills.
**First-year students:** All incoming first year students are required to write a placement essay prior to the start of classes. Students who do not write the placement essay by the end of the drop/add period will not be permitted to register for any first-year writing course for that semester; they must write a placement essay by the end of the registration period for the next semester. Placement essays will be evaluated by First-Year Writing Program faculty. Placement is determined in large part by performance on the essay, as well as GPA and SAT or other similar standardized test scores.

**Transfer students:** Incoming transfer students, who have no college-level English courses that are equivalent to WRIT101 or 102, will be required to write the same placement essay as all first year students.

Incoming transfer students, who have taken one college-level English course (WRIT101 equivalent) and received a C or better, will be automatically placed into WRIT102. These students will also be given the option to write a placement essay as a potential opportunity to place-out of the First Year Writing Program. If they do place-out, these students will need to take another 3 credit Liberal Arts course towards their graduation requirements.

Incoming transfer students who have taken two or more college-level English courses, (WRIT101 & WRIT102 equivalents), will receive credit for those courses, if they earned a grade of C or better. These students will also be required to write a diagnostic writing sample and complete a writing survey to identify their writing strengths and weaknesses before they matriculate. The diagnostic and survey results will be evaluated by the First-Year Writing Program faculty. Feedback and suggestions will be documented for each student in order to help them make an informed decision about their writing ability, and advise them about registering for the appropriate course(s). Transfer students who take this diagnostic will be given the opportunity to either place themselves out of the First Year Writing Program sequence, or register for Moore’s WRIT101 or 102 courses. Students who take the diagnostic and learn that their writing skills need improvement will be encouraged to register for Moore’s WRIT101 or 102 courses, encouraged to take advantage of the Writer’s Studio resources, and possibly take one of the Liberal Arts writing intensive courses, such as English 210.

The work of students who receive less than a C in any of these courses will be reviewed by First-Year Writing Program faculty in consultation with the Chair of the Liberal Arts Department. These faculty will decide whether the student demonstrates sufficient skills to move to the next course in the writing sequence or must repeat WRIT099, Essentials of Writing; WRIT101, Writer and Audience; and WRIT102, Critical Inquiries. Any student receiving below a C in these courses a second time will be referred to the Academic Standards Committee for assessment of her ability to complete Moore’s requirements.

Students may choose to take WRIT099 on a pass/fail basis. Students interested in the pass/fail option for WRIT099 must submit the Pass/Fail Option form in the Registrar’s Office by the end of the official withdrawal period. See Academic Calendar for specific dates. If a student in WRIT099 receives an A in the course and has the permission of the Director of Writing, she may place directly into WRIT102.

All required writing courses must be completed within the students first four semesters at Moore.

**SPECIAL REQUIREMENTS FOR STUDENTS IN ART EDUCATION**

The College’s Art Education Programs prepare students to become classroom teachers, but the actual teacher certification credentials are issued only by the Commonwealth of Pennsylvania’s Department of Education. Because of state requirements governing accredited teacher preparation programs, students matriculated into the Art Education BFA, or into the Art Education Post-baccalaureate Program, must conform to academic requirements that may differ from those of other BFA/post-baccalaureate programs at the College. Specifically, these differences include:

1. Entrance into both the BFA and the post-baccalaureate program is dependent upon a student’s GPA and her/his scores on standardized test. In general, the Pennsylvania Department of Education requires that a student have a minimum of a 3.0 to enter the
program. Students admitted into the program with lower GPA’s will be admitted on probation and on a case-by-case basis, after a review by the department chair.

2. Post-baccalaureate students admitted into the program with less than a 3.0 must achieve at least a 3.0 GPA in their first semester at the College, or they may be subject to dismissal from the program.

3. Matriculating BFA students must accumulate at least 48 credits with the requisite cumulative 3.0 GPA to be formally admitted into the Art Education BFA program. Within this minimum GPA, the student must have achieved at least a C grade in WRIT101, WRIT102, AH111 and AH112 (or in their transfer equivalents).

4. After being formally admitted in the Art Education program, all students (post-baccalaureate and BFA) must pass all three Pre-Professional Skills Tests (PPST exams) before entering the second semester of the Art Education program.

5. All post-baccalaureate students must conform to the current requirements for teacher certification as stipulated by the Commonwealth of Pennsylvania’s Department of Education. Previous exceptions and/or waivers may no longer apply.

6. At a minimum, 9.0 credits of Student Teaching in conjunction with Student Teaching Seminar must be completed through Moore.

7. Regardless of previous coursework and/or experience, the chair may require post-baccalaureate students to complete additional college-level coursework. This may even include repeating coursework that was previously completed satisfactorily.

8. In addition to any ED coded course, post-baccalaureate students may enroll in any course required for the post-baccalaureate certification, contingent upon space availability. Post-baccalaureate students will be billed the post-baccalaureate per credit rate for these courses. (For details about billing, see the Billing Policies section of the Handbook.)

9. All students will complete Student Teaching and take the Student Teaching Seminar during their final semester at the College. Students must complete all their requirements before taking Student Teaching and the Student Teaching Seminar; the only exception is BFA students graduating in May, who take Senior Projects concurrently with Student Teaching and Student Teaching Seminar. BFA and post-baccalaureate students must meet specific requirements in order to qualify for certification credentials, from the Commonwealth of Pennsylvania Department of Education. The basic requirements include:

- Satisfactory performance on Praxis Examinations
- Completion of an accredited teacher preparation program with a cumulative GPA of 3.0. (The Commonwealth allows students with a GPA of 2.8 to 2.99 to take the Praxis Examinations, but for such students to qualify for certification, they must achieve the highest score on the Praxis Examinations. Therefore, the College strongly suggests students maintain a GPA of 3.0 or higher so that they have more flexibility in the scores required to pass their Praxis Examinations and ultimately qualify for certification.) Students who drop below a cumulative GPA of 3.0 or fail to pass the PPST exams could jeopardize their eventual eligibility for state teacher certification. Any such student will be notified in writing that eligibility for state certification is in jeopardy. At this point, the student will be informed of her options by the department chair and the Academic Advisor and may be required to meet with the Academic Standards Committee.

- Both BFA and post-baccalaureate students taking Student Teaching (and the Student Teaching Seminar) receive an initial placement with a cooperating teacher. At the chair’s discretion, if circumstances warrant a second placement during the course of the semester, the chair will place the student with another cooperating teacher. However, no student may have a third placement. If evaluations by the second cooperating teacher and the supervisor reveal that the student is not performing adequately in the second classroom, the student will fail Student Teaching. Any student who fails Student Teaching and Student Teaching Seminar - whether she has had two placements or only one placement in one semester - will be required to meet with the department chair and the Academic Standards Committee. At that time, the Committee will determine under what circumstances, if any, a student may apply to take the Student Teaching and Student Teaching Seminar course again.

- The Student Teaching Seminar has the same attendance guidelines as any other class meeting once per week.

10. Students have a 5-year time period to complete the BFA Art Education Curriculum.
College Policies
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:

For a Crisis Involving Students

For BFA students, notify the Dean of Students, Ruth Robbins.

For YAW and CE students notify the Co-Directors of Continuing Education, Natalie Payne and Judy Woodworth.

If you cannot reach Dean Robbins or Co-Directors Payne or Woodworth, and the crisis is psychological in nature, notify the Director of Counseling Services, Ruth Gayle.

If you cannot reach Dean Robbins or Co-Directors Payne or Woodworth, and the crisis involves physical health, notify either the Director of Health Services, Diane Azuma, or Drexel Family Medicine. The number for Drexel Family Medicine is 215.482.1234, or call 911 in an emergency.

For a Crisis Involving Faculty

Notify the Academic Dean, Dona Lantz, for BFA faculty, and Natalie Payne or Judy Woodworth, the Co-Directors of Continuing Education, for CE faculty.

For a Crisis Involving Staff

Notify the Vice President of Finance and Administration, William L. Hill, II.
For a Crisis Involving College Property

Notify the Director of Operations and Facilities, Ken Ferretti or the Vice President of Finance and Administration, William L. Hill, II.

If the crisis involving property affects a residence hall notify the Director of Operations and Facilities, Ken Ferretti, and the Dean of Students, Ruth Robbins. If you cannot reach Dean Robbins, notify the Director of Residence Life, Corienne Myslinski.

Crisis Communications

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

If the crisis involves students, faculty or staff, any communication with family members will be handled by the President along with the appropriate administrator; Dean Robbins for BFA students, Dean Lantz for BFA faculty, Co-Directors Payne or Woodworth for YAW and CE faculty or students, and VP Hill for staff.

For Other Emergencies

The College also has a detailed policy on responding to emergencies from fire to demonstrations to 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 Vice President of Finance and Administration’s office.

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 resolution is not always possible, the College adopts the following Student Grievance Procedure.

Step One: A student with a grievance (the grievant) against another student, a staff member or a faculty member should speak directly to that person, be it another student, a staff member or a faculty member. Should she need support before speaking with that person, she may seek that support from a) The Director of Residence Life, for a grievance against another student, or b) from the Dean of Students, in the event of a grievance against a staff or faculty member. The Director of Residence Life or Dean of Students may help the grievant formulate that grievance in writing and devise concrete solutions for the grievance if the student so desires and the Director of Residence Life or Dean of Students sees this as a proper course of action. If the Dean of Students or the Director of Residence Life 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 she has a grievance, the Dean of Students or Director of Residence Life should recommend that the student bypass Step One and begin with Step Two. 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 grievant does not believe that the grievance has been resolved after going through Step One, she may pursue her grievance as follows:

- She may return to the Director of Residence Life and ask for her direct intervention with the student against whom the grievance is lodged;
- 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;
- She may speak to the faculty member’s Chair and ask for his/her support and intervention, if the grievance involves a faculty member;
- She may speak with the Academic Dean and ask for support and intervention, if the grievance involves a department chair.

Step Three: If the grievance is still not resolved to the grievant’s satisfaction, she may take her grievance to:
• The Dean of Students, if the grievance involves another student;
• The manager responsible for the administrative unit to which the staff member belongs, if the grievance involves a staff member;
• The Academic Dean, if the grievance involves a faculty member;
• The President, if the grievance involves a chairperson.

If the grievance is against a student and the Director of Residence Life has been consulted, she may choose, in consultation with the Dean of Students, to send the grievance to either the College or the Student Judiciary Committee, if the Dean of Students deems that either of those committees is an appropriate hearing body for a formal grievance. If the grievance does not fall under the aegis of either judiciary committee and the grievant takes the grievance to Step Three, she must submit to the Dean of Students 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 Dean of Students will attempt to resolve the grievance within ten (10) working days. She will respond in writing to the grievant. The Dean of Students decision as to whether or not the grievance has merit and what corrective actions should be taken, if any, is final.

If the grievance involves faculty or staff members and reaches Step Three, the grievant 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 department chair or by the Academic Dean. In the case of 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 grievant believe that the upper-level administrator who is her designated contact person for filing her grievance has a conflict of interest and cannot handle the grievance fairly, she may take 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 HANDLING OTHER STUDENT CONCERNS**

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. Students in the residence halls with concerns about residence life should first speak with a Resident Assistant or a Resident Director. There is also a food committee in place; to bring forward concerns, students can speak with the Food Service Director or with the Director of Residence Life. If a student has a concern and does not know whom to speak with, she can ask the Dean of Students.

Student Government is also an instrument for addressing student concerns. Student Government holds regular weekly meetings, and members of the general student body may attend these meetings and raise concerns. In addition, Student Government members and other student leaders serve on a variety of college-wide committees, including the College Planning Committee, the Retention Committee and the Student Life Committee of the Board. One of the roles of these student leaders on these committees is to represent the student voice. Student leaders also meet periodically with the College President.

**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 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 student, reasonable accommodations may be needed to ensure 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 that includes the Dean of Students, the Associate Dean for Educational Support, and the Director of Educational Support supported when necessary by consultations with the Director of Health Services, the Director of Counseling Services, the Director of Residence Life, and the Academic Advisor. This Committee is in charge of administering disability services. Students who request services and/or accommodations should speak with the Director of Educational Support Services, who will provide the student with the appropriate forms. Documentation of a disability or a learning difference 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 diagnosis, 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. Because reasonable accommodations and services are based upon assessment of the current impact of the student's disability, it is necessary to provide recent and appropriate documentation. In most cases, this means that a diagnostic evaluation must have been completed in within the past 3 years for ADD/ADHD, and 5 years for all other disabilities. Documentation that exceeds the time limit may be considered if the previous assessment is applicable to the current or anticipated 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 student’s responsibility to pay for necessary evaluations to verify her disability. It is also 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 student should make an appointment to meet with the Director of Educational Support. The Director will provide the student with a memo for her faculty and for the chair of her department, documenting her need for accommodations. If need be, the chair and the faculty will meet with members of the Disability Committee to work out the specifics of any accommodations, consulting with the student in the process.

Specific classroom accommodations begin on the day the student submits a formal request each semester to the Director of Educational Support Services.

In the event that a student with a disability has a grievance about the manner in which services are being provided to her, she should use the Student Grievance Procedure, outlined in the Student Handbook, to address the problem. She 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 student’s disability is confidential. This information is available only to Disability Committee members who are involved in the processing of the student’s request for an accommodation or to others if the student authorizes disclosure of the nature of her disability in a signed release.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT The Family Educational Rights and Privacy Act of 1974 is a federal law that provides each student with the right to
“inspect, challenge, correct and protect” the content of 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 student to inspect her educational records shall be directed to the Registrar. Educational records include:

- Transcripts
- Admission files
- Internship education records
- Placement records

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

1. Personal records kept by a College faculty or staff member;
2. 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;
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 student wishing to review 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. 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 that were placed in the cumulative file of the student prior to January 1, 1976.
3. Information for which a student has signed a waiver of her right of access to confidential information as it pertains to admission, and application for employment.
4. Records that 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. Access to a student’s records may be provided to officials of other colleges or universities in which the student seeks or intends to enroll, on the condition that the 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 student records is required by statute to be disclosed.
4. Persons processing students’ 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 students must not be revealed to anyone other than representatives of such organizations.
6. Access will be granted to accrediting organizations carrying out their accrediting functions.
7. The College may grant access to a student's parent(s) upon receiving written documentation that the student is dependent upon her parent(s) for federal income tax purposes. Exceptions to this policy are:
   a. 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 and doctors. Release forms are in the Dean of Students’ Office and the Registrar’s Office; under most circumstances, these releases only cover the academic year in which they are signed.
b. In accordance with the October 1998 amendments to FERPA, the Dean of Students may decide to notify parents or guardians of students under 21 that are found to be in violation of College policies regarding the use of or possession of alcohol or drugs, when the violation is determined to be serious or repeated.

c. In an emergency, appropriate persons may have access if the knowledge of information from a student's record 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 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. Students must request these from the originator. In accordance with the Act, the College has designated the following categories as Directory Information:

• Name
• Address
• Electronic address assigned by the College
• Date of birth
• Major field of study
• Participation in officially recognized activities
• Dates of attendance (including current classification and year matriculation and withdrawal status)
• Degrees and awards received (type of awards and degree and date granted, honors and Dean’s list)
• The most recent previous educational agency or institutional attended
• Photographs

Students wanting any of the above information withheld should notify the Registrar in writing within two weeks of each year’s academic enrollment. Students may challenge any information contained in their cumulative record that they believe to be inaccurate, misleading or inappropriate. This right does not extend to reviewing grades unless the grade assigned by a faculty was inaccurately recorded in the records.

Students may also insert a statement in their records to explain any such material from their point of view. A student who wishes to challenge the information in her file must make a written request for a hearing to the Registrar. The request will be reviewed by the Academic Dean and the Dean of Students jointly. Revisions and clarifications of this policy will be published as experience with the law and Moore College of Art & Design’s policy warrants.

MEDICAL LEAVE OF ABSENCE

Voluntary Medical Leave A student may take a voluntary medical leave should she, together with her family or medical professionals advising her, make the determination that such a leave is necessary. If that student then wishes to return to the College, her return may be conditional, depending on the nature of the problem that led to her decision to take a leave. If the student takes a leave because she is suffering from a physical disorder that impairs her ability to successfully complete her studies, the College may require that an outside medical professional provide a written statement that it is his/her belief that the student's condition has improved to the point that she is capable of successfully completing her studies. If a student takes a voluntary medical leave because 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 students taking a voluntary leave will be subject to these conditions.

Involuntary Medical Leave A 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 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 student meets the criteria set forth above, the
Dean of Students shall consult with the Director of Counseling Services. If the Dean
reasonably believes that a student meets the criteria, the Dean may require the student be
evaluated by an outside psychological professional chosen by the College. The Dean may
also immediately impose a medical leave on a student pending evaluation, should it be
determined that a 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 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 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 student herself and other members of the College community.

A 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
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 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 will keep a record of the
informal hearing for an involuntary medical leave. The Dean, in consultation with 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 student containing her decision regarding the
involuntary medical leave. The 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 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 student may also be required to show behavioral evidence
that 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 pressure of college study.

The College may require other behavioral evidence that the student is ready for
reinstatement, such as steady employment or satisfactory academic performance at
another college. The Dean may also require that the student be interviewed by the
Director of Counseling Services and/or examined by an outside psychological professional
chosen by the College. The student may be required to be in treatment as a condition for
reinstatement, and 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 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.
STUDENT ARTWORK POLICIES

• **Installations** 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. Students must get the approval first of their faculty and then their department chair in the process of filling out the form. The form must be submitted at least 3 weeks prior to installation. 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 the critique and plans for removal of the installation. 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.

• **Other Formats for Exhibiting Artwork** The Philadelphia Wall, adjacent to The Art Shop, and the Diamond Windows in Wilson Hall feature recent class projects and site-specific installations by Moore students from all majors. For details on how to schedule the Student-Run Gallery on the fourth floor connector between Wilson and Sarah Peter Halls, students should consult with Student Government.

• **Release for Using Students’ Artwork in Promoting the College** The College routinely takes photographs of campus life, events, exhibitions and student artwork, which may be used in Moore’s publications, website, social media, 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.

• **Disclaimer of Responsibility** The College assumes no responsibility for damage or loss of 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 students are expected to clear out their studios and any other spaces including, but not limited to, lockers and classrooms no later than the Wednesday after Commencement. All work not removed by that date will be discarded.

• **Art Sales** Students may elect to sell the work they exhibit on campus during the student show, the Senior Show: Emerging Artists & Designers, and in other exhibition opportunities on or off campus through The Art Shop. Any student artwork sales made during an exhibition are subject to a 25% commission retained by The Art Shop. The commission fees for sales of student artwork are waived during the Senior Show.

STUDENT HEALTH POLICIES All students taking courses towards a BFA or post-baccalaureate courses are required to file a health history, data and consent and complete immunization forms in the Health Services Office. No student may move into College housing without returning a completed health form. This health form is critical to providing proper care for students. Immunizations are a part of this form and help Health Services assure that 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.

There will be a $100 penalty for failure to return a completed Health Form by the end of the drop/add period each semester. At that time the student will be required to sign an exemption form releasing Moore from any liability related to the lack of a health form.

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.
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 email, 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.

**STUDENT HEALTH INSURANCE POLICY**

The College requires that all students have health/medical insurance or they must purchase a plan through the College. The charge for this insurance is $1,684 per year and covers students from the beginning of one academic year to the beginning of the next—with August 14 of each year as the start date. All full-time students taking 12 credits or more will have the charge included in their bills. All international students will be required to carry this insurance and may not waive it. Students who are already insured must submit proof of coverage for the charge to be waived.

Students not otherwise insured who purchase insurance through Moore receive a brochure outlining the specifics of what the insurance covers when they enroll. This brochure includes information about coverage for outpatient services, hospital services, family planning, prescriptions, mental health and substances abuse services, etc. Additional copies of the brochure will be available in the Health Services Office.

Students already insured under another insurance plan may waive out by completing a waiver form on-line. Students should go to [www.firststudent.com](http://www.firststudent.com) and complete the waiver, which requires them to provide key information about their personal medical insurance.

Newly matriculating students will find information about waiving out of this insurance in the New Student Guide, available to all incoming students on Moodle. Returning students will find instructions for waiving the insurance in the material sent via email during the summer. To avoid financial penalty, students must complete that waiver form no later than September 30, 2014. For new students coming in during the spring semester, the waiver form must be returned by February 1, 2015.

Part-time, non-degree and post-baccalaureate students, carrying a minimum of six (6) credit hours are encouraged to enroll in the College Student Health Insurance Program with the submission of an Enrollment Form at [www.firststudent.com](http://www.firststudent.com). Students with questions regarding this policy and its terms should contact the College’s insurance administrator directly at 1-800-505-4160 or visit [www.firststudent.com](http://www.firststudent.com).
Student Services

5
Student Services

The Student Services Office is under the direction of the Dean of Students. It includes student health, personal counseling, residence life and housing, leadership programs, orientation, and commencement.

Student Government, Student Orientation Staff, Residence Life Staff, Commuter Connectors, Emerging Leaders in the Arts, The Visionary Woman Honors Program, Programming Board, and the Judiciary Committees are all advised by Student Services staff.

City as Campus programming and Culture in the Classroom are Student Services programs. This office also creates student IDs and is the liaison to parking garages, and SWEAT Fitness.

COUNSELING SERVICES Counseling is provided by the Director of Counseling Services, who is on campus 20 hours a week. Hours are: Mondays, 11 am - 6 pm; Wednesdays, noon - 6:30 pm; Fridays, 11 am - 5:30 pm. The Director 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.

DISABILITY SERVICES The College has a Disability Committee that includes the Dean of Students, the Associate Dean for Educational Support and The Director of Educational Support Services. Students that seek accommodations for a disability should speak with the Director of Educational Support Services, 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 for further details.

FOOD SERVICE/DINING HALL The College Dining Hall is located between the classroom areas in Sarah Peter Hall and Stahl Hall. All meals are served at the hours posted below. After hours, snack food is available from vending machines in the Dining Hall.

Residents of Stahl Hall and Sartain Hall must be on the College’s 19-meal plan. Students on the meal plan must present their College ID at each meal. Fines or referral to the judicial process may be imposed for misuse of Dining Hall service ware and for sharing food with someone not on the meal plan. Commuting students, faculty, staff and guests may choose a 10, 14 or 19-meal plan (see costs in Billing section of handbook), or they may purchase food à la carte. A debit plan may also be purchased to go on the Moore ID card. Participants then have an amount of money on their card, and purchased food costs will be deducted from this amount. To place money on a Moore ID card, students need to see the Business Office and pay to have at least $75 placed on their ID Card. Meal vouchers to use in the dining hall can also be purchased in the Art Shop. Interested students should see the Food Service Director.
**Dining Hall hours:**

**Monday-Friday**
- Breakfast: 7:45am – 9:45am
- Lunch: 11:00am – 1:15pm
- Dinner: 5:00pm – 7:00pm

**Saturday and Sunday**
- Brunch: 11:00am – 1:00pm
- Dinner: 5:00pm – 6:00pm

Students, faculty and staff may not take dining hall china or silverware to their rooms, classrooms or offices. Paper service ware is available for take-out, but paper service ware should be reserved for when students, faculty, and staff cannot eat in the dining hall.

**HEALTH SERVICES** The College maintains a well-equipped medical office under the supervision of the Director of Health Services. Service is provided for routine health care, emergencies, diagnostic referral and for educational purposes.

**Office Hours:** Monday – Friday 9 am – 3 pm.

To provide students with coverage by physicians, the College can refer students to off campus physician practices such as:

- **Drexel Family Medicine at Center City**
  219 N. Broad Street
  215-482-1234

- **PennCare at Rittenhouse**
  1840 South Street, 1st Floor
  215-893-6200

As all students are required to have health insurance, students should provide the physician with their insurance information and pay the co-pay for their insurance to the physician. The student would be responsible for any charges not covered by her insurance.

The Director of Health Services is the liaison with the physician services. During the weekdays, students should seek referral to the physicians from the Director of Health Services during her hours. In the event that the Director is not in, a student should seek help in Student Services. A student may also contact the physicians directly during regular office hours or after hours, if necessary.

**Emergency Care** may be provided by the emergency rooms at:

- Hospital of the University of Pennsylvania at 34th and Civic Center Blvd.
- Thomas Jefferson University Hospital at 10th and Sansom Streets
- Pennsylvania Hospital at 8th and Spruce Streets
- Hahnemann/Drexel University Hospital at Broad and Vine Streets.

Students will be billed for these services. If a student requiring emergency services is taken to an emergency room by the city Police Department or the city Rescue Squad (911), she will be taken to Hahnemann University Hospital. This is because the College is in the catchment area for Hahnemann University Hospital, which is located at Broad and Vine Streets.

Hospitalization or severe emergency situations should be reported to the Director of Health Services, who will inform faculty of absences. For further details about absences, see Attendance in the Handbook.

Please see the College Policies Section of the Handbook for polices related to health forms and health insurance.

**IDENTIFICATION** College ID cards are distributed by Student Services. New students may receive their ID’s at orientation. 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, theaters and other local cultural institutions.

**LAUNDRY** Coin-operated washers and dryers are provided in each of the residence halls. Inoperative equipment should be reported to the Director of Residence Life.

**LOCKERS** Lockers are available for students’ use; while any student may use one, they are meant primarily to serve commuter students. Lockers are administered by Student Services. Students should find a locker, preferably on the floor where most of their classes are held, and furnish a combination or key lock for the locker. Once a student has chosen a locker, she must fill out a Locker Registration Form. These forms can be found on the Moore website by typing “locker” into a search box. The locker registration lists in Students Services are updated twice a semester - first, at drop/add and, second, at mid-semester, which coincides with the last day to withdraw from a class without penalty. If it is found that a student is using a locker without having registered with Student Services, she takes the risk of having her lock removed and the contents of the locker emptied and discarded. It also may happen that a resident student is asked to give up her locker for a commuter student. The College does not assume responsibility for personal property left on the premises. Students must remove locker contents by the Wednesday after Commencement of each academic year. All students will be reminded that they are to clean out their lockers; all belongings left in lockers after this time will be discarded.

**LOST & FOUND** Reports of lost items should be filed with Student Services and found objects taken there immediately. Anything not claimed by the end of the academic year will be discarded the Monday after commencement.

**MAIL** Residents of Stahl Hall and Sartain Hall will be assigned mailboxes at the beginning of each year. The student’s College address must include her name and assigned mailbox number on her mail or package. Resident students are also encouraged to receive a tracking number for packages. This will help the student to know if her package is at Moore or not. Please note, there can be a delay in receiving packages because all of the College’s mail is received and sorted in one location and then distributed to the rest of the campus. This could add a day or two to the time it takes to receive a package. Resident students who receive packages will be sent an email to their Moore email account indicating this. Packages can be picked up at the mailroom on the first floor of Stahl Hall Monday through Friday between 6:30pm – 8:30pm.

College communications which commuter students must receive are mailed to their billing address. Other College communications are sent by email or posted on the Sign Central boards around the College and on the kiosk in the Dining Hall.

The College cannot be responsible for forwarding mail. Commuter students should not give Moore College of Art & Design as their mailing address for any outside mail. The College assumes no responsibility for packages delivered to the College for non-residents.

**PARKING** While there are no parking facilities at the College for students, the College does have an agreement with three area garages. 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 per day for those who pre-pay for the tickets, and students will need to buy 10 tickets at a time, totaling $70. Tickets must be purchased from a customer service representative at the garage.

Moore has also worked out an agreement with The Franklin Institute Parking Garage to offer discount parking to our students. This garage is owned and operated by Expert Parking, and is located at 20th and Race streets. Students must purchase monthly passes offered at the discounted rate of $150. Parking passes are non-transferable, which means they cannot be used by anyone else but the person who purchased them. Monthly passes must be purchased directly from the Garage Manager.

Finally, Kennedy House Garage located at 1901 JFK Boulevard has offered Moore students a deal for night and weekend parking. This garage will be available from 4 pm -
12 am Monday through Friday and all day on weekends for only $6 per day. Students must pick up these tickets in the Student Services Office, and can redeem them for a discount upon exiting the garage.

The College serves as the liaison between the garages and the students. The College is not responsible for students’ vehicles or items left in the vehicles. The arrangement the College has with these garages is a benefit to all members of the Moore community; if a student abuses the policies set up by the College and the garages and, therefore, jeopardizes these arrangements, she could be sent to the Student Judiciary Committee and, as a result, lose the right to use the garages. (For more detailed information on the discount parking program, please see the Director for Residence Life in the Student Services Office on the first floor of Stahl Hall, or call 215.965.4035.)

There are other lots near the College, including open-air parking lots at 22nd and Cherry Streets and at 23rd and Race Streets. In addition, there are numerous parking meters and payment kiosks within walking distance of the College. Meters and payment kiosks are 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 Streets
- 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. All rate and location information is subject to change.

**PSYCHOLOGICAL COUNSELING** (see Counseling Services)

**QUESTIONNAIRES** The College has students fill out questionnaires as they enter and as they leave the College. In addition, students fill out questionnaires to evaluate their classes and to evaluate other aspects of their experience at Moore. The College uses this information to better understand the student experience and, where relevant, to make improvements.

**RESIDENCE LIFE & HOUSING** This department is part of the Student Services Office and is overseen by the Director of Residence Life. Room assignments, housing regulations and implementation of general policies for the residence halls are coordinated through this office. Assistance for non-resident housing is offered when possible.

**Resident Directors (RD’S), Head Resident Assistants (HRA’s), & Resident Assistants (RA’S)** Resident Directors, Head Resident Assistants, and Resident Assistants aid in both the personal and operational aspects of managing the residence halls. They are supervised by the Director of Residence Life and function as liaisons between resident students and staff in Operations and Facilities, Student Services and other areas of the administration. For further details, see Student Leadership Organizations and Other Opportunities for Involvement.

**STUDENT LOUNGES** There is a Student Lounge located in the Penthouse above the 5th floor in Stahl Hall. Students can gain access to this lounge by taking the elevator in Stahl Hall to the 5th floor and walking up the remaining flight of stairs. This lounge is for use of both commuters and residents. Lounge facilities include a small kitchen and cable television. This lounge is not a work lounge for doing artwork. There is another lounge, Fox Commons in Wilson Hall, which is a common area open to students, faculty and staff. This lounge is for gatherings, meetings and receptions. There is no sleeping in any of these lounges from 10 pm to 6 am. The Fox Commons lounge also closes and is off limits from 2 am to 6 am and during special events at the College. There are also lounges in Sartain Hall, including a lounge on the 1st floor that has a pool table, cable television and computers; this lounge is open to all students. There are television lounges on the 3rd and 5th floors and work lounges on the 2nd and 4th floors for the use of the residents only. Students that use the lounges are expected to clean up after themselves.
**SWEAT FITNESS** The College contracts with Sweat Fitness to provide free access to Moore students at the 1425 Arch Street location only. This facility offers complete body workouts, group exercise classes (such as yoga, cycling, kick boxing), cardio equipment, free weights, circuit equipment, a pool, etc. To gain access, students need to be currently enrolled and have a valid Moore ID. To use the gym, go to the Sweat Fitness location at 1425 Arch Street and state you are a Moore student who would like to use the gym. As long as you are currently enrolled, the gym will have you sign a waiver and after they have your waiver, they will issue you a membership card. The Moore contact for Sweat Fitness is the Director of Residence Life. Students who misuse their Sweat membership could be referred to the judicial system.

**TELEPHONE MESSAGES** The College cannot take messages for students. In case of emergency, contact should be made with Student Services, and an attempt will be made to reach the student.
In its mission, the College expresses its commitment to preparing students for lifelong learning and leadership in the arts. Part of that process is strengthening students’ leadership skills in and out of the classroom. In addition to the opportunities to lead in the classroom afforded to women in single-sex institutions, Moore students have access to student organizations, community service opportunities, internships, competitive fellowships and scholarships.

LEADERSHIP ORGANIZATIONS Moore has four main leadership organizations: Student Government, Student Orientation Staff, Residence Life Staff, and Commuter Connectors. These four groups make up the Student Leadership Board that serves as the main student governing body of the College. By participating in these groups, students have opportunities to learn about and utilize leadership skills. The professional staff in Student Services works with other staff, faculty, outside facilitators and local women leaders in the arts to train student leaders. Training builds confidence and teaches students teamwork and follow-through; it develops their ability to take risks and effect change as well as to make ethical decisions. In addition to this shared leadership training, each group learns the specific tasks linked to its role at the College.

STUDENT GOVERNMENT Student Government is structured to advocate for the students, empower the student voice, seek solutions for student concerns and improve the quality of the student experience. Student Government members serve on college-wide committees, meet monthly with the president of the college, plan student-focused events, and are committed to serving the Philadelphia community through raising funds and donating to special causes. Members attend leadership and issue-oriented conferences. All students are encouraged to apply for a position in Student Government. Students wishing further information should contact Student Government at sg@moore.edu.

The selection process for Student Government occurs in both the fall and spring for first-year, sophomores and juniors. Each applicant must have a 2.5 GPA, and be in good standing at the College. After completing the selection process, the members are trained by the Assistant Dean of Students.

SuRGe Gallery The fourth floor connector between Sarah Peter Hall and Wilson Hall, and the common area next to the Media Room holds the student-run SuRGe Gallery, which is managed by Student Government. SuRGe provides access to exhibition programming inclusive to all majors. Contact Student Government for more information.

RESIDENCE LIFE STAFF The Residence Life Staff is a group of 2 Resident Directors, 2 Head Resident Assistants, and 5 Resident Assistants who work with the Director of Residence Life to assist in both the personal and operational aspects of manag-
ing the residence halls. Sophomores, juniors and seniors hold these positions. To join the Residence Life Staff, students must have a minimum GPA of 2.5 and must go through a selection process during the spring semester. They are trained by the Director of Residence Life. In addition to the skills in which all leaders receive training, the Residence Life Staff learns interpersonal helping skills, such as conflict resolution, mediation, and crisis intervention; and operational procedures related to maintenance and security. They work with staff in Student Services to provide social and educational programming for the students living in the residence halls.

**STUDENT ORIENTATION STAFF (SOS)** The Student Orientation Staff is a group of student leaders that provide support for the new students as they make the transition into the Moore community. Students apply for an SOS position during the spring semester and are selected before they leave for the summer break. They must be either sophomores or juniors, have a minimum 2.5 GPA, and be in good standing with the College. Each SOS member establishes a relationship with incoming students before they arrive for Orientation, and then works along with Student Government and the Residence Life Staff to facilitate Orientation activities in the fall and spring. SOS is overseen by the Assistant to the Dean/Student Services Coordinator.

**COMMUTER CONNECTORS** Commuter Connectors are student leaders who have been selected and hired to be a peer resource for first year commuter students. They are trained to be knowledgeable about services offered by the College specifically for commuter students. Commuter Connectors are responsible for planning events for commuter students, being a resource, and helping first year commuter students find their voice and place in the College.

**OTHER OPPORTUNITIES for INVOLVEMENT**

**CITY AS CAMPUS** The College supports attendance at the many art and cultural events in the city as part of Moore’s City as Campus focus. With a Moore ID and current city as campus sticker, students have access to very special programs and deals in the city of Philadelphia, making the entire city their campus.

- Free or Discounted Opportunities- Sweat Fitness, Philadelphia Museum of Art, Franklin Institute, Academy of Natural Sciences, and more.

- Culture in the Classroom - In certain classes, students have an assignment attached to a cultural event in the city, they attend the event for free, and often have a unique opportunity to hear from a professional in the arts.

**CLUBS AND ORGANIZATIONS** The College supports student run clubs and organizations with funding and the use of College spaces and resources, provided students go through the proper registration procedure and follow all rules and regulations. Students can register a new club at the start of the fall and spring semesters, and information about active clubs is sent out after the registration period ends. Clubs in the past have included African American Student Association, Book Club, Craft Club, Pottery Club, and Theater Club. Please see the Assistant Dean of Students for more information or for registration materials.

**COMMUNITY SERVICE** There are a number of opportunities for community service on campus, which are run out of various offices. They include:

- Health Services’ two annual blood drives
- Community service projects organized by the Alumni Office
- Residence hall programs organized by Residence Life Staff
- Days of service organized by Student Services linked to both fall and spring Orientation, and then approximately once a month during the academic year
- Alternative Spring Break - a rewarding way to spend your spring break giving back to those in need, organized by Student Services
- Students who apply and are selected to be Community Service Student Assistants (CSSAs) aid the Assistant Dean of Students with all community service programming. They might be asked to work with organizations to coordinate logistics, recruit students to participate, and attend volunteer events, and help with processing activities and evaluations.
- Wednesday morning runs with Back on My Feet organized by Student Services [www.backonmyfeet.org](http://www.backonmyfeet.org)
- Volunteer opportunities through Locks Career Center for which students in the Federal Work-study Program can earn their work-study awards by doing community service with an off-campus, arts-related organization.

Students interested in community service should contact the people/offices listed above or come to Student Services and speak with the Assistant Dean of Students for more opportunities.
There are also opportunities for students in the Federal Work-study Program to earn their work-study awards by doing community service with an off-campus, arts-related organization. To find out more about these opportunities, contact The Locks Career Center.

**PROGRAMMING BOARD** The Programming Board is a group of six to ten students who plan monthly on-campus events for the college community. The Board is selected at the beginning of each academic year and is open to students at all class levels. Students interested in the Programming Board should see the Assistant Dean of Students.

**STUDENT AND COLLEGE JUDICIARY COMMITTEES** The Student Judiciary Committee is composed of approximately ten students recommended by Student Services staff, faculty and student leaders, and approved by the Dean of Students. The College Judiciary Committee is composed of two to four students from the Students Judiciary Committee and one to two faculty. The committee members are trained by the Assistant Dean of Students and the Director of Residence Life for their specific role, which is to hear cases of student misconduct and academic dishonesty respectively.

**YEARBOOK** The yearbook is staffed by graduating seniors who volunteer to serve as editors, photographers, proofreaders, and graphic designers and is overseen by staff in the Student Services office. It is started in the fall senior semester and is published before Commencement in the spring semester. Interested seniors should contact the Student Services office for more information.
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 students as adults pursuing an education. Just as a student does not lose citizenship rights upon enrolling at the College, 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 student takes upon herself certain responsibilities and obligations, including satisfactory academic performance and social behavior consistent with the lawful purposes of the College. Student conduct, therefore, is not considered in isolation within the College community but as an integral part of the educational process. In keeping with this general policy, misconduct includes, but is not limited to, the following:

1. The possession of firearms, fireworks, explosives, or weapons of any kind, including replicas or facsimiles thereof.

2. The use or threatened use of physical violence, coercion or intimidation. This includes assault, sexual assault, and sexual harassment.

3. Verbal or written abuse beyond a reasonable expression of opinion which is likely to cause another person humiliation, stress, psychological harm or which is harassing in nature. This includes harassment that is racial, sexual, or ideological.

4. Behaviors that violate federal, state or local ordinances.

5. Violating the College’s Academic Integrity policies. See full policy later in this section.

6. Destroying, vandalizing, unauthorized use, abuse, theft of property, or the intent to destroy property belonging to faculty, staff or other students, or to the College, or any guests or neighbors. This includes 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. The theft of computers, computer programs or other information from College computers.

9. Removal or defacement of Library or other College materials.

10. Creating a fire, safety or health hazard in or out of a classroom. This includes failure to comply with safe studio practices when this creates a fire, safety or health hazard in an individual studio, lab, or studio classroom.

11. Activating a fire alarm without the existence of a fire or a similar emergency situation or abusing a fire alarm, extinguisher or other safety device or service.

12. Disturbing the peace/significantly interfering, or disrupting the lawful, orderly activities of others. This includes, but is not limited to, spaces such as classrooms/classroom instruction, studios, residence halls, and the neighborhood surrounding Moore.

13. Violating the College's Drug and Alcohol Policy. See full policy later in this section.

14. Public intoxication and/or offensive, disruptive, destructive, hazardous and/or vulgar conduct during or following the consumption of alcoholic beverages or illegal drugs.

15. Failure to comply with the directives of College staff or faculty acting in the performance of their duties.

16. Knowingly providing false or inadequate information to a College official or student, and/or providing false documentation to College official, or student, faculty or administrative members of any hearing board acting in performance of their duties.

17. Failing to provide College personnel with adequate identification upon request.

18. Violation of residence hall policies. These are found in the Residence Life & Housing Section of the Student Handbook.

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 off-campus that is detrimental to the College's interests or to other students or dangerous to the student herself or illegal, including misconduct on-line, such as inappropriate use of campus network systems, or misconduct occurring in cyber communications. In such cases, the Dean of Students or the Director of Residence Life will determine whether the College should pursue disciplinary action against the students allegedly involved in such behavior.

Students should also be aware that they are responsible for their guests, which includes responsibility for any misconduct on the part of a guest.

Listed below are some more extensive policies related to student conduct and 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, but are not limited to: 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 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 student has permission from her faculty.

In all cases of academic dishonesty within the context of a class, faculty will submit a Notice of Unsatisfactory Performance as a notice to the student that plagiarism is suspected. Subsequently, the faculty, the department chair 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 student admits to academic dishonesty and signs the Report accepting the faculty's sanction, in most instances she will not go before the College Judiciary Committee. If a student does not follow through on sanctions agreed upon in the Academic Dishonesty Report, she will be required to meet with either the faculty and the department chair again, or the College Judiciary Committee.
to determine further sanctions. Possible sanctions may be a lower class grade or failing the course. This procedure and possible sanctions are outlined on the Academic Dishonesty Report. The Dean of Students will send the case to the College Judiciary Committee if:

1) the student contests the allegation or the sanction, 2) if the case is severe or 3) if the student has previously been sanctioned for plagiarism. Cases that do not occur within the context of a class shall be initiated by an incident report submitted to the Dean of Students.

If a student is subsequently found responsible for academic dishonesty in the context of a class, 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. In cases outside of the context of a class, sanctions will depend on the severity of the infraction and could include dismissal from the College. Students dismissed from the College for academic dishonesty may appeal for reinstatement; those cases will be heard by the College Judiciary Committee, in consultation with the Dean of Students or the Director of Residence Life. If a student withdraws from a course where the student admits to academic dishonesty, all of the necessary procedures mentioned above will still occur.

For cases of academic dishonesty that occur at the end of a term, where it might not be possible to meet to resolve the issue, a grade of zero will be entered for the assignment, and a grade will be calculated for the class. The student, the faculty, and the department chair must meet before the end of the second week of classes in the subsequent term to resolve the issue. Once a meeting takes place, the grade on the assignment will be reviewed and the final grade will be reassessed if necessary.

**COLLEGE PROPERTY** Students are expected to respect College property and must promptly return any items borrowed for classroom use. Students will have to make restitution for damage to or loss of College property for which they are responsible. Under no circumstances may students remove College property for use in their rooms or apartments.

**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. College policy also prohibits students from possessing or consuming alcoholic beverages on College premises (this includes empty alcohol containers). While the College sponsors social occasions from time to time at which alcoholic beverages are served, students under 21 may not be served alcoholic beverages at these occasions. Non-alcoholic beverages are also readily available at such occasions. A faculty or staff member or personnel from the dining service serving beverages at these social occasions may examine a student’s ID card if there is reason to believe that a student under the age of 21 is consuming alcoholic beverages. Moore College of Art & Design is a “dry campus,” which means alcohol is not permitted in college-supervised housing. In keeping with this policy, staff and faculty may not offer alcohol to students under 21 either on or off campus.

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 Dean of Students or the Director of Residence Life. Sanctions for students found responsible for 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 and/or from housing for resident students, 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, 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. Students may be suspended from classes and/or from College housing 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 student, the administration cannot ignore its responsibilities under the law in respect to violations of drug or alcohol control laws. Therefore, a student who is found in violation of the College’s drug or alcohol policy may be referred to law enforcement authorities if her behavior constitutes a violation of state or federal law. Should she be convicted of any offense under federal or state law involving the possession or sale of a controlled substance, she will lose her eligibility to receive any federal grant, loan, or work-study funds for a period of time whose duration depends on the severity of the offense; the time period ranges from one year for possession of a controlled substance as a first offense up to indefinite ineligibility for a second conviction for sale of a controlled substance. An outline of other drug and alcohol laws follows.

According to the Pennsylvania Controlled Substance, Drug, Device and Cosmetic Act no person shall operate within this Commonwealth as a manufacturer, distributor or retailer of controlled substances, other drugs and devices nor sell, offer for sale nor solicit the purchase of controlled substances, other drugs and devices nor hold them for sale or resale until such person has registered under this act with the Secretary of Health of the Commonwealth of Pennsylvania. Please consult [http://ecapps.health.state.pa.us/pdf/ddc/ddcAct2.pdf](http://ecapps.health.state.pa.us/pdf/ddc/ddcAct2.pdf) for more information about Pennsylvania’s laws and penalties regarding controlled substances.

Pennsylvania laws covering the use of alcoholic beverages, found at [http://www.legis.state.pa.us/WU01/LI/LI/CT/HTM/18/18.HTM](http://www.legis.state.pa.us/WU01/LI/LI/CT/HTM/18/18.HTM)

**Title 18 - Pennsylvania Crimes Code specifically forbids:**

1. Purchase, consumption, possession, or transportation of liquor or malt or brewed beverages by a minor.

2. Misrepresentation of age to purchase liquor or malt or brewed beverages.

3. Representing to liquor dealers that a minor is of age.

4. Inducement of minors to buy liquor or malt or brewed beverages.

5. Manufacturing and/or sale of a false identification card.

Examples of sanctions for breaking the above stated laws range from a $300 - $2500 fine, suspension of driving privileges for up to 90 days. The College expects every student to be aware of these laws and of her responsibility for compliance with them. She should be aware that these are criminal statutes and ordinances. Violation 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.

Further, students should be aware that the use of drugs presents serious health risks. Drugs alter the structure and function of the nervous system. Drug use can result in long and short-term memory loss, reduction of motivation and impairment of even normal learning functions. Drugs have an adverse physical effect on lungs and the cardiovascular system. The chemicals in some drugs have a negative impact on the normal functioning of male and female hormones. Drugs are responsible for negative mood alterations. The use of drugs could lead to chemical dependence.

The use of alcohol also presents serious personal and health risks. The chemical action of alcohol on the nervous system is similar to that of ether, a drug used to render surgical patients unconscious. The chemical substance in alcohol which produces intoxication is a drug in the same chemical class as tranquilizers and barbiturates. Virtually every organ system in the body is affected by alcohol. It suppresses inhibitions and judgments. It impairs performance, specifically academic performance, by decreasing concentration, attention and memory retention, contributing to a loss of achievement and goal orientation. As a result of alcohol’s effect on the immune system, an increased susceptibility to infectious disease and several types of cancer occurs. Excessive use of alcohol can lead to chemical dependence. The abuse of alcohol and drugs is also associated with health problems related
to intoxication and overdose, such as blackouts, convulsions, coma or death and to unusual or inappropriate risk taking, which may result in physical or emotional injury or death. Students are expected to attend drug and alcohol awareness programs that the College sponsors from time to time in order to be as well informed as possible about both the health hazards associated with drug and alcohol use and constructive means for avoiding these addictions.

ETHNIC INTIMIDATION In agreement with the Commonwealth’s ETHNIC INTIMIDATION ACT OF 1982 (537–154), Moore College of Art & Design will not allow any manifestation of malicious intent toward particular race, color, religion or national origin of an individual or group.

MODEL POLICY Figure models are an essential part of learning to draw the human figure. Figure models are used in studios for the study of the nude, and for both costume and clothed poses. The students, model and faculty member are to maintain a professional attitude during all classes.

The faculty member must be present during the entire modeling sessions. During the Open Figure Drawing Studio, a student monitor is assigned to each session and must be present during the entire modeling session. The faculty member, or student monitor, is the liaison between the model and the students, and is in charge of the classroom at all times. No one is allowed to physically touch a model while he/she is posing. Students should not address the figure model directly, and should direct all questions or concerns to the faculty member or student monitor. Students must refrain from sitting or placing belongings on the model stand at any time, as this is the model’s personal space.

Photography/Videography in the studio is NOT permitted. The use of a camera (including cell phones, iPad devices, etc.) is not permitted without prior, written approval of the faculty member, the Model Coordinator, and the life model.

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 at the College. Therefore, there is no smoking in the Dining Hall, the residence halls, the hallways, classrooms, student’s individual studios, elevators, auditoriums, balconies, administrative and faculty offices, the patio outside or within 20 feet of the entrance to Wilson Hall.

Students who are concerned because they witness another student smoking in a prohibited area should first speak to that student and ask her respectfully to stop smoking. If the smoker does not comply, the other student may take the matter to the Director of Residence Life, the designated staff member who assists students with grievances. The Director of Residence Life will determine whether the matter should be processed through either the Student Grievance Procedure or through a judicial hearing.

STUDIO MAINTENANCE AND SAFETY

A. Studio Maintenance

Students are responsible for proper use of equipment, materials and the facilities in their individual studios and in studio classrooms. They are expected to leave studio classrooms and equipment clean and in order. They should report damaged or broken equipment to relevant faculty or technicians. If they are responsible for having broken a specific piece of equipment - due to improper use, inadequate safety precautions, etc. - they may be held responsible for the cost of repair.

All students are expected to clean out their studios by the Wednesday after Commencement and leave them in a condition comparable to the condition they received them in. Anything left in the studios beyond the Wednesday after Commencement will be discarded. Students will be charged for any damage and for excessive cleaning if they do not return their studios to the College in an acceptable condition.

B. Studio Safety

Students are also expected to conduct themselves in a responsible and safe manner in the studios/classes and when using studio equipment, materials and facilities. They must be alert to safety concerns for themselves and for the protection of other students and College property. Students are given instructions by the faculty and studio technicians 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.

Studios will be subject to periodic inspections. Students who disregard safety precautions are subject to disciplinary action. Depending on the nature of the hazardous behavior in their studios, students will have an informal hearing or may be referred to the College Judiciary Committee or the Administrative Disciplinary Committee. The choice of disciplinary proceeding will be at the College’s sole discretion and will be made by the Dean of Students or the Director of Residence Life in conjunction - for severe cases - with the Academic Dean and the VP for Finance and Administration. Sanctions for students found responsible for hazardous behavior will vary, depending on the severity of the behavior, and may include fines, suspension of studio privileges and/or dismissal from the College for behavior that puts other members of the College community or College property at substantial risk. Students who are alleged to have put other members of the College community and/or College property at substantial risk should expect to lose their studio privileges and/or be suspended from the College pending a hearing.

If students have concerns about unsafe practices in studio areas, they should speak with the faculty member teaching the class, the department chairperson, 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.
Gender-Based Misconduct Policy

INTRODUCTION Members of the college community, guests and visitors have the right to be free from all forms of gender and sex-based discrimination, examples of which can include acts of sexual violence, sexual harassment, domestic violence, dating violence, and stalking. All members of the campus community are expected to conduct themselves in a manner that does not infringe upon the rights of others. When an allegation of misconduct is brought to an appropriate administrator’s attention, and a respondent is found to have violated this policy, serious sanctions will be used to reasonably ensure that such actions are never repeated. This policy has been developed to reaffirm these principles and to provide recourse for those individuals whose rights have been violated. This policy is intended to define community expectations and to establish a mechanism for determining when those expectations have been violated.

OVERVIEW OF POLICY EXPECTATIONS WITH RESPECT TO PHYSICAL SEXUAL MISCONDUCT The expectations of our community regarding sexual misconduct can be summarized as follows: In order for individuals to engage in sexual activity of any type with each other, there must be clear, knowing and voluntary consent prior to and during sexual activity. Consent is sexual permission. Consent can be given by word or action, but non-verbal consent is not as clear as talking about what you want sexually and what you do not. Consent to some form of sexual activity cannot be automatically taken as consent to any other form of sexual activity. Silence--without actions demonstrating permission--cannot be assumed to show consent.

Additionally, there is a difference between seduction and coercion. Coercing someone into sexual activity violates this policy in the same way as physically forcing someone into sex. Coercion happens when someone is pressured unreasonably for sex.

Because alcohol or other drug use can place the capacity to consent in question, sober sex is less likely to raise such questions. When alcohol or other drugs are being used, a person will be considered unable to give valid consent if they cannot fully understand the details of a sexual interaction (who, what, when, where, why, or how) because they lack the capacity to reasonably understand the situation. Individuals who consent to sex must be able to understand what they are doing. Under this policy, “No” always means “No,” and “Yes” may not always mean “Yes.” Anything but a clear, knowing and voluntary consent to any sexual activity is equivalent to a “No.”
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, students are urged to:

1. Attend the College's self-defense workshop normally given during Orientation and/or any subsequent educational programs on personal safety offered through Student Services.
2. Follow the security procedures outlined in the Student Handbook under The Student's Role in Maintaining a Secure Campus.
3. Take proactive steps to lessen the likelihood of sexual assault, including such things as going to parties with friends who 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 Survivors of Sexual Assault
A student who believes she may have experienced sexual assault is encouraged to seek medical care and supportive counseling as soon as possible. The following resources are available.

1. Resident Assistants and Resident Directors can provide the student with information about resources on and off-campus. Resident Assistants and Residence Directors are not covered by the same privacy laws as health care professionals. Once an allegation of sexual assault has been reported to a Resident Assistant/Resident Director, she will report the alleged assault to the appropriate Student Services staff member.
2. The Director of Counseling Services is available to discuss any incidents with students that could be sexual assault as well as to offer appropriate emotional/psychological support.
3. The Director of Health Services can provide the student with medical care and help making decisions.
4. The physicians at Drexel Family Medicine can also provide the student with medical care.
5. Survivors that wish to be seen and receive medical care will be taken to the Philadelphia Sexual Assault Response Center (PSARC) located at 300 East Hunting Park Avenue. The PSARC is co-located with the Philadelphia Police Department’s Special Victims Unit and offers evidence recovery and care to victims following a sexual assault. Student should expect to speak with a officer if they go to PSARC. Staff in Student Services, including the Director of Counseling Services 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. Please store evidence in paper, not plastic, bags, if criminal charges are likely or possible.
6. TheWOAR 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 Director of Counseling Services 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 student elects to file a report with the College beyond seeking medical/counseling support, the following support and procedures are in place.

1. The student will be informed of her option to contact local authorities to pursue legal or civil actions.
2. Should the 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.

3. 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 who need access in order to conduct an inquiry and to the College’s President.

4. 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 (also known as the Campus Security Act).

5. 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 students who, as third parties, have become aware of a serious allegation of sexual assault to report it to the Director of Counseling Services, the Director of Health Services, the Dean of Students 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 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 her name, all College personnel (except the Director of Health Services and the Director of Counseling Services) 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 her name. College personnel must report allegations of sexual assault to the Dean of Students, if the alleged survivor is a BFA student; to the Co-Directors 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 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 her not to change clothing or bathe if criminal prosecution is likely or possible; c) arranging either to accompany the survivor as 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.

SEXUAL VIOLENCE -- RISK REDUCTION TIPS

Risk reduction tips can often take a victim-blaming tone, even unintentionally. With no intention to victim-blame, and with recognition that only those who commit sexual violence are responsible for those actions, these suggestions may nevertheless help you to reduce your risk experiencing a non-consensual sexual act. Below, suggestions to avoid committing a non-consensual sexual act are also offered:

- If you have limits, make them known as early as possible.
- Tell a sexual aggressor “NO” clearly and firmly.
- Try to remove yourself from the physical presence of a sexual aggressor.
• Find someone nearby and ask for help.

• Take affirmative responsibility for your alcohol intake/drug use and acknowledge that alcohol/drugs lower your sexual inhibitions and may make you vulnerable to someone who views a drunk or high person as a sexual opportunity.

• Take care of your friends and ask that they take care of you. A real friend will challenge you if you are about to make a mistake. Respect them when they do.

If you find yourself in the position of being the initiator of sexual behavior, you owe sexual respect to your potential partner. These suggestions may help you to reduce your risk for being accused of sexual misconduct:

• Clearly communicate your intentions to your sexual partner and give them a chance to clearly relate their intentions to you.

• Understand and respect personal boundaries.

• DON’T MAKE ASSUMPTIONS about consent; about someone’s sexual availability; about whether they are attracted to you; about how far you can go or about whether they are physically and/or mentally able to consent. If there are any questions or ambiguity then you DO NOT have consent.

• Mixed messages from your partner are a clear indication that you should stop, defuse any sexual tension and communicate better. You may be misreading them. They may not have figured out how far they want to go with you yet. You must respect the timeline for sexual behaviors with which they are comfortable.

• Do not take advantage of someone’s drunkenness or drugged state, even if they did it to themselves.

• Realize that your potential partner could be intimidated by you, or fearful. You may have a power advantage simply because of your gender or size. Do not abuse that power.

• Understand that consent to some form of sexual behavior does not automatically imply consent to any other forms of sexual behavior.

• Silence and passivity cannot be interpreted as an indication of consent. Read your potential partner carefully, paying attention to verbal and non-verbal communication and body language.

In campus hearings, legal terms like “guilt,” “innocence” and “burdens of proof” are not applicable, but the college never assumes a student is in violation of college policy. Campus hearings are conducted to take into account the totality of all evidence available, from all relevant sources.

The college reserves the right to take whatever measures it deems necessary in response to an allegation of sexual misconduct in order to protect students’ rights and personal safety. Such measures include, but are not limited to, modification of living arrangements, interim suspension from campus pending a hearing, and reporting the matter to the local police. Not all forms of sexual misconduct will be deemed to be equally serious offenses, and the college reserves the right to impose different sanctions, ranging from verbal warning to expulsion, depending on the severity of the offense. The university will consider the concerns and rights of both the complainant and the person accused of sexual misconduct.

**SEXUAL MISCONDUCT OFFENSES INCLUDE, BUT ARE NOT LIMITED TO:**

1. Sexual Harassment

2. Non-Consensual Sexual Contact (or attempts to commit same)

3. Non-Consensual Sexual Intercourse (or attempts to commit same)

4. Sexual Exploitation

**SEXUAL HARASSMENT** Sexual Harassment is unwelcome, gender-based verbal or physical conduct that is, sufficiently severe, persistent or pervasive that it, unreasonably interferes with, denies or limits someone’s ability to participate in or benefit from the university’s educational program and/or activities, and is based on power differentials (quid pro quo), the creation of a hostile environment, or retaliation.
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 discomfort or humiliate a reasonable person such as unnecessary touching, petting, hugging or brushing against a person's body, or 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 students' 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 environment for learning or work.

Within the College, amorous relationships between administrators, faculty or staff members—including the students serving as Residence Life Staff members—and 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 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 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; no staff member shall have an amorous relationship (consensual or otherwise) with a student whose work is being supervised or evaluated by the staff member; no Residence Life Staff member shall have an amorous relationship (consensual or otherwise) with a student living in the residence hall in which the staff member has a supervisory role. 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 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 which provides examples of 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—Dean of Students (if the perpetrator is a 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), 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 Dean of Students. She may also
direct complaints to other appropriate members of the College community such as the
President, the Academic Dean or any department chair or advisor. 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, that is through discussion with the Dean of
Students 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
grievant’s requesting, in consultation with the Dean of Students, an investigation of 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.

**NON-CONSENSUAL SEXUAL INTERCOURSE** Non-Consensual Sexual Intercourse is any
sexual intercourse however slight, with any object, by a man or woman upon a
man or a woman, that is without consent and/or by force.

**SEXUAL EXPLOITATION** Occurs when a student takes non-consensual or abusive
sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage
anyone other than the one being exploited, and that behavior does not otherwise constitute
one of other sexual misconduct offenses. Examples of sexual exploitation include, but are
not limited to:

- Invasion of sexual privacy;
- Prostituting another student;
- Non-consensual video or audio-taping of sexual activity;
- Going beyond the boundaries of consent (such as letting your friends hide in the closet
to watch you having consensual sex);
- Engaging in voyeurism;
- Knowingly transmitting an STI or HIV to another student;
- Exposing one’s genitals in non-consensual circumstances; inducing another to expose their
genitals;
- Sexually-based stalking and/or bullying may also be forms of sexual exploitation

**ADDITIONAL APPLICABLE DEFINITIONS**

**Consent:** Consent is clear, knowing and voluntary. Consent is active, not passive. Silence,
in and of itself, cannot be interpreted as consent. Consent can be given by words or actions,
as long as those words or actions create mutually understandable clear permission regarding
willingness to engage in (and the conditions of) sexual activity.

Consent to any one form of sexual activity cannot automatically imply consent to any other
forms of sexual activity.

**NON-CONSENSUAL SEXUAL CONTACT** Non-Consensual Sexual Contact is any
intentional sexual touching, however slight, with any object, by a man or a woman upon a
man or a woman, that is without consent and/or by force.

Sexual Contact includes:

Intentional contact with the breasts, buttock, groin, or genitals, or touching another with any
of these body parts, or making another touch you or themselves with or on any of these
body parts; any intentional bodily contact in a sexual manner; though not involving contact
with/of/by breasts, buttocks, groin, genitals, mouth or other orifice.
Previous relationships or prior consent cannot imply consent to future sexual acts.

**Force:** Force is the use of physical violence and/or imposing on someone physically to gain sexual access. Force also includes threats, intimidation (implied threats) and coercion that overcome resistance or produce consent

- Coercion is unreasonable pressure for sexual activity. Coercive behavior differs from seductive behavior based on the type of pressure someone uses to get consent from another. When someone makes clear to you that they do not want sex, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive.

- There is no requirement that a party resists the sexual advance or request, but resistance is a clear demonstration of non-consent. The presence of force is not demonstrated by the absence of resistance. Sexual activity that is forced is by definition non-consensual, but non-consensual sexual activity is not by definition forced.

- In order to give effective consent, one must be of legal age.

- Sexual activity with someone who one should know to be -- or based on the circumstances should reasonably have known to be -- mentally or physically incapacitated (by alcohol or other drug use, unconsciousness or blackout), constitutes a violation of this policy.

- Incapacitation is a state where someone cannot make rational, reasonable decisions because they lack the capacity to give knowing consent (e.g., to understand the “who, what, when, where, why or how” of their sexual interaction).

- This policy also covers a person whose incapacity results from mental disability, sleep, involuntary physical restraint, or from the taking of rape drugs. Possession, use and/or distribution of any of these substances, including Rohypnol, Ketamine, GHB, Burundanga, etc. is prohibited, and administering one of these drugs to another student is a violation of this policy. More information on these drugs can be found at [http://www.911rape.org/](http://www.911rape.org/)

- Use of alcohol or other drugs will never function as a defense for any behavior that violates this policy.

- The sexual orientation and/or gender identity of individuals engaging in sexual activity is not relevant to allegations under this policy.

**OTHER MISCONDUCT OFFENSES (WILL FALL UNDER TITLE IX WHEN SEX OR GENDER-BASED)**

- Threatening or causing physical harm, extreme verbal abuse, or other conduct which threatens or endangers the health or safety of any person;

- Discrimination, defined as actions that deprive other members of the community of educational or employment access, benefits or opportunities on the basis of gender;

- Intimidation, defined as implied threats or acts that cause an unreasonable fear of harm in another;

- Hazing, defined as acts likely to cause physical or psychological harm or social ostracism to any person within the college community, when related to the admission, initiation, pledging, joining, or any other group-affiliation activity;

- Bullying, defined as repeated and/or severe aggressive behavior likely to intimidate or intentionally hurt, control or diminish another person, physically or mentally (that is not speech or conduct otherwise protected by the 1st Amendment).

- Violence between those in an intimate relationship to each other;

- Stalking, defined as repetitive and/or menacing pursuit, following, harassment and/or interference with the peace and/or safety of a member of the community; or the safety of any of the immediate family of members of the community.
Judicial System and Redress for Students

Judicial System

As members of the College community, students have the responsibility for maintaining the standards and expectations of that community, including abiding by policies and regulations established by the College. Student conduct that violates these policies and regulations may result in College disciplinary action.

The College’s disciplinary system is supervised by the Dean of Students and staffed by the Director of Residence Life. The procedures of criminal and civil courts shall not govern College disciplinary proceedings. In these proceedings, formal rules of evidence shall not be applicable, nor shall deviations from prescribed procedures invalidate a proceeding or decision, unless significant prejudice to an alleged violator or to the College may result.

Disciplinary Hearing Bodies

Practices in disciplinary cases will vary in formality depending on the gravity of the offense and the sanctions that may be applied. There are four basic disciplinary procedures: informal hearings, before the Student Judiciary Committee, hearings before the College Judiciary Committee and hearings before the Administrative Disciplinary Committee.

• Informal hearings: An informal hearing will be scheduled in cases of misconduct only which involve minor infractions of College or Residence Hall policies; in such cases the student must admit responsibility for the violation of College policy or there must be a preponderance of evidence that indicates culpability. The student’s informal hearing will be with the Director of Residence Life. This staff member will impose a sanction on the student and will send her an official letter summarizing their discussion and the resultant sanction. This letter will become part of the student’s judicial file. Informal hearings may be appealed by submitting a request in writing to the Dean of Students within five (5) working days of receiving the sanction letter. If the appeal is granted, the Dean will arrange for an appeal to be heard by the Student Judiciary Committee. In some cases of minor residence hall infractions, a warning letter from the Director of Residence Life will be sent. If a student would like to meet about the infraction, she can contact the Director of Residence Life up to five (5) days after the letter was sent via Moore email.

• Formal Student Judiciary Committee hearings: This Committee hears cases of student misconduct. Misconduct includes, but is not limited to, infractions of College policies stated in this and other sections of the Handbook—especially those in the Student Code of Conduct; it does not include those pertaining to academic dishonesty (see College Judiciary Committee). The Student Judiciary Committee is composed of approximately ten students recommended by Student Services staff, Student Government and the Residence Life Staff and approved by the Dean of Students. Four to six students serve on the panel for each hearing. The Committee is chaired by the Assistant Dean of Students.
Formal College Judiciary Committee hearings: This Committee hears cases of academic dishonesty and infractions of the Student Code of Conduct that have an academic component, including unsafe studio practices and removal or defacement of academic materials from the College or the Library. The College Judiciary Committee is composed of two to four students from the Student Judiciary Committee and one to two faculty members designated by the Academic Dean. It is chaired by the Assistant Dean of Students.

Formal Administrative Disciplinary Committee hearings: This Committee hears the most severe cases of College policy violation. These cases include, but are not limited to, violations of College policies or regulations that place members of the College community at risk and/or those which may result in expulsion of the student from the College. This Committee is composed of the Dean of Students, the Director of Residence Life and one other member of the College’s staff who will be chosen by the Dean in consultation with appropriate members of the College’s Management Group. The Dean of Students chairs this Committee.

In most cases, the Dean of Students will determine which disciplinary procedure is most appropriate, depending on the seriousness and the nature of the violation. However, a student who admits responsibility for a policy violation may choose an informal hearing with the concurrence of the Dean of Students, Director of Residence Life, and Assistant Dean of Students, who chairs the two Judiciary Committees.

Procedures Most judiciary procedures arise out of a written report submitted to the Student Services Office by a student, faculty or staff member who has witnessed or has knowledge about an alleged policy violation. That report should be written dated and signed and preferably should be submitted within 10 days of the alleged violation. Occasionally, a report of a policy violation will come from another source, such as a hearing for one student, which brings to light code of conduct violations by another student. As soon as possible after receiving a report of a policy violation, the Dean of Students will assess whether there is sufficient evidence to warrant a hearing. At that time, the Dean of Students will determine what type of hearing will take place—an informal hearing or a hearing before one of the three committees. At least 3 days prior to a hearing, the Dean of Students or the Director of Residence Life will make a written statement to the alleged violator as to the specific charges and date of the hearing. The alleged violator will be informed of her right to bring witnesses and/or one non-legal advisor to the hearing. In most cases, the alleged violator will be afforded the right to continue her residence on campus and attendance at classes while the hearing or appeal is pending. However, in serious cases the Dean of Students may suspend the alleged violator from classes and/or from College housing before regular disciplinary proceedings, if it is determined that such action is reasonable and/or necessary to protect the health, safety, or welfare of the College or any member of the College community.

Hearing The hearing will be held on the Moore College of Art & Design campus and will be closed to all but those involved (witnesses, alleged violator, committee members and an advisor so designated by the alleged violator). Failure of the alleged violator to appear at the appointed hearing will be construed as obstructing the judicial procedures and may be viewed as an admission of responsibility. All involved will be expected to act with respect, dignity and confidentiality in regard to the case. There will be a secretary appointed to take minutes or, in the rare instance of a recorded hearing, to record the hearing. Hearings will be of an informal nature and need not adhere to formal rules of procedure or technical rules of evidence followed by courts of law.

Hearings will proceed in the following manner:

1. The alleged violations will be read.
2. The student will admit or deny violating College policy.
3. Evidence will be presented by relevant members of the College community.
4. The student will also have the right to present evidence and call witnesses on her behalf.
5. Pertinent records, exhibits and written statements may be accepted as evidence for consideration by the Committee, at the discretion of the Assistant Dean of Students or the Dean of Students.

6. The student will have the right to hear and question all participants in the hearing.

7. The members of the Committee will also question participants.

The alleged violator and all other witnesses shall be excused while the Committee deliberates and makes its decision. The committee will use information gathered in the hearing as a basis for determining whether policy was violated or not, in cases of students who deny violating policy, and for determining sanctions in all cases. The standard of proof required for finding that policy has been violated will be the preponderance of the evidence, or "more likely than not". This is not the same as "beyond a reasonable doubt" as is used in the court of law. Prior student judicial history of the alleged violator will be taken into consideration when determining sanctions, not responsibility.

When decisions by the Student or College Judiciary have been reached, the Committee will send a written report, as well as the minutes of the hearing and/or a tape if one has been made, to the Dean of Students. That report will contain the determination that policy was or was not violated as well as recommended sanctions, if any. Based on the Committee's recommendation, the Dean of Students will make the final determination of sanctions to impose. In cases heard by both Committees, the Dean of Students will inform the alleged violator of the decision and any sanctions within ten (10) working days of the hearing. If the sanctions include failing an assignment or a course, the Dean of Students will notify the faculty member, the Department chair and the Registrar.

In cases that are heard by the Administrative Disciplinary Committee, the Dean of Students will inform the President of the Committee's recommendations for sanctions. The President will review the recommendations and has authority to approve them or impose alternative sanctions. The Dean of Students will inform the accused student of the final decision about sanctions within five (5) working days of the hearing. The Dean will also inform the President of the College about Student or College Judiciary Committee hearings that have ramifications that extend beyond the scope of Student Services. Upon receiving a written request, the Dean of Students will inform the alleged victim of a crime of violence or a non-forcible sexual offense of the final results of Administrative Disciplinary Committee hearings dealing with that crime or offense.

**Appeal** A student can appeal the decision within ten days of sanctioning based only on new evidence. This written appeal should be made to the Dean of Students.

**Disciplinary Records** Written minutes, and on occasion recordings, are confidential and kept on file in the Dean of Students' Office for 4 years. Records of suspension, dismissal, or expulsion from the College are permanent and go into the student's permanent file, including cases of students who withdraw when they are subject to suspension or expulsion. In cases of suspension, a withdrawal will be marked on the student's permanent transcript. In cases of dismissal, the student's permanent record will be marked disciplinary dismissal. Expulsion is permanent, and in cases of expulsion, the student's permanent record will be marked expelled. Other sanctions, such as warnings, probation, fines, community service, etc. are not part of the student's permanent file. Dismissal entails termination of student status for an indefinite period. The conditions of readmission (if permitted) shall be stated in the letter of dismissal.

**Sanctions** The following is a list of some of the sanctions possible for infractions of College policy:

- **Reprimand**—In cases in which there is credible evidence that policy has been violated, a reprimand might be given.

- **Warning**—Often levied after a first offense, a warning, oral and/or written, places the student on notice that a repeated violation may result in more severe disciplinary action.

- **Disciplinary Probation**—This is a probationary period during which any further infractions of College policy on the student's part may result in the imposition of more serious disciplinary sanctions, including possible suspension or dismissal from the College.

- **Community Service or Educational Projects**—Such service or projects are designed to rehabilitate or educate the student, particularly by providing a greater understanding of the Judicial System and Redress for Students 78
impact of the infraction on the individual and on the College community. Failure to complete the service or project may result in further disciplinary action.

Restitution—Reimbursement for damage to or misappropriation of property may be an additional or alternative imposition to other sanctions. Failure to comply with an order of restitution may result in further disciplinary penalties. Restitution may also take the form of appropriate community service.

Fine—A student may be fined as the sole disciplinary action taken or in conjunction with other sanctions; she may also be fined if she fails to complete any sanction she has been given, and not successfully appealed, that has been required of her as a sanction. Fines are payable in the Business Office, or placed on a student’s bill.

Personal Counseling—A student may be required to complete a specified number of hours of personal counseling after which time she and the Director of Counseling Services will determine together whether to proceed with counseling.

Rehabilitation—A student may be referred to an appropriate organization, counselor or doctor for a rehabilitation program in cases of drug and alcohol abuse. A student may either be required to complete a rehabilitation program as a condition for continued enrollment, or she may be suspended and required to complete the program as a condition for reinstatement. In either case, the student must grant permission to the office of the Dean of Students to verify compliance with a rehabilitation program. If a student who is required to complete such a rehabilitation program as a condition for enrollment fails to complete the program, she will be subject to dismissal from the College.

College Housing Transfer or Dismissal—A student may be transferred to another room or housing unit or dismissed from College housing altogether.

Suspension—A student may be excluded from classes and other privileges or activities as set forth in the notice of suspension for a definite period of time, not to exceed one year.

Dismissal—Dismissal entails termination of student status for an indefinite period. The conditions of readmission (if permitted) shall be stated in the letter of dismissal.

Expulsion—Expulsion is a permanent termination of student status for the most serious offenses or for repeated offenses.

Failing Grade—In cases of academic dishonesty, possible sanctions may include any of the above sanctions. They may also include failing a paper, a project or an entire course. If the sanctions include failing an assignment or a course, the Dean of Students will notify the faculty member, the department chair and the Registrar.
Residence Life & Housing is under the direction of the Dean of Students; the Director of Residence Life and the student Residence Life Staff. Their goal is to create a positive living/learning experience for all students. To that end, Student Services and the Residence Life Staff have worked with residents to design the following regulations and procedures that apply to all College housing. It is the expectation that all residents abide by these regulations and procedures. Violation of these regulations and procedures may subject the student to fines and/or disciplinary action. Any student who needs clarification of a procedure or wishes to discuss changing any regulation or procedure should speak with the Director of Residence Life.

**ELECTRICAL APPLIANCES** Because of their potential to cause accidental fires, and in an effort to conserve energy, the following electrical appliances are restricted or prohibited:

- Halogen lights.

- Hotplates/griddles, space heaters, electric blankets, heating pads, cotton candy/popcorn makers, toaster ovens and all appliances with an open heating element. Only coffee/tea pots with an automatic shut-off are permitted. It is expected students will use appliances like irons, steamers, hair dryers, and hair curlers/flat irons with care and turn off appliances when not in use. Humidifiers are permitted.

- Air conditioners, other than those installed in Stahl Hall by the College. If a student needs air-conditioning as a medical necessity, she must provide a doctor’s documentation, and she will be assigned a space in Stahl Hall. Sartain Hall cannot have individual air conditioning units in student rooms.

- No refrigerators/microwaves other than the micro-fridges provided by the College are permitted in student rooms.

- Amplifiers for music.

**FIRE SAFETY** The following items are restricted or prohibited:

- Any candles, incense or open flames are prohibited.
• Smoking tobacco, clove cigarettes, cigars and hookahs are prohibited in the residence halls.

• Residential type extension cords (white or brown) are not permitted to be used in any residence hall room. Only commercial type extension cords (orange 16/3 gauge) are permitted.

• Students should not tamper with the sprinkler or fire systems in any way. Please do not hang items from the sprinkler pipes.

**FIRE DRILLS**  Fire drills, unannounced, will be scheduled periodically during each semester. Each student is responsible for evacuating the building immediately. The proper procedure for evacuation is posted in the residence halls. Failure to evacuate could result in the student being referred to the College’s judicial process.

**FURNITURE POLICY**  All room furnishings must remain in individual rooms at all times. Students are not allowed to dismantle beds or desks. If for a health reason, a bed needs to be lowered, Operations Staff will be contacted to lower the bed. Lofted beds in Sartain cannot be moved for any reason. Any student who does not follow these procedures, and the furniture is damaged or missing from her room upon vacating, will be billed for replacement of the furniture. Students are not allowed to remove furniture or equipment from any part of the College.

**Bunk bed policy**

Students who live in Stahl hall can ask to have their beds bunked. Both students in the room must agree before maintenance will bunk the beds. Only maintenance staff can modify beds. Beds will only be bunked in rooms where students have a roommate. Resident Assistants in Stahl hall will ask their students in the start of each semester if they would like to have their beds bunked and maintenance staff will bunk beds a couple of weeks into each semester. Bunked beds cannot be moved once they are bunked. Maintenance staff will not bunk beds outside of the start of the semester.

**Lofted bed policy**

Students who live in Sartain hall have the choice between beds that are lofted and beds that are not lofted (except on the 3rd floor, all of these beds must be lofted).

The college does not allow students to modify lofted beds or to bring in their own lofted bed. Only the lofted beds provided by the college can be used. Not every lofted bed has a ladder. The side of the bed is the ladder for many of the lofted beds in Sartain. The college will not provide a ladder to a bed if it is not the proper ladder for the bed. Students cannot remove the safety rail on lofted beds and lofted beds can only be moved by maintenance staff. Not every lofted bed in Sartain hall has a guard rail. If a student would like a guard rail one can be installed, or space permitting, the student could be relocated to a different room.

**GUEST POLICY**  The residence halls are for the use of residents. The definition of guest is anyone not assigned a room to live in on campus. Every guest of a resident student is subject to College rules and regulations and is the responsibility of the resident hostess while present in residence halls and on College property. All guests must be registered at the main desk in the residence hall by leaving a valid ID. Examples of valid IDs are: work badges, high school or college IDs, and state issued drivers licenses. The front desks of the residence halls cannot accept expired IDs or birth certificates. If a resident student has questions about valid IDs, she should ask a member of the Residence Life Staff or the front desk guard for clarification prior to having the guest arrive. All guests who are not members of the College community also must be escorted by their hostess at all times. Current Moore students do not have to be escorted unless they are signed in as overnight guests. Then the Guest Policy applies to that student as a guest. Commuter students MUST be signed in as guests when staying overnight in the residence halls. Failure to sign-in as an overnight guest could result in judicial charges for both the resident student and the commuter student. The College reserves the right to deny access to any guest if it is reasonably determined that such person has disturbed, or is likely to disturb, other students residing in the residence halls.

Resident students are permitted to have guests in their rooms any day of the week. Students can have overnight guests starting the first day of classes of each semester. Resident students may have guests in their rooms until 2 am, unless the guest is permitted to stay overnight. Students who wish to have overnight guests must do the following:

1. Register their guest at the building’s desk by 12 midnight.
2. Escort guests who are not members of the Moore community at all times. Resident students cannot leave guests unattended in their residence hall rooms or in any Moore space. If a resident student cannot escort her guests, then the guest should be signed out of the building.

3. Any resident of Stahl Hall who plans to have a guest is expected to consult with her roommate and suite mates before the guest arrives.

A student may not have more than 2 overnight guests at any one time. Students may have their guest(s) stay in their room for a maximum of three consecutive nights and may have overnight guests for no more than 3 nights each week. A week is defined as Sunday morning at 12:00am until Saturday night at 11:59pm. Any resident that would like to have a guest stay in her room for more than 3 nights must speak with the Director of Residence Life.

INCIDENT REPORTS Incident reports are filed for several reasons: 1) to document a situation that has occurred, but does not necessarily require immediate action, 2) to convey a security or safety concern, or 3) to describe an alleged violation of College or housing policies. Incident reports should be written, dated, signed and preferably submitted to Student Services within 10 days of the alleged violation, security concern, etc.

If the report is in regards to a safety or security concern, the Director of Operations and Facilities will determine the follow-up procedures. Reports for documentation reasons will be placed on file with the appropriate College staff member.

As soon as possible after receiving a written incident report about a policy violation, the Dean of Students will assess whether there is sufficient evidence to warrant a Judiciary Hearing. At that time the Dean of Students will determine what type of hearing will take place—an informal hearing, a hearing before the Student or College Judiciary Committee, or a hearing before the Administrative Disciplinary Committee. (For more information about hearings, see the Judicial System in the College Policies section of the Handbook.)

KEYS When a student moves into College housing, she will be issued a key to her room. Any time a student loses her key, she will be billed $100 for each lock core change that needs to occur, if it is deemed necessary to change the key core. The charge will include the cost for 3 replacement keys to the lock (one per roommate and one file copy for lock-out). Any keys above 3 that are needed will cost an additional $10 per key. Also, any student failing to return her key at the end of the academic year or upon vacating her room will be billed for lock changes and key replacement as described above.

If a student is locked out of her room, she should follow the procedure outlined in the lock out policy below. Room keys may not be copied.

LIABILITY The College will not be liable, either directly or indirectly, for any loss by theft of personal property, including artwork, of residents or their guests, or for any damage or destruction of such property by fire, water or any other cause. Students are urged to confirm whether they are covered under their parents’ homeowner’s insurance policy, and to make arrangements for additional insurance coverage if necessary. Information for renters insurance can be found in Student Services.

LOCK OUT POLICY If a student is locked out of her room, she may gain entrance to her room with the assistance either of a member of the Residence Life Staff or a staff member in the Student Services Office (see schedule below for the appropriate staff member). She must present a valid ID if the staff member does not know her; if she gets assistance from the Student Services Office, she will be issued a duplicate set of keys from the key box to open her room. Students will be given 24 hours to return the duplicate set of keys. If the keys are not returned within 24 hours, the core lock to the room may be changed and the student will be charged as described in the key section above. During daytime and early evening hours, this service is $1. After midnight, students will be charged $5 for this service.

Monday – Friday
9 am - 5 pm  Student may see any member of the Residence Life Staff or a staff member in Student Services.
5 pm - 9 am  Student must see the ON DUTY member of the Residence Life Staff.
Weekend (5pm Friday until 9am Monday) - student must see the ON DUTY member of the Residence Life Staff.

MAINTENANCE/HOUSEKEEPING Residents who have maintenance and/or housekeeping concerns should report them to their Resident Assistant. The Resident Assistant will complete a written maintenance/housekeeping request and submit it to the Director of Operations and Facilities. Residents should not attempt to make repairs themselves. Repair requests or concerns should be reported immediately.

Students should be aware that the housekeeping staff cleans common areas only. This includes the hallways and lounges in both residence halls and the community bathrooms in Sartain. Cleaning of the suite bathrooms in Stahl Hall and individual rooms in both residence halls is the students’ responsibility.

MEAL PLAN All students in Stahl Hall and Sartain are required to be on the 19-meal plan. Students with special dietary needs must make an appointment with the Director of Health Services. Students must provide a doctor’s documentation, along with a detailed example diet plan. Each case will be reviewed by a Committee that includes the Director of Health Services, the Food Services Director and the Director of Residence Life. Only in special cases will the College reduce her meal plan if she lives in Stahl Hall or Sartain.

Commuters can select to have no meal plan or one of the following meal plans: 10 meals, 14 meals, 19 meals, or a Declining Balance Plan. Commuter students who are interested in selecting a meal plan must do so at the beginning of the semester and must be cleared through the Business Office. All changes to the commuter meal plan must be made in writing to the Business Office.

Students who participate in the meal plan, either because she is a resident or a commuter student, cannot share their meal plans with anyone. The meal plan is only for the student who is actually on the meal plan. Students who share their meals/meal plan with students or guests could be referred to the judicial system.

PAINTING OF ROOMS Painting of rooms (including bulletin boards) is not permitted.

PEST MANAGEMENT The College contracts with an outside vendor to manage pest control needs. If you have any concerns, please be sure to contact your RA, who will put in a maintenance request. The contractor is on campus once a week throughout the year.

Bed Bugs The College tries to be proactive regarding prevention, detection, and extermination of known cases of bed bugs in the residence halls. The College uses a trusted extermination company to inspect all residence hall rooms two times per year.

If a student thinks that she has bed bugs she needs to speak with either the Director of Residence Life or see the Director of Health Services. An exterminator will perform a visual inspection of the residence hall room. If the exterminator finds evidence of bed bugs, the room will promptly be scheduled for treatment. If the exterminator cannot find evidence of bed bugs, glue boards will be placed strategically around the room. If before the following week when the exterminator is scheduled to be on campus, the student finds something appearing to be a bed bug, the student needs to speak with the Director of Residence Life immediately. The Director of Residence Life will work with the exterminator to see if the bug on the glue board is a bed bug.

If there is evidence of bed bugs in a room, the room will be treated. The College will use either a heat treatment method or a chemical treatment method, depending on the specific situation.

Listed below are a couple of ways students can try to reduce the risk of bringing or spreading bed bugs:

- Do not bring second-hand furniture (especially upholstered furniture), clothing, shoes, etc. to campus.
- When/after traveling, inspect luggage for the evidence of bed bugs.
- Only sign in guests to the residence halls that you know and trust. Do not sign someone in that you do not know. This is especially true if you know the person has bed bugs.
Every student who has reported and confirmed cases of bed bugs has to meet with the Director of Residence Life to learn how she needs to ready herself and her room for treatment. The Director of Residence Life will go over the process and what the student needs to do to have the most successful treatment possible. Students will hear verbally what they need to do and not do to get ready for treatment. Students will also receive a letter outlining what needs to happen before, during, and after treatment.

The College may inform the residential community if there is a confirmed problem of bed bugs that could impact the community as a whole. The College will not disclose the names or rooms of students directly impacted.

The College tries to reduce the chance of spreading bed bugs as much as possible. If it is discovered a student who has bed bugs fails to report it to the College in a timely fashion or fails to follow the directions for how to properly ready her room and reduce the risk of spread, she could be fined anywhere from $100 to $500 depending on how severe the situation is and how much it will cost the College to rectify.

**PETS**  No pets, with the exception of fish and reptiles that can be contained in an aquarium no larger than 18 inches by 14 inches by 24 inches, are permitted in the residence halls. There is a limit of 2 aquariums per room. Pets that are perceived by others in the hall community to be threatening or are poisonous are not permitted. All pets that meet the described requirements must be registered with the Director of Residence Life. Failure to keep control of your pet could result in the loss of pet privileges.

**PHONES**  All student rooms come equipped with a touch-tone phone. Students may use a phone of their own choice; however, the original phone must be back in place when the student moves out of the room. Residents in the halls have local calling from their rooms at no charge (dial “9” first to place a call outside of the College) and need to use a calling card for long distance calling. Students who have questions about the phone system should see the Director of Residence Life.

**PROGRAMMING**  The Residence Life Staff offers programs throughout the academic year. Some programs are offered jointly with Student Government or the Student Orientation Staff (SOS) and are for the entire College community. The staff offers educational/cultural programs, community service programs, city-as-campus programs, wellness programs and programs linked to diversity. Programs range from pizza and movie parties and midnight study breaks to instruction on résumé writing and speakers on eating disorders. Residents are urged to take advantage of these programs.

**RESIDENCE HALLS**

**Louise Stahl Residence Hall**
20th Street and The Parkway

This hall houses women in suites of two bedrooms and a bath. All rooms are intended to be double occupancy. However, this may change to triple occupancy when there are more incoming students than there are beds. In such cases, the Residence Life and Housing Office will place the students in doubles in Stahl Hall or in single in Sartain as soon as they become available. Space permitting, there is a surcharge each semester for a “double as a single.” This surcharge is equal to half of the semester’s room charge for students in Stahl who do not wish to have a roommate. This surcharge is $1000 for the academic year.

**Sartain Hall**
2039 Cherry Street

This hall contains single rooms and community bathroom facilities. There is a lounge with cable television and a billiard table in this building that all students are welcome to use.

**RESIDENCE HALL CONTRACT**  Housing is rented for the ENTIRE ACADEMIC YEAR and charges are payable in advance by the semester. Resident students are required to pay a two hundred dollar ($200) damage deposit refundable only upon completion of
the contract period and after all bills are paid and furnishings and equipment of the room, hallway, and lounge spaces are found intact by the Director of Residence Life.

The halls are closed during the Thanksgiving, winter and spring breaks. The halls remain open with meal service for Fall break. During Spring Break, students selected to participate in Alternative Spring Break are allowed to stay in Stahl Hall. Students are required to leave their rooms at the beginning of each scheduled vacation period. Students who are unable to go to their own home when the halls are closed should make arrangements to go home with a friend. Any student with difficulty making such arrangements should speak with the Director of Residence Life. (There will be no members of the Residence Life Staff on duty during breaks, and no services available associated with the College.) Since there are no Residence Life staff members on duty during Thanksgiving and Winter breaks, no resident students are allowed to stay on campus until the residence halls re-open. If you are having difficulty finding a place to go for those breaks, please see the Director of Residence Life for information about local places to stay. The College is not responsible for additional costs that students might incur because of needing to find alternative housing when the residence halls are closed. At the end of the academic year all students are required to vacate their rooms before or on the date specified by the Residence Life and Housing Office.

RESIDENCE HALL HOURS All residence halls have 24-hour security coverage, and therefore, students may come and go as they wish 24 hours per day when the halls are open.

RESIDENCE LIFE STAFF Sartain and Stahl Hall have a staff of Resident Directors, Head Resident Assistants, and Resident Assistants who are supervised by the Director of Residence Life. They assist in both the personal and operational aspects of managing the residence halls. For further details, see the Leadership Organizations and Other Opportunities for Students section of the Handbook.

ROOM CHANGES No room changes will be made without the permission of the Director of Residence Life. Changing rooms without consent of the Director of Residence Life is a violation of residence hall policies. Students must wait four weeks before requesting a room change. If roommates in Stahl Hall want different roommates, they must first see the Resident Assistant on their floor. The roommates will be expected to try and reach a reasonable compromise. If it is not possible to reach a workable compromise, then the roommates must make an appointment to meet with the Director of Residence Life to discuss their options. The course of action to be taken will be determined at that time. Further details about room changes can be found in the Housing Contract. No roommate changes will be considered until four weeks into the semester. After the first four weeks of each semester, students will have a one-week period to change rooms. No room changes will be possible after this one-week period.

ROOM CONDITIONS AND DAMAGE CHARGE Each student will be required to review and sign a room condition report, which has been completed by a member of the Residence Life Staff upon check-in and check-out. Residents of a specific room shall be individually or jointly responsible for any unauthorized change to their room not specified on the room condition report. In the case of damage to adjacent public areas (i.e. floor hallways, bathrooms, lounges) residents of the hall may be subject to joint assessment for those damages when the specific individuals responsible do not come forward or cannot be identified.

ROOM INSPECTIONS The College reserves the right to enter and inspect rooms and the contents of the rooms to ensure compliance with all College codes of conduct concerning use of the rooms, preservation of clean and sanitary conditions, fire prevention or personal health and safety or for other reasonable purposes. As the result of an inspection, the College can require the student to rectify the situation. Students in violation of College policies could be subject to disciplinary procedures.

ROOMMATE CONTRACT Students living in Stahl Hall complete a roommate contract during the fall semester or after receiving a new roommate. The roommate contract is designed to promote communication and discussion of living conditions between roommates and/or suitemates.
ROOM SELECTION AND THE HOUSING LOTTERY  A number of spaces are reserved for returning students in Sartain Hall and Stahl Hall after a room reservation fee is paid. New students are assigned spaces by the Director of Residence Life. Assignment to a room on campus for one year does not guarantee a place on campus for subsequent years. Upperclasswomen are able to remain on campus to the extent that space is available. Students may stay in their rooms for the next academic year by paying a room reservation fee during the room selection. All other students wishing to live on campus must pay a room reservation fee, and go through the housing lottery. All lottery numbers will be drawn by class year. The room selection goes from the lowest to the highest lottery number for each class year.

The Housing Office also has limited information about other off-campus housing opportunities and can give some assistance to students seeking to live off-campus. However, the College does not supervise, inspect, or otherwise guarantee such locations. Further, the Housing Office does not act as mediator between landlord and tenant. Students who move off campus should obtain a change of address form from the Registrar’s Office, which will be distributed to other offices of the College. Students should also go to the post office and fill out a change of address form. The College is not responsible for forwarding student mail.

SALES AND SOLICITATION  Sales and solicitation of any service or product door-to-door, online, or from individual student rooms or other areas of the residence halls are prohibited. Persons attempting such actions should be reported immediately to a Resident Assistant, Resident Director or the Director of Residence Life. Sales and solicitation by registered student organizations of any service or product in the lobby of a residence hall must have approval of Student Services.

SECURITY  In order to protect the residents of each building and their personal property, every resident is expected to cooperate with the security program. Details about general security at the College can be found under Security in the Administrative Services and College Resources section of the Handbook. The security regulations that apply specifically to the residence halls are as follows:

1. Students should not leave exit doors propped open or unlocked.
2. They should not loan out or duplicate the room key.
3. They are to register and escort all guests who are not members of the College community.
4. They must show their Moore ID to the front desk guard, if requested to do so.
5. In addition, as a further safeguard for students and their possessions, they should keep their door locked at all times.
6. The College strongly encourages students to avoid connecting their keys to their ID card. In the event that a student loses her ID, any person who finds it may know where she lives, who she is and will have access to her room. If a student loses her key and ID together, the locks of her residence hall room will be changed.

Threats to security in housing should be reported to a member of the Residence Life Staff or to Student Services and an incident report should be filed immediately.

Outside service representatives (i.e., service contractors who do not work for the College) should always be escorted into any of the College’s residence hall rooms. If a representative comes to one of the residence hall rooms unescorted, students should refer her/him to the front desk of Wilson Hall to get an escort.

SIGNING OUT  In both residence halls, students are required to sign out when they leave the building and sign in when they return from Thanksgiving, Winter, and Spring breaks.

SMOKING  Smoking is prohibited in all areas of the residence halls. Students in Stahl Hall may smoke 20 feet away from the front door of Wilson Hall. Sartain residents must smoke 20 feet away from the front door of Sartain Hall. Hookahs are not permitted on campus.

SUMMER HOUSING  Moore offers limited summer housing to students that are taking classes at Moore in the summer, doing an internship in the city, or doing work-study at the...
College. Interested students should see the Director of Residence Life. Prices and availability are announced in the spring semester.
Fellowships, Internships, Scholarships, and Travel Opportunities
Fellowships, Internships, Scholarships and Travel Opportunities

In addition to leadership organizations, students have other opportunities outside the classroom to prepare for their futures as professionals in the arts.

**BUSINESS SCHOLARS IN THE ARTS** The Business Scholars in the Arts (BSA) program is designed to support transfer students, over 70% of whom come to Moore wishing to eventually own their own art or design business. Prospective students compete for scholarships offered by Admissions. As they earn a BFA, BSA students also participate in a three-year program focused on business-related experiences outside the classroom and are encouraged to minor in business and to take courses outside of their majors that enhance their self-presentation skills. Students must maintain a minimum GPA of 3.0; they are expected to spend from 40 to 60 hours in program-related activities outside of class during each academic year. Students are evaluated at the end of each year to determine if they are eligible to continue in the program. BSA students meet as a group every other week with staff advisors from the Locks Career Center and selected faculty. The focus of the first year is on getting to know Philadelphia’s resources for artists and designers, especially those linked to owning an arts-related business, and completing a shadow day. In the second year students will have an enhanced preparation for securing an internship, including doing informational interviews, applying for a women’s leadership fellowship, and networking at local art and business-related events. In their final year, when they are seniors, BSA students will develop business plans and action steps for their careers and begin taking relevant steps, while participating in workshops on self-presentation and on pursuing contacts for their first job after graduation.

**EMERGING LEADERS IN THE ARTS** Prospective students compete for Emerging Leaders in the Arts scholarships offered by Admissions. The students who are selected participate in a four-year program designed to develop their leadership skills and link them to the arts community. They must maintain a minimum GPA of 3.0 and spend from 40 to 60 hours per academic year in the program; participation in the program is evaluated to determine whether students are eligible to continue into the following year. ELA students meet as a group with a staff advisor from Student Services. The focus in the first year is self-understanding and working in a group; in the sophomore year it's on art and its impact on the community; networking in the arts is central to junior year; in senior year ELA students form a Success Team, a support and net-
working system that helps them make the transition to the professional world and continue working together to achieve their goals after graduation.

VISIONARY WOMAN HONORS PROGRAM The Visionary Woman Honors Program is a select program developed for highly ambitious, reflective, independent-minded students who are interested in entrepreneurship, leadership, service, and/or pursuing academic honors. Each student will have an opportunity to create her own path as part of the program and will engage in experiences both inside and outside of the classroom that will supplement the academic curriculum.

INTERNSHIPS AND PRE-PROFESSIONAL EXPERIENCES All Moore students are encouraged to participate in pre-professional experiences as a way to enhance their career opportunities in the future. These experiences can range from volunteer public service to a limited apprenticeship in a student’s chosen field of study. Such experiences allow the student the opportunity to network, develop a greater understanding of the demands and expectations of the workplace, and gain insight into setting and accomplishing career goals.

A student wishing to participate in pre-professional experiences is advised to consult with her department chairperson to discuss her plans and make an appointment with the Locks Career Center to receive help identifying the type of experience best suited to the student’s interest and skill level. While such experiences typically enhance students’ skills, they are voluntary, do not carry credit and do not replace the required internship.

Pre-professional experiences provide an introduction to the world of work and are excellent preparation for the required internship experience students undertake in the summer between the junior and senior years. Internships take students beyond pre-professional experiences, providing in-depth exposure to a chosen industry or field.

All majors except Art Education* require a 240-hour internship: Art History, Curatorial Studies, Fashion Design, Fine Arts, Graphic Design, Illustration, Interactive & Motion Arts, Interior Design, and Photography & Digital Arts. Prior to accruing the 240 hours, students must successfully complete the internship professional development course. All students (including Art Education majors) receive the $1000 paid Internship Fellowship.

*Art Education majors must complete a 12-week supervised student teaching assignment that will be arranged through Art Education faculty.

PENNY FOX INTERNSHIP FELLOWSHIPS The Penny Fox Internship Fellowships were established to significantly enhance and expand Moore’s commitment to educating students for careers in art and design. The honor recognizes and affirms our students, empowering them and building their self-confidence while they experience risk taking and competition. Students seeking further information about required internships, including the $1,000 Internship Fellowships and the competitive $3,000 Penny Fox Internship Fellowships, should speak with their department chair to confirm departmental pre-requisites; make an appointment with the Locks Career Center staff for contract procedures; and check Career Opportunities On-Line (COOL) for current internship listings.

LEADERSHIP FELLOWSHIPS There are four summer leadership fellowships: the Tiffany & Co. Women’s Leadership Fellowship in the amount of $1,250 open to sophomores only; and the Frieda Fehrenbacher Women’s Leadership Fellowship and the Sis Grenald Women’s Leadership Fellowship, both in the amount of $2,500 and open to sophomores and juniors, and the Happy Fernandez Women’s Leadership Fellowship, in the amount of $4,000 open to sophomores and juniors.

Competing students submit written proposals to work on projects that will help them develop personal qualities or skill sets useful to leaders or that will allow them to work with an innovative individual or organization.

TRAVEL FELLOWSHIPS There are five summer fellowships for juniors designed to expand students’ artistic horizons outside of the classroom. Three of them are designated for international travel—the Emily Sartain International Travel Fellowship with a stipend of $2,000, the Frieda Fehrenbacher International Travel Fellowship with a stipend of $2,500, and the Sis Grenald International Travel Fellowship with a stipend of $2,500. For the other two—the Sarah Peter and the Harriet Sartain Fellowships for $1,500 and $1,250 respectively, travel is encouraged but not required.
These prizes are all awarded on the basis of merit alone. The selection processes may include initial screenings by departmental faculty or internal committees. The winners are chosen by outside jurors, who are regional experts in their fields. All of these opportunities are designed to help women artists bridge the gap between the world of education and the world of work.

**MARIAN LOCKS SENIOR AWARD**  This competitive award pays tribute to Philadelphia’s cultural icon Marian Locks and her pioneering spirit, vision and commitment to contemporary artists. $4,000 goes to a graduating senior selected for her creative potential, clarity of career goals and leadership potential. Applications for this opportunity are evaluated on written and visual presentations, and interviews by outside jurors.

**HAPPY FERNANDEZ WOMEN’S LEADERSHIP PRIZE**  This prize is for a graduating senior who has been a part of Moore’s student leadership programs. Students are nominated for this prize and must submit an application. The amount of this award is $4,000.

**TRAVEL COURSES & STUDY ABROAD**  There may be a number of opportunities for students to experience international study. These include trips to Europe and Mexico, which last from 1-3 weeks and which carry appropriate college-level credit. Students are able to see art monuments in other countries, work with international students and artists and acquire some knowledge of another culture. For more details, see Moore Travel Courses and Study Abroad with Arcadia University under Off-Campus Study Abroad in the Academic Policies and Regulations section of the Handbook or speak with the Academic Advisor or appropriate department chairs.

**HAPPY FERNANDEZ INTERNATIONAL STUDY SCHOLARSHIPS**  There are two scholarships designed to enable students to take a College-approved international study course over the summer. The scholarships are in the amount of $2,000 and are available to rising sophomores and juniors.

Information about how to compete for these prizes, scholarships, and fellowships will be sent to students via Moore email over the course of the academic year. If you would like further information, please see Student Services.
Computer Services
MOORE EMAIL  All new students are issued a College email address prior to or during Orientation. 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 get critical information. A student can access her account by going to www.moore.edu. In most cases, her email address is her first initial followed by her last name –i.e. jsmith@moore.edu. The password will be her student ID number located on the back of her photo ID. Students are encouraged to change their passwords. For questions about email or problems with log-in procedures, students should contact Computer Services, located in the basement of Wilson Hall, at ext. 4004.

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 (Student Government, Student Residence Life Staff, Student Orientation Staff, More Magazine, the Student-Run Gallery, the editors of the yearbook, etc.) may use student@moore.edu for communications related to the mission of their organizations. Individuals must submit a message to the Assistant to the Dean of Students, and it will be screened prior to distribution. In screening college-wide student email, the following guidelines will be used:

- The message must show respect for the rights of others to privacy and confidentiality.
- No chain mail or email that propagates viruses or overload 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 the Student Handbook.
- Email may not be used for any acts of academic dishonesty as defined in the Student Handbook.
- No email will be accepted for private business, commercial or political activities, fundraising, 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.

**FILE SHARING** The use of file-sharing (peer-to-peer or P2P) programs to trade music and movies over the Internet is illegal and violates the federal copyright law known as the Digital Millennium Copyright Act (DMCA); it is also a violation of College policy. The law is enforced by federal investigators, by the owners of copyrighted materials, and by organizations acting on their behalf. Copyright infringement occurs whenever someone makes or distributes songs, videos, software, cartoons, photographs, stories and novels without authorization from the copyright owner. When using a computer network to share copyrighted materials with others, both the people making copies (downloading) and those offering such materials to others (serving) via a P2P network are infringing upon copyright owners’ rights and violating copyright law.

Students who engage in this type of activity are at risk of being identified by both federal investigators and copyright owners. Under copyright law, liability for students engaging in P2P file-sharing using college networks ranges from $750 to $30,000 per work. In addition, the College is legally required to cooperate with the authorities if a claim is made by a copyright holder against a student; otherwise, the College could face claims of contributory liability. The College must notify the student that she has to remove any files as well as P2P file-sharing programs from her computer. If the student fails to comply with this file-sharing policy, she could also be subject to disciplinary action under the College’s judiciary system. Students found to have violated this policy could lose their network privileges as well as be subject to other disciplinary sanctions (see the Judicial System and Redress for Students for additional information about the College’s judicial system).

To prevent P2P file-sharing, which requires significant use of bandwidth, the College has programs in place that limit the amount of bandwidth an individual can use. In addition, the College has blocked access to its computer network for programs such as Gnutell, KaZaA, WinMX and BitTorrent. Students who have P2P file-sharing applications on computers that are connected to the College’s network must remove the file-sharing software and any material that they have downloaded.

**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 view academic plans; register for courses; view grades, unofficial transcripts, course and faculty schedules, degree requirements, Moore’s course catalog, and view account balance information/financial aid information. All students have access to Self-Service in the same way. They should go to Moore’s website www.moore.edu and click on Current Students where they will find a list of links, including Self-Service. Students should click the link and log-in by entering their user ID (their first initial and last name—i.e., jsmith). New students receive an initial password prior to or during Orientation. Students needing help with Self-Service log-in should contact Computer Services, located in the basement of Wilson Hall, at extension 4004, or go to the Registrar’s Office for assistance. Students can also find both academic forms and financial aid forms on Moore’s website under Current Students.

**MOODLE** Moodle is an acronym for Modular Object-Oriented Dynamic Learning Environment. It is a course management system designed to be an effective and easy-to-use classroom management tool and learning environment.

- Moodle interfaces with all of student records data on Powercampus (the College’s student information system) and will be used for anything classroom-related by faculty and students.
- Faculty use Moodle for uploading their syllabus, class documents and readings and all types of media and multimedia for their classes.
- Moodle can also be used for class chats, blogs or forums.
- Students can also communicate with faculty and send and receive assignments using Moodle.
Students should understand how each of their instructors is using Moodle. Students can access Moodle through the College’s website by clicking Resources for Current Students at the top right of the home page. Click on “Moodle login” and then enter their Moore email and password to log in. Students having difficulty using Moodle should contact Computer Services, located in the basement of Wilson Hall, at extension 4004.

**LAPTOP/WIRELESS PROGRAM** Every newly matriculated student is required to purchase a laptop computer. The College has installed wireless Internet access throughout the entire campus. Students’ laptops will provide them with access anywhere anytime to College email, online Connelly Library resources and the Internet, Self-Service, and Moodle. To help reduce the costs of this initiative to students and families, the College has negotiated special pricing with Apple Computer, Inc. In addition, the Financial Aid Office has included reasonable expenses for a computer and software in the estimated costs of attendance for students receiving financial aid. For further details on this program, go to the College’s website, click on Current Students and log into Moodle. Under Moodle, go to Campus Resources and then to Computer Services. Then click on Computer Purchase Program under Moore College of Art & Design Laptop/Wireless Campus Initiative for details specifying minimum computer requirements and links to discounts.

**IPAD POLICY** The iPad issued to first-year students is the personal property of the student. If the student withdraws from the College prior to the end of the 9th week of their first semester, the student will be required to pay a fee for the iPad. Each student will sign a Promissory Note that includes the fee schedule upon receipt of the iPad. The iPad cannot be returned to the College. To set up the iPad, students have to have an iTunes account.

**PRINT CENTER** Moore provides each student $30 in print credits each semester. Printing costs will be deducted from those credits as follows:

- Black and white print $0.05
- Color laser $0.50
- Color inkjet $1.00

The Fox Print Center in the basement of Wilson Hall is available to students to produce large format prints up to 44” wide. File requirements and current prices are available on Moodle. Students should go to the College’s website, click on Current Students and log into Moodle. Under Moodle, go to Campus Resources and then click on Computer Services and the Print Center. Unused print credits can be carried over from the fall semester to the spring semester, but will expire at the end of the academic year.
Safety & Security
BIKES  Students are encouraged to lock their bikes to the bike racks in the courtyard of Wilson Hall by Fox Commons. Locking bikes on the streets of Philadelphia, including in front of the College, leaves them vulnerable to theft. The College does not assume responsibility for personal property left on the premises. Students must remove their bicycles by the Wednesday after Commencement of each academic year. All bicycles left after that date will be discarded.

COLLEGE BUILDING HOURS  Sarah Peter Hall and Wilson Hall are open from 8 am - 2 am every day of the week. In addition, the studios are open 24 hours on Tuesdays and Thursdays. During scheduled breaks in the fall and spring semesters, the building hours are sent out via Moore email from the Director of Operations. 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 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 emailed following mid-terms. Students must vacate the building 15 minutes before scheduled closing. Access to College facilities requires a student to display a valid Moore College of Art & Design ID. During the evening hours, resident students must sign in and out of the halls. (For details, see signing out in the Residence Life and Housing section of the Handbook.) Some studios are accessible only to majors; others have limited access. Studio spaces that have limited access are: Wood Shop, Small Metals, and Welding.

FIRE DRILLS  The College conducts periodic announced and unannounced fire drills. 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. (For fire drills in the residence halls, see the Residence Life and Housing section.)
OPERATIONS AND FACILITIES  The Office of Operations and Facilities is responsible for the maintenance of the buildings and grounds, for security and for central services, which includes shipping and receiving and the College’s mail and copying operations. In the area of maintenance, work orders submitted by an administrator must be emailed for all work using the Moore email system to the Director of Operations. For service in studios or classrooms, contact the department chairperson or faculty member using those facilities, or the Director of Operations and Facilities. In the residence halls, contact the Resident Assistant or Resident Director first. If neither of these is available, contact the Director of Residence Life. (For further details about security procedures, see Security in this section of the Handbook and in the Residence Life and Housing section.)

SECURITY

The College’s Security System Security at the College is overseen by the Director of Operations and Facilities. To ensure students’ safety and to protect College property, the College has security personnel on duty 24 hours a day, 7 days a week in the main entrance to Wilson Hall. When classes are in session and Sartain Hall is open, there is security coverage 24 hours a day 7 days a week at Sartain Hall. The primary responsibility of security personnel is to monitor people coming into the College buildings by checking their ID’s and by ensuring that people who are not affiliated with the College are escorted in College buildings. In addition, there is a security person who functions as a rover guard by patrolling the College buildings and serving as an escort locally for members of the College community. The College contracts for the security personnel it uses; they are supervised on-site by a site supervisor and the Director of Operations. Security personnel are unarmed; in any emergency situation, they contact the relevant administrator or they call the Philadelphia Police Department at 911. There are at least two people 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. To maintain security at Sartain Hall, students will need to place their valid ID near the proximity reader to open the main front door. This door is locked at all times. The security personnel on duty at Sartain Hall will only buzz in visitors with appropriate identification. Access to Stahl Hall is through the main entrance to the College. A valid ID must be placed near the proximity reader to gain entrance into Stahl Hall.

On each floor of the studio buildings there is an emergency phone. Located across from the elevators, the phone will notify the front desk security of an emergency on that designated floor.

The Director of Operations and Facilities notifies the College community of any serious security issues through email, signage at the front desk in Wilson Hall and/or through memoranda when appropriate.

The College provides a shuttle service each night during the academic year from August until May, when the College is open. The first day of fall semester the shuttle hours and shuttle route are posted for the year. During the shuttle’s operating hours, students can request to be dropped off or picked up on major roads within the established shuttle route. Students who wish to have the route modified to better accommodate their needs should ask the Director of 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 or weather. Students will be notified with signage at Wilson Front Desk or email.

The Students’ Role in Maintaining Campus Security Crime prevention and a secure campus are responsibilities 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 Student Services, to the security personnel at the front desk, and/or to your Resident Director, Resident Assistant, and the Director of Operations.

3. Security will notify the Philadelphia Police Department immediately of emergency situations of assault, burglary or trespass by dialing 911.
4. Immediately report any unauthorized person you encounter to any of the persons mentioned above.

5. To contact College or security personnel, call the front desk by using the College’s main telephone number 215.965.4000 and press “0” for Operator to bypass the College’s voicemail message. To contact security personnel at Sartain Hall’s desk, call ext.4104 if you are on-campus, or you may dial directly at 215.965.4104.

6. Do not prop open fire doors. Lock all doors and windows which should be locked.

7. A security officer is available to be a walking escort for students between the College buildings and in the immediate, one block vicinity of the College. If you need to go further than one block, then please use the shuttle when it is operating. To arrange for the walking escort service, ask the security officer at the front desk.

PERSONAL PROPERTY The College assumes no responsibility for loss of or damage to personal property. 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 students not living with a parent or guardian carry renters' insurance. If a student wants further information on such insurance, brochures for appropriate coverage may be found in Student Services.

STUDIO MAINTENANCE AND SAFETY

A. Studio Maintenance

Students are responsible for proper use of equipment, materials and the facilities in their individual studios and in studio classrooms. They are expected to leave studio classrooms and equipment clean and in order. They should report damaged or broken equipment to relevant faculty or technicians. If they are responsible for having broken a specific piece of equipment - due to improper use, inadequate safety precautions, etc. - they may be held responsible for the cost of repair.

Students are not permitted to bring used furniture or clothing to the studios.

All students are expected to clean out their studios by the Wednesday after Commencement and leave them in a condition comparable to the condition they received them in. Anything left in the studios beyond the Wednesday after Commencement will be discarded. Students will be charged for any damage and for excessive cleaning if they do not return their studios to the College in an acceptable condition.

B. Studio Safety

Students are also expected to conduct themselves in a responsible and safe manner in the studios/classes and when using studio equipment, materials and facilities. They must be alert to safety concerns for themselves and for the protection of other students and College property. Students are given instructions by the faculty and studio technicians 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.

Studios will be subject to periodic inspections. Students who disregard safety precautions are subject to disciplinary action. Depending on the nature of the hazardous behavior in their studios, students will have an informal hearing or may be referred to the College Judiciary Committee or the Administration Disciplinary Committee. The choice of disciplinary proceeding will be at the College's sole discretion and will be made by the Dean of Students or the Director of Residence Life in conjunction - for severe cases - with the Academic Dean and the Vice President for Finance and Administration. Sanctions for students found in violation of hazardous behavior will vary, depending on the severity of the behavior, and may include fines, suspension of studio privileges and/or dismissal from the College for behavior that puts other members of the College community or College property at substantial risk. Students who are alleged to have put other members of the College community or College property at substantial risk should expect to lose their studio privileges and/or be suspended from the College pending a hearing.

If students have concerns about unsafe practices in studio areas, they should speak with the faculty member teaching the class, the department chairperson, 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.

Studio doors must be kept closed at all times. Students are expected to use either a key they have been issued or their Moore ID to gain entry to studios. This is a fire and personal safety precaution. Students who fail to keep studio doors secure could be referred to the College’s Judiciary system.
The Galleries at Moore

Gallery hours:
Monday – Thursday
11 am – 5 pm

Friday
11 am – 8 pm

Saturday
11 am – 5 pm

Office hours:
Monday – Friday
10 am – 5 pm

Closed Sundays and all academic and legal holidays.
The Galleries at Moore

MISSION Since founding its first gallery as a contemporary art venue in 1968, Moore College of Art & Design has, over time, evolved and expanded its exhibition spaces to maintain its reputation as an innovative leader in Philadelphia’s cultural community while simultaneously serving as an educational resource to students, faculty, residents and visitors. The Galleries at Moore support Moore College of Art & Design’s educational mission and role as a cultural leader by providing a forum for exploring contemporary art and ideas, and enriching the artistic climate and intellectual climate of the college, the Greater Philadelphia community, and beyond. As a gateway between the College and the city of Philadelphia, The Galleries are a catalyst for creative exploration, experimentation and scholarship and function as a gathering place to meet, reflect, learn, challenge and create. The Galleries’ exhibitions and programs – which are all free and open to the public – create community through dialogue and participation, and inspire an appreciation for the visual arts as a vital force in shaping contemporary culture.

Serving a broad and varied constituency, The Galleries have strong local ties and a global outlook, and function as a laboratory where innovative, creative and diverse approaches to art can be considered and debated. The Galleries’ exhibitions and programs are intended to promote a spirit of investigation, collaboration and discourse that extends beyond gallery walls to include artists, the Moore community, and the people of Philadelphia in the experience, interpretation and understanding of not only contemporary art, but the important issues of our time. Through a dynamic array of changing exhibitions that reflect and contribute to the global cultural landscape, The Galleries strive to make complex works and ideas accessible to a broad spectrum of the public, advance and cultivate a variety of cultural and intellectual perspectives, and foster an interdisciplinary understanding of contemporary art that encourages inquiry, dialogue and debate.

EXHIBITIONS With gallery spaces throughout the ground floor of Moore’s campus and beyond, The Galleries offer their audiences insights and new perspectives into the work of established and emerging regional, national and international contemporary artists and designers, as well as a constantly rotating schedule of exhibitions, both on-campus and off, featuring works by Moore students, faculty and alumnae.

The Galleries play a leading role among contemporary art venues in the region in setting the tone for understanding the art of our time. To this end, The Galleries have, over the past three decades, provided numerous artists – including Artur Barrio, Raymond Hains, VALIE EXPORT, Roman Signer, Jean-Frédéric Schnyder and Terry Fox – with their first major American museum exhibitions, and are recognized for being first in the field to champion artists who go on to global acclaim. The Galleries also have a reputation for premiering and sponsoring new works by internationally renowned artists – such as Matt Mullican, Adrian Piper, Pat Ward Williams, Hanne Darboven, Luc Tuymans, and Marlene Dumas – before they attained international acclaim, as well as shows that have reintroduced and reexamined the work of artists including Jo Baer, Jay DeFeo, Ray Johnson, and Arnulf Rainer.

Serving the only art and design college for women in the United States, The Galleries have also exhibited the work of many significant women artists and designers, including Dara Birnbaum, Hanne Darboven, Jay DeFeo, Marlene Dumas, Viola Frey, Guerrilla Girls, Karen Kilimnik, Sharon Lockhart, Mary McFadden, Alice Neel, Adrian Piper, Faith Ringgold and Gillian Wearing.

PROGRAMS In addition to exhibitions, The Galleries invite their audiences to experience new ways of seeing and thinking about contemporary art and design through innovative and thought-provoking public programs, including artist and curator lectures, gallery talks, film screenings, interactive public discussions and music performances. With the goal of making education a more participatory practice and experience, The Galleries’ adventurous, multidisciplinary programs are designed to provide an open forum for discussion, critique and experimentation that promote meaningful engagement with the most relevant and innovative art being made today.
Other Campus Resources
Other Campus Resources

ADMISSIONS OFFICE The Admissions Office is responsible for the recruitment and selection of new first-year, transfer and post-baccalaureate students to the College. All post-baccalaureate and advanced standing transfers are required to meet with the department chair to present their portfolio prior to an admissions decision. The office employs students as Student Ambassadors and Student Assistants to help with recruiting efforts. All student employees in the Admissions office are required to participate in at least one student leadership program. Students who do not participate in leadership programs are hired for special events, on a case-by-case basis.

THE ART SHOP The Art Shop at Moore is a consignment store selling original artwork by alumni and students. This is also the place to get your Moore logo clothing and accessories.

Art sales (with the exception of the art from the Senior Show) are subject to a 40% commission fee retained by The Art Shop. In addition, The Art Shop offers employment to work-study eligible students interested in gaining retail experience selling art. Students interested in selling work or working in The Art Shop should make an appointment to meet with the Art Shop Manager via email: theartshop@moore.edu

The Art Shop’s hours are:
Monday – Saturday 10am – 6pm
Sunday 12pm – 5pm
For more information about The Art Shop’s policies, please see Student Artwork Policies.

MARKETING/COMMUNICATIONS The Marketing/Communications Office promotes the College through publicity, publications and marketing. The office publicizes the accomplishments of the faculty and students, news and events in print, electronic and broadcast media. Staff oversee the College website and pro-

CONTINUING EDUCATION (CE) The Continuing Education Office administers all non-degree programs for youth and adults except for the Post-baccalaureate Art Education program. For men and women who want to learn new skills, advance their careers or pursue new career paths, three certificate programs are offered: Digital Media for Print & Web, Fashion Studies, and Interior Design Studies. Certificate programs are open to anyone, and students may audit single courses or take them for credit without enrolling in a certificate program. For more details, see the Moore website, www.moore.edu, or visit the Continuing Education Office.

DEVELOPMENT The Development Office is responsible for raising money from alumni, parents, friends, foundations and corporations to support student scholarships and defray general operation expenses.

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

YOUTH PROGRAMS Moore College offers art and design youth courses for boys and girls, young men and women during fall and spring Saturday classes as well as summer programs. The Young Artists Workshop (YAW) offers youth in first through twelfth grades the opportunity to explore art through courses in Animation, Computer Graphics, Fashion Design, Fine Arts, Graphic Design, Photography and Portfolio Preparation. Faculty in YAW include certified art educators, Moore College graduates, BFA faculty and professional artists working in their respective fields. The Summer Art & Design Institute (SADI) is a residential four-week, pre-college program open to young women who have just completed their sophomore, junior, or senior year of high school. SADI classes are modeled after Moore’s bachelor of fine arts program and taught by BFA faculty. For more details, see the Moore website, www.moore.edu, or visit the Continuing Education Office.