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 2018-2019, 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, and 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. Students will receive notification of changes via email. 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.

A pdf version will be available at www.moore.edu. Students who would like a printed copy of the Student Handbook should see Student Affairs.

Published August 2018

Cover image: Graciela Vasquez ’18, Illustration
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.

Non-Discrimination, ADA/Section 504 and Title IX Compliance
The College adheres to the principle of equal educational and employment opportunity without discrimination on the basis of race, color, religion, age, national or ethnic origin, sexual orientation, gender identity or expression, handicap or disability, military or veteran status, genetic information, or any other characteristic protected under applicable federal, state or local law in the administration of its educational policies, scholarship and loan programs, and other College-administered programs and employment practices. Retaliation is also prohibited.

Inquiries regarding compliance with the policy regarding non-discrimination may be directed to Rachel Phillips, Director of Human Resources, 215-965-4025 or rphillips@moore.edu.

Compliance with the ADA and Section 504 of the Rehabilitation Act of 1973
In conformity with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973, it is the policy of Moore College of Art and Design not to discriminate on the basis of disability or handicap in its educational programs or activities or in its employment practices. The Section 504 Coordinator is Claudine Thomas, Associate Dean. Claudine Thomas can be reached at 215-965-4061 or at cthomas@moore.edu.

Title IX
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 the Dean of Students, who administers the College's procedures, at 215-965-4040.

The Title IX Coordinator is Shannon Dobrovolsky, Director of Student Life, Diversity & Inclusion. She can be reached at 215-965-4097, sdobrovolny@moore.edu or the first floor of Stahl Hall. Rachel Phillips, Director of Human Resources is the Deputy Title IX Coordinator. Rachel's office is on Wilson 2nd floor, and she can be reached at 215-965-4025, rphillips@moore.edu. Do not hesitate to reach out to either Title IX Coordinator with any possible Title IX violations.

All faculty and staff (including student workers) are considered “responsible employees” and must report any possible Title IX violation to a Title IX Coordinator. Should you wish to speak to someone confidentially, the only two staff members on campus who are not legally required to report violations are the Director of Health Services, Diane Azuma, and the Director of Counseling Services, Ruth Gayle. Both are also located on the first floor of Stahl Hall.

You can find more information in the Student Handbook and on the Moore website www.moore.edu – About Moore – Title IX.

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.
Civility Statement

Moore College of Art & Design seeks to ensure a safe, inclusive and creative environment where students, faculty, staff and campus visitors can embrace and celebrate the robust diversity of people and perspectives that represents the College and its mission.

We affirm the right of freedom of expression within our community and declare our commitment to the highest standards of civility for all. Moore embraces community members with diverse backgrounds and life experiences, deliberately seeks multiple perspectives, and supports the free, respectful, and open exchange of ideas and civil discourse.

Moore College of Art & Design
Civility Pledge

Moore College of Art & Design is dedicated to excellence in art and design. Through its undergraduate Bachelor of Fine Arts degrees for women and its coeducational Graduate Studies programs, Moore cultivates creativity, promotes scholarship and research, and prepares its students for professional careers in the arts by emphasizing critical thinking, problem solving, risk-taking, and strong communication skills. Moore is dedicated to producing graduates that distinguish themselves as leaders in their fields.

As a member of this community, participating in and supporting civility is a responsibility we share. Therefore, as a member of the Moore College of Art & Design community, I strive to:

1. Accept and support each member of the Moore community to create a positive learning environment for everyone;

2. Demonstrate high standards of civil and ethical behavior and challenge violations of those standards when they occur;

3. Work together with students, faculty, and staff in a spirit of cooperation toward our common goals of seeking and fostering a mutually respectful and welcoming community;

4. Respect members of the Moore community as unique individuals and commit to developing a greater understanding of the different cultures, perspectives and ideas within our creative and intellectual community.

Your Name (please print)  Signature  Date
# Table of Contents

<table>
<thead>
<tr>
<th>Chapter</th>
<th>Section</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. 12</td>
</tr>
<tr>
<td></td>
<td>Section 1 - Business Office- Undergraduate</td>
<td>pg. 13</td>
</tr>
<tr>
<td></td>
<td>Section 2 - Financial Aid- Undergraduate</td>
<td>pg. 16</td>
</tr>
<tr>
<td></td>
<td>Section 3 - Business Office- Graduate</td>
<td>pg. 19</td>
</tr>
<tr>
<td></td>
<td>Section 4- Financial Aid- Graduate</td>
<td>pg. 21</td>
</tr>
<tr>
<td><strong>Chapter 3</strong></td>
<td>Academic Affairs</td>
<td>pg. 23</td>
</tr>
<tr>
<td></td>
<td>Section 1 - Academic Resources</td>
<td>pg. 24</td>
</tr>
<tr>
<td></td>
<td>Section 2 - Undergraduate Academic Policies</td>
<td>pg. 29</td>
</tr>
<tr>
<td></td>
<td>Section 3 -Graduate Academic Policies</td>
<td>pg. 48</td>
</tr>
<tr>
<td><strong>Chapter 4</strong></td>
<td>College/Graduate Student Policies</td>
<td>pg. 61</td>
</tr>
<tr>
<td><strong>Chapter 5</strong></td>
<td>Student Affairs</td>
<td>pg. 72</td>
</tr>
<tr>
<td></td>
<td>Section 1 - Student Affairs</td>
<td>pg. 73</td>
</tr>
<tr>
<td></td>
<td>Section 2 - Student Leadership</td>
<td>pg. 77</td>
</tr>
<tr>
<td></td>
<td>Section 3 - Student Rights and Responsibilities</td>
<td>pg. 80</td>
</tr>
<tr>
<td></td>
<td>Section 4 - Gender-Based Misconduct Policy</td>
<td>pg. 86</td>
</tr>
<tr>
<td></td>
<td>Section 5- Judicial System and Redress for Students</td>
<td>pg. 93</td>
</tr>
<tr>
<td></td>
<td>Section 6 - Residence Life and Housing</td>
<td>pg. 97</td>
</tr>
<tr>
<td><strong>Chapter 6</strong></td>
<td>Fellowships, Internships &amp; Travel Opportunities</td>
<td>pg. 104</td>
</tr>
<tr>
<td><strong>Chapter 7</strong></td>
<td>Computer Services &amp; Online Learning</td>
<td>pg. 107</td>
</tr>
<tr>
<td><strong>Chapter 8</strong></td>
<td>Safety &amp; Security</td>
<td>pg. 114</td>
</tr>
<tr>
<td><strong>Chapter 9</strong></td>
<td>The Galleries at Moore</td>
<td>pg. 118</td>
</tr>
<tr>
<td><strong>Chapter 10</strong></td>
<td>Other Campus Resources</td>
<td>pg. 120</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 list of important dates 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 BFA 2018

August 18  Residence Halls Open and Clearance - New Students
August 18-22 New Student Orientation  
August 19  Residence Halls Open - Returning Students
August 20  Clearance - Returning Students
August 21-22 Faculty In-Service
August 23  Classes begin; Convocation @ 11am
August 30  Incompletes due from Spring 2018
September 3  Labor Day (no BFA classes)
September 6  Last day to Add/Drop
October 4-5  Fall Break (no BFA classes) - Residence halls remain open
October 9-24  Advising and Registration for Spring 2019
Starting October 10  Post-Bac & Seniors (91+ credits)
Starting October 12  Juniors (60.5 - 90.5 credits)
Starting October 17  Sophomores (30 - 60 credits)
Starting October 22  First Years (1 - 29.5 credits)
November 2  Last day to Withdraw
November 20  Food service ends at dinner for Thanksgiving Break
November 21  Residence Halls close at 12noon
November 21-23  Thanksgiving Break (no BFA classes)
November 23  Residence Halls open at 12noon - food service resumes at dinner
December 4  Study Day - no BFA classes
December 7  Last day of classes
December 10-11  Final Exams
December 12-14  Final Reviews and Critiques
December 14  Food Service ends after dinner
December 15  Residence Halls close at 12noon
December 28  Final Grades Due

Important Dates Spring BFA 2019

January 4-18  Travel Program in Rome
January 7  College offices re-open after Winter Break
January 17-18  Faculty In-Service
January 18  Residence Halls open for new students
January 18  Clearance for new students
January 19-21  Orientation
January 19  Residence Halls open for returning students
January 21  Martin Luther King, Jr. Day - College closed
January 22  Classes Begin
January 29  Incompletes due from Fall 2018
February 5  Last day to Add/Drop
March 9  Residence Halls Close at 12noon
March 11-15  Spring Break (no BFA classes)
March 17  Residence Halls open at 12noon - food service resumes at dinner
March 19- April 3  Advising and Registration for Summer 2019 and Fall 2019
Starting March 20  Post-Bac & Seniors (91+ credits)
Starting March 22  Juniors (60.5 - 90.5 credits)
Starting March 27  Sophomores (30 - 60 credits)
Starting April 1  First Years (1 - 29.5 credits)
April 1  Last day to Withdraw
April 12  Honors Convocation
May 6  Last Day of Classes
May 7  Final Exams for Seniors
May 8-10  Final Reviews and Critiques for Seniors
May 13  Senior Grades Due
May 13-14  Final Exams for Underclasswomen
May 15-17  Final Reviews and Critiques for Underclasswomen
May 17  Fashion Show / Senior Show Closing Reception
May 18  Residence Halls close at 12noon
May 18  Commencement
May 28  Final Grades Due for Underclasswomen
### Graduate Summer 2018 Important Dates

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>June 25</td>
<td>Graduate Orientation &amp; Clearance</td>
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<tr>
<td>June 25</td>
<td>Classes Begin</td>
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<tr>
<td>June 29</td>
<td>Last Day to Add/Drop</td>
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<tr>
<td>July 4-5</td>
<td>Independence Day Holiday - No Classes</td>
</tr>
<tr>
<td>July 9</td>
<td>Last Day to Withdraw from a Course</td>
</tr>
<tr>
<td>August 4</td>
<td>Thesis Presentations</td>
</tr>
<tr>
<td>August 4-5</td>
<td>End of Term</td>
</tr>
<tr>
<td>August 5-25</td>
<td>Graduate Thesis Exhibition</td>
</tr>
<tr>
<td>August 5</td>
<td>Final Grades for Graduating Candidates Due</td>
</tr>
<tr>
<td>August 7</td>
<td>Final Grades for continuing students due</td>
</tr>
<tr>
<td>August 10</td>
<td>Graduate Commencement</td>
</tr>
<tr>
<td>August 13</td>
<td>All Final Grades Due</td>
</tr>
</tbody>
</table>

The full academic calendar approved by Graduate Council can be found at [www.moore.edu](http://www.moore.edu) under the Resources for Current Students tab.

The academic calendar includes dates for the beginning and end of terms, vacations, exams, and critiques. While this calendar is as accurate as possible, some of these dates may change. Therefore, dates should be verified.

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### Fall 2018 Graduate Important Dates

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tr>
<td>August 22</td>
<td>MFA/MA Orientation</td>
</tr>
<tr>
<td>August 23</td>
<td>Classes Begin</td>
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<tr>
<td>October 9-24</td>
<td>Advising &amp; Registration begins for MFA/MA Students on October 9</td>
</tr>
<tr>
<td>December 3-8</td>
<td>MFA/MA Critique Week</td>
</tr>
<tr>
<td>December 8</td>
<td>MA Qualifying Review for 2nd Term Art Education</td>
</tr>
<tr>
<td>December 10-14</td>
<td>MFA/MA Final Exams</td>
</tr>
</tbody>
</table>

### Spring 2019 Graduate Important Dates

<table>
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<th>Date</th>
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<tbody>
<tr>
<td>January 18</td>
<td>Clearance</td>
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<tr>
<td>January 21</td>
<td>Martin Luther King Jr. Day - College Closed</td>
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<tr>
<td>January 22</td>
<td>Classes Begin</td>
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<tr>
<td>March 11-15</td>
<td>Spring Break</td>
</tr>
<tr>
<td>March 19-April 3</td>
<td>Advising &amp; Registration begins for MFA/MA Students on March 19</td>
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<tr>
<td>March 27-April 20</td>
<td>Graduate Thesis Exhibition</td>
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<tr>
<td>April 27-May 2</td>
<td>MFA/MA Critique Week</td>
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<tr>
<td>May 13-May 17</td>
<td>MFA/MA Final Exams</td>
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<tr>
<td>May 18</td>
<td>Commencement</td>
</tr>
<tr>
<td>May 28</td>
<td>All Remaining Final Grades Due</td>
</tr>
</tbody>
</table>

COLLEGE OFFICES WILL BE CLOSED FROM DECEMBER 22, 2018 until JANUARY 7, 2019.

HOLIDAYS DURING REGULAR SEMESTER CLASS DAYS FOR WHICH SOME STUDENTS MIGHT REQUEST AN EXCUSED ABSENCE: ROSH HASHANAH; PASSOVER; GOOD FRIDAY.
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>
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<tr>
<td>POLICE</td>
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<td>FIRE</td>
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<td>AMBULANCE</td>
<td>911</td>
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<tr>
<td>ADDICTION HOTLINE</td>
<td>800-232-4636</td>
</tr>
<tr>
<td>AIDS HOTLINE</td>
<td>800-342-2437</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>215-386-2100</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>
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</table>

SNOW CLOSING

Moore’s number for snow closings is 195. Students may also consult the College website at [www.moore.edu](http://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.

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.

**ACADEMIC DEAN’S OFFICE - Wilson Hall 3rd floor** Patti Phillips, Academic Dean x4012
Caitlin Grogan, Assistant to the Academic Dean x4012

**ADMISSION OFFICE - Sarah Peter Hall Ground floor**
Jonathan Squire, Dean of Admission x4017
Laura Volkening, Senior Recruitment & Communications Coordinator x4014
Kimberly Brickley, Sr. Admissions Counselor x4013
TBD, Transfer Admissions Counselor x4020
Angela Motte, Admissions Counselor Coordinator x4018
Wyndelah Campbell, Admissions Counselor x4019
Gigi Arnone, Admissions Counselor x4016
Jasmine Zateeny, Campus Visit Coordinator x4015

**THE ART SHOP - Sarah Peter Hall Ground floor**
Suzanne Kopko, Director x8586

**BUSINESS OFFICE - Wilson Hall 2nd floor**
William L. Hill II, Senior Vice President for Finance and Administration x4022
Angeline Campbell, Controller x8559
Olmiraida Medina, Accounts Payable Coordinator x4024
Tasha Lindo, Accounts Receivable Coordinator x4098
Emily Brown, Administrative Assistant to SVP x4022
MARKETING & COMMUNICATIONS - Wilson Hall 3rd floor
Nicole Steinberg, Chief Marketing & Communications Officer x8561
Mellany Armstrong, Associate Director of Communications x4065
Corwin Fowlkes, Graphic Designer/Web & Social Media Coordinator x4068
Dave Rizzio, Web and Interactive Media Developer x4070

COMPUTER SERVICES - Wilson Hall Basement
Dennis Dawton, Academic Computing Manager x4073
Shaun Flanly, Administrative Computing x4004
Christianna Fail, Academic Computing Administrator x6802
Joseph Flanly, Administration Computing Technician x6801
Charles DuQuesne, AV/Media Specialist x4060

CONTINUING EDUCATION - Wilson Hall 2nd floor
Dr. Joanna Jenkins, Associate Dean x4059
Kathryn Poole, Program Manager x4039
Sherine Lightbourne, Youth Programs Coordinator x4033
Marlise Tkaczuk, Program Coordinator x8573
General Information x4030

COUNSELING SERVICES, Ruth Gayle, Director x4002

DEVELOPMENT - Wilson Hall 3rd floor
Elizabeth Cahill, Director of Development x4037
Barbara Maylath, Director of Leadership Gifts x6813
Claire Wilson, Associate Director for Development for Annual Fund and Alumni Relations x4051
Pat Ma, Associate Director of Development x4069
Karina Meiklejohn, Prospect Manager x4066
Natalie Poirier, Development Associate x8560
Robert Esposito, Campaign Manager x8587

ACADEMIC SERVICES (formerly ESS)- Stahl Hall Ground floor
Claudine Thomas, Associate Dean x4061
Leah Floyd, Academic Advisor x4063
Steve Scaduto, Director of AS and The Writer’s Studio x4062
Rob Hughes, Educational Technology Coordinator x8580

FACILITY RENTALS, Shannon Dobrovolny x4097

FACULTY DEPARTMENT CHAIRS
Lynn Palewicz, Chair of Foundation x4093
Nasheli Juliana Ortiz Gonzalez, Chair of Fashion Design x4083
Kathryn Dethier, Chair of Design for Graphic Design, Illustration, and Interior Design x4078
Dr. Kelly Kirby, Chair of Liberal Arts for Art Education, Art History, and Curatorial Studies x4071
Robert Goodman, Chair of Fine Arts, Animation & Game Arts, and Photography & Digital Arts x4086
<table>
<thead>
<tr>
<th>Department</th>
<th>Location</th>
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<tbody>
<tr>
<td>Financial Aid - Wilson Hall 2nd floor</td>
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<tr>
<td>Devon Weaver, Director of Financial Aid</td>
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<td>Karli Cox, Financial Aid Counselor</td>
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<td><strong>FOOD SERVICE - Outside Dining Hall</strong></td>
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<tr>
<td>Michele O’Neil, Food Service Director</td>
<td>x4049</td>
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<td><strong>FRONT DESK</strong></td>
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<td><strong>THE GALLERIES AT MOORE - Sarah Peter Hall Ground floor</strong></td>
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<tr>
<td>Gabrielle Lavin Suzenski, Rochelle F. Levy Director</td>
<td>x4044</td>
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<tr>
<td>Matt Kalasky, Education and Public Engagement Coordinator</td>
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<tr>
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<td><strong>GRADUATE PROGRAMS</strong></td>
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<tr>
<td>Lauren Stichter, Art Education Director</td>
<td>x6811</td>
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<tr>
<td>Daniel Tucker, Socially-Engaged Studio Art Program Director</td>
<td>x6812</td>
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<tr>
<td><strong>HEALTH SERVICES, Diane Azuma, Director</strong></td>
<td>x4032</td>
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<td><strong>HUMAN RESOURCES, Rachel Phillips, Director</strong></td>
<td>x4025</td>
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<tr>
<td><strong>LIBRARY (CONNELLY LIBRARY) - Sarah Peter Hall Ground floor</strong></td>
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<tr>
<td>Kimberly Lesley, Library Director</td>
<td>x8582</td>
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<tr>
<td>Elizabeth Becker, Senior Library Assistant</td>
<td>x4054</td>
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<tr>
<td>Nate Biagiotti, Circulation Supervisor</td>
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<td>General Information</td>
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<td><strong>LOCKS CAREER CENTER - Sarah Peter Hall Ground floor</strong></td>
<td></td>
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<tr>
<td>Belena Chapp, Director</td>
<td>x4010</td>
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<tr>
<td>Veronica Scarpellino, Assistant Director</td>
<td>x4064</td>
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<tr>
<td><strong>OPERATIONS/FACILITIES - Wilson Hall 2nd floor</strong></td>
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<tr>
<td>Ken Ferretti, Director of Operations</td>
<td>x4007</td>
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<tr>
<td>TBD, Maintenance Supervisor</td>
<td>x4007</td>
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<tr>
<td>Steve Managen, Electrician</td>
<td>x4007</td>
<td></td>
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<tr>
<td>Diz Murphy, Shipping and Receiving Coordinator</td>
<td>x4001</td>
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<tr>
<td><strong>PRESIDENT’S OFFICE - Wilson Hall 3rd floor</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fax: 215-568-8017</td>
<td>x1100</td>
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<tr>
<td>Cecelia Fitzgibbon, President</td>
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<tr>
<td>Alysson Cwyk, Executive Assistant to the President &amp; Director of Special Projects</td>
<td>x1100</td>
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</tr>
</tbody>
</table>
REGISTRAR - Stahl Hall 1st floor
Fax: 215-965-8538
Brooke Tobey, Registrar x4028

STUDENT AFFAIRS - Stahl Hall 1st floor
Fax: 215-564-1459
Dr. Joshua Wilkin, Dean of Students x4040
Shannon Dobrovolny, Director of Student Life, Diversity & Inclusion x4097
Kimberley Fox, Director of Residence Life & Housing x4035
Diane Azuma, Director of Health Services x4032
Ruth Gayle, Director of Counseling Services x4002
Slade Roff, Assistant to the Dean of Students / Student Affairs Coordinator x4040

STUDIO TECHNICIANS - Sarah Peter Hall Basement
TBD, Fine Art Studio Technician x4008
Ashley York, 3D Studio Technician x4005
TBD, Printmaking & Photo & Digital Arts Technician x8576

WRITER’S STUDIO - Stahl Hall 1st floor
Dr. Maya Pindyck, Director of Writing x4043
Steve Scaduto, Director of Academic Services and The Writer’s Studio x4062
Business Office and Financial Aid
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 2018-2019 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](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 necessary steps.
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 2018-2019 is $40,052 with an additional $1,372 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 $1,670 per credit per semester, except for post-baccalaureate Art Education students, who are billed at $1,670 per credit.

• Fees and Deposits Each full-time student is charged an additional fee of $1,372 per year; fees for part-time students are $686 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.

• Summer courses - Students taking courses in the summer program will be billed at the same rate as students taking BFA courses during the academic year. Tuition for full-time students will be $20,026 for the summer semester. Tuition for part-time students will be $1,670 per credit. The general fee for the summer semester will be $686. The technology fee will be $194

• Housing Charges For the 2018-2019 academic year students living in the residence halls will be charged $9,370 per year for room and $6,194 for the food service (board). The total charge for both room and board for the full academic year in 2018-2019 is $15,564. The charge for a single room in Stahl Hall is $11,620, 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: $6,194 for a 19-meal plan; $5,160 for a 14-meal plan and $4,376 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 $35 for a check returned by the bank. There are also one-time charges of $110 forOrientation and of $200 for Commencement. In addition, there is a Technology Fee of $194 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, the student 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 tuition. 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:
**Withdrawal Period** | **For the 15 week semester** | **Percent refunded**
---|---|---
Prior to the start of classes | -------- | 100%
End of Drop/Add | Within 2 weeks | 90%
End of 20% of classes | Within 3 weeks | 75%
End of 25% of classes | Within 4 weeks | 50%
End of 50% of classes | Within 7.5 weeks | 25%
After 50% of classes | After 7.5 weeks | 0%

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.
Financial Aid Policy

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. The FAFSA application will be available on October 1st. Students will need to know their prior-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. The application is late or 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 the March 1 deadline is met, the expected aid may not be received.

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 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 Visionary Woman Honors Program and Emerging Leaders in the Arts programs are evaluated every year, and students who don’t meet the expectations of the programs may lose the scholarship linked to the 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.

7. The College may, at its discretion, change the name and funding source of any awarded scholarship. Scholarships are subject to revision based on receipt of any grant or scholarship not anticipated at the time of the original financial aid award. In addition, students may be required to submit additional paperwork or a signed contract to secure specific scholarships. Scholarships, unless otherwise indicated, are based on full-time enrollment and will be applied to tuition and fees.

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. The student will receive a request detailing the required documents when her FAFSA is received at Moore. The required documents must be submitted within 15 days of notification in order for the application to remain active.

If the 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; the student 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, the 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. Students that miss more than two weeks of class will be forcibly withdrawn from the College. 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), a cumulative GPA of at least 2.0 must be maintained. 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 aid reinstated, the student 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, a student 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. Students should consult with the Academic Advisor in advance to choose these courses.

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

**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 Visionary Woman Honors 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, the student will lose the merit aid received as a member of this group.
Billing, payments, refunds and all other financial matters pertaining to the operation of the College are handled by the Business Office. The Business Office is located on the 2nd floor of the Wilson Hall building. Office hours are Monday Through Friday 9:00am to 5:00pm.

**BILLING POLICIES** The following is a summary of the financial policies that affect student billing. The costs quoted below are for Summer 2018, Fall 2018, and Spring 2019. The fee schedule for summer 2019 will be available in early May 2019.

**Billing & Statements** Students’ statements are posted to Self-Service one month prior to the start of classes. Fall statements are posted in July, Spring statements in November, and Summer statements in May or June depending on the program. Statements will continue to be generated on a monthly basis. You may also obtain a statement by visiting the Business Office during regular operating hours. Failure to receive a tuition statement does not excuse a student from paying tuition and fees before attending classes each semester.

**Payments** All payments due to the College must be paid in full by the due date printed on the tuition statement. Payments must be made through Self-Service using an electronic check or credit card. Please note, there is a non-refundable service fee of 2.75% for using a credit card. No student is considered registered until all financial obligations have been met and they have been cleared by the Business Office.

**Installment Plan** Moore College of Art & Design offers an installment payment plan for the Fall and Spring terms only. There is no installment plan available for the summer terms. To enroll, please log into Self-Service. There is a $35 non-refundable fee for enrolling in the Installment Plan each term.

**Clearance** Prior to receiving an official class schedule or being permitted to attend classes all students must be cleared by the Business Office. In order to be cleared, students must have a $0 balance or be up to date with the Installment Plan. Accounts for students not cleared by the Business Office will be placed on a Business Office Hold. Once placed on a Business Office Hold, the student’s ID card will be deactivated. Students will also be unable to view grades, register for future classes, or obtain transcripts.

Faculty members will check their class list on the first day of class. Any student who fails to complete clearance during the scheduled time may forfeit their place in class. The Registrar will verify clearance by checking with the Business Office. 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.
Please note, in addition to forfeiting their place in class, any student who is found to have attended classes but has not been cleared by the Business Office will be responsible for paying tuition and any fees according to the College’s withdrawal policy (See below).

Collections for Nonpayment Should any student’s tuition account become delinquent, Moore College of Art & Design reserves the right to transfer the account to a contracted collection agency, attorney and/or credit bureau. The student agrees to reimburse the fees of any collection agency, which may be based on a percentage at a maximum of 33 1/3% of the tuition debt, and all costs and expenses including attorney's fees incurred in such collection efforts.

TUITION AND FEES

Tuition, Fees, and General Expenses The graduate tuition rate for the Art Education Program 2018-2019 (summer 2018, fall 2018, and spring 2019 is $1,685 per credit with a general fee of $76 per credit.

The graduate tuition rate for all other graduate programs for 2018-2019 is $44,200. Half of tuition is billed each semester.

Late Fees Tuition payment is due on the date listed on the tuition statement. A $55 fee will be assessed monthly for all late payments. If an account continues to be delinquent, an additional $55 late fee will be assessed monthly.

Other Charges Students may also be charged other fees, such as $55 for a late registration fee and $35 for any check returned by the bank.

Commencement Fee Graduate students will be charged a commencement fee of $200 upon the Business Office receiving verification from the appropriate departments that all requirements for graduation have been met.

Credit Balances Graduate 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 term. Students who have credit balances on their accounts at a later date will receive a refund within two weeks from the date the credit appeared on the account. No refunds are processed until two weeks after the start of the term.

Withdrawal Refund Policy Students who withdrawal from the College will be subject to the College’s withdrawal refund policy.

The College calculates refunds based on weeks of class attendance. College-funded and state grant aid will be adjusted in proportion to the tuition. Therefore, it is possible for a graduate student to be charged full charges and receive only a portion of aid, based on the percentage of days completed. Students who receive federal financial aid will be subject to a Return on Title IV Funds calculation (see Financial Aid Policies). Federal regulations require Moore to return unearned aid in the following order: Unsubsidized Federal Stafford Loan, Federal Direct Subsidized Stafford Loan, Federal Perkins Loan, and other sources of federal, state, private or institutional aid.

The schedule is as follows:

<table>
<thead>
<tr>
<th>Withdrawal Period</th>
<th>Percent refunded</th>
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</thead>
<tbody>
<tr>
<td>Prior to the start of classes</td>
<td>100%</td>
</tr>
<tr>
<td>End of Drop/Add</td>
<td>90%</td>
</tr>
<tr>
<td>End of 20% of classes</td>
<td>75%</td>
</tr>
<tr>
<td>End of 25% of classes</td>
<td>50%</td>
</tr>
<tr>
<td>End of 50% of classes</td>
<td>25%</td>
</tr>
<tr>
<td>After 50% of classes</td>
<td>0%</td>
</tr>
</tbody>
</table>

The College also charges an additional $100 administrative fee for withdrawals.

For questions concerning these policies or to obtain more information please contact the Account Receivable Coordinator at 215-965-4098.
Financial Aid

Graduate Programs

FINANCIAL AID POLICIES Moore College of Art & Design participates in the Federal Direct Loan programs. To be eligible for federal student loans, a student must be matriculated into a Masters degree program and enrolled for at least three credits per term. A student is also required to complete a Free Application for Federal Student Aid (FAFSA); all colleges use this application to determine a student’s eligibility for federal student aid. Graduate students are encouraged to file the FAFSA. The FAFSA application is available to complete on October 1.

All fees and charges not covered by financial aid are the responsibility of the student.

The aggregate Stafford Loan limit per year for graduate students is $20,500. The total aggregate loan limit (including loans for undergraduate study) is $138,500. A graduate candidate may borrow under the Federal Plus Loan Program if they are credit worth and remain eligible after the Stafford Loan(s) and other financial assistance have been deducted from the graduate student's financial aid budget.

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 Direct 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 who have borrowed a Federal Direct 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.

Graduate students must re-file the FAFSA each year they wish to borrow federal student loans.

More complete information about financial aid programs may be obtained from the Financial Aid Office.
Verification Policy  Graduate students are eligible for Unsubsidized Loans only. Therefore, verification requirements will be waived for graduate students whose FAFSA is selected for verification by the federal processor. If a graduate student’s application is selected for verification by the federal processor or the Financial Aid Office, then the student must provide tax information and all supporting documentation to the Financial Aid Office. The college must resolve conflicting information. If the college requests documents to resolve conflicting information, the student must submit the required documents within 15 days of the notification in order for his or her application to remain active. Any documentation produced by the graduate student that differs from information provided on the FAFSA may change the financial aid award(s). Loans cannot be processed until verification is complete.

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 term, no adjustments will be made to their financial aid; the student is considered to have earned 100% of the financial aid. If a student withdraws prior to the 60% point of the term, the amount of federal aid earned is in proportion to the percentage of the term completed, and 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 Loan, Federal Direct PLUS Loan.

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 tuition and fees and receive only a portion of his or 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. Students that miss more than two weeks of class will be forcibly withdrawn from the College. 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, the student must be making satisfactory academic progress. Federal regulations require schools to monitor academic progress annually. Moore’s policy is to monitor academic progress for graduate students at the end of the summer term.

These standards apply to all terms, 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. Students must meet both standards to be making satisfactory academic progress. For a student to satisfy the qualitative standard (the one related to GPA requirements), the student must have a cumulative GPA of at least 3.0. To satisfy the quantitative standard, a student must satisfactorily complete at least 80% of credits attempted.

At the end of the summer, a student who has not earned a cumulative GPA of at least 3.0 and/or completed at least 80% of the credits attempted will not be eligible for federal financial aid. To have aid reinstated, the student must achieve at least a 3.0 cumulative GPA and complete at least 80% of credits attempted 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.

Graduate Fellowship  Students who receive a Moore Graduate Fellowship must maintain a cumulative GPA of at least 3.3 in order to keep their Graduate Fellowship. 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 Graduate Fellowship. If a graduate student is found to be ineligible to continue in the program or if the graduate student decides to drop out of the program, the student will lose their Graduate Fellowship.
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  8:15am – 10pm  (8am - 8pm during the summer)
  Friday 8:15am – 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.

- Photocopyers – 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>Item</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>Material</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, Professional Practicums, 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, Animation and Game 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

**ACADEMIC 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 Director of Academic Services and the Writer’s Studio 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 Director of Academic Services, the Dean of Students, and the Associate Dean for Academic Services, 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. Students that request accommodations for a disability or a learning difference should speak with the Director of Academic Services. The Director of Academic Services 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 alumni.

**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 programs that are customized and delivered in each year of study, from first-year to graduation, including fellowship and special competition support.

- Comprehensive resources including career books, articles and web-based materials to help students and alumni 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, designers and scholars.

- The Center facilitates all programming around ROI (Resources, Opportunities, Inspiration), Moore’s entrepreneurial exchange for students and alumni. To learn more and to sign up for ROI emials, visit Moore’s Career Focus webpages.

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 http://moore.edu/for/current-students/registrars-office. 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 - Students may request official transcripts be sent to a third party. This request must be submitted in writing by completing a transcript request form that may be obtained from Registrar’s Office or from Moore’s website at http://moore.edu/for/current-students/registrars-office. The charge for a transcript is $12, and all requests must be accompanied by a check made payable to Moore College of Art & Design or with credit card payment through the Business Office. A transcript request may take up to two weeks to process. Transcripts will not be released until all financial obligations have been met, including tuition, fees, library fines and any other payments owed to the College.

The following information is required on the form.

- Full name (as it was when enrolled)
- ID number or social security number
- Years attended
- Program
- Graduation date, if applicable
- Complete address of third party to whom the transcript is being sent
- Signature of student

THE WRITERS STUDIO The Writers Studio offers academic assistance and extracurricular 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 Writers 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 Writers Studio. Typical hours of operation are: Monday-Friday 11:30am–3pm as well as three weeknights and Sunday evenings.

Official information about The Writers Studio hours are located at:
http://moore.edu/academics/bfa-programs/liberal-arts/writers-studio

To make an appointment, students can register at https://moore.mywconline.com, or call 215-965-4062. The Writers Studio is located on the first floor of Stahl Hall.
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 the January term. 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. 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 last date students can WF from a course is the last day of classes.
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 must also complete a Course Withdrawal Form within the Registrar's Office and declare their intention to medically withdraw from the requested course(s). 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, documentation will need to be provided 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 Academic 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, the following departments listed on the Withdrawal Form should be seen by the student, which may include: the Business Office, Financial Aid, Library, Residence Life and Housing, and Academic 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
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 their own policies regarding class conduct, deadlines, due dates and punctuality, which may affect attendance requirements. The faculty will explain 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 arrangements are made in advance with 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, the student is responsible to notify that faculty person in advance. That miss may or may not count as an absence, 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 Director of Academic Services 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, their 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. Scale and Definitions – Student achievement is graded A through F. Attendance and participation may be a factor in grading. During the course of a semester students with questions about their grade status should speak with their faculty.

The following statement about grades is meant to serve as a guide to faculty and students.

- A grade of A is defined as 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 of B is defined as above average work. This work is of high quality the work of a student who has shown significant growth in the course or assignment.

- A grade of C is for a student who has met the requirements of the course and has demonstrated adequate skill, imagination and understanding, with potential for growth.

- A grade of D is earned by 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 when the minimum requirements have not been met.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Numerical</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.00</td>
<td>Excellent</td>
</tr>
<tr>
<td>A-</td>
<td>3.67</td>
<td></td>
</tr>
<tr>
<td>B+</td>
<td>3.33</td>
<td>Good</td>
</tr>
<tr>
<td>B</td>
<td>3.00</td>
<td></td>
</tr>
<tr>
<td>B-</td>
<td>2.67</td>
<td></td>
</tr>
<tr>
<td>C+</td>
<td>2.33</td>
<td>Satisfactory</td>
</tr>
<tr>
<td>C</td>
<td>2.00</td>
<td></td>
</tr>
<tr>
<td>C-</td>
<td>1.67</td>
<td>Below Average</td>
</tr>
<tr>
<td>D+</td>
<td>1.33</td>
<td></td>
</tr>
<tr>
<td>D</td>
<td>1.00</td>
<td></td>
</tr>
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<td>D-</td>
<td>0.67</td>
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</tr>
<tr>
<td>F</td>
<td>0.00</td>
<td>Failing</td>
</tr>
<tr>
<td>W</td>
<td>0.00</td>
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<tr>
<td>WF</td>
<td>0.00</td>
<td>Withdrawn/Fail</td>
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<tr>
<td>S</td>
<td></td>
<td>Satisfactory</td>
</tr>
<tr>
<td>U</td>
<td></td>
<td>Unsatisfactory</td>
</tr>
<tr>
<td>I</td>
<td></td>
<td>Incomplete</td>
</tr>
<tr>
<td>P</td>
<td></td>
<td>Pass</td>
</tr>
</tbody>
</table>

Undergraduate Academic Policies
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.

Example:

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Grade Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Writing</td>
<td>3</td>
<td>A (four points) = 12</td>
</tr>
<tr>
<td>Art History</td>
<td>3</td>
<td>B (three points) = 9</td>
</tr>
<tr>
<td>Foundation</td>
<td>3</td>
<td>C (two points) = 6</td>
</tr>
<tr>
<td>Design Foundation Drawing</td>
<td>3</td>
<td>B (three points) = 9</td>
</tr>
</tbody>
</table>

Total 12 credits = 36 points

GPA of 3.00

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 C 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. The student 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. Students must have successfully completed a full-time load in fall semester of senior year and ultimately complete a full-time load for second semester of her senior year; in addition, at least 50% of the required credits in the BFA program must have been completed 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 Associate Dean of Academic Services, 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 if, in this second semester, they have multiple grades below a C-, and/or are on college-wide probation as well. They will be notified by the department chair, the Dean of Students, or the Academic Standards Committee. In most instances, such students will be required to meet with the Academic Standards Committee.

If a student wishes to be readmitted to 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. Students should expect to repeat anything with a D+ or less. A student who is readmitted may be required to complete the degree requirements of the current academic program. These criteria apply, in general, to being dismissed from the College and asking for readmission to the College as well as to the department.

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 have different GPA standards and 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 a 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  Students who have been pre-approved to take classes outside of Moore 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 may be asked to fill out an exit questionnaire administered by Student Affairs. 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 for 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 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 their internship in the summer, the plan to complete the hours must be approved by the internship faculty and department chair. The faculty of the internship professional development course, in consultation with the relevant department chair will review eligibility for an internship placement.

While enrolled in the internship professional practices 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 their 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 and must complete a total of 4.5 credits before graduation. 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. The internship contract must be completed by June 15th in order to receive the first half of the Internship Fellowship payment. International students must complete their required CPT (Curricular Practical Training) documentation before they start their internship.

If a student does not pass 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. If a student does not complete their internship by the end of fall semester of their senior year, they will not earn internship credits and may be seen by the Academic Standards Committee.

**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 Director of Academic Services. 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, Director of Academic Services 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 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. The number of credits transferred will be determined by transcript review, and for upper level courses, a review of course descriptions and syllabi. Official transcripts from each college of university attended must be submitted for transfer credit consideration.

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. Transfer credit evaluations for entering students are completed by the Admissions Office, and the Academic Advisor. The Admissions Office determines course equivalencies for the transfer of all credits by reviewing the transcript and if necessary comparing course descriptions and/or syllabi of the courses being considered for transfer. The Academic Advisor confirms course equivalencies for the transfer of all courses by comparing course descriptions and/or syllabi of the courses being considered for transfer. No transfer credit will be granted for college preparatory or remedial courses. 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 courses at another accredited institution and transfer them into Moore. However, in order to ensure that credits are transferrable, the student must get written approval in advance from the Academic Advisor or the appropriate department chair, and she must receive a grade of C or better in the course(s). No more than 76 total credits may be transferred in. If pre-approval is not obtained, it is possible that the credits taken elsewhere may not be accepted by Moore. The pre-approval process includes a review of the course description of the course intended for transfer and may include a review of completed work following the conclusion of the course being considered for transfer. 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. If the College does not receive a transcript, credits will not be given, and the student will be required to take the course(s) at Moore. Studio electives and Liberal Arts electives qualify for transfer, but after matriculation 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

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.

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 AND ADVANCED PLACEMENT

Advanced Placement Credit

Moore College of Art & Design may award a maximum of 6 credits towards the liberal arts electives for any CEEB Advanced Placement Examination with a score of four (4) or better in subjects including: Art History, History, English, Science, Math, etc. Students who place out of WRIT101 and/or WRIT102 may use AP test scores of four (4) or higher on English Comp or English Lit exams to replace the credits from the Moore First-Year Writing Courses. This credit can be additional to the 6 credits in liberal arts electives. Additional AP credit will not be transferred into liberal arts requirements, but may be considered in determining placement into required courses. Students who place into the Accelerated Foundation Drawing program may use AP studio work with a score of four (4) or better in their foundation requirements, to replace FN111: Foundation Drawing I. A maximum of 6 credits from AP studio work with a score of four (4) or better may be transferred into the College as studio electives. A maximum of 6 credits from additional AP exams with a score of four (4) or better may be transferred into the College as open 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. Students who do not secure AP scores and have them reviewed prior to matriculation may not be eligible to transfer them in.

Accelerated Drawing

Accelerated Drawing is an advanced level foundation class. Candidates for the course are identified during the admissions process to the college. Once accepted into the program students take this course in place of Foundation Drawing I, FN111. Students who take this course are waived from Foundation Drawing II, FN114 and must replace the 3 credits with an approved transfer course, AP studio credit or another studio course offered at Moore.

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 9 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 studio elective International Baccalaureate (IB) credits and a maximum of 9 liberal arts IB credits. Regarding studio credits, the College may award 3 credits if a student receives a score of 7 on the Standard Level examination, or 3 credits for a score of 4 or better on the Higher Level examination. Regarding liberal arts credits, the College may award 3 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 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. Art education courses: ED321, ED322, ED501 and ED501S must be completed at Moore.

- 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. 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. 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 their first year. Arcadia’s experienced, knowledgeable staff offer complete student support in both the US and abroad. Credit earned on the program may count towards the undergraduate degree as a 3 credit elective. Students who need to secure accommodations in order to study abroad should speak to the Director of Academic 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.

D. 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 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 Director of Art Education. (For more information on requirements of the Art Education Post-baccalaureate Program, see Special Requirements for Students in Art Education).

E. 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
- $60.00 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 may be required to obtain written approval from the department chair prior to registration for each course. Approval may include, but is not limited to a review of a 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 $300 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 undergraduate 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.

F. 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.

G. Academic Honor’s Courses  Moore’s academic honor’s courses are open to BFA students who are at the sophomore, junior or senior level. Students must have a minimum cumulative GPA of 3.25 in order to register for a honor’s course. Each honor’s course is worth 3 credits. In order for a student to graduate with an Academic Honor’s special distinction, they must pass three honor’s courses by the end of their final semester at Moore.

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 Academic Services 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 their 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 in the classroom, 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 drop/add 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.

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.

10. Undergraduate Academic Policies

10. Students have a 5-year time period to complete the BFA Art Education Curriculum.
All graduate students are responsible for knowing and abiding by the academic policies and regulations contained in this section of the Handbook. Each student is also responsible for being aware of College policies and adhering to College rules and regulations as well as those specified by their graduate program. When important policies change, these changes will be posted on the Moore website and students will receive a written statement of the new policy either through email or when they register for courses. In addition, each student is responsible for keeping track of credit requirements specified by the graduate program and progress toward graduation.

Any student who wishes to change their program must re-apply for that program through the Admissions Office.

**ACADEMIC CALENDAR AND CREDIT STRUCTURE**  The MA in Socially-Engaged Art graduate program is 30 weeks in duration (two 15-week semesters). The MFA in Socially-Engaged Studio Art program is 60 weeks in duration (four 15-week semesters). In each semester there are 14 weeks of instruction and at least one week of final critiques and exams. The MA in Art Education is 42 weeks in duration and includes the summer term (two 15-week semesters and two 6-week semesters). Studio courses meet for 2 hours per credit hour and academic (lecture and seminar) courses meet for 1 hour per credit hour.

The full 30-credit MA in Art Education program is 15 months (or 4 terms) in duration. The first term begins with a 6-week on-campus summer intensive session followed by two 15-week terms (fall and spring), which are delivered online. Each course culminates with a presentation and/or critique. The final term is the second 6-week on-campus summer session. Graduate students may take up to 27 months (or 7 terms) to complete the program.

The full 58.5-credit Concurrent MA with Certification in Art Education program is 27 months (or 7 terms) in duration with the first year of the program starting with a 6-week on-campus summer intensive session followed by two 15-week terms (fall and spring). Each course culminates with a presentation and/or critique. The second year of the program
begins with a 6-week summer intensive followed by two 15-week terms (fall and spring). The final term is the third 6-week summer session. Graduate students may take up to 51 months (or 13 terms) to complete the program.

The full 60-credit MFA in Studio Arts program is four terms in duration - four 15-week terms (fall and spring). Each course culminates with a presentation and/or critique. The second year of the program includes a required graduate residency. Graduate students must maintain a 3.0 cumulative GPA in order to remain in the program. Graduate students may take up to 51 months (or 13 terms) to complete the program. Students admitted in 2016 will not have a final third summer term, as they will complete all requirements in the second fall and spring terms.

The MA in Socially-Engaged Art program is a one year program and must be completed within four semesters. Each course culminates with a presentation and/or critique. Graduate students must maintain a 3.0 cumulative GPA in order to remain in the program. Graduate students may take up to 27 months (or 7 terms) to complete the program.

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

The College reserves the right to cancel or reschedule any program due to insufficient enrollment or for other reasons. If a program is cancelled prior to the start of term, a full refund of deposits, tuition and fees paid for that term (including those that are otherwise non-refundable) will be made. No refunds will be given for classes that have already been completed or credits that have already been earned in the program.

The MFA Studio Arts and MFA Community Practice programs have merged into the MFA in Socially-Engaged Studio Art. This merged program is 60-credits, four terms in duration (fall and spring only).

### REGISTRATION PROCEDURES

**Registering for Classes** After a graduate student has been advised, they can register online through Self-Service at: [https://www.moorecollege.net/selfservice/Home.aspx](https://www.moorecollege.net/selfservice/Home.aspx). Registration takes place in the fall term for spring term courses, and in the spring for summer and fall term courses.

Dates are listed on the Graduate Academic Calendar. Late fees may be assessed for those who register after the graduate registration period.

**IMPORTANT INFORMATION REGARDING ONLINE CLASSES AND INTERNSHIP CREDITS FOR F-1 STUDENTS**

F-1 Students are required to take the majority of their coursework in a face-to-face setting with the following exceptions:
- Only one online class, with a 3-credit maximum, can be counted towards a full-time course of study per semester.
- Courses that meet both face-to-face and online meet the face-to-face requirement. Examples: blended courses (and possibly others). If you have questions, please contact a designated school official.
- F-1 Students are permitted to register for additional online courses or Internship credits once they have fulfilled their registration requirements for full-time course of study for that term.
- F-1 Students are not permitted to participate in any internships until they have completed a full academic year.
- F-1 Students in low-residency programs may fall under different guidelines. Please see the International Student Advisor for more details.
TRANSFER CREDITS Entering graduate students may transfer up to 3 credits from an advanced, post-undergraduate program in an accredited institution.

All transfer credits are evaluated and approved by the Academic Advisor and the appropriate Graduate Program Director. All transfer credits must have a minimum grade of B (3.0). Coursework from Moore’s BFA, Post-Baccalaureate and Continuing Education programs are not eligible for transfer credits.

Transfer credits are not accepted after a student matriculates.

NON-MATRICULATING STUDENTS

Courses listed below may be taken on a non-matriculating basis:

Fall: AEGR617 Technology for Special Populations, SAGR637 Technologies of Art (Elective)
Spring: AEGR 620 Assessment Strategies
Summer: AEGR 625 Independent Studio, AEGR 605 Curriculum Development, AEGR 600 Contemporary Issues, AEGR 635 Legal Perspectives, AHGR611 Contemporary Art: 1989 to the Present, CPGR635 Art and the Social, SAGR 650 Professional Practices Seminar. * Some courses may be offered online or in a blended format.

Individuals who wish to enter the College as a non-matriculating student in the master’s program must meet the graduate admissions criteria and submit the following:

• $60.00 application fee
• Proof of a college degree in the form of an official college transcript
• Résumé
• Applications for non-matriculating students are available through the Admissions Office.

Individuals who applied for a graduate degree, 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 3.0 credit hours in each master’s program if space is available. Non-matriculating students are allowed to enroll up to a cumulative total of 9.0 credit hours. 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 appropriate Graduate Program Director on a registration form prior to registration for each course. Approval may require a writing sample.
• Non-matriculating students may register for summer, fall, or spring semester courses on a space available basis beginning May 1 for summer semesters, August 1 for fall semesters, and January 1 for spring semesters, but no later than the first day of classes.
• Non-matriculating students must pay a $350.00 non-refundable tuition deposit toward their class.
• 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 must attain and maintain at least a 3.0 GPA (grade point average). If a non-matriculating student receives below a 3.0 GPA, the student will not be eligible to register for future courses.
• Non-matriculating students are not eligible for financial aid.
• Non-matriculating students are not eligible to live in the residence halls.
• Non-matriculating students must complete a health form.
• International students who plan to attend the College using a student visa (F-1) may not enroll as a non-matriculating student.
• Non-matriculating students are not eligible for tuition remission.

• If a non-matriculating student decides to apply to a graduate program, a maximum of 3.0 credit hours can be applied to the graduate program.

• After three years of inactivity, non-matriculating students must reapply to the College.

**DROP/ADD**

The drop/add period begins after advanced registration and runs through the FIRST TWO WEEKS of classes during the fall and spring terms and during the FIRST WEEK of classes for the summer session. (See Graduate Academic Calendar for dates.)

To be officially added or removed from a course, students must obtain a registration form from the Registrar's Office. Forms must be completed and signed by the student. Failure to attend class or never attending does not constitute the official dropping of a course. If a student does not attend class, they must submit a signed registration form to the Registrar's Office indicating the course to be dropped. Failure to officially drop a course may result in an F grade if that course is not removed from the student's schedule.

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.

**ATTENDANCE**

A. Absences from Class

In accordance with federal regulations, faculty are required to take attendance. Students are expected to attend every scheduled class. Online course attendance is recorded each time a student logs into their online course in Moodle. Attendance in online courses is based on student participation. For more information on online courses, please see the Computer Services and E-Learning Chapter. Absences for religious holidays will be excused and not counted as an absence. Students must inform the supervising faculty member of any anticipated religious holidays in the beginning of the term. If a student is absent for more than one-quarter of the scheduled class time, they may be failed by the faculty. Failure to attend one-third of the scheduled class time will result in an F for the course.

In addition to these college-wide policies, each faculty may have their own policies regarding class conduct, deadlines, due dates and punctuality, which may affect attendance requirements. The faculty must explain their 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 or late for a course is responsible for completing all required work. Students must submit completed assignments when they are due unless arrangements are made in advance by the faculty. Failure to adhere to this policy may result in reduced grades or failure of the course.

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 supervising faculty member and in accordance with College policies. However, decisions regarding absences that exceed the College policy must involve the Dean of Students and Academic Dean.

B. Exams and Critiques

Students are required to present and participate in all regularly scheduled on-campus and online examinations and critiques, including end-of-term critiques, qualifying reviews, oral defense and final reviews. Failure to adhere to this policy may result in reduced grades or failure of the course. The exam and critique schedules are posted in the Graduate Academic Calendar.

**COURSE/FACULTY EVALUATION**

All courses will be evaluated by the students at the end of each term. The results of these evaluations are compiled and distributed to the individual faculty member, the Graduate Program Director, 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.

**WITHDRAWALS FROM COURSES**

From the end of the drop/add period and until the end of the tenth week of the term (or as listed in the Academic Calendar during the summer session), students may WITHDRAW from a course. Students should consult with
their Graduate Program Director before withdrawing from courses to determine how the schedule change will impact the Academic Plan. Once the withdraw form is submitted to the Registrar, a W will be recorded on the student’s transcript but will not be computed into the GPA. After the tenth week of the term (or as listed in the Academic Calendar during the summer) if a student withdraws, a WF will be recorded for withdrawn courses and will impact the student’s GPA as a failure. The last day students can WF from a course is the last day of classes.

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 term in which they are taking the class(es) from which the student is seeking a withdrawal. If a student seeks such a withdrawal in a subsequent term, they will need to provide documentation for their inability to withdraw when they 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 middle of the term or when a medical withdrawal has not been approved—a WF that impacts the student’s GPA will be recorded on their transcript:

1. if a student takes a voluntary leave of absence; or
2. if a student is required to take a leave of absence.

WITHDRAWALS FROM THE COLLEGE A student who intends to withdraw from the College must fill out a withdrawal form through the Registrar. If a student registers and then decides to withdraw, it is imperative that they 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 they are subject to dismissal will have a dismissal recorded on their transcript. When a student withdraws from the College, the student should see the Business Office and Financial Aid to inquire if a refund of tuition/fees, room/board is due. Refunds will be granted in accordance with the refund schedule.

LEAVE OF ABSENCE

Voluntary leaves: A student may take a leave of no more than one year. Leave of Absence forms may be obtained from the Office of the Registrar.

• Graduate students must apply for a leave of absence before the term begins to avoid charges.
• Only graduate students in good academic and financial standing will be approved for a leave of absence.
• A leave of absence will not be granted once a graduate student’s thesis is in progress.
• International graduate students must obtain authorization from a Designated School Official

Mandated academic leaves: A student may be required to take a leave of absence by the Academic Standards Committee (see Academic Probation on page 30).
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 terms without consulting the Academic Dean or Dean of Students shall be automatically withdrawn from the College.

A graduate student who wishes to register after an undocumented/unapproved absence of more than two consecutive terms must apply for readmissions in the Office of Admissions. Re-admission is conditional upon space availability and approval from the Academic Dean.

Leaves of absences that need to be extended for more than one year will only be granted under extenuating circumstances and must be approved in writing by the Academic Dean.

GRADING SYSTEM  The quality of a student's work and achievement is graded A through F. Grading is a matter of judgement and varies from faculty to faculty. Attendance may be a factor in grading.

During the course of a term students with questions about their grade status should speak with their faculty.

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 Equivalent</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>
</tbody>
</table>

B-  Acceptable  2.67
C+  Probationary level  2.33
C   Less than Acceptable  2.0
D   Poor  1.00
F   Failing  0.00
W   Withdrawn  0.00
WF  Withdrawn/Failing  0.00
S   Satisfactory  N/A*
U   Unsatisfactory  N/A*

* S and U grades are only used for Mid-Term Evaluations and are not factored into GPA calculations, nor are they printed on Transcripts.

Incompletes  A student may request a grade of Incomplete (I) from faculty when they are passing but has not met a limited portion of the course requirements because of exceptional circumstances beyond 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 they were admitted to the College on probation or because they received less than a 3.0 for the previous term, may not receive any incompletes. Graduate candidates who receive incompletes in their last term 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 their 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 term.

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 term, 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 term.

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 their schedule for the current term if the course in question is a pre-requisite for the current term’s courses

• placed on departmental probation

• placed on college-wide probation

• subject to dismissal from the degree program 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 Graduate Program Director, the faculty member and the Dean of Students, will review any requests for exceptions.

Grade Changes Grading is a matter of judgment of the individual faculty member. Criteria for grades are submitted to the students in writing at the beginning of each term: 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 term 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 their incomplete

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

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

NOTE: No grade change will be granted if a student fails a course simply because they 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 them; even if they 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 term following the term 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 Graduate Program Director, 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 term following the term 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 Graduate Program Director 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 term following the term 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.

**MID-TERM EVALUATIONS** The Mid-Term Evaluation period occurs during the midpoint of the term. Faculty assign a Mid-Term Evaluation Grade of either Satisfactory (S) or Unsatisfactory (U). Students can view Mid-Term Evaluation Grades in Self-Service. For students with holds on their accounts, the Registrar's Office can provide Mid-Term Grades. Mid-Term Evaluations are an additional tool for students to understand their progress and/or trajectory in a course. Mid-Term Grades are not calculated in the final course grade; are not printed on transcripts; and are not calculated into Grade Point Averages (GPA).

**NOTICE OF ACADEMIC CONCERN** If a student is having difficulties in classroom performance or attendance, the faculty member may send him/her a Notice of Academic Concern. The Graduate Program Director, Dean of Students and the Associate Dean for Academic Services are also notified. Students are encouraged to speak immediately to their faculty. Students are also urged to take advantage of the College’s support systems when they receive the Notice by seeing their Graduate Program Director, or the Director of Academic Services & The Writer’s Studio to explore ways of improving their work in class. A Notice of Academic Concern is not intended to substitute for direct communication between the faculty and student.

**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 Associate Dean of Academic Services, the Graduate Program Director, the Academic Advisor, or other relevant staff members and two to three faculty members. At least three members of the Committee will be present for hearings.

Graduate students who have a GPA under 3.0 for one term only are automatically sent a letter warning them that they are on probation and will need to achieve a GPA above a 3.0 for the following term or be subject to dismissal.

Graduate students who withdraw after one term with a GPA under 3.0 are informed that, because they have withdrawn in poor academic standing, they will have to appeal to the Academic Standards Committee to return to the College.

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

- earn less than a 3.0 for two consecutive terms, or for three non-consecutive terms (or two non-consecutive terms for Art Education and the MA in Socially-Engaged Art students).
- are admitted on probation and have less than a 3.0 in their first term at Moore or in two subsequent non-consecutive terms, or
- have a cumulative average below a 3.0 for three or more terms.

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 their 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. If a graduate student leaves Moore and then appeals to return, they must fulfill all new requirements and complete the program within the time allotted for graduation.

**ACADEMIC PROBATION**

A. **Departmental Probation** A graduate student will be placed on departmental probation if in any term, a C+ or below in required courses is received. The Graduate Program Director will counsel him/her regarding the areas which need strengthening and will notify the graduate student and the Academic Standards Committee in writing that the

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Graduate Academic Policies 55
A graduate student has been counseled and placed on departmental probation. Depending upon the nature and extent of the problem, the Graduate Program Director may require the student to meet with the Academic Standards Committee. In order to help ensure the graduate student’s success in the classroom, the Graduate Program Director, and/or the Academic Standards Committee will make specific recommendations to proceed. For example, a graduate student may be required to repeat courses in which they have a grade of C+ or below. Decisions regarding such requirements depend upon the Graduate Program Director’s assessment in consultation with the Associate Dean of Academic Services of a graduate student’s ability to proceed in the graduate program.

At the end of the following term, the student must attain a minimum of a B- term GPA to be removed from departmental probation and to be in good standing in the graduate program. Graduate students should expect to be dismissed from the graduate program if, in this second term, they have multiple grades of B- or below and/or are on college-wide probation as well. The Graduate Program Director will notify the student, the Dean of Students and the Academic Standards Committee in writing. Such students may be required to meet with the Academic Standards Committee. If a graduate student wishes to be readmitted to the graduate program at a later date, the student must: a complete a minimum of one term of six graduate level credits outside the College with at least a B in each course and/or b work at a full-time job for at least six months and submit a letter from their employer and/or c show other significant behavioral evidence that they are ready to resume studies in the graduate program. The student must come before the Academic Standards Committee to be able to register for classes. The Graduate Program Director will be present at that meeting with full participatory rights. At that meeting, it will be determined at what level the graduate student re-enters the graduate program and which courses they must repeat. Students should expect to repeat anything with a C+ or below. A student who is readmitted will be required to complete the degree requirements of the graduate program and may be required to submit an updated portfolio. Re-admittance degree requirements may be stipulated by the Academic Dean.

B. College-Wide Probation and Dismissal for Academic Reasons A graduate student must have a minimum GPA of 3.0 for each term to remain in good academic standing. A graduate student whose term GPA is less than a 3.0 will be placed on academic probation by the Academic Standards Committee. A graduate student on probation may not take an incomplete until they come off probation. A graduate student placed on probation will become subject to dismissal if:

1. The student fails to achieve a term GPA of 3.0 the following term;

2. The student was admitted on probation and achieves less than a 3.0 during their first term at the College;

3. The student has a term GPA of less than a 3.0 for three non-consecutive terms for Socially-Engaged Studio Art students and two non-consecutive terms for Art Education and the MA in Socially-Engaged Art students;

4. The student was admitted on probation and achieves a term GPA of less than 3.0 for two non-consecutive terms for Studio Arts students and one term for Art Education and Socially-Engaged Studio Art students; or

5. The student’s cumulative GPA is below a 3.0 for three or more terms for the MFA Socially-Engaged Studio Art students and two non-consecutive terms for Art Education and MA Socially-Engaged Art students. All such graduate students may appeal their dismissal status by meeting with the Academic Standards Committee.

The Committee will make two decisions:

a. whether a graduate student is allowed to continue in their studies and

b. whether the student is making satisfactory academic progress and, therefore, can keep their financial aid.
If a graduate student is subject to dismissal and is allowed to continue their studies, the student will remain on probation. If the student then fails to achieve a 3.0 GPA, they will be dismissed without the right to appeal. Graduate students that are dismissed, and are re-admitted at a later date, return to the College on probation. They will be subject to dismissal again if they ever have another term GPA below 3.0. They also may not take any incompletes in their first term back at the College.

For financial aid, achieving a term GPA of less than a 3.0 for two consecutive terms constitutes unsatisfactory progress, and such graduate students will 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 Graduate Program Director, the Academic Dean and the student before ruling on the petition.

**QUALIFYING REVIEW** Graduate students must pass a qualifying review in their respective program in order to be eligible to continue in the program.

If a student fails the Qualifying Review, they will meet with the Graduate Program Director and the Academic Dean to discuss the student’s options. Students will have the option to appeal to the Academic Standards Committee. At this meeting of the Academic Standards Committee, students will state their case on why they should be permitted to move forward in the program by re-presenting their Qualifying Review. If the appeal is denied or if the student chooses not to appeal, the student will be dismissed from the program.

Additional information regarding program specific requirements and scheduling of the qualifying review are provided by the Graduate Program Director.

**MA in Art Education with an Emphasis on Special Populations:** On the completion of the AEGR617 Research Methodology course, graduate students must successfully pass a qualifying review. Each candidate is required to present the essential question for their thesis and demonstrate effective research and presentation skills. The use of Skype and/or web conferencing tools will be used to accommodate distance learning. Based on the evaluations of the Qualifying Review Panel candidates will be given a pass/fail Completion Form and a copy placed in their permanent record.

**MFA in Socially Engaged Studio Art:** MFA in Socially-Engaged Studio Art: Following the first year students must complete a mid-program qualifying review facilitated at the end of the AHGR611 course. Candidates present a body of work and demonstrate conceptual and intellectual growth, research, and oral and written skill development. Each candidate is required to present the essential question for their thesis and demonstrate effective research and presentation skills. MA in Socially-Engaged Art: On the completion of the fall SAGR612 course, graduate students must successfully pass a qualifying review. Each candidate is required to present the essential question for their thesis and demonstrate effective research and presentation skills.

**MA in Socially Engaged Art:** On the completion of the SEGR645 Examining Cultures: Place and Identity course, graduate students must successfully pass a qualifying review. Each candidate is required to present the essential question for their thesis and demonstrate effective research and presentation skills. Based on the evaluations of the Qualifying Review Panel candidates will be given a pass/fail Completion Form and a copy placed in their permanent record.
GRADUATE WRITTEN THESIS  The Master’s Thesis is the culminating experience for a graduate student. It is the evidence that the Master’s degree candidate has achieved the professional level of work consistent with the degree.

The following parts of the Thesis are required to be eligible for graduation:

- The proposal or program, research and presentation of the Thesis are the graded aspects of the thesis process.
- The Candidate must pass an Oral Presentation of the Thesis. A pass/fail Completion Form will be given to the candidate and a copy placed in their permanent record.
- Participation in the Thesis Exhibition is also required for graduation.
- A hard copy and digital record of the complete Thesis must be submitted to, and formally accepted by, the Graduate Program Director as fulfillment of the Thesis requirement for graduation.
- A bound Thesis will reside in the Archives of the Connelly Library at Moore.
- Candidates are responsible for making digital and bound copies of their Thesis for their records.

Candidates must earn a grade of at least a B (3.0) in all courses related to the Thesis. Consult your department’s Thesis Guide for deadlines, format requirements, details and discipline-specific requirements.

FINAL THESIS REVIEW Each graduate program requires candidates to pass a Final Review. Candidates will be assessed on the extent to which they have satisfied key program goals. At this point, the thesis must be publication-ready and be a minimum of 25-30 pages.

- Master of Fine Arts programs hold final reviews in the final summer term in conjunction with a culminating event and the Thesis Exhibition in The Galleries at Moore. The final review assesses the candidates’ fluency of appropriate media and a cohesive and professional body of work.

Based on the evaluations of the Review Committee, candidates will be given a pass/fail Completion Form and a copy placed in their permanent record.

GRADUATE THESIS EXHIBITION Graduate Students are required to participate in the Thesis Exhibition in order to graduate. A formal written request along with appropriate plans, drawings and digital images must be submitted to the Graduate Program Director for review in consultation with the candidate’s thesis advisors.

This request will contain all relevant information in terms of space requirements, which will be shared with and reviewed by the Graduate Program Director in collaboration with the Director/Chief Curator of The Galleries. Candidates will be required to meet with the Graduate Program Director and the Director/Chief Curator of The Galleries for space allocation, curatorial guidance and final approval prior to installation.

All candidates will recognize, follow and adhere to all gallery protocol and best professional practices in accordance with the established gallery procedures.

Consult your particular graduate program thesis guide for specific requirements relating to the Graduate Thesis Exhibition.

INSTITUTIONAL REVIEW BOARD  Moore College of Art & Design is committed to the protection and privacy of all persons who participate as subjects in research. In order to ensure that all research subjects are aware of their rights and protections available to them, the college has designated an Institutional Review Board (IRB) that consists of the Academic Dean, the appropriate Graduate Program Director and the Associate Dean for Academic Services. The IRB is responsible for evaluating the research in terms of compliance to ethical standards, safety and privacy. Although, individual researchers are primarily responsible for the specific design of the research, the IRB provides objective input.
Students who conduct research must complete a Research Proposal. This proposal must be submitted by date specified to the IRB and approved prior to initiating research. Once the IRB approves the Research Proposal, students may begin their research study after receiving signed consent forms from the parents of the children within the research population. Any adverse effects caused by the research must be reported to the IRB as soon as possible and should be discontinued until it has been re-approved by the IRB. IRB and consent forms can be obtained from the Office of Graduate Studies.

GRADUATION REQUIREMENTS To ensure graduation, a graduate student must maintain a minimum GPA of 3.0. All graduate courses are required and sequential with the exception of a maximum of 6 credits in elective coursework. Please also see previous requirements regarding Thesis requirements related to graduation.

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

Full-Time Graduate students must complete 10 courses over 15 months for a total of 30 credits. Graduate students must complete 9 credits in Summer Sessions I & II on-campus, and 12 credits in the fall and spring sessions online for a total of 30 credits. Concurrent MA with Certification students must complete 18 courses over 27 months for a total of 58.5 credits. Please see the Office of Admissions for specific requirements to complete the Post-Bacc program.

Part-Time Part-time graduate students must complete 10 courses over 27 months for a total of 30 credits. Part-time graduate students must complete 6 credits in Summer Session I on-campus, 3 credits in Fall I and Spring I Sessions online, 6 credits in Summer Session II on-campus, 3 credits in Fall II and Spring Sessions II online and 6 credits Summer Session III on-campus for a total of 30 credits.

Part-time MA with Certification students must complete 18 courses over 51 months for a total of 58.5 credits. Please see the Office of Admissions for specific requirements to complete the Post-Bacc program.

All courses are sequential and required.

B. Graduate Candidates Entering in Fall 2017 or later:

MFA in Socially Engaged Studio Art (replacing MRA in Studio Art): Candidates must be full-time and complete 20 courses in 4 terms (fall and spring sessions) for a total of 60 credits. All courses are sequential and required.

MA in Socially Engaged Art: Candidates must be full-time and complete 10 courses over 2 terms (fall and spring sessions) for a total of 30 credits.
**Graduation Process**  All eligible candidates for graduation will be contacted by the Registrar’s Office by March of their graduating year. Candidates are required to complete a Petition to Graduate Form. 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.

**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 sponsors. One must be a current faculty member and the other may be either a faculty member or a professional from outside the college. 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. A minimum cumulative grade point average of 3.0 is required. The student’s 3.0 GPA must be verified by the Registrar. The minimum number of credits per Independent Study is 1.5 credits. The maximum number of credits per Independent Study is 3.0 credits with a cumulative maximum of 3.0 credits. The student’s completed proposal must be approved by the Graduate Program Director within their program, the Associate Dean of Graduate Studies and the Academic Dean. If the proposal is not submitted by the start of the term in which the independent study is to be done, the student will be dropped by the Registrar from the course and the student will be notified via Moore email.

**B. Graduate Teacher Assistantship**  Interested candidates are required to meet with the Graduate Program Director to select an undergraduate course from a roster of approved courses and then assist the faculty teaching the course throughout the semester. The candidate must be available and attend all class meetings and final critiques for the undergraduate course. As part of the Graduate Teaching Assistantship, the candidates are also required to participate in the Pedagogy Seminar. This seminar will cover methodologies and philosophy of teaching, how to build course curricula with clear measurable learning goals, how to prepare syllabi and lesson plans, classroom management, and how to utilize technology as a teaching tool.

**TRIP/ PROGRAM POLICY**  Transportation for field trips or travel programs varies and may include various modes of transportation, such as walking, public transportation, a car, train, airplane or other public carrier. The College is not responsible for any 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.

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 their care, subject to the terms and allowances of personal insurance. If the student’s insurance does not cover their care, the student is responsible for the cost of the medical care provided 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 their judgment, a student is in violation of the College’s Student Code of Conduct and/or that the student is engaging in behavior that is detrimental to him/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.
College/Graduate Student Policies
College/Graduate Student 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 or Graduate students, notify the Dean of Students, Joshua Wilkin

For YAW and CE students notify Associate Dean, Joanna Jenkins

If you cannot reach Dean Wilkin or Associate Dean Jenkins, and the crisis is psychological in nature, notify the Director of Counseling Services, Ruth Gayle.

If you cannot reach Dean Wilkin or Associate Dean Jenkins, 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.

Always call 911 in an emergency

For a Crisis Involving Faculty

Notify the Academic Dean, Patti Phillips for BFA & Graduate faculty, and Joanna Jenkins, Associate Dean, for CE faculty.

For a Crisis Involving Staff

Notify the Senior 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 Senior 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, Josh Wilkin. If you cannot reach Dean Wilkin notify the Director of Residence Life & Housing.
In a crisis situation, any communication with the media will be handled by the President. If the President cannot be reached, the Academic Dean or the Director of Marketing and Communications 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 Wilkin for BFA & Graduate students, Dean Phillips for BFA & Graduate faculty, Associate Dean Jenkins for YAW and CE faculty or students, and Senior 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 Senior 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 uses 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, they may pursue their grievance as follows:

- The grievant may return to the Director of Residence Life and ask for their direct intervention with the student against whom the grievance is lodged;
- The grievant may speak to the staff member’s immediate supervisor and ask for their support and intervention, if the grievance involves a staff person;
- The grievant may speak to the faculty member’s Chair and ask for their support and intervention, if the grievance involves a faculty member;
- The grievant 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, they may take their 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, they 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, they 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. The Dean will respond in writing to the grievant. The Dean of Student’s 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 their designated contact person for filing her grievance has a conflict of interest and cannot handle the grievance fairly, they 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, they 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 Director of Academic Services, the Associate Dean for AS and the Dean of Students, 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 Academic 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 they have a disability. It is the student’s responsibility to pay for necessary evaluations to verify their disability. It is also their responsibility to request accommodations at the beginning of each semester in which they are desired. 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 Academic Services. The Director will provide the student with a memo for her faculty and for the chair of their department, documenting their 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.

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.

In the event that a student with a disability has a grievance about the manner in which services are being provided, they should use the Section 504 Grievance Procedure to address the problem.

SECTION 504 GRIEVANCE PROCEDURE If a student, parent of a student, or employee has a grievance concerning a request for accommodations or any other issue related to the College’s implementation of the Disability Policy or to the College’s compliance with Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act of 1990, such student, parent or employee should use this Section 504 Grievance Procedure. For guidance, the student, parent or employee should also review the general Grievance Procedure contained in the Student Handbook.

Step One: A student, parent or employee with a grievance (the grievant) concerning a request for accommodations or any other issue related to the College’s implementation of its Disability Policy, Section 504 of the Rehabilitation Act of 1973 or the Americans with
Disabilities Act of 1990 should, within 30 days of the action or decision in question, file a grievance with the Section 504 Coordinator, Claudine Thomas, Associate Dean, at 215-965-4061 or cthomas@moore.edu. Should the grievant need advice or support before speaking with the Section 504 Coordinator, she may seek such support from any member of the College’s Disability Committee, or from another staff or faculty member, who may act as her advisor.

The grievant’s written grievance to the Section 504 Coordinator shall set forth a detailed statement of the circumstances leading to the grievance and her desired outcome. The grievant should provide medical or other documentation, if available, in support of her grievance and proposed outcome, along with any other material that she believes supports her grievance. Upon receipt of a written grievance and related material, the Section 504 Coordinator shall arrange to meet with the grievant within 10 days. At the meeting the grievant shall have the opportunity to present her grievance personally, including presenting witnesses on her behalf. If requested, the Section 504 Coordinator shall permit the grievant to be accompanied by her advisor. The Section 504 Coordinator shall consider the written and oral argument of the grievant, along with any written materials and/or information from witnesses that the grievant presents.

Either before or after meeting with the grievant, the Section 504 Coordinator may take such further actions as she deems necessary to fully understand and evaluate the grievance, including speaking with one or more members of the Disability Committee and/or with any other member(s) of the College community who may have relevant information concerning the grievance.

The Section 504 Coordinator shall inform the grievant, in writing, of her decision regarding the grievance within 14 days after their meeting. If the decision grants an accommodation that has previously been denied, or otherwise reverses a decision regarding the grievant, the Section 504 Coordinator shall take such actions as are necessary to implement her decision. If the decision denies the grievance, in whole or in part, the grievant may, within 30 days after receiving the Section 504 Coordinator’s written decision, appeal the decision by moving to Step 2.

Step Two:

If the grievant believes that the grievance has not been satisfactorily resolved after going through Step One, she may pursue her grievance by appealing, in writing, to the Dean of Students. The grievant’s written appeal to the Dean of Students shall provide a detailed statement of the grievance and her desired outcome, as well as the reasons why she believes the decision of the Section 504 Coordinator should be reversed or modified. Appeals should specifically cite incorrect facts or unfair application of procedures and provide information to support these statements. The grievant should provide medical or other documentation, if available, along with any other material that she believes supports their appeal. The grievant shall provide a copy of their written appeal to the Section 504 Coordinator. The grievant may continue to be advised by their advisor throughout the appeal process.

Following the review of the written appeal and related documentation, the Dean of Students may seek information or input from the Section 504 Coordinator, and may take any additional steps or confer with any additional individuals deemed necessary in evaluating the grievant’s appeal, including the grievant and/or the Section 504 Coordinator.

Within 14 days after receiving an appeal, the Dean of Students shall inform the grievant, in writing, of their decision. The decision of the Dean of Students shall be final.

If the Section 504 Coordinator or the Dean of Students finds that any action by the College has had a discriminatory effect on the grievant or others, she shall take such steps as are necessary to prevent its recurrence and remedy its effects.

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 their 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, she shall provide a written request to the Dean of Students that includes a statement focusing on the factors that led to the leave of absence, the student's experience while on leave, and her plan for a safe and successful return. The student shall also provide a statement from an outside medical professional, addressed to the Dean of Students, that it is their belief that the student's condition has improved to the point that she is capable of safely returning to the College and completing her studies. The College shall give significant weight to the opinion of the student's health care provider. The student may also provide supporting documentation, for example, from supervisors at any volunteer positions, internships or employers. If, notwithstanding the statement from the student's medical provider, the College has concerns about the student's ability to return to the College and safely complete her studies, it may require the student to undergo an independent evaluation by a physician or other health care provider of the College's choice, at the College's expense, who will conduct an individualized assessment of the student's ability to safely return as a student. The student must provide an authorization permitting the physician or other health care provider to release information about the evaluation of the student to the College. If, following such independent evaluation, the College believes that the student cannot safely return, the College may either deny the student's request to return or place conditions on her return, including following a course of treatment recommended by the student's health care provider and acceptable to the College, and/or demonstrating an increased ability to function safely and handle the stresses of student life at the College. If the College either denies the student's request to return or places conditions on their return, the student may appeal such determination according to the Section 504 Grievance Procedure.
Involuntary Medical Leave  If a student engages in behavior that poses a risk of harm to any member of the College community, the College’s Behavioral Intervention Team may require the student to undergo an independent evaluation by a physician or other health care provider of the College’s choice, at the College’s expense, who will conduct an individualized assessment of the student’s fitness to safely remain on campus and/or continue as a student, including through reasonable modifications of the College’s policies, practices or procedures, or the provision of auxiliary aids and/or services, to mitigate the risk of harm to members of the College community, so long as such modifications and/or auxiliary aids do not fundamentally alter College programs. The student must provide an authorization permitting the physician or other health care provider to release information about the evaluation of the student to the College. The student may also submit information from her own health care provider to the Behavioral Intervention Team addressing the student’s fitness to safely remain on campus and/or continue as a student, including suggesting reasonable modifications of the College’s policies, practices or procedures, or the provision of auxiliary aids and/or services, to mitigate the risk of harm to members of the College community. During the evaluation process, the Behavioral Intervention Team, acting through the Dean of Students, may impose an Interim Suspension requiring the student to remain off campus until such time as a determination can be made about the student’s fitness to safely remain on campus and/or continue as a student. Such an Interim Suspension is a directive, not a disciplinary action, and it has no disciplinary consequences.

If, following such independent evaluation and the consideration of any information from the student’s health care provider, the College believes that the student cannot safely continue as a student or remain on campus, the College may require the student to take an Involuntary Medical Leave of Absence (MLOA), including placing conditions for reinstatement as a student at the College. If the College imposes an involuntary MLOA, the student shall have the right to appeal such determination under the College’s Section 504 Grievance Procedure, and the time frames contained in such procedure shall apply. If the Dean of Students has participated in the matter as part of the Behavioral Intervention Team, then the President of the College shall replace the Dean of Students in the Section 504 Grievance Procedure.

If the College has placed a student on an involuntary MLOA and the student then wishes to return to the College, the student shall provide a written request to the Dean of Students that includes a statement focusing on the factors that led to the leave of absence, the student’s experience while on leave, and the plan for a safe and successful return. The student shall also provide a statement from an outside medical professional, addressed to the Dean of Students, that it is their belief that the student’s condition has improved to the point that she is capable of safely returning to the College and completing her studies, and may include the suggestion of reasonable modifications of the College’s policies, practices or procedures, or the provision of auxiliary aids and/or services, to mitigate the risk of harm to members of the College community, so long as such modifications and/or auxiliary aids would not fundamentally alter College programs. The College shall give significant weight to the opinion of the student’s health care provider. The student may also provide supporting documentation, for example, from supervisors at any volunteer positions, internships or employers.

If, notwithstanding the statement from the student’s medical provider, the College has concerns about the student’s ability to safely return to the College and successfully complete her studies, it may require the student to undergo an independent evaluation by a physician or other health care provider of the College’s choice, at the College’s expense, who will conduct an individualized assessment of the student’s fitness to safely return as a student, including through modifications of the College’s policies, practices or procedures, or the provision of auxiliary aids and/or services, to mitigate the risk of harm to members of the College community, so long as such modifications and/or auxiliary aids do not fundamentally alter College programs. The student must provide an authorization permitting the physician or other health care provider to release information about the evaluation of the student to the College. If, following such independent evaluation, the College believes that the student cannot safely return, the College may either deny the student’s request to return or place conditions on her return, including following a course of treatment recommended by the student’s health care provider and acceptable to the College, and/or demonstrating an increased ability to function safely and handle the stresses of student life at the College. If the College either denies the student’s request to return or places conditions on her return, the student may appeal such determination according to the Section 504 Grievance Procedure and the time frames contained in such procedure shall apply. If the Dean of Students has already participated in the College’s response to the student’s request to return from an involuntary MLOA, then the President of the College shall replace the Dean of Students in the Section 504 Grievance Procedure.

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 program director/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. For more information about the Graduate Thesis Exhibition, please see the Graduate Program Director.

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, graduate 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. The College understands that information about specific AIDS-related conditions is protected by statutes and that unauthorized disclosure may create legal liability. The College, however, is obligated to conform to the public health reporting requirements mandated by law.
If and when other health policies need to be adopted, the College will inform students via 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 $1,707 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, 2018. For new students coming in during the spring semester, the waiver form must be returned by February 1, 2019.

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 Affairs

5
The Student Affairs 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, Emerging Leaders in the Arts, The Visionary Woman Honors Program, Programming Board, and the Judiciary Committees are all advised by Student Affairs staff.

City as Campus programming and Community in the Classroom are Student Affairs 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 Director of Academic Services, Dean of Students, the Associate Dean for Academic Services. Students that seek accommodations for a disability should speak with the Director of Academic 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 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
231 N. Broad St 1FL
215-762-5145

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 Affairs. 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 Affairs. 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 Affairs. 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 Affairs 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 Affairs 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 Affairs 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 has made arrangements with three area garages. For the most up to date information on parking, please go to http://moore.edu/admissions/student-life/transportation-parking.  All information listed is subject to change.

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 Affairs Office on the first floor of Stahl Hall, or call 215.965.4035.)

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 Affairs 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 Affairs 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. 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, to go 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 Affairs, and an attempt will be made to reach the student.
Student Leadership Organizations and Other Opportunities for Involvement

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.

UNDERGRADUATE LEADERSHIP ORGANIZATIONS Moore has three main leadership organizations: Student Government, Student Engagement Committee, and Residence Life Staff. These three 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 Affairs 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 Director of Student Life, Diversity & Inclusion.

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 6 Resident Assistants who work with the Director of Residence Life & Housing to assist in both the personal and operational aspects
of managing 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 Affairs to provide social and educational programming for the students living in the residence halls.

**STUDENT ENGAGEMENT COMMITTEE (SEC)** The Student Engagement Committee (SEC) is a group of student leaders who not only engage with and provide support for the new students as they make the transition into the Moore community, but who also facilitate various programming opportunities for the student body throughout the year. SEC members are interviewed during the spring semester and are selected before they leave for summer break. Over the summer, each SEC member establishes a relationship with incoming students before they arrive for Orientation, and in conjunction with Residence Life and Student Government, SEC facilitates Orientation activities in the fall and spring. During the school year, each SEC member will be involved in one of three different programming tracks: on campus programming, city as campus programming (off-campus events), or community service programming. First year students have the opportunity to join SEC and take part in the implementation of Moore-wide programming. SEC is supervised by the Assistant to the Dean of Students/Student Affairs Coordinator.

**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.

- Community 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 Director of Student Life, Diversity & Inclusion 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. Some offered in the past 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 Affairs 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 Affairs
- Students who apply and are selected to be Community Service Student Assistants (CSSAs) aid the Director of Student Life, Diversity & Inclusion 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 Affairs 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 Affairs and speak with the Director of Student Life, Diversity & Inclusion 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.
STUDENT AND COLLEGE JUDICIARY COMMITTEES  The Student Judiciary Committee is composed of approximately ten students recommended by faculty and staff, 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 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 Affairs office. It is started in the fall semester and is published before Commencement in the spring semester. Interested seniors (or juniors) should contact the Student Affairs 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.

Student Rights and Responsibilities
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.

19. Engaging in any action or course of conduct that threatens the health or well-being of any member of the College community.

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 student 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 Academic Concern 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, they 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 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 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

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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 infections 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 they are 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.

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 not allowed to sleep in the studios. 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.
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 administrators 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
con-sent 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
rea-sonably understand the situation.  Individuals who consent to sex must be able to under-
stand 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 activ-
ity 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 Affairs.
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 Affairs 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. Survivors should expect to be interviewed by a Special Victims Unit Detective after alleging a sexual assault. Staff in Student Affairs, 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. The WOAR hotline 215.985.3333 provides anonymous counseling and can help students that are reluctant to go to the hospital or see a physician.

If the student seeks support from either the College’s Director of Health Services or the Director of Counseling Services and wishes to keep the incident confidential, either staff member will abide by the student’s decision.

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 their option to contact local authorities to pursue legal or civil actions.
2. Should the student elect to file an incident report with the Title IX Coordinator/ Director of Student Life, Diversity & Inclusion, depending on the nature of that report and the student’s wishes, the Title IX Coordinator 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
Title IX Coordinator 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 Director of Student Life, Diversity & Inclusion /Title IX Coordinator 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 their 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 their name disclosed, the report will be made without their name. College personnel must report allegations of sexual assault to the Director of Student Life, Diversity & Inclusion /Title IX Coordinator.

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 him/her not to change clothing or bathe if criminal prosecution is likely or possible; c) arranging either to accompany the survivor to seek 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 themself 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.

• 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

SEXTUAL 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, patting, 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 their 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—Director of Student Life, Diversity & Inclusion /Title IX Coordinator or 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 Shannon Dobrovolny, the Title IX Coordinator. 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 investigated and resolved through the College’s grievance procedure.

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 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.

**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 their 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:

- Invasión de 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.

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.

• 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 faculty and 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 Director of Residence Life.

- **Formal College Judiciary Committee hearings**: This Committee hears cases of academic dishonesty and serious infractions of the Student Code of Conduct. This
committee also hears cases 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 Director of Residence Life.

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 Director of Residence Life.

Procedures Most judiciary procedures arise out of a written report submitted to the Student Affairs 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 Director of Residence Life 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 Affairs.

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 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 the student 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 and Housing

Residence Life & Housing is under the direction of the the Director of Residence Life and the student Residence Life Staff. Their goal is to create a positive living/learning experience for all students. 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.

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.

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, the resident 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 host/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 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 Affairs 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 lockout 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 Affairs.

**LOCK OUT POLICY** If a student is locked out of their room, they may gain entrance to the room with the assistance of a member of the Residence Life Staff or a staff member in the Student Affairs Office (see schedule below for the appropriate staff member). The student must present a valid ID if the staff member does not know the resident; if they get assistance from the Student Affairs Office, the resident will be issued a duplicate set of keys from the key box to open their 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.

**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 the Disability Committee. Only in special cases will the College reduce their meal plan if the student resides 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 they are 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 residence hall rooms.

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 they need to ready the 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, they 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 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 Engagement Committee (SEC) 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

Stahl Hall is a suite style building. Each suite has two rooms and a shared bathroom. Stahl Hall features a large penthouse lounge on the 6th floor that has views of the Philadelphia skyline.

Sartain Hall

Each floor in Sartain Hall houses residents who share a spacious communal hall bathroom. Sartain offers a large common lounge with a television and pool table, and is located across the street from the College.

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 $200 damage deposit is added on to the student’s first bill in housing. It will remain on the account until the student no longer resides in on-campus housing. Students also pay a yearly $250 room reservation fee which is applied to their first bill of the academic year.

The halls are closed during the Thanksgiving, winter and spring breaks. The halls remain open 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.) 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 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. 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. Further details about room changes can be found in the Housing Contract. No roommate 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 retain their rooms 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 Housing Office also has very 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 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, 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 Affairs.
**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 Affairs 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 buildings. If a representative comes to one of the halls unescorted, students should refer her/him to the front desk of Wilson Hall to get an escort.

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

VISIONARY WOMAN HONORS PROGRAM The Visionary Woman Honors Program is a select program developed for highly ambitious, reflective, independent-minded undergraduate 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 their department chairperson to discuss their 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 undergraduate majors except Art Education require a 240-hour internship: Animation Game Arts, Art History, Curatorial Studies, Fashion Design, Fine Arts, Graphic Design, Illustration, 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 Penny Fox Internship Fellowships, should speak with their department chair to confirm departmental pre-requisites and make an appointment with the Locks Career Center staff for more information about the competition process and contract procedures. Check Career Opportunities On-Line (COOL) for current internship listings.

**LEADERSHIP FELLOWSHIPS** There are four undergraduate summer leadership fellowships: Tiffany & Co. Women’s Leadership Fellowship open to sophomores only; the Frieda Fehrenbacher Women’s Leadership Fellowship, the Happy Fernandez Women’s Leadership Fellowship, and the Sis Grenald Women’s Leadership Fellowship, open to sophomores and juniors. The award amounts range from approximately $1250 to $4000. 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, the Frieda Fehrenbacher International Travel Fellowship, and the Sis Grenald International Travel Fellowship. For the Sarah Peter and the Harriet Sartain Fellowships, 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. The award goes to a graduating senior selected for their 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 leader at Moore. Students are nominated for this prize and must submit an application.

**THE EMERGING ENTREPRENEUR’S BUSINESS PLAN PRIZES** for BFA students are generously sponsored by Your Part-Time Controller to recognize and celebrate the importance of business planning to successful careers in the arts through innovative thinking. The prizes bring greater visibility to YPTC’s partnerships with non-profit arts organizations and underscores Moore’s commitment to educating students for careers and leadership in art and design.

**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 available to first-year students and sophomores.

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 Affairs.
Computer Services & Online Learning
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 their account by going to www.moore.edu. In most cases, an email address is their first initial followed by the student's last name –i.e. jsmith@moore.edu. The password will be the student's ID number located on the back of their 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 year-book, 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, fund raising, advertising on behalf of non-Moore organizations, unlawful activities or uses that violate any other College policies.
The College reserves the right to refuse email and message requests that it deems inappropriate for mass distribution for reasons other than those listed above. Any violation of this student email policy may be grounds for disciplinary action, including, but not limited to, removal of access privileges.

To send a message via the college-wide student email address:
- Allow a minimum of 3 working days for the Assistant to the Dean of Students to review the email prior to distributing it.
- Send the email directly to student@moore.edu.
- That email will go to the Assistant to the Dean, who will process it and notify the sender of the action 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 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 class-room 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 the Educational Technology Coordinator, located in the Connelly Library, at extension 8580.

**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 mini-mum computer requirements and links to discounts.

**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 $.05
- Color laser $.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.
ONLINE COURSES Each semester, Moore offers a selection of fully online classes. All students are eligible to enroll into online courses. Students enrolling in an online course for the first time must complete Moore’s Online Success Tutorial also known as M.O.S.T., a self-paced online readiness course designed to familiarize students with the fully online environment and to prepare them for the unique challenges of online coursework. Upon completion of M.O.S.T., students will receive a digital badge to document their online readiness and will be able to enroll in any future online courses without having to repeat the tutorial.

ONLINE ATTENDANCE Attendance in online classes is based on student participation. Activities that constitute participation include, but are not limited to, posting to discussion forums, submitting assignments, taking quizzes, or otherwise contributing to the class. Reviewing lecture material does not count towards participation in the class. Students are strongly encouraged to log in as often as necessary to be successful and understand the subject thoroughly, however, logging in without participating in class will not count towards attendance.

The academic week for online courses is Monday at 12:00 am EST through Sunday 11:59pm (EST) unless otherwise specified by the instructor. Progress towards satisfactory completion of weekly assignments is expected on a weekly basis. See the Participation Policy for more information. Students taking blended courses are subject to online attendance and participation policies as well as Moore’s regular attendance policies.

• Work done in a lab or other outside environment will not count towards attendance.

• Assignments done in a week other than the one when the assignment is due will not count towards attendance for the previous week.

• Students who fail to attend a course and who do not officially withdraw or drop the course during the drop/add period will be subject to failing the course.

PARTICIPATION POLICY Weekly participation is mandatory in all online courses. Participation demonstrates the completion of weekly assignments as defined by the faculty, based on course requirements and may include, but is not limited to:
1. Submitting an academic assignment.

2. Completing a quiz or exam.

3. Participating in a posted online academic discussion.

4. Reading and responding to at least two peer assignment submissions

REMINDER:
• Participation must be in the Moodle platform.

• The online course weeks run from Monday at 12:00am EST to Sunday at 11:59pm EST. 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.

• Participation is expected within the week of the scheduled assignments or it will not count towards that assignment grade.

• A student's failure to maintain active participation in an online course as defined in the course syllabus may result in reduced grades.

All courses have a portion of the grade related to the attendance/participation requirements. The syllabus for each course will outline these requirements to inform students what is considered meaningful participation. Each faculty may have their own policies regarding online course conduct, deadlines, due dates and punctuality, which may affect participation requirements and grading.

ACADEMIC INTEGRITY POLICY FOR ONLINE COURSES When a student is given access to an online course, they are expected to keep their username and password confidential and to never allow anyone else to log-in to their account. Sharing access or passwords is considered a breach of academic integrity and may result in a student’s removal from the class. When a student logs in, they should do so with the understanding and agreement to produce their own work, to complete course activities themselves, and to take course exams, tests or quizzes without the assistance of others.

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.

Allowing others to complete their course work or to take their quiz, test, and exams is considered cheating and could subject them to receiving an “F” for the course. In addition, this type of dishonesty can result in formal disciplinary action being taken against them by the College. Students should take time to review the Student Code of Conduct in this Student Handbook. If they have questions about your work in an online course, they should ask their instructor.

NETIQUETTE Moore College of Art and Design is committed to providing courses that meet the highest standards of excellence with the mission of preparing students to become productive members of society and good citizens of the world. As such, students are expected to maintain a standard of conduct. A challenge in the online classroom is understanding the meaning of communications without the visual and auditory clues from the speaker.

Netiquette provides some basic guidelines about how to behave in an online format, such as not using all capital letters online because that represents the vocal equivalent of shouting. In addition to these basics, please remember that this is an academic course where much of the work is taking place online. It is not the same as communicating with friends via social media, nor is it equivalent to sending text messages to friends or colleagues.

Guidelines to help reduce online miscommunications in a course.
• Make the Connection. Remember, like you, someone is on the other side of an email or discussion posting. Communicate with fellow participants as you would in a face-to-face course.

• Be Professional. Your coursework is more than learning facts; you are preparing for a career. You are learning to interact with your fellow course participants as you would in your future professional life. Your conduct in this course should reflect this. Your communication should follow standard rules for grammar and spelling and be clear, concise and intelligent.

• Have Opinions. Everyone is entitled to have an opinion. In discussion forums, everyone is encouraged to share them.
• Respect Disagreement. People have the right to disagree with you. However, disagreements should never be personal. Online discussions are a means to share ideas and practice the skill of persuasion. Persuasive speech cannot be achieved with hurtful, hateful or inappropriate language. Review your posts before you publish and reread them for unintended meanings.

• Ask Questions. Cultural influences can influence communication in terms of phrasing and word choice. The lack of visual and auditory clues may affect meaning, as well. Before jumping to conclusions, ask for clarification.

• Be Forgiving. For the majority of participants, online communication is straightforward. Sometimes unintended meanings are conveyed.

PLANNING FOR SUCCESS AS AN ONLINE STUDENT
• Check to make sure that you have all of the necessary hardware and software before your class begins.

• Order your course materials in advance so that you will have them at the beginning of the course.

• Be self-motivated and self-disciplined, it is a good idea to login each day and keep up with the discussions and assignments that you are being asked to complete - set up a schedule.

• Please let your instructor know, as soon as possible, if you are experiencing any kind of difficulty.

• Be prepared to spend at least 3 hours per week, per credit in your online course, but plan to spend as much time as necessary as this will vary depending upon the course.

• Check your Moore e-mail frequently. If you send a question to your instructor, please allow a reasonable amount of time for the response.

• Interact with the other students in your class and have fun while you are learning!
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 Affairs, 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 “O” for Operator to by-pass the College’s voice mail 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 Affairs.

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 not allowed to sleep in the studios. 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 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, the Graduate Program Director, 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 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 EX-PORT, Roman Signer, Jean-Frederic 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 or 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, Sharon Lockhart, Mary McFadden, Alice Neel, Viola Frey, Guerrilla Girls, Karen Kilimnick, 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
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.

OTHER CAMPUS RESOURCES

ADMISSIONS OFFICE The Admissions Office is responsible for the recruitment and selection of new first-year, transfer, post-baccalaureate and graduate students to the College. The office employs students as Student Ambassadors to help with recruiting efforts. Students who are not part of the Student Ambassador team are occasionally 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
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 produce publications, including the Moore magazine, and school catalogs, posters, brochures, advertisements and invitations for events. The office also helps coordinate events and oversees many facets or the College’s marketing program.