Welcome to Moore College of Art & Design

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

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

The Handbook is based on the most current information available at the time of publication; however, policies, regulations and procedures are subject to change. Whenever possible, students will receive notification of changes either through an email or at the registration period following the change. Once changes in policies, regulations or procedures are published, students are governed by them rather than by the ones that might have been in effect when they originally matriculated at the College. Therefore, students are advised to verify that the information in the Handbook is current by contacting the appropriate College office. The Handbook is not a contractual or legal statement. The Director of Graduate Studies and the Dean of Students oversee the preparation of the Graduate 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 Services.

Published May 19, 2014
Cover image: Betty Draper, by Marie Lauver (MFA, 2014)
Mission

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

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

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

Policy of Non-Discrimination and Title IX Compliance

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

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

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

Policy on Artistic Expression

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

Policy on Use of College Name and Logo

Use of the Moore College of Art & Design name and/or logo in any form is not allowed without permission. To request permission and obtain the Moore logo, please contact the Office of Communications at communications@moore.edu.
Welcome to Moore College of Art & Design
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Important Dates & Directory
Summer 2014 Important Dates

May 20  Classes begin for MFA Interior Design (Continuing Students)
May 22  Last day to add/drop for MFA Interior Design
May 23-26  Memorial Day (No graduate classes)
May 27  Incompletes due from spring 2014
May 30  Last day to withdraw for Interior Design
June 30  Graduate Orientation & Clearance for Art Education, 1st year Interior Design, and Studio Art
June 30  Classes begin for Studio Art and International Studio Art Residency Begins
July 1  Classes begin for Art Education and Interior Design Intensives
July 3  Last day to add/drop for MA Art Education, Interior Design Intensives and Studio Art
July 3-6  Independence Day (No graduate classes)
July 8  Last day to withdraw for Art Education, Interior Design Intensives, and Studio Art
July 28  Two-week intensive Studio Art Seminar begins
August 6  Qualifying Review for Studio Art
August 8  Studio Art Final Thesis Review
August 9  Art Education and Interior Design Thesis Presentation
August 9  End of term
August 9-30  Graduate Thesis Exhibitions and Sneak Peek Exhibition
August 12  Final grades for Graduating Candidates Due
August 15  Opening Reception for Graduate Exhibition and Sneak Peek
August 16  Graduate Commencement
August 22  Final Grades for continuing Students Due

Please note that this is a list of important dates, and is not the full academic calendar.

The full academic calendar approved by Graduate Council can be found at www.moore.edu under the 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.
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

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<th>Number</th>
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<td>POLICE</td>
<td>911</td>
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<tr>
<td>FIRE</td>
<td>911</td>
</tr>
<tr>
<td>AMBULANCE</td>
<td>911</td>
</tr>
<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>
</tr>
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SNOW CLOSING

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

EMERGENCY NOTIFICATION SYSTEM

The college has an emergency notification system that uses text messaging and email to alert students, faculty, and staff to potentially dangerous situations on campus. The system is also used in the event that the College is closed due to inclement weather. We strongly urge all students, faculty, and staff to sign up to receive emergency alerts.

To sign up please go to http://www.moore.edu/emergency notification.
Use the Directory of Administrative Services to find staff names, titles, extension numbers or phone numbers. The extensions in the Directory can be dialed directly from campus phones within the College.

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

Faculty and staff can also be contacted by their email addresses located on the Moore website. In most instances, the email address is the initial of the person’s first name and the full last name followed by @moore.edu.

**ACADEMIC DEAN’S OFFICE - Wilson Hall 3rd floor**

Dona Lantz, Academic Dean  
Jenny Emery, Assistant to the Academic Dean  
x4012

**ADMISSIONS OFFICE - Sarah Peter Hall Ground floor**

Elizabeth Mathis, Executive Director of Admissions  
Sherine Lightbourne, Admissions Operations Manager  
Stefan Schechs, Associate Director of Admissions & Graduate Admissions Coordinator  
Jasmine Zateeny, Assistant to the Director & Recruitment Coordinator  
x4013

**THE ART SHOP - Sarah Peter Hall 1st floor**

Katie Van Vliet, Director  
x8586

**GRADUATE PROGRAMS - Wilson Hall 2nd floor**

Mechele Manno, Director of Graduate Studies  
Lynne Horoschak, Art Education Graduate Program Manager  
Paul Hubbard, Studio Art Graduate Program Manager  
Donna Daley, Interim Graduate Program Manager  
x8569

**BUSINESS OFFICE - Wilson Hall 2nd floor**

William L. Hill II, Vice President for Finance and Administration  
Angeline Campbell, Controller  
Olmiraida Medina, Accounts Payable Coordinator  
LaShonda Thomas, Accounts Receivable Coordinator  
Scout Mayor, Administrative Assistant  
x4022

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LaShonda Thomas, Accounts Receivable Coordinator  
Scout Mayor, Administrative Assistant  
x4022
MARKETING & COMMUNICATIONS - Wilson Hall 3rd floor
Roy Wilbur, Director of Marketing & Communications  x4068
Michele Cohen, Assistant Director of Communications  x4065
Jennifer Vatza, Website Manager  x4066
Dave Rizzio, Web & Interactive Media Developer  x4070
PT Graphic Designer  x4009

COMPUTER SERVICES - Wilson Hall Basement
Dennis Dawton, Academic Computing Manager  x4073
Shaun Flanly, Administrative Computing  x4004
Christianna Fail, Academic Computing Administrator  x6802

CONTINUING EDUCATION - Wilson Hall 2nd floor
Judy Woodworth, Co-Director; CE Adult Programs  x4059
Natalie Payne, Co-Director, CE Youth Programs  x4039
Amanda White, Program Coordinator, CE Youth Programs  x4033
Marlise Tkaczuk, Program Coordinator, CE Adult Programs  x8573
General Information  x4030

COUNSELING SERVICES, Ruth Gayle, Director  x4002

DEVELOPMENT - Wilson Hall 3rd floor
Linda Porch, Director of Development  x4037
Kathryn Myers, Director of Alumnae Affairs  x4051
Andrea Silva, Associate Director of Development  x4069
Jennifer Vatza, Coordinator of Annual Giving and Development Systems

EDUCATIONAL SUPPORT SERVICES (ESS) - Stahl Hall 1st floor
Claudine Thomas, Associate Dean  x4061
Alyssa Truszkowski, Academic Advisor  x4063
Sarah Vanacore, ESS/Writing Coordinator  x4062

FACILITY RENTALS, Emily Johnson  x4097

FACULTY DEPARTMENT CHAIRS
Lynn Palewicz, Chair of Foundation  x4093
Janice Lewis, Chair of Fashion Design  x4083
Kathryn Dethier, Chair of Design for Graphic Design, Illustration, and Interior Design  x4078
Jonathan Wallis, Chair of Liberal Arts for Art Education, Art History, and Curatorial Studies  x4071
Robert Goodman, Chair of Fine Arts and Photography & Digital Arts  x4086
FINANCIAL AID - Wilson Hall 2nd floor
Michelle Adamo, Director of Financial Aid x4041
Devon Weaver, Financial Aid Counselor x4042

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

FRONT DESK x0

THE GALLERIES AT MOORE - Sarah Peter Hall 1st floor
Kaytie Johnson, Director and Chief Curator x4044
Matthew Kalasky Outreach and Public Programs Coordinator x4045
Gabrielle Lavin, Gallery Manager x4027
General Information x4027

HEALTH SERVICES, Diane Azuma, Director x4032

HUMAN RESOURCES, Rachel Phillips, Director x4025

LIBRARY (CONNELLY LIBRARY) - Sarah Peter Hall 1st floor
Sharon Watson-Mauro, Library Director x8582
Elizabeth Carter, Senior Library Assistant x4054
Matthew Ducmans, Circulation Supervisor x4054
Charles DuQuesne, AV/Media Specialist x4060
Neejla Mustief, Graduate Research Assistant x4054
General Information x4054

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

OPERATIONS / FACILITIES - Wilson Hall 2nd floor
Ken Ferretti, Director of Operations x4007
John Groetzinger, Maintenance Supervisor x4007
Steve Managen, Electrician x4007
Diz Murphy, Shipping and Receiving Coordinator x4001

PRESIDENT’S OFFICE - Wilson Hall 3rd floor
Fax: 215-568-8017
Cecelia Fitzgibbon, President x1100
Alysson Cwyk, Executive Assistant to the President & Director of Special Projects x1100
REGISTRAR - Stahl Hall 1st floor
Fax: 215-965-8538
Cynthia Violet Registrar x4028
Danielle Wooten, Registrar Coordinator x4031

SARTAIN FRONT DESK X4104

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

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

WRITER'S STUDIO - Stahl Hall 1st floor
Holly Bittner, Director of Writing x4043
Sarah Vanacore, ESS / Writing Coordinator x4062
Business Office and Financial Aid
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 2014, fall 2014, and spring 2015. The fee schedule for summer 2015 will be available in early May 2015.

**Billing & Statements** Students’s 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.

**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 his/her 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 his/her 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 2014-2015 (summer 2014, fall 2014, and spring 2015) is $1,440 per credit with a general fee of $64 per credit. Graduate students can expect additional expenses to cover the cost of books and supplies. For Studio Art graduate students, there will be an international residency fee, currently $3,000, in addition to the cost of airfare travel to Ireland during the second summer term.

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

**Other Charges** Students may also be charged other fees, $55 for a late registration fee and $33 for a check returned by the bank.

**Commencement Fee** Graduate students will be charged a commencement fee of $423 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.

**Health Insurance** Graduate students enrolled in six (6) or more credit hours may enroll in the College’s health insurance plan on a voluntary basis. To enroll, please contact United-Healthcare Student Resources directly at 1-800-505-4160.

**Withdrawal Refund Policy** Students who withdraw 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 his/her 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>
</tr>
</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

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 by December 15 for their first summer term of enrollment at Moore and by May 1 for subsequent years.

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 he/she 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 his or her financial aid; he/she 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. 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, he/she 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), he/she 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, he/she 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.

Merit Aid  Students who receive a Moore Graduate Fellowship must maintain a cumulative GPA of at least 3.0 in order to keep their merit aid. 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. If a graduate student is found to be ineligible to continue in the program or if the graduate student decides to drop out of the program, he/she will lose his or her merit aid.
ADVISING The Director of Graduate Studies oversees general graduate advising. The Interior Design Graduate Program Manager, the Studio Arts Graduate Program Manager and Art Education Graduate Program Manager provide advising for individual graduate programs.

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. Art supplies are 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 study and research. 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 at the circulation desk.

- Picture File - This large collection of research and study images 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

- Graduate Research Assistant - The Graduate Research Assistant supports graduate students with the location, selection, and evaluation of research materials, and acts as a liaison for graduate students with other institutions. The GRA also provides general reference and circulation services and delivers information literacy and library instruction to both individuals and groups. The Graduate Research Assistant is available Monday evenings and Saturdays.

- 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 up-to-date 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.

- Course Reserves - Materials selected by faculty that are pertinent to students’ coursework are placed on reserve at the circulation desk. Course 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: 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. Library instruction videos are also available on the Library’s website.

C. General Information

- Library Hours - please see the library website for hours http://library.moore.edu

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

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

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

  - Books & Picture File 10¢/day
  - Videos/DVDs $1/day
  - Reserve Materials $1/hour
  - A/V equipment $5/hour

- Lost/damaged Material Fees*

  - Out of print books $100
  - Books in print $65
  - Picture File $1/picture
  - DVDs and Videos $35
  - A/V equipment replacement/repair cost

*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 or call 215.965.4054.

EDUCATIONAL SUPPORT SERVICES This office provides a variety of support services designed to help students succeed academically and make the best possible use of their educational options at Moore. Services include individual tutoring, workshops on time management and 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 full-time Writing Coordinator in Educational Support Services who will work with students one-on-one or, if appropriate, can help arrange for a meeting with a peer tutor.

**Disability Committee** The College has a Disability Committee which includes the Dean of Students and the Associate Dean for Educational Support Services, supported when necessary by consultations with the Director of Health Services, the Director of Counseling Services, the Director of Residence Life, the Writing Coordinator and the Academic Advisor. Students that seek accommodations for a disability should speak with the Dean of Students, who will explain the College's procedures for documenting disabilities and making reasonable accommodations and will help the student take the necessary steps. Please see Disability Policy.

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

The Locks Career Center is open:

Monday – Friday 9:00 am – 4:30 pm

Email: careercenter@moore.edu for an appointment

Locks Career Center services include:

- Career Opportunities On-Line (COOL), which can be accessed through the link in the gateway section of [www.moore.edu](http://www.moore.edu), connects students and alumnae with jobs from over 1600 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 @MooreCareers on Twitter

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

- Practical career information is offered on available jobs, self-employment, artist residencies, exhibitions and grants

- 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 Interior Design MFA candidates undertaking the required internship experience.

- There is a comprehensive resource library of career books, articles and web-based materials to help students and alumnae maintain a competitive edge in their respective fields.

**REGISTRAR** The Registrar’s oversees all registration procedures and processing, student academic records, verification of degrees and enrollment, issuing of official transcripts, and grades. Questions concerning grade point averages and official transcripts should be taken to the Registrar. Most forms are available on Moore’s website ([www.moore.edu/registrar](http://www.moore.edu/registrar)). Forms for registration, course withdrawal, independent study, and withdrawal from College must be obtained directly from the Registrar’s Office.
Transcript Request All transcripts issued are official. No unofficial transcripts will be issued by the Registrar's Office. If you are a current student, you may view and print your online academic record through Self-Service (https://www.moorecollege.net/selfservice/Home.aspx).

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

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

Current students and alumni with a Moore Self-Service account may order directly through the online Self-Service portal.

Former students can order transcripts by visiting the Registrar's website and clicking on the "Order Transcripts" link.

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

THE WRITER'S STUDIO The Writer's Studio offers academic assistance and extra-curricular opportunities in writing for all students in a supportive environment. One-on-one sessions with specially trained Writing Assistants and group workshops provide help with class assignments, fellowship proposals, internship-related writing, MA and MFA thesis and any other writing projects.

The Writer's Studio also hosts activities related to creative writing such as student-run literary publications, poetry readings, writing contests, events with professional writers and access to publishing opportunities.

In all its functions, The Writer's Studio provides an encouraging, empowering environment in which students can discuss, learn, explore, create, practice and celebrate writing in all its forms.

For more information, visit our webpage at http://moore.edu/academics/bfa-programs/liberal-arts/writers-studio

Students may schedule an appointment with a Writing Assistant in The Writer's Studio or drop in during the hours of operation:

Fall & Spring
Typical hours of operation are:
Monday-Friday 10am– 5pm (Writing Assistants available 10am-2pm)
Monday, Tuesday, and Thursday 6:30pm - 8:30pm
Sunday 6-8pm

To make an appointment, visit www.moore.mywconline.com

Summer

In the summer, the Writer's Studio is converted into a graduate seminar room. The ESS Writing Coordinator is available by appointment.

ESS and The Writer's Studio are located on the first floor of Stahl Hall.
All graduate students are responsible for knowing and abiding by the academic policies and regulations contained in this section of the Handbook. Each student is also responsible for being aware of College policies and adhering to College rules and regulations as well as those specified by his/her graduate program. When important policies change, these changes will be posted on the Moore website and students will receive a written statement of the new policy either through 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.

**ACADEMIC CALENDAR AND CREDIT STRUCTURE** All graduate programs meet for 36–42 weeks over the academic calendar year which consists of summer, fall and spring consecutive terms. Studio courses meet for 2 hours per credit hour and academic (lecture and seminar) courses meet for 1 hour per credit. During the summer term seminar and lecture courses are scheduled with an equivalent number of hours in class and equivalent expectation of hours of work outside of class as an on-campus 15-week term course is scheduled. During the fall and spring when courses are delivered online, candidates are expected to spend three hours of effort per one semester hour of credit or for a three-credit class, 135 hours of effort.

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 66-credit MFA in Interior Design program is 37.5 months (or 10 terms) in duration with the first term of the program starting with a 6-week summer intensive session consisting of two introductory workshops. The first year of the program follows with two 15-week terms (fall and spring) and a 12-week summer session. Each course culminates with a presentation and/or critique. The second year of the program begins with two 15-week terms followed by a 12-week summer session followed by two 15-week terms.
terms (fall and spring) followed by a 12-week summer session. The third year of the program begins with two 15-week terms (fall and spring). The final term is a 12-week summer term. Some courses are offered as blended or online. Graduate students may take up to 75 months or 19 terms to complete the program.

The full 60-credit MFA in Studio Arts program is 27 months (or 7 terms) in duration with the first year of the program starting with a 6-week summer intensive followed by two 15-week terms (fall and spring). Each course culminates with a presentation and/or critique. The second year of the program starts with a summer 6-week summer intensive that includes a required 4-week international graduate residency followed by two 15-week terms (fall and spring). The final term is the third 6-week summer term. Graduate students may take up to 51 months or 13 terms to complete the program.

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

The College reserves the right to cancel or reschedule any program due to insufficient enrollment or for other reasons beyond the control of the College. 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.

**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.

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.

**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 Director of Graduate Studies and the appropriate Graduate Program Manager. 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. Moore’s Graduate Interior Design and Studio Art programs do not admit non-matriculating students. Please refer to the Non-Matriculating Students section for program specific information for the MA in Art Education program.

**Proficiency Credits MFA in Interior Design Only** Students entering the MFA in Interior Design program may be eligible for up to a total of 18 credits evaluated for advanced standing. Students accepted with proficiency credits may begin their course of study after the normal summer entry term.

Graduates of an accredited institution of equivalent international institution who hold a BArch or MArch degree must submit an official transcript demonstrating a minimum 3.0 GPA and may be required to submit evidence in addition to the minimum portfolio submission requirements to obtain proficiency credit.

Applicants seeking proficiency credit for employment experience are required to submit proof of employment and may be required to submit evidence in addition to the minimum portfolio submission requirements to obtain proficiency credit.

Proficiency credits are evaluated by the Director of Graduate Studies and the Interior Design Graduate Program Manager. Proficiency credits are not accepted after a student matriculates. Coursework from Moore’s BFA, Post-Baccalaureate and Continuing Education programs are not eligible for proficiency credits.

**NON-MATRICULATING STUDENTS** Courses in the Interior Design and Studio Art programs may not be taken on a non-matriculating basis. Individuals who wish to enter the College as a non-matriculating student in the master’s program in Art Education must meet the graduate admissions criteria and submit the following:
• $40.00 application fee

• Proof of a college degree

Applications for non-matriculating students are available through the Admissions Office. Eligible courses are offered in the summer:

• Curriculum Development (AEGR 605), Contemporary Issues (AEGR 600), Legal Perspectives (AEGR 635)

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 the Art Education master’s program if space is available. Please note that the College cannot guarantee placement into a class. All non-matriculating students must adhere to the following requirements:

• Non-matriculating students must receive written approval from the Graduate Program Manager on a registration form prior to registration for each course. Approval may require a writing sample.

• Non-matriculating students may register for the summer term courses on a space available basis beginning June 1 but no later than the end of the drop/add period.

• Non-matriculating students must pay a $200.00 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.

• At the conclusion of 3.0 cumulative credits earned as a non-matriculated student, he/she must apply to the graduate program or forfeit any future credits being applied toward the Art Education master’s program, as there is a maximum of 3.0 transfer credits.

**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. NOTE: Moore reserves the right to cancel classes within the drop/add period due to low enrollment.

**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. It is mandatory that all students log into their online course(s) a minimum of twice a week to receive full credit for attending an online course. For more information on online courses, please see the Computer Services and E-Learning Chapter.

Absences for religious holidays will be excused and are 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 more than one-quarter of the scheduled class time, he/she 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 his/her own policies regarding class conduct, deadlines, due dates and punctuality, which may affect attendance requirements. The faculty must explain his/her policies during the first week of classes. It is the responsibility of the student to keep the faculty informed about reasons for absences. A student who is absent or late for a course is responsible for completing all required work. Students must submit completed assignments when they are due unless specifically excused in advance by the faculty. Failure to adhere to this policy may result in reduced grades or 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 Director of Graduate Studies, 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.

WITHDRAWALS FROM COURSES From the end of the drop/add period and until the end of the seventh week of the term (or halfway through a class during the summer session), students may WITHDRAW from a course with the authorization of the Graduate Program Manager. 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. After the midpoint of the term (or halfway through a class 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 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 Director of Graduate Studies or 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 he/she is taking the class(es) from which he/she is seeking a withdrawal. If a student seeks such a withdrawal in a subsequent term, he/she will need to provide documentation for his/her inability to withdraw when he/she was actually enrolled in the course. The Dean of Students will speak with faculty to 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 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.

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 he/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 he/she is subject to dismissal will have a dismissal recorded on his/her transcript. When a student withdraws from the College, he/she 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 31).

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 Director of Graduate Studies 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 Director of Graduate Studies.

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

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

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>
<tr>
<td>B-</td>
<td>Acceptable</td>
<td>2.67</td>
</tr>
<tr>
<td>C+</td>
<td>Probationary level</td>
<td>2.33</td>
</tr>
<tr>
<td>C</td>
<td>Less than Acceptable</td>
<td>2.0</td>
</tr>
<tr>
<td>D</td>
<td>Poor</td>
<td>1.00</td>
</tr>
<tr>
<td>F</td>
<td>Failing</td>
<td>0.00</td>
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<tr>
<td>W</td>
<td>Withdrawn</td>
<td>0.00</td>
</tr>
<tr>
<td>WF</td>
<td>Withdrawn/Failing</td>
<td>0.00</td>
</tr>
</tbody>
</table>

**Incompletes** A student may request a grade of Incomplete (I) from his/her faculty when he/she is passing but has not met a limited portion of the course requirements because of exceptional circumstances beyond his/her control. The 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 he/she was admitted to the College of probation or because he/she 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 his/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 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 his/her 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 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 and Director of Graduate Studies, in conjunction with the relevant Graduate Program Manager, the faculty member and the Dean of Students, will review any requests for exceptions.

**Grade Changes** Grading is a matter of judgment of the individual faculty member. Criteria for grades are submitted to the 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 his/her incomplete

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

3. A student appeals his/her grade based on his/her 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 he/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 him/her, even if he/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 term following the term in which the grade was assigned. It is the student’s responsibility to contact the faculty or the relevant Graduate Program Manager, if the faculty is unavailable. After this first week deadline, only the Academic Dean and Director of Graduate Studies, in consultation with the faculty and relevant Graduate Program Manager has the authority to approve a grade change.

For number 3 above, a 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 Manager of the course in question and three appropriate faculty members. This committee will hear the appeal and make a decision no later than the end of the 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.

**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 Manager, Director of Graduate Studies and the Associate Dean for Educational Support Services are also notified. Students are encouraged to speak immediately to his/her faculty. Students are also urged to take advantage of the College’s support systems when they receive the notice by seeing their Graduate Program Manager, Writing Coordinator or the Director of Graduate Studies 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 Director of Graduate Studies, the Graduate Program Manager, the Registrar, 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 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 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 his/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. 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 he/she receives a C+ or below in required courses. The Graduate Program Manager will counsel him/her regarding the areas which need strengthening and will notify the graduate student and the Academic Standards Committee in writing that the graduate student has been counseled and placed on departmental probation. Depending upon the nature and extent of the problem, the Graduate Program Manager may require the student to meet with the Director of Graduate Studies and the Academic Standards Committee. In order to help ensure the graduate student’s success in the classroom, the Graduate Program Manager, the Director of Graduate Studies and/or the Academic Standards Committee will make specific recommendations to proceed. For example, a graduate student may be required to repeat courses in which he/she has a grade of C+ or below. Decisions regarding such requirements depend upon the Graduate Program Manager’s assessment in consultation with the Director of Graduate Studies of a graduate student’s ability to proceed in the graduate program.

At the end of the following 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 Manager will notify the student, the Director of Graduate Studies and the Academic Standards Committee in writing. Such students may be required to meet with the Academic Standards Committee. If a graduate student wishes to be readmitted to the graduate program at a later date, he/she must: a) complete a minimum of one 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 his/her employer and/or c) show other significant behavioral evidence that he/she is ready to resume his/her studies in the graduate program. He/she must come before the Academic Standards Committee to be able to register for classes. The Graduate Program Manager will be present at that meeting with full participatory rights. At that meeting, it will be determined at what level the graduate student re-enters the graduate program and which courses he/she must repeat. Students should expect to repeat anything with a C+ or below.

A student who is readmitted will be required to complete the degree requirements of the graduate program and which may be required to submit an updated portfolio. Re-admittance degree requirements may be stipulated by the Director of Graduate Studies.

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

1. He/she fails to achieve a term GPA of 3.0 the following term;

2. He/she was admitted on probation and achieves less than a 3.0 during his/her first term at the College;

3. He/she has a term GPA of less than a 3.0 for three non-consecutive terms for Interior Design and Studio Arts students and two non-consecutive terms for Art Education students;

4. He/she was admitted on probation and achieves a term GPA of less than 3.0 for two non-consecutive terms for Interior Design and Studio Arts students and one term for Art Education students; or

5. His/her cumulative GPA is below a 3.0 for three or more terms for Interior Design and Studio Arts students and two non-consecutive terms for Art Education students. All such graduate students may appeal their dismissal status by meeting with the Academic Standards Committee.

The Committee will make two decisions:

a. whether a graduate student is allowed to continue in his/her studies and

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

If a graduate student is subject to dismissal and is allowed to continue his/her studies, he/she will remain on probation. If he/she then fails to achieve a 3.0 GPA, he/she will be dismissed without the right to appeal. Graduate students that are dismissed, and are re-admitted at a later date, return to the College on probation. They will be subject to dismissal again if they ever have another 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 Program Manager, the Director of Graduate Studies, 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.

**MA in Art Education:** 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 his/her 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 his/her permanent record. If the student fails, he/she will meet with the Program Manager and the Director of Graduate Studies and/or Academic Standards Committee to determine the student's options.

**MFA in Interior Design:** Upon the completion of the third term, students must successfully pass a qualifying review by presenting their design work from all courses taken to date for assessment. Candidates with proficiency credits may be required to submit additional examples of design work.

The qualifying review will be facilitated through IDGR697 Digital Representation I course and will ensure that students are performing to established standards in design skill.
development and are prepared for the increasingly complex projects and coursework requiring advanced critical thinking, analysis and research.

Based on the evaluations of the Qualifying Review Panel, candidates will be given a pass/fail Completion Form and a copy placed in his/her permanent record. If the candidate fails, he/she will meet with the Program Manager and the Director of Graduate Studies and/or Academic Standards Committee to determine the candidate’s options.

**MFA in Studio Art:** Following the required international graduate residency, graduate students must successfully pass a mid-program qualifying review facilitated at the end of the SAGR618 Two-Week Intensive Studio Seminar course. Candidates present a body of work and demonstrate conceptual and intellectual growth, research, and oral and written skill development. Based on the evaluations of The Qualifying Review Panel, the graduate students will be given a pass/fail Completion Form and a copy put in his/her permanent record. If the student fails, he/she will meet with the Program Manager and Graduate Director and/or Academic Standards to determine the student’s options.

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

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

**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 his/her permanent record.
- Participation in the Thesis Exhibition and Exhibition Catalog are also required for graduation.
- A hard copy and digital record of the complete Thesis must be submitted to, and formally accepted by, the Program Manager 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 make 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 program final reviews consist of the Oral Presentation of the thesis during the final summer term.
- 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 his/her 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 Manager 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 Director of Graduate Studies in collaboration with the Director/Chief Curator of The Galleries. Candidates will be required to meet with the Director of Graduate Studies 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.

**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 6 credits in elective coursework.

**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.

**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 27 months for a total of 58.5 credits.

All courses are sequential and required.

**B. MFA in Interior Design Requirements:**

**Full-time** Candidates must complete 31 courses in 10 terms over 37.5 months for a total of 66 credits.

**Part-time** Candidates must complete 31 courses in 19 terms over 75 months for a total of 66 credits.

All courses are sequential and required.

**C. MFA in Studio Requirements:**

**Full-time** Candidates must complete 17 courses in 7 terms over 27 months or 13 terms over 51 months for a total of 60 credits.

**Part-time** Candidates must complete 17 courses 13 terms over 51 months for a total of 60 credits.

All courses are sequential and required.
Graduation Process  All eligible candidates for graduation will be contacted by the Registrar’s Office in 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 Manager within his/her program, the Director 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. International Residency in Ireland All graduate students in the MFA Studio Arts program are required to complete a 6 credit International Residency and a 3 credit Art History course in Burren, Ireland for four weeks during the 2nd summer term of their program. Fees associated with this international residency and travel dates will be provided during the spring II term and are assessed independently from tuition. The cost of airfare is not included with the fees for the international graduate residency. The College has no oversight over the personnel at Burren College. Therefore, Moore is not responsible for any harm to graduate students or their property resulting directly or indirectly from an injury that occurs during the off-campus program.

C. Graduate Teacher Assistantship Interested candidates are required to meet with the Graduate Program Manager 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 Teaching Preparation 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.

D. Internship An essential element of the Master’s in Interior Design program, the internship provides the candidate with their first exposure to the profession in which to gain experience as an integral member of a professional design team. The internship is faculty approved. At least three meetings with the supervising faculty advisor are required.

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

If a faculty or staff member sponsoring a regional or international trip, program or class determines, during the trip, program or class, that, to the best of his/her judgment, a student is in violation of the College’s Student Code of Conduct and/or that he/she 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 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 following administrators:

For a Crisis Involving Students
For Graduate students - notify the Dean of Students, Ruth Robbins, and the Director of Graduate Studies, Mechele Manno.

For a Crisis Involving Faculty
Notify the Academic Dean, Dona Lantz, for faculty.

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

For a Crisis Involving College Property
Notify the Director of Operations and Facilities, Ken Ferretti or the Vice President of Finance and Administration, William L. Hill, II.

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

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

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

**For Other Emergencies**
The College also has a detailed policy on responding to emergencies from fire to demonstrations to city-wide emergencies. In the event that such emergencies occur, administrators will direct the response of the members of the College community. Students, faculty and staff may be asked to congregate in common areas within College buildings and/or they may be asked to evacuate the buildings. Further information about these policies may be found in the Vice President of Finance and Administration’s office.

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

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

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

The College has a Disability Committee that includes the Dean of Students and the Associate Dean for Educational Support, supported when necessary by consultations with the Director of Health Services, the Director of Counseling Services, the Director of Residence Life, the Writing Coordinator and the Academic Advisor. This Committee is in charge of administering disability services. Students who request services and/or accommodations should speak with the Dean of Students or the Associate Dean, 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 or learning difference 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 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 term in which accommodations are requested or as soon thereafter as the student becomes aware that he/she has a disability. It is the student’s responsibility to pay for necessary evaluations to verify his/her disability. It is also the student’s responsibility to request accommodations at the beginning of each term in which he/she desires them. The College may request updated documentation of a disability at least annually.

Once the documentation has been received, the student should make an appointment to meet with either the Dean of Students or the Associate Dean for Educational Support. Either Dean will provide the student with a memo for his/her faculty and for the program manager, documenting the need for accommodations. If need be, the program manager 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.

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

The documentation of a 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 his/her disability in a signed release.

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

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

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

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

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

A student wishing to review his/her files must make a written statement to the Registrar listing the items of interest. Files covered by the Act will be made available within 45 days of the request. 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 his/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 his/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 his/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 he/she, together with his/her family or medical professionals advising him/her, make the determination that such a leave is necessary. If that student then wishes to return to the College, his/her return may be conditional, depending on the nature of the problem that led to his/her decision to take a leave. If the student takes a leave because he/she is suffering from a physical disorder that impairs his/her ability to successfully complete his/her studies, the College may require that an outside medical professional provide a written statement that it is his/her belief that the student’s condition has improved to the point that the student is capable of successfully completing his/her studies. If a student takes a voluntary medical leave because of psychological or emotional problems or a mental disorder and, as a result, a) has engaged in behavior that poses a danger of causing physical harm to self or others, or b) has engaged in behavior which would cause significant property damage or directly and substantially impede the lawful activities of others, or c) appears to be unable to withstand the pressure of college study, then the conditions for reinstatement listed below under involuntary medical leave of absence may be in effect. It is in the College’s sole discretion to determine whether the return of students taking a voluntary leave will be subject to these conditions.

**Involuntary Medical Leave** A student may be subject to an involuntary medical leave of absence from the College or from College housing if it is determined by reasonable evidence that the student has psychological or emotional problems or a mental disorder and, as a result, a) has engaged in behavior that poses a danger of causing physical harm to self or others, or b) has engaged in behavior which would cause significant property damage or directly and substantially impede the lawful activities of others, or c) appears to be unable to withstand the pressure of college study.

In making determinations as to whether a student meets the criteria set forth above, the Dean of Students shall consult with the Director of Counseling Services. If the Dean reasonably believes that a student meets the criteria, he/she may require that student to be evaluated by an outside psychological professional chosen by the College. The Dean may also immediately impose a medical leave on a student pending evaluation, should it be determined that a student may be suffering from psychological or emotional problems or a mental disorder or is unable to withstand the pressure of college study. In such cases the Dean of Students, in conjunction with an outside psychological professional, the Director of Counseling Services and the College President (or delegate), will make a determination as to how to best ensure the safety and well-being of the student and other members of the College community.

A student subject to an involuntary medical leave of absence shall be accorded an informal hearing before the Dean of Students and the Director of Counseling Services. The student will be informed in advance of the hearing and may choose to bring an advisor, including a family member or an outside psychological professional, to the hearing. If the student is involved in violations of College policy as well, the Dean of Students may determine that the case will not go before the College or Student Judiciary or the Administrative Disciplinary Committee because psychological considerations, and not disciplinary considerations, are primary. The Dean of Students will keep a record of the informal hearing for an involuntary medical leave. The Dean, in consultation with the Director of Counseling Services, will make a final decision regarding an involuntary medical leave within five business days of the hearing. This decision will be in the College’s sole discretion.

The Dean will send a letter to the student containing the decision regarding the involuntary medical leave. The student will also be advised in the letter as to when a
petition for reinstatement would be considered. If the College is willing to consider a petition for reinstatement, a final decision on reinstatement will be made by the Dean of Students, in consultation with the Director of Counseling Services, and shall be in the College's sole discretion.

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

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

Further details on this policy may be found in the office of the Dean of Students.

Reasonable deviations from these procedures will not invalidate a decision or proceeding unless significant prejudice to a student may result.

**STUDENT ARTWORK POLICIES**

- **Installations** Students who want to install a class project in the College buildings or adjacent areas must fill out the appropriate form, Proposal for Art Installations, with the Director of Operations and Facilities. Contact Ken Ferretti (kferretti@moore.edu) to request the form. Students must get the approval first of their faculty and then the Graduate Program Manager in the process of filling out the form. The form must be submitted at least 3 weeks prior to installation in the fall and spring, and 5 days prior to installation in the 6-week summer term. Students will be required to write a proposal that outlines the space needed, materials that will be used, date and time of installation, date and time of critique and plans for removal of the installation. 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.

- **Other Formats for Exhibiting Artwork** The Philadelphia Wall, adjacent to The Art Shop, and the Diamond Window Galleries in Wilson Hall feature recent class projects and site-specific installations by Moore students from all majors. Proposals to exhibit in these spaces should be directed to department chairs, who submit them for consideration to the Director of the Galleries. Requests to display artwork outside of the context of a department, a class or an exhibition scheduled by The Galleries, College staff or faculty must be submitted to the College's Gallery Committee, chaired by the Director of The Galleries at Moore. For details on how to schedule the Student-Run Gallery on the fourth floor connector between Wilson and Sarah Peter Halls, 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, 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 graduate students are expected to comply with the notice for clearing studios that is distributed by the Director of Graduate Studies. All work not removed by that date will be discarded.

**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 Manager, the Director of Graduate Studies, 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.

**STUDENT HEALTH POLICIES** All students taking 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 term. 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** Graduate students in need of medical insurance should contact the Business Office. When opting for insurance, a student must wait for the open enrollment period, and the annual charge will be added to their student bill.
Student Services
The Student Services Office is under the direction of the Dean of Students. It includes student health, personal counseling, residence life and housing, leadership programs and co-curricular programming.

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

City as Campus programming and Culture in the Classroom are signature Student Services programs. This office also takes student IDs and is the liaison for the parking discount program 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 headed by the Dean of Students and the Associate Dean for Educational Support. Students that seek accommodations for a disability should speak with the Dean of Students, who will explain the College’s procedures for documenting disabilities and making reasonable accommodations and will help the student take the necessary steps. See Disability Policy 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 on the board outside of the dining services office. After hours, snack food is available from vending machines in the Dining Hall.

Commuting students, faculty, staff and guests may purchase food à la carte. A debit plan may also be purchased to go on the Moore ID card. Participants then have an amount of money on their card, and purchased food costs will be deducted from this amount. Interested people should see the Business Office.

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.

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 (fall and spring only)
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), he/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.

IDENTIFICATION College ID cards are distributed by Student Services. New students may receive their ID’s at orientation. Lost or stolen ID’s can be replaced for a fee of $15. ID’s are required for access to all College facilities and must be carried and displayed at all times. They are also needed for discount prices at museums, theaters and other local cultural institutions.

LOCKERS Lockers are administered by Student Services. Students should find a locker, preferably on the floor where most of their classes are held, and furnish a combination lock for the locker. Once a student has chosen a locker, he/she must fill out a Locker Registration Form. The form can be filled out in the Student Services Office. The locker registration lists in Student Services will be updated twice a semester - first, at drop/add and, second, at mid-semester. If it is found that a student is using a locker without having registered with Student Services, he/she takes the risk of having the lock removed and the contents of the locker emptied and discarded. The College does not assume responsibility for personal property left on the premises. Students must remove locker contents after Commencement of each academic year. All students will be reminded that they are to clean out their lockers; all belongings left in lockers after this time will be discarded.

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

PARKING While there are no parking facilities at the College for students, the College does have an agreement with three area garages. Realen Properties has extended an invitation for Moore students to park in the Edgewater Garage at 23rd and Race Streets. The rate for this garage will be $7 per day for those who pre-pay for the tickets, and students will need to buy 10 tickets at a time, totaling $70. Tickets must be purchased from a customer service representative at the garage.

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

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

The College serves as the liaison between the garages and the students. The College is not responsible for students' vehicles or items left in the vehicles. The arrangement the College has with these garages is a benefit to all members of the Moore community; if a student abuses the policies set up by the College and the garages and, therefore, jeopardizes these arrangements, he/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 Emily Johnson in the Student Services Office on the first floor of Stahl Hall, or call 215.965.4097.)

There are other lots near the College, including open-air parking lots at 22nd and Cherry Streets and at 23rd and Race Streets. In addition, there are numerous parking meters and payment kiosks within walking distance of the College. Police regulations concerning on-street parking are strictly enforced, and cars may be towed at the owner’s expense. All rate and location information is subject to change.

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

**RESIDENCE LIFE & HOUSING** This department is part of the Student Services Office and is overseen by the Director of Residence Life and Housing. 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.

Moore offers limited summer housing to graduate students taking classes at Moore during the 6 week summer term. The minimum length of stay is for the full 6 weeks. Interested graduate students should contact the Director of Residence Life at least 2 weeks before the term officially begins to confirm availability. It is the expectation that all residents abide by the regulations and procedures. Violations of these regulations and procedures may subject the student to fines and/or disciplinary action.

**STUDENT LOUNGES** Fox Commons in Wilson Hall, which is a common area open to students, faculty and staff. This lounge is for gatherings, meetings and receptions. Sleeping is not permitted in this lounge 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 behind themselves.

**SWEAT FITNESS** The College contracts with Sweat Fitness to provide free access to Moore students only at the 1425 Arch Street location. This facility offers complete body workouts, group exercise classes (such as yoga, cycling, kickboxing), cardio equipment, free weights, circuit equipment, a pool, etc. To gain access, students need to be currently enrolled and have a valid Moore ID. To use the gym, go to the Sweat Fitness location at 1425 Arch Street and state you are a Moore student who would like to use the gym. As long as you are currently enrolled, the gym will have you sign a waiver and, after they have your waiver, they will issue you a membership card. The Moore contact for Sweat Fitness is the Director of Residence Life.

**TELEPHONE MESSAGES** The College cannot take messages for students. In case of emergency, contact should be made with Student Services, the Director of Graduate Studies, or the Graduate Program Managers, and an attempt will be made to reach the student.
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, he/she does not become immune to society’s obligations and laws or to the responsibilities of daily living in a broader society. In general, the behavioral norms expected of a Moore student are those of common decency and decorum, recognition of and non-infringement upon the rights and property of others and of the College, honesty in academic work and all other activities, and observance of local, state and federal laws. Upon entering the College, a Moore student takes upon herself certain responsibilities and obligations, including satisfactory academic performance and social behavior consistent with the lawful purposes of the College. Student conduct, therefore, is not considered in isolation within the College community but as an integral part of the educational process. In keeping with this general policy, misconduct includes, but is not limited to, the following:

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

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

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

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

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

6. Destroying, vandalizing, unauthorized use, abuse, theft of property, or the intent to destroy property belonging to faculty, staff or other students, or to the College, or any guests or neighbors. This includes mischievous, inappropriate use of property.
7. Trespassing upon or forcefully entering premises without authorization, such as entering faculty and staff offices or balconies and roofs with restricted access.

8. The theft of computers, computer programs or other information from College computers.

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

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

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

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

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

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

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

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

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

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

The College concerns itself primarily with misconduct that occurs on College grounds or at college-sponsored events. However, the College may become aware of misconduct occurring off-campus that is detrimental to the College’s interests or to other students or dangerous to the student him/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 will determine whether the College should pursue disciplinary action against the students allegedly involved in such behavior.

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

Listed below are some more extensive policies related to student conduct and students’ rights and responsibilities as members of the Moore community.

**ACADEMIC INTEGRITY** Academic dishonesty, including the theft, destruction or defacement of the work of others and plagiarism, in daily work, studio projects, papers or examinations, is a violation of academic integrity. Examples of academic dishonesty include, but are not limited to: cheating, buying tests, taking a test for someone else and copying from another student’s test paper. Plagiarism is the act of using someone else’s work, words, or ideas and representing them as one’s own. Whenever a student takes an idea from a publication or the Internet or uses the exact words of another writer, the source must be specified and quotation marks appropriately used.

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

In all cases of academic dishonesty within the context of a class, faculty will notify a graduate student in writing that plagiarism is suspected. Subsequently, the faculty, the
Director of Graduate Studies, the Graduate Program Manager, and the student will meet together to discuss the alleged plagiarism and, if need be, to fill out an Academic Dishonesty Report, which will be sent to the Dean of Students. If the student admits to academic dishonesty and signs the Report accepting the faculty’s sanction, in most instances the student will not go before the College Judiciary Committee. If a student does not follow through on sanctions agreed upon in the Academic Dishonesty Report, the student will be required to meet with either the committee 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, the Graduate Program Manager, and the Director of Graduate Studies 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.

Please refer to the E-Learning Chapter regarding Academic Integrity in online courses.

**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, he/she should expect to be suspended or dismissed from the College; this includes the possession of illicit drugs or alcohol in such quantities as to create a presumption of possession with the intent to resell on or off campus. 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 his/her behavior constitutes a violation of state or federal law. Should he/she be convicted of any offense under federal or state law involving the possession or sale of a controlled substance, he/she will lose his/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 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 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.portal.state.pa.us/portal/server.pt/community/alcohol___the_law/17511 specifically forbid:

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, and even jail sentencing up to one to two years for first offenders. The College expects every student to be aware of these laws and of his/her responsibility for compliance with them. He/she should be aware that these are criminal statutes and ordinances. 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. Use of drugs frequently leads 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.

**SEXUAL ASSAULT**

**A. Definition of Sexual Assault**

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

**B. Avoiding Sexual Assault**

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

1. Attend the College’s self-defense workshop normally given during Orientation and/or any subsequent educational programs on personal safety offered through Student Services.

2. Follow the security procedures outlined in the Student Handbook under The Student’s Role in Maintaining a Secure Campus.

3. Take proactive steps to lessen the likelihood of sexual assault, including such things as going to parties with friends who agree to watch out for each other, carefully monitoring any beverages consumed, not leaving a party with any new acquaintances and not mixing sex and alcohol.

**C. Support Available To Survivors of Sexual Assault**

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

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.

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 make decisions.

4. The physicians at PennCare at Rittenhouse can also provide the student with medical care.

5. The Emergency Room of the Thomas Jefferson University Hospital (10th and Walnut Streets) provides medical care. Since Jefferson Hospital is funded by the City, the first visit for sexual assault is free. However, Jefferson Hospital is required to involve the police. The student would have to be interviewed at the hospital by police officers. WOAR (Women Organized Against Rape) volunteer counselors are usually available to offer support during the interview. Staff in Student Services, including the 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, 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. See below under Handling Sexual Assault in Off-site College Programs for details about procedures for the student to follow if a sexual assault occurs in an off-site, college sponsored program.

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

1. The student will be informed of his/her option to contact local authorities to pursue legal or civil actions.

2. Should the student elect to file an incident report with the Dean of Students, depending on the nature of that report and the student’s wishes, the Dean may pursue it as a violation of the College’s Student Code of Conduct and/or the College’s Sexual Harassment Policy. If it is determined that a judicial hearing will take place, the Dean will follow the procedures outlined under Judicial System and Redress for Students in the Student Handbook — with the exception that the alleged violator and the student filing the report—the survivor—will both be informed of the resolution of any judicial hearing.

3. All incident reports of sexual assault filed with the College will be investigated. If the student filing—the survivor—requests confidentiality, information about the incident will be given only to College personnel who need access in order to conduct an inquiry and to the College’s President.

4. Once an incident report has been filed, the College will include information that does not identify the survivor in the crime statistics that the College files yearly in accordance with the Jeanne Clery Act (also known as the Campus Security Act).

5. The College will make changes in the student survivor’s living and/or academic situation following a sexual assault, if the survivor requests these changes and if they are reasonably available.

E. Third Party Response to Sexual Assault
The College encourages students who, as third parties, have become aware of a serious allegation of sexual assault to report it to the Director of Counseling Services, the Director of Health Services, the Dean of Students or, if the alleged assault occurred during an off-site college-sponsored program or college-related trip, to the faculty/staff member in charge. The College recognizes that there is ambiguity in urging students as third parties to
report allegations of sexual assault while at the same time supporting the survivor’s right to confidentiality. Staff members or faculty will keep this ambiguity in mind when receiving a report about an alleged sexual assault, as they take relevant steps in response to the report, including offering support to the survivor.

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

F. Handling Sexual Assault in Off-Site Programs

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

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

Sexual harassment is defined as an attempt to coerce an unwilling person into a sexual relationship, to subject a person to unwanted sexual attention, or to create a sexually intimidating or offensive working, social or educational environment.

Examples of sexual harassment between students or between a student and an employer, a faculty member, a staff member or an administrator include, but are not limited to, a) physical assault or direct propositions of a sexual nature; b) conduct (not legitimately related to the subject matter of a course) intended to discomfort or humiliate, or both, that includes comments of a sexual nature or sexually explicit statements, questions, jokes or anecdotes; or c) conduct that would 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 his/her responsibilities at the College has any power over students shall have an amorous relationship (consensual or otherwise) with a student; no faculty member shall have an amorous relationship (consensual or otherwise) with a student who is enrolled in a course being taught by the faculty member or whose work is being supervised or evaluated by that faculty member; no staff member shall have an amorous relationship (consensual or otherwise) with a student whose work is being supervised or evaluated by the staff member; no Residence Life Staff member shall have an amorous relationship (consensual or otherwise) with a student living in the residence hall in which the staff member has a supervisory role. Consensual amorous relationships occurring outside the administrative, instructional or work-related context are strongly discouraged and may result in disciplinary action; they may appear to be exploitative to others and may raise serious conflicts of interest. Such relationships are particularly problematic for faculty members who may be involved in supervising students or evaluating their work outside the context of a classroom situation. Therefore, any faculty member involved in such a relationship must withdraw from every professional decision or activity that might penalize or reward the student in question.

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

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

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

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

The College is smoke-free. This means that there is no smoking in almost all spaces at the College. Therefore, there is no smoking in the Dining Hall, the residence halls, the hallways, classrooms, student’s individual studios, elevators, auditoriums, balconies, administrative and faculty offices, the patio outside or within 20 feet of the entrance to Wilson Hall. Smoking
is only permitted in the rear courtyard behind the Dining Hall and in the smoking courtyard outside of Sartain Hall.

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

**STUDIO MAINTENANCE AND SAFETY**

**A. Studio Maintenance**

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

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

**B. Studio Safety**

Students are also expected to conduct themselves in a responsible and safe manner in the studios/classes and when using studio equipment, materials and facilities. They must be alert to safety concerns for themselves and for the protection of other students and College property. Students are given instructions by the faculty and studio technicians regarding the safe use of equipment, tools and chemicals. They are expected to follow these instructions and to handle the materials/equipment with appropriate care and caution.

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

If students have concerns about unsafe practices in studio areas, they should speak with the faculty member teaching the class, the Graduate Program Manager, or the technician in charge of that area. If necessary, they can address concerns to the College’s Health and Safety Committee, chaired by the Academic Dean and the Vice President for Finance and Administration.
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.

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

Step One: A student with a grievance (the grievant) against another student, a staff member or a faculty member should speak directly to that person, be it another student, a staff member or a faculty member. Should the student need support before speaking with that person, the student 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 the student 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, the student may pursue the grievance as follows:

• The student may return to the Director of Residence Life and Housing and ask for direct intervention with the student against whom the grievance is lodged;

• The student may speak to the staff member’s immediate supervisor and ask for his/her support and intervention, if the grievance involves a staff person;
• The student may speak to the faculty member’s Program Manager and ask for his/her support and intervention, if the grievance involves a faculty member;
• The student may speak with the Director of Graduate Studies or Academic Dean and ask for support and intervention, if the grievance involves a department chair or program manager.

Step Three: If the grievance is still not resolved to the grievant’s satisfaction, the student may take the 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 or program manager.

If the grievance is against a student and the Director of Residence Life has been consulted, the Director 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 the student 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 administrator involved at Step Three will then pursue the grievance through the 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, program manager, Director of Graduate Studies 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 his/her designated contact person for filing the grievance has a conflict of interest and cannot handle the grievance fairly, the student may take the 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. If a student has a concern and does not know whom to speak with, the student can ask the Graduate Program Manager, the Director of Graduate Studies, the Academic Dean, or the Dean of Students.
JUDICIAL SYSTEM

Procedures Most judiciary procedures arise out of a written report submitted to the Student Services Office by a student, faculty or staff member who has witnessed or has knowledge about an alleged policy violation. That report should be written dated and signed and preferably should be submitted within 10 days of the alleged violation. Occasionally, a report of a policy violation will come from another source, such as a hearing for one student, which brings to light code of conduct violations by another student. As soon as possible after receiving a report of a policy violation, the Dean of Students will assess whether there is sufficient evidence to warrant a hearing. At that time, the Dean of Students will determine what type of hearing will take place—an informal hearing or a hearing before one of the three committees. At least 3 days prior to a hearing, the Dean of Students or the Director of Residence Life will make a written statement to the alleged violator as to the specific charges and date of the hearing. The alleged violator will be informed of his/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 his/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.

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 him/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.

• Formal Student Judiciary Committee hearings: This Committee hears cases of student misconduct. Misconduct includes, but is not limited to, infractions of College policies stated in this and other sections of the Handbook—especially those in the Student Code of Conduct; it does not include those pertaining to academic dishonesty (see College Judiciary Committee). The Student Judiciary Committee is composed of approximately ten students recommended by Student Services staff, Student Government and the Residence Life Staff and approved by the Dean of Students. Four to six students serve on the panel for each hearing. The Committee is chaired by the Assistant Dean of Students.

• Formal College Judiciary Committee hearings: This Committee hears cases of academic dishonesty and infractions of the Student Code of Conduct that have an academic component, including unsafe studio practices and removal or defacement of academic materials from the College or the Library. The College Judiciary Committee is composed of two to four students from the Student Judiciary Committee and one to two faculty members designated by the Academic Dean. It is chaired by the Assistant Dean of Students.

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

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

**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 his/her behalf.
5. Pertinent records, exhibits and written statements may be accepted as evidence for consideration by the Committee, at the discretion of the Assistant Dean of Students or the Dean of Students.
6. The student will have the right to hear and question all participants in the hearing.
7. The members of the Committee will also question participants.

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

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

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

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

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

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

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

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

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

- **Community Service or Educational Projects**—Such service or projects are designed to rehabilitate or educate the student, particularly by providing a greater understanding of the 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; he/she may also be fined if he/she fails to perform community service that has been required of him/her as a sanction.

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

- **Rehabilitation**—A student may be referred to an appropriate organization, counselor or doctor for a rehabilitation program in cases of drug and alcohol abuse. A student may either be required to complete a rehabilitation program as a condition for continued enrollment, or he/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, he/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.
Computer Services & E-Learning
Computer Resources and Policies

**MOORE EMAIL** All new students are issued a College email address prior to or during Orientation. The College uses MOORE 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 his/her account by going to www.moore.edu. In most cases, his/her email address is his/her first initial followed by his/her last name — i.e., jsmith@moore.edu. The password will be his/her student ID number located on the back of his/her photo ID. Students are encouraged to change their passwords. For questions about email or problems with log-in procedures, students should contact Shaun Flanly in Computer Services, located in the basement of Wilson Hall, at ext. 4004 or via email at sflanly@moore.edu.

**USING STUDENT@MOORE.EDU** As part of the email system, there is a college-wide student email address, student@moore.edu. This college-wide email address is to be used in a manner consistent with the educational mission of the College. Access to the Internet and email will be provided for College purposes only. All other uses are prohibited. College offices may use student@moore.edu to send students community-wide emails that are official College business. Student organizations (Student Government, Student Residence Life Staff, Student Orientation Staff, More Magazine, the Student-Run Gallery, the editors of the yearbook, etc.) may use student@moore.edu for communications related to the mission of their organizations. Individuals must submit a message to the Assistant to the Dean of Students, and it will be screened prior to distribution. In screening college-wide student email, the following guidelines will be used:

- The message must show respect for the rights of others to privacy and confidentiality.
- No chain mail or email that propagates viruses or overload the system with excessive data will be accepted for distribution.
- The message must comply with the College’s policies and applicable laws concerning safety, libel, slander, defamation and obscenity, particularly those in the Student Code of Conduct and the Sexual Harassment Policy found in the Student Handbook.
- Email may not be used for any acts of academic dishonesty as defined in the Student Handbook.
- No email will be accepted for private business, commercial or political activities, 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 he/she has to remove any files as well as P2P file sharing programs from his/her computer. If the student fails to comply with this file-sharing policy, he/she could also be subject to disciplinary action under the College’s judiciary system. Students found to have violated this policy could lose their network privileges as well as be subject to other disciplinary sanctions (see pg 22 for additional information about the College’s judicial systems).

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

MOODLE  Moodle is an acronym for Modular Object-Oriented Dynamic Learning Environment. It is a course management system designed to be an effective and easy-to-use classroom management tool and learning environment.
• Moodle interfaces with all of student records data on Powercampus (the College’s student information system). It is used for classroom related learning activities, assignments, and interactions between students and faculty.
• Faculty use Moodle for online courses, uploading syllabi and assignments, linking to resources for learning, and posting grades and tracking attendance.
• Moodle has communication and project development capabilities such as class announcements, chats, blogs, wikis, workshops and forums.

Students should be sure to understand how each of their instructors is using Moodle. Students can access Moodle through the College’s website under “Resources for Current Students”. Click on the Moodle login and then enter the Moore email password to log in. Students having difficulty using Moodle should contact Computer Services, located in the basement of Wilson Hall, at extension 4004.

LAPTOP / WIRELESS PROGRAM  Every newly matriculated student is required to purchase a laptop computer. The College has installed wireless Internet access throughout
the entire campus. Students’ laptops will provide them with access anywhere anytime to College email, online Connelly Library resources and the Internet, Self-Service, and Moodle.

To help reduce the costs of this initiative to students and families, the College has negotiated special pricing with Apple Computer, Inc. In addition, the Financial Aid Office has included reasonable expenses for a computer and software in the estimated costs of attendance for students receiving financial aid. For further details on this program, go to the College’s website, click on Current Students and log into Moodle. Under Moodle, go to Campus Resources and then to Computer Services. Then click on Computer Purchase Program under Moore College of Art & Design Laptop/Wireless Campus Initiative for details specifying minimum computer requirements and links to discounts.

PRINT CENTER Moore provides each student $30 in print credits each term. 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.
E-Learning Policies and Resources

ONLINE ATTENDANCE Weekly attendance (logging in) is recorded each time a student logs into their online course in Moodle. It is mandatory that all students log into their online course(s) a minimum of twice a week. Students are strongly encouraged to log in as often as necessary to be successful and understand the subject thoroughly.

The academic week for online courses is Monday at 12:00 am EST through Sunday 11:59 pm 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 The College's 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

PLEASE NOTE:

- Participation must be in the Moodle platform.
- The online course weeks run from Monday at 12:00 am EST to Sunday at 11:59 pm EST.
• 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 and participation requirements. The syllabus for each course will outline these requirements to inform students what is considered meaningful participation. Each faculty may have his/her 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 you are given access to your online course, you are expected to keep your username and password confidential and to never allow anyone else to log-in to your account. Sharing access or passwords is considered a breach of academic integrity and may result in your removal from your class. When you log-in, do so with the understanding and agreement to produce your own work, to complete course activities yourself, 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 your course work or to take your quiz, test, and exams is considered cheating and could subject you to receiving an "F" for the course. In addition, this type of dishonesty can result in formal disciplinary action being taken against you by the college. Please take time to review the Student Code of Conduct in the Student Handbook. If you have questions about your work in an online course, be sure to ask your instructor.

**COMPUTER REQUIREMENTS** Below is a list of hardware and software requirements for home computers. You will need up-to-date hardware and software in order to be successful in the online learning environment. Please keep in mind that you are welcomed to use the computer labs available on campus for online courses.

Note: Depending on the use of streaming media, interactive multimedia, or other content in the individual courses, you might need additional hardware/software or browser plug-ins, such as, Quicktime, Adobe Reader, Adobe Flash Player and Java.

<table>
<thead>
<tr>
<th>Hardware:</th>
<th>Apple</th>
<th>Window PC</th>
</tr>
</thead>
<tbody>
<tr>
<td>Processor:</td>
<td>2.2 GHz Core 2 Duo</td>
<td>Intel Core 2 DUO 2.0 GHz</td>
</tr>
<tr>
<td>Hard Disk:</td>
<td>4 GB or higher</td>
<td>4 GB or higher</td>
</tr>
<tr>
<td>8 GB Recommended</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Misc:</td>
<td>Webcam</td>
<td>Webcam</td>
</tr>
<tr>
<td>Network:</td>
<td>Bandwidth:</td>
<td>Airport or Extreme</td>
</tr>
<tr>
<td>Operating System:</td>
<td></td>
<td>Maverick</td>
</tr>
<tr>
<td>Accessories:</td>
<td>Headset with Noise-canceling microphone</td>
<td>USB compatible</td>
</tr>
<tr>
<td></td>
<td>Portable External Hard Drive,</td>
<td>Portable External Hard Drive,</td>
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</tbody>
</table>

**SOFTWARE REQUIREMENTS** Moodle is configured to work in most browsers. We recommend using either Firefox, Safari (Mac users), or Google Chrome primarily. We recommend avoiding Internet Explorer, as many activities in Moodle do not work correctly while using Internet Explorer.
Students are required to purchase Microsoft Office Standard Edition, and are encouraged to purchase Adobe Creative Cloud. All students choosing to purchase a Windows laptop will also be required to purchase Symantec Antivirus for Windows.

Moore College is a member of the Association of Independent Colleges and Universities of Pennsylvania (AICUP) who has partnered with JourneyEd to offer both software packages at a tremendous discount. This is a SIGNIFICANT DISCOUNT on retail pricing that is not available elsewhere.

We also have discounts for Macintosh systems only at the University of Pennsylvania’s campus, Penn Computer Connection, located at 3610 Sansom St, Philadelphia, PA, (215-898-3282).

Instructions for Moodle Log-in and purchasing discounted hardware and software online:
1. Go to www.moore.edu
2. Click on “Resources for” in the upper right corner
3. Click on “Current Students”
4. Click on “Moodle Login”.
5. Enter your login ID and password in the login panel and click “login”.
6. Once logged in, you can navigate to “Campus Community” and select the “Computer Services” community.
7. Open the “Computer Purchase Program” document and follow the links to preferred pricing from Apple, Lenovo and JourneyEd.

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.

These guidelines below will help you reduce online miscommunications in this 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, disagreement 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!
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 the fall and spring terms. Graduate summer sessions hours are 8 am - 2 am daily (Sunday – Saturday). The building hours during scheduled breaks in the fall and spring terms, 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 also from the end of first term until after New Year’s Day. A two-week 24-hour access period will be designated at the end of each term before final critiques. Dates for this two-week period will be emailed following mid-term. 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. Procedures for use are set by the department chair or graduate program manager and will be explained by faculty.

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 signed by an administrator must be submitted for all work. For service in studios or classrooms, contact the Graduate Program Manager or faculty member using those facilities, or the Director of Operations and Facilities. In the residence halls, contact the Resident Assistant or Resident Director first. If neither of these is available, contact the Director of Residence Life and Housing. (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 Students’ Role in Maintaining Campus Security Crime prevention and a secure campus are responsibilities of everyone. It is essential, therefore, that students comply with the following guidelines:

1. IF AT ALL POSSIBLE, DO NOT WALK ALONE AFTER DARK. If you must walk after dark, use good judgment. Do not walk in areas that are unfamiliar. If at all possible, make plans to walk with another person.
2. Report all incidents of burglary, assault or trespass crimes to Student Services, to the security personnel at the front desk, and/or to your Resident Director, Resident Assistant, and the Director of Operations.
3. Security will notify the Philadelphia Police Department immediately of emergency situations of assault, burglary or trespass by dialing 911.
4. Immediately report any unauthorized person you encounter to any of the persons mentioned above.
5. To contact College or security personnel, call the front desk by using the College’s main telephone number 215.965.4000 and press “O” for Operator to by-pass the College’s voicemail message. To contact security personnel at Sartain Hall’s desk, call ext.4104 if you are on-campus, or you may dial directly at 215.965.4104.
6. Do not prop open fire doors. Lock all doors and windows which should be locked.
7. A security officer is available to be a walking escort for students between the College buildings and in the immediate, one block vicinity of the College. If you need to go further than one block, then please use the shuttle when it is operating. To arrange for the walking escort service, ask the security officer at the front desk.

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 term 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 along 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 or email.

Safety & Security 73
PERSONAL PROPERTY  The College assumes no responsibility for loss of or damage to personal property. Students should contact an insurance agent concerning possible protection against such loss or for coverage under a family homeowner’s policy. The College recommends that all students not living with a parent or guardian carry renters’ insurance. If a student wants further information on such insurance, brochures for appropriate coverage may be found in Student Services.

STUDIO MAINTENANCE AND SAFETY

A. Studio Maintenance
Students are responsible for proper use of equipment, materials and the facilities in their individual summer studios, the graduate interior design studio, room 409 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 before Commencement and to leave them in a condition comparable to the condition they received them in. Anything left in the studios beyond the Wednesday before Commencement will be discarded. Students will be charged for any damage and for excessive cleaning if they do not return their studios to the College in an acceptable condition.

B. Studio Safety
Students are also expected to conduct themselves in a responsible and safe manner in the studios/classes and when using studio equipment, materials and facilities. They must be alert to safety concerns for themselves and for the protection of other students and College property. Students are given instructions by the faculty and studio technicians regarding the safe use of equipment, tools and chemicals. They are expected to follow these instructions and to handle the materials/equipment with appropriate care and caution.

Studios will be subject to periodic inspections. Students who disregard safety precautions are subject to disciplinary action. Depending on the nature of the hazardous behavior in their studios, students will have an informal hearing or may be referred to the College Judiciary Committee or the Administration Disciplinary Committee. The choice of disciplinary proceeding will be at the College’s sole discretion and will be made by the Dean of Students or the Director of Residence Life in conjunction - for severe cases - with the Academic Dean and the VP for Finance and Administration. Sanctions for students found guilty 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 Graduate Program Manager, or the technician in charge of that area. If necessary, they can address concerns to the College’s Health and Safety Committee, chaired by the Academic Dean and the Vice President for Finance and Administration.
The Galleries at Moore

Gallery hours:
Monday – Thursday
11 am – 5 pm

Friday
11 am – 8 pm

Saturday
11 am – 5 pm

Closed Sundays and all academic and legal holidays.
The Galleries at Moore support Moore College of Art & Design's educational mission and role as a cultural leader by providing a forum for exploring contemporary art and ideas, and enriching the artistic climate and intellectual climate of the college, the Greater Philadelphia community, and beyond. As a gateway between the College and the city of Philadelphia, The Galleries are a catalyst for creative exploration, experimentation and scholarship and function as a gathering place to meet, reflect, learn, challenge and create. The Galleries’ exhibitions and programs – which are all free and open to the public – create community through dialogue and participation, and inspire an appreciation for the visual arts as a vital force in shaping contemporary culture.

Exhibitions are the cornerstone of The Galleries’ public programs and have featured many of the most respected artists of the last century, including Bruce Nauman, Sharon Lockhart, Michael Snow, Paul Pfeiffer, Andy Warhol and Gillian Wearing. The Galleries have a reputation for presenting the work of 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 reintroduced and reexamined the work of artists such as Jo Baer, Jay DeFeo, Ray Johnson, and Arnulf Rainer. Serving the only art and design college for women in the U.S., The Galleries have also featured solo exhibitions of significant women artists and designers, including Joe Baer, Dara Birnbaum, Hanne Darboven, Jay DeFeo, Marlene Dumas, Viola Frey, Mary McFadden, Alice Neel, Adrian Piper, and Faith Ringgold.