



**2023 - 2024** STUDENT HANDBOOK

# Welcome to Moore College of Art & Design

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The purpose of the Student Handbook is to provide information on all aspects of student life at Moore College of Art & Design. Included in the Handbook are the College's calendar for 2023-2024, a directory of administrative services, an explanation of the College's administrative services, College policies, academic policies and regulations, leadership organizations and other opportunities for students, and residential life and housing policies.

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

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

A PDF version will be available at [www.moore.edu](http://www.moore.edu). Students who would like a printed copy of the Student Handbook should see Student Affairs.

This Handbook was last updated by the Dean of Students in July 2023.

## Mission & Values

*Adopted by Moore's Boards of Trustees and Managers, September 22, 2020*

Moore College of Art & Design is a historically all-women's undergraduate college that has evolved to include co-educational continuing education and graduate studies. We educate artists and designers to build creative, enterprising careers of significant impact.

We are a forum for big ideas, and a champion for creative expression as a means to connect local and global communities.

### We believe:

- Our founding mission of empowering women by developing their artistic ability, leadership capacity and marketable skills remains relevant.
- Affordable access to higher education is the doorway to a successful art and design career that creates better futures for our students and their communities.
- Moore's founding principles of inclusivity and opportunity are evident in our policy to admit non-binary and trans students.
- Diversity can only be a strength; mutual respect and civility are expected among all Moore stakeholders. We do not tolerate racism or bias in any form.
- Art and design are disciplines requiring development through rigorous learning and teaching. Our commitment to continuous improvement strengthens all we do and teach.
- Imbuing gifted artists and designers with leadership skills will enable them to have an impact on the arts and business communities.
- Artists and designers are essential citizens, deeply engaged with and committed to the necessity and urgency of innovation. Artists show us beauty, hold up a mirror to ourselves, and function as the conscience and chronicler of our civilization.
- College should be rich with experiences; learning takes place in all interactions at Moore, and the sustained impact of a student's time at Moore is crafted by the entire community. We must do all we can to assure the health, safety and well-being of our campus community.
- All faculty and staff have a responsibility to model exemplary professional behavior to the students in the classroom, the studio, and in the hallways, offices and digital platforms of the college—on the campus footprint and beyond.
- Graduates of Moore should be proud to call the college their alma mater. We value them as members of our community and connect them with career development, networking and opportunities to collaborate with each other and the next generation of emerging artists. We encourage them to give back to the college.

## Non-Discrimination, ADA/Section 504 and Title IX Compliance

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

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

### Compliance with the ADA and Section 504 of the Rehabilitation Act of 1973

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

### Title IX

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

The Title IX Coordinator is Corrine Smith who can be reached at 215-965-4097, [csmith@moore.edu](mailto:csmith@moore.edu) or the first floor of Stahl Hall. Rachel Phillips is the Deputy Title IX Coordinator. Rachel's office is on Wilson 2nd floor, 215-965-4025, [rphillips@moore.edu](mailto:rphillips@moore.edu). Do not hesitate to reach out to either Title IX Coordinator with any possible Title IX violations.

All faculty and staff (including student workers) are considered "responsible employees" and must report any possible Title IX violation to a Title IX Coordinator. Should you wish to speak to someone confidentially, the only two staff members on campus who are not legally required to report violations are the Director of Health Services, Diane Azuma, and the Mental Health Counselor, Laura Farrell. They are all located on the first floor of Stahl Hall.

You can find more information in the Student Handbook (Section 4) and on the Moore website [www.moore.edu](http://www.moore.edu) – About Moore – Moore About Moore – [Title IX](#)

## Policy on Artistic Expression

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



## **CIVILITY STATEMENT**

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

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

## **MOORE COLLEGE OF ART & DESIGN CIVILITY PLEDGE**

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

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

1. Accept and support each member of the Moore community to create a positive learning environment for everyone;
2. Demonstrate high standards of civil and ethical behavior and challenge violations of those standards when they occur;
3. Work together with students, faculty, and staff in a spirit of cooperation toward our common goals of seeking and fostering a mutually respectful and welcoming community;
4. Respect members of the Moore community as unique individuals and commit to developing a greater understanding of the different cultures, perspectives and ideas within our creative and intellectual community

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Sign Here (please print)

Signature


Date

# Table of Contents

<b>Chapter 1</b>	Academic Calendar and Directory	pg. 6
<b>Chapter 2</b>	Business Office and Financial Aid	pg. 13
	Section 1 - Business Office - Undergraduate	pg. 14
	Section 2 - Financial Aid - Undergraduate	pg. 17
	Section 3 - Business Office - Graduate	pg. 20
	Section 4 - Financial Aid - Graduate	pg. 22
<b>Chapter 3</b>	Academic Affairs	pg. 24
	Section 1 - Academic Resources	pg. 25
	Section 2 - Undergraduate Academic Resources	pg. 28
	Section 3 - Graduate Academic Resources	pg. 45
<b>Chapter 4</b>	College/Graduate Student Policies	pg. 55
<b>Chapter 5</b>	Student Affairs	pg. 64
	Section 1 - Student Affairs	pg. 65
	Section 2 - Student Leadership	pg. 69
	Section 3 - Student Rights and Responsibilities	pg. 71
	Section 4 - Gender-Based Misconduct Policy	pg. 76
	Section 5 - Conduct System and Redress for Students	pg. 94
	Section 6 - Residence Life and Housing	pg. 97
<b>Chapter 6</b>	Fellowships, Internships, and Travel Opportunities	pg. 103
<b>Chapter 7</b>	Computer Services and Online Learning	pg. 106
<b>Chapter 8</b>	Safety and Security	pg. 113
<b>Chapter 9</b>	The Galleries at Moore	pg. 117
<b>Chapter 10</b>	The Art Shop	pg. 119
<b>Chapter 11</b>	Other Campus Resources	pg. 121

# Academic Calendar and Directory

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The academic calendar is 30 weeks in duration, and is divided between two 15-week semesters. Classes are scheduled for 14 weeks with final exams scheduled for the 15th week. This list of important dates includes dates for the beginning and end of semesters, vacations, exams, and critiques. While this calendar is as accurate as possible, some of these dates may change. Therefore, dates should be verified.

The full academic calendar approved by Academic Council can be found at [www.moore.edu/events/academic-calendar/](http://www.moore.edu/events/academic-calendar/)

## Important Dates Fall 2023

**August 19–23:** Orientation

**August 19:** Residence Halls Open - New Students

**August 19:** Clearance - New Students

**August 20:** Residence Halls Open - Returning Students

**August 21:** Clearance - All Returning Students

**August 22–23:** Faculty In-Service

**August 24:** Convocation

**August 24:** Classes Begin

**August 31:** Incompletes due from Spring 2023

**September 4:** Labor Day – College closed; No classes

**September 7:** Last Day to Add/Drop

**September 28–29:** Fall Break – No classes; Library and other campus facilities are open

**October 3 – 18:** Advising and Registration

MA Students – Starting Tuesday, October 3

Seniors and Post-Baccalaureate – Starting Wednesday, October 4

Juniors – Starting Monday, October 9

Sophomores – Starting Thursday, October 12

First Year – Starting, Monday, October 16

**October 13:** Mid-Term Grades Due

**November 3:** Course Withdrawal deadline

**November 22–24:** Thanksgiving Break – College closed; No classes

**December 5:** Study Day - No Classes

**December 8:** Last Day of Classes

**December 9:** MA Qualifying Review for 2nd Term Art Education

**December 11–12:** BFA Final Exams

**December 11–15:** MA Final Exams

**December 13–15:** BFA Final Reviews & Critiques

**December 15:** End of Term

**December 16–January 1:** CAMPUS CLOSED

**December 22:** Final Grades Due

**COLLEGE OFFICES WILL BE CLOSED FROM  
DECEMBER 16, 2023 until JANUARY 1, 2024**

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

## Important Dates Spring 2024

**January 2–12:** No classes; Library and other campus facilities are open on weekdays

**January 11–12:** Faculty In-Service

**January 12:** Residence Halls Open - New Students

**January 12–15:** Orientation - New Students

**January 12:** Clearance

**January 13:** Residence Halls Open - Returning Students

**January 15:** Martin Luther King Holiday – No classes; College closed

**January 16:** Classes Begin

**January 23:** Incompletes due from Fall 2023

**January 30:** Last Day to Add/Drop

**March 4:** Midterm Grades Due

**March 4–8:** Spring Break – No classes; Library and other campus facilities are open on weekdays

**March 11–26:** Advising and Registration

MA Students – Starting Monday, March 11

Seniors and Post-Baccalaureate – Starting Tuesday, March 12

Juniors – Starting Thursday, March 14

Sophomores – Starting Tuesday, March 19

First Year – Starting Friday, March 22

**April 1:** Course Withdrawal deadline

**April 5:** Honors Convocation

**April 6–13:** Student Show\*

**April 29:** Classes End

**April 30:** Senior BFA Final Exams

**May 1–3:** Senior BFA Final Reviews & Critiques

**May 1–11:** Senior Show\*

**May 6:** Senior BFA Final Grades Due

**May 6–7:** BFA Final Exams/Underclass

**May 6–10:** MA Final Exams

**May 8–10:** BFA Final Reviews and Critiques/Underclass

**May 10:** End of Term

**TBD:** Fashion Show

**TBD:** Senior Show Reception

**May 11:** Commencement

**May 17:** All Remaining Final Grades Due

*\*Exhibition dates are subject to change*

# Directory of Administrative Services

Moore College of Art & Design  
1916 Race Street  
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

POLICE	911
FIRE	911
AMBULANCE	911
ADDICTION HOT LINE	800-232-4636
AIDS HOT LINE	800-342-2437
CHOICE HOT LINE	215-985-3300
SUICIDE PREVENTION CENTER	215-696-4420
POISON CONTROL CENTER	215-386-2100
WOAR HOT LINE (WOMEN ORGANIZED AGAINST RAPE)	215-985-3333
PHILADELPHIA GAY & LESBIAN TASK FORCE VIOLENCE & DISCRIMINATION HOT LINE	215-772-2000

## SNOW CLOSING

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

## EMERGENCY NOTIFICATION SYSTEM

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

Sign up: <http://moore.edu/campus-alerts>



Use the Directory of Administrative Services to find staff names, titles, extension numbers or phone numbers. The extensions in the Directory can be dialed directly from campus phones within the College.

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

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

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

Claudine Thomas, Academic Dean x4067

**ADMISSIONS - Sarah Peter Hall Ground Floor**

Jonathan Squire, Dean of Admissions x4017

Alaina Bailey, Admissions Counselor x4019

George Bierly, Enrollment Operations Administrator x4018

Kendyl Boyd, Admissions Counselor x4026

Sierra Conniff, Transfer Admissions Counselor x4020

Marisol de la Garza, Bilingual Admissions Counselor x4016

Cameryn Downey, Campus Visit Coordinator x4015

Heather Knopf, Assistant Director of Enrollment Communication x4014

Margie Reisert, Senior Admissions Counselor x4013

**ACADEMIC SERVICES - Stahl Hall Ground floor**

Claudine Thomas, Academic Dean x4067

Regina Benasutti, Associate Dean of Academic Services, Director of x4061

Institutional Research

Jenna Bradley, Academic Services Coordinator x4062

Tasha Loch, Academic Advisor x4063

Michael McHugh, Registrar x4028

**ADVANCEMENT - Wilson Hall 3rd floor**

Elizabeth Cahill, Vice President for Institutional Advancement x4037

**ADVANCEMENT Continued.**

Jasmine E. Austin, MS, Development Manager, Donor Relations	x4066
Dee Butler-Simms, Assistant Director of Alumni Engagement and Events	x4051
Alina Ladyzhensky, Associate Director of Advancement Communications	215-667-6813
Terry Norton-Wright, MFA, Major Gifts Officer	x4069

**THE ART SHOP - Sarah Peter Hall Ground Floor**

Suzanne Kopko, Director of The Art Shop	x8586
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**BUSINESS OFFICE - Wilson Hall 2nd Floor**

Angeline Campbell, Controller	x8559
Khadijah Gilbert, Accounts Receivable Coordinator	x4098
William L. Hill II, SVP for Finance & Administration	x4022
Indigo Shafer, Administrative Assistant to the Senior Vice President for Finance and Administration	x4022
Rochell Williams, Accounts Payable Coordinator	x4024

**COMPUTER SERVICES - Sarah Peter Hall Basement**

Dennis Dawton, Academic Computing Manager	x4073
Clare Devlin, AV, Film and Media Technician	x4060
Shaun Flanly, Network Engineer	x4004
Olivia Guidara, Print Center Technician	215-667-6802
Connor Jacobsen, PC Technician	x6801

**CONNELLY LIBRARY - Sarah Peter Hall 1st Floor**

Rick Sieber, Director of the Connelly Library	x8582
Maia Hajj, Instruction & Access Services Librarian	x4054
Tonya Lee, Instructional Technology & Online Learning Coordinator	x8580
Melody Totten, Circulation Supervisor	x4054

**CONTINUING EDUCATION - Wilson Hall 2nd Floor**

Meg Wolensky, Managing Director of Continuing Education	x4059
Ash Garner, Continuing Education Program Coordinator	x8573
Dalita Khoury, Continuing Education Program Manager	x4039
General Information	x4030

**COUNSELING SERVICES - Stahl Hall 1st Floor**

TBD, Mental Health Counselor	x4002
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<b>FACILITY RENTALS</b>	x4097
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**FACULTY DEPARTMENT CHAIRS**

Lynn Palewicz, Chair of Foundation	x4093
Joe Kulka, Chair of Communication Arts	x4036
Kathryn Dethier, Chair of Design Arts	
Maya Pindyck, PhD, Chair of Creative & Critical Studies	
Stephen Wood, Chair of Time/Motion Arts	x6814
Asuka Goto, Chair of Fine Arts	

**FINANCIAL AID - Wilson Hall 2nd Floor**

Sheraz Qureshi, Director of Financial Aid	x4042
Colleen Harkins, Financial Aid Counselor	x4041

**FOOD SERVICE - Outside Dining Hall**

Michele O’Neil, Food Service Director	x4049
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**FRONT DESK** **x0**

**THE GALLERIES AT MOORE - Sarah Peter Ground Floor**

Gabrielle Lavin Suzenski, Director & Chief Curator	x4044
Deanna Emmons, Education & Public Engagement Coordinator	x4045

**GRADUATE PROGRAM**

Lauren Stichter, Art Education Director	x4034
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**HEALTH SERVICES - Stahl Hall 1st Floor**

Diane Azuma, Director of Health Services	x4032
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**HUMAN RESOURCES - Wilson Hall 2nd Floor**

Rachel Phillips, Director of Human Resources	x4025
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**LOCKS CAREER CENTER - Sarah Peter Hall Ground Floor**

Shakeyia Kersey, Director of the Locks Career Center	x4010
Dana Cornacchio, Assistant Director of the Locks Career Center	x4064

**MARKETING & COMMUNICATIONS - Wilson Hall 3rd Floor**

Nicole Steinberg, Chief Marketing & Communications Officer	x8561
Jordan Cameron, Marketing & Communications Specialist	x4065
Darian Ehya, Graphic Design and Website Manager	x4068
Reg O’Connel, Social Media Coordinator	
Dave Rizzio, Multimedia Producer	x4070

**THE MARGARET MINIK WRITERS STUDIO - Connelly Library**

Maya Pindyck, PhD, Director of Writing	
Jenna Bradley, Academic Services Coordinator	x4062

**OPERATIONS/FACILITIES - Wilson Hall 2nd Floor**

Brian Caputo, Director of Operations	x4007
Chris Herbott, Assistant Facilities Director	

**PRESIDENT’S OFFICE - Wilson Hall 3rd Floor**

Cathy Young, President	x4050
Alysson Cwyk, Chief of Staff	x6818
Elaine Wilson, Executive Assistant to the President	x4050

**REGISTRAR - Stahl Hall 1st Floor**

Michael McHugh, Registrar	x4028
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**STUDENT AFFAIRS - Stahl Hall 1st Floor**

Joshua Wilkin, PhD, Dean of Students	x4038
Diane Azuma, Director of Health Services	x4032
Alex Bogdan, Coordinator for Residential Life & Housing	x4035
TBD, Mental Health Counselor	x4002
Corrine Smith, Director for Student Life, DEIA, and Title IX Coordinator	x4097
Sarah Stalter, Assistant to the Dean of Students, Student Affairs Coordinator	x4040

**STUDIO TECHNICIANS - Sarah Peter Hall Basement**

Ashley York, Digital Fabrication and Technicians Manager	x4005
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# Business Office and Financial Aid

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# Business Protocols for BFA Programs

The Business Office handles all financial matters pertaining to the College. This includes tuition, refunds, vendor payments, and payroll. Students concerned about their tuition bills should contact the Accounts Receivable Coordinator.

**BILLING POLICIES:** The following is a summary of the financial policies that affect student billing. The costs quoted below are for the 2023-2024 academic year.

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

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

The College offers a tuition payment plan.

<https://www.moorecollege.net/selfservice/Home.aspx>

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

**Class Clearance:** All students must receive administrative clearance prior to printing their official class schedule from Self-Service and attending classes. Faculty members will check their class lists on the first day of class. Any student who fails to complete clearance during the scheduled time may forfeit their place in class. In order to clear for class, a student must complete financial aid processing and payment of tuition and fees. The Clearance Review Team will verify clearance through the steps above as well as by checking that students are swiping their ID cards to enter the College's buildings. The College cannot guarantee placement into a class, including required classes, if a student does not complete the registration and clearance processes within the designated time. Students who do not meet the clearance requirements will be withdrawn from the College.

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

## TUITION AND FEES

- **Full-Time Students:** The tuition rate for full-time students for 2023-2024 is \$48,256 with a general fee of \$1,654 and Technology Fee of \$236. Half of tuition and general fee is billed each semester. A full time student must be enrolled for a minimum of 12 credits per semester. Full-time students who exceed 18 credits per semester are billed an extra credit charge for each credit they are taking above 18 credits.
- **Part-Time Students:** Part-time students are billed at \$2,011 per credit per semester, with a General Fee of \$827 for the year and a Technology Fee of \$236 for the year. This includes post-baccalaureate Art Education students, who are billed at the same rate per credit per semester.
- **Fees and Deposits:** Each full-time student is charged an additional fee of \$1,654 per year; fees for part-time students are \$827 per year. These fees fund such costs as the health services, psychological services and a portion of student activities. There is also a \$200 deposit for students living in the residence halls which covers any damage or loss of residence hall property. When a resident leaves the residence halls, any unexpended portion of the \$200 is refunded. First-year students must also pay a one-time \$100 breakage deposit. With both deposits, the College reserves the right to apply the balance against any indebtedness to the College the student might have.
- **Summer Tuition, Fees and Financial Aid:** Students taking 6 credits or more in the summer may be eligible for financial aid and should consult with the Financial Aid Office.
  - Summer courses - Students taking courses in the summer program will be billed at the same rate as students taking BFA courses during the academic year. Tuition for full-time students will be \$24,128 for the summer semester. Tuition for part-time students will be \$ 2,011 per credit. The general fee for the summer semester will be \$827. The technology fee will be \$118.
- **Housing Charges:** For the 2023-2024 academic year, students living in the residence halls will be charged \$ 11292 per year for room and \$7,464 for the food service (board). The total charge for both room and board for the full academic year in 2023-2024 is \$18,756.
- **Meal plan for Commuters:** Students living near the College may also elect to be on the meal plan. They may select a plan for 19, 14, or 10 meals per week. The costs per year are: \$7464 for a 19-meal plan; \$6220 for a 14-meal plan; and \$5274 for a 10-meal plan.

- **Late Fees:** Tuition payment is due on the date listed on the student invoice. A \$55 fee will be assessed for late payment. If an account continues to be delinquent, an additional \$55 will be assessed every thirty days thereafter for late payments.
- **Other Charges:** Students may also be charged other fees; \$55 for a late registration fee and \$35 for a check returned by the bank. There are also one-time charges for \$133 for Orientation and \$223 for Commencement. In addition, there is a Technology Fee of \$236 charged to all students. Occasionally, there are supply fees for other classes, which will be published in the class schedule each semester.
- **Credit Balances:** Students who have credit balances on their accounts on the first day of classes will receive a refund two weeks after the start of the semester. Students who have credit balances on their accounts at a later date will receive a refund two weeks after the credit appeared. No refunds are processed until two weeks after the start of the semester.
- **Tuition Fee, Room and Board Refund Policy:** If a full-time student withdraws from some of their courses before the end of the published drop/add period, the student will be refunded a portion of their charges for those particular classes if dropping them makes the student part-time. After the drop/add period, students that withdraw from individual classes will not receive a refund on tuition and fees. Refunds for students who withdraw from all classes and from College housing, in the case of residents, are calculated as follows:

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

Withdrawal Period	For the 15 Week Semester	Percent Refunded
Prior to the Start of Classes	-----	100%
End of Drop/Add	Within 2 Weeks	90%
End of 20% of Classes	Within 3 Weeks	75%
End of 25% of Classes	Within 4 Weeks	50%
End of 50% of Classes	Within 7.5 Weeks	25%
After 50% of Classes	After 7.5 Weeks	0%

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



# Financial Aid for BFA Programs

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

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

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

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

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

1. The application is late or incomplete. Need based money is awarded on a first-come, first-served basis to applicants who demonstrate need. If a student's application is incomplete, it is possible that even if the March 1 deadline is met, the expected aid may not be received.
2. A student's family's financial circumstances change. Both federal and Moore College of Art & Design need-based awards are re-evaluated every year based on the information obtained from the FAFSA. Students whose families suffer financial reversal during the Academic year may appeal their financial aid awards by contacting the Director of Financial Aid. This appeal MUST be done in writing.
3. A student's academic progress is not satisfactory. Both federal and Moore aid require that students maintain satisfactory academic progress. The evaluation of satisfactory

academic progress includes both a student's cumulative GPA and the number of courses attempted and completed.

4. A student is no longer eligible for merit-based admissions awards. Students receiving merit aid must achieve a specific GPA for the merit aid to be renewed. In addition, the performance of students participating in the Visionary Honors Program and Emerging Leaders in the Arts programs are evaluated every year, and students who don't meet the expectations of the programs may lose the scholarship linked to the programs.
5. A student's grade level changes. As students reach higher-grade levels, their eligibility to borrow money through the Federal Direct Loan Program increases. Students are expected to take full advantage of the federal loan money. Therefore, a student's Moore grant may decrease.
6. A student no longer has full-time status. Moore grants and scholarships, and federal grants are reduced for those students taking fewer than 12 credits (full-time). Students must maintain at least 6 credits (half-time) in order to be eligible for federal loan programs.
7. The College may, at its discretion, change the name and funding source of any awarded scholarship. Scholarships are subject to revision based on receipt of any grant or scholarship not anticipated at the time of the original financial aid award. In addition, students may be required to submit additional paperwork or a signed contract to secure specific scholarships. Scholarships, unless otherwise indicated, are based on full-time enrollment and will be applied to tuition and fees.

**Verification Policy:** If a student's application indicates that they have been selected for verification by the federal processor, they will be responsible for providing tax information to the Financial Aid Office. The student will receive a request detailing the required documents when their FAFSA is received at Moore. The required documents must be submitted within 15 days of notification in order for the application to remain active.

If the tax information differs from the information on which their FAFSA is based, their awards (including their Moore need-based awards) will be appropriately adjusted. Federal loans and grants will not be processed and a student may not participate in the federal work-study program until verification is complete. More complete information about financial aid programs may be obtained from the Financial Aid Office.

**Return of Title IV Funds Policy** Students receiving federal financial aid who withdraw from the College are subject to a federal calculation to determine the amount of aid earned. If a student withdraws after the 60% point in the semester, no adjustments will be made

to their financial aid; the student is considered to have earned 100% of their financial aid. If a student withdraws prior to the 60% point of the semester, the amount of federal aid earned is in proportion to the percentage of the semester completed, the aid will be adjusted. Unearned aid must be returned to its source.

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

All Title IV returns will be done no later than 45 days after the school determined the date of withdrawal.

Any grant funds a student is eligible for but not yet disbursed to Moore will be disbursed within 45 days after determining the date of withdrawal. Students eligible for federal loans that were not disbursed at the time of withdrawal will receive an email from Moore requesting confirmation of whether they would like to accept the loans offered. Moore will offer the loans to the student or parent (in case of Parent PLUS loan) within 30 days of the withdrawal date. The student and/or parent will be given 14 days to respond to accept the funds. If they do not, it will be assumed that they chosen not to accept the loan funds.

If the Return to Title IV calculation results in a credit balance. The business office will refund the student no later than 14 days after the Return to Title IV calculation is complete.

If the Return to Title IV calculation results in an amount that exceeds the school's portion and requires the student to repay some funds, Moore will be responsible for notifying the student, for billing the student, and for collecting overpayment.

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

Students who unofficially withdraw are subject to the same standard. Students that miss more than two weeks of class will be forcibly withdrawn from the College. Individual students who wish more details should speak with the Director of Financial Aid. Moore is an attendance taking school and the withdrawal date for a student who either officially or unofficially withdraws is the student's last day of attendance.

## STANDARDS OF SATISFACTORY ACADEMIC PROGRESS FOR FINANCIAL AID

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

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

The maximum time frame of completion for Undergraduate students is within 150% of the program length. Once students attempt more than 150% of the credits it takes to graduate from their program, they will lose financial aid eligibility.

Transfer credits will be counted as credits attempted and completed for SAP purposes.

A course withdrawal, a course repetition, a course incomplete, and a non-credit course are counted in total credit hours attempted but not completed. They will not impact GPA.

Any student who loses aid eligibility has the right to file a written appeal for extenuating circumstances. Students that do not meet the standards above will lose Title IV eligibility will receive notification in writing from the Financial Aid Office. Written appeals should be addressed to the Director of Financial Aid and include the following:

- A concise explanation of the extenuating circumstances that prevented the student from meeting the minimum standards.
- A description of the student's plan to re-establish eligibility. The Director of Financial Aid will review the appeal and if approved, the student will be placed on financial aid probation for one payment period. If the student does not meet SAP at the end of the probation period, they will lose their aid eligibility.

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

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

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

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

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

Students who are participating in the Visionary Honors programs will have their performance in their programs reviewed at the end of each academic year. If a student is found to be ineligible to continue in the relevant pro-gram or if the student herself decides to drop out of the program, the student will lose the merit aid received as a member of this group.

# Business Office for Graduate Programs

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 2023, Fall 2023, and Spring 2024.

**Billing Cycle:** Fall semester bills will be available for view through Self-Service in July, Spring semester bills will be available for view through Self-Service in November; and Summer semester bills will be available for view in May or June depending on the program.

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

The College offers a tuition payment plan.

<https://www.moorecollege.net/selfservice/Home.aspx>

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.

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

**Class Clearance:** All students must receive administrative clearance prior to printing their official class schedule from Self-Service and attending classes. Faculty members will check their class lists on the first day of class. Any student who fails to complete clearance during the scheduled time may forfeit their place in class. In order to clear for class, a student must complete financial aid processing and payment of tuition and fees.

The Clearance Review Team will verify clearance through the steps above as well as by checking that students are swiping their ID cards to enter the College's buildings. The College cannot guarantee placement into a class, including required classes, if a student does not complete the registration and clearance processes within the designated time. Students who do not meet the clearance requirements will be withdrawn from the College.

**Collections for Nonpayment:** For students whose accounts become delinquent, the College reserves the right to transfer the account to a contracted collection agency, attorney and/or credit bureau. Such students will be held responsible for collection costs



and attorney’s fees in addition to their outstanding balances. Failure to receive a tuition statement does not excuse a student from paying tuition and fees before attending classes each semester.

**TUITION AND FEES**

- **Tuition, Fees, and General Expenses:** The graduate tuition rate for the Art Education Program 2023-2024 (Summer 2022, Fall 2023, and Spring 2024) is \$2,030 per credit with a General Fee of \$9 per credit.
- **Late Fees:** Tuition payment is due on the date listed on the student invoice. A \$55 fee will be assessed for late payment. If an account continues to be delinquent, an additional \$55 will be assessed every thirty days thereafter for late payments
- **Other Charges:** Students may also be charged other fees, such as \$55 for a late registration fee and \$35 for any check returned by the bank.
- **Commencement Fee:** Graduate students will be charged a commencement fee of \$214 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 semester. Students who have credit balances on their accounts at a later date will receive a refund two weeks after the credit appeared. No refunds are processed until two weeks after the start of the semester.
- **Withdrawal Refund Policy:** Students who withdrawal from the College will be subject to the College’s withdrawal refund policy.

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

The schedule is as follows:

Withdrawal Period	Percent Refunded
Prior to the Start of Classes	100%
End of Drop/Add	90%
End of 20% of Classes	75%
End of 25% of Classes	50%
End of 50% of Classes	25%
After 50% of Classes	0%

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 for Graduate Programs

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

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

The aggregate Direct Unsubsidized 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 creditworthy and remain eligible after the Direct Loan(s) and other financial assistance have been deducted from the graduate student's financial aid budget.

First-time borrowers at Moore College of Art & Design will be required to complete online entrance counseling. As part of default prevention, the federal government requires all students to complete this counseling before the institution can disburse any Federal Direct Loan proceeds. Information regarding completing online entrance counseling is available through the Financial Aid Office. Exit counseling is required upon graduation or separation for all students who have borrowed a Federal Direct Loan.

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

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

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

**Verification Policy:** Graduate students are eligible for Unsubsidized Loans only. Therefore, verification requirements will be waived for graduate students whose FAFSA is selected for verification by the federal processor. If a graduate student's application is selected for verification by the federal processor or the Financial Aid Office, then the student must provide tax information and all supporting documentation to the Financial Aid Office. The college must resolve conflicting information. If the college requests documents to resolve conflicting information, the student must submit the required

documents within 15 days of the notification in order for their application to remain active. Any documentation produced by the graduate student that differs from information provided on the FAFSA may change the financial aid award(s). Loans cannot be processed until verification is complete.

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

Federal regulations require Moore to return unearned aid in the following order: Federal Direct Unsubsidized Loan, Federal Direct PLUS Loan.

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

Students who unofficially withdraw are subject to the same standard. Students that miss more than two weeks of class will be forcibly withdrawn from the College. Individual students who wish more details should speak with the Director of Financial Aid.

#### **STANDARDS OF SATISFACTORY ACADEMIC PROGRESS FOR FINANCIAL AID**

**Federal Aid:** For a student to receive federal financial aid, the student must be making satisfactory academic progress. Federal regulations require schools to monitor academic progress annually. Moore's policy is to monitor academic progress for graduate students at the end of the summer term. These standards apply to all terms, even those in which a student received no financial aid. For federal aid purposes, colleges are required to have two standards of progress: 1) a qualitative standard—a minimum GPA and 2) a quantitative standard—the number of credits a student needs to have completed satisfactorily in a given time period. Students must meet both standards to be making satisfactory academic progress. For a student to satisfy the qualitative standard (the one related to GPA requirements), the student must have a cumulative GPA of at least 3.0. To satisfy the quantitative standard, a student must satisfactorily complete at least 80% of credits attempted.

At the end of the summer, a student who has not earned a cumulative GPA of at least 3.0 and/or completed at least 80% of the credits attempted will not be eligible for federal financial aid. To have aid reinstated, the student must achieve at least a 3.0 cumulative GPA and complete at least 80% of credits attempted without aid.

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

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

**Graduate Fellowship:** Students who receive a Moore Graduate Fellowship must maintain a cumulative GPA of at least 3.3 in order to keep their Graduate Fellowship. At the end of every academic year, students' GPA's will be assessed, and those who have not met this standard will be subject to losing their Graduate Fellowship. If a graduate student is found to be ineligible to continue in the program or if the graduate student decides to drop out of the program, the student will lose their Graduate Fellowship.

**Graduate Assistantships:** Assistantships are awarded on an availability basis for various positions on campus. The intention of the Assistantship is to provide experiences to graduate students that would be relevant to their career aspirations. Students with Assistantships can earn up to \$10,000 for their employment.

# Academic Affairs

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# Academic Resources

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

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

- Choice of major/minor
- Departmental course program requirements
- Program status/graduation requirements
- Electives in studio and Creative & Critical Studies
- Off-campus study, including study abroad and the Mobility Program

**BOOKS AND ART SUPPLIES:** If your course requires a textbook and/or supplemental materials, faculty will post them on their syllabus, which is on the Course homepage in Moodle. A list of required textbooks and supplemental materials for all courses are posted on Moodle. Textbooks may be purchased from local bookstores and/or from a number of online sources. The College may choose to order art supplies at a considerable discount for first-year students and the supplies will be distributed at Orientation. Art supplies are also available from local art supply stores.

**CONNELLY LIBRARY:** The Connelly Library is committed to providing innovative services and access to quality resources in support of the creative, research, and teaching endeavors of the Moore community. We are here to help you navigate library resources and the wider world of information! Library staff provides research assistance through individual meetings and instruction sessions. To schedule an appointment with a librarian please visit <https://moore.libcal.com/appointments>. Library resources include books (print and electronic), periodicals, databases, and videos. For our current hours and a complete list of resources, services, and policies, please visit our website at: [moore.edu/library](https://moore.edu/library). To contact the library email: [library@moore.edu](mailto:library@moore.edu) or call: 215.965.4054.

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

Chair of Foundation

Chair of Communication Arts

Chair of Time/Motion Arts

Chair of Design Arts

Chair of Fine Arts

Chair of Creative & Critical Studies

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

**Tutoring and Other Academic Support:** Students wanting to improve their academic performance can see The Margaret Minik Writers Studio, where the Academic Services Coordinator and the Writer's Studio can work with students one-on-one or, if appropriate, can help arrange for a meeting with a peer tutor.

**Accommodations Committee:** The College has an Accommodations Committee, which includes the Academic Services Coordinator, the Dean of Students, and the Associate Dean for Academic Services, supported when necessary by consultations with the Director of Health Services, Mental Health Counselor, the Coordinator for Residence Life and Housing, and the Academic Advisor. To request accommodations for a disability or a learning difference, students should speak with the Academic Services Coordinator. The Academic Services Coordinator will explain the procedures for providing documentation and the process for providing reasonable and appropriate accommodations. Students who believe they have a current and essential need for disability accommodations are

responsible for requesting accommodations and providing qualifying documentation to the Accommodations Committee. The Accommodations Committee will make every effort to accommodate qualified students.

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

**The Locks Career Center is open:**

Monday – Friday 9:00 am – 4:30 pm

Appointments are available by emailing [careercenter@moore.edu](mailto:careercenter@moore.edu)

**Locks Career Center Services:**

- Connect Moore, the College networking platform, has an integrated job board and projects listings, which all students can access using their Moore email and login credentials at [www.connect.moore.edu](http://www.connect.moore.edu). Opportunities posted may include internships, jobs, short-term projects/gigs, or career-related announcements. Students will also find an alumni business directory for research and additional networking.
- Follow the Locks Career Center on Twitter @MooreCareers.
- Career counseling assists students in making informed career choices and in making a successful transition from school to a professional career.
- Practical career information is offered on available jobs, self employment and preparing for continuing or graduate education.
- Workshops include guidance on topics such as writing effective resumés and cover letters, freelance basics, networking, international opportunities, pricing artwork and finding a gallery, e-commerce, tax issues for artists and designers, goal setting, life/ career balance and career activism.

- Advice is available for getting direct job experience through community service and part-time and volunteer work. The Center also provides support to all students undertaking the required internship experience in the summer between junior and senior years.
- The Center offers programs that are customized and delivered in each year of study, from first-year to graduation, including fellowship and special competition support.
- Comprehensive resources that support students and alumni careers pursuit can be found through the Connelly Library LibGuides Research Guides at <https://moore.libguides.com/careers>. Career Center-curated topics include Internship Information, Interviewing, Career Resources for Creatives, Entrepreneurship, and Fellowships (Competitive).
- The Center organizes on-site recruiting by major local and national art and design employers.
- The Center is in charge of planning and preparing the opening reception and awards presentation of the Senior Show, Moore's annual exhibition of thesis work by the graduating class of artists, designers and scholars.
- The Center facilitates all programming around ROI (Resources, Opportunities, Inspiration), Moore's entrepreneurial exchange for students and alumni. To learn more and to sign up for ROI emails, visit Moore's Career Focus web pages.

**REGISTRAR:** This office oversees all registration procedures, student academic records, verification of degree completion, and grades. Questions concerning grade point averages and official transcripts should be taken to the Registrar. Forms (change of major, external study, change of address, etc.) can be requested by emailing registrar@moore.edu or in person at the Registrar's office. The Registrar's Office also provides enrollment verification and releases official transcripts.

- Transcript Requests - Students may request official transcripts be sent to a third party such as an employer or another institution, or to themselves. Transcript requests can be submitted online using the Parchment website at <https://www.parchment.com/u/registration/33350/account>. Transcript requests may take up to two weeks to process. Transcripts will not be released until all financial obligations have been met, including tuition, fees, library fines and any other payments owed to the College.

**THE MARGARET MINIK WRITERS STUDIO:** The Writers Studio offers academic assistance and extra-curricular opportunities in writing for all students in an encouraging, supportive environment. Private one-on-one sessions with specially trained Writing Assistants and group workshops provide help with class assignments, fellowship proposals, internship-related writing, senior thesis and any other writing project.

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

Students may schedule an appointment with a Writing Assistant in The Writers Studio. Typical hours of operation are: Monday-Friday 11:30am– 3pm as well as three weeknights and Sunday evenings.

Additional information and studio hours are located at: <http://moore.edu/life-at-moore/library/spaces>

To make an appointment, students can register at <https://moore.mywconline.com>, or call 215-965-4062. The Writers Studio is located in the Connelly Library.

# Undergraduate Academic Policies

All BFA, Post-baccalaureate, and non-matriculating students are responsible for knowing and abiding by the academic policies and regulations contained in this section of the Handbook. Each student is also responsible for being aware of College policies and adhering to College rules and regulations as well as those specified by their major department. In addition, each student is responsible for keeping track of their credit requirements specified by their major department or course of study and their progress toward graduation.

**ACADEMIC CALENDAR AND CREDIT STRUCTURE:** The academic calendar is 30 weeks in duration; there are two 15-week semesters. In each semester there are 14 weeks of instruction and at least one week of final critiques and exams. For studio courses, one credit is assigned for two hours work in class and one hour outside work per week (i.e. one credit equals thirty contact hours per semester); there are exceptions in occasional classes, including some in Foundation, Art Education, Graphic Design, Fashion Design, and Interior Design. For lecture courses, one credit is assigned for one hour lecture and two hours of outside work per week (i.e. one credit equals fifteen contact hours per semester).

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

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

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

## REGISTRATION PROCEDURES

**A. Registering for Classes:** Students register in the fall for the following spring semester and any Study Abroad courses occurring during the January term. Students register in the spring for the following summer and fall semesters, and any travel Study Abroad courses occurring during the following summer. Students should review their academic records and the course schedules on Self-Service. After reviewing their academic materials and course selection on Self-Service, students are encouraged to see the Academic Advisor for advising. Each student is to register on line during the designated time (see Academic Calendar for dates). Students are initially able to register for classes based upon academic

classification: first, post-bacs and seniors (students with 91+ credits); then, juniors (students with 60.5-90.5 credits); then, sophomores (students with 30–60 credits); then, first-year students (students with 1–29.5 credits).

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

**B. Class Clearance:** All students must receive administrative clearance prior to attending classes. Faculty members will check their class lists on the first day of class. Any student who fails to complete clearance during the scheduled time may forfeit their place in class. In order to clear for class, a student must complete the following:

- Financial aid processing
- Payment of tuition and fees

The Clearance Team will verify clearance through the steps above as well as by checking that students are swiping their ID cards to enter the College's buildings. The College cannot guarantee placement into a class, including required classes, if a student does not complete the registration and clearance processes within the designated time. Students who do not meet the clearance requirements will be withdrawn from the College.

**C. Drop/Add:** The drop/add period occurs during the first two weeks of classes during the fall and spring semesters. (See Academic Calendar for dates.) In order to be officially added or removed from a class, students must meet with the Academic Advisor. Simply failing to attend a class or never attending in the first place does not constitute the official dropping of a class. A course dropped during the drop/add period will not be recorded on the transcript. A student entering a class late is responsible for completing all work required of the class. Missing a class before adding it constitutes an absence. A student who does not attend any classes during the Drop/Add period will be administratively withdrawn from the College

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

**E. Withdrawals from Courses:** From the end of the drop/add period and through the Friday of the tenth week of the semester, students may withdraw from a course with the authorization of the Academic Advisor. Once the withdrawal is approved and the Registrar is notified, a W will be recorded on the student's transcript but will not be computed into the GPA. If a student withdraws after the withdraw date, a WF will be recorded for withdrawn courses, and the WF will impact the student's GPA as a failure. The last date students can WF from a course is the last day of classes.

The only exception will be for a student with a serious medical, psychological or personal emergency beyond a student's control. A student seeking this type of withdrawal should speak with the Dean of Students. Such an emergency must be documented by an outside medical professional when relevant. Documentation must come from a licensed professional in the relevant medical field. As a general rule, a note from a general practitioner may not be adequate. A student should apply for such a withdrawal during the semester in which they are taking the classes from which they are seeking a withdrawal. If a student seeks such a withdrawal in a subsequent semester, documentation will need to be provided for their inability to withdraw when they were 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 Mental Health Counselor and Director of Health Services. This decision is at the College's sole discretion. If a medical withdrawal is approved, a W will be recorded on the student's transcript but not computed into the GPA. If a medical withdrawal is not approved, a WF will be recorded for withdrawn courses and will impact the student's GPA as a failure.

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

1. if a student withdraws from one or more courses but remains enrolled at the College;



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

**F. Withdrawal from the College:** A student who intends to withdraw from the College must submit a completed and signed withdrawal form to the Registrar's Office. Withdrawal forms can be obtained by contacting registrar@moore.edu or in person at the Registrar's Office. Students should also notify the Business Office, Financial Aid, and Residence Life offices of their intent to withdraw from the College.

If a student registers and then decides to withdraw, it is imperative that they notify the Registrar prior to the start of the term. Students who cease attending without following this procedure will be subject to administratively withdrawn while on probation is not in good standing, and this will be noted on the student's transcript. A student who withdraws or is administratively withdrawn when they are subject to dismissal will have a dismissal recorded on their transcript. Students should see the Business Office or Financial Aid to inquire if a refund of tuition/fees and/or room/board is due. Refunds will be granted in accordance with the refund schedule, if applicable.

### G. Leaves of Absence

- **Voluntary leaves:** A student may take a leave of no more than two semesters. Leave of Absence request forms can be obtained by contacting the Academic Advisor or the Registrar's Office (registrar@moore.edu).
- **Mandated Academic Leaves** A student may be required by the Academic Standards Committee to take a leave of absence.
- **Mandated medical leaves:** The Dean of Students may require a student to take a medical leave of absence under the provisions in the Medical Leave of Absence policy outlined in the College Policies section of the Handbook.

A student absent for two consecutive semesters without consulting the Academic Advisor or Dean of Students shall be automatically withdrawn from the College. To return to the College, the student must consult with the Academic Advisor, the department chair, and the Dean of Students no later than one month prior to the opening of the semester of return to allow adequate time for working out an appropriate schedule based on course and space availability. For purposes on Title IV, HEA program loan borrower, an institution does not have to treat a leave of absence as a withdrawal if it is an approved leave of absence. An approved student loan leave of absence must not exceed 180 days in any 12 month period. The number of days in a leave of absence is counted beginning with

the first day of the student's initial leave of absence in a 12 month period. If a student does not resume attendance at the institution at or before the end of a leave of absence, the institution must treat the student as a withdrawal in accordance with CFR 668.22(d)

**H. Readmission to the College:** A student in good standing seeking readmission to the College within three years of their last attendance must submit a readmission form to the Registrar's Office. Attendance, in this instance, will only include completed semesters. A semester in which the student withdrew from the College does not count. A student seeking readmission after more than three years must re-apply through the Admissions Office and must submit a portfolio of recent work. Please note that a veteran who leaves school in order to perform military service will be readmitted with the same academic status the student had when last in attendance. However, the length of the absence for these students cannot exceed five years.

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

### ATTENDANCE

**A. Absences from Class:** In accordance with federal regulations, all faculty are required to take attendance. Students are expected to attend every scheduled class. Any absence from class constitutes a cut. Students may have a total number of cuts in a semester equivalent to the number of times the class meets per week plus one. Additional cuts will affect the student's grade. However, absences for religious holidays will be excused and not counted as a cut. If a student is absent for more than one-quarter of the scheduled classes, the teacher may fail the student. Failure to attend one-third of the classes will result in an F for the course.

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

A student who is absent for a serious medical or personal problem should consult with the Dean of Students. Decisions regarding the treatment of any absence are made by the faculty member supervising the class in accordance with College policies. However, decisions regarding absences that exceed the College policy must involve the department chair, the Dean of Students and Academic Dean.

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

**COURSE/FACULTY EVALUATION:** All courses will be evaluated by the students at the end of each semester. The anonymous results of these evaluations are compiled and distributed to the individual faculty member, their department chair, and the Academic Dean no sooner than three weeks after final grades are posted. These evaluations are used to counsel faculty members about their teaching effectiveness.

**COURSE LEVELS:** Courses are offered at five levels:

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

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

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

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

**500-level:** Advanced courses within a department.

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

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

**A. Scale and Definitions:** Student achievement is graded A through F. Attendance and participation may be a factor in grading. During the course of a semester students with questions about their grade status should speak with their faculty.

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

- A grade of A is defined as work of exceptional quality; this work is the result of an excellent understanding of the issues raised in the course or by the assignment and in the quality of work produced. A grade in the A range indicates a student who thinks independently, creates their own challenges and far exceeds the requirements.
- A grade of B is defined as above average work. This work is of high quality the work of a student who has shown significant growth in the course or assignment.
- A grade of C is for a student who has met the requirements of the course and has demonstrated adequate skill, imagination and understanding, with potential for growth.
- A grade of D is earned by a student who has shown some ability but does not meet all the requirements or demonstrate adequate skills, imagination or understanding or has completed an insufficient amount of work.
- A grade of F is given when the minimum requirements have not been met.

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

**B. Computing Grade Point Average (GPA):** A grade point average is computed by multiplying the grade points associated with the final grade times the number of credits for each course; the total is then divided by the total number of course credits taken. Example:

Writing	3 credits x A (four points) =	12
Art History	3 credits x B (three points) =	9
Foundation	3 credits x C (two points) =	6
Design Foundation Drawing	3 credits x B (three points) =	9
Total 12 Credits		36 points
Total of 36 points divided by a total of 12 credits =		GPA of 3.00

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

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

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

It is also the student's responsibility to complete the work by the due date as stipulated on the form and to ensure that their academic records are correct. The faculty may require an earlier due date, but the grade must be submitted no later than the end of the first week of the following semester.

As part of granting an incomplete, faculty will use the Incomplete Form to record the grade the student would get without any additional work being completed. If the faculty does not submit a new grade within the first week of the following semester, the I will automatically be converted to that grade - the one the student would receive without any additional work.



There are no extensions for the completion of an incomplete beyond the first week deadline. If the final grade after the first week deadline is below the minimum required for the course, depending on the circumstances the student may be:

- required to change their schedule for the current semester if the course in question is a pre-requisite for the current semester's courses
- placed on departmental probation
- placed on college-wide probation
- subject to dismissal from the department or the College

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

**D. Grade Appeal Policy:** Like most institutions of higher education, Moore provides the opportunity for student to appeal a final grade they have received in a course. Following the posting of semester (final) grades, a student may initiate a grade appeal process within the first three weeks (21 days) of the next semester.

Grading, informed and guided by course rubrics and weighed assignments, is the judgment of an individual faculty member (or members in co-taught courses). Criteria for final grades are communicated to students, at the beginning and during a semester, through a course syllabus. It is understood that the faculty member will apply these criteria fairly and equally to all students – and that submitted final grades are correct.

Grade changes are permitted only during the semester following the one in which the grade was assigned and only under the following circumstances:

1. A student has arranged in advance for an incomplete and submits revised or additional work to satisfy the incomplete (see above – section C Incompletes – for the policy.)
2. The student identifies and the faculty member confirms a mistake in the calculation and assignment of the course grade.
3. A student appeals their grade based on their contention that the grading criteria used for the entire class were not applied impartially.

**NOTE:** No grade change will be granted if a student fails a course because they neglected to observe and follow the policies and procedures outlined in the Handbook. In particular, if a student does not officially drop or withdraw from a course, the instructor must fail them even if they never attended the course, and once the student is absent for one-third of the class meetings.

**Grade Appeal Process:** In order to appeal a grade, a student will observe the following order of review and consultation:

1. Meet with the Faculty/Instructor of the course in which a grade is appealed and with a letter of grade of appeal \* (see below for “how to prepare a written appeal”) that contains the following information:
  - Student's name, name of course, name of instructor, course/section number, and semester, and copy of course syllabus.
  - Relevant facts and student's understanding of how (the criteria for which) grades are assigned.
  - Student's understanding of any inaccuracies or other information that confirm why they believe a change of final grade is warranted.
  - If the faculty member and student reach an agreement to either maintain or change the grade, the appeal process has closure. If there is to be a grade re-evaluation and change, the grade change must be submitted in the next seven (7) days to the Registrar. Otherwise, it stands as is.
2. If the faculty member of the course and student with the appeal do not reach agreement, the student may meet with the Department Chair of the area.
  - The student brings the letter of grade appeal to the Chair to review and adjudicate the student's appeal.
  - After meeting with the student and reviewing the letter of grade appeal, the Chair then meets with the instructor/faculty member regarding the posted grade.
3. If the grade is not changed, the student is informed and has the option of pursuing the third (and final) step of a grade appeal which requires sending the letter of grade appeal and arranging a meeting with the CAO/Academic Dean.
  - The student brings the letter of grade appeal to the CAO/Academic Dean to review the student's appeal and adjudicate the process.
  - After meeting with the student and reviewing the letter of grade appeal, the CAO/Academic Dean then meets with the Department Chair and instructor/faculty member regarding the posted grade

If the CAO/Academic Dean recommends a change of final grade, a grade change is submitted to the Registrar within seven (7) days and both the student and instructor are informed of the outcome. If the grade is not changed, the student is informed of the final decision. There is no further option to appeal the grade.

**How to Prepare a Written Appeal:** Set aside time and attention to prepare a thoughtful written grade appeal. Clear and accurate written documentation is a key part of a grade appeal. The grade appeal should be a single, coherent document (and not a series of email statements and messages.)

1. The opening paragraph should clearly state the basis for the grade appeal.
2. Include evidence, facts, dates, and other details that support the grade appeal.
3. Include or attach any additional relevant background or information. (Note: Additional information may be requested/provided by the faculty instructor.)
4. If you have questions regarding the content and/or structure of the written grade appeal, you may reach out to the Academic Services Coordinator.

**E. Failures/Repeating Courses:** A course in which a grade of D or lower is received may be repeated once. In such cases, BOTH grades will be recorded on the student’s transcript but only the highest grade received will be computed into their GPA. The student will receive credit for the course only once. Failure to retake and pass a required course may prevent a student from continuing in their major. If a student receives a D or below twice in a required course, a final decision as to the student’s options will be made by the Academic Standards Committee in consultation with the student’s major chair, the chair of the department in which the failed course is located, and the Academic Dean. A student who fails a required course a third time is subject to dismissal from the College.

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

Honors for graduation are determined in the following manner:

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

Students are considered for valedictorian at the end of the first semester of their senior year; to qualify a student must have the highest cumulative GPA among graduating seniors. Students must have successfully completed a full-time load in fall semester of senior year and ultimately complete a full-time load for second semester of their senior year; in addition, at least 50% of the required credits in the BFA program must have been completed at Moore. All Deans List recipients will be acknowledged during Honors Convocation.

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

Students who have a GPA under 2.0 for one semester only are automatically sent a letter warning them that they are on probation and will need to achieve a GPA above a 2.0 for the following semester or be subject to dismissal. Students who withdraw after one semester with a GPA under 2.0 are informed that because they have withdrawn in poor academic standing they will have to appeal to the Academic Standards Committee to return to the College.

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

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

A student choosing not to appeal is automatically dismissed. A student who withdraws officially or unofficially under these circumstances will have a dismissal recorded on their transcript. A student who chooses to appeal must appear before the Academic Standards Committee and present reasons for not being dismissed. In reaching a decision about dismissal, the members of the Academic Standards Committee attempt to serve the best interest of the student and the College. Each decision is unique to the individual and each decision is rendered on a case-by-case basis.

## ACADEMIC PROBATION

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

At the end of the following semester, the student must attain a minimum of a C- in each major course to be removed from departmental probation and to be in good standing in the department. If the student receives a D+ or lower in any major course, the department may drop them from the major and advise them to choose another major in the College. Students should expect to be dismissed from the department/major if, in this second semester, they have multiple grades below a C-, and/or are on college-wide probation as well. They will be notified by the department chair, the Dean of Students, or the Academic Standards Committee. In most instances, such students will be required to meet with the Academic Standards Committee.

If a student wishes to be readmitted to the department/major at a later date, they must complete a minimum of one semester of 6 college-level credits outside the department/major with at least a C in each course and/or b) work at a full-time job for at least six months and submit a letter from their employer and/or c) show other significant behavioral evidence that they are ready to resume their studies in the department/major. The student must come before the Academic Standards Committee to be able to register for classes. The department chair may choose to be present at that meeting with full participatory rights. In situations where the chair chooses not to be present, the members of the Academic Standards Committee will consult extensively with the chair. At that meeting, it will be determined at what level the student reenters the major and which courses they must repeat. Students should expect to repeat anything with a D+ or less. A student who is readmitted may be required to complete the degree requirements of the current academic SURJUDP.

These criteria apply, in general, to being dismissed from the College and asking for readmission to the College as well as to the department.

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

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

(Art Education majors have different GPA standards and should see Special Requirements.)

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

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

- They fail to achieve a semester GPA of 2.0 the following term;
- They were admitted on probation and achieved less than a 2.0 during their first semester at the College;
- They have a semester GPA of less than a 2.0 for three non-consecutive semesters;
- They were admitted on probation and achieved a semester GPA of less than 2.0 for two non-consecutive semesters; or
- Their cumulative GPA is below a 2.0 for three or more semesters.

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

While the Committee makes decisions to dismiss students on a case-by-case basis, a student should expect to be dismissed if they are on departmental probation as well as being subject to dismissal or if they were admitted on probation and have a first semester GPA of 1.67 or below. If a student is subject to dismissal and is allowed to continue their studies, they will remain on probation. If they then fail to achieve a 2.0 GPA, they will be dismissed without the right to appeal. Students that are dismissed and wish to appeal to return at a later date will have to show behavioral evidence that they are ready to resume their studies; this could take the form of a letter from an employer, a faculty member from a course, etc. If the appeal is granted, the student will return to the College on probation. They will be subject to dismissal again if they ever have another semester GPA below 2.0. They also may not take any incompletes in their first semester back at the College.

For financial aid, achieving a semester GPA of less than a 2.0 for two consecutive semesters constitutes unsatisfactory progress, and such students may lose their financial aid, even if they are allowed to continue their studies at the College.

**EXCEPTIONS TO REGULATIONS:** For extraordinary circumstances only, a student or a faculty member may petition the Academic Standards Committee for an exception to any academic regulation. The petition must give the rationale for an exception. The Committee shall consult with appropriate faculty, the department chair, the Academic Dean and the student before ruling on the petition.

## GRADUATION REQUIREMENTS

**A. Credits Required and Distribution:** For the BFA degree, from 126 – 130.5 credits are required for graduation, depending on the major. A student must successfully complete following requirements for graduation:

- Foundation—18 credits
- Creative & Critical Studies—42 credits
- Major/electives—66 to 70.5 credits, depending upon the major.

**B. GPA (Grade Point Average) Required:** Students should maintain a cumulative GPA of 2.0 to ensure graduation. Students must have a minimum 1.67 (C- grade in each course in their major.

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

1. If a senior receives a D+ in a course in their major as a first semester senior, the department will review the student's record to determine the impact of this grade. If the student has only one grade of D+ in their major, they could be dispensed from the requirement of a minimum of a C- only if the work itself is of C- or better quality and the grade has been lowered because of excessive absences, lateness or similar circumstances.
2. If there is only one grade of D+ that is due to poor quality of work, the department chair and relevant faculty will determine if the circumstances that led to this grade fall under those outlined in the Incomplete Policy. If they do, the department chair will inform the student that they have the option of requesting an incomplete in accordance with the Incomplete Policy, and appropriate paperwork will be submitted to the Registrar by the faculty for the course. In accordance with this policy, the student must complete supplemental work to raise the grade to at least a C- by the end of the first week of classes in the spring semester. If they do not meet this deadline, the grade of D+ recorded on the Incomplete Form will stand, and the student will not be able to graduate in May.
3. Any student with a grade of D+ or below in their major as a first semester senior or with more than one grade below a C- in courses in their major as a first semester senior should expect to have to repeat the course(s). The only situation in which a student can graduate with a grade below a C- in a required senior-level course in their major is number 1 above, a single D+ in the first semester senior year that is NOT due to poor quality of work.
4. A senior with a grade below a C- in their major or an incomplete in their final semester cannot graduate on time and cannot participate in Commencement ceremonies.
5. Students that fail to meet these requirements will be required to meet with the Academic Standards Committee, at which time requirements for continuing in the program, including repeating courses with grades below a C- and eventually graduating will be stipulated.

**C. Deadlines for External Studies:** Students who have been pre-approved to take classes outside of Moore that would count towards electives must have their completed External Studies forms on file before registering for their External Studies courses.

After grades for External Studies courses are issued, students are responsible for ensuring that Moore's Registrar's Office receives official copies of transcripts from their External Studies institution. Any cost to send or receive transcripts to or from the External Studies institution are the responsibility of the student. Credits from External Studies courses will



be issued after official transcripts confirm that the student has successfully completed the pre-approved classes.

**D. Graduation Process:** To initiate the graduation process and to order a diploma, seniors must submit a Petition to Graduate form to the Registrar's Office by the end of the Drop/Add period of their final semester at Moore. The name on file in the Registrar's Office will be used on the diploma if a petition is not submitted. Once diplomas are ordered, any requests for reorders (including for the addition of a minor) [M1] may be made with an additional cost to the student. Students also may be asked to fill out an exit questionnaire administered by Student Affairs. Although a student can complete their requirements in August or December, there is only one Commencement ceremony which is held in May, as well as one set of celebrations and publications commemorating graduates. While students who have not completed all graduation requirements cannot participate in the Commencement ceremony itself, they may choose to participate in either the May celebrations and publications prior to their completing their requirements or in those that follow.

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

**INTERNSHIP REQUIREMENT:** All majors except Art Education\* require a 240-hour internship: Animation Game Arts, Fashion Design, Film & Digital Cinema, Fine Arts, Graphic Design, Illustration, Interior Design, and Photography. \*Art Education majors must complete a 12-week supervised student teaching assignment that will be arranged through Art Education faculty. Students are required to complete the Professional Development I course in their junior year, complete the internship during the summer between junior and senior year, and complete the Professional Development II course in their senior year. If a student is unable to complete their internship in the summer, the plan to complete the hours must be approved by the internship faculty and department chair. The faculty of the Professional Development I course, in consultation with the relevant department chair will review eligibility for an internship placement. While enrolled in the Professional Development I course, the student must meet with the Locks Career Center staff to receive additional information regarding internship contracts and procedures. Moore will award a \$1,000 Internship Fellowship to each BFA junior for their 240-hour required internship. BFA Art Education majors will receive the fellowship

during their student teaching experience. Internship Fellowship payments will be made to the student only after the signed internship contract is on file in the Career Center, the student registers for Professional Development II, and the student's account is cleared by the Business Office. The internship contract must be completed by June 15 in order to receive the first half of the Internship Fellowship payment. International students must complete their required CPT (Curricular Practical Training) documentation before they start their internship, if completing their internship in the United States.

If a student does not pass the internship pre-requisite, a decision as to whether or not the student can move into an internship will be made by the Academic Standards Committee in consultation with the chair of the department in which the failed course is located, and the Academic Dean. If a student does not complete their internship by the end of fall semester of their senior year, they will not earn internship credits and may be seen by the Academic Standards Committee.

## MAJORS AND MINORS

**A. Declaration of a Major:** A student declares their major upon entry/admission to the College. A student who enters "undeclared" will declare their major within the first semester of their first year with the advice and counsel of the Academic Advisor and the department chair. This typically happens prior to registration when students are required to complete a Declaration of Major form. These forms can be requested from the Academic Advisor or from the Registrar's Office (registrar@moore.edu).

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

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

**D. Double Major:** Students have the option of pursuing a double major. To do so, a student must submit a Double Major Form to the Registrar. It is their responsibility to meet all of the requirements for both majors. They must also get the signature of both department chairs. A student who decides to double-major will only be required to complete one Professional Development I course and one internship experience for a minimum of 240 hours. Likewise, a student will only have to complete Professional Development II once during their senior year. The student, in consultation with their department chair(s), will determine which Professional Development I course and subsequent internship placement is most appropriate. (Please note, students cannot double major in Art Education and Fine Arts.)

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

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

To explore the possibility of a minor, a student may speak with the Academic Advisor, their own department chair and the chair of the department in which they would like to minor. When a student is ready to declare a minor, the student must obtain the Declaration of Minor Form from the Academic Advisor or from the Registrar's Office, obtain signatures from both department chairs, and turn in the necessary paperwork to the Registrar's Office. Minors must be declared by the end of the junior year. Minors are not required for students at Moore. Minors may be removed by the end of add/drop in a student's final semester. The minor department will appear on the student's transcripts and diploma. The minor requirements will be incorporated into the student's academic plan. Any change in major/minor must be processed through the Registrar's Office.

Any active student who is currently pursuing a minor may have to have their minor requirements altered for a number of reasons including, but not limited to, the following: space availability, scheduling conflicts, requirements not offered. Likewise, this applies

to any non-enrolled student who later returns to the College and wants to pursue or continue a minor. Minors are not required for students at Moore. Students who declare an optional minor but are unable to complete the minor requirements will have their minor removed and they will graduate in the term in which all of the BFA courses are complete.

**MID-TERM EVALUATIONS:** The Mid-Term Evaluation period occurs during the midpoint of the term. Faculty assign a Mid-Term Evaluation Grade of either Satisfactory (S) or Unsatisfactory (U). Students can view Mid-Term Evaluation Grades in Self-Service.

Mid-Term Evaluations are an additional tool for students to understand their progress and/or trajectory in a course. Mid-Term Grades are not calculated in the final course grade; are not printed on transcripts; and are not calculated into Grade Point Averages (GPA).

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

**TRANSFER CREDITS AND RESIDENCY REQUIREMENTS:** At least three semesters of work must be completed at Moore, two of which must be in the senior year. Students may not be permitted to transfer credits into Moore that are taken outside of the College during their final two semesters. Credits from coursework taken in summer sessions between final semesters may be transferred in if pre-approved by the appropriate department chair or the Academic Advisor. If pre-approval is not obtained, it is possible that credits taken elsewhere may not be accepted by Moore. In order to graduate from Moore College of Art & Design, a student must earn at least 126 – 130.5 credits, depending on the major area of study. Of these credits, no more than 76 credits may be transferred in and all transferred credits must have been earned with a grade of C or its equivalent or better; however, only the credits transfer in - not the grade or GPA. All credits to be transferred are subject to credit evaluation by the College. The number of credits transferred will be determined by transcript review, and for upper level courses, a review of course descriptions and syllabi. Official transcripts from each college or university attended must be submitted for transfer credit consideration.

**A. Prior to Enrollment at Moore:** Transfer credit from appropriate courses is accepted for academic work completed with a grade of C or higher at an accredited institution before the student's initial enrollment. Transfer credit evaluations for entering students

are completed by the Admissions Office, and the Academic Advisor. The Admissions Office determines course equivalencies for the transfer of all credits by reviewing the transcript and if necessary comparing course descriptions and/or syllabi of the courses being considered for transfer. The Academic Advisor confirms course equivalencies for the transfer of all courses by comparing course descriptions and/or syllabi of the courses being considered for transfer. No transfer credit will be granted for college preparatory or remedial courses. Transfer students must earn a minimum of 15 credits in Creative & Critical Studies at Moore. Students entering the College need to complete 9 of these credits in 300-level courses or above. Note: Moore College reserves the right to decline credit for coursework that is more than ten years old.

**B. After Enrollment at Moore:** After the student's initial enrollment in the BFA program at Moore, they may take courses at another accredited institution and transfer them into Moore. However, in order to ensure that credits are transferable, the student must get written approval in advance from the Academic Advisor or the appropriate department chair, and they must receive a grade of C or better in the course(s). No more than 76 total credits may be transferred in. If pre-approval is not obtained, it is possible that the credits taken elsewhere may not be accepted by Moore. The pre-approval process includes a review of the course description of the course intended for transfer and may include a review of completed work following the conclusion of the course being considered for transfer. An official transcript of coursework must be received by the Registrar's Office prior to the end of the term following the one in which the courses were taken; in most cases, this will be prior to the end of the fall semester for courses taken in the previous summer. If the College does not receive a transcript, credits will not be given, and the student will be required to take the course(s) at Moore. Studio electives, Creative & Critical Studies electives and open electives qualify for transfer, but after matriculation all required courses must be completed at Moore; exceptions will be made for students in a study abroad or mobility program and post-baccalaureate students with appropriate department chair approval. Anyone entering Moore as a first year student must complete a minimum of 33 credits in Creative & Critical Studies at the College.

#### **TRANSFER OF MOORE'S CONTINUING EDUCATION (CE) CREDIT**

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

**B. CE Coursework Taken Prior to Enrollment into the BFA Program:** Enrollment in CE courses and programs does not constitute enrollment into the BFA program at Moore College of Art and Design. CE students who wish to enroll in the BFA program and have credits transferred into a BFA major must first apply to the College, meet all regular BFA admissions requirements and be formally accepted into the BFA program. CE coursework taken prior to enrollment into the BFA program may be accepted as BFA credits at the discretion of the department chair. The chair has the same authority to determine what CE credit, if any, is accepted for BFA credit taken before enrollment in the BFA program as exists for CE courses taken after enrollment in the BFA program.

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

#### **OTHER OPPORTUNITIES FOR TRANSFER CREDIT AND ADVANCED PLACEMENT:**

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

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



**College Level Exam Program (CLEP):** CLEP subject-matter examinations and associated credits may be applied towards the minimum degree requirements by degree candidates. CLEP subject-matter examinations with acceptable credit-granting scores and semester hours as recommended by the American Council on Education (ACE) may be awarded up to a maximum of 9 credits. All accepted credits will be posted on the transcript as transfer credit. After considering all other transfer rules as stipulated in this Handbook and the intended area of study, the Admissions Office and the Academic Advisor or the relevant department chair will make the final decision about transferring credits at the time the student is being considered for admission. After the student's initial enrollment at Moore, they may take CLEP subject-matter examinations provided that they are conforming to all other transfer rules as stipulated in this Handbook. However, in order to ensure that credits are acceptable, the student must get pre-approval in advance in writing from the Academic Advisor or the appropriate department chair.

**International Baccalaureate Credit:** Moore College of Art & Design may award a maximum of 3 studio elective International Baccalaureate (IB) credits and a maximum of 9 Creative & Critical Studies IB credits. Regarding studio credits, the College may award 3 credits if a student receives a score of 7 on the Standard Level examination, or 3 credits for a score of 4 or better on the Higher Level examination. Regarding Creative & Critical Studies credits, the College may award 3 credits per applicable exam if a student receives a score of 4 or better on a Higher Level examination. No Standard Level examinations will be considered for Creative & Critical Studies transfer.

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

- Up to 6 credits may be granted towards the BFA and post-baccalaureate degree requirements.
- The relevant department chair will determine which required credits, if any, may be granted. Art education courses: ED321, ED322, ED501 and ED501S must be completed at Moore.
- Students will be granted credit but the credit will have no impact on the student's GPA. These credits act as transfer credits.

- All proficiency credits will be posted on the student's transcript.

## OTHER STUDY OPTIONS

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

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

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



**C. Study Abroad with Moore College of Art & Design:** Moore offers an undergraduate, international experience that students may participate in as early as their first year. Credit earned on the program may count towards the undergraduate degree as a 3-credit course. Students who need to secure accommodations in order to study abroad should speak to the Academic Services Coordinator. Moore College students are representing the College while abroad and are still subject to the regulations and policies in this Student Handbook. Any misconduct while abroad, academic or otherwise, may have ramifications for the student upon return to Moore College. For additional information, assistance and to apply, see Moore's Academic Advisor. In order to participate, students must also be in good academic standing (2.0 GPA or above). Graduating seniors may register to study abroad but the credits do not count once their degree is conferred.

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

**E. 4+1 Program – BFA + MA:** Moore's 4+1 program is a study option for eligible students interested in completing a 4-year BFA degree in art education plus an additional 15 months in the MA in Art Education with an Emphasis in Inclusive Practices. Eligibility requirements include: portfolio submission, a writing sample, and a BFA graduating cum GPA of 3.0 or higher. Currently enrolled, eligible BFA students may use up to 12 specified graduate credits approved by the college to fulfill requirements for their undergraduate degree. Upon graduation from their BFA program, students transition into their graduate program, which they complete, in most cases, in one additional year. Students should meet with the Academic Advisor as soon as possible and schedule an interview with the Graduate Program Director to discuss requirements for eligibility and the process. The graduate courses will be coded as undergraduate courses on the undergraduate transcript and undergraduate tuition will be applied. After matriculation into the program, the graduate level indicator will be added to these courses so that they may also count towards a master's degree.

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

- A non-matriculation application available through the Admissions Office or the Moore website
- \$60.00 application fee
- Proof of a GED certificate or high school diploma
- Proof of prior course work or transcripts that documents the individual met all prerequisites for each registered course
- An acceptable portfolio. Individuals who applied for the BFA degree or Post-Baccalaureate programs, and were unable to successfully meet the admissions requirements, are not eligible to enroll as a non-matriculating student.

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

- Non-matriculating students may be required to obtain written approval from the department chair prior to registration for each course. Approval may include, but is not limited to a review of a portfolio and/or a writing sample.
- Non-matriculating students may register for fall, spring, or summer semester courses on a space available basis beginning August 1 for fall semesters, January 1 for spring semesters and April 1 for summer semester but no later than the end of the drop/add period.
- If a non-matriculating student is removed from a course because the space is required for a degree student the tuition and fees will be refunded in full.
- Non-matriculating students are required to make a \$300 tuition deposit, to be applied to their course(s), in order to register for classes. This deposit is non-refundable, except for in cases where a non-matriculating student's place is forfeited to a degree-seeking student.

- Non-matriculating students must attain and maintain at least a 2.0 GPA (grade point average). If a non-matriculating student receives below a 2.0 GPA, the student will not be eligible to register for future courses.
- Non-matriculating undergraduate students are not eligible for graduate program courses.
- Non-matriculating students are not eligible for financial aid.
- Non-matriculating students are not eligible to live in the residence halls.
- International students who plan to attend the College using a student visa (F-1) may not enroll as a non-matriculating student.
- If a non-matriculating student applies to the degree program or PB program, the courses taken as a non-matriculating student may be applied towards the degree/certificate requirements, if eligible.
- Non-Matriculating students in the PB program may only transfer up to 3 credits into the graduate program.

**G. Continuing Education** Moore's CE courses are open to BFA students, with the written approval of the department chair, under the following conditions. If a full-time BFA student wishes to take CE courses, they may do so free of charge provided that the total credit value of the CE credits combined with scheduled BFA credits does not exceed 18 per semester. If the total exceeds 18 credits, the student will be charged the BFA rate. CE credits may be converted into BFA program credits only with prior written permission of the student's major department chair. Credits may be accepted into the BFA program for up to 3 elective BFA credits. It is important to note that CE classes may be canceled due to low enrollment or may be full, which may affect a BFA student's course load. CE students have priority over BFA students in signing up for these spaces. BFA students may take any remaining spaces if a course is not full. See transfer of credit policies regarding the transfer of CE credit into the BFA Program.

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

**TRIP/PROGRAM POLICY:** The College sometimes offers travel courses as well as local or regional trips or programs, which are sponsored by College faculty, staff or student leaders which take students off campus. Transportation for these trips or programs varies and may include various modes of transportation, such as walking, public transportation, a car, train, airplane or other public carrier. The College is not responsible for any damage to students or their property resulting directly or indirectly from the selection of a carrier and/or the operation of motor vehicles or other means that they may utilize as transportation to, from or during such a college-sponsored program. If the program involves return transportation, it is each student's responsibility to appear on time at the site from which the bus/van/car/train/airplane will leave. Students who receive classroom accommodations for a documented disability or learning difference, and wish to receive accommodations during a trip, must notify the Academic Services Coordinator at least one week prior to departure.

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

If a faculty or staff member sponsoring a regional or international trip, program or class determines, during the trip, program or class, that, to the best of their judgment, a student is in violation of the College's Student Code of Conduct and/or that they are engaging in behavior that is detrimental to herself or to the educational and cultural aims of the trip, program or class, the faculty or staff member may require that the student return to the College and/or withdraw from the trip, program or class. In so doing, the faculty and/or staff member will consult with the Academic Dean and/or the Dean of Students before making such a decision. Such decisions are in the College's sole discretion. In such cases, any additional costs are the student's responsibility. The College has no control over the locations or personnel at the various destinations that are part of off-campus trips or programs. Therefore, the College is not responsible for any damage to students or their property resulting directly or indirectly from an injury that occurs during an off-campus trip or program.

**WRITING PROGRAM REQUIREMENTS:** Moore College of Art & Design is committed to providing students with communications skills necessary for successful careers in the arts. The Creative & Critical Studies Department offers two courses – WRIT 101, Writer and Audience and WRIT 102, Critical Inquiries. These courses are a part of a sequenced first-

year writing program to improve students' reading, writing, and oral communication skills.

**First-year students:** All incoming first year students are required to write a placement essay prior to the start of classes. Students who do not write the placement essay by the end of the drop/add period will not be permitted to register for any first-year writing course for that semester; they must write a placement essay by the end of the registration period for the next semester. Placement essays will be evaluated by First-Year Writing Program faculty. Placement is determined in large part by performance on the essay, as well as GPA and SAT or other similar standardized test scores.

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

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

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

The work of students who receive less than a C- in any of these courses will be reviewed by First-Year Writing Program faculty in consultation with the Chair of the Creative & Critical Studies Department. These faculty will decide whether the student demonstrates sufficient skills to move to the next course in the writing sequence or must repeat WRIT101, Writer and Audience; and WRIT102, Critical Inquiries. Any student receiving

below a C- in these courses a second time will be referred to the Academic Standards Committee for assessment of their ability to complete Moore's requirements. All required writing courses must be completed within the students first four semesters at Moore.

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

1. Entrance into both the BFA and the post-baccalaureate program is dependent upon a student's GPA and their scores on standardized test. In general, the Pennsylvania Department of Education requires that a student have a minimum of a 3.0 to enter the program. Students admitted into the program with lower GPA's will be admitted on probation and on a case-by-case basis, after a review by the department chair.
2. Post-baccalaureate students admitted into the program with less than a 3.0 must achieve at least a 3.0 GPA in their first semester at the College, or they may be subject to dismissal from the program.
3. Matriculating BFA students must accumulate at least 48 credits with the requisite cumulative 3.0 GPA to be formally admitted into the Art Education BFA program. Within this minimum GPA, the student must have achieved at least a C grade in WRIT101, WRIT102, AH111 and AH112 (or in their transfer equivalents).
4. After being formally admitted in the Art Education program, all students (post-baccalaureate and BFA) must pass all three Pre-Professional Skills Tests (PPST exams) before entering the second semester of the Art Education program.
5. All post-baccalaureate students must conform to the current requirements for teacher certification as stipulated by the Commonwealth of Pennsylvania's Department of Education. Previous exceptions and/or waivers may no longer apply.
6. At a minimum, 9.0 credits of Student Teaching in conjunction with Student Teaching Seminar must be completed through Moore.
7. Regardless of previous coursework and/or experience, the chair may require post-

- baccalaureate students to complete additional college-level coursework. This may even include repeating coursework that was previously completed satisfactorily.
8. In addition to any ED coded course, post-baccalaureate students may enroll in any course required for the post-baccalaureate certification, contingent upon space availability. Post-baccalaureate students will be billed the post-baccalaureate per credit rate for these courses. (For details about billing, see the Billing Policies section of the Handbook.)
  9. All students will complete Student Teaching and take the Student Teaching Seminar during their final semester at the College. Students must complete all their requirements before taking Student Teaching and the Student Teaching Seminar; the only exception is BFA students graduating in May, who take Senior Projects concurrently with Student Teaching and Student Teaching Seminar. BFA and post-baccalaureate students must meet specific requirements in order to qualify for certification credentials, from the Commonwealth of Pennsylvania Department of Education. The basic requirements include:
    - Satisfactory performance on Praxis Examinations
    - Completion of an accredited teacher preparation program with a cumulative Program GPA of 3.0 and cumulative Degree program GPA of 3.0. (The Commonwealth allows students with a GPA of 2.8 to 2.99 to take the Praxis Examinations, but for such students to qualify for certification, they must achieve the highest score on the Praxis Examinations. Therefore, the College strongly suggests students maintain a GPA of 3.0 or higher so that they have more flexibility in the scores required to pass their Praxis Examinations and ultimately qualify for certification.) Students who drop below a cumulative GPA of 3.0 or fail to pass the PPST exams could jeopardize their eventual eligibility for state teacher certification. Any such student will be notified in writing that eligibility for state certification is in jeopardy. At this point, the student will be informed of their options by the department chair and the Academic Advisor and will be required to meet with the Academic Standards Committee.
    - Both BFA and post-baccalaureate students taking Student Teaching (and the Student Teaching Seminar) receive an initial placement with a cooperating teacher. At the chair's discretion, if circumstances warrant a second placement during the course of the semester, the chair will place the student with another cooperating teacher. However, no student may have a third placement. If evaluations by the second cooperating teacher and the supervisor reveal that the student is not performing adequately in the second classroom, the student will fail Student Teaching. Any student who fails Student Teaching and Student Teaching Seminar - whether they have had two placements or only one placement in one semester

- will be required to meet with the department chair and the Academic Standards Committee. At that time, the Committee will determine under what circumstances, if any, a student may apply to take the Student Teaching and Student Teaching Seminar course again.

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

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



# Graduate Academic Policies

All graduate students are responsible for knowing and abiding by the academic policies and regulations contained in this section of the Handbook. Each student is also responsible for being aware of College policies and adhering to College rules and regulations as well as those specified by their graduate program. In addition, each student is responsible for keeping track of the credit requirements specified by the graduate program and their progress toward graduation.

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

**ACADEMIC CALENDAR AND CREDIT STRUCTURE:** The MA in Art Education is 42 weeks in duration and includes the summer term (two 15-week semesters and two 6-week semesters). Studio courses meet for 5 hours and academic (lecture and seminar) courses meet for 1 hour per credit hour.

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

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

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

**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 Academic Calendar Late fees may be assessed for those who register after the graduate registration period.

#### **IMPORTANT INFORMATION REGARDING ONLINE CLASSES AND INTERNSHIP**

**CREDITS FOR F-1 STUDENTS:** F-1 Students are required to take the majority of their coursework in a face-to face setting with the following exceptions:

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

**TRANSFER CREDITS:** Entering graduate students may transfer up to 3 credits from an advanced, post-undergraduate program in an accredited institution. All transfer credits are evaluated and approved by the Academic Advisor and the appropriate Graduate Program Director. All transfer credits must have a minimum grade of B (3.0). Coursework from Moore's BFA, Post-Baccalaureate and Continuing Education programs are not eligible for transfer credits. Transfer credits are not accepted after a student matriculates.

**NON-MATRICULATING STUDENTS:** Courses listed below may be taken on a non-matriculating basis:

Fall: AEGR617 Technology for Special Populations

Spring: AEGR 620 Assessment Strategies

Summer: AEGR 625 Independent Studio, AEGR 605 Curriculum Development, AEGR 600 Contemporary Issues, AEGR 635 Legal Perspectives, AHGR611 Contemporary Art: 1989 to the Present \* Some courses may be offered online or in a blended format.

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

- \$60.00 application fee
- Proof of a college degree in the form of an official college transcript
- Resumé
- Applications for non-matriculating students are available through the Admissions Office.
  - Individuals who applied for a graduate degree, and were unable to successfully meet the admissions requirements, are not eligible to enroll as a non-matriculating student.

Non-matriculating students may enroll up to a cumulative total of 3.0 credit hours in each master's program if space is available. Non-matriculating students are allowed to enroll up to a cumulative total of 9.0 credit hours. Please note that the College cannot guarantee placement into a class. All non-matriculating students must adhere to the following requirements:

- Non-matriculating students must receive written approval from the appropriate Graduate Program Director on a registration form prior to registration for each course. Approval may require a writing sample.
- Non-matriculating students may register for summer, fall, or spring semester courses on a space available basis beginning May 1 for summer semesters, August 1 for fall semesters, and January 1 for spring semesters, but no later than the first day of classes.
- Non-matriculating students must pay a \$350.00 non-refundable tuition deposit toward their class.
- If a non-matriculating student is removed from a course because the space is required for a degree student, the tuition and fees will be refunded in full.
- Non-matriculating students must attain and maintain at least a 3.0 GPA (grade point average). If a non-matriculating student receives below a 3.0 GPA, the student will not be eligible to register for future courses.
- Non-matriculating students are not eligible for financial aid.



- Non-matriculating students are not eligible to live in the residence halls.
- Non-matriculating students must complete a health form.
- International students who plan to attend the College using a student visa (F-1) may not enroll as a non-matriculating student.
- Non-matriculating students are not eligible for tuition remission.
- If a non-matriculating student decides to apply to a graduate program, a maximum of 3.0 credit hours can be applied to the graduate program.
- After three years of inactivity, non-matriculating students must reapply to the College.

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

To be officially added or removed from a course, students must contact the Academic Advisor and/or their Graduate Program Director. Failure to attend class or never attending does not constitute the official dropping of a course.

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. Attendance in online classes is based on student participation. For more information on online courses, please see the Computer Services and E-Learning Chapter. Absences for religious holidays will be excused and not counted as an absence. Students must inform the supervising faculty member of any anticipated religious holidays in the beginning of the term. If a student is absent for more than one-quarter of the scheduled class time, they may be failed by the faculty. Failure to attend one-third of the scheduled class time will result in an F for the course. Any absence from class constitutes a cut. Students may have a total number of cuts equivalent to the number of times the class meets per week plus one.

Additional cuts will affect the student's grade

In addition to these college-wide policies, each faculty may have their own policies regarding class conduct, deadlines, due dates and punctuality, which may affect attendance requirements. The faculty must explain their policies during the first week of classes. It is the responsibility of the student to keep the faculty informed about reasons for absences. A student who is absent or late for a course is responsible for completing all required work. Students must submit completed assignments when they are due unless arrangements are made in advance by the faculty. Failure to adhere to this policy may result in reduced grades or failure of the course. A student who is absent for a serious medical or personal problem should consult with the Dean of Students. Decisions regarding the treatment of any absence are made by the supervising faculty member and in accordance with College policies. However, decisions regarding absences that exceed the College policy must involve the Dean of Students and Academic Dean.

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

**COURSE/FACULTY EVALUATION:** All courses will be evaluated by the students at the end of each term. The results of these evaluations are compiled and distributed to the individual faculty member, the Graduate Program Director, and the Academic Dean no sooner than three weeks after final grades are posted. These evaluations are used to counsel faculty members about their teaching effectiveness.

**WITHDRAWALS FROM COURSES:** From the end of the drop/add period and until the end of the tenth week of the term (or as listed in the Academic Calendar during the summer session), students may withdraw from a course. Students should consult with 52 their Graduate Program Director before withdrawing from courses to determine how the schedule change will impact the Academic Plan. Once the withdraw form is submitted to the Registrar, a W will be recorded on the student's transcript but will not be computed into the GPA. After the tenth week of the term (or as listed in the Academic Calendar during the summer if a student withdraws, a WF will be recorded for withdrawn courses and will impact the student's GPA as a failure. The last day students can WF from a course is the last day of classes.

The only exception will be for a student with a serious medical, psychological or personal emergency beyond a student's control. A student seeking this type of withdrawal should speak with the Dean of Students. Such an emergency must be documented

by an outside medical professional when relevant. Documentation must come from a licensed professional in the relevant medical field. As a general rule, a note from a general practitioner may not be adequate. A student should apply for such a withdrawal during the term in which they are taking the classes from which the student is seeking a withdrawal. If a student seeks such a withdrawal in a subsequent term, they will need to provide documentation for their inability to withdraw when they were 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 Mental Health Counselor and Director of Health Services. This decision is at the College's sole discretion. If a medical withdrawal is approved, a W will be recorded on the student's transcript but not computed into the GPA. If a medical withdrawal is not approved, a WF will be recorded for withdrawn courses and will impact the student's GPA as a failure.

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

1. if a student 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 submit a withdrawal form to the Registrar. If a student registers and then decides to withdraw, it is imperative that they notify the Registrar in writing prior to the start of the term. A student who does not attend classes for two weeks is subject to administrative withdrawal. A student who withdraws officially or is administratively withdrawn while on probation is not in good standing and this will be noted on the student's transcript. A student who withdraws officially or is administratively withdrawn when they are subject to dismissal will have a dismissal recorded on their transcript. When a student withdraws from the College, the student should see the Business Office and Financial Aid to inquire if a refund of tuition/fees, room/board is due. Refunds will be granted in accordance with the refund schedule.

#### LEAVE OF ABSENCE

- **Voluntary leaves:** A student may take a leave of no more than one year. Leave of

Absence forms may be obtained from the Office of the Registrar. Graduate students must request a leave of absence before the term begins to avoid charges.

- 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 36).
- **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 who is registered but not attending as of the end of the Drop/Add period without consulting the Academic Dean or Dean of Students shall be administratively withdrawn from the College.

A student absent for two consecutive terms without consulting the Academic Dean or Dean of Students shall be automatically withdrawn from the College.

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

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

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

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

**Computing Grade Point Average (GPA):** A grade point average is computed by multiplying the grade points associated with the final grade times the number of credits for each course; the total is then divided by the total number of course credits taken.

Grade	Numerical	Evaluation
A	4.00	Outstanding
A-	3.67	Excellent
B+	3.33	Very Good
B	3.00	Good
B-	2.67	Acceptable
C+	2.33	Probationary level
C	2.00	Less than
D	1.00	Acceptable Poor
F	0.00	Failing
W	0.00	Withdrawn
WF	0.00	Withdrawn/Fail
S	*N/A	Satisfactory
U	*N/A	Unsatisfactory

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

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

A Graduate student who is on academic probation, either because they were admitted to the College on probation or because they received less than a 3.0 for the previous term, may not request any incompletes. Graduate candidates who receive incompletes in their last term may not participate in Commencement.

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

It is also the student’s responsibility to complete the work by the due date as stipulated on the form and to ensure that their academic records are correct. The faculty may require an earlier due date, but the grade must be submitted no later than the end of the first week of the following term.

As part of granting an incomplete, faculty will use the Incomplete Form to record the grade the student would get without any additional work being completed. If the faculty does not submit a new grade within the first week of the following term, the I will automatically be converted to that grade - the one the student would receive without any additional work. If no final grade has been calculated, the I will be converted to an F at the end of the first week of the following term.

There are no extensions for the completion of an incomplete beyond the first week deadline. If the final grade after the first week deadline is below the minimum required for the course, depending on the circumstances the student may be:

- required to change their schedule for the current term if the course in question is a pre-requisite for the current term’s courses
- placed on departmental probation
- placed on college-wide probation
- subject to dismissal from the degree program or the College

Academic progress may be delayed for any of these circumstances. No exceptions to this policy will be made except for extraordinary circumstances; the Academic Dean in conjunction with the relevant Graduate Program Director, the faculty member and the Dean of Students, will review any requests for exceptions.

**Grade Changes:** Like most institutions of higher education, Moore provides the opportunity for student to appeal a final grade they have received in a course. Following the posting of semester (final) grades, a student may initiate a grade appeal process within the first three weeks (21 days) of the next semester.

Grading, informed and guided by course rubrics and weighed assignments, is the judgment of an individual faculty member (or members in co-taught courses). Criteria for final grades are communicated to students, at the beginning and during a semester, through a course syllabus. It is understood that the faculty member will apply these criteria fairly and equally to all students – and that submitted final grades are correct.

Grade changes are permitted only during the semester following the one in which the grade was assigned and only under the following circumstances:

1. A student has arranged in advance for an incomplete and submits revised or additional work to satisfy the incomplete (see above – section C Incompletes – for the policy.)
2. The student identifies and the faculty member confirms a mistake in the calculation and assignment of the course grade.
3. A student appeals their grade based on their contention that the grading criteria used for the entire class were not applied impartially.

**NOTE:** No grade change will be granted if a student fails a course because they neglected to observe and follow the policies and procedures outlined in the Handbook. In particular, if a student does not officially drop or withdraw from a course, the instructor must fail them even if they never attended the course, and once the student is absent for one-third of the class meetings.

**Grade Appeal Process:** In order to appeal a grade, a student will observe the following order of review and consultation:

1. Meet with the Faculty/Instructor of the course in which a grade is appealed and with a letter of grade of appeal \* (see below for “how to prepare a written appeal”) that contains the following information:
  - Student’s name, name of course, name of instructor, course/section number, and semester, and copy of course syllabus.
  - Relevant facts and student’s understanding of how (the criteria for which) grades are assigned.
  - Student’s understanding of any inaccuracies or other information that confirm why they believe a change of final grade is warranted.

If the faculty member and student reach an agreement to either maintain or change

the grade, the appeal process has closure. If there is to be a grade re-evaluation and change, the grade change must be submitted in the next seven (7) days to the Registrar. Otherwise, it stands as is.

2. If the faculty member of the course and student with the appeal do not reach agreement, the student may meet with the Department Chair of the area.
  - The student brings the letter of grade appeal to the Chair to review and adjudicate the student’s appeal.
  - After meeting with the student and reviewing the letter of grade appeal, the Chair then meets with the instructor/faculty member regarding the posted grade.

If the Department Chair recommends a change of final grade, a grade change is submitted to the Registrar within seven (7) days and both the student and instructor are informed of the outcome.

3. If the grade is not changed, the student is informed and has the option of pursuing the third (and final) step of a grade appeal which requires sending the letter of grade appeal and arranging a meeting with the CAO/Academic Dean.
  - The student brings the letter of grade appeal to the CAO/Academic Dean to review the student’s appeal and adjudicate the process.
  - After meeting with the student and reviewing the letter of grade appeal, the CAO/Academic Dean then meets with the Department Chair and instructor/faculty member regarding the posted grade.

If the CAO/Academic Dean recommends a change of final grade, a grade change is submitted to the Registrar within seven (7) days and both the student and instructor are informed of the outcome. If the grade is not changed, the student is informed of the final decision. There is no further option to appeal the grade.

**How to Prepare a Written Appeal:** Set aside time and attention to prepare a thoughtful written grade appeal. Clear and accurate written documentation is a key part of a grade appeal. The grade appeal should be a single, coherent document (and not a series of email statements and messages.)

1. The opening paragraph should clearly state the basis for the grade appeal.
2. Include evidence, facts, dates, and other details that support the grade appeal.
3. Include or attach any additional relevant background or information. (Note:



Additional information may be requested/provided by the faculty instructor.)

4. If you have questions regarding the content and/or structure of the written grade appeal, you may reach out to the Academic Services Coordinator.

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

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

**ACADEMIC STANDARDS COMMITTEE:** The Academic Standards Committee reviews cases of students that are on probation. This Committee is chaired by the Dean of Students; the other Committee members are the Associate Dean of Academic Services, the Graduate Program Director, the Academic Advisor, or other relevant staff members and two to three faculty members. At least three members of the Committee will be present for hearings.

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

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

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

- earn less than a 3.0 for two consecutive terms, or for three non-consecutive terms (or

two non-consecutive terms for Art Education).

- are admitted on probation and have less than a 3.0 in their first term at Moore or in two subsequent non-consecutive terms, or
- have a cumulative average below a 3.0 for three or more terms.

A student choosing not to appeal is automatically dismissed. A student who withdraws officially or unofficially under these circumstances will have a dismissal recorded on their transcript. A student who chooses to appeal must appear before the Academic Standards Committee and present reasons for not being dismissed. In reaching a decision about dismissal, the members of the Academic Standards Committee attempt to serve the best interest of the student and the College. Each decision is unique to the individual and each decision is rendered on a case-by-case basis. If a graduate student leaves Moore and then appeals to return, they must fulfill all new requirements and complete the program within the time allotted for graduation.

## ACADEMIC PROBATION

**A. Departmental Probation:** A graduate student will be placed on departmental probation if in any term, a C+ or below in required courses is received. The Graduate Program Director will counsel them 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 Director may require the student to meet with the Academic Standards Committee. In order to help ensure the graduate student's success in the classroom, the Graduate Program Director, and/or the Academic Standards Committee will make specific recommendations to proceed. For example, a graduate student may be required to repeat courses in which they has a grade of C+ or below. Decisions regarding such requirements depend upon the Graduate Program Director's assessment in consultation with the Associate Dean of Academic Services of a graduate student's ability to proceed in the graduate program.

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

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

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

1. The student fails to achieve a term GPA of 3.0 the following term;
2. The student was admitted on probation and achieves less than a 3.0 during their first term at the College;
3. The student has a term GPA of less than a 3.0 for two non-consecutive terms for Art Education students;
4. The student was admitted on probation and achieves a term GPA of less than 3.0 for one term for Art Education students; or
5. The student's cumulative GPA is below a 3.0 for 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 their studies and
- b. whether the student is making satisfactory academic progress and, therefore, can keep their financial aid.

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

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

**Exceptions to Regulations:** For extraordinary circumstances only, a student or a faculty member may petition the Academic Standards Committee for an exception to any academic regulation. The petition must give the rationale for an exception. The Committee shall consult with appropriate faculty, the Graduate Program Director, the Academic Dean and the student before ruling on the petition.

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

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

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

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

**GRADUATE WRITTEN THESIS:** The Master's Thesis is the culminating experience for a graduate student. It is the evidence that the Master's degree candidate has achieved the



professional level of work consistent with the degree.

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

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

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

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

- Master program final reviews consist of the Oral Presentation of the thesis during the final summer term.

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

**GRADUATE THESIS EXHIBITION:** Graduate Students are required to participate in the Thesis Exhibition in order to graduate.

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

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

**INSTITUTIONAL REVIEW BOARD:** Moore College of Art & Design is committed to the protection and privacy of all persons who participate as subjects in research. In order to ensure that all research subjects are aware of their rights and protections available to them, the college has designated an Institutional Review Board (IRB) that consists of the Academic Dean, the appropriate Graduate Program Director and the Associate Dean for Academic Services. The IRB is responsible for evaluating the research in terms of compliance to ethical standards, safety and privacy. Although, individual researchers are primarily responsible for the specific design of the research, the IRB provides objective input.

Students who conduct research must complete a Research Proposal. This proposal must be submitted by date specified to the IRB and approved prior to initiating research. Once the IRB approves the Research Proposal, students may begin their research study after receiving signed consent forms from the parents of the children within the research population. Any adverse effects caused by the research must be reported to the IRB as soon as possible and should be discontinued until it has been re-approved by the IRB. IRB and consent forms can be obtained from the Office of Graduate Studies.

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

#### **MA in Art Education with an Emphasis in Inclusive Practices Requirements:**

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

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

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

All courses are sequential and required.

**Graduation Process:** All eligible candidates for graduation will be asked to complete a Petition to Graduate Form to submit to the Registrar's Office by March of their graduating year. 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. 4+1 Program – BFA + MA:** Moore's 4+1 program is a study option for eligible students interested in completing a 4-year BFA degree in art education plus an additional 15 months in the MA in Art Education with an Emphasis in Inclusive Practices. Eligibility requirements include: portfolio submission, writing sample, and a BFA graduating cum GPA of 3.0 or higher.

Currently enrolled, eligible BFA students may use up to 12 specified graduate credits approved by the college to fulfill requirements for their undergraduate degree. Upon graduation from their BFA program, students transition into their graduate program, which they complete, in most cases, in one additional year. Students should meet with the Academic Advisor as soon as possible and schedule an interview with the Graduate Program Director to discuss requirements for eligibility and the process. The graduate courses will be coded as undergraduate courses on the undergraduate transcript and undergraduate tuition will be applied. After matriculation into the program, the graduate level indicator will be added to these courses so that they may also count towards a master's degree.

**TRIP/ PROGRAM POLICY:** Transportation for field trips or travel programs varies and may include various modes of transportation, such as walking, public transportation, a car, train, airplane or other public carrier. The College is not responsible for any damage to students or their property resulting directly or indirectly from the selection of a carrier and/or the operation of motor vehicles or other means that they may utilize as transportation to, from or during such a college-sponsored program. If the program involves return transportation, it is each student's responsibility to appear on time at the

site from which the bus/van/car/train/airplane will leave.

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

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

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

# College/Graduate Student Policies

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# College/Graduate Student Policies

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

**For a Crisis Involving Students:** For BFA or Graduate students, notify the Dean of Students, Joshua Wilkin. For YAW and CE students notify Managing Director, Meg Wolensky.

If you cannot reach Dean Wilkin or Managing Director Wolensky, and the crisis is psychological in nature, notify the Mental Health Counselor, TBD

If you cannot reach Dean Wilkin or Managing Director Wolensky, and the crisis involves physical health, notify the Director of Health Services, Diane Azuma or Penn Care Medicine.

The number for Penn Care Medicine at Rittenhouse is 215-893-6200

**Always call 911 in an emergency**

**For a Crisis Involving Faculty:** Notify Claudine Thomas, Academic Dean, for BFA & Graduate faculty, and Meg Wolensky, Managing Director, for CE faculty.

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

**For a Crisis Involving College Property:** Notify the Director of Operations and Facilities, Brian Caputo or the Senior Vice President of Finance and Administration, William L. Hill, II.

If the crisis involving property affects a residence hall notify the Director of Operations and Facilities, Brian Caputo and the Dean of Students, Josh Wilkin. If you cannot reach Dean Wilkin notify Alex Bogdan Coordinator for Residence Life & Housing.

**Crisis Communications:** In a crisis situation, any communication with the media will be handled by the President of the College, who serves as the main spokesperson for Moore College of Art & Design, and the Chief Marketing & Communications Officer. If you are contacted by a reporter, please alert the Chief Marketing & Communications Officer or another member of the Marketing & Communications Office.

**For Other Emergencies:** The College also has a detailed policy on responding to emergencies from fire to demonstrations to city-wide emergencies. In the event that such emergencies occur, administrators will direct the response of the members of the

College community. Students, faculty and staff may be asked to congregate in common areas within College buildings and/or they may be asked to evacuate the buildings. Further information about these policies may be found in the Senior Vice President of Finance and Administration's office.

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

**Step One:** A student with a grievance (the grievant) against another student, a staff member or a faculty member should speak directly to that person, be it another student, a staff member or a faculty member. Should they need support before speaking with that person, they may seek that support from a) The Coordinator for Residence Life and Housing, 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 Coordinator for Residence Life and Housing 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 Coordinator for Residence Life and Housing or Dean of Students sees this as a proper course of action. If the Dean of Students or the Coordinator for Residence Life and Housing 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 they have a grievance, the Dean of Students or Coordinator for Residence Life and Housing should recommend that the student bypass Step One and begin with Step Two. In such a case the appropriate support person listed in Step Two would be present for any conversations between the two parties.

**Step Two:** If the grievant does not believe that the grievance has been resolved after going through Step One, they may pursue their grievance as follows:

- The grievant may return to the Coordinator for Residence Life and Housing and ask for their direct intervention with the student against whom the grievance is lodged;
- The grievant may speak to the staff member's immediate supervisor and ask for their support and intervention, if the grievance involves a staff person;
- The grievant may speak to the faculty member's Chair and ask for their support and intervention, if the grievance involves a faculty member;

- The grievant may speak with the Academic Dean and ask for support and intervention, if the grievance involves a department chair.

**Step Three:** If the grievance is still not resolved to the grievant's satisfaction, they may take their grievance to:

- The Dean of Students, if the grievance involves another student;
- The manager responsible for the administrative unit to which the staff member belongs, if the grievance involves a staff member;
- The Academic Dean, if the grievance involves a faculty member;
- The President, if the grievance involves a chairperson.

If the grievance is against a student and the Coordinator for Residence Life and Housing has been consulted, they may choose, in consultation with the Dean of Students, to send the grievance to either the College or the Student Conduct 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 Conduct committee and the grievant takes the grievance to Step Three, they must submit to the Dean of Students in writing a statement of the nature of the grievance, specific actions or behaviors on which the grievance is based, the solution sought and the handling of the grievance to date. The Dean of Students will attempt to resolve the grievance within ten (10) working days. The Dean will respond in writing to the grievant. The Dean of Student's decision as to whether or not the grievance has merit and what corrective actions should be taken, if any, is final.

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



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

**PROCESSES FOR HANDLING OTHER STUDENT CONCERNS:** Students should be aware that there are many avenues for addressing any concerns that they might have about services, policies and procedures at the College. Their first remedy should be to speak with the appropriate staff or faculty member. Students in the residence halls with concerns about residence life should first speak with a Resident Assistant or a Resident Director. There is also a food committee in place; to bring forward concerns, students can speak with the Food Service Director or with the Coordinator for Residence Life and Housing. If a student has a concern and does not know whom to speak with, they can ask the Dean of Students.

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

**DISABILITY POLICY:** Moore College of Art & Design complies with the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. According to Section 504 of the Rehabilitation Act of 1973, no otherwise qualified individual with a disability shall, solely by reason of their 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, or 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 an Accommodations Committee that includes the Academic Services Coordinator, the Associate Dean for AS and the Dean of Students, supported when necessary by consultations with the Director of Health Services, the Mental Health Counselor, the Coordinator for Residence Life and Housing, and the Academic Advisor. This Committee is in charge of administering accommodation services. Students who request services and/or accommodations should speak with the Academic Services Coordinator, who will provide the student with the appropriate forms. Documentation of a disability or a learning difference must come from a licensed professional in the field appropriate to the disability. As a general rule, a note from a general practitioner may not be adequate. The physician's documentation must include: a diagnosis, a description of how the disability interferes with one or more major life activities and a description of functional limitations specific to the academic setting. Because reasonable accommodations and services are based upon assessment of the current impact of the student's disability, it is necessary to provide recent and appropriate documentation. In most cases, this means that a diagnostic evaluation must have been completed within the past 3 years for ADD/ADHD, and 5 years for all other disabilities. Documentation that exceeds the time limit may be considered if the previous assessment is applicable to the current or anticipated setting. Documentation should also include a recommendation for appropriate accommodations. (More details about documentation are found on the forms themselves.)

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

Once the documentation has been received, the student should make an appointment to meet with the Academic Services Coordinator. The Coordinator will provide the student with a memo for their faculty and for the chair of their department, documenting their need for accommodations. If need be, the chair and the faculty will meet with members of the Accommodations Committee to work out the specifics of any accommodations,



consulting with the student in the process.

The documentation of a student's disability is confidential. This information is available only to Accommodations 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 their disability in a signed release.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

A student wishing to review their 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 request to have copies made 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 their 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 their 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.

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 (including type of award and/or 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 the start of the academic year. 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.

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 they, together with their family or medical professionals advising them, make the determination that such a leave is necessary. If that student then wishes to return to the College, the student shall provide a statement from an outside medical professional, addressed to the Dean of Students, that it is their belief that the student's condition has improved to the point that they are capable of safely returning to the College and completing their studies. The College shall give significant weight to the opinion of the student's health care provider. The student may also provide supporting documentation, for example, from supervisors at any volunteer positions, internships or employers. If, notwithstanding the statement from the student's medical provider, the College has concerns about the student's ability to return to the College and safely complete their studies, it may require the student to undergo an independent evaluation by a physician or other health care provider of the College's choice, at the College's expense, who will conduct an individualized assessment of the student's ability to safely return as a student. The student must provide an authorization permitting the physician or other health care provider to release information about the evaluation of the student to the College. If, following such independent evaluation, the College believes that the student cannot safely return, the College may either deny the student's request to return or place conditions on their return, including following a course of treatment recommended by the student's health care provider and acceptable to the College, and/or demonstrating an increased ability to function safely and handle the stresses of student life at the College. If the College either denies the student's request to return or places conditions on their return, the student may appeal such determination according to the Section 504 Grievance Procedure.

**Involuntary Medical Leave:** If a student engages in behavior that poses a risk of harm to any member of the College community, the College's Behavioral Intervention Team may require the student to undergo an independent evaluation by a physician or other health care provider of the College's choice, at the College's expense, who will conduct an individualized assessment of the student's fitness to safely remain on campus and/or continue as a student, including through reasonable modifications of the College's

policies, practices or procedures, or the provision of auxiliary aids and/or services, to mitigate the risk of harm to members of the College community, so long as such modifications and/or auxiliary aids do not fundamentally alter College programs. The student must provide an authorization permitting the physician or other health care provider to release information about the evaluation of the student to the College. The student may also submit information from their own health care provider to the Behavioral Intervention Team addressing the student's fitness to safely remain on campus and/or continue as a student, including suggesting reasonable modifications of the College's policies, practices or procedures, or the provision of auxiliary aids and/or services, to mitigate the risk of harm to members of the College community, so long as such modifications and/or auxiliary aids would not fundamentally alter College programs. During the evaluation process, the Behavioral Intervention Team, acting through the Dean of Students, may impose an Interim Suspension requiring the student to remain off campus until such time as a determination can be made about the student's fitness to safely remain on campus and/or continue as a student. Such an Interim Suspension is a directive, not a disciplinary action, and it has no disciplinary consequences.

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

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

If, notwithstanding the statement from the student's medical provider, the College has

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

**MISSING PERSONS:** In the event that a student is reported as missing for more than 24 hours, College staff will make inquiries about their whereabouts. If a resident does not return by the estimated time of return, the staff will make inquiries about their whereabouts 24 HOURS AFTER THAT ESTIMATED RETURN TIME, unless a truly valid reason for concern is expressed directly to a professional staff member in the Student Affairs Office prior to that time.

If Student Affairs makes an inquiry about a resident who has not returned and cannot locate them, staff will notify appropriate people listed on the student's emergency contact sheet, which is kept by Residence Life Staff. This information will not be disclosed to anyone, except law enforcement personnel to help find the missing student. If the student is under 18, a member of their family will be notified that they have not returned to the residence hall. If the Residence Life Staff does not have an emergency contact number, the police will be notified. If emergency contacts cannot be reached, the police will be notified. Police will also be notified if a student, regardless of age, has been determined to be missing.

If someone believes a student is missing and the student lives on campus, please contact a Head/Resident Assistant, Resident Director, or the Coordinator for Residence Life and



Housing. During College business hours, go to Student Affairs on the first floor of Stahl Hall, or call 215-965-4040. After hours, please ask the guards at the front desks of Wilson or Sartain Halls to contact the Head/Resident Assistant or Resident Director on duty. If the student does not live on campus, please contact the Dean of Students.

## STUDENT ARTWORK POLICIES

- **Installations:** Students who want to install a class project in the College buildings or adjacent areas must fill out the appropriate form, Proposal for Art Installations, with the Director of Operations and Facilities. Students must get the approval first of their faculty and then their program director/department chair in the process of filling out the form. The form must be submitted at least 3 weeks prior to installation. Students will be required to write a proposal that outlines the space needed, materials that will be used, date and time of installation, date and time of the critique and plans for removal of the installation. Students will be responsible for any damages done to the space within the 24-hour time frame of the installation. Permission will be granted on a case-by-case basis, depending on availability and the proposal. For more information about the Graduate Thesis Exhibition, please see the Graduate Program Director.
- **Other Formats for Exhibiting Artwork:** The Philadelphia Wall, adjacent to The Art Shop, and the Diamond Windows in Wilson Hall feature recent class projects and site-specific installations by Moore students from all majors. For details on how to schedule the Student-Run Gallery on the fourth floor connector between Wilson and Sarah Peter Halls, students should consult with Student Government.
- **Release for Using Students' Artwork in Promoting the College:** The College routinely takes photographs of campus life, events, exhibitions and student artwork, which may be used in Moore's publications, website, social media, press releases or other mediums for publicity, promotion, advertising or exhibition. The College recognizes the importance of crediting artwork, and reasonable efforts will be made to do so as space, time and format permit.
- **Disclaimer of Responsibility:** The College assumes no responsibility for damage or loss of student artwork that is stored or displayed on campus or exhibited in student shows. The College bears no liability for student artwork or supplies left after the academic year ends. All students are expected to clear out their studios and any other spaces including, but not limited to, lockers and classrooms no later than the Wednesday after Commencement. All work not removed by that date will be discarded.
- **Unclaimed Work Policy:** Departments collect student work throughout the Fall and

Spring semesters for inclusion in campus exhibitions. Students must clearly label their work (first and last name). It is the student's responsibility to reclaim their work at the end of the exhibition (when the work is no longer displayed). If a department holds and/or displays student work over the summer, the student may reclaim their work at the start of the Fall semester (or by the end of the current term if they know that they will not be returning to Moore). The college (including faculty) is not responsible for unclaimed work.

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

**STUDENT HEALTH POLICIES:** All students taking courses towards a BFA, graduate or post-baccalaureate courses are required to file a health history, data and consent and complete immunization forms in the Health Services Office. No student may move into College housing without returning a completed health form. This health form is critical to providing proper care for students. Immunizations are a part of this form and help Health Services assure that students are as protected as possible on campus from exposure to the diseases covered by immunization. In devising its policy about immunizations, the College follows the guidelines of the American College Health Association (ACHA), which cover communicable diseases such as AIDS, measles and TB.

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

If and when other health policies need to be adopted, the College will inform students via email, signage or US mail. In addressing any such health needs, the College's Health Services will use guidelines set by ACHA. For more details about the College's health policies, see the Director of Health Services on the first floor of Stahl Hall.

**STUDENT HEALTH INSURANCE POLICY:** The College requires that all students have health/medical insurance. Students with questions regarding this policy and its terms should contact the College's insurance administrator directly at 1-800-505-4160 or visit [www.firststudent.com](http://www.firststudent.com).

# Student Affairs

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# Student Affairs

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

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

This office also creates student IDs and is the liaison to parking garages, and Planet Fitness.

**COUNSELING SERVICES:** Counseling is provided by our Mental Health Counselor who is on campus 40 hours a week. Hours are: Mondays through Friday from 11am - 7pm. The Mental Health Counselor also make 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 an Accommodations Committee that includes the The Academic Services Coordinator, Dean of Students, the Associate Dean for Academic Services, and other Student Affairs members when necessary. Students that seek accommodations for a learning difference or disability should speak with the Academic Services Coordinator, who will explain the College’s procedures for documenting disabilities and making reasonable accommodations and will help the student take the necessary steps.

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

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

**Dining Hall hours:**

Monday - Friday	
Breakfast	7:45 am - 9:45 am
Lunch	11:00 am - 1:15 pm
Dinner	5:00 pm - 7:00 pm
Weekends/Holidays	
Brunch	11:00 am - 1:00 pm
Dinner	5:00 pm - 6:00 pm

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

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

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

To provide students with coverage by physicians, the College can refer students to an off campus physician practice such as a nearby urgent care.

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

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

Emergency Care may be provided by the emergency rooms at:

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

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), they will be taken to Hahnemann University Hospital.

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

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

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

**LAUNDRY:** Free washers and dryers are provided in each of the residence halls. Inoperative equipment should be reported to the Coordinator for Residence Life. Students in Moore-Sponsored Housing have in-unit washers and dryers. Inoperative equipment should be reported to the building's facilities team.

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

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

**MAIL:** Residents of Stahl Hall and Sartain Hall will be assigned mailboxes at the beginning of each year. Residents in Moore-Sponsored Housing receive assigned mailboxes on campus and also have the option of receiving mail in their building. The student's College address must include their name and assigned mailbox number on their mail or package. Resident students are also encouraged to receive a tracking number for packages. This will help the student to know if their package is at Moore or not. Please note, there can be a delay in receiving packages because all of the College's mail is received and sorted in one

location and then distributed to the rest of the campus.

This could add a day or two to the time it takes to receive a package. Resident students who receive packages will receive an email to their Moore email indicating this. Packages can be picked up at the mail room on the first floor of Stahl Hall Monday through Friday between 6:30pm – 8:30pm.

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

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

**PARKING:** While there are no parking facilities at the College for students, the College has made arrangements with three area garages. For the most up to date information on parking, please go to <https://moore.edu/life-at-moore/campus-life/transportation-parking/>. All information listed is subject to change.

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

**PREFERRED NAME:** Moore College of Art and Design recognizes that students may use names other than their legal names to identify themselves. The ability to use a Preferred Name can be particularly important for transgender or gender non-conforming individuals. Except when the use of an individual's legal name is required by law or policy, students can be identified in Moore College information systems by the preferred name in accordance with the approved Preferred Name Form.

A preferred name may be changed by submitting the Preferred Name Form to the Director of Student Life, Diversity and Inclusion. Students may update their preferred name no more than once per academic year. Once approved, the following will be updated to reflect the student's Preferred Name: Moodle account name, student email

account, Moore College ID card. (Technology accounts may not be updated until the following semester, depending on when your form is received.) If a student's preferred name is not approved, the legal name will remain on all college records. Examples of preferred names not approved include names used for the purpose of misrepresentation; names containing non-alpha characters; or names containing foul or inappropriate language.

*There are some records that require a legal name.* If a student wants to make a legal name change, they would need to initiate that process through federal and state authorities. The Registrar's Office and Student Affairs can provide resource information to students who want to begin that process. Instances in which a legal name is required include: transcripts, diplomas, degree verifications, financial aid and billing records, payroll records, tax documents, and federal immigration documents.

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

**RESIDENCE LIFE & HOUSING:** This department is part of the Student Affairs Office and is overseen by the Coordinator for 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.

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

**STUDENT LOUNGES:** There is a Student Lounge located in the Penthouse above the 5th floor in Stahl Hall. Students can gain access to this lounge by taking the elevator in Stahl Hall to the 5th floor and walking up the remaining flight of stairs. This lounge is for use of both commuters and residents. Lounge facilities include a small kitchen and cable television. This lounge is not a work lounge for doing artwork. There is another lounge, Fox Commons in Wilson Hall, which is a common area open to students, faculty and staff. This lounge is for gatherings, meetings and receptions. There is no sleeping in any of these

lounges from 10 pm to 6 am. The Fox Commons lounge also closes and is off limits from 2 am to 6 am and during special events at the College. Students that use the lounges are expected to clean up after themselves.

**PLANET FITNESS:** The College contracts with Planet Fitness to provide free access to Moore students at Philadelphia Planet Fitness locations. These facilities offer 24-hour clean and spacious facilities in a judgement free zone. Each location features high quality, brand name cardio and strength equipment. To gain access, students need to be currently enrolled and have a valid Moore ID. To use the gym, go to a Planet Fitness location and state that you are a Moore student who would like to use the gym. The Coordinator of Residence Life and Housing emails a flyer that can be presented to certain Planet Fitness locations at the beginning of each semester. 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 Classic membership card. The Moore contact for Planet Fitness is the Coordinator of Residence Life and Housing. Students who misuse their Planet Fitness membership could be referred to the conduct system.

**TELEPHONE MESSAGES:** The College cannot take messages for students. In case of emergency, contact should be made with Student Affairs, and an attempt will be made to reach the student.

# Student Leadership Organizations and Other Opportunities for Involvement

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

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

This office also creates student IDs and is the liaison to parking garages, and Planet Fitness.

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

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

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

**RESIDENCE LIFE STAFF:** The Residence Life Staff is a group of 2 Resident Directors, 2 Head Resident Assistants, and 7 Resident Assistants who work with the Coordinator for Residence Life & Housing to assist in both the personal and operational aspects of managing the residence halls. Sophomores, juniors and seniors hold these positions. To join the Residence Life Staff, students must have a minimum GPA of 2.5 and must go through a selection process during the spring semester. They are trained by the Coordinator for Residence Life and Housing. In addition to the skills in which all leaders receive training, the Residence Life Staff learns interpersonal helping skills, such as conflict resolution, mediation, and crisis intervention; and operational procedures related to maintenance and security. They work with staff in Student Affairs to provide social and educational programming for the students living in the residence halls.

**STUDENT ENGAGEMENT COMMITTEE (SEC):** The Student Engagement Committee (SEC) is a group of student leaders who not only engage with and provide support for the new students as they make the transition into the Moore community, but who also



facilitate various programming opportunities for the student body throughout the year. SEC members are interviewed during the spring semester and are selected before they leave for summer break. Over the summer, each SEC member establishes a relationship with incoming students before they arrive for Orientation, and in conjunction with Residence Life and Student Government, SEC facilitates Orientation activities in the fall and spring. During the school year, each SEC member will be involved in one of three different programming tracks: on campus programming, city as campus programming (off-campus events), or community service programming. First year students have the opportunity to join SEC and take part in the implementation of Moore-wide programming. SEC is supervised by the Assistant to the Dean of Students/Student Affairs Coordinator.

### OTHER OPPORTUNITIES FOR INVOLVEMENT

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

- Free or Discounted Opportunities- Planet Fitness, Philadelphia Museum of Art, Franklin Institute, Academy of Natural Sciences, and more.
- Community in the Classroom - In certain classes, students have an assignment attached to a cultural event in the city, they attend the event for free, and often have a unique opportunity to hear from a professional in the arts.

**Clubs and Organizations:** The College supports student run clubs and organizations with funding and the use of College spaces and resources, provided students go through the proper registration procedure and follow all rules and regulations. Students can register a new club at the start of the fall and spring semesters, and information about active clubs is sent out after the registration period ends. Please see the Director of Student Life, DEIA for more information or for registration materials.

**Student Run Gallery:** The first floor of Wilson Hall holds the Student Run Gallery, which is managed by Student Affairs, The Galleries at Moore, and a faculty advisor. Access to exhibition programming is inclusive to all majors.

**Community Service:** There are a number of opportunities for community service on campus, which are run out of various offices. Some offered in the past include:

- Health Services' two annual blood drives

- Community service projects organized by the Alumni Office
- Residence hall programs organized by Residence Life Staff
- Days of service organized by Student Affairs linked to both fall and spring Orientation, and then approximately once a month during the academic year
- Alternative Spring Break - a rewarding way to spend your spring break giving back to those in need, organized by Student Affairs
- Students who apply and are selected to be Community Service Student Assistants (CSSAs) aid the Director of Student Life, DEIA with all community service programming. They might be asked to work with organizations to coordinate logistics, recruit students to participate, and attend volunteer events, and help with processing activities and evaluations.
- Volunteer opportunities through Locks Career Center for which students in the Federal Work-study Program can earn their work-study awards by doing community service with an off-campus, arts-related organization.

Students interested in community service should contact the people/offices listed above or come to Student Affairs and speak with the Director of Student Life, DEIA for more opportunities.

There are also opportunities for students in the Federal Work-study Program to earn their work-study awards by doing community service with an off-campus, arts-related organization. To find out more about these opportunities, contact The Locks Career Center.

# Student Rights and Responsibilities

**STUDENT CODE OF CONDUCT:** The College is dedicated to the creative, intellectual and personal enhancement of its students, and, as such, expects all members of the academic community to behave in a manner conducive to that end. The College recognizes students as adults pursuing an education. Just as a student does not lose citizenship rights upon enrolling at the College, they do 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 themselves 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.
19. Engaging in any action or course of conduct that threatens the health or well-being of any member of the College community.

The College concerns itself primarily with misconduct that occurs on College grounds or at college-sponsored events. However, the College may become aware of misconduct occurring off-campus that is detrimental to the College's interests or to other students or dangerous to the student herself or illegal, including misconduct online, such as inappropriate use of campus network systems, or misconduct occurring in cyber communications. In such cases, the Dean of Students or the Coordinator for Residence Life and Housing 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 their faculty.

In all cases of academic dishonesty within the context of a class, faculty will submit a Notice/Letter of Academic Concern as a notice to the student that plagiarism is suspected. Subsequently, the faculty, the department chair and the student will meet together to discuss the alleged plagiarism and, if need be, to fill out an Academic Dishonesty Report, which will be sent to the Dean of Students. If the student admits to academic dishonesty and signs the Report accepting the faculty's sanction, in most instances they will not go before the College Conduct Committee. If a student does not follow through on sanctions agreed upon in the Academic Dishonesty Report, they will be required to meet with either the faculty and the department chair again, or the College Conduct 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 Conduct 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 Conduct Committee, in consultation with the Dean of Students or the Coordinator for Residence Life. If a student withdraws from a course where the student admits to academic dishonesty, all of the necessary procedures mentioned above will still occur.

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

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

**DRUG AND ALCOHOL POLICY:** The illegal and/or abusive use of drugs and alcohol by members of the College community adversely affects the quality of campus life and the mission of the College and is, therefore, prohibited, whether it occurs on or off campus. Specifically, College policy prohibits the possession, use or sale of drug paraphernalia, cocaine and its derivatives, marijuana (including medical 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 Conduct Committee or to the Administrative Conduct Committee. The choice of committee will be at the College’s sole discretion and will be made by the Dean of Students or the Coordinator for Residence Life and Housing. 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, 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, they 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 their behavior constitutes a violation of state or federal law. Should they be convicted of any offense under federal or state law involving the possession or sale of a controlled substance, they will lose their 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 sell, offer for sale nor solicit the purchase of controlled substances, other drugs and devices nor hold them for sale or resale until such person has registered under this act with the Secretary of Health of the Commonwealth of Pennsylvania. Please consult <http://ecapps.health.state.pa.us/pdf/ddc/ddcAct2.pdf> for more information about Pennsylvania’s laws and penalties regarding



controlled substances.

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

Title 18 - Pennsylvania Crimes Code specifically forbids

1. Purchase, consumption, possession, or transportation of liquor or malt or brewed beverages by a minor.
2. Misrepresentation of age to purchase liquor or malt or brewed beverages.
3. Representing to liquor dealers that a minor is of age.
4. Inducement of minors to buy liquor or malt or brewed beverages.
5. Manufacturing and/or sale of a false identification card.

Examples of sanctions for breaking the above stated laws range from a \$300 - \$2500 fine, suspension of driving privileges for up to 90 days, The College expects every student to be aware of these laws and of their responsibility for compliance with them. They should be aware that these are criminal statutes and ordinances. Violation can result in various criminal penalties, many of which are mandatory in nature. In addition, violation of any of these laws could result in civil liability for any resulting harm.

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

The use of alcohol also presents serious personal and health risks. The chemical action of alcohol on the nervous system is similar to that of ether, a drug used to render surgical patients unconscious. The chemical substance in alcohol which produces intoxication is a drug in the same chemical class as tranquilizers and barbiturates. Virtually every organ system in the body is affected by alcohol. It suppresses inhibitions and judgments. It impairs performance, specifically academic performance, by decreasing concentration, attention and memory retention, contributing to a loss of achievement and goal orientation. As a result of alcohol's effect on the immune system, an increased

susceptibility to infections disease and several types of cancer occurs. Excessive use of alcohol can lead to chemical dependence. The abuse of alcohol and drugs is also associated with health problems related to intoxication and overdose, such as blackouts, convulsions, coma or death and to unusual or inappropriate risk taking, which may result in physical or emotional injury or death. Students are expected to attend drug and alcohol awareness programs that the College sponsors from time to time in order to be as well informed as possible about both the health hazards associated with drug and alcohol use and constructive means for avoiding these addictions.

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

**MODEL POLICY:** Figure models (nude and clothed) are an essential part of learning to draw the human figure and a required component of Foundation Drawing as well as some upper level major and graduate level courses. Observing the human body, while studying its muscular and skeletal anatomy, facilitates student understanding of the dynamics of human movement and their bodies' form and function. This educational requirement is essential: faculty are not required to make exceptions or course substitutions for nude model drawing as part of the college's academic approach to figure drawing requirements.

The faculty member, or student monitor, is the liaison between the model and the students, and is in charge of the classroom at all times. No one is allowed to physically touch a model while they are posing. Students should not address the figure model directly, and should direct all questions or concerns to the faculty member or student monitor. Students must refrain from sitting or placing belongings on the model stand at any time, as this is the model's personal space. Photography/Videography in the studio is NOT permitted. The use of a camera (including cell phones, iPad devices, etc.) is not permitted without prior, written approval of the faculty member, the Model Coordinator, and the life model.

**ORAL PARTICIPATION POLICY:** Classes offered at Moore require students to be engaged as active and communicative learners to successfully complete the course. In addition to completing assignments and exams, our expectation is that you will consistently participate in the classroom and studio during class time. It is this consistent participation and contribution to discussions, critiques, group projects, etc. with faculty and peers that guarantees your learning, contributes to your academic accomplishments, and supports your professional goals after graduation.



Critiques are required. Critiques are spaces of powerful learning that develop students' abilities to evaluate their work and the work of others. Asking and responding to questions stimulates analytical, evidence-based thinking. As a result, students learn through dialogue with the instructor and their peers. During critiques and discussions, we are less concerned with "right" or "wrong" answers than we are with thoughtful contributions that follow the discussion and either add to the debate or move it in a new direction. Different instructors and courses may define "participation" differently. Always check with your instructor to clarify their expectations for class participation. If you find it uncomfortable to speak up in class, we encourage you to contact Academic Services (AcademicServices@moore.edu) and visit your professor in office hours to work on this skill.

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

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

# Gender-Based Misconduct Policy

**PURPOSE:** Moore College of Art & Design (Moore) is committed to maintaining a safe and healthy educational and work environment in which no member of the Moore community is, on the basis of sex, excluded from participation in, denied the benefits of, or subjected to discrimination in any Moore program or activity. Gender-based discrimination and sexual harassment, including sexual violence, are forms of sex discrimination in that they deny or limit an individual's ability to participate in or benefit from Moore programs or activities.

Moore's Title IX/Sexual Misconduct Policy (Policy) is designed to ensure a safe and non-discriminatory educational and work environment, as well as meet Moore's legal requirements, including but not limited to: Title IX of the Education Amendments of 1972, which prohibits discrimination on the basis of sex in Moore's programs or activities; relevant sections of the Violence Against Women Reauthorization Act; Title VII of the Civil Rights Act of 1964, which prohibits discrimination on the basis of sex in employment; and Pennsylvania laws that prohibit discrimination on the basis of sex.

**APPLICABILITY AND SCOPE:** These Procedures will be used to resolve reports and formal complaints against students, staff, and faculty for the following forms of Prohibited Conduct:

- **Title IX Sexual Harassment**, which includes Sexual Assault, Dating Violence, Domestic Violence, and Stalking
- **Other Forms of Prohibited Conduct**, which includes Sexual or Gender-Based Harassment and Sexual Exploitation
- **Retaliation** (when related to Title IX Sexual Harassment or Other Forms of Prohibited Conduct listed above)

**POLICY JURISDICTION:** This Policy applies to prohibited conduct that is committed by students, faculty, staff, Moore appointees, or third parties (such as vendors and contractors), whenever the misconduct occurs on Moore property or off Moore property, if the conduct was in connection with a Moore or Moore-recognized program or activity; or the conduct may have the effect of creating a hostile environment for a member of the Moore community. Conduct subject to Title IX disciplinary action must occur within the United States. All other misconduct that does not meet the definition or geographic requirements of Title IX will be processed under Moore's Student Code of Conduct or Moore's Faculty and Staff Handbooks.

**DEFINITIONS:** The terms and definitions used here are important components of Moore's Policy. The definitions are intended to give meaning to these terms in the context of the

Moore community. Criminal and other applicable state laws may use different definitions and are inapplicable to this Policy.

- **Actual Knowledge:** Actual Knowledge is when an official notice of sexual harassment or sexual misconduct is provided to Moore's Title IX Coordinator, Deputy Title IX Coordinator, Title IX Investigator, or a CSA (Campus Security Authority).
- **Advisor:** An advisor is a support person who is present to aid a complainant or respondent throughout an investigation, formal or informal resolution process and/or appeal hearing related to a possible violation of Moore's Title IX/Sexual Misconduct Policy. Complainants and respondents may be accompanied by one advisor throughout the investigation and any related hearing process. The advisor may be any person of the party's choosing, including an attorney. An advisor may not speak, write, or otherwise communicate with a report facilitator during the statement collection and fact-finding portion of an investigation. Advisors are required should an investigation lead to a hearing and cross-examination.
- **Appeal Officer:** The Appeal Officer is the Moore officer or administrator who is the decision maker in the appeal process.
- **Campus Security Authority (CSA):** A Campus Security Authority is a Moore employee who has significant responsibility for student and campus activities, including, but not limited to, the directors of student housing, student discipline and campus judicial proceedings who, in their employment capacity, have the authority and the duty to take action or respond to particular issues on behalf of the institution.

It is considered official notice to Moore if the misconduct is within the actual knowledge of a CSA. CSAs assist Moore in fulfilling its responsibility to annually disclose accurate crime statistics and to issue or facilitate the issuance of timely warnings or emergency notifications under the The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) for crimes under that statute that pose a serious or continuing threat to the campus community.

- **Complainant:** A complainant is the subject of the alleged misconduct. A complainant can be a student or employee. For Title IX investigations a complainant must be participating in, or attempting to participate in, Moore's education program or activity at the time of filing a formal complaint. A complainant who has graduated may still be "attempting to participate" in Moore's education program or activity where the complainant has graduated from one program but intends to apply to a different program, or where the graduated complainant intends to remain involved with Moore's alumni programs and activities. A complainant who is on a leave of

absence may be "participating or attempting to participate" in Moore's recipient's education program or activity. A complainant who has left Moore because of sexual harassment but expresses a desire to re-enroll if Moore appropriately responds to the sexual harassment, is "attempting to participate" in Moore's education program or activity. Situations in which the complainant is no longer participating in, or is no longer attempting to participate in Moore's education program or activity will not be processed through Title IX, rather through the respective Student, Faculty, or Staff Handbook of the respondent.

- **Consent:** Consent is when clearly understandable words or actions manifest a knowing, active, voluntary, present, and ongoing agreement to engage in specific sexual or intimate contact. Relying solely on non-verbal communication can be unclear and lead to misunderstandings and harmful consequences for all parties involved. Individuals should be able to articulate why and how they knew they had received consent and what they considered to be indications of consent before they engaged in sexual activity. Consent is not present when an individual does not have the capacity to give consent. Inability to give consent can be due a physical or mental condition, or the age of consent as defined by law. Things that can impair the ability to give consent include, but are not limited to, disability, the voluntary or involuntary consumption of drugs or alcohol, unconsciousness, sleep, or where the person is unaware that sexual activity is occurring.
- **Decision-Maker:** The decision-maker oversees the statements and cross-examination of parties and witnesses during a Title IX hearing. During questioning, the decision-maker will determine if an advisor is adhering to Moore's procedural guidelines, and if the cross-examination questions are relevant. The decision-maker also makes the final determination as to whether there is a preponderance of evidence that the alleged misconduct occurred and, if so, decides on the imposition of sanctions.
- **Deliberate Indifference:** Moore is deliberately indifferent only if its response to a claim of sexual harassment is clearly unreasonable and untimely in light of the known circumstances.
- **Deputy Title IX Coordinator:** Deputy Title IX Coordinators are fully trained on Moore's sexual misconduct policies and assist the Title IX Coordinator in addressing reports of sexual misconduct.
- **Education Program or Activity:** Moore's education program or activity includes all of Moore's operations, including locations, events, or circumstances over which Moore exercised substantial control over both the respondent and the context in which the

alleged misconduct occurs, and also includes any building owned or controlled by a student organization that is officially recognized by Moore.

- **Formal Complaint:** A document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment by a respondent against a complainant, and requesting that Moore investigate the allegation of sexual harassment. At the time of filing a formal complaint, a complainant must be participating in or attempting to participate in Moore's education program or activity.
- **Emergency Provision:** An Emergency Provision is a temporary measure/s, imposed by Moore on one or both parties based on credible information from a report of sexual misconduct. The Title IX Coordinator or Deputy Title IX Coordinator can impose Emergency Provisions, including removal from campus or campus housing for students and suspension with pay for employees based on the initial information received in a report of sexual misconduct. As a provision may impact a student's access to education or employment, the Title IX Coordinator will only implement emergency provisions if there is cause to believe that an individual poses a threat to the safety or wellbeing of another or to the campus community, or the offensive behavior is severe, pervasive, and is unlikely to cease. Emergency Provisions required for Moore employees will be made by Moore administration in consultation with the Human Resources.
- **Parties:** Parties is a term that refers to the complainant and the respondent collectively.
- **Preponderance of the Evidence (Burden of Proof):** A preponderance of the evidence standard is the burden of proof under this policy for both employees and students. It means that a fact is more likely than not to be true. The burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rest on Moore and not on the parties.
- **Quid Pro Quo Harassment:** Quid pro quo sexual harassment typically involves someone being pressured by a superior or someone who has power over a complainant to provide sexual favors in order to avoid a negative repercussion or to receive a benefit. The respondent in Quid Pro Quo harassment must be an employee of Moore to be processed under a Title IX Investigation.
- **Respondent:** An individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment. Any "individual" can be a respondent, whether such individual is a student, faculty member, another Moore employee or other person with or without any Moore affiliation.

- **Retaliation:** Moore strictly prohibits retaliation against any member of its community for reporting an incident of sexual misconduct or for participating in an investigation or hearing related to a report of sexual misconduct. Moore considers such actions to be protected activities in which all members of the Moore community may freely engage. Retaliation is a materially adverse action taken against an individual because they engaged in protected activities when the adverse action is sufficiently severe or pervasive that it could deter a reasonable person from engaging in the protected activities. Members of the community are prohibited from engaging in actions directly or through others that reasonably could deter a party or a witness from reporting sexual misconduct or participating in an investigation or hearing.
- **Supportive Measures:** Supportive measures are non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Supportive measures are designed to restore or preserve equal access to Moore's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or Moore's educational environment, or deter sexual harassment. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures. An individual can initiate the process for support measures by contacting the Title IX Coordinator.
- **Title IX Coordinator:** In coordination with the Deputy Coordinator, the Title IX Coordinator handles investigation notifications, support measures, and scheduling of meetings, hearings, and cross-examinations. The Title IX Coordinator does not have any decision-making authority and acts as a resource and support for all individuals involved in an investigation of sexual misconduct, whether it meets the criteria for Title IX or not.
- **Title IX Facilitator:** A Title IX Facilitator is a faculty or staff member who has received relevant annual training and has been selected by the Title IX Coordinator to facilitate an Informal Resolution process.
- **Title IX Investigator:** Title IX Investigator conducts a prompt and thorough investigation. The investigator is responsible for meeting with parties and witnesses, gathering statements and evidence, and compiling a final report for review, either for a decision in non-Title IX sexual misconduct allegations or cross-examination in Title IX formal resolution proceedings. The Title IX Investigator acts as a neutral party in the

investigation and provides to both parties a detailed, unbiased report regarding the findings of the investigation.

- **Unwelcome Conduct:** Conduct is unwelcome if a person (1) did not request or invite it and (2) regarded the unrequested or uninvited conduct as undesirable or offensive. If a person welcomes some sexual conduct that does not mean the person welcomes other sexual contact. Similarly, the fact that a person willingly participates in conduct on one occasion does not necessarily mean that the same conduct is welcomed on a subsequent occasion. Whether conduct is unwelcome is determined based on the totality of the circumstances, including various objective and subjective factors. The following types of information may be helpful in making a determination: statements by any witnesses to the alleged incident; information about the relative credibility of the parties and witnesses; the detail and consistency of each person's account; the absence of corroborating information where it should logically exist; information that the respondent has been found to have harassed others; information that the complainant has been found to have made false allegations against others; information about the complainant's reaction or behavior after the alleged incident; and information about any actions the parties took immediately following the incident, including reporting the matter to others. In addition, when a person lacks capacity to request, invite or consent to conduct, conduct of a sexual nature is deemed unwelcome, provided that the respondent knew or reasonably should have known of the person's inability to give consent (See definition of "consent").
- **Witness:** A witness is a person who has direct or indirect knowledge related to specific aspects of a case. A witness can be a student, employee, or a third-party with no connection to Moore.

**PROHIBITED CONDUCT:** Moore prohibits all forms of sexual harassment as defined in Title IX, sexual harassment under Title VII, as well as other sexual misconduct and gender-based harassment. This conduct violates Moore's community standards and disrupts the living, learning, and working environments for Moore students, faculty, staff, and other community members. Prohibited conduct includes:

**SMV .A - Dating/Domestic Violence:** Dating/Domestic Violence includes intimidation, harassment, physical abuse, sexual abuse, or interference with personal liberty of any person by someone in an intimate relationship. Dating violence includes, but is not limited to, people who have or had a dating relationship or people who have or had a social relationship of a romantic or intimate nature. Domestic violence includes, but is not limited to relationships of current and former spouses, current and former domestic partners, intimate partners or dating partners who share or formerly shared a common dwelling or persons who otherwise have a child in common or share a relationship

through a child.

Actions that constitute dating/domestic violence include, but are not limited to:

- a. Physical abuse: hitting, slapping, shoving, grabbing, pinching, biting, or hair pulling;
- b. Psychological or emotional abuse: a pattern of behavior undermining an individual's sense of self-worth or self-esteem, constant criticism, diminishing one's abilities, name-calling, or damaging one's relationship with one's children;
- c. Sexual abuse: attacks on sexual parts of the body, forcing sex after physical violence, treating one in a sexually demeaning manner, coercing or attempting to coerce any sexual contact or behavior without consent.

**SMV.B - Gender-Based Harassment:** Gender-based harassment is verbal, nonverbal, graphic, physical aggression, intimidation, or hostile conduct based on sex, sex-stereotyping, sexual orientation, or gender identity, but not necessarily involving conduct of a sexual nature. For example, disparagement of a person based on a perceived lack of stereotypical masculinity or femininity or exclusion from an activity based on sexual orientation or gender identity also may violate this Policy.

**SMV.C - Sexual Assault and Sexual Exploitation:** Sexual assault includes any of the following behaviors:

- **Sexual penetration without Consent (e.g., rape):** Any penetration of the sex organs or anus of another person when consent is not present; any penetration of the mouth of another person with a sex organ when consent is not present; or performing oral sex on another person when consent is not present. This includes penetration or intrusion, however slight, of the sex organ or anus of another person by an object or any part of the body.
- **Sexual Contact without Consent (e.g., fondling):** Knowingly touching or fondling a person's genitals, breasts, thighs, groin, or buttocks, or knowingly touching a person with one's own genitals, breasts, or buttocks, when consent is not present. This includes contact done directly or indirectly through clothing, bodily fluids, or with an object. It also includes causing or inducing a person, when consent is not present, to similarly touch or fondle oneself or someone else.
- **Incest:** Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by the laws of the location in which the incident occurred.



- **Statutory Rape:** Sexual intercourse with a person who is under the statutory age of consent under the laws of the state in which the incident occurred.

Sexual Exploitation means taking sexual advantage of another person for the benefit of oneself or a third party when consent is not present. This includes but is not limited to the following actions (including when they are done by electronic means, methods, or devices):

- Sexual voyeurism or permitting others to witness or observe the sexual or intimate activity of another person without that person's consent;
- Indecent or lewd exposure or inducing others to expose themselves when consent is not present;
- Recording any person engaged in sexual or intimate activity in a private space without that person's consent;
- Distributing sexual information, images, or recordings about another person without that person's consent;
- Recruiting, harboring, transportation, providing, or obtaining another person for the purpose of sexual exploitation; or
- Incapacitation of another person with the intent to engage in sexual conduct, regardless of whether prohibited sexual conduct occurs.
- Obscene gestures;
- Sexual graffiti, pictures, or posters;
- Sexually explicit profanity;
- Stalking or cyberbullying that is based on gender or sex;
- E-mail, texting ("sexting") and internet use that violates this Policy; or
- Engaging in sexual activity with another person while knowingly infected with human immunodeficiency virus (HIV) or a sexually-transmitted disease (STD) or infection (STI), without informing the other person of the infection.

**SMV D - Sexual Harassment:** For purposes of Title IX, sexual harassment is conduct on the basis of sex that satisfies one or more of the following: (1) A Moore employee conditioning the provision of any Moore aid, benefit, or service on an individual's participation in unwelcome sexual conduct; (2) Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to Moore's education program or activity; or (3) "Sexual assault" as defined in 20 U.S.C. 1092(f)(6)(A)(v), "dating violence" as defined in 34 U.S.C. 12291(a)(10), "domestic violence" as defined in 34 U.S.C. 12291(a)(8), or "stalking" as defined in 34 U.S.C. 12291(a)(30).

Non-Title IX sexual harassment is unwelcome conduct of a sexual nature, including unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, graphic, or physical conduct of a sexual nature, including quid pro quo. Quid pro quo occurs when submission to or rejection of sexual conduct is made either explicitly or implicitly a condition of an individual's employment or academic standing or is used as the basis for employment decisions or for academic evaluation, grades, or advancement. There is no geographic requirement that non-Title IX sexual harassment occur within the United States.

The following conduct may constitute sexual harassment for Title IX or Non-Title IX proceedings:

- Observing, photographing, videotaping, or making other visual or auditory records of sexual activity or nudity, where there is a reasonable expectation of privacy, without the knowledge and consent of all parties;
- Sharing visual or auditory records of sexual activity or nudity without the knowledge and consent of all recorded parties and recipient(s);
- Sexual advances, whether or not they involve physical touching;
- Commenting about or inappropriately touching an individual's body;
- Lewd or sexually suggestive comments, jokes, innuendos, or gestures;
- Stalking;
- Pressure for a dating, romantic, or intimate relationship;
- Unwelcome sexual advances;

- Unwelcome touching, kissing, hugging, or massaging;
- Pressured or forced sexual activity;
- Unnecessary references to parts of the body;
- Remarks about a person's gender, nonconformity with gender stereotypes, or sexual orientation;
- Sexual innuendos or humor

Other verbal, nonverbal, graphic, or physical conduct may create a hostile environment if the conduct is sufficiently severe, pervasive, objectively offensive that it denies access to Moore's programs or activities.

**SMV.E - Stalking:** Stalking is a course of conduct directed at a specific person that is unwelcome and that would cause a reasonable person to fear for their safety (or the safety of a third party) or suffer substantial emotional distress. Conduct that can amount to stalking may include two or more actions directed at another person, whether done directly, indirectly, through others, through devices, or by any other methods or means (specifically including electronic means), including but not limited to:

- Following a person;
- Being or remaining near a person without academic purpose or invited social cause;
- Entering or remaining on or near a person's property, residence, or place of employment;
- Monitoring, observing, or conducting surveillance of a person;
- Threatening (directly or indirectly) a person;
- Communicating to or about a person;
- Giving gifts or objects to, or leaving items for, a person;
- Interfering with or damaging a person's property (including pets); or
- Engaging in other unwelcome contact.

An attempt to commit an act identified above, as well as assisting or willfully encouraging any such act, is also considered a violation of this Policy.

An act may violate one or more parts of this Policy. Furthermore, community members may also be held responsible for the misconduct of their visitors and guests.

## REPORTING SEXUAL MISCONDUCT

**Time Considerations for Reporting Sexual Misconduct:** All reports should be made as soon as possible after an incident because the passing of time makes the collection and review of evidence more difficult and the memories of involved individuals become less reliable. There is no time limit for when an incident of sexual misconduct may be reported. The Title IX Coordinator reserves the right to conduct an initial inquiry, initiate an investigation, or otherwise address any report, regardless of the time it is made, based on concern for the safety or well-being of the Moore community.

A report of a violation can be submitted by anyone by any means listed within this policy including phone, email, personally or electronically through the following link:

[https://cm.maxient.com/reportingform.php?MooreCAD&layout\\_id=4](https://cm.maxient.com/reportingform.php?MooreCAD&layout_id=4)

If the respondent(s) is/are no longer students, employees, or third-party contractors for Moore, Moore may be unable to pursue a formal investigation but may be able to offer support measures to the impacted individual.

**Amnesty Policy:** Moore encourages the reporting of sexual misconduct and seeks to remove any barriers to making a report. Moore recognizes that an individual who has been drinking or using drugs at the time of an incident may be hesitant to make a report because of the potential consequences of their conduct. An individual who makes a good faith report of sexual misconduct will not be subject to disciplinary action by Moore for a conduct or policy violation that is related to and revealed in the sexual misconduct report or investigation, unless Moore determines the violation was serious and/or placed the health or safety of others at risk. Moore may, however, initiate an educational discussion or pursue other educational interventions regarding alcohol or other drugs. These interventions do not include involuntary leaves for students from Moore. Amnesty does not preclude or prevent action by police or other legal authorities.

**Reporting to a Moore Employee:** All Moore employees (including student employees) should be familiar with Moore's Sexual Misconduct Policy in addition to the resources and support available to complainants and witnesses of sexual misconduct. Moore does not require all employees to report sexual misconduct. Moore's Title IX Coordinators,

Deputy Title IX Coordinator, Title IX Investigators, Residence Life Staff, as well as CSAs are required to report any alleged instance of Sexual Misconduct. In the event a complainant discloses sexual misconduct to a Moore employee who is not a mandated reporter, the employee should encourage the complainant to reach out to Title IX staff. Title IX staff can provide support measures whether or not the complainant seeks a formal resolution. If an employee perceives the conduct to rise to the level of Title IX sexual harassment or non-Title IX sexual harassment as defined in this policy, Moore encourages the employee to reach out to Title IX staff for reporting options.

Employees should make every attempt to explain to the student/employee that they are potentially not a confidential resource before a student/employee reveals something that they may want to keep confidential. If a complainant, respondent, or witness begins talking about the incident(s) with no warning, employees should immediately but gently interrupt and inform them that the conversation may not be considered confidential, and if they do not want the incident(s) to potentially be reported then they should make an appointment with a confidential resource, including Moore's Counselor.

In emergency situations, where a person's health or safety is in immediate danger, employees should call 911 and then report to the Title IX Coordinator.

**Reporting to Title IX Staff:** the following individuals are trained to receive reports of sexual misconduct and can coordinate support measures:

Corrine Smith Director of Student Life, DEIA 1916 Race Street 1st Floor, Stahl Hall Philadelphia, PA 19103 215-965-4097 cnsmith@moore.edu	Alysson Cwyk Chief of Staff 1916 Race Street 3rd Floor, Wilson Hall Philadelphia, PA 19103 215-667-6818 acwyk@moore.edu
Rachel Phillips Director of Human Resources 1916 Race Street 2nd Floor, Wilson Hall Philadelphia, PA 19103 215-965-4025 rphillips@moore.edu	Joshua Wilkin Dean of Students 1916 Race Street 1st Floor, Stahl Hall Philadelphia, PA 19103 215-965-4038 jwilkin@moore.edu

Upon receipt of a report, a Title IX staff member will contact the complainant to provide information about policies, resources, support measures, and reporting options. The information provided by the Title IX staff member will generally include information about medical and confidential counseling and support resources; options for pursuing a complaint and/or reporting the incident to law enforcement; how to request a protective order or support measures; how to request academic or other accommodations; how to preserve evidence; where to access more information; and an invitation to meet with or speak to a Title IX staff member.

**Confidential Reporting:** When complainants request that their name or other identifiable information not be shared with respondents and/or that no conduct proceeding or other action be taken, Moore will seek to honor that preference when possible. In determining how to proceed, Moore will balance a complainant's request with its obligation to provide a safe and non-discriminatory environment for all Moore community members, including the respondent.

Moore will consider the following factors in evaluating such requests:

- The nature and scope of the reported conduct, including whether the reported conduct involved physical force or the use of a weapon;
- The potential impact on the complainant of moving forward, particularly in reports involving intimate partner violence;
- The respective ages and roles of the complainant and respondent, including whether the complainant is (or was at the time of the reported conduct), a minor under the age of 18;
- The risk posed to any individual or to the campus community by not proceeding, including the risk of additional violence;
- Whether there are any other documented complaints to Moore related to similar behavior about the same respondent (if known);
- Whether the respondent has a history of convictions or records from a prior school indicating a history of harassment/misconduct, if such records are available;
- Whether the respondent threatened future sexual violence against the complainant or others;
- Whether the report reveals a pattern of conduct at a given location or by a particular

group such that there is an increased risk of future acts of sexual misconduct under similar circumstances; and

- Whether the conduct included multiple respondents.

When Moore determines that a complainant's request to remain confidential can be honored, Moore will evaluate whether support measures will remedy any effects on the complainant and the Moore community. Those steps may include offering appropriate supportive measures to the complainant, providing targeted training or prevention programs, and/or providing or imposing other remedies tailored to the circumstances.

When Moore determines that action should be taken that is inconsistent with the request of the complainant that a report remain confidential or that it not be acted upon, the complainant will be informed about the chosen course of action, which may include Moore initiating a conduct proceeding against a respondent. In that event, Moore will need to disclose the identity of the complainant to the respondent. If so, the complainant will be notified that Moore intends to proceed with a conduct proceeding, but that the complainant is not required to participate in the proceeding or in any other actions undertaken by Moore.

In cases in which the complainant chooses not to participate, Moore may pursue conduct proceedings if it is possible to do so without the complainant's participation. Where a complainant declines to participate in a conduct proceeding, however, Moore's ability to meaningfully investigate and respond to a report, including a subsequent disciplinary hearing, may be limited or unable to be adequately pursued.

**Third Party Reporting:** While Moore strongly encourages reporting of violations under this policy and will address all reports from third parties, Moore asks third parties to consider the impact of a potential investigation on the complainant. Moore may need to move forward with an investigation based on the information provided to the Title IX Coordinator by the third party. This may put the complainant at risk or re-traumatize the complainant by taking away the complainant's right to choose to report. Moore encourages third parties to reach out to confidential resources on or off-campus prior to reporting to a Title IX Coordinator.

Moore encourages third parties to discuss concerns with the complainant directly, if possible. Third parties may reach out to confidential resources and the Title IX Coordinator for additional resources and information on how to approach these difficult conversations. Confidential resources and the Title IX Coordinator can answer general questions without requiring specific information that which may commence an investigation.

**Anonymous Reporting:** While anonymous incident reports will be reviewed and investigated by the Title IX Coordinator if possible, Moore's ability to address alleged misconduct reported anonymously is significantly limited in both Title IX and non-Title IX cases of sexual misconduct.

Individuals can make anonymous reports by going to this public link:

[https://cm.maxient.com/reportingform.php?MooreCAD&layout\\_id=4](https://cm.maxient.com/reportingform.php?MooreCAD&layout_id=4)

Reporters are encouraged to provide as much information as possible including date(s) of incident(s), time of incident, individual names, nicknames, locations, potential witnesses, and any other pertinent details.

**All Other Reporting:** While Moore strongly encourages reporting, members of the Moore community who believe they have experienced sexual misconduct have the right to choose whether or not to report the incident to Moore or law enforcement and whether or not to pursue a sexual misconduct complaint with Moore.

**Reporting to Law Enforcement:** Moore encourages individuals to report incidents of sexual misconduct to local law enforcement. Timely reporting to the police is an essential factor for the successful investigation and prosecution of crimes, including sexual violence crimes. It may lead to the arrest of an offender or aid in the investigation of other incidents.

An individual who has experienced sexual misconduct has the right to choose whether to file a police report. Filing a police report may result in the investigation of whether sexual violence or related crimes occurred and the prosecution of those crimes against a perpetrator. It is important to know that reporting the incident to the police does not mean an individual is obligated to testify in court.

Police can also assist in reviewing options with alleged victims and identifying and facilitating support resources related to:

- Seeking medical attention
- Seeking support, advocacy, and counseling services; and
- Discussing legal options, including seeking protective orders from a court.



Contact information for local law enforcement  
Philadelphia Police Department  
400 North Broad Street  
Philadelphia, PA 19130  
215-686-3090  
911 for Emergencies  
311 for Non-Emergencies

**Title IX VAWA Statement:** It is Policy of Moore to comply with Title IX of the Education Amendments of 1972 (Title IX), which prohibits discrimination (including sexual harassment and sexual violence) based on sex in Moore’s educational programs and activities.

It is also Moore’s Policy to continue to comply as Policy with the federal Violence Against Women Act (VAWA) amendments to the Jeanne Clery Disclosure of Campus Security Policy and Campus Crimes Statistics Act (Clery Act), and the accompanying regulations.

Title IX prohibits retaliation for asserting or otherwise participating in claims of sex discrimination.

VAWA imposes additional duties on universities and colleges to investigate and respond to reports of sexual assault, stalking, and dating or domestic violence, and to publish policies and procedures related to the way these reports are handled.

Moore has designated the Title IX Coordinator to coordinate its compliance with Title IX and VAWA and to respond to reports of violations.

Moore has directed its Clery Coordinator to coordinate its compliance with the Clery reporting-related VAWA requirements. Moore’s Clery report is posted annually on its website and circulated to the Moore community.

A person may also file a complaint with the Department of Education’s Office for Civil rights regarding an alleged violation of Title IX by visiting <https://www2.ed.gov/about/offices/list/ocr/complaintintro.html> or calling 1-800-421-3481.

## COMPLAINT RESOLUTION PROCESS FOR SEXUAL MISCONDUCT

**Introduction:** The goal of the resolution process is to promptly initiate a fair and impartial investigation to determine what occurred and subsequently take steps to resolve the situation, if necessary. This includes both parties having the same procedural and substantive rights; an equal opportunity to preserve relevant witness information

and other evidence; similar and timely access to information that will be used in the investigation, in the subsequent report, and in any Title IX hearing, and the ability to have a support person/advisor of their choice in any meeting that occurs regarding the incident.

**Participation in Process:** Moore invites and encourages complainants, witnesses and respondents to participate fully in the complaint resolution process. If the alleged conduct meets the criteria for a Title IX violation as described in the prohibited conduct section of this policy, and the complainant wishes to proceed with investigation, informal resolution or a formal resolution under the Title IX process, the complainant must sign a formal complaint.

If a complainant decides not to participate but wants disciplinary action to be taken, Moore will determine whether it is possible to move forward with a case without the participation of the complainant. In most cases, disciplinary action is not possible without the participation of the complainant. Moore may act as the complainant in the process in unusual circumstances or resolve the complaint under student or employee conduct policies. Support measures are available for complainants regardless of whether or not the complainant wishes to participate in the resolution process.

When individuals report allegations of sexual misconduct to Moore and do not consent to the disclosure of their names and/or do not disclose the identity of the alleged offenders or identifiable information about the alleged offenders, Moore’s ability to respond to complaints may be limited. In cases where an individual reporting sexual misconduct requests anonymity or does not wish to proceed with an investigation, Moore will attempt to honor that request but, in some cases, a Title IX Coordinator or designee may determine that Moore needs to proceed with an investigation based on concern for the safety or well-being of the broader Moore community (e.g., risk of future acts of sexual violence or a pattern of sexual misconduct). Moore reserves the right to take appropriate action in such circumstances, including in cases when the individual reporting the misconduct is reluctant to proceed.

**Initial Inquiry:** When Moore receives a report of sexual misconduct, Title IX staff will begin an initial inquiry as soon as practical. This will most frequently begin with an attempt to gain additional information from the complainant, preferably through an in-person meeting. The Title IX Coordinator will explain and offer supportive measures to the complainant. The scope and timing of further action will depend upon a number of factors, including but not limited to, whether the identity of the victim is known; whether the complainant is willing to participate in an investigation and/or hearing; whether the complainant requests anonymity or confidentiality; whether the respondent is affiliated with Moore; and whether Moore has an obligation to proceed with an investigation



based on concerns for the safety of the broader Moore community, regardless of the complainant's wishes.

If a formal complaint is received, the Title IX Coordinator will:

- assess its sufficiency and work with the complainant to make sure it is completed correctly;
- ensure that the complainant is aware of their right to have an advisor;
- work with the complainant to determine whether the complainant prefers a supportive and remedial response, an informal resolution option, or a formal grievance process.

If the complainant prefers a supportive and remedial response, the Title IX Coordinator will work with the complainant to identify their wishes and then will facilitate implementation. No formal grievance process is initiated, although the complainant can elect to initiate one later, if desired.

If the complainant prefers an informal resolution option, the Title IX Coordinator will assess whether the formal complaint is suitable for informal resolution, which informal mechanism may serve the situation best or is available, and may seek to determine if the respondent is also willing to engage in informal resolution.

If the complainant prefers a formal grievance process, the Title IX Coordinator will determine if the misconduct alleged falls within the scope of Title IX. If it does, the Title IX Coordinator will initiate the formal grievance process, directing the investigation to address:

- an incident, and/or
- a pattern of alleged misconduct, and/or
- a culture/climate issue, based on the nature of the complaint.

If the misconduct alleged does not fall within the scope of Title IX, the Title IX Coordinator will determine that Title IX does not apply and will "dismiss" that aspect of the formal complaint, if any, assess which policies or processes may apply, and proceed accordingly. Please note that dismissing a complaint under Title IX is only procedural, and does not limit Moore's authority to address a complaint with another appropriate process and/or remedy.

**Mandatory Grounds for Dismissal Under Title IX:** Moore must dismiss a formal Title IX complaint or any allegations contained in it if the conduct alleged would not constitute sexual harassment as defined in Title IX, even if proved; or did not occur in an education program or activity controlled by Moore (including buildings or property controlled by recognized student organizations); or did not occur against a person in the United States; or Moore does not have control of the respondent; or at the time of filing a formal complaint, a complainant is not participating in or attempting to participate in the education program or activity controlled by Moore. Dismissal of a formal complaint under the Title IX procedure, however, does not preclude action under Moore's Student Code of Conduct for non-Title IX offense sexual misconduct. Moore will promptly send written notice of the dismissal and reason(s) therefor simultaneously to the parties. The dismissal decision is appealable by any party under the procedures for appeal set forth in this policy. A complainant who decides to withdraw a formal complaint may later request to reinstate it or refile it.

**Discretionary Grounds for Dismissal Under Title IX:** Moore may dismiss a formal Title IX complaint or any allegations contained in it, if at any time during the investigation or hearing: a complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or any allegations in it; the respondent is no longer enrolled or employed by Moore; or specific circumstances prevent Moore from gathering evidence sufficient to reach a determination as to the formal complaint or allegations. However, a dismissal for this reason does not preclude action under Moore's Student Code of Conduct for non-Title IX offense sexual misconduct. Moore will promptly send written notice of the dismissal and reason(s) therefor simultaneously to the parties. The dismissal decision is appealable by any party under the procedures for appeal set forth in this policy. A complainant who decides to withdraw a formal complaint may later request to reinstate it or refile it.

**Next Steps:** Following an Initial Inquiry, possible next steps include:

- **Refer for Resolution under Code of Conduct:** If the conduct described in the initial report does not meet the criteria outlined in the Prohibited Conduct section of this Policy for resolution under Title IX, and the respondent is a student, the Title IX Coordinator will refer the report to the Dean of Students for resolution through the process outlined in Moore's Student Handbook.
- **Refer for Resolution under Employee Handbook:** If the conduct described in the initial report does not meet the criteria outlined in the Prohibited Conduct section of this Policy for resolution under Title IX, and the respondent is a Moore employee or third-party, the Title IX Coordinator will refer the report to the Director of Human Resources for resolution through policies and procedures outlined in the Staff

Handbook or Faculty Handbook.

- **Close the Case:** For a case to be referred for a full investigation, there must be sufficient information to believe a policy violation may have occurred and that the respondent may be responsible. The Title IX Coordinator may dismiss a case when insufficient information exists to move forward or when the alleged misconduct, even if substantiated, would not be a violation of Policy. The Title IX Coordinator may, in their discretion, reopen a case in the future if additional information becomes available or a complainant who was unwilling to pursue formal resolution changes their mind, (consistent with the time limitations discussed above).
- **Consolidation:** If multiple complaints have been filed that arise from the same or similar set of facts, the matters may be consolidated into one investigation in the sole discretion of Moore and processed informally, formally, or closed.
- **Formal/Informal Resolution:** The Title IX Coordinator may determine that there is reasonable information to suggest a policy violation involving a Title IX violation may have occurred. In these cases, the complaint will proceed to further investigation and resolution, formal or informal. See Title IX Complaint Resolution Procedure section of this Policy.

## TITLE IX COMPLAINT RESOLUTION PROCEDURE

**Title IX Notification to Respondent:** The Title IX sexual misconduct complaint resolution process includes an opportunity for the respondent to be notified of the alleged misconduct and the policy violations under consideration and an opportunity to be heard. If a case is referred for formal resolution, the Title IX Coordinator or designee will notify the respondent of the alleged misconduct and the respondent will be given an opportunity to respond.

All notices will include a statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the process. The written notice must inform the parties that they may have an advisor of their choice, who may be an attorney. The written notice must inform the parties that they may inspect and review evidence. The written notice must provide to a party whose participation is invited or expected written notice of the date, time, location, participants, and purpose of all hearings, investigative interviews, or other meetings, with sufficient time for the party to prepare to participate.

The notification will also include a brief description of the alleged misconduct, the date and location of the incident, the identities of the parties, a list of any Moore policies

allegedly violated, and a description of the steps toward resolution. Moore may modify the list of policies allegedly violated based on additional information revealed during fact and statement gathering. However, if, in the course of an investigation, Moore decides to investigate allegations about the complainant or respondent that are not included in the notice provided, Moore must provide notice of the additional allegations to the parties whose identities are known.

All notifications will contain statements regarding false statements and retaliation, as well as contact information for ADA accommodations.

**Providing False Statements:** All participants have the responsibility to be completely truthful with any information they share at all stages of this Policy's processes. Any individual who knowingly or intentionally provides false information as part of a report or investigation under this Policy will be subject to discipline in accordance with the procedures set forth in the Student Handbook, Faculty Handbook, or Staff Handbook.

This provision does not apply to a good faith report that is not substantiated or not proven by a preponderance of the evidence.

**Privacy and Sharing of Information:** To the extent noted in this Policy, Moore considers complaints and investigations of sexual misconduct to be private matters for the parties involved. For that reason, Moore will protect the identity of persons involved in reports of sexual misconduct to the extent circumstances allow. Moore will only share personally identifiable information with persons who are on "a need-to-know basis" for Moore to investigate, respond, or deliver resources or support services.

Moore does not publish the names nor post identifiable information about persons involved in a report of sexual misconduct in Moore's Daily Crime Log or elsewhere online. Moore does not confirm to outside parties the identity of an individual who may be involved in a report of sexual misconduct without the individual's consent. However, Moore cannot promise complete confidentiality or privacy in the handling of sexual misconduct reports or complaints. It can promise discretion to the extent possible as noted within this Policy or applicable laws.

All participants in an investigation or a hearing regarding alleged sexual misconduct, including advisors, are informed that confidentiality helps enhance the integrity of the investigation, protects the privacy interests of the parties, and protects the participants from statements that might be interpreted to be retaliatory. For these reasons, the complainant, respondent, witnesses, and advisors will be asked to keep information related to the investigation and resolution private to the extent consistent with applicable law.

However, Moore reserves the right to share information regarding an investigation with other appropriate parties on a need-to-know basis consistent with the Family Educational Rights and Privacy Act (FERPA) and other applicable laws.

**Case Resolution Timeline:** In most cases, Moore investigates and resolves complaints of sexual misconduct, including any sanctions and/or corrective actions, within 90 days of receiving a complaint. However, this may vary based on the availability of the parties and witnesses, the scope of the investigation, support measures or accommodations, or unforeseen circumstances. Many cases are resolved in a shorter time.

Extensions of time beyond this 90-day time frame may occur for good cause. In cases where there is simultaneous law enforcement investigation, Moore generally will proceed with its investigation and resolution of a complaint during, and possibly prior to the completion of, any law enforcement investigation.

The primary goal of an investigation is to provide a prompt but equitable resolution of a case through a fair and impartial proceeding. Due to extenuating circumstances, an investigation may take additional time to preserve these goals. Available electronic means, such as Online interviews, may be utilized to timely complete an investigation.

**Conflicts of Interest:** A list of Title IX investigators, decision makers and appeal reviewers who may make findings in sexual misconduct matters is available through Moore's Title IX Coordinator.

Moore reserves the right to use an appropriately trained investigator, decision maker or appeal reviewer not on this list as it deems necessary. Parties can raise the issue of a potential conflict of interest or perceived bias within two days of their initial meeting with the Title IX staff member. The Title IX Coordinator will determine whether a conflict of interest exists. No investigator, decision maker or appeal reviewer will make findings or determinations in a case in which they have a conflict of interest.

A Title IX Coordinator may hire external Title IX investigators in complicated cases if perceived bias cannot be avoided or the nature of the case exceeds Moore's resources. External Title IX investigators will receive training specific to Moore policy prior to initiating a report finding procedure.

Any party or witness who believes that a conflict of interest, or bias, exists on the part of an investigator, decision maker or appeal reviewer should report their concerns to the Title IX Coordinator.

**Standard of Evidence:** Moore uses the preponderance of the evidence standard in its investigations and hearings of complaints alleging sexual misconduct and any related violations, for both employees and students. A preponderance of evidence means it is more likely than not that a violation of the Policy occurred.

**Voluntary and Informal Resolution:** Informal resolution involves action taken by Moore in response to a signed report of sexual misconduct from a complainant when formal resolution through the grievance process is not desired by the complainant. Informal resolutions cannot be used for quid pro quo harassment or misconduct that involves faculty or staff. Examples of informal resolutions can include, but are not limited to, a warning to cease current behaviors, no-contact directives, an educational conversation with the respondent or others, and changes in academic, work, or living arrangements.

As part of the informal resolution process, the parties may submit to mediation with a Title IX Facilitator to resolve outstanding issues. However, mediation will not be used to resolve complaints involving sexual or physical violence or where there is a power dynamic such as between a Moore employee and student.

Moore may not require as a condition of enrollment or continuing enrollment, or employment or continuing employment, or enjoyment of any other right, waiver of the right to an investigation and adjudication of formal complaints. Similarly, Moore may not require the parties to participate in an informal resolution process and may not offer an informal resolution process unless a formal complaint is filed.

It is not necessary to pursue informal resolution first in order to pursue a formal resolution, and any party participating in informal resolution can stop the process at any time and begin or resume the formal resolution process.

To proceed with informal resolution, Moore must provide the parties with written notice disclosing: the allegations of misconduct, the requirements of the informal resolution process, and any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared by Moore.

To proceed with informal resolution, Moore must obtain the parties' voluntary, written consent to the informal resolution process. Moore may not use informal resolution to resolve allegations that an employee sexually harassed a student. The factors that will be considered in evaluating requests for informal resolution include but are not limited to:

- The nature and scope of the reported conduct, including whether the reported conduct involved physical force or the use of a weapon;

- The potential impact on the complainant of moving forward, particularly in reports involving intimate partner violence;
- The respective ages and roles of the complainant and respondent, including whether the complainant is (or was at the time of the reported conduct), a minor under the age of 18;
- The risk posed to any individual or to the campus community by not proceeding, including the risk of additional violence;
- Whether Moore has received other complaints of similar behavior about the same respondent (if known);
- Whether the respondent has a history of convictions or records from prior school(s) indicating a history of harassment/misconduct, if such records are available;
- Whether the respondent threatened further sexual violence or other violence against the complainant or others;
- Whether the report reveals a pattern of conduct at a given location or by a particular group such that there is an increased risk of future acts of sexual misconduct under similar circumstances; and
- Whether the conduct included multiple respondents.

**Title IX Investigation and Report Process:** If a complainant wishes to proceed toward a formal resolution from the outset, or if an informal resolution process is not successful, or if a complainant stops the informal resolution process in favor of beginning or resuming the formal resolution process, Moore will investigate formal complaints through final resolution. To meet the formal complaint criteria, a complainant must sign a statement of the alleged violation with details outlining the respondent's name, or nickname, location, date and times, if known, and general description of the alleged violation. Depending upon the circumstances, one or more Title IX investigators are assigned from a list of trained investigators. In some cases, an outside Title IX investigator may be retained. All Title IX investigators and Title IX staff receive trauma-informed training on sexual misconduct and are familiar with Moore's policies and procedures regarding Sexual Misconduct. Moore, in its discretion, may consolidate formal complaints as to allegations of sexual harassment against more than one respondent, or by more than one complainant against one or more respondents, or by one party against the other party, where the allegations of sexual harassment arise out of the same facts or circumstances.

During the fact-finding and report process, the complainant has the opportunity to describe the allegations and present supporting evidence to the Title IX investigator. The respondent has the opportunity to hear the allegations, respond to them, and present a statement and supporting evidence to the Title IX investigator. Moore will record these meetings. Parties may choose to have an advisor present.

Generally, the Title IX investigator meets with each party and each witness separately. In some cases, the Title IX investigator may interview the parties and/or witness more than once. The parties may submit additional materials, evidence, or information to the Title IX investigator following their interview(s). In all cases, both the complainant and the respondent have equal opportunities to share information and have their information considered. Each will have access to the statements, materials, and evidence submitted by the other party's witnesses prior to hearing.

The complainant and the respondent can present names of witnesses they suggest the Title IX investigator interview. Complainants and respondents may only present factual witness and may not present character or expert witness. The Title IX investigator will take information provided by the complainant and respondent into consideration when identifying whom they will interview and what questions they ask, but these decisions are in the Title IX investigator's sole discretion. The Title IX investigator may also choose to interview other witnesses not identified by the parties based on the information provided in the parties' statements.

Once the Title IX investigator collects all statements and evidentiary documents, the Title IX investigator will create an investigative report that includes all statements and evidence that the parties provided. Parties will receive the report for review before cross-examination. Prior to completion of the investigative report, Moore must send to each party and the party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy, and the parties must have at least 10 days to submit a written response, which the Title IX investigator will consider prior to completion of the investigative report.

**Title IX Cross-Examination Hearing:** The Title IX Coordinator will schedule an opportunity for cross-examination of statements and documents referred to in the investigative report. Moore will conduct the cross-examination hearing live and virtually using Zoom. The Title IX Coordinator can facilitate access to a private and secure setting with appropriate internet access if requested by either party. Moore will record the cross-examination hearing. The parties may not record the proceedings and no other unauthorized recordings are permitted.



The cross-examination hearing allows parties to respond to the report and ask questions of the other party and the other party’s witnesses. Parties are not allowed to ask each other questions directly. The advisor must ask questions on behalf of the complainant or respondent. The advisor will ask questions of witnesses.

The cross-examination hearing is not a courtroom trial and advisors are to conduct themselves per the hearing guidelines set forth by the Title IX Coordinator. Theatrics will not be tolerated. Advisors that do not adhere to these guidelines will be warned. If the behavior continues, the decision-maker can then remove the advisor from the proceedings. A new advisor will be appointed to proceed with the cross-examination hearing.

Witnesses do not need advisors, but all witnesses must attend the cross-examination hearing or the witness’ statements and evidence will not be considered in reaching a final decision.

**Title IX Decision-Maker:** For students: the Title IX Decision-Maker will be the Dean of Students. For faculty/staff: the Title IX Decision-Maker will be a non-Moore professional legal expert.

During a cross-examination hearing, the Title IX decision maker will review all questions from the advisors for relevance prior to a response being provided. The Decision-Maker will provide justification for any excluded questions. Questions and evidence about the complainant’s sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the complainant’s prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the complainant’s prior sexual behavior with respect to the respondent and are offered to prove consent.

If a party or witness does not submit to cross-examination at the live hearing, the Decision-Maker(s) must not rely on any statement of that party or witness in reaching a determination regarding responsibility; provided, however, that the Decision-Maker(s) cannot draw an inference about the determination regarding responsibility based solely on a party’s or witness’s absence from the live hearing or refusal to answer cross-examination or other questions.

Additionally, the Decision-Maker will make the final determination of whether there was a preponderance of evidence to support that the misconduct did occur, and if so, the sanction(s), if any, that Moore imposes upon the respondent.

**Title IX Final Determination:** A final determination will contain the following information:

- Identification of the allegations potentially constituting sexual harassment;
- A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held;
  - Findings of fact supporting the determination;
  - Conclusions regarding the application of Moore’s Policy to the facts;
  - A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions that Moore imposes on the respondent, and whether remedies designed to restore or preserve equal access to Moore’s education program or activity will be provided by Moore to the complainant; and
  - Moore’s procedures and permissible bases for the complainant and respondent to appeal.

**Title IX Notification:** Notification of findings and sanctions are simultaneously provided to the complainant and the respondent in separate correspondence from the Title IX Coordinator including an explanation of the weight of evidence using the appropriate standard of proof. However, some information may not be shared if it would violate any federal or state law, such as the Family Educational Rights and Privacy Act (FERPA).

The complainant’s notification includes findings related to violations of the Policy, remedies offered or provided to the complainant, sanctions imposed on the respondent that directly relate to the complainant, and any other steps Moore has taken to prevent the recurrence and eliminate a hostile environment, if such was found to exist. Information contained in the notification may be limited due to applicable laws.

In a case related to alleged sexual assault, stalking, or dating/domestic violence, the complainant’s notification of outcome will also include the rationale for the findings related to violations of Policy and all sanctions imposed on the respondent, not just those directly related to the complainant. The respondent generally will not be notified of the individual remedies offered or provided to the complainant.

Complainants and respondents are informed of appeal procedures within their



notifications. Moore encourages the parties to maintain confidentiality of all communication related to findings and sanctions.

**Title IX Sanctions:** Sanctions are determined based on several factors, including the severity of the conduct and any prior policy violations. In addition, Moore may take steps to address the effects of the conduct on victims and others, including, but not limited to, counseling and supportive resources, academic and housing assistance, change in work situations, leaves of absence, and training or other preventative measures. Sanctions and remedial actions aim to eliminate any hostile environment, prevent sexual misconduct from recurring, and remedy any discriminatory effects on a complainant or others. Moore may impose more than one sanction, as appropriate.

Potential sanctions and corrective actions include :

- Oral warning
- Written warning
- Advisory Letter
- Monitoring
- Disciplinary hold on academic and/or financial records
- Performance improvement/management process
- Required training or education
- Campus access restrictions
- Loss of oversight, teaching or supervisory responsibility
- Probation
- Demotion
- Loss of pay increase
- Revocation of offer (employment or admissions)
- Disciplinary suspension
- Deferred suspension
- Suspension with pay
- Suspension without pay
- Exclusion
- Expulsion
- Degree revocation
- Loss of privileges
- Termination of employment
- Termination of contract (for contractors)
- No trespass orders

**Title IX Appeal** Either or both parties may file an appeal from a determination regarding responsibility or from Moore's dismissal of a formal complaint or any allegations contained within.

**Title IX Basis for Appeal:** The only grounds for appeal from a finding of sexual misconduct are as follows:

1. New information discovered after the investigation that could not have reasonably been available at the time of the investigation and is of a nature that could materially change the outcome;
2. Procedural errors within the investigation or resolution process that may have substantially affected the fairness of the process;
3. Bias or conflict of interest on the part of the Title IX Coordinator, Investigator, or Decision-maker, for or against complainants or respondents generally or the specific complainant or respondent that affected the outcome of the matter; or
4. An outcome (findings or sanctions) that was manifestly contrary to the weight of the information presented (i.e., obviously unreasonable and unsupported by the great weight of information).

All other reasons for an appeal will be dismissed. At the time of its filing, an appeal must specifically provide supporting facts and/or documentation in support of the three permissible grounds for appeal as outlined above.

**Title IX Appeal Process:**

1. An appeal must be made within five (5) business days of the Title IX Coordinator's issuance of the findings and sanctions, if any. An appeal must be in writing to the Title IX Coordinator and specify the basis for the appeal as outlined above. The original finding is presumed reasonable and appropriate by a preponderance of the evidence unless information to the contrary is presented.
2. In the event of sanctions, it is in the sole discretion of the Title IX Coordinator and the sanctioning office whether the sanctions are implemented or stayed pending resolution of an appeal.
3. The Appeal Officer for students will be Moore's President; the Appeal Officer for employees will be a non-Moore professional legal expert.

**Title IX Requirements for Appeals:** For all appeals, Moore will do the following:

- Notify the other party in writing when an appeal is filed and implement appeal procedures equally for both parties;
- Ensure that the Appeal Officer, the decision-maker(s) for the appeal, is not the same person as the decision-maker(s) that reached the determination regarding dismissal, responsibility and/or sanctions, the investigator(s), or the Title IX Coordinator;
- Ensure that the Appeal Officer complies with the standards set forth in paragraph (b)(1)(iii) of this section;
- Give both parties a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome;
- Ensure that the Appeal Officer issues a written decision describing the result of the appeal and the rationale for the result; and
- Provide the written decision simultaneously to both parties.

**The Appeal Officer's Responsibility:** The Appeal Officer's responsibility will be strictly limited to determining the issues on appeal. If any of the appellate issues are substantiated by the Appeal Officer, the appeal will be granted. If the appeal is denied, the matter is closed and the Appeal Officer will issue a written decision describing the result of the appeal and the rationale for the result. The Appeal Officer will notify the parties in writing of its decision within approximately ten (10) business days.

If the appeal is granted:

1. due to a procedural irregularity, the matter shall be heard by a new decision maker or the Appeal Officer may remand the matter for further process to remedy the error (based on the nature of the procedural error);
2. due to the discovery of new evidence not reasonably available at the time of the initial hearing, the matter will be returned to the same decision maker that originally heard the matter for reconsideration in light of the new evidence;
3. due to bias or conflict of interest, the matter will be remanded for further action consistent with the appellate finding.

In the event of a reconsideration, the Appeal Officer will provide the relevant decision-maker with written instructions regarding the nature and extent of its reconsideration. The decision maker will act promptly to reconsider the matter consistent with those instructions. Following reconsideration, the finding of the decision maker will be final and not subject to further appeal. The decision maker will simultaneously notify the parties in writing of the outcome consistent with the time frames set forth in the hearing process.

### **ADDITIONAL INFORMATION AND RESOURCES**

**Confidential Resources:** Resources are available for individuals to discuss incidents and issues related to sexual misconduct on a confidential basis. Confidential resources will not disclose information about incidents of sexual misconduct to anyone, including law enforcement or Moore, except in limited situations, such as when failure to disclose the information would result in imminent danger to the individual or to others or where the law requires that a report be made.

Confidential resources can provide alleged victims with information about support services and their options. Because of the confidential nature of these resources, disclosing information to or seeking advice from a confidential counselor does not constitute a report or complaint to Moore and will not result in a response or investigation by Moore. A person consulting with a confidential resource may later decide to make a report to Moore or law enforcement.

**On-Campus Confidential Resources for Students:** Any party involved in sexual violence is encouraged to seek support for their emotional and physical needs. A student seeking confidential emotional or medical care may contact the following resources:

Diane Azuma  
Director of Health Services  
dazuma@moore.edu  
215-965-4032

These individuals can connect students with other resources and explain the other reporting options that are available to students as well. These Confidential Resources can provide assistance and information regarding medical assistance and treatment (including information about sexually transmitted infections, and sexual assault forensic examinations), resources available in the city of Philadelphia, academic and other campus support options, campus disciplinary proceedings and law enforcement options. The health and counseling services noted above are available to students free of charge.

If a student chooses to file a formal report with the Title IX Coordinator and/or local law enforcement, these Confidential Resources may accompany and support students through those processes if they desire. Professional, licensed counselors and pastoral counselors who provide mental-health counseling to members of the College community (and including those who act in that role under the supervision of a licensed counselor) are not required to report any information about an incident to the Title IX Coordinator without permission.

**Off-Campus Confidential Resources:** There are also off-campus, confidential community resources which may be available to students; contacting any of the resources listed below does not constitute notifying the College. These confidential resources, which may or may not charge services fees, include:

Women Organized Against Rape - WOAR  
1617 John F Kennedy Blvd Suite #800  
Philadelphia, PA 19103  
24-Hour Hot-line: 215.985.3333

Philadelphia Sexual Assault Response Center  
300 East Hunting Park Avenue  
215.800.1589  
215.425.1625 (emergency)

National Sexual Assault Hot-line  
1.800.656.4673

Philadelphia Domestic Violence Hot-line  
1.866.723.3014

**Seeking Medical Assistance:** Experiencing any form of sexual misconduct, especially acts of violence, is difficult and overwhelming. Survivors often experience a range of emotions, including fear, anxiety, and confusion, and may be unsure of what they want to, or should do next. Regardless of whether the individual choose to report the incident, Moore strongly encourages survivors of any form of violence to seek medical attention as soon as possible, even if they feel no injury was sustained.

Medical assistance providers can treat visible physical injuries and identify injuries that may not be visible, and where appropriate, also address concerns regarding sexually transmitted infections and pregnancy, and provide emergency contraception (if requested). In addition, a hospital can test for the presence of alcohol or drugs (e.g., "date rape" drugs) and perform a rape evidence collection procedure (see Procedure Section 2),

both of which are also strongly recommended to maintain all legal options.

**Medical Care Providers:**

Thomas Jefferson University Hospital, Center City Philadelphia Sexual Assault Forensic Examiner (SAFE) Program\*  
132 South 10th Street,  
Philadelphia PA 19107  
\*Accessible through the Emergency Room on the corner of 10th and Sansom Streets)

Philadelphia Sexual Assault Response Center (PSARC)  
Emergencies: Call (215) 425-1625 to reach the on-call sexual assault nurse examiner Or (215) 800-1589 for non-emergencies  
300 E. Hunting Park Avenue,  
Philadelphia, PA 19124

**Preserving Evidence:** Many sexual misconduct offenses also are crimes in the state or locality in which the incident occurred. For that reason, complainants of sexual misconduct often have legal options that they can pursue. However, these options are available solely at their discretion, and complainants may change their minds about pursuing them at any time. For example, complainants may seek a protective order from a court against the perpetrators; pursue a civil action against the perpetrator(s); and/or participate in a law enforcement investigation and criminal prosecution of the perpetrator(s).

Regardless of whether an incident of sexual misconduct is reported to the police or Moore, Moore strongly encourages those who experienced sexual misconduct to preserve evidence to the greatest extent possible, as this will best maintain all legal options for them in the future.

Additionally, this evidence may also be helpful in a Moore investigation. While Moore does not conduct forensic tests for parties involved in a complaint of sexual misconduct, the results of such tests that have been conducted by law enforcement agencies and medical assistance providers may be submitted as evidence that Moore may consider in its investigation or proceeding, if the evidence is available at the time of Moore's investigation or proceeding. For Title IX hearings, the collector of the evidence with firsthand knowledge must be available for cross-examination purposes.

Below are suggestions for preserving evidence related to an incident of sexual misconduct. It is important to remember that each suggestion may not apply in every incident:

**General Evidence Preservation Recommendations:** In order to potentially maintain future legal options, individuals should consider not altering, disposing, or destroying any physical evidence of sexual misconduct.

If there is suspicion that a drink may have been drugged, an individual should inform a medical assistance provider and/or law enforcement as soon as possible so attempts can be made to collect possible evidence (e.g., from the drink, through urine or blood sample).

Individuals can preserve evidence of electronic communications by saving them and/or by taking screen shots of text messages, instant messages, social networking pages, or other electronic communications and by keeping pictures, logs, or copies of documents that relate to the incident and/or respondent.

Even if complainants choose not to make a complaint regarding sexual misconduct, they may consider speaking with the Philadelphia Police Department to preserve evidence if they change their mind at a later date.

**Evidence Preservation Suggestions Specific to Sexual Assault:** Because some evidence, particularly evidence that may be located on the body, dissipates quickly (within 48-96 hours), individuals who have been sexually assaulted and wish to preserve evidence should go to the hospital or medical facility immediately to seek a medical examination and/or evidence collection. Pennsylvania law, 18 Pa.C.S. §11.707, provides that the costs of the forensic rape examination and medications provided as a direct result of a sexual offense shall not be charged to the victim. The victim of a sexual offense does not need to 'report' the sexual offense or 'talk' to law enforcement for the costs to be paid by the Victims Compensation Assistance Program (VCAP).

Health care providers must utilize the victim's insurance to include Medical Assistance, health maintenance organizations, or federally financed insurance programs such as Medicare or Champus, before applying to the VCAP. In instances where the victim or person responsible for the victim requests that the provider not access insurance, the claim may be submitted directly to the VCAP for consideration of payment.

An individual who has been sexually assaulted and wishes to preserve evidence should, if possible, not shower, bathe, douche, smoke, brush teeth, eat, drink, use the bathroom, or change clothes or bedding before going to the hospital or seeking medical attention.

If the individual who has been sexually assaulted decides to change clothes or bedding and wishes to preserve evidence, they should not wash clothes worn or bedding used during the assault, and should bring them to the hospital, medical facility, or the police in

a non-plastic bag (e.g., paper bag).

In Pennsylvania, individuals who have been sexually assaulted may allow the collection of evidence even if they choose not to make a report to law enforcement. A Sexual Assault Nurse Examiner (SANE) advocate or a law enforcement officer will know how long evidence will be stored. A sexual assault evidence collection kit may not be released by a Pennsylvania hospital without written consent from the survivor.



# Conduct System and Redress for Students

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 conduct system is supervised by the Dean of Students and staffed by the Coordinator for Residence Life and Housing. The procedures of criminal and civil courts shall not govern College conduct 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.

**CONDUCT HEARING BODIES:** Practices in conduct cases will vary in formality depending on the gravity of the offense and the sanctions that may be applied. There are four basic conduct procedures: informal hearings, hearings before the Student Conduct Committee, hearings before the College Conduct Committee and hearings before the Administrative Conduct 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 Coordinator for Residence Life and Housing. This staff member will impose a sanction on the student and will send them an official letter summarizing their discussion and the resultant sanction. This letter will become part of the student's conduct 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 Conduct Committee. In some cases of minor residence hall infractions, a warning letter from the Coordinator for Residence Life and Housing will be sent. If a student would like to meet about the infraction, they can contact the Coordinator for Residence Life and Housing up to five (5) days after the letter was sent via Moore email.
- **Formal Student Conduct 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 Conduct Committee). The Student Conduct Committee is composed of two staff members designated by the Dean of Students and is chaired by the Coordinator for Residence Life and Housing.
- **Formal College Conduct Committee hearings:** This Committee hears cases of academic dishonesty and serious infractions of the Student Code of Conduct. This committee also hears cases that have an academic component, including unsafe studio practices and removal or defacement of academic materials from the College or the Library. The College Conduct Committee is composed of two faculty members designated by the Academic Dean and chaired by the Coordinator for Residence Life and Housing.
- **Formal Administrative Conduct 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 Coordinator for Residence Life and Housing 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 hearing 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 Coordinator for Residence Life and Housing.

**Procedures:** Most conduct procedures arise out of a written report submitted to the Student Affairs Office by a student, faculty or staff member who has witnessed or has knowledge about an alleged policy violation. That report should be written, dated and signed and preferably should be submitted within ten (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 Coordinator for Residence Life and Housing 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 their right to bring witnesses and/or an advisor to the hearing.

In most cases, the alleged violator will be afforded the right to continue their 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 conduct proceedings, if it is determined that such action is reasonable and/or necessary to protect the health, safety, or welfare of the College or any member of the College community.

**Hearing:** The hearing will be held on the Moore College of Art & Design campus and will be closed to all but those involved (witnesses, alleged violator, committee members and an advisor so designated by the alleged violator. Failure of the alleged violator to appear at the appointed hearing will be construed as obstructing the conduct 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 has the right to present evidence and call witnesses on their behalf.
5. Pertinent records, exhibits and written statements may be accepted as evidence for consideration by the Committee at the discretion of the Coordinator for Residence Life and 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 conduct history of the alleged violator will be taken into consideration when determining sanctions, not responsibility.

When decisions by the Student or College Conduct 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 Conduct 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 Conduct Committee hearings that have ramifications that extend beyond the scope of Student Affairs.

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

**Conduct 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.
- **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 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; they may also be fined if they fail to complete any sanction that they have been given, and not successfully appealed, that has been required of them as a sanction. Fines are payable in the Business Office, or placed on a student's bill.
- **Personal Counseling**—A student may be required to complete a specified number of hours of personal counseling after which time the student and one of the Mental Health Counselor 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 they 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, they will be subject to dismissal from the College.
- **College Housing Transfer or Dismissal**—A student may be transferred to another room or housing unit or dismissed from College housing altogether.
- **Suspension**—A student may be excluded from classes and other privileges or activities as set forth in the notice of suspension for a definite period of time, not to exceed one year.
- **Dismissal**—Dismissal entails termination of student status for an indefinite period. The conditions of readmission (if permitted) shall be stated in the letter of dismissal.
- **Expulsion**—Expulsion is a permanent termination of student status for the most serious offenses or for repeated offenses.
- **Failing Grade**—In cases of academic dishonesty, possible sanctions may include any of the above sanctions. They may also include failing a paper, a project or an entire course. If the sanctions include failing an assignment or a course, the Dean of Students will notify the faculty member, the department chair and the Registrar.

# Residence Life and Housing

Residence Life & Housing is under the direction of the Coordinator for Residence Life & Housing and the student Residence Life Staff. Their goal is to create a positive living/learning experience for all students. It is the expectation that all residents abide by these regulations and procedures. Violation of these regulations and procedures may subject the student to fines and/or disciplinary action. Any student who needs clarification of a procedure or wishes to discuss changing any regulation or procedure should speak with the Coordinator for Residence Life & Housing.

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

- Halogen lights.
- Hotplates/griddles, space heaters, electric blankets, heating pads, cotton candy/popcorn makers, toaster ovens and all appliances with an open heating element. Only coffee/tea pots with an automatic shut-off are permitted. It is expected students will use appliances like irons, steamers, hair dryers, and hair curlers/flat irons with care and turn off appliances when not in use. Humidifiers are permitted.
- Air conditioners, other than those installed in Stahl Hall or the basement of Sartain by the College. If a student needs air-conditioning as a medical necessity, they must provide a doctor's documentation, and they will be assigned a space in Stahl Hall. Sartain Hall cannot have individual air conditioning units in student rooms.
- No refrigerators/microwaves other than the micro-fridges provided by the College are permitted in student rooms.
- Amplifiers for music.

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

- Any candles, incense or open flames are prohibited.
- Smoking tobacco, clove cigarettes, cigars and hookahs are prohibited in the residence halls.
- Residential type extension cords (white or brown) are not permitted to be used in any residence hall room. Only commercial type extension cords (orange 16/3 gauge) are permitted.
- Students should not tamper with the sprinkler or fire systems in any way. Please do not hang items from the sprinkler pipes

**FIRE DRILLS:** Fire drills, unannounced, will be scheduled periodically during each semester. Each student is responsible for evacuating the building immediately. The proper procedure for evacuation is posted in the residence halls.

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

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

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

1. Register their guest at the building's desk by 1:00AM.
2. Escort guests who are not members of the Moore community at all times. Resident students cannot leave guests unattended in their residence hall rooms or in any Moore space. If a resident student cannot escort their guests, then the guest should be signed out of the building.
3. Any resident of Stahl Hall who plans to have a guest is expected to consult with their roommate and suite mates before the guest arrives.

A student may not have more than 2 overnight guests at any one time. Students may have their guests stay in their room for a maximum of three consecutive nights and may have overnight guests for no more than 3 nights each week. A week is defined as Sunday morning at 12:00am until Saturday night at 11:59pm. Any resident that would like to have a guest stay in their room for more than 3 nights must speak with the Coordinator for Residence Life and Housing. Students in Moore-Sponsored Housing are not required to sign in their guests like on-campus residents. However, they are still subject to all other College policies. Guest parking is not available.

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

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

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

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

If a student is locked out of their room, they should follow the procedure outlined in the lock out policy below. Room keys may not be copied. Students in Moore-Sponsored Housing must contact Tower Place management during business hours for new keys.

**LIABILITY:** The College will not be liable, either directly or indirectly, for any loss by theft of personal property, including artwork, of residents or their guests, or for any damage



or destruction of such property by fire, water or any other cause. Students are urged to confirm whether they are covered under their parents' homeowner's insurance policy, and to make arrangements for additional insurance coverage if necessary. Information for renters insurance can be found in Student Affairs.

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

Monday – Friday

9 am - 5 pm Student may see any member of the Residence Life Staff or a staff member in Student Affairs

5 pm - 9 am Student must see the ON DUTY member of the Residence Life Staff.

Weekend (5pm Friday until 9am Monday - student must see the ON DUTY member of the Residence Life Staff.)

Students in Moore-Sponsored housing can go to the building's front desk for lockouts. Their front desk can unlock doors 24 hours a day.

**MAINTENANCE/HOUSEKEEPING:** Residents who have maintenance and/or housekeeping concerns should report them using the website Upkeep. Residents should not attempt to make repairs themselves. Repair requests or concerns should be reported immediately. Students should be aware that the housekeeping staff cleans common areas only. This includes the hallways and lounges in both residence halls and the community bathrooms in Sartain. Cleaning of the suite bathrooms in Stahl Hall and individual rooms in both residence halls is the students' responsibility.

Students in Moore-Sponsored housing must report maintenance/housekeeping concerns to the Tower Place building. Students are responsible for cleaning their apartments.

**MEAL PLAN:** All students in Stahl Hall and Sartain are required to be on the 19-meal plan. Students in Moore-Sponsored Housing may request to not be on the residential meal

plan. Students with special dietary needs must make an appointment with the Director of Health Services. Students must provide a doctor's documentation, along with a detailed example diet plan. Each case will be reviewed by the Accommodations Committee. Only in special cases will the College reduce their meal plan if the student resides in Stahl Hall or Sartain.

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

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

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

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

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

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

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



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

- Do not bring second-hand furniture (especially upholstered furniture), clothing, shoes, etc. to campus.
- When/after traveling, inspect luggage for the evidence of bed bugs.
- Only sign in guests to the residence halls that you know and trust. Do not sign someone in that you do not know. This is especially true if you know the person has bed bugs.

Every student who has reported and confirmed cases of bed bugs has to meet with the Coordinator for Residence Life and Housing to learn how they need to ready the room for treatment. The Coordinator for Residence Life and Housing will go over the process and what the student needs to do to have the most successful treatment possible. Students will hear verbally what they need to do and not do to get ready for treatment. Students will also receive a letter outlining what needs to happen before, during, and after treatment.

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

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

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

**PHONES:** Most student rooms come equipped with a touch-tone phone. Students may use a phone of their own choice; however, the original phone must be back in place when the student moves out of the room. Residents in the halls have local calling from their rooms at no charge (dial "9" first to place a call outside of the College and need to use

a calling card for long distance calling. Students who have questions about the phone system should see the Director of Residence Life.

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

## RESIDENCE HALLS

### Louise Stahl Residence Hall - 20th Street and the Parkway

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

### Sartain Hall - 2039 Cherry Street

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

### Moore-Sponsored Housing: Tower Place Apartments - 1400 Buttonwood

Some upperclassmen have the opportunity to live in Tower Place Apartments, a complex located in the heart of Philadelphia. Each furnished apartment that students reside in are 2-bedroom, 2-bathroom with an in-unit washer/dryer. The building has air conditioning and a variety of amenities, including ample natural light and a skyline view of the city.

**RESIDENCE HALL CONTRACT:** Housing is rented for the ENTIRE ACADEMIC YEAR and charges are payable in advance by the semester. Resident students are required to pay a two hundred dollar (\$200) damage deposit refundable only upon completion of the contract period and after all bills are paid and furnishings and equipment of the room, hallway, and lounge spaces are found intact by the Coordinator for Residence Life. The \$200 damage deposit is added on to the student's first bill in housing. It will remain on the account until the student no longer resides in on-campus housing. Students also pay a yearly \$250 room reservation fee which is applied to their first bill of the academic year.

The halls are closed during the winter and spring breaks. The halls remain open for Fall break and Thanksgiving break. During Spring Break, students selected to participate in Alternative Spring Break are allowed to stay in Stahl Hall. Students are required to leave their rooms at the beginning of each scheduled vacation period. Students who are unable to go to their own home when the halls are closed should make arrangements to go home with a friend. Any student with difficulty making such arrangements should speak with the Coordinator for Residence Life. (There will be no members of the Residence Life Staff on duty during breaks, and no services available associated with the College.) At the end of the academic year all students are required to vacate their rooms before or on the date specified by the Residence Life and Housing Office.

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

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

**ROOM CHANGES:** No room changes will be made without the permission of the Coordinator for Residence Life. Changing rooms without consent of the Coordinator for Residence Life is a violation of residence hall policies. If roommates in Stahl Hall want different roommates, they must first see the Resident Assistant on their floor. The roommates will be expected to try and reach a reasonable compromise. If it is not possible to reach a workable compromise, then the roommates must make an appointment to meet with the Coordinator for Residence Life to discuss their options. The course of action to be taken will be determined. Further details about room changes can be found in the Housing Contract. All students are required to go through a mediation process before the Coordinator for Residence Life and Housing will allow any room switches. As a reminder, the college does also reserve the right to change room assignments as needed.

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

those damages when the specific individuals responsible do not come forward or cannot be identified.

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

**ROOMMATE CONTRACT:** Students living in Stahl Hall or with a roommate(s) in Sartain Hall complete a roommate contract during the fall semester or after receiving a new roommate. The roommate contract is designed to promote communication and discussion of living conditions between roommates and/or suitemates.

**ROOM SELECTION AND THE HOUSING LOTTERY:** A number of spaces are reserved for returning students in Sartain Hall, Stahl Hall, and Tower Place Apartments after a room reservation fee is paid. New students are assigned spaces by the Coordinator for Residence Life and Housing. Assignment to a room on campus for one year does not guarantee a place on campus for subsequent years. Upperclass students are able to remain on campus to the extent that space is available. Students may retain their rooms by paying a room reservation fee during the room selection. All other students wishing to live on campus must pay a room reservation fee, and go through the housing lottery. All lottery numbers will be drawn by class year.

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

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

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**SUMMER HOUSING:** Moore offers limited summer housing to students that are taking classes at Moore in the summer, doing an internship in the city, or doing work-study at the College. Interested students should see the Coordinator for Residence Life and Housing. Prices and availability are announced in the spring semester.

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

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

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

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

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

# **Fellowships, Internships, Scholarships, and Travel Opportunities**

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# Fellowships, Internships, Scholarships and Travel Opportunities

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

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

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

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

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

All undergraduate majors except Art Education\* require a 240-hour internship: Animation Game Arts, Fashion Design, Fine Arts, Graphic Design, Illustration, Interior Design, Photography, and Film & Digital Cinema. Prior to accruing the 240 hours, students must successfully complete the internship professional development course. All students (including Art Education majors receive the \$1000 paid Internship Fellowship.

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

**PENNY FOX INTERNSHIP FELLOWSHIPS:** The Penny Fox Internship Fellowships were established to significantly enhance and expand Moore's commitment to educating students for careers in art and design. The honor recognizes and affirms our students,



empowering them and building their self-confidence while they experience risk taking and competition. Students seeking further information about required internships, including the \$1,000 Internship Fellowships and the competitive Penny Fox Internship Fellowships, should speak with their department chair to confirm departmental pre-requisites and review fellowship guidelines, deadlines and other criteria in the Fellowships (Competitive LibGuide at [https://moore.libguides.com/Fellowships\\_SeniorAwards](https://moore.libguides.com/Fellowships_SeniorAwards) Connect Moore for current internship listings.

**LEADERSHIP FELLOWSHIPS:** There are four undergraduate summer leadership fellowships: Tiffany & Co. Leadership Fellowship open to sophomores only; the Frieda Fehrenbacher Leadership Fellowship, the Senior Happy Fernandez Leadership Fellowship, and the Sis Grenald Leadership Fellowship, open to sophomores and juniors. The award amounts range from approximately \$1250 to \$4500.

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

**TRAVEL FELLOWSHIPS:** There are five summer fellowships for juniors designed to expand students' artistic horizons outside of the classroom. Three of them are designated for international travel—the Emily Sartain International Travel Fellowship, the Frieda Fehrenbacher International Travel Fellowship, The Student Government Leadership Fellowship, and the Sis Grenald International Travel Fellowship. For the Sarah Peter and the Harriet Sartain Fellowships, travel is encouraged but not required. The Student Government fellowship is only open to first-years, sophomores, and juniors serving in Student Government. These prizes are all awarded on the basis of merit alone. The selection processes may include initial screenings by departmental faculty or internal committees. The winners are chosen by outside jurors, who are regional experts in their fields. All of these opportunities are designed to help women artists bridge the gap between the world of education and the world of work.

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

**THE FITZGIBBON INTERNATIONAL TRAVEL INTERNSHIP FELLOWSHIP:** The goal of the Fitzgibbon International Travel Internship Fellowships is to provide two students with the opportunity to travel internationally during their internship participation. Each student

will receive \$4800 to cover their travel expenses.

**HAPPY FERNANDEZ LEADERSHIP PRIZE:** This prize is for a graduating senior who has been a leader at Moore. Students are nominated for this prize and must submit an application.

**HAPPY FERNANDEZ INTERNATIONAL STUDY SCHOLARSHIPS:** There are two scholarships designed to enable students to take a College-approved international study course over the summer or during the J-term. The scholarships are available to all students in good academic standing.

Information about how to compete for these prizes, scholarships, and fellowships will be sent to students via Moore email over the course of the academic year. If you would like further information, please see Student Affairs.

# Computer Services & Online Learning

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# Computer Resources and Policies

**MOORE EMAIL:** All new students are issued a College email address prior to or during Orientation. The College uses email to disseminate important and timely information to students both in the form of college-wide emails and individual emails. Students should check their College email on a regular basis to make sure they get critical information. A student can access their account by going to [www.moore.edu](http://www.moore.edu). In most cases, an email address is their first initial followed by the student's last name –i.e. jsmith@moore.edu. The password will be the student's ID number located on the back of their photo ID. Students are encouraged to change their passwords. For questions about email or problems with log-in procedures, students should contact Computer Services, located in the basement of Sarah Peter Hall, at ext. 4004.

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

- The message must show respect for the rights of others to privacy and confidentiality.
- No chain mail or email that propagates viruses or overload the system with excessive data will be accepted for distribution.
- The message must comply with the College's policies and applicable laws concerning safety, libel, slander, defamation and obscenity, particularly those in the Student Code of Conduct and the Sexual Harassment Policy found in the Student Handbook.
- Email may not be used for any acts of academic dishonesty as defined in the Student Handbook.
- No email will be accepted for private business, commercial or political activities, fund raising, advertising on behalf of non-Moore organizations, unlawful activities or uses that violate any other College policies.
- The College reserves the right to refuse email and message requests that it deems inappropriate for mass distribution for reasons other than those listed above.

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

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

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

**MOORE SOFTWARE LICENSE USE:** Students Moore provides Adobe Creative Cloud free of charge to all students currently enrolled in a degree program. This suite can be installed on up to 2 student-owned computers and remains valid while enrolled at Moore. All students in a degree program receive a Microsoft 365 account which is the default platform used for email, calendars, documents, presentations, etc. at Moore by faculty, staff, and students. Microsoft 365 can be installed on up to five student-owned computers. Additionally, Moore provides students in degree programs with free web-based subscriptions for Padlet and VoiceThread to all currently enrolled students. All student subscriptions are connected to your moore.edu email account and will be canceled four weeks after graduation or immediately upon withdrawal. We encourage our students to consider purchasing their own software just prior to graduation to take advantage of any potential educational discounts. Upon graduation or withdrawal from Moore, students who wish to continue using the software will become responsible for acquiring a personal subscription.

**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 they have to remove any files as well as P2P file sharing programs from their computer. If the student fails to comply with this file-sharing policy, they could also be subject to disciplinary action under the College's Conduct system. Students found to have violated this policy could lose their network privileges as well as be subject to other disciplinary sanctions (see the Conduct System and Redress for Students for additional information about the College's conduct system).

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

**SELF-SERVICE:** Self-Service is an internet-based system providing students access to their academic and financial information. Using a standard web browser, students can register for courses and view academic plans, grades, unofficial transcripts, course and faculty schedules, degree requirements, the course catalog, and view financial aid information and account balances. All students have access to Self-Service in the same way. They should go to Moore's website [www.moore.edu](http://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 by using the Tech Support request for available online at <https://moorecad.zendesk.com/hc/en-us/requests/new>. Students can also find both academic forms and financial aid forms on Moore's website under Current Students.

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

- Moodle interfaces with student records data on Powercampus (the College's student information system) and will be used for anything classroom-related by faculty.
- Faculty use Moodle for uploading their syllabus, submitting midterm and final grades, and taking attendance.

- Faculty may also use Moodle for class discussion forums, assignment submission, posting readings and multimedia files, and link to online resources.
- Students can also communicate with faculty using Moodle.

Students should understand how each of their instructors is using Moodle. Students can access Moodle through the College's website by clicking Resources for Current Students at the top right of the home page. Click on "Moodle login" and then enter their Moore email and password to log in. Students having difficulty using Moodle should contact the Educational Technology Coordinator, located in the Connelly Library, at extension 8580.

**LAPTOP/WIRELESS PROGRAM:** Every newly matriculated student is required to purchase a laptop computer. The College has installed wireless Internet access throughout the entire campus. Students' laptops will provide them with access anywhere anytime to College email, online Connelly Library resources and the Internet, Self-Service, and Moodle. To help reduce the costs of this initiative to students and families, the College has negotiated special pricing with Apple Computer, Inc. In addition, the Financial Aid Office has included reasonable expenses for a computer and software in the estimated costs of attendance for students receiving financial aid. For further details on this program, go to the College's web-site, click on Current Students and log into Moodle. Under Moodle, go to Campus Re-sources 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 semester. Printing costs will be deducted from those credits as follows: Black and white prints \$.05; Color laser \$.50; Color inkjet \$1.00.

The Fox Print Center in the basement of Sarah Peter Hall is available to students to produce large format prints up to 44" wide. File requirements and current prices are available on Moodle. Students should go to the College's website, click on Current Students and log into Moodle. Under Moodle, go to Campus Resources and then click on Computer Services and the Print Center. Unused print credits can be carried over from the fall semester to the spring semester, but will expire at the end of the academic year.

**MOORE MERCHANDISE/SWAG BRANDING & DESIGN POLICY:** All merchandise and gear/swag created by Moore College of Art & Design will be designed by the Marketing & Communications department, with recommendations provided for specs and types of material. These designs will be determined by our new brand style guide. Designs will be

created mainly for The Art Shop but also for other departments that create promotional pieces for distribution and marketing purposes.

Any printed material made by Moore staff, faculty and students that simply includes the main Moore logo should be reviewed and approved by the Chief Marketing & Communications Officer, or another member of the Marketing & Communications team, prior to printing. This includes all brochures, clothing, swag and other items that might be seen or distributed off-campus. This policy also pertains to Moore student, faculty or staff affinity groups who may represent themselves and/or the College in public. All such affinity groups should incorporate the Moore logo or Moore name into promotional and printed materials whenever possible.

**New logos, or variations on the existing Moore logo, should NOT be created for student, faculty or staff affinity groups, without express approval and advance review from the Chief Marketing & Communications officer.**

Internal promotional materials made by students, such as flyers for affinity group meetings or one-off gatherings, which are not distributed externally, need to be stamped for approval by the Assistant to the Dean of Students/Student Affairs Coordinator (Student Affairs, Stahl Hall, 1st floor) before they can be posted on one of Moore's designated Sign Central locations. These materials do not need to be reviewed by the Marketing & Communications team and do not necessarily need to include the main Moore logo. All Moore promotional materials that include student or alumni artwork must include a credit or acknowledgment for that individual, including their projected or past year of graduation.



# E-Learning Policies and Resources

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

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

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

- Work done in a lab or other outside environment will not count towards attendance.
- Assignments done in a week other than the one when the assignment is due will not count towards attendance for the previous week.
- Students who fail to attend a course and who do not officially withdraw or drop the course during the drop/add period will be subject to failing the course.
- Your instructors will be able to assist you with most Moodle questions. For all issues that cannot be resolved by your instructor, please submit a ticket: <https://moorecad.zendesk.com/hc/en-us/requests/new>.

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

1. Submitting an academic assignment.

2. Completing a quiz or exam.
3. Participating in a posted online academic discussion.
4. Reading and responding to at least two peer assignment submissions

#### REMINDER

- Participation must be in the Moodle platform.
- The online course weeks run from Monday at 12:00am EST to Sunday at 11:59pm EST.
- The College reserves the right to refuse email and message requests that it deems inappropriate for mass distribution for reasons other than those listed above.
- Participation is expected within the week of the scheduled assignments or it will not count towards that assignment grade.
- A student's failure to maintain active participation in an online course as defined in the course syllabus may result in reduced grades.
- All courses have a portion of the grade related to the attendance/participation requirements. The syllabus for each course will outline these requirements to inform students what is considered meaningful participation. Each faculty may have their own policies regarding online course conduct, deadlines, due dates and punctuality, which may affect participation requirements and grading.

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

Academic dishonesty, including the theft, destruction or defacement of the work of others and plagiarism, in daily work, studio projects, papers or examinations, is a violation of academic integrity. Examples of academic dishonesty include, but are not limited to: cheating, buying tests, taking a test for someone else and copying from another student's test paper.

Plagiarism is the act of using someone else's work, words, or ideas and representing them as one's own. Whenever a student takes an idea from a publication or the Internet or uses the exact words of another writer, the source must be specified and quotation marks appropriately used.

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

**REGULAR AND SUBSTANTIVE INTERACTION (RSI):** As a student in an online course, you can expect regular and substantive interactions (RSI) with your faculty member. The type of RSI you will have with faculty depends on the course structure. Therefore, your faculty will include a Regular and Substantive Interaction section in the syllabus that explains how interactions will be conducted. The RSI syllabus section might include information on how your faculty will communicate, how you are expected to communicate, how frequently you can expect to hear from your online faculty, and how quickly you can expect feedback on your coursework.

#### GUIDELINES TO HELP REDUCE ONLINE MISCOMMUNICATIONS IN A COURSE:

- **Make the Connection:** Remember, like you, someone is on the other side of an email or discussion posting. Communicate with fellow participants as you would in a face-to-face course.
- **Be Professional:** Your coursework is more than learning facts; you are preparing for a career. You are learning to interact with your fellow course participants as you would in your future professional life. Your conduct in this course should reflect this. Your communication should follow standard rules for grammar and spelling and be clear, concise and intelligent.
- **Have Opinions:** Everyone is entitled to have an opinion. In discussion forums, everyone is encouraged to share them. Respect Disagreement. People have the right to disagree with you. However, disagreements should never be personal. Online discussions are a means to share ideas and practice the skill of persuasion. Persuasive speech cannot be achieved with hurtful, hateful or inappropriate language. Review your posts before you publish and reread them for unintended meanings.
- **Ask Questions:** Cultural influences can influence communication in terms of phrasing

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and word choice. The lack of visual and auditory clues may affect meaning, as well. Before jumping to conclusions, ask for clarification.

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

#### **PLANNING FOR SUCCESS AS AN ONLINE STUDENT**

- Check to make sure that you have all of the necessary hardware and software before your class begins.
- Order your course materials in advance so that you will have them at the beginning of the course.
- Be self-motivated and self-disciplined, it is a good idea to login each day and keep up with the discussions and assignments that you are being asked to complete - set up a schedule.
- Please let your instructor know, as soon as possible, if you are experiencing any kind of difficulty.
- Be prepared to spend at least 3 hours per week, per credit in your online course, but plan to spend as much time as necessary as this will vary depending upon the course.
- Check your Moore e-mail frequently. If you send a question to your instructor, please allow a reasonable amount of time for the response.
- Interact with the other students in your class and have fun while you are learning!

# Safety & Security

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# Safety & Security

**BIKES:** Students are encouraged to lock their bikes to the bike racks in the courtyard of Wilson Hall by Fox Commons. Locking bikes on the streets of Philadelphia, including in front of the College, leaves them vulnerable to theft. The College does not assume responsibility for personal property left on the premises. Students must remove their bicycles by the Wednesday after Commencement of each academic year. All bicycles left after that date will be discarded.

**COLLEGE BUILDING HOURS:** Sarah Peter Hall and Wilson Hall are open from 8 am - 2 am every day of the week. In addition, the studios are open 24 hours on Tuesdays and Thursdays. During scheduled breaks in the fall and spring semesters, the building hours are sent out via Moore email from the Director of Operations. However, if circumstances warrant it, the College reserves the right to deny access to the campus (including studio spaces) to students during times when there are no academic classes in session. The buildings are closed on Thanksgiving Day and from the end of first semester until after New Year's Day. A two-week 24-hour access period will be designated at the end of each semester before final critiques. Dates for this two-week period will be emailed following midterms. Students must vacate the building 15 minutes before scheduled closing. Access to College facilities requires a student to display a valid Moore College of Art & Design ID. During the evening hours, resident students must sign in and out of the halls. (For details, see signing out in the Residence Life and Housing section of the Handbook.) Some studios are accessible only to majors; others have limited access. Studio spaces that have limited access are: Wood Shop, Small Metals, and Welding.

**FIRE DRILLS:** The College conducts periodic announced and unannounced fire drills. Students should acquaint themselves with instructions posted in the College buildings and the residence halls to learn the quickest and safest ways to exit the buildings. Use stairs only to exit buildings. DO NOT USE ELEVATORS. In the event of a fire emergency, vacate the building. The fire alarms are monitored 24 hours a day by an outside alarm company. When an alarm is sounded, the alarm company will notify the Philadelphia fire department. (For fire drills in the residence halls, see the Residence Life and Housing section.)

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



section of the Handbook and in the Residence Life and Housing section.

## SECURITY

**The College's Security System:** Security at the College is overseen by the Director of Operations and Facilities. To ensure students' safety and to protect College property, the College has security personnel on duty 24 hours a day, 7 days a week in the main entrance to Wilson Hall. When classes are in session and Sartain Hall is open, there is security coverage 24 hours a day 7 days a week at Sartain Hall. The primary responsibility of security personnel is to monitor people coming into the College buildings by checking their ID's and by ensuring that people who are not affiliated with the College are escorted in College buildings. In addition, there is a security person who functions as a rover guard by patrolling the College buildings and serving as an escort locally for members of the College community. The College contracts for the security personnel it uses; they are supervised on-site by a site supervisor and the Director of Operations. Security personnel are unarmed; in any emergency situation, they contact the relevant administrator or they call the Philadelphia Police Department at 911. There are at least two people on duty at all times. The College is served by a total of 6 security persons during an average 24-hour period.

All residence hall room and suite doors can be locked with keys. To maintain security at Sartain Hall, students will need to place their valid ID near the proximity reader to open the main front door. This door is locked at all times. The security personnel on duty at Sartain Hall will only buzz in visitors with appropriate identification. Access to Stahl Hall is through the main entrance to the College. A valid ID must be placed near the proximity reader to gain entrance into Stahl Hall.

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

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

The College provides a shuttle service each night during the academic year from August until May, when the College is open. The first day of fall semester the shuttle hours and shuttle route are posted for the year. During the shuttle's operating hours, students can request to be dropped off or picked up on major roads within the established shuttle route. Students who wish to have the route modified to better accommodate their needs should ask the Coordinator for Residence Life and Housing. While not all requests can be

honored, the College will try to make reasonable adjustments to the route. The shuttle is strictly used for transportation of students and is not used for moving or hauling of items. After dark, students should use the shuttle for their safety. Occasionally the shuttle is out of service due to repairs or weather. Students will be notified with signage at Wilson Front Desk or email.

**The Students' Role in Maintaining Campus Security:** Crime prevention and a secure campus are responsibilities of everyone. It is essential, therefore, that students comply with the following guidelines:

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

**PERSONAL PROPERTY:** The College assumes no responsibility for loss of or damage to personal property. Students should contact an insurance agent concerning possible protection against such loss or for coverage under a family homeowner's policy. The College recommends that all students not living with a parent or guardian carry renters' insurance. If a student wants further information on such insurance, brochures for

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appropriate coverage may be found in Student Affairs.

## **STUDIO MAINTENANCE AND SAFETY**

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

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

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

**B. Studio Safety:** Students are also expected to conduct themselves in a responsible and safe manner in the studios/classes and when using studio equipment, materials and facilities. They must be alert to safety concerns for themselves and for the protection of other students and College property. Students are not allowed to sleep in the studios. Students are given instructions by the faculty and studio technicians regarding the safe use of equipment, tools and chemicals. They are expected to follow these instructions and to handle the materials/equipment with appropriate care and caution.

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

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

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

# The Galleries at Moore

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# The Galleries at Moore

**The Galleries at Moore's hours are: Monday – Saturday 11 am – 5 pm; Office hours are Monday – Friday 10 am – 5 pm. The Galleries are closed Sundays and all academic and legal holidays.**

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

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

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

The Galleries play a leading role among contemporary art venues in the region in setting the tone for understanding the art of our time. To this end, The Galleries have, over the past three decades, provided numerous artists- including Artur Barrio, Raymond Hains, VALIE EX-PORT, Roman Signer, Jean-Frederic Schnyder, and Terry Fox - with their first major American museum exhibitions, and are recognized for being first in the field to champion artists who go on to global acclaim. The Galleries also have a reputation for premiering and sponsoring new works by internationally renowned artists - such as Matt Mullican, Adrian Piper, Pat Ward Williams, Hanne Darboven, Luc Tuymans, and Marlene Dumas- before they attained international acclaim, as well as shows that have reintroduced and reexamined the work of artists including Jo Baer, Jay DeFeo, Ray Johnson, and Arnulf Rainer. Serving the only art and design college for women in the United States, The Galleries have also exhibited the work of many significant women artists and designers, including Dara Birnbaum, Sharon Lockhart, Mary McFadden, Alice Neel, Viola Frey, Guerrilla Girls, Karen Kilimnick, Faith Ringgold, and Gillian Wearing.

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

# The Art Shop

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# The Art Shop

See online store for current hours: [www.moore.edu/theartshop](http://www.moore.edu/theartshop)

**THE ART SHOP:** Visit the Shop for inspiration and discover the creations for sale by your fellow students and Moore alumni. Celebrating 20 years in 2022, the Shop offers a variety of artwork that includes paintings, jewelry, clothing, stickers and ceramics. With an assortment of prices and styles available – it's a great place to find gifts or art to decorate your dorm room. The artwork changes in a continual rotation with new work arriving weekly!

Be sure to check the Art Shop during the Senior Show to see additional artwork from the graduating class's Thesis Exhibition. Each year, a featured display includes prints, books, stickers, ceramics and more from their thesis. This is also the place to get your Moore logo clothing and accessories. Everything from sweatshirts to water bottles. New items added seasonally. Need a special size – just email us and we'll include it with our next order.

**Online Store:** Beyond the physical Shop, there is an online store to purchase artwork and Moore logo products. This is a great way to browse the art and Moore Gear currently available in the Shop even when the Shop isn't open.

Orders can be shipped or picked from the Art Shop. The pick-up option is great for family and friends who would like to purchase a gift for you! They just need to select pick up as delivery option and enter your name in the notes.

**Selling Artwork in the Shop:** Current students from both the Graduate Studies programs and undergraduate programs are welcome to sell their work in the Shop. Art sales (with the exception of the art from the Senior Show) are subject to a 40% commission fee retained by The Art Shop. Artwork is kept for sale in the Shop for no longer than one academic calendar and students can request it back at any time if it hasn't sold.

Work is selected based on size, look and whether it will appeal to the Shop's customers. Part of the selection process is whether the item is something unique that is not currently found in the Shop.

Students interested in selling artwork in The Art Shop should make an appointment to meet with Suzanne, the Art Shop Manager via email: [skopko@moore.edu](mailto:skopko@moore.edu).

**Work-study Positions and Internships are Available:** Work-study eligible students interested in gaining experience in an art gallery, working with the online store or assisting customers in a retail setting are welcome to apply for work in the Shop. Hours are available year round, including the Summer.

**Art Shop Internships: Boutique, Online Store &/or Art Gallery:** Whether you want to start your own boutique or work in an art gallery/small museum you can create your own experience! Learn first-hand what it takes to work with art collections, operate a physical shop with a connected online store and/or gain customer service experience. A photography option is also available for anyone interested in object and social media photography.

# Other Campus Resources

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# Other Campus Resources

**ADMISSIONS OFFICE:** The Admissions Office is responsible for the recruitment and selection of new first-year, transfer, post-baccalaureate and graduate students to the College. The office employs students as Student Ambassadors to help with recruiting efforts. Students who are not part of the Student Ambassador team are occasionally hired for special events, on a case-by-case basis.

**ADVANCEMENT OFFICE:** The Advancement Office is responsible for raising money from alumni, parents, friends, foundations and corporations to support student scholarships and defray general operation expenses. The Advancement Office is also the home of the Office of Alumni Affairs. The Office of Alumni Affairs provides services to alumni and current students by serving as a liaison for students interested in contacting alumni mentors in the students' fields of study, and by coordinating trips, special projects and community service opportunities open to students and alumni. Students are encouraged to visit the Office of Alumni Affairs for more information.

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

**MARKETING/COMMUNICATIONS:** The Marketing/Communications Office promotes the College through publicity, publications and marketing. The office publicizes the accomplishments of the faculty and students, news and events in print, electronic and broadcast media. Staff oversee the College website and produce publications, including the Moore magazine, and school catalogs, posters, brochures, advertisements and invitations for events. The office also helps coordinate events and oversees many facets of the College's marketing program.

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