



STUDENT HANDBOOK

Division of Professional and Continuing Education

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Welcome

Welcome to Professional and Continuing Education (PCE) at Massachusetts College of Art and Design. PCE offers over 100 credit and non-credit courses in all the fields of visual art and design each semester. The college offers excellent studio facilities including a letterpress studio, a foundry a number of clay making studios, a complete woodshop and extensive photo and computer labs to name a few.

The PCE office is currently located with the Graduate Programs in the former Doran Gallery on the first floor of the Artists' Residence on the opposite side of Huntington Avenue from the main campus. Hours of operation are Monday–Thursday 9am–7pm and Friday 9am–5pm. We can also be reached by phone at 617 879 7200 and by email at ce@massart.edu

As a student in Professional and Continuing Education, you are able to access a number of resources at the college with our outside of your class, and your participation in MassArt programs is governed by the policies and community standards of the college. This handbook summarizes some of the more important policies and resources at the college. More complete information can be found on the web at www.massart.edu/ce or the intranet site at www.inside.massart.edu.

General Information

MassArt Email Address

All students, staff and faculty (both full and part time) are issued a MassArt email address. Official communications, announcements, etc. from Continuing Education and the college are sent to this address only. You will receive notification from the Technology Department when your address is activated with instructions on how to access it through the web. It is important that you check this email account often.

Student ID Cards

All students are required to have and display their MassArt ID card while on campus. Cards are issued in the Public Safety Office, on the second floor of the tower building, Monday through Friday from 9:00am-7:00pm starting a few days prior to the semester start date, or you may schedule an appointment if these times are not convenient (617-879-7810). Bring your class schedule (available at www.davinci.massart.edu) with you or stop by the Continuing Education office to pick up an ID Card Authorization form. Your ID card must be validated for each new semester with a sticker, also available from Public Safety.

Museum Membership

MassArt has institutional memberships at the Museum of Fine Arts, Isabella Stewart Gardner Museum, the ICA Boston and the Photographic Resource Center. MassArt students with a valid ID are given free admission to these museums

Parking

Continuing Education students have two options for parking in MassArt parking lots.

Free student parking for the night(s) of your class(es) is available at our new Mindoro Street lot, about a ten-minute walk from campus. A free shuttle van operates from 7 a.m. to 10 p.m. weekdays (no shuttle on weekends). If you miss the last shuttle you can request transportation from the Public Safety office (on the first floor of the North Building, next to the tower building on Evans Way. There is a blue light outside the door). Their phone number is 617-879-7810.

Paid evening parking is available in our Ward Street lot, behind the Artists' Residence for \$50 per evening assigned for the semester. If your class(es) meet one night each week the fee would be \$50 for the semester. If you attend classes two nights per week the fee would be \$100 per semester. During the week both lots are available to Continuing Education students after 5 p.m., and all day on weekends.

To obtain parking in either lot you must complete an application (available in the PCE office) and bring it with your course schedule and MassArt ID card to the Artists' Residence Management Office (Room 120). Monday–Thursday 9 a.m.–5 p.m., Friday 9 a.m.–4 p.m. You can obtain your class schedule online at www.davinci.massart.edu.

If you have a lot of materials to bring to class you may drop them off outside the public safety office (park on Evans Way) and pick them up when you return from parking.

A map and directions to both parking lots can be downloaded at http://www.massart.edu/Continuing_Education/Parking.html

Safety Shuttle and Walking Escort Service

Public Safety operates the Campus Safety Shuttle Monday through Friday during fall and spring semesters from 5:00 PM to midnight. The shuttle provides a drop-off service within a few miles radius of the campus. Shuttle service hours are extended overnight during 24 hour access. Walking escorts are also available year round to areas around the campus, nearby MBTA bus and trolley stops, and the MassArt parking lots. To arrange for an escort or to obtain shuttle service information, call Public Safety at ext. 7810 or 617 879 7810.

Class Cancellations

Cancellation announcements are available on the following stations. Radio: WBZ (1030 AM) WRKO (680 AM), WEEI (850 AM). Television: WBZ (Ch.4), WCVB (Ch.5) WHDH (Ch.7), and WFXT (FOX 25). If bad weather develops during the day an announcement will be on the radio by 2:30pm. College closings will also be posted on the front page of the college's website at massart.edu, and recorded on the college's main line, 617 879 7000.

Academic Policies

Courses for Credit

Courses numbered 100 to 299 may be taken for undergraduate credit only. Courses numbered 300 to 499 are undergraduate credit courses that can be taken for graduate credit under special circumstances. For graduate credit, you must request the 300 to 499 level courses as an independent study with additional/different requirements specified by the faculty. The Continuing Education office can provide you with more information and appropriate request forms. Courses numbered 500 or above may be taken for graduate credit only.

High school seniors may consider taking 100-level courses for credit. Students under age 18 must obtain permission of the instructor.

GRADING POLICIES

Professional and Continuing Education is committed to providing students their grades in a timely manner. Grade sheets must be completed and returned to the PCE office within two weeks after your last class meeting. Grade sheets will be mailed to you prior to the end of classes. Please do not write in any name not listed on the grade sheet. If a student is missing, contact the PCE office, and an individual grade sheet will be mailed to you if the student is registered.

GRADING SYSTEM

MassArt has a dual grading system. Under this system some departments assign letter grades, and other departments assign Pass/No Credit grades. This is determined by which system, in the view of the faculty of the department, best serves their goals.

Letter grades (A, A-, B+, B, B-, C+, C, D, F, Incomplete) are given in courses offered in:

Animation
Architectural Design
Art Education
Fashion Design
Graphic Design
History of Art
Illustration
Industrial Design
Liberal Arts

Pass/ No Credit/ Incomplete grades are given in courses offered in:

Film/Video
Fine Arts 2D
Fine Arts 3D
Graduate Program
Photography
Studio Foundation
Studio for Interrelated Media

Grades are defined as follows:

A Exceptional work in all respects.
B Above average work, distinguished in certain but not all respects. C Average.
D Below average work. This is the lowest passing grade; individual departments may set standards for the application of "D" grades toward progress in the major.
F Failing work. No credit is given.
Pass Work meeting all expectations for successful completion of the course.
NC No Credit. Work that does not meet the expectations of the course
Inc. Incomplete. A temporary designation indicating that at least 80% of the course requirements have been met, that the remaining course requirements are expected to be completed, and that a permanent designation will be issued by the subsequent mid-semester. The student is responsible for having an individual grade sheet completed by the appropriate faculty member and filed with the registrar. If the student does not complete the course work by mid-semester of the following semester, a non-passing grade will be issued.

Note: Recent change to the Grading System.

In May, 2009, the All College Committee recommended to the president that the Honors grade (H) be abolished. Spring 2011 was the last semester for awarding Honors.

Da Vinci

Da Vinci is an online resource for the students and faculty of MassArt. Da Vinci instructions, contact info and up-to-date details on the system's status can be found at the da Vinci page on the college intranet (inside.massart.edu) under "Popular Destinations." Or go to:
http://inside.massart.edu/Administration/Academic_Affairs/Registrar/daVinci.html

Attendance Requirement

College policy does not allow any more than two absences in any credit bearing courses, and failure to comply results in not passing the class.

Evaluation Clarification

Students in departments using the Pass/Fail system may request a written evaluation of their class work. Students must request an Evaluation Clarification from you before the course ends that semester. You should get an Evaluation Clarification form from the PCE office and then have the instructor fill it out and return it to PCE with their grade sheets. The original is kept on file in the PCE office and a copy is included with student transcripts.

Auditing a Class

Students may elect to not be graded by auditing a class. This decision must be communicated directly to Continuing Education staff in writing or in person before the second class meeting. Students who register for a course on an audit basis are encouraged to participate in all course activities, but will not receive formal evaluation of performance. Taking a class as an audit costs the same as taking a class for credit.

Independent Study

Students may apply for a 3-credit independent study if the appropriate course is not being offered. The student must develop a proposal in consultation with a faculty advisor and include a description of the project and proposed schedule of meetings. Proposals for independent studies must be submitted to the Continuing Education office before the add/drop deadline. Signature of the faculty member and approval of the Dean of Professional and Continuing Education are required before instruction and work may begin.

Transfers of Credit

Students who wish to transfer credits to another institution or to the MassArt BFA program are advised to consult with their registrar or dean prior to enrollment. Students accepted to Massachusetts College of Art and Design are placed in studio courses based on the strength of their application portfolios. Courses taken through the Continuing Education program at MassArt are subject to transfer credit review and restrictions.

Transcripts

Official transcripts are available for \$10 each; unofficial for \$5. Transcripts take two to five days to process. Forms are available in the Continuing Education office. Requests must be submitted in writing, signed by the student, and include name at time of enrollment, address, home/work telephone numbers, MassArt ID number, and dates of attendance. E-mails and faxes are not accepted.

Financial Policies

REFUNDS

To request a refund, complete an add/drop form available in the Continuing Education office, or fax or e-mail *by the appropriate deadline*. **No drops are accepted by telephone and Continuing Education must have the request in writing by the deadline.**

Non-credit workshops: Students will receive a full refund if the class is dropped *one week prior* to the start date of the class. After that no refunds will be issued.

Credit classes: Students will receive a full refund of all tuition and fees if the course is dropped *before the second class meeting day*. For example, for a class starting on a Tuesday, the drop must be processed no later than 11:59 p.m. of the Monday before the second meeting. After that no refunds will be issued.

Independent Study: The add/drop deadline is the day before the first scheduled meeting with the instructor. After that no refunds will be issued.

Refunds are issued after add/drop period and may take up to six weeks.
E-mail requests for refunds should be sent to CE@massart.edu.

TUITION WAIVERS

Please be aware that the full cost of a course as listed on the web and in the PCE catalog is comprised of the cost of tuition and fees. Waivers apply to tuition only and fees will be charged as applicable.

Both new and returning students must present in-person proof of their waiver eligibility each semester. Eligible students are admitted on a space-available basis and are responsible for the payment of fees, books, supplies, and other educational costs. Tuition remission is not transferable. There are no waivers for off-campus courses, directed studies, independent studies, practicum, non-credit workshops or certain other non-state supported programs. Students using tuition waivers must register in person in the Continuing Education office and bring all supporting documentation.

Who is Eligible?

- *Senior citizens (60 years or older)* who are Massachusetts residents are eligible for a 40% reduction in tuition, but not fees, which vary by course. Proof of Massachusetts residency and birth date must be provided at the time of registration.
- *Honorably discharged veterans* who have been legal residents of Massachusetts over the previous twelve months are eligible for a 50% reduction in tuition but not fees. The veteran's DD-214 form and proof of residency must be presented with each new registration.
- *Employees of the Commonwealth of Massachusetts* and their dependents are eligible for various tuition reductions according to their respective contracts and employment status.

Financial Aid

Financial aid is only available to matriculated students. In Continuing Education this means students who are enrolled in a Design Certificate programs and are carrying at least six credits in the semester they are seeking financial aid for. To apply for financial aid visit the Student Financial Assistance office on the 8th floor of the Tower building, or call the office at 617-879-7850

OTHER RESOURCES AND POLICIES

As a division of the Massachusetts College of Art and Design, Professional and Continuing Education provides a variety of resources for students in conjunction with the college. Students enrolled in a continuing education class may take advantage of academic, financial, and other resources and benefits as they apply.

Accommodations for students with disabilities

MassArt assists all qualified students who are in need of accommodations related to a disability. If you feel you meet these requirements and need assistance, please notify the continuing education office.

Health insurance

If you are enrolled in a certificate program and are registered for 9 or more credits, you will be billed for student health insurance unless you provide proof that you have comparable health insurance.

Art supply and bookstore

The Art Supply and Bookstore is located on the lower level of the Kennedy building.

Dining Commons, Peet's Coffee and Tower Cafe

Dining is available for the MassArt community in two locations on campus. The dining commons is located on the first floor of the Kennedy building, and there is also a Peets Coffee, which has extended hours. The Tower Café is located on the second floor of the Tower building.

MassArt Made

MassArt has a store of work produced by alumni, faculty, staff and students, located on the first floor of the Kennedy Building, next to Peet's Coffee.

Morton R. Godine Library

The Morton R. Godine Library has books, periodicals, slides, videos, films, online databases, artists' books, college archives, posters, a picture file, a catalog connecting you to 9 nearby academic libraries, reference service, interlibrary loan, information literacy instruction, and a computer lab for word processing and web research. The library is located on the 12th & 13th floors of the Tower Building. Library hours are listed on the MassArt website. A student ID is required to check out library materials.. Complete library information can be found online at:

<http://inside.massart.edu/library.html>

Registered students have access to over 50 art and reference databases (including artStore and MDID) online at the library's website. You must use your MassArt email account (also called NetID) which Technology (third floor of the Tower Building in the AVMS office) will issue to you if you do not already have one. Any questions about your email account should be directed to the helpdesk at 617 879 7888.

Safety at MassArt

Campus safety and security are the responsibility of each member of the college community. The institution and its faculty, staff, and students all have a role to play. MassArt has its own professional Public Safety Department and environmental health and safety department. The college has an emergency management team of senior administrators which responds to emergencies, assesses safety risks, and leads efforts to mitigate them. The college also works closely with Colleges of the Fenway, MASCO, state and local law enforcement agencies, and the Boston Fire Department to ensure a quick, timely response to emergencies on campus.

Massachusetts College of Art and Design is committed to the safety and security of our campus community. In accordance with the 1990 Crime Awareness and Campus Security Act (The Clery Act), and the 2008 Higher Education Opportunity Act. MassArt annually provides information on crime and fire statistics and policies to its on campus community. These statistics are published yearly in The Clery Report; which combines The Campus Safety Report and The Fire Safety Report. This report is distributed electronically to the entire MassArt community. In addition, this report is made available to the MassArt community and prospective students and employees on the college's website. For more information about campus safety or to read the 2011 Clery report please visit http://inside.massart.edu/Documents/inside.massart.edu/campus_life/public_safety/CLERY2011.pdf

MassArt's Public Safety dispatch center operates 24 hours a day, every day, and security cameras around campus are monitored around the clock. There are emergency phones throughout campus for emergency, medical, and service related calls.

Public Safety Emergency Phone Number 617-879-7800

Studio Regulations, Health and Safety

In an emergency, dial 617-879-7800 or pick up one of the silver security phones installed on every floor and dial 7800.

Valuables should never be left unattended in a classroom or studio.

The regulation of portable stereos and MP3 players is up to the individual instructors.

Painting Mediums and Solvents: Odorless paint thinner and odorless mineral spirits are the only solvents that may be used in the Painting department. Other solvents such as Citrisol, Turpenoid, turpentine, lacquer thinner, and so-called "Clean Air" (not odorless) solvents may not be used in any FA 2D studio. The largest container of odorless mineral spirits allowed in 2D studios is 1 pint. All solvent or medium containers must be made of plastic or metal and clearly labeled as to exact contents. Brushes and palettes must be cleaned with mineral oil (baby oil) or Murphy's Oil Soap and paper towels. No solvents may be used.

Bathroom sinks may not be used to dispose of oil or water based painting wastes or for washing paint materials! Solvent and paint waste is to be disposed of in marked white bottles that are located in each Major studio and classroom.

Prohibited Practices at MassArt and in FA2D classrooms:

NO smoking in any MassArt building

NO use of spray paints or spray fixatives anywhere in Kennedy (use outdoors only).

NO heaters, hot plates, open flames, or melting of waxes of any kind

NO storage of flammable materials such as: hay, newspapers, oily rags, etc.

NO pastels in any elective classroom. Pastels may only be used in Majors' studios while wearing a dust mask, and only with the permission of the major instructor.

NO breakable glass containers may be used to store solvents or mediums.

NO sleeping or "camping" in 2D studio spaces.

The privileges of using Painting and Printmaking studios are governed by regulations outlined in the MassArt Student Handbook and by the Studio Contract agreement signed at the beginning of each semester.

Recycling: MassArt now recycles all types of paper, cardboard and newsprint regardless of what is
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drawn or painted on it. Please put all paper waste into recycling boxes outside studios.

Affirmative Action and Discrimination Policy

It is the policy of the Massachusetts College of Art and Design to provide each student, employee, and other person having dealings with the institution an atmosphere free from discrimination, discriminatory harassment and retaliation. The College prohibits discrimination, discriminatory harassment and retaliation based on race, color, creed, religion, national origin, gender, age, disability, sexual orientation, gender identity, marital status, political affiliation practices or status as a Vietnam era or specially disabled veteran

The college's complete policy and complaint procedure can be found under the "Campus Life" tab at inside.massart.edu.