



SMFA
STUDENT
HANDBOOK
2010-2011

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INTRODUCTION

Welcome

Congratulations on the bold choice to pursue an education in the visual arts. A commitment to a life in the arts is serious and rewarding. Your decision to attend the Museum School carries with it an implicit understanding of responsibility and accountability between you and the School. Our faculty and staff are here to support and advise you every step of the way, but ultimately you set the goals and limits of your success.

The Museum School offers an unparalleled combination of programs and resources to support your professional development as an artist. We strive to create an environment where your creative process may come to light and flourish. The studio curriculum is completely elective and includes a wide range of traditional and contemporary media.

There is a freedom here that you will not find in any other major art school in the country. To work, however, this freedom requires that you assume responsibility and engage proactively in your education—setting goals, seeking advice, selecting courses, and involving yourself with the community at every level. You are encouraged to take advantage of the many resources offered by the Museum School community.

This handbook is a tool to assist you throughout your experience at the Museum School. It does not contain all the answers, but it should serve as a valuable reference and resource. As always, we encourage you to ask any staff or faculty member when the answer to a question cannot be found. We are here for you and want to be helpful to you in every way possible.

Best wishes for success at the Museum School.

A handwritten signature in purple ink, appearing to read 'Ernest E. Plowman', with a long horizontal line extending to the right.

Ernest E. Plowman
Dean of Students

History of the School of the Museum of Fine Arts

The SMFA Student Handbook, published by the Student Affairs Office, is a compilation of resource information and current policies and procedures for the School of the Museum of Fine Arts, Boston. In the event of a discrepancy between the contents of this document and any School practice or procedure, the actual School policy will prevail. The School reserves the right to make modifications to the contents of this document, and every attempt will be made to keep you informed of any major changes that occur. While this document is not a contract, it does represent the spirit in which issues will be addressed at the School.

IMPORTANT NOTE: The contents of this handbook are subject to change throughout the academic year as a result of new or modified institutional policy and/or procedure, administrative and/or staff restructuring, and changes to facilities. Any changes that occur will be communicated to students through one or more of the recognized communication vehicles. Please confirm hours of operation, addresses, telephone numbers, etc., before visiting the offices, businesses, or institutions listed.

Accreditation

The School of the Museum of Fine Arts, Boston, is an accredited institutional member of the National Association of Schools of Art and Design (NASAD, 11250 Roger Bacon Drive, Suite 21, Reston, VA, 703-437-0700).

The Museum School is recognized by the State Department of Education as an institution of higher education. It is accredited by the United States Department of Justice for foreign students and by the Veterans Administration for training under Public Law 550 and Chapter 35, Title 38, United States Code. The Museum School offers the four-year Diploma, the Post-Baccalaureate Certificate, and the Fifth Year Certificate.

Through its partnership with Tufts University, the Museum School offers the Bachelor of Fine Arts (BFA), Combined Degree (BA/BFA or BS/BFA), Master of Fine Arts (MFA), and Master of Arts in Teaching (MAT) in Art Education degree programs. Tufts University awards these degrees in cooperation with the Museum School. The New England Association of Colleges and Secondary Schools regionally accredits Tufts University. All teacher-preparation programming offered through the Tufts/Museum School affiliation is Interstate Certification Compact-approved in Massachusetts, and graduates are eligible for reciprocal certification in forty-one other states.

Through its partnership with Northeastern University, the School offers the Bachelor of Fine Arts (BFA) and Master of Fine Arts (MFA) in Studio Art.

SECTION ONE: Campus & Buildings

Campus Index

Main Building (230 the Fenway)

The main building is comprised of two buildings, A-Building and B-Building, which are connected by the Weems Atrium. The Fenway Building contains the following:

- Administrative offices (excluding Registrar, Graduate Programs and Art Education offices)
- Anderson Auditorium
- Artist's Resource Center
- BAG Gallery
- Cafe des Arts
- Clark Library
- Counseling and Mental Health Service
- D-Lab
- Media Stock Room
- Project Space Gallery
- Grossman Gallery
- School Store
- Studio and academic classrooms
- Weems Atrium

Mission Hill Building ([160 St. Alphonsus Street](#))

The Mission Hill Building is a two-story structure located in the heart of the Mission Hill neighborhood. The Mission Hill Building contains the following:

- Art Education Office
- Graduate Programs Office
- Graduate studios
- Post-Baccalaureate studios
- Registrar's Office
- Studio and academic classrooms
- Writing Center

[Museum of Fine Arts \(MFA\)](#) (465 Huntington Avenue)

The Museum of Fine Arts, Boston, is a world-class museum that is located adjacent to the School's 230 The Fenway Building. The MFA contains the following:

- Courtyard Gallery
- Galleries
- Galleria, Calderwood Café, Bravo
- Museum Shops
- Remis Auditorium

Artists' Residence Hall (ARH) ([600R Huntington Avenue](#))

The Artist Residence Hall is owned and operated by the Massachusetts State College Building Authority and MassArt. The School partners with MassArt to offer on-campus housing to our first year students. The ARH Building contains the following:

COF Convenience Store
Residential Housing (shared facility with Mass College of Art)

Campus Maps

Click on the links below to reference the desired map:

[Maps of 230 The Fenway](#)
[Map to Mission Hill Building](#)
[Mission Hill Building](#)

Building Access

Building Hours (Academic Year)

Standard Access and Hours of Operation - Fall Term (9/7–12/22) & Spring Term (1/20–5/13)

Office Hours	Monday– Friday: 9am-5pm
Public Hours	Monday– Sunday: 8 am–6pm
Student Hours	Monday– Sunday: 8 am–Midnight (note exceptions below)

Break Access (students)

Winter Break (12/23–1/19)	8 am–6 pm–no overnights
Spring Break (3/19–3/27):	8 am–Midnight–no overnights

Holidays & Exceptions to the General Hours of Operation

Veteran's Day (11/11)	Closed to public – building access and overnights permitted
Thanksgiving (11/25)	Closed – no overnights 11/24 & 11/25 – no graduate access
Christmas (12/25)	Closed – no overnights 12/24 & 12/25 – no graduate access
New Year's Day (1/1)	Closed – no overnights 12/31 & 1/1– no graduate access
Martin Luther King Day (1/17)	Closed to public - building access and no overnights
President's Day (2/21)	Closed to Public – building access and overnights permitted
Patriots Day (4/18)	Closed – no overnights 4/17 & 4/18 – no graduate access

Overnight Access

General Overnight Access

Overnight access is possible on selected nights during the semester as listed on the schedule above. For security and safety reasons, an *Overnight Access Permit* form must be filled out prior to the anticipated evening of the overnight, including graduate and Fifth Year students, and authorization obtained for each individual night for which access is desired; there are no blanket overnights granted.

Overnight policies apply to all Undergraduate and Post-Baccalaureate students; portions of the policy pertain to MFA students. Overnight access is a privilege granted to full-time students only; failure to work within the restrictions listed on the *Overnight Access Permit* can result in suspension of this privilege. Part-time students and guests of full-time students do not have overnight privileges.

Misuse of space, falsifying staff or faculty signatures on overnight forms, and other violations listed in the Community Expectations section of this Handbook will result in overnight privileges being revoked for one or more semesters.

Students working in the photo and film area are required to obtain the signature of the [Stockroom Manager](#) or Photography Technician, and are required to have a work partner present at all times for safety reasons. Students working in the Print area are required to have a work partner as well. With an overnight form student allowed to be in the building past midnight and may exit any time. Re-entry into the building is not permitted after midnight for any reason. Overnight access is permitted during the following dates each semester:

Fall Semester	9/22–12/21(except as noted above)
Spring Semester	1/21–5/13 (except as noted above)

The *Overnight Access Permit* forms are available in the [Student Affairs Office](#). Completed forms must be turned in to Student Affairs by 4:30pm on the date of the desired overnight. Forms may be submitted up to one week in advance of the overnight.

Special note: Some Areas have special rules regarding regular and overnight access. See [Studio Areas](#) section of this Handbook for specific information on policies governing access studio areas.

Overnight Access for Graduate Students in Mission Hill Building

MFA, Post-Baccalaureate or MAT students who need to access Mission Hill Building studios or facilities may do so 24 hours a day, with the exception of the holidays when buildings are closed (in lock-down status), by signing in with the guard at the front desk and presenting School ID. Overnight permits are not required at the Mission Hill building for students in these programs. Overnight permits are required for all students at the 230 The Fenway building, including graduate students.

Summer Access

A student may apply for access to selected studios and facilities, including the Mission Hill building, during the summer. Fees will be charged based on the equipment and time period requested. Some areas may be unavailable or available only on a limited basis. In some areas, only graduate students will be allowed summer access.

Summer Access forms are available by mid-April in the Academic Affairs Office. This form lists the available areas, required fees, and prerequisite training required. Students enrolled in summer classes have priority for access during class times, and summer building hours govern access at all other times. Overnight access is not permitted during the summer.

General access for matriculated students who are not enrolled in summer Continuing Education courses or renting studio space is limited to the following: administrative offices, Mac Lab, W. Van Alan Clark Jr. Library, Artist Resource Center and the MFA. Studio classrooms are not open for use by matriculated students over the summer months; occasionally short term access will be allowed in special circumstances with permission of all of the following individuals: Studio Area Representatives, [dean of faculty](#), and [dean of students](#). In these cases the student will be required to sign a release form. Summer access for students in Continuing Education courses and/or those students renting studio spaces ends with the last day of classes or on the final date of the studio rental contract.

Contact [Academic Affairs](#) for more information on summer studio rentals.

Access to the MFA

SMFA students must go to the Ticket Desk at either the Huntington Avenue or Fenway entrances and present a valid student ID to receive an admission ticket. Students must then present this ticket to the guard to enter the galleries.

Classes may follow the same process or the process can be simplified by notifying the MFA ahead of time regarding a group visit. This can be done via the [MFA Online Request Form](#) by going to mfa.org/groups or [clicking here](#). Tickets will be printed for the group and can be picked up by the instructor at the Group check-in desk at the Fenway entrance. This option will allow the group to enter as one without having to wait for individuals to be processed.

Building Resources & Building Related Policies

Contact [Student Affairs](#) if you have questions regarding the following resources and/or services.

Guidelines for the Use of Common Spaces and Grounds

The Museum School is committed to creating and maintaining a safe environment for students, faculty, and staff. The following guidelines are intended to help plan, develop and present art projects with the fewest possibilities for danger to self and/or others and to ensure the safety of the artwork:

- Fire codes strictly prohibit the blocking of corridors, stairways, or fire exits.
- Students are prohibited from use of all rooftop surfaces at all times;
- Materials should not be placed in any location that could create a hazard and/or jeopardize the safety of anyone in the School.
- Materials such as foodstuffs not in sealed containers should not be used as part of any installation. Due to Department of Health regulations, anyone who is planning to use bodily fluids in a work (even in a closed container) must consult with the Exhibitions and Public Programs Office.

- Installations/paintings should not be placed in the faculty/student mailbox area or in the administrative offices area.
- Public spaces such as bathrooms should not be used for installation/wall painting.
- Arrangements must be made through the Office of Exhibitions and Public Programs in the Atrium, Project Space, the BAG Gallery (at 230 The Fenway), and the Mission Hill Building Foyer Gallery; arrangements must be made through the Student Affairs office to place any work on school grounds (exterior) or in common areas.
- Work may not be stored in corridors or other public areas.
- All work must be removed from studios no later than 10 calendar days after the last day of Review Boards.
- Installations, 2D and 3D works may remain on display for no more than two weeks.
- Any public space used for an installation/painting must be returned to its original state immediately following removal.
- Any and all installations are placed at the owner's risk. The School accepts no responsibility and is not liable for loss or damage.

Deviations from this policy must be approved through the Student Affairs Office and, where appropriate, in consultation with Exhibitions and Public Programs Office.

Animals or Animal Carcasses in the School

Animals are not allowed in the buildings for health and safety reasons, and to provide a comfortable environment for all. Animals that assist persons with disabilities are allowed (i.e. Seeing Eye dogs).

The use of dead animals in personal art work on School property is not permitted under any circumstances for health and safety reasons. Students who are considering the use of dead animals in their work must do so off School grounds. The School reserves the right to deny use of these materials outright in the interest of health and safety precautions.

Art Storage

Every student is responsible for the safety and storage of his or her own artwork. Availability of storage space varies within each of the studio areas and classrooms. In general, there is no long-term storage for artwork in any of the Museum School buildings. The areas and/or faculty who teach in the space supervise all available storage.

Students are expected to remove all artwork from the building by ten (10) calendar days after [the last day of Review Boards](#) in the spring. There is absolutely no summer storage of artwork permitted due to space requirements for summer school courses; this includes all designated studio areas. Artwork left in the building past the removal deadline will become the property of the School and may be discarded or donated at the School's discretion.

Any work left in any studio storage space or common area during the academic year should be clearly labeled with the following to prevent against loss, damage and/or theft:

Student name

Instructor name and signature

Contact information: phone, e-mail

Start and end dates for storage

Artwork in Common Areas

Students who wish to do artwork in common areas outside of studios and classrooms must follow an established procedure to ensure the safety and well-being of community members and the individual doing the work. All performances and installations, including those related directly to class work, must be cleared by the Student Affairs office in advance of the work being done; excluding those scheduled by the Exhibitions Office. The *Approval for use of Common Space* form can be picked up from the [Student Affairs Office](#) and must be completed and returned to the office. Completed forms are signed and, pending approval, returned to the student for posting on the site where the work is done.

The Student Affairs Office will review the request and if necessary make recommendations or requirements for changes to address safety concerns.

Common areas include: atrium, auditorium, hallways, catwalks, front and back courtyards, balconies, rest rooms, and administrative offices. Artwork is not permitted in any of the stairwells due to City fire code.

Audio Devices

The working environment needs to be a place in which all students can focus on their work without unnecessary interruptions or disruptions. Open-air audio devices and musical instruments in the studios infringe on the rights of students to work in an atmosphere conducive to critical thinking and art-making. Any student who wishes to use any audio devices that are not directly related to their studio work must use headphones or earphones. Musical instruments must not be intrusive or create a disturbance in any way to other studio dwellers.

Bicycle Racks

Bicycle racks are located near the entrance of 230 The Fenway and inside the Mission Hill building on the lower level.

Due to city and state fire and safety codes, bicycles are not allowed inside the 230 The Fenway facilities. Bicycle storage racks are located outside the main entrance to 230 The Fenway building and inside the Museum of Fine Arts parking garage on Museum Road. Those students with bicycles are encouraged to purchase a reliable bicycle locking system. Bicycles and/or bicycle parts are not permitted in any area of the School, including individual studio spaces; students who wish to incorporate these items into their art work must receive permission from the Dean of Students.

Bicycle racks are for daily active use only; bicycles and/or bicycle parts may not be stored on racks overnight or for extended periods of time; students with overnight permits are allowed to use the bicycle racks for the period covered by the permit.

Bicycles are permitted in the Mission Hill facility as a security precaution in the designated area in the lower level. Bicycles must be walked to and from the indoor rack and may not be stored in any other area of the Mission Hill Building, including individually assigned studio spaces.

The Museum School is not responsible for the theft of or damages to bicycles left on the premises.

Common Use Computers

Computers for Internet access, e-mail, and word processing are located in the main building in the [Mac Lab](#) and on the second-floor of B-building (Mac), and in the [library](#) (PC). See the [E-mail and Computer Accounts](#) section of this handbook for information on setting up a user account for computers and e-mail.

The computers located in the foyer area of the Mac Lab are also available for personal use. Classes are given priority in the classroom areas of the Mac Lab whenever the School is in session. Full-time day students, faculty, and staff may access computers whenever classes are not scheduled. The labs are available to part-time, continuing education, and non-matriculated Tufts students who are enrolled in a computer class.

Computers are also located in various departments and studios throughout the School. The individual departments determine access to these computers. Issues with these computers should be reported to the department and then to the Mac Lab or the SMFA Helpdesk Team at x3598 or helpdesk@smfa.edu.

Computer Use Policy

To protect the integrity of the School's computing facilities and its users against unauthorized or improper use of those facilities, the Museum School reserves the right, without notice, to limit or restrict any individual's use and to inspect, copy, remove, or otherwise alter any data, file, or system resource that may undermine the authorized use of any computing facility. The School also reserves the right to periodically check any system and to do whatever is necessary to protect its computing facilities. The School disclaims responsibility for loss of data or interference with files resulting from its efforts to maintain the privacy and security of its computing facilities. This includes all forms of software, firmware, operating software, and application software that is owned by the School or is under the School's possession or custodial control.

Contact the [Mac Lab](#) or the [SMFA Helpdesk](#) at x3598 for more detailed information on computer accounts at the School.

Food and Beverages

Food and beverages are not allowed in any of the studio areas due to city, state, and federal health and safety regulations. Extreme caution should be used whenever hazardous materials are present and ingestible items should never be stored or made available when this is the case.

Graffiti, Tagging and Aerosol Arts

There are specific areas designated for graffiti or aerosol art on School grounds. Designated areas are available for general student use unless a studio course on graffiti is offered during the academic term, in which case the course takes precedence. Contact [Student Affairs](#) for authorized graffiti art opportunities on School grounds and in the community.

The Student Affairs office grants permission for using these designated areas when there is no studio course to take precedence. Graffiti done in any other areas of the School or Museum of Fine Arts, Boston, will be considered vandalism; students violating these rules will be subject to disciplinary and legal action.

Massachusetts state law considers graffiti that is done without the express permission of the property owner to be vandalism. It is a felony offense that can carry severe punishment. There is no delineation in this law between “tagging” and graffiti done as art. Graffiti damages personal property and results in unfair reparation costs to home and business owners. As an institution, the Museum School is considered to be part of the greater community. As such, the School strives to be a positive and responsible force in that community. Graffiti or any other vandalism done by a student in the local neighborhoods will not be tolerated.

The Museum School works with the local authorities when graffiti or other vandalism is done in the neighboring areas. Any vandal who is identified as a Museum School student is subject to disciplinary punishment by the Museum School in addition to decisions rendered by the local courts. Penalties issued by the School for vandalism may include any or all of the following:

- Restoration of damaged property
- Restitution for damages
- Public service work
- Expulsion

See the Student Affairs office for information on areas in the School where graffiti and aerosol arts are permitted.

Lockers

The Student Affairs Office handles locker requests at the Fenway location and the Registrar’s office fills this role for requests at the Mission Hill Building. Lockers are assigned during start of School to all full-time students. Part-time students may request a locker after add/drop has ended and will be assigned a locker on a space-available basis.

Sensitive or highly personal materials should not be stored in lockers or in any other storage space provided by the School. All locker contents must comply with School materials-safety regulations. The School cannot be responsible for damage to the contents of lockers under any circumstances. The School reserves the right to search the contents of student lockers as necessary for safety and health related reasons.

Undergraduate students are responsible for emptying locker contents [by the last day of the spring semester](#). Notices will be posted to remind students of this deadline. All contents will be removed after the deadline to make room for [summer programs](#). All contents not removed by the posted date will become the property of the School and may be discarded or donated.

Graduate students are permitted year-long use of lockers in designated areas of both School buildings.

Mail and Packages

The School does not provide on-site mail service for students. Students are discouraged from having personal mail sent to them at the School; these items will be returned to sender when received.

Packages are permitted to be sent and are managed by the Student Affairs office. A student may request notification of package receipt prior to delivery; this is done on a per-package basis only.

Students may communicate with faculty members, MFA students, and administrative office staff through mailboxes located on the 2nd floor in B-Building. Faculty and MFA mailboxes are located in the main building opposite student mailboxes on the second floor of the B-Building. Administrative Mailboxes are located in the administrative wing on the 2nd floor of B-Building.

MFA Policy on Copying Paintings

To copy any painting in oils, from an easel, written permit must be obtained from the Museum. This permit must be shown to the guard in charge of the gallery before the copyist begins work. Only paintings owned by the Museum may be copied. Consult the [MFA regulations on copying paintings](#) for more information.

Parking

[Public transportation on the MBTA](#) is recommended whenever possible. Students receive a discounted rate of \$14/day in the MFA parking garage and lot, located on Museum Road. Students parking in the Museum lot must validate their parking ticket at the front desk of the School in order to receive the discounted rate. If paying with a credit card, payment can be made directly at the gate; if paying in cash the student must first go to electronic payment kiosks located at the West Wing entrance of the MFA.

On-street parking spaces around the School are limited and difficult to find. Most on-street parking in the area is resident parking or metered spaces. Use spaces marked “visitor parking,” metered spaces, or the City parking lots. Students who live in the Fenway, Mission Hill, or other are neighborhoods may obtain a resident parking sticker at Boston City Hall. Note: vehicles must be registered and insured in the State of Massachusetts in order to be eligible for a resident parking sticker.

Recycling

The Museum School has a school-wide recycling program that covers paper products and mixed-use products. Recycling bins are located on all floors of the main building and Mission Hill Building. Guidelines for materials are posted at each of the recycling stations. See the [Campus Maps](#) section of this handbook for locations of recycling stations.

See individual studio areas to find out more on recycling done within studio classrooms.

Smoking Policy

The Museum School is a smoke-free environment. Smoking is not permitted anywhere inside the buildings. Smoking is permitted only in outdoor areas that are not contiguous with buildings.

State law prohibits smoking within ten feet of any entrance, egress or window. Designated smoking areas that comply with City code are clearly marked by signage in the courtyard area.

Studio Space

Individual studios are available on a limited basis in some of the studios areas of the School. Check with the Area Representative as well as consulting the section on [Senior Projects](#) to determine the availability of space and the process for applying.

Use of Found Objects and Materials in School Buildings

Found objects (furniture, bicycles, equipment, etc.) and materials (fabrics, paper, plant and animal life, etc.) should not be brought into the building, regardless of intended use, if there is any possibility of fire, contamination, infestation, or other general health and safety concerns.

In most cases specific measures will be required to ensure the safety of the materials being brought into the building (spraying, coating, removal of parts of the article in question, etc.). Federal and state health and safety regulations forbid any furniture in the building that is not California Fire Code rated.

Contact [Student Affairs](#) for more information and for permission to bring questionable materials into the building. Any questionable materials will not be allowed into the building after regular business hours.

Use of Sports Equipment

Use of in-line skates, skate boards, roller skates, scooters, bicycles and other similar devices is not permitted inside any School facilities or on School grounds due to city and state safety codes.

Visitors on School Premises

Visitors have limited access to the School facilities and must be accompanied by a student at all times. An art school environment presents many perils that can place inexperienced individuals, and especially young children, at risk of harm or injury. There are harmful and hazardous equipments, materials, and processes present at all times. The galleries, hallways, and studios house fragile artworks and works in progress.

The following rules are in place for the protection of visitor on all School premises:

- Visitors must be accompanied by a student at all times; the student is responsible for the actions of the visitor while on School premises.
- Young children are not permitted in any School studio, classroom, or workspace under any circumstance.
- Young children must be accompanied by an adult at all times when in any public areas of the School.
- Young children may accompany an adult to the School library and offices.

Student Events Policy

Students and faculty are encouraged to contact [Student Affairs](#) with ideas for student events, groups, or activities. The following are guidelines to consider when proposing an event:

- All student-run events must be proposed to the [assistant director of student life](#).
- Events must be sponsored by a recognized School group and overseen by a member of the faculty or staff.
- Food and beverages for any event will be arranged by Student Affairs and catered by the School's contracted food service. Student Affairs will also work with the student group to facilitate required licensing, security, etc. At least two weeks' notice is required.
- Other needs (equipment, publicity, decorations, etc.) must be facilitated by the faculty/ staff overseer and interested students.

Wireless Network

The SMFA's Fenway building is equipped with a building-wide Wi-Fi network. Access to the network by students, faculty and staff require a [computer account](#), and guests are allowed access on the restricted guest network. Issues with logging into the network should be reported to the Mac Lab at maclab@smfa.edu (ex3871) or the SMFA Helpdesk at helpdesk@smfa.edu (ex3879).

SECTION TWO: Student Life

@SMFA - E-mail and Computer Accounts

The School offers e-mail services to students through a partnership with Google Apps. E-mail is the primary means by which the School communicates essential information to students. Students are responsible for checking e-mail on a regular basis. All matriculated students in undergraduate and graduate programs receive an SMFA email account. This login allows for both access to the email account and the wireless network in both school buildings.

A network account consists of an e-mail account, access to the computers in the Mac Lab, and limited storage space on the servers. Computer terminals for access to the Internet and e-mail are located throughout the main building. Students are required to abide by the [Computer Usage Policy](#) listed in this handbook.

For technical questions or any other inquiries regarding your e-mail or mySMFA account, or if a student has not received an email account, please contact the SMFA Helpdesk Team at helpdesk@smfa.edu or call ex3598.

Counseling and Mental Health Services (CMHS)

Students may experience a need for professional counseling for a variety of reasons. All full-time matriculated students are eligible for counseling services provided by the CMHS. Part-time and CE students, faculty, and staff are eligible for brief counseling, consultation, and referrals. Counselors are available on weekdays at the Museum School by appointment. The Counseling Service is located on the lower level of the B-Building, in rooms B025 & B027.

All meetings are strictly confidential, and each student's clinical record will be maintained as confidential in accordance with applicable law. However, if a student is in danger to him/herself or anyone else then disclosure is mandated by law to keep the student safe and/or protect another person. The danger that one poses to self or to others is determined by the mental health professional and information will be disclosed to the extent minimally necessary for the safety and well-being of the SMFA community. To the extent possible, mental health counselors will use best efforts to disclose only the information the student authorized the mental health counselors to disclose pursuant to a written authorization or consent.

Counselors can meet with students on various matters, including, but not limited to the following:

- Personal problems
- Family problems
- Drug and alcohol use, abuse, and addiction
- Sexuality and sexual orientation
- Problems in relationships

- Sexual abuse and harassment
- Difficulties in work and concerns about productivity
- Time Management
- Psychopharmacology referrals

Students may be seen for 6-10 sessions per academic year. If indicated and scheduling permits, more sessions may be available for students at CMHS. Otherwise, referrals are made to qualified community resources for ongoing or specialized care. Services administered at the Museum School are free of charge; referred care is subject to the coverage offered by the student's personal [health insurance](#).

In certain situations, when deemed necessary, the dean of students may require that a student meet with a counselor for assessment. This action may be taken when there is a question of the student's potential to harm himself or herself or cause harm to others.

Appointments can be made in any of the following ways:

- **PLEASE NOTE:** If you are in crisis, it is important to state this when making an appointment.
- Contact the Counseling and Mental Health Service at 617-566-2200; be sure to identify yourself as a Museum School student. This method is recommended.
- Contact a counselor during office hours at x3717. Note: calls will not be answered if the counselor is in session.
- Request that Student Affairs initiate contact with the Counseling Service for an appointment.
- Same-day appointments are possible when counselors that have no appointments scheduled and there is adequate time to complete the session.

Stop by [Student Affairs](#) to pick up the 2010-2011 Counseling and Mental Health Service brochure.

Exhibition Opportunities

There are many opportunities in place for students to exhibit work at the SMFA. The [Office of Exhibitions and Public Programs](#) manages most of the exhibition spaces available at the School and the MFA. During the academic year, the BAG Gallery, Project Space, Atrium, and Mission Hill Foyer Gallery serve as a rotating exhibition spaces for use by classes as well as individual students who wish to organize group exhibitions. Reservations are made on a first-come, first-served basis.

The Grossman Gallery and Anderson Auditorium host larger-scale exhibitions such as the *Student Annual Exhibition*, the *Graduating Student Show*, the *Fifth Year Exhibition*, and the *Annual Faculty Show* along with other exhibitions overseen by the [SMFA Curator](#).

In addition, Student Affairs runs the *Underground Gallery*, an exhibition space especially for collaborative projects. Also see the [Artwork in Common Areas](#) section of this handbook to learn how to take advantage of alternative spaces at the School.

Food Service

Independently contracted vendors sell food in the Atrium and the Museum of Fine Arts (MFA) cafeteria. Café des Arts is located in the Atrium of School's main building.

Students receive a 25% discount at all of the food services at the MFA by showing their ID.

A meal plan is available to students through [Chartwell's Dining Services](#) at Mass Art. Chartwell's offers a declining balance system with five local facilities for students to choose from. See Student Affairs for details on the Chartwell's meal plan.

Health and Safety Resources

Health Insurance

All students enrolled in a minimum of nine credits are required by state law to carry some form of health insurance. Students are required to enroll through the School's health insurance program, provided by [Consolidated Health Plans](#), if proof cannot be provided of other health insurance coverage. The [Business office](#) administers the School's health insurance. Insurance cards and more information on the program are available in the Business office.

Simmons College Health Services

For those enrolled in the School's health insurance plan, fees for Simmons College doctor visits are covered with no co-payments or deductibles. If a student requires further treatment, the Health Center staff will make a referral to a PHCS Preferred Provider.

Students with other insurance plans may visit the Health Center but must pay for services and then file a claim with their insurance provider. In most cases for those not insured through the School it is advisable to seek assistance through one of the many area hospitals where the insurance provider is accepted.

Simmons College Health Services is located at [94 Pilgrim Road, Boston](#), within walking distance of the School

Business hours are Monday--Thursday, 9 am--8 pm; Friday, 9 am--5 pm; and Saturday--Sunday, 12 am--4 pm. Phone: 617-521-1020. The Health Center requires students to phone ahead for an appointment.

HAZCOM Materials Safety Training

Materials safety is a concern for all members of the Museum School community. Hazcom training provides useful information on the potential hazards presented by the materials often used by artists in various media. Mandatory meetings for students, faculty, and staff are held each semester to present information on the most commonly used hazardous materials. All students are required to attend at least one Hazcom training session per year.

Studio materials safety links:

Gamblin Paint: www.gamblincolors.com

Occupational Safety and Health Administration (OSHA: www.osha.gov ; Phone: 800-222-1222)

Personal Safety and Street Smarts

The Museum School regularly offers programs on personal safety in the urban environment. All students are strongly urged to attend these sessions to raise levels of safety awareness and to avoid being victims of crime. Personal safety awareness, on and off campus, is something every student needs to develop and to encourage with friends and companions.

Boston is an urban environment that must be approached with street smarts. Consider the following smart safety habits:

- Walk with a partner whenever possible.
- Never walk through the Fenway alone and never at night.
- Walk in well-lit areas at dawn, dusk, and during dark.
- Do everything possible to avoid being the target of a crime. Carry cameras and purses under coats, walk with a sense of purpose, be aware, and look alert!
- Students who drive are urged to use the Museum parking facilities and take advantage of the discount parking rate. Consider car-pooling or riding a bike to school.
- Report any incidents to Student Affairs or Protective Services.
- Be observant. Report any irregularities to faculty members or staff.
- Carefully guard belongings such as backpacks, purses, and camera equipment.
- Do not leave library books unattended.
- Do not leave equipment signed out from the Media Stockroom unattended.
- Belongings should be labeled with the student's name whenever possible.
- Make frequent checks on bicycles left in the bike rack. Do not leave them there overnight.
- Attend personal safety workshops offered throughout the year by Student Affairs.
- Register your bicycle with the Police department.

Personal Safety Links:

www.impactboston.com

www.citizenobserver.com/cov6/app/index.html

Campus Security and Safety Services

The security of school property and protection of students, staff, faculty and visitors is the joint responsibility of the MFA Department of Protective Services and SMFA administration. MFA security officers are on duty 24 hours a day at the Main Building. The Mission Hill building is staffed by contracted security officers managed by the Department of Protective Services.

Students are expected to follow rules and procedures established to ensure the safety of all students, staff, faculty, and visitors. Willful disregard of building security rules or failure to follow a security

officer's instructions (such as show student I.D.) are considered serious issues that will be addressed by the Dean of Students.

Students who are aware of behavior or actions that threaten the safety of any person in the school or the security of the building should report their observations or concerns to the security officer on duty or the [Student Affairs office](#).

Housing: On- and Off-Campus Assistance

Students may opt to live off campus or in residential housing. The majority of our students live off campus in apartments in the greater-Boston area. A limited number of students live on campus in residential space offered by the School.

The Museum School offers residence housing at the [Artists' Residence Hall \(ARH\)](#), a co-educational facility for Museum School and Massachusetts College of Art students. The ARH is within short walking distance of the School. More information about residential housing is available through the Student Affairs office.

Many Museum School students live off campus in apartments. Typically, students rent apartments with other students to share living expenses. Student Affairs can help in a student's search for housing. The office maintains listings of apartments and rooms for rent, real estate agents, and online resources, and has developed a number of ways to assist students with locating housing and/or roommates. Additionally, Student Affairs posts listings for rooms or apartments in its resource book.

The [assistant director of resident life](#) is available for on- and off-campus residents who need advising, roommate mediation, or advocacy at the School or in the local community. Tenant and landlord rights-and-responsibilities-related links:

Click here for Off-Campus Housing Guides and Forms:

- [Off-Campus Housing Guide](#)
- [Realtor Guide](#)

Or connect with students from other Pro Arts Schools too at www.ProArtsConnect.org

www.bostonabcd.org/houseman/resources.htm

www.ago.state.ma.us/sp.cfm?pageid+1190

www.gis.net/~groucho/tenant.html

Mailing Address(es) and Change of Address

The [Registrar's office](#) manages all student records, including local and home permanent addresses. Students should update all personal address information with the Registrar's office during registration and whenever relocating or changing a P.O. Box. Address changes may be submitted directly to the Registrar's Office or online via [mySMFA](#).

Addresses maintained by the Registrar's Office include:

- Local address, where mail is received locally from the School;
- Billing address, where an individual's billing information will be sent; and
- Home address, where students will receive mail when school is not in session.

PLEASE NOTE: Address changes are centralized through the Registrar's office; notifying other offices of an address change does not necessarily mean the change will be made universally throughout all departments in the School. Changes made in mySMFA will automatically be submitted to the Registrar's Office.

Museum of Fine Arts, Boston (MFA)

The strong connection between the Museum of Fine Arts, Boston, and the School offers students limitless resources from all areas of the MFA. In most cases, there is easy access to most of the collections at the Museum (with exceptions and usually by appointment). Students have free admission or [discounted rates to many MFA events](#), shows, and other happenings offered through Museum Learning and Public Programs. Students are encouraged to take advantage of the many exclusive resources offered by the Museum. Students interested in proposing an event or collaboration with the MFA should contact the [manager of special projects](#).

For more information on resources and opportunities for students through the Museum, contact [Student Affairs](#) or the [manager of special projects](#).

mySMFA

mySMFA is an online tool that allows students to register for classes, browse course listings, update personal information, view unofficial transcripts, and more. All matriculated students are assigned personal accounts for mySMFA before they register for their first classes. MySMFA can be accessed via mySMFA.smfa.edu.

Students who have forgotten their account information may use the 'forgot password' tool located on mySMFA, which will mail user information to the student's school e-mail account. For other technical issues, students may contact the SMFA Helpdesk Team at helpdesk@smfa.edu.

Postings and Announcements

The main bulletin boards for the School are located in the lower level in the hallway connecting the A and B sides of the main building, and in other high traffic areas of the School. Other bulletin boards maintained by individual departments are adjacent to the specific office or area. The Student Affairs office maintains the bulletin-board and postings system for the School. If you wish to post flyers or posters you must first bring them to the Student Affairs office to receive the official poster approval stamp, and leave an additional copy for review and to be kept on file. Any posters hung in the School without this stamp will be removed.

To send e-mail announcements to the student body or school community, or to post a digital image on the Atrium LCD screen, please contact the [Student Information Administrator](#) at the Student Affairs office.

SMFA Committee System

The Museum School, as an important aspect of its governance, has several faculty and administrative committees. Many of the committees have seats for student representation. These committees, which are advisory to the president of the school, provide opportunities for open discussion and examination of issues relevant to the Museum School's philosophy, goals, curriculum development, and policies. The committees also establish a forum for addressing conflicts that may arise. Some committees meet regularly; others meet on an as-needed basis (see the individual committee descriptions). Anyone wishing to participate should contact the dean of students in the Student Affairs office. Due to the sensitive nature of some information and discussions, some of the committees are comprised of staff and/or faculty only. When appropriate, the committee chair will post the dates and locations of meetings and/or notices will be sent to members.

The [dean of faculty](#) will post notices of committee meetings. Minutes of each meeting will be kept in the [Academic Affairs Office](#) and the [President's office](#), and will be available for students to read upon request.

Faculty Committees

Faculty committees and meetings that may be of special interest to students include the following:

Admissions Committee

The Admissions Committee advises on undergraduate admissions policy and standards, reviews portfolios of prospective and admitted undergraduate students, and -- as requested -- assists the Admissions staff in evaluating the qualifications of prospective students.

Membership: Three faculty members, the dean of Admissions or designated representative, and two students.

Area Representatives Committee

The area representatives have broad responsibility for overseeing the work of their respective areas and supporting the academic mission of the School. Specifically, area representatives are charged with the following responsibilities:

- Advocate for their areas.
- Develop individual area budgets.
- Develop curriculum and course descriptions.
- Take the lead in hiring faculty for their areas.
- Strengthen communication between faculty members and the School administration and across the faculty by anticipating important area and inter-area issues, identifying opportunities, and encouraging connection among disciplines and areas.

Membership: Each area representative is chosen by the dean of faculty from among the area's regular teaching faculty, in consultation with all faculty teaching in the area. Each area representative serves for a

three-year term. Students that have concerns they would like the Area Representatives to address may participate in area meetings or contact any of the members.

Listings of the Area Representatives are available in the Academic Affairs Office.

Curriculum Committee

The Curriculum Committee oversees the curriculum for immediate and longer-range purposes. The committee works to ensure that the curriculum supports the School's mission and serves student needs. The committee is charged with the following responsibilities:

- Reviews and approves course offerings.
- Works to strengthen connection between and to limit redundancy among areas.
- Assists in developing cross-disciplinary programs.
- Identifies curricular resource needs.
- Plans for curriculum development.

The committee is also responsible for developing means of assessing the effectiveness of academic programs.

Membership: Seven regular faculty members and two students.

The process of building a curriculum begins with area meetings at which students and faculty examine current and proposed curriculum and equipment needs. After these initial meetings, the areas then present their proposed curriculum and make recommendations for a budget in support of the curriculum. The committee gives initial approval of area proposals and then presents the entire proposed curriculum to the Executive Committee and the dean of the School for final review and approval.

Dean of Faculty's Advisory Committee

The dean of faculty's Advisory Committee serves as a faculty steering committee. It assigns tasks to committees as needed, provides coordination and communication among the major committees, meets with and advises the dean of faculty, and in emergency circumstances (when the faculty cannot be called together), is empowered to act for the faculty. This committee also reviews any proposed change in the Faculty Handbook and forwards the proposed change, along with its recommendation, to the full faculty for action.

Membership: Faculty co-chairs and chairs of the following committees: Curriculum, Budget, Faculty Affairs, and Graduate Program Steering Committee; and the chair of Visual and Critical Studies; the vice-chair of the Planning Committee; and two students. The dean of faculty chairs this committee and a vice-chair is elected from among the faculty members.

Exhibitions and Programs Committee

The Exhibitions and Programs Committee advises the Museum School Curator on public programs, exhibitions, and visiting artist schedule for the School.

Contact the Exhibitions and Public Programs office for information regarding lectures, exhibitions, exhibiting opportunities, curatorial opportunities, awards, and other related offerings.

Membership: SMFA and MFA staff, students, four faculty members appointed by the President of the School, the SMFA Curator. Chaired by the President of the School or his/her designee.

Faculty Affairs Committee

The Faculty Affairs Committee reviews and makes recommendations concerning faculty personnel matters. The committee has the following duties with respect to School policies:

- Advises the president of the School and the dean of faculty on policies and procedures pertaining to faculty status, appointments, special salary adjustments, faculty development, hiring, and evaluation.
- Advises on matters related to diversity in faculty hiring.

With respect to individual faculty members, this committee:

- Interviews and recommends on candidates for positions as regular faculty members.
- Conducts informal first-year reviews of regular faculty, contract progression reviews, and other reviews as needed.
- On request of the dean of the School, dean of faculty, or a faculty member, advises on possible sanctions for a faculty member.
- Recommends retiring faculty members for emeritus status.
- Nominates candidates for honorary diplomas.

Although it is understood that this committee carries out much of its work as a committee of the whole, it can designate five-person subcommittees from its membership to conduct full faculty reviews and three-person subcommittees to interview candidates for regular faculty positions.

Membership: Seven regular faculty members, each of whom must be on a rolling contract and must have served at the School for five years, and the dean of faculty.

Faculty Meetings

The faculty meets to discuss and vote on issues brought by the faculty, students, Area Representatives, and members of the School's administration. Those in attendance may also raise topics for discussion. You are encouraged to come to these meetings, which are open to faculty, students, and staff, unless a closed meeting is called.

Graduate Program Steering Committee

The Graduate Program Steering Committee makes recommendations on the Master of Fine Arts program and monitors standards of quality for this program. The committee advises the Dean of Faculty and the Associate Dean of Academic Affairs—Graduate Programs on matters of general importance regarding the graduate program. (Substantive recommendations on policy and practice must be acted upon by the full group of graduate faculty advisors and—as appropriate—by other standing committees, the Executive Committee, the Dean of Faculty, the Provost, and the Dean of the School.)

Together with the full group of graduate faculty advisors, the committee, meeting without student members, makes recommendations to the Associate Dean of Academic Affairs—Graduate Programs on the continuation of students in the graduate program. This full group acts on student requests for extension of time limits and other exceptions to policy.

Membership: Four graduate faculty advisors, elected by the Graduate Faculty Advisors; one member of the Visual and Critical Studies Department appointed by the Chairperson of the Visual and Critical Studies Department in consultation with the elected faculty members of the Graduate Steering Committee; two graduate students appointed by the committee; the Associate Dean of Academic Affairs—Graduate Programs. A quorum for action by this committee requires the presence of at least three faculty members.

Hearing and Grievance Committee

The Hearing and Grievance Committee hears and acts on specific grievances brought to its attention by individual faculty members. The committee also conducts faculty dismissal hearings.

Membership: Five regular faculty members, each of whom must be on a five-year rolling contract and must have served at the School for five years.

Leave of Absence/Sabbatical Committee

The Leave of Absence/Sabbatical Committee oversees the development of leave of absence/sabbatical policy and consolidation of referendums. It is responsible for clearly defining eligibility, procedures, and compensation. The committee determines sabbatical eligibility and recommends sabbaticals and leaves. It also oversees replacement procedures for faculty taking leaves and sabbaticals.

Library Committee

The Library Committee advises the library staff on acquisitions and collection development policy.

Membership: The senior School library staff member, three faculty members appointed in consultation with the library staff, and two students.

Nominating Committee

The Nominating Committee strives to ensure equitable distribution of committee work among faculty members and the appropriately representative presence of the faculty on committees. The committee:

- Makes appointments of eligible faculty members for all positions on regular faculty committees, except those on the Nominating Committee itself.
- Recommends faculty members for service as faculty representatives on appointed administrative committees and ad hoc committees.

Membership: Four elected regular faculty members and one elected associate faculty member, and the dean of faculty ex officio (without voting power). Nominating Committee members serve one-year terms. The committee is to be elected at the next to last regular faculty business meeting of the academic year. Nominations come from the floor.

Petitions Committee

The Petitions Committee hears student appeals of decisions made by the School about their academic status and also hears appeals on Review Boards results. The committee acts only after all regular decision-making processes have been attempted and only in cases where it finds significant errors in process or extreme bias. The committee has the authority to make decisions itself, subject to review by the President of the School, to insist on reconsideration by those involved, or to ask for a review by others who have not been involved. In cases involving bias in the evaluation of student art, the committee does not substitute its judgment for the judgment of others, but it may ask for review by disinterested individuals.

Membership: Five regular faculty and two students. Two of the faculty members should be Graduate Faculty Advisors. A quorum for action must include at least two faculty members. If a petition concerns a graduate student, two Graduate Faculty Advisors must participate in the decision on the appeal. Note: If the regular committee membership does not include two Graduate Faculty Advisors, the committee shall invite one or two graduate faculty advisors to join it for any appeal related to the graduate program.

Planning & Budget Committee

The Planning and Budget committees meet as one committee to develop recommendations and implementation of the SMFA strategic plan as it considers and advises on a budget to meet the operational and capital needs of the SMFA's academic programs.

Planning Committee Membership: Four regular faculty members; the dean of the School; the dean of faculty and the provost, both with voting power; the chief Student Affairs officer; associate provost and two students; chaired by the provost.

Budget Committee Membership: Five regular faculty members, the dean of faculty and the provost, both with vote; associate provost; and students.

Technology Committee

The Technology Committee advises the administration on the requirements for, and uses of, information technology and other electronic technology as it supports instruction at the School and communication among the faculty and with students. Responsibilities include basic computer support for faculty and students, integration of information technology into various traditional media, and supporting the requirements of the media that are based on electronic and digital technology. The committee also makes recommendations on staff support, equipment, and means of cooperation and mutual support among areas.

Membership: Six faculty members; the dean of faculty and the provost, both with voting power; and two students.

Administrative Committees

Administrative committees and meetings that may be of special interest to students include the following:

Adjudication Committee

Administrative department heads from the Enrollment Team comprise this group, which meets on an as-needed basis. The committee reviews all Adjudication Petitions and makes a ruling in accordance with existing School policies and procedures. The decision of the Adjudication Committee is final. See the Administrative Policies and Procedures section of this Handbook for information on the School's refund policy and the Adjudication Petitions process.

Adjudication petitions are available in the Business Office and Registrar's Office. Completed petitions, along with the \$25 adjudication fee, should be submitted to the Business Office or the Registrar's Office.

Committee on Academic Policy and Standing

The Committee on Academic Policy and Standing is made up of members of the Enrollment Management Team and deals with petitions for exceptions to academic standing policies and/or procedures. The group meets on an as-needed basis.

Enrollment Management Team

The Enrollment Management Team is comprised of administrative department heads that have direct responsibilities in support of and service to students. The team makes recommendation to the Senior Staff on policy and procedures for all administrative aspects of academic programs and student life. The team reviews special requests from students and reviews situations regarding students that vary from standard procedure, including, but not limited to:

- Adjudication petitions & other special requests
- Advising, orientation and registration policy and procedures.
- Hears grievances from students against students, faculty and/or staff; including
- Sexual harassment complaints between students.
- Reviews unsatisfactory progress cases (warnings, probation and suspensions).

Membership: dean of students, associate dean of Academic Affairs - Undergraduate Programs, associate dean of Academic Affairs - Graduate Programs, associate provost, dean of Admissions, director of Financial Aid, registrar, director of Communications, the bursar, director of CE/ARC.

Financial Aid Policy Committee

The Financial Aid Policy Committee meets twice yearly to address questions of financial aid policies and procedures and to review and inform the School community of federal and state regulatory changes and updates.

Contact the director of Financial Aid for information on the Financial Aid Policy Committee.

Senior Staff

The senior staff is the executive decision-making body of the SMFA. It has broad powers, though not over curricular and a faculty personnel policy and decisions. The committee advises the dean of the School on related to the general administration of the School, including but, not limited to:

- Administrative and staff position allocation.
- Facilities and grounds.
- School program and policy.
- Development and recommendation of the annual operating and capital budgets.

Membership: dean of the School, provost, dean of faculty, dean of students (the primary student advocate to the committee), dean of Admissions, director of Marketing, associate provost, the chief budget officer, director of CE/ARC, and two faculty co-chairs.

Safety Committee

The Safety Committee consults with and advises the faculty, the dean of faculty, the provost, and the dean of the School on matters of building safety, especially as related to studio facilities, use and disposal of hazardous materials, and safety protocols for faculty and students.

Membership: Three faculty members, the director of Facilities, the dean of the School, the associate dean of Academic Affairs—Graduate Programs, and two students.

Sexual Harassment Committee

The Sexual Harassment Committee is comprised of staff and faculty members. The committee hears student, staff, faculty, and models' complaints regarding perceived sexual harassment involving staff and faculty members. It is not in the committee's purview to hear academic matters requiring disciplinary action. The committee makes its recommendation to the dean of the School following each hearing.

Student Identification (ID) Cards

ID cards and validation stickers are issued to all students by the Registrar's Office. Students are required to wear validated IDs at all times while in Museum and School facilities. The ID card system is an important and necessary security measure to ensure the safety of all community members. IDs also determine appropriate access to areas that are in high demand. ID cards are validated each semester with a sticker issued from the [Registrar's Office](#). There is a \$10 replacement fee for lost or stolen cards.

It is especially important that students wear IDs when entering the MFA. Museum guards will not allow entrance to the Museum without a student ID. See the MFA Access section of this Handbook for further details on gaining entrance to the MFA.

Degree students should also obtain a Tufts ID card. Contact the [Academic Affairs office](#) for further information about the Tufts ID.

Student Government – Student Body Incorporated (SBInc.)

Student groups, activities, and community events are developed and funded through Student Body Incorporated (SBInc.). SBInc. is a student-comprised, student-run group working toward the unification of the student body through clubs, groups, and events. Any student can propose an event, club, or group. SBInc. will collectively discuss and decide on approval and funding. Students with an idea for a group, event or activity are encouraged to attend. SBInc. meets on a weekly basis.

Student Voice

Student Voice is a platform for students who have ideas, questions, comments, or concerns about the School that they would like to share with peers and SMFA administration. Student Voice is hosted by SBInc. every three weeks.

Contact the [Student Affairs Office](#) for more information about SBInc. and Student Voice.

SECTION THREE: Academic Affairs

Student Enrollment Status

Matriculated versus Non-Matriculated Students

A matriculated student, often referred to as a “Day Student,” is one who has been accepted by the Admissions office through a formal application to the Museum School and has enrolled in a minimum of four class periods per week during his or her first semester in the School. A matriculated student may enroll in fewer than four class periods after his or her first semester and become a part-time student. A part-time student enrolled in fewer than six credits is not eligible for a Review Board, but he or she can request a Review Board to be scheduled for a fee, depending on space and faculty availability. Contact the [Registrar’s Office](#) for more information.

A non-matriculated student is one who has enrolled in a Day course through [Continuing Education \(CE\)](#) or as a “special” student from another college or university. Non-matriculated students are not eligible for [financial aid](#).

Non-matriculated students may enroll in a maximum of three class periods per week of through the Day program, and an unlimited number of Continuing Education courses. They must register for Day courses through CE during the first week of the semester. Matriculated students have priority for classes offered through the day school. Continuing Education students have priority for classes offered through the Continuing Education department.

Full-Time/Part-Time Students

All students registered for 12 or more credits will be classified as full-time students for financial aid, student loan deferments, insurance, and other federal reporting purposes. International students attending on an F-1 visa are required to maintain full-time status at all times.

Students registered for six to ten credits are considered part time. Students enrolled in fewer than six credits are considered “less than half-time” for certification purposes. Certification of an undergraduate student’s enrollment status is provided by the Registrar’s Office. Graduate students are certified through Tufts.

Enrollment Status

Your enrollment status is declared prior to registration and determines your level of enrollment in any given semester; the classifications for enrollment status consist of: part-time studio, halftime status, full-time studio, and academics only. Changes to your status may affect your access to the School and your eligibility for financial aid and awards. For further information, students should contact the [Registrar’s Office](#) or [Academic Affairs](#) Office. Students are strongly encouraged to meet with the [Financial Aid office](#) prior executing a change of status for counseling on any possible change in aid as a result of the shift in enrollment status.

Art history/academic course enrollments are not calculated when determining a [Studio Diploma](#) student's enrollment status. Students who later enter a degree program may apply all successfully completed academic courses taken at the Museum School toward their degree requirements. Retroactive financial aid is not available for these courses.

A change in course load does not automatically result in a change in Enrollment Status. A Change in Status must be requested regardless of course load. This is done online during [Online Registration](#) and with the *Tuition Adjustment Form* (located on the back of all paper Add/Drop forms) during the [Add/Drop period](#).

Enrollment Limits and Course Loads for Undergraduate Students

The following enrollment limits and course loads apply to all students in undergraduate degree programs:

Full Time Studio (14 Credits) – 6–8 blocks of studio and spend 18 to 24 hours in class per week. All Post-Bacs and Fifth Year students are required to be Full Time Studio each semester. Students enrolling in 14 credits of studio art may enroll in one academic course only.

Academics Only Degree Only – Students enrolling in academics only are limited to four academic courses per term. Three academic courses are the minimum full-time enrollment for academics only. Students enrolled in academics only may use the facilities on a space-available basis.

Half Time Studio (8 Credits) Degree Only – 4 blocks of studio and spend 12 hours in studio classes per week. You must also take a minimum of 4 Academic/Art History credits as well.

Part Time Studio (2–10 Credits) – 1–5 blocks of studio and spend a maximum of 15 hours in class per week. NOTE: You must be enrolled in at least 6 credits to qualify for financial aid and at least 8 studio credits to have a Review Board at the end of the term.

Degree students wishing to take an expanded academic course load must petition to do so in Academic Affairs.

Newly Accepted Late Students

A “newly accepted late student” is a new student who was accepted by the Admissions Office after orientation. During the tuition adjustment period (add/drop), these students will be allowed to adjust their schedules with no late registration fee.

Studio and Academic Course Registrations

Studio Course Registration

Registration for studio courses is a three-part process that is designed to provide students with the flexibility to make changes to their course load up through two weeks into every semester.

Step One: Declaration of Status

Step one of the process is selecting an enrollment status (part-time or full-time studio, academics only); this is done online via mySMFA or on a paper declaration. This step must be completed before proceeding to Step Two.

Step Two: Online Registration

Once a status is declared the student can then go through Online Registration to complete course selections. Online Registration takes place in early November and early April of the academic year for returning students; new students register in the week prior to Orientation or during Orientation. Notifications are sent to students regarding their designated registration window, which is based upon the student's grade level.

Step Three: Studio Add/Drop

The final and equally important part of registration is Studio Add/Drop. This is a paper process that takes place during the first two weeks of classes where students have the opportunity to make adjustments to their schedule by petitioning faculty for entrance into courses. Studio classes are added or dropped by completing the Studio Add/Drop Form (available in the [Registrar's Office](#)). This form must be submitted to the Registrar's office by the deadline (see Academic Calendar).

All forms when submitted for processing must be complete. Incomplete forms cannot be processed until completed. Please check [mySMFA](#) to be sure forms have been processed and follow up if necessary. Students are advised to keep a copy of all Add/Drop forms that are submitted to verify enrollment in the class in the event that the original is lost during the paper registration process.

Students who do not complete online registration during the designated windows must register for courses through Add/Drop process after declaring a status with the Registrar's office.

If a change of status is requested as a result of the Add/Drop process a Tuition Adjustment form must be completed (see back of SMFA add/drop form) and signed by the [Business office](#), [Academic Affairs](#) office, and [Registrar's office](#). Consult the Academic Calendar for specific add/drop dates.

Registering for Art History & English Courses at the SMFA

Students in all programs register for art history or English classes at the SMFA via [mySMFA](#) or the add/drop process. All changes (add/drops) must be made in person in the Registrar's office. Note: More than two unexcused absences in any art history class will result in a failing grade for the course.

[Studio Diploma](#) students may take art history courses for credit. Tuition charges will apply; a Tufts transcript will be issued. Note: Art history or English courses are not a requirement of the Diploma program; therefore financial aid is not available to Diploma students to cover the cost of these courses.

Registering for Academics at Tufts

Degree students pre-register and add/drop all courses at Tufts via the SIS online system at <https://aseonline.tufts.edu>. All course additions and drops must be processed by the deadline (see Academic Calendar).

Students wishing to withdraw from a course with a grade of 'W' after the drop deadline may do so anytime before the last day of class. Students are required to fill out a Tufts drop form with all required signatures and submit it to the Registrar's Office.

Academic Add and Academic Drop

The deadlines for adding and dropping academic courses are on different days. The academic add deadline is typically the same day as the studio add/drop deadlines; the academic drop deadline is

typically 5 weeks into the semester. Students are advised to drop academics before the deadline to avoid the letter grade of “W” on their transcript.

During the first two weeks of classes changes to academic course load (adding or dropping) can be made by using the SMFA Add/Drop form. Academic drops done after the Academic Add Deadline must be completed on the Tufts *Change of Schedule* form.

Credit and Progress Policies

Awarding of Studio Art Credits

Studio credit is awarded through the [Review Board system](#). For students enrolled in a minimum of six credits of studio coursework, credit is awarded on a block basis rather than being apportioned on a credit-per-course basis. A Review Board may award 14 credits as a block for fulltime students.

Part-time students are eligible for two credits for each three-hour block of studio instruction in which they officially enroll. Part-time students enrolled in four or more blocks of studio art are scheduled for a Review Board. The course instructor awards credit via an evaluation form to matriculated part-time students enrolled in fewer than four blocks of studio art. In order to receive credit, students must submit the form to their instructors before the last day of classes.

Incomplete/Make-Up Credits

Students have three calendar years to make up studio work for which they did not receive credit, either during a regular Review Board or during an individual evaluation. Once credit has been awarded, warning, probation, or suspension status will be deleted from the student’s record.

Withheld Credit

If students do not show enough work at your review board, or if their work is at an insufficient level of development, a regular Review Board may vote by majority to withhold full or partial credit. Students have three years to make up this credit; any regular Review Board can award make-up credit.

As part of the Review Board system, students are required to participate as [Student Reviewers](#) on two separate peer Review Boards. Credit withheld due to missed student-reviewer times will be noted on the transcript and can be made up only by serving on additional student review boards as a reviewer the following semester. Satisfactory progress requirements apply.

Satisfactory/Unsatisfactory Progress Policies and Procedures

Satisfactory Progress

Students must receive a minimum of 75 percent of the credit for which they are eligible each semester in order to achieve satisfactory progress. Degree students must maintain a cumulative grade point average of C- or better in academic work and have fewer than 2 grades of Incomplete in each semester.

Students who do not receive 75 percent of the credits for which they are eligible will receive one of the following designations:

- **Warning:** Given only to first-time, first-semester students
- **Probation:** Given to continuing students
- **Suspension:** Given to students on probation who fail to make satisfactory progress for a second semester

Students who are placed on Warning or Probation status are required to meet with the [Associate Dean of Academic Affairs](#), Undergraduate Programs, who is authorized to impose one or more of the following conditions upon the student until satisfactory progress is regained:

- Mandatory meeting(s) with a member of the advising team; and/or,
- Mandatory meeting(s) with the student's Faculty Mentor or a designated member of the Faculty; and/or,
- Referral to the Academic Support Consultation Service with a member of the CMHS staff (for counseling and/or time management coaching)

Students who are suspended become ineligible for financial aid and, in most cases, will not be allowed to register as a Day school student. In most instances, students will receive written notification of failure to make academic progress. However, it is the student's responsibility to know the regulations established by the School and to be aware of their own status with regard to the above definitions. Students experiencing difficulty in their studio or academic work are strongly encouraged to seek assistance and advice from an advisor. Diploma and degree students should contact the associate [dean of Academic Affairs for Undergraduate Programs](#). Post-Baccalaureate students should contact the [associate dean of Academic Affairs for Graduate Programs](#).

For Studio Diploma students, the final decision regarding probation/suspension rests with the [provost](#). In the case of degree students, the final decision regarding probation/suspension rests with the associate dean of academic affairs, often in consultation with the [Committee on Academic Policy and Standing](#). Access to the School's facilities for the purpose of making up outstanding credits is not allowed for students who are not currently enrolled.

Students in all programs who are allowed to return to the School after suspension will be required to meet with an Advisor on a regular basis for a minimum of one semester.

Third Semester of Unsatisfactory Progress

Any student placed on suspension who successfully petitions for reentry should give thoughtful consideration to his or her readiness to resume academic studies. Failure to make satisfactory progress for a third semester could result in irrevocable and permanent withdrawal from the School.

International Students on Suspension

International students are required by federal law to remain in good academic standing in order to maintain their status for the F1 visa. International students who are placed on suspension forfeit their student status and are required by law to leave the United States.

Readmission after Suspension

[The associate dean of Academic Affairs for Undergraduate Programs](#) and the [Committee on Academic Policy and Standing](#) have responsibility for reviewing students who wish to reenter their program following suspension. Students must consult with the associate dean of Academic Affairs well in advance of application for re-admission. Degree students must submit a formal petition to the Academic Affairs Office.

Students on suspension may be required to make up 75 percent of their unearned studio credit or surrender the equivalent number of attempted credits before they will be allowed to register. A Re-Review Board must be scheduled for the purpose of determining the student's readiness to return within three years of attempting the credit. Students on suspension are not eligible for financial aid.

Students on suspension who wish to make up the student reviewing requirement must contact the Registrar's Office well in advance of the beginning of Review Boards.

Degree students on suspension must make up 75 percent of unearned academic credit where possible within the appropriate or outlined deadlines. In cases where no make-up of work is possible because unsatisfactory progress and suspension have resulted from grades of NG and/or F, the dean may require more coursework as evidence that the student is ready to resume academic work. Students will be notified of the decision reached by the [Committee on Academic Policy and Standing](#).

Residency Requirements for Undergraduate Students

The following residency requirements must be met by matriculated undergraduate students in order wish to be eligible to finish their educational program:

- 42 studio credits must be earned as a matriculated student at the School.
- Four years (eight semesters) of enrollment are required for all undergraduate students.
- 28 studio credits must be completed at the School prior to participation in any exchange program.
- The last full-time or equivalent term must take place "in residence" as a matriculated student.
- Students may accelerate their program by a maximum of one semester by taking four academic courses in Tufts summer school or 14 credits of studio in SMFA summer studio coursework; or equivalent approved transfer work. Additional summer course work will not result in a further reduction in the residency requirement.
- Transfer students who enter with the maximum allowable studio and academic credits must be enrolled for a minimum of two years and are allowed one semester of approved away programs, plus one semester of acceleration from summer enrollments.

The residency requirement for students entering with less than the maximum transfer credits will be determined in consultation with the [association dean of Academic Affairs for Undergraduate Programs](#) and the [registrar](#).

Final transcripts must be submitted along with any required supplemental materials before such determination can be made.

Transfer coursework taken at schools like Harvard Extension while simultaneously enrolled at SMFA will not count toward any away allowance.

Students enrolled in the [Combined Degree Program with Tufts](#) must be enrolled for no fewer than five years (10 semesters). See the [Tufts Bulletin](#) for additional information.

Transfer Credit

New and Transfer Student Credit Transfer

Transfer credit evaluations for new students are done by the Registrar's Office. Contact the [Registrar's Office](#) for additional information.

Studio Credit Transfers

Studio credits earned prior to admissions will be transferred on a course-by-course basis and the transfer process must be completed prior to the beginning of the semester of entry. A maximum of 42 studio credits may be transferred, including credits from summer school work completed while matriculated and continuing education credits from SMFA completed prior to matriculation. See the [Residency Requirement](#) below for additional information.

Studio Credit Transfers for Matriculated Students

Matriculated students may not transfer studio coursework taken at other schools during the regular school year unless they are part of an approved away program.

Summer Studio Transfer Credits for Matriculated Students

Summer studio credit earned at other schools may be transferred but must be pre-approved by the [associate dean of Academic Affairs for Undergraduate Programs](#). A Study Transfer Approval Petition for Studio Credit form (available in Academic Affairs) must be completed prior to enrollment in summer courses. A maximum of eight credits per summer, and a maximum of 14 credits total, may be transferred as a matriculated student. A number of schools are pre-approved for summer studio credit transfer. Requests for summer credit transfer from schools that are not pre-approved must undergo an approval process.

Academic Credit Transfers for Matriculated Students

The Academic Affairs Office processes transfer of academic coursework for currently enrolled degree students. A maximum of seven academic courses may be transferred into the BFA Program. The transfer process is done by individual appointment. Students should be prepared to provide course descriptions and catalogues in addition to official transcripts. Contact [Academic Affairs](#) and/or the BFA Policy Book for additional information.

Summer Academic Transfer Credits

Academic credit earned at other schools may be transferred but must be pre-approved by the associate dean of Academic Affairs. Contact the [Academic Affairs Office](#) to schedule an appointment.

Studio Programs

Core

The First Year Contemporary Art Practice Seminar for undergraduates (Core) meets all day on Friday. Six members of the faculty along with teaching assistants/mentors present readings and lead discussion groups, conduct field trips and studio visits, and host visiting artists and lecturers. Hands-on projects introduce students to a wide variety of materials and methodologies designed to generate new and creative approaches to problem solving while opening students to different modes of visual representation. Morning and afternoon session will be scheduled to accommodate the activities of the day. It is strongly recommended that all entering students take this course.

Senior Projects

Senior Projects is a full year of self-directed independent study. With support from faculty mentors, students take full responsibility for initiating and following through on their senior year of study leading to the presentation of a thesis project at their final review board. Through the development of research and writing skills, and a strong portfolio, the year of independent study and thesis project are a capstone to four year of undergraduate study that fully prepare students for their next step beyond the SMFA. It is strongly recommended that all graduating students enroll in Senior Projects. Application is done through the Academic Affairs office at the end of the 3rd year of study.

Review Boards

Review Board Structure and Awarding of Studio Credit

All matriculated students who are enrolled in four or more studio blocks (8 credits and above) are scheduled for Review Boards. The School reserves the option to withhold scheduling a Review Board for any student who is not meeting the financial obligation to the institution. Studio credit is awarded on the basis of 14 credits per semester for a full-time program, or 28 credits per year. Part-time matriculated credit is awarded on the basis of the number of blocks in which the student is enrolled. For each three-hour class blocks, two credits are assigned.

There are two mandatory parts to the Review Board process, which are:

Review Boards

The Review Board is the culmination of a student's entire semester's work. It is their only opportunity to present the accumulated work of one semester to be assessed for studio credits. Each student is allotted a one-and-one-half-hour time slot, during which two instructors and two student reviewers evaluate the student's work. The student being reviewed participates fully in the evaluation. During the review, each student is given advice and criticism on the work presented. At the end of the review, the faculty review team assigns full, partial, or no credits. A written evaluation from all four reviewers is placed in the student's permanent Review Board file.

Review Boards are administered by the Registrar's Office. They take place during the last three weeks of the semester. The schedule is posted outside the Registrar's Office at least three weeks prior to the start of Review Boards. Students are expected to continue working until the last day of the semester, regardless of when their review takes place. Students who need to travel should wait to do so until after the last day of Review Boards.

Student Reviewing

In addition to attending one's own Review Board, all students having a Review Board are required to sit on the Review Boards of two other students. Participating as a student reviewer provides the unique opportunity to view, evaluate, and critique two other students' works. The faculty and administration regard student reviewing as an essential part of the educational process. Therefore, failure to participate as a student reviewer will result in a \$200 missed student reviewing fee posted to the students account, as well as credits for that semester being withheld until reviewing times are made up the following semester.

Student reviewers must:

- Arrive at least 10 minutes in advance of assigned student reviewing time;
- Remain at their assigned board for the entirety of the session;
- Complete a written evaluation for the student they are reviewing;
- Sign the Review Board cover sheet for the student they are reviewing;
- Obtain faculty signatures and turn in their complete student reviewing verification form when finished to the Registrar's Office staff.

Students who are more than 10 minutes late for their reviewer assignments or who leave before the session is over will be disqualified for that session. Failure to comply with the requirements for student reviewing (stated above) will result in all credits for that semester being withheld, placing the student on warning, probation, or suspension until the reviewing sessions are made up.

Credits withheld for missed student reviewing may only be re-instated to a record by making such outstanding requirements up during the Review Board period in either the Fall or Spring semesters. Students deciding to transfer from the institution or are in their final semester will be required to come back in subsequent semesters to remedy their outstanding credit award.

Review Board Postponements/No-Shows

If extraordinary circumstances occur and a student is not able to attend the Review Board, he/ she must notify both the Registrar's Office and the Dean of Students in advance for a postponement. A Review Board Postponement Petition must be submitted to Student Affairs prior to the date of the Review Board. Students are required to meet with the Dean of Students to discuss the petition before the postponement can be granted. Postponement of the Review Board does not automatically release them from student-reviewing responsibilities. Postponement of student reviewing must be arranged separately by contacting the Registrar's Office.

Availability for rescheduling boards is limited in any given semester. Reschedules occur on a first come, first served basis. A student who misses their review board is not assured a new slot, even if willing to pay the re-schedule fee. Reviews cannot be scheduled outside of the regular Review Board period.

Review Board Appeals

There are a few, rare circumstances that necessitate the scheduling of a new regular Review Board. These include instances when the reviewers are not able to agree on the number of studio credits that

should be awarded (stalemate) and occasions when communication has failed between the student being reviewed and the reviewers. Students may appeal the outcome of their Review Board to the [Dean of Students](#). In most cases, an investigation will be conducted to determine whether the Review Board functioned properly. The fact that a student has not received full credit will not, by itself, make the student eligible for a new Review Board. If communication fails in a second regular (appeal) Review Board, the student will be scheduled for a Re-Review Board. Judgments of the Re-Review Board in all matters are final.

Review Boards Off-Campus

Review Boards are scheduled in the School classrooms. In extraordinary instances in which the work students are doing cannot be moved, they may request that the Review Board be held at an outside location, such as their studio. Students must request this exception by completing an Off Campus Review Board Request Form and submitting it to the [Registrar's office](#) for approval before boards begin. Off Campus requests will not be accepted once boards begin and students should plan on choosing an alternate room during Review Board selection as a back-up plan. All members of the Review Board must be willing to view the work off campus. The student being reviewed is responsible for transportation and all associated costs to and from the location of the Board. These arrangements must be made in writing at least 48 hours (excluding weekends and holidays) prior to the scheduled Review Board. Travel time to and from the studio is deducted from the one-and-one-half hours allotted. Please note, however, that some instructors will not go to off-campus Review Boards. Contact the Registrar's Office for more information.

Note: The Mission Hill Building is considered off-campus for Review Boards for all students except graduate students.

Credit Adjustment for Advanced Placement

Under circumstances in which a student has made exceptional progress in studio work, a regular Review Board may recommend that the Re-Review Board committee see the student for the purpose of adjusting his or her level. This is the only way extra credit can be awarded. To be recommended, the student must be full time and cannot be in his or her first semester. Re-Review Boards are held during the last week of the semester. The committee consists of a panel of five faculty members who, when the work warrants it, will recommend Advanced Placement and place the student at his or her most appropriate semester level. Decisions are reached by ballot, and a simple majority determines the outcome.

Re-Review Boards also meet to review proposals for [Nonresident Independent Study](#) (NRIS), to review the work of students returning from NRIS, and to review students on suspension who wish to petition for readmission. A student can be recommended for a Re-Review only two times while matriculated in the School. Students should never solicit extra studio credit from their regular Review Board; the faculty on the regular Review Board must initiate recommendation.

Graduation Requirements, Policies, and Procedures - by Program

Museum School Studio Programs

The Museum School offers the following studio-based programs that result in certificates granted by the institution.

Studio Diploma Program

The Studio Diploma is awarded to students who successfully complete 112 semester hours of credit in studio art. Art history courses are optional and are in addition to studio classes. The last six credits must be earned as a matriculated Day School Diploma student; the credits cannot be earned through Continuing Education. Students are required to petition the Registrar's office in order to be reviewed for graduation. Petitions for December graduation should be submitted no later than the last day of October of the same year. Petitions for May graduation should be submitted no later than the last day of February of the same year. Note: December graduates participate in May graduation exercises.

Fifth Year Certificate

The program requires attending monthly meetings and independent work in preparation for participation in the *Fifth Year Exhibition*. Students work off site, unless school equipment access is necessary, and do not enroll in classes but may audit a class with permission from the instructor. Studio and/or storage spaces are not offered as part of this program. Each student is awarded a teaching assistantship working each semester for 6 contract hours per week per semester. The program culminates with the *Fifth Year Exhibition* where all participants compete for the Traveling Scholars Awards, which include substantial funds for travel and participation the *SMFA Traveling Scholars* exhibition at the MFA. Contact the Associate Dean of Academic Affairs, Graduate Programs for more information on the Fifth Year Certificate program.

Post-Baccalaureate Certificate

The Post-Baccalaureate Certificate is awarded to students who have been formally admitted to the program and have successfully completed two full-time studio semesters, one art history course, and the Post-Baccalaureate Seminar. Art history may be taken in either the spring or the fall. The Post-Baccalaureate Program takes one academic year to complete. Any Post-Baccalaureate student whose credit is withheld both semesters will be withdrawn from the program. If the credit is made up in a future Review Board, the credit will count toward the Studio Diploma.

Degree Programs

Tufts University awards degrees in partnership with the Museum School upon completion of specific degree requirements. Students graduate in November, February, and May. Students are required to petition the Academic Affairs Office in order to be reviewed for graduation. Please contact Academic Affairs for deadlines and more detailed information.

Bachelor of Fine Arts

The Bachelor of Fine Arts (BFA) requires the successful completion of 84 credits in studio art and 14 academic courses from the list of requirements. For detailed information about the BFA program, consult the BFA Policy Book. Bachelor of Fine Arts, Northeastern University

Five-Year Combined Degree

The five-year Combined Degree (BA/BFA or BS/BFA) requires 84 credits in studio art and a minimum of 24 academic courses. Students must meet all of the requirements for the BA/BS as well as completing five courses in art history.

Master of Fine Arts in Teaching (MAT) in Art Education

Contact the Director of the Art Education program for a detailed description of the program requirements for the MAT.

Master of Fine Arts (MFA)

Contact the Associate Dean of Academic Affairs - Graduate Programs for a detailed description of the program requirements for the MFA. For detailed information on the MFA program consult the MFA Handbook.

Northeastern Bachelor of Fine Arts

The Northeastern Bachelor of Fine Arts (NEBFA) requires the successful completion of 84 credits in studio art and 15 academic courses from the list of requirements. For detailed information about the NEBFA, a pilot program, contact the Associate Dean of Academic Affairs, Undergraduate Programs.

Participation in Graduation Ceremonies

Students who anticipate graduation but have not fulfilled all of their requirements may have the option of walking at commencement without receiving the degree or certificate if the following criteria have been met:

Studio Diploma students may participate in the School's commencement ceremonies on a walking basis only if they are within eight studio credits of completion.

Degree students may participate in commencement ceremonies on a walking basis at both the Museum School and Tufts if they are within eight studio credits of completion or have four or fewer academic courses to complete (but not both) and expect to complete all remaining coursework during the summer. Degree students who are walking only will have their degrees conferred in November.

All outstanding charges due to the School must be paid in order to participate in Commencement ceremonies.

The [Academic Affairs Office](#) and the Advising Team are available to meet with you to review your academic progress. Contact the [Business Office](#) with questions regarding your account.

Postgraduate Enrollment in Studio Diploma Program

Students who have completed 84 credits of studio art and the required academic courses in a degree program, and have received their degree from the Museum School/Tufts, may continue in the Studio Diploma Program by informing in writing the associate dean of Academic Affairs for Undergraduate Programs.

Access to Student Records**Fees for Copies of Student Records**

The fee for copies of a transcript is \$5 per official copy and \$2 per unofficial copy. Rush services are an additional \$10. The fee for copies of Review Board comments is \$10 (in addition to transcript fee). There may be an additional charge for postage. Contact the [Registrar's Office](#) with requests for copies of transcripts.

Record of Requests for Disclosure

The Museum School will maintain a record of requests for and/or disclosure of information from a student's educational records as mandated by FERPA. The record will indicate the name of the party making the request, any additional party to whom it may be disclosed, and the legitimate interest the party has in the records. Contact the [Registrar's Office](#) with requests regarding disclosure of information to third parties.

Refusal to Provide Copies

With an understanding that it cannot deny students access to their records, a college or university is required to decide the circumstances under which it may deny you a copy of your educational records. The Museum School reserves the right to deny transcripts or copies of records not required to be made available by FERPA in any of the following situations:

- Student lives within commuting distance of the Museum School
- Student has an unpaid financial obligation to the School
- There is an unresolved disciplinary action against the student

Contact the [Registrar's Office](#) for more information about records.

Right of the School to Refuse Access to Student Records

The School of the Museum of Fine Arts, Boston, reserves the right to refuse to permit students to inspect the following records:

- Financial statement(s) of a student's parents
- Letters and statements of recommendation for which a student waived their right to access, or which were placed in the file before January 1, 1975
- Records connected with an application to attend the Museum School or a component unit of the School if that application was denied
- Any records excluded from the FERPA definition of educational records

Contact the [Registrar's Office](#) for more information about records.

Continuing Education Credits

Matriculated Students in Continuing Education Courses

Full-time students may take as many evening and Saturday Continuing Education (CE) classes as they wish as part of their regular program of study. Part-time students may also enroll in evening and Saturday classes according to the number of periods for which they have paid. There is no limit on the percentage of classes that may be taken through CE, although enrollment in courses is limited.

Matriculated students register for evening and Saturday CE courses as part of their studio program during the add/drop period at the beginning of each semester (see Academic Calendar for dates).

Charges for these CE courses are included in full-time studio tuition; part-time students register and pay the matriculated student rate for the total of all Day and CE periods/credits that wish to take.

A matriculated student who takes a leave of absence and enrolls through the CE program may transfer a maximum of six credits toward their degree or Diploma requirements. Upon re-entering as a matriculated student, these credits, in conjunction with any CE credits transferred upon admission, may not exceed the 42-credit limit. Students may not take their final eight credits required for completion of their program through CE.

Continuing Education Credits Non-Matriculated

Upon acceptance to the Day School, a maximum of 42 Museum School CE credits may be transferred toward the student's diploma or undergraduate degree. These courses will be recorded on the student's Day School undergraduate transcript as transfer credit.

CE Summer and International Workshop Credits

Credits earned through the completion of Museum School international programs or summer courses are automatically applied to the matriculated student's record.

Away Programs: Off-Campus Study Opportunities

The Museum School offers eligible undergraduate and studio diploma students the opportunity to engage in study outside of the School at renowned institutions both internationally and domestically. Away programs include International Exchange, Study Abroad, AICAD Mobility, and the New York Studio Program. Away Programs are administered through the [Student Affairs Office](#).

Away programs are primarily open to full-time students who are in their third year. Transfer students in their third year must have completed 28 studio credits at the SMFA to be eligible. Fourth year students may be considered, but the final semester must be spent in residence at the SMFA. Second year students may be considered by special request. Students on leave of absence must return to the Museum School for at least one semester in order to be eligible for any Away Programs. Students must be in good academic standing to participate in any of the away programs. All requirements of the School's Residency Policy apply. Further eligibility requirements may be imposed for application approval, if deemed necessary. Decisions are made based upon the student's level of preparedness, program requirement status, and other related circumstances.

For more information, program guidelines, and application materials, contact the [Student Affairs Office](#).

International Exchange and Study Abroad

The Museum School provides many opportunities for international study and is committed to working with a student to help them achieve their goals for international travel and study. While the School's focus for international study is in studio art, special requests to engage in academic courses abroad may be made. Museum School students can be found studying in The Netherlands, Israel, France, Belgium, Italy, Ireland, and many other countries.

AICAD Mobility

The AICAD (Association of Independent Colleges of Art and Design) Mobility Program provides an opportunity for advanced students from art and design colleges throughout the United States and Canada to study studio art for one semester at one of more than 30 member institutions in locations such as Los Angeles, Memphis, Toronto, New York, Kansas City, and more.

New York Studio Residency Program

The New York Studio Residency Program (NYSRP) was created for advanced students who are ready to immerse themselves in art and design in New York City. Participants receive individual workspace located in the vibrant DUMBO district of Brooklyn and have access to a selection of facilities and resources at the School of Visual Arts. In addition to studio work, students participate in contemporary art seminars, visiting artist lectures, gallery visits, critiques, and an end of the year exhibition that is widely attended.

Non-Resident Independent Study Program

Non-Resident Independent Study (NRIS) is a full-time studio program that provides qualified advanced-level undergraduate students with the opportunity to work outside of the School through an approved, self-designed, alternative educational plan. The School recognizes that occasionally the development of a student's studio art practice reaches a point at which certain resources away from the School's curriculum or facilities become important to the continuation of that development. NRIS allows students to identify, locate, and utilize those outside resources in lieu of the School's studio program.

Local Study Opportunities

Internship-for-Studio-Credit Program

ARC Internships allow students to earn studio art credit for hands-on professional work experience in the visual arts in a setting outside the Museum School. Advanced students can become familiar with the professional arts community in a variety of traditional and new visual media and community-engaged practices. Those eligible are full-time or part-time students enrolled in the Museum School's undergraduate programs that are between the second semester of their second year and their final semester before graduating. To receive studio (non-academic) credit for an internship, you must register for your internship as a course through the [Artist's Resource Center](#) course listings. You may register for 2.0 or 4.0 credits, depending on the number of hours you commit to your internship. (See: summer study opportunities for summer internship program).

Regular internship informational meetings to assist students with all procedures and details of the program are organized by the [Artist's Resource Center \(ARC\)](#). ARC generates internship sponsor listings locally and nationally. The internship director and graduate internship mentors work individually with students to provide guidance to the appropriate internship, provide assistance with the application process, and offer supervision and evaluation.

MIT Exchange Program

A maximum of five Museum School students per semester may take one course at the Massachusetts Institute of Technology (MIT) through a reciprocal exchange between the two institutions. Students must be full-time in the studio program to be eligible. Students choose from a list of approved classes agreed upon by the two institutions. Contact the [Registrar's Office](#) for more details.

Pro-Arts Consortium

The Pro-Arts Consortium is an association of six visual and performing arts schools in the Boston area: Berklee College of Music, Boston Architectural Center, The Boston Conservatory, Emerson College, Massachusetts College of Art, and the Museum School. Students must be full-time in the Studio Diploma Program to be eligible. The Program offers students the opportunity to take studio art courses at any of the above schools on a space-available basis during the fall and spring semesters. Contact the [Registrar's Office](#) for more information.

SMFA undergraduate students (including Studio Diploma students) are able to register for academic coursework through the ProArts Consortium. These courses are taken free of charge and will be posted to student records as transfer credit. Students must be enrolled full-time in order to participate. If approved, academic course work taken through ProArts will not factor into a student's total credit load for the semester at SMFA and financial aid awards may not be applied toward these courses. All courses must be pre-approved by the Associate Dean of Academic Affairs, Undergraduate Programs; the appropriate forms are available in the Academic Affairs Office. There is a limit of one course per semester. Students must be within their allowable transfer credit limit (7 courses).

Summer Study Opportunities

Summer Study Transfer Approval Petition

Summer Study Credit Transfer forms are available in the Academic Affairs Office. Requests for summer studio transfers and academic transfers should be submitted to the associate dean of Academic Affairs. Criteria for requests are outlined in the petition form guidelines.

Students are permitted up to 14 summer studio transfer credits in order to complete program requirements after matriculating; this may differ for transfer students who have transferred in the maximum total of 42 credits upon matriculating. Summer studio credit transfers are limited to six (6) credits per summer term. Students must obtain pre-approval for summer studio credit transfers from the Academic Affairs office by the last day of the spring term. See Academic Affairs for full details.

SMFA Continuing Education (CE) Summer Courses

Museum School CE summer courses are automatically accepted as part of standard program requirements for studio courses, regardless of the program. Financial Aid is not available for summer courses taken by matriculated students. Contact the Continuing Education office with questions regarding summer CE offerings. See the CE course listing for specific courses that are offered during the summer months.

Skowhegan Fellowship

The Ann and Graham Gund Fellowship provides a full scholarship to a Museum School student whose is accepted at the Skowhegan School of Painting and Sculpture. Skowhegan is a nine-week summer residency program in rural Maine for advanced artists working primarily in the area of painting or sculpture. Application is made directly to Skowhegan. The deadline is the first day of February each year. Scholarship recipients are required to give a presentation the following year to students who want to learn more about the program.

Contact [Student Affairs](#) for more information regarding Skowhegan or the Gund Fellowship.

Summer Internship Program

Matriculated students interested in summer internships can earn studio credit with pre-approval through the ARC. The ARC staff provides advising, resources and reviews proposals for credit bearing summer internships. Registration for summer internship credit is processed through the [Continuing Education Office](#) after pre-approval is granted by the assistant director of the ARC. Students may register for 2.0, 4.0, 6.0 or 8.0 credits, depending upon the nature of the internship and the total hours proposed. A graduate internship mentor is assigned to all summer interns for the duration of the internship. Final evaluations are required as part of the program.

Contact the [ARC](#) for more information on the summer internship opportunities.

Studio Support Services

Advising Team

Advising is provided by a team of undergraduate program advisors. The advising team is available to discuss program requirements, course selection at the Museum School and Tufts, educational interests or concerns, difficulty with courses or course load, and short- and long term goals. All advisors are either members of the faculty, former students, or both. Regular hours of availability are scheduled throughout the semester in the advising office located across from Academic Affairs. Members of the staff in Academic Affairs are also available for academic advising appointments and they are particularly helpful for issues related to transfer courses and completion of graduation requirements.

Faculty

The School has 47 regular full-time and part-time faculty, 22 Visual & Critical Studies (Tufts) faculty, 20 associate faculty (day program and CE), and 23 visiting faculty (does not include CE visiting faculty). The faculty is made up of professional artists and art historians who work as educators of artists. Collectively, they have a broad range of disciplinary expertise, technical skills, aesthetics, and critical concerns. They also maintain lively professional lives (exhibitions, publishing, etc.) outside of the School. Faculty members are enthusiastic about sharing their professional knowledge with students.

Mentors

Faculty mentors are assigned to new students for the first year of their program. They provide support, guidance and insight regarding the student's art making and development as an artist. Mentors advise students on their future as artists as it emerges through coursework, Review Boards, and other close

work and contact during students' time here. Mentoring is intended to complement the path-of-study advising that takes place through the Advising Team in Academic Affairs. After the first year, students may choose a new faculty mentor, usually someone with whom the student works directly in the classroom.

Area Representatives

The School has a system of rotating area representatives instead of traditional faculty department heads. Area representatives are faculty members who coordinate individual area budgets, address curricular and policy concerns, and serve as the communication liaisons between their area and the administration. Areas have regular meetings—students who have any concerns for the area representatives to address should feel free to participate in these meetings or contact the area representative. To contact any of the area representatives, leave a note in that representative's faculty mailbox. The Academic Affairs Office has a list of the representatives for each of the areas.

Academic Support Services

Academic Assistance from the Counseling and Mental Health Service

The Counseling and Mental Health Service (CMHS) staff can assist students with time management and adjustment issues and are available to do group or in-service presentations on stress, artist's block, and other personal challenges that may interfere with studio or academic progress. The CMHS is located in the main building in the lower level of the B-Building in room B025 (view the lower level map in the [Maps section](#) of this handbook for the exact location).

Academic Support Consultation Service

Students on Probation will be referred to the Academic Support Service. A designated member of our [CMHS](#) staff is available to work with students to understand their learning patterns and collaborate on finding specific strategies and resources for overcoming difficulties. Students will be referred to the service by the [Academic Affairs office](#) in the event of probationary status.

The Writing Center

The Writing Center provides individual tutoring to students in all programs and of all levels of ability. Students are seen by appointment or on a drop-in basis. The Writing Center is located in the [Mission Hill building](#). Hours and a sign-up sheet are posted outside the door to the Writing Center.

Accommodations for Students with Disabilities

See [Accommodations for Students with Disabilities](#) in the Administrative Matters section of this Handbook.

SECTION FOUR: Administrative Matters

Personnel

Administrative Departments

The following is a listing of all administrative departments at the Museum School. If dialing from outside of the School, dial 617-369- and then the 4-digit extension listed below.

Academic Affairs (x3612 or x3833)

The Academic Affairs Office is available to provide help and information on academic program planning and to facilitate communications between students and faculty. Academic Affairs also serves as the School's liaison to Tufts University and provides applications, advising, and registration information for degree programs and academic courses.

Specific functions or duties performed by the office include the following:

- Oversight of all advising programs
- Information about and applications for the undergraduate degree programs offered in partnership with Tufts University
- Academic planning: advising on academic requirements, selecting academic courses, and managing course load
- Academic resources such as writing workshops, Tufts computer labs, tutorial services, and referrals to specialists for testing and/or counseling for students with learning disabilities
- Handle all matters pertaining to the studio faculty
- Unsatisfactory progress issues with Studio Diploma, degree, and Post-Baccalaureate students
- Leave of Absence and Withdrawal requests
- Pre-approval and processing of studio and academic transfers for currently enrolled students

Of particular interest to students is the handling of course evaluations, faculty resumes, faculty location information, and grievances concerning faculty. The office is available to help with any problems regarding faculty members and can facilitate a meeting between a faculty member and a student. In addition, students interested in serving on any of the School's committees can contact the office for meeting schedules.

Admissions (x3626)

The Admissions Office plans the recruitment and enrollment activities for prospective students.

Specific functions or duties performed by the office include the following:

- Issue initial visa application materials to incoming international students
- Oversee merit scholarships for incoming students
- Host National Portfolio Days
-

Alumni Relations (x3622)

The Alumni Relations Office sponsors events and activities to strengthen the ties between former students and the Museum School community.

Art Education Office (x3613)

The Art Education office provides oversight of and administers for the MAT program. The office is located at the Mission Hill Building.

Artist's Resource Center / Career Services (x3635)

The Artist's Resource Center (ARC) provides individualized advising, professional development resources, and experiential opportunities such as internships, jobs, civic and community engagement, and professional partnerships - all essential to helping artists develop sustainable creative practices.

Specific functions or duties performed by the office include the following:

- Career advising (one-on-one)
- **artSource**, ARC's online professional opportunities database (employment, internships, grants, residencies, exhibitions, studio space, and more)
- Resume, cover letter and proposal-writing assistance
- Professional Practices curriculum, including credit-bearing internships
- Art and Civic Engagement opportunities for artists to connect creative practice with active citizenship
- Advising for Fulbright U.S. Student Program

Business Office (x3631)

The Business Office manages various tasks relating to the financial life of a student.

Specific functions or duties performed by the office include the following:

- Information on student health insurance and claim forms
- Massachusetts Bay Transportation Authority (MBTA) discount passes for students
- Disbursement of student loan funds
- Requests for tuition refunds
- Tuition adjustments
- Tuition and fee charges and balances
- Tuition payments
- Northeastern Gym Memberships

Continuing Education (x3644)

The Continuing Education (CE) Office offers an extensive array of evening and Saturday classes and workshops during the fall and spring semesters as well as a comprehensive summer program. Credits earned by non-matriculated students through the CE program may be applicable to the School's Studio Diploma and degree programs.

For matriculated students, credit-bearing CE courses and workshops provide a flexible option for weaving appropriate evening, Saturday, and summer courses into an overall educational plan. CE courses are listed on mySMFA; registration for CE courses is done through the paper add/drop process.

Development Office (x3622)

The Development Office raises funds from alumni, parents, friends, corporations, and foundations in support of scholarships, special programs, and equipment. This support enables the School to provide excellent programs for a diverse student population.

Exhibitions Office (x3656)

The Office of Exhibitions and Public Programs is responsible for exhibitions and public programs and acts as a liaison between the Museum School and the professional art world. Programs and exhibitions serve as professional examples or teaching tools that help make positive transitions into the real world.

Specific services or functions performed by the office include the following:

- Advise students on independent exhibition organization.
- Advise students on professional presentation of work, pricing, and sale of artwork.

- Coordinate aspects of Inside/Out: The Museum School Art Sale, an annual fundraiser to benefit the student scholarships.
- Exhibitions Committee meetings—faculty and students welcome.
- Coordinate the jury process for the annual selection of recipients of the Boit Awards, Dana Pond Awards, Stella and Sumner Cooper Award, Will and Elena Barnet Painting Award, and Traveling Scholarship awards.
- Organize the **SMFA Traveling Scholars** exhibition at the Museum of Fine Arts, Boston.
- Organize the Student Annual Exhibition, Faculty Show, Fifth Year Exhibition and other exhibitions in the Grossman Gallery and Anderson Auditorium.
- Organize occasional exhibitions in the Courtyard Gallery at the Museum of Fine Arts, Boston and coordinate the “Students Curate Students” exhibitions in the Courtyard Gallery.
- Exhibit work by artists of international stature.
- Film and video screenings.
- Lectures.
- Gallery Talks
- Maintain records of student and alumni participation in exhibitions (since 2000).
- Oversee the Fifth Year Certificate Program and the Fifth Year Exhibition.
- Oversee visiting artist lectures.
- Present performances.
- Schedule and provide limited assistance in organizing exhibitions in the BAG Gallery, Anderson Auditorium, Atrium, Project Space, and the Mission Hill Building Foyer Gallery—all School community members are eligible to apply.

Facilities (x3685)

The Facilities staff is responsible for building maintenance and receiving shipments of supplies and materials. Students in need of assistance from Facilities should adhere to the following guidelines:

- Studio supplies: Obtain a signed note from a faculty member.
- General assistance: Staff will help as daily schedule allows; advance notice requested.

Financial Aid (x3645)

The Financial Aid Office awards and administers institutional, federal, and state financial aid for all matriculated students (except MAT and five-year Combined-Degree students enrolled at Tufts). Up-to-date information is crucial for financial aid records. Students are encouraged to visit the Financial Aid Office to update personal records whenever changes occur.

Specific functions or duties performed by the office include the following:

- Process applications for financial aid.
- Answer questions about federal, state, and institutional financial aid programs.
- Provide loan and debt management counseling.
- Conduct mandatory entrance and exit interviews for all loan borrowers.
- Create the financial aid application package.
- Produce the Financial Aid Student Handbook.
- Coordinate federal work-study contracts.
- Provide Stafford/PLUS loan applications.
-

Food Service - Cafe Des Arts (x3541)

Cafe des Arts is the independent, contracted vendor that sells food in the Atrium. The service offers weekly specialty dishes, discounts on hot beverages with your own mug, and many vegetarian and vegan options.

Graduate Programs (x3870)

The Graduate Programs Office oversees all administrative aspects of the Fifth Year, Master of Arts in Teaching, Master of Fine Arts, and Post-Baccalaureate programs and is the liaison with Tufts and Northeastern Universities for these programs. This office oversees graduate teaching assistantships, graduate student international travel grants, publishes the graduate student handbook, and provides academic advising, and registration information for these degree programs.

Library (x3388)

The Museum School's W. Van Alan Clark, Jr. Library is the circulating branch of the William Morris Hunt Memorial Library (the main library of the Museum of Fine Arts, Boston). It is located on the third floor of the B Building, overlooking the Fenway.

Library Mission Statement

The mission of the W. Van Alan Clark, Jr. Library, which also serves as the Museum of Fine Arts contemporary art library, is primarily to support the curriculum, research, and creative exploration of students, faculty, and staff of the School of the Museum of Fine Arts, Boston, as well as the research needs of the curatorial staff of the Museum.

Library Collection and access information

The School library collection focuses on 20th & 21st century art with artists' monographs, art history books, periodicals, exhibition catalogs, videos, DVDs, and original artists' books. In addition to the print materials, students have access to electronic resources and databases such as JSTOR, ARTbibliographies Modern, Grove Dictionary of Art, and Art Index. The library is a member of the Fenway Library Consortium, which allows students access to participating library's collections. Our online catalog is searchable through the Fenway Libraries Online (FLO), which is shared with eight other local colleges, and is available at <http://endeavor.flo.org>. Students also have access to the Massachusetts Virtual Catalog which offers Inter Library Loan services through approximately 350 other libraries in the state. For information about the Museum School's Visual Resources Library please refer to the Visual Resources Library information in the Student Handbook.

Library Circulation Policy

Within the Museum community, the W. Van Alan Clark, Jr. Library circulates to students, staff, alumni, and faculty of the school and to the staff and curators of the Museum. Additionally, members of Fenway Libraries Online (FLO) and Fenway Libraries Consortium (FLC) have borrowing privileges at the School library. The reference collection, rare books, and artists' books are non-circulating. Students may borrow library materials by registering with a valid student ID at the circulation desk.

Library Student Responsibilities

Students are bound to adhere to current Federal and State copyright laws.

Massachusetts law imposes criminal penalties on individuals who steal, mutilate, alter, destroy, or fail to return books or other library materials and property as outlined in the Massachusetts General Laws, chapter 266 §§99, 99A, and 100. Students are monetarily responsible for all fines and fees that may accrue on their library account, including replacement costs for any items that are not returned to their owning library.

Mac Lab (x3871)

The Macintosh computer lab is located on the 2nd floor of B-Building and has three rooms of computers, scanners, printers, and other equipment for classroom instruction and general use for students and faculty.

Students must have a computer account in order to use the computers in the Mac Lab; all matriculated students are eligible for an account. Students in a computer class have priority for access to the lab during class time. There is no overnight access to Mac Lab. There is no access unless a lab monitor is present. Summer access is limited to students enrolled in summer classes, graduate students, and students who have been granted special permission. Access when classes are not in session is subject to maintenance needs. Lab monitors are available to assist with account problems or malfunctioning equipment. They are not instructors, however, and are unable to provide software instruction. The School's computer use policy must be adhered to while using equipment in this area.

In order to print on the color printers in the Mac Lab, students must have print credits on their computer account. Print credits may be purchased at the School Store.

The Mac Lab is located on the 2nd floor of B-Building. Mac Lab hours are as follows (all dates and hours are subject to change):

Monday–Thursday:	8:30 am–10 pm;
Friday:	8:30 am–8 pm;
Saturday:	8:30 am–5 pm,
Sunday:	closed

Marketing and Communications Office (x3391)

The Marketing and Communications Office handles the development of all School collateral materials and related initiatives, press outreach for all Museum School events and activities, and the School Web site.

Media Stockroom - (x3674)

Media Stockroom houses and maintains equipment supporting the photography, film, sound, and video areas. Students must be trained and authorized before being allowed access to most of the equipment. The authorization takes place in regular classes or during scheduled training workshops. The stockroom handbook outlining policies and procedures is available at www.smfa.edu/media-stockroom.

All business with the Media Stockroom must be completed in person; reservations, renewals and pick-up must be done in person by the individual using the equipment. No phone or e-mail requests are permitted.

The Media Stockroom is located on the lower level of B-Building. Media Stockroom hours are as follows (all dates and hours are subject to change):

Monday-Thursday:	8:30 am-10 pm (closed for lunch: 12:30-1:30)
Friday:	8:30 am-6 pm (closed for lunch: 12:30-1:30)
Saturday:	Noon -6 pm
Sunday:	closed

Museum of Fine Arts (MFA)

Students receive free general admission to the MFA during regular business hours. A valid School ID with a current semester sticker must be presented to gain entrance. Free access is granted to students only; guests are not included. Some exhibitions have special access rules regarding student access (i.e. tickets are issued on a limited or one-time basis); terms for special exhibition access are communicated to students via School e-mail.

MFA Dining Services and Discounts

Students receive a discount in all three of the MFA's dining facilities, which include the Galleria (lower level), Calderwood Café (ground level), and Bravo (2nd floor). A valid School ID must be presented to

obtain discounts. The MFA cafeteria is also available to students and offers a 25 percent discount with student ID. See Student Affairs for issues related to the food service.

MFA Education Department

Students have access to public programs at the Museum at special rates through the MFA's Education Department. A valid School ID must be presented to obtain privileges. Events include films, lectures, performances, and concerts. Tickets may be purchased in advance to guarantee admission. If seats are available at the time of the event, admission is free (this does not apply to film events).

MFA Morse Study Room

The Morse Study Room is part of the department of Prints, Drawings, and Photographs, and is only for viewing works on paper. The collection houses all of the European and American prints, drawings, watercolors, posters, artist's books, etc. (Asian prints, Islamic miniatures and such are in the Art of Asia.) Students can make an appointment for the study room by calling Patrick Murphy at 617-369-3112.

President's Office (x3581)

The President of the School is responsible for long-range planning and oversight of the administration and a range of issues that support the well being of students and faculty. Student input is valued and welcome. Together with the faculty and staff, the President seeks to ensure that the Museum School fosters the individual creativity and development of each student.

The President's Office oversees and supervises the School's efforts to enhance endowment for scholarship, program support, and other resource-acquisition activities. It is the primary liaison to the School's Board of Governors and the director of the Museum. The President's Office also organizes commencement ceremonies.

Protective Services (x3508 or in emergencies dial x3213)

The Protective Services Department of the MFA has oversight for safety and security-related issues at the MFA and SMFA. Security Officers who staff the front desk are part of the Protective Services Department. Security, safety, or staffing concerns can be directed to the Student Affairs Office, which works closely with Protective Services and advocates student issues when appropriate.

Provost (x3581)

As both the School's chief academic officer and chief operations and planning officer, the provost works closely with the dean of faculty in support and development of the academic and studio program. The provost coordinates the work of other senior administrators to assure that activities across all School areas are focused and organized in support of faculty and students and the School's studio and academic programs. The provost reports to the dean of the School and supervises directly the associate provost, the dean of faculty, and the Development Office.

Registrar's Office (x3621)

The Registrar's Office is responsible for student records and student information. It stores all student records and Review Board folders, manages student registration for studio classes, and responds to student requests for transcripts, enrollment verifications, and status changes (i.e., changing from a part-time to full-time student or vice versa).

Specific functions or duties performed by the office include the following

- Course registration, add/drop, and withdrawal
- Enrollment in or withdrawal from art history and academic courses
- Address changes
- Administration of Review Boards

- Tuition Adjustment/Change-of-Status forms
- Issue advance-standing credits to incoming students
- Privacy notices involving the release or suppression of information to a third party
- Contacting Studio Diploma students whose records reflect that the student is close to reaching graduation requirements
- Cross-registration for Consortium agreements (ProArts & MIT)
- Massachusetts Institute of Technology cross-registration
- ID cards
- Part-time evaluation forms
- Indemnification forms
- Locker assignments – Mission Hill Building only
-

Note: Degree students should contact the [Academic Affairs Office](#) for their graduation information.

School Store (x3889)

The [School Store](#) is an over-the-counter service offering a full line of art supplies. Although the store is meant to be a convenience, it can serve most basic student art-supply needs. The store also carries hard-to-find art supplies that are stocked at instructors' requests. Prices are lower than or competitive with other major art-supply stores in the area. Employees can also supply technical information on many of their products, and informative workshops on various product lines are presented during the year. Students may also purchase printing credits for the [Mac Lab](#) here. The store accepts cash, checks, and credit cards.

The School Store is located in the Weems Atrium. Store hours are as follows:

Monday-Thursday:	8:30 am–8 pm
Friday:	8:30 am–5 pm
Saturday:	8:30 am–2:30 pm

Manager of Special Projects (x3618)

The Manager of Special Projects is responsible for creating opportunities for students both at the Museum of Fine Arts, Boston, and in the greater Boston community. Projects at the MFA include student exhibitions at the Hunt Library, artist talks and demos in the galleries, and community partnerships and teaching opportunities. The MFA's internationally acclaimed Visiting Artists frequently meet, lecture and work with SMFA students.

Student Affairs (x3803)

The Student Affairs staff is available to counsel students on a variety of matters pertaining to student life and personal matters at the Museum School and in Boston. Students are encouraged to visit the office on the main floor of 230 The Fenway with questions, issues, or ideas for a student event. When appropriate, Student Affairs will refer students to other resources.

Specific functions or duties performed by the office include the following:

- AICAD Mobility Program
- Advocate student issues to the faculty and administration
- Bulletin board system (and poster approval)
- Bus trips to New York City and elsewhere (excluding class trips)
- Communication to students (also on behalf of students wishing to reach the entire student body)
- Conflict resolution
- Disciplinary Action

- E-mail account generation and support
- mySMFA account generation and support
- Health and wellness initiatives
- Housing (on and off campus)
- International student advising
- Liaison to Counseling and Mental Health Service (CMHS)
- Liaison to Cafe des Arts
- Orientation, Advising, and Registration program (OAR)
- Overnight access and permits
- Residence life
- Safety Alerts (Community Blotter)
- SBInc. (Student Body Inc., which manages the student activity fund)
- Student forums
- Student grievances
- Student groups and activities
- Student Orientation Leader program
- Student Handbook
- Study abroad and international exchange programs
- Taxi Service

Student Employment (x3689)

The Student Employment office (SEO) works in conjunction with the Financial Aid Office to provide assistance to students searching for employment on or off campus. The SEO communicates with the School's studio areas and administrative departments, as well as various departments at the MFA, to specifically provide employment opportunities to federal work-study (FWS) eligible students.

Specific functions or duties performed by the office include the following:

- Maintain and distribute a current list of available job opportunities for FWS students.
- Process hiring paperwork for the following students: FWS and non-work-study students, Tufts FWS students, and graduate teaching assistants.
- Collect time sheets and distribute paychecks.

Visual Resources (VR) (x3615)

Visual Resources (VR) is a valuable educational resource of image collections focusing on contemporary art. The VR adjoins the Museum School's W. Van Alan Clark Jr. Library, located on the third floor of the B Building.

VR Mission Statement

Visual Resources maintains a strong commitment to support the curriculum, research and educational needs of the students, faculty and staff of the School of the Museum of Fine Arts, Boston.

Collection and Access Information

Visual Resources' image collections include the Digital Image Collection, a rapidly growing collection of images accessible to SMFA students and faculty for educational use. A selection of images from the Digital Image Collection can be found on ARTstor, another VR digital image resource. Digital Gold, a new image collection offered by VR, is an innovative image resource that invites students and faculty to make additions to the collection.

A collection of over 95,000 slides are housed in the Visual Resources Library with a focus on contemporary art. It is a circulating collection representing the entire history of art.

VR Digital Imaging Services

Digital imaging services are offered to the school community, including digital photography and slide scanning.

VR Student Responsibilities

Students are bound to adhere to current Federal and State copyright laws. Massachusetts law imposes criminal penalties on individuals who steal, mutilate, alter, destroy or fail to return books or other library materials and property as outlined in the Massachusetts General Laws, chapter 266 §§99, 99A, and 100.

Studio Areas

Studio Areas are listed below along with any area related access policies. These policies are subject to change upon review of faculty or areas.

Ceramics (x3690)

The Ceramics Area is open to all matriculated students who are currently enrolled in day courses or who have taken the appropriate entry level courses. Access to clay is granted only to students who are currently enrolled in classes. All firing of kilns is done by area staff or faculty; students are not permitted to fire kilns on their own.

Film & Animation – Technician (x3678)

Students registered in Film area classes have access to Film facilities and equipment. Attendance requirements must be met as stated in the course descriptions. Students who have previously completed coursework in the area may also request access. Overnights are approved only during the dates listed in the Overnight Access section of this handbook (see above). Extended access to equipment and facilities may be requested by application to the faculty, subject to the need for maintenance of the equipment and facilities. Schedules will be posted in the area. Some facilities are unavailable while classes are meeting. Graduate students may apply for access during the summer. Other students may apply for summer access only while summer classes are in session. Students enrolled in summer classes have priority for use of equipment and facilities during the summer.

Metals (x3592)

The Metals Area is open to all matriculated students who are currently enrolled in day courses or who have taken the appropriate entry level courses. Evening and overnight access is available on a limited basis and can only take place with a Metals Area monitor present.

Photography (x3676)

Only students who are currently enrolled in a photo class or who have successfully completed introductory and intermediate photo classes may have access to Photo area equipment and the darkrooms. Overnight access is approved for students who demonstrate a thorough competence in darkroom practices, abide by all darkroom rules, and clean up after themselves. Overnights must be on a buddy system, and are allowed only during the dates listed in the [Overnight Access section](#) of this handbook. Access to the advanced darkroom is granted solely by permission of instructors and is contingent upon proper use and cleanup of the darkroom area. No equipment is checked out and there is no darkroom access during the [winter or summer breaks](#). The darkrooms will remain open during holidays and spring break on a schedule to be posted each semester. Graduate and Fifth Year students who have previously been cleared for access may apply to use the Media 100 and graduate darkrooms during winter and summer breaks.

Plaster (no extension)

The Plaster Room is part of the Sculpture Area and is open to all matriculated students who are currently enrolled in day courses or who have taken the appropriate entry level courses (typically Down, Dirty and

Dimensional). Access to plaster and forms is granted only to students who are currently enrolled in classes.

Printmaking (x 3693)

The Printmaking Area is available to all students who are currently enrolled in classes or who have taken the appropriate entry level courses. Overnights are allowed but, students must use the buddy-system at all times.

Sound (x3538)

Access to the Sound studios is granted to students enrolled in Sound area courses. Attendance and participation policies, as stated in each syllabus, must be met to ensure access. Pro-Arts Consortium students, Tufts students, third-year graduate students, and Fifth Year students wishing to audit may do so by permission of the instructor, subject to space limitations. Priority is given to advanced students who have previously been granted access. Individuals who have successfully completed Sound I may apply for continued access to Sound area equipment in the [Media Stockroom](#) without being currently enrolled in a class (subject to equipment limitations). Project proposals must be reviewed and approved by the faculty. The area is open one evening per week to Sound area students for basic sound help. The Studio Manager will be available via e-mail or phone for appointments on weekdays when school is in session. Access to the equipment is restricted to times when the technician is present.

Graduate students who meet the access requirements can apply for access to equipment in the Media Stockroom and to the studios during the times when the Studio Manager is present.

Text and Image Arts (TIA) - Advanced Studio

Your name must be on a list of advanced students approved to check out the key from the [Media Stockroom](#). Access is also dependent upon students adhering to TIA area guidelines regarding access, which includes regular class attendance.

Video (x3672)

A student must be registered for a Video area class or have completed a project-specific proposal for instructor approval in order to be granted access to video equipment. Students may work in the area only when a monitor is present; typically weeknights from 5-10 pm. Please see the area schedule for specific hours. Attendance requirements must be met. Time-out periods will be announced for system maintenance.

Welding (x3719)

The Welding Studio is part of the Sculpture Area and is open to all matriculated students who are currently enrolled in day courses or who have taken the appropriate entry level courses (typically Down, Dirty and Dimensional). Students are allowed in the space only when a monitor is present.

Wood Shop (x 3691)

The Wood Shop is part of the Sculpture Area and is open to all matriculated students who are currently enrolled in day courses or who have taken the appropriate entry level courses (typically Down, Dirty and Dimensional). Students are allowed in the space only when a monitor is present.

Student Rights and Responsibilities

Museum School students have rights and responsibilities of which they are expected to be aware. The topics listed below represent the School's policies regarding students' rights and the expectations of students. Through these policies the School strives to create an environment that is conducive to the

core mission of self-directed, open curriculum that is always evolving. Inherent in this mission is the need to foster a community that is welcoming and respectful of cultural, artistic and individual differences.

Community Expectations

A host of issues and expectations arise within the Museum School as it functions as school, artist community, and part of the local community. Each person is expected to focus on the development of his or her own creative process and to respect diverse points of view and every individual's right to self-expression and peaceful co-existence.

The learning process thrives on mutual consideration and is vastly diminished when mutual respect is not present. The same can be said of the neighborhood communities within which the Museum School is located. All members of the Museum School community have both a right to benefit from the School's programs and facilities and the responsibility to respect the rights of others. Goodwill and cooperation are important in our diverse community and should be exercised at all times.

The School is committed to providing students with the following opportunities:

- The pursuit of artistic studies free from undue disturbance or interference from others.
- The chance to voice one's opinions and objections where appropriate.
- Participation in School committees and meetings.

In order to provide a safe and learning-conducive environment for all, individuals are expected to exhibit good judgment and considerate behavior.

The following are examples of behaviors that are contradictory to the collective purpose of the School and therefore unacceptable:

- Discrimination based on age, color, race, sex, disabilities, religion, sexual orientation, illness such as AIDS and HIV infection, national origin, and other classifications protected by applicable city, state, and/or federal laws or ordinances.
- Violations of School safety regulations as published in the Campus Security Report and departmental regulations.
- Abuse, harassment, or intimidation of another person.
- Theft or destruction of personal or School property.
- Violation of the School's alcohol policy or smoking regulations.
- Possession, distribution, or use of illicit drugs.
- Possession or use of firearms, explosives, or other weapons.
- Sexual harassment, stalking, or other sex crimes such as rape.
- Violation of state laws on hazing.
- Unauthorized entry or use of School or equipment.
- Academic dishonesty such as plagiarism without attribution.
- False representation of another student's work as your own.

- Theft, destruction, vandalism, or misconduct in surrounding communities.

Any or all of the following sanctions may be applied in cases of misconduct:

- Written warning.
- Meeting with the dean of students for conflict resolution.
- Disciplinary probation that may include a specified behavioral modification requirement relevant to that offense or future offenses.
- Disciplinary suspension for a specified period of time.
- Mandatory meeting with the Student Affairs Forum for re-admission.
- Expulsion.

The School reserves the right to impose disciplinary action and to expel students from the

School through immediate action when it deems it is necessary and without first affording to the student an opportunity to attend the meeting noted above. The School also reserves the right to consider other factors, such as the student's prior offenses, whether related or not, in making disciplinary decisions.

Accommodations for Students with Disabilities

The School is committed to understanding and supporting the particular needs and rights of students with disabilities. The associate dean of [Academic Affairs](#) handles requests for special accommodations for physical, mental health, or learning differences, on an individual basis.

Students should begin the process by completing a disabilities survey and submitting it to either of the individuals listed above. Reasonable accommodations will be provided to otherwise qualified students, assuming no undue hardship is imposed on the operation of the School and that the accommodation does not require alteration of an essential part of the academic program or criteria necessary for the provision of the School's services.

Students with disabilities must provide clinical documentation before receiving services. Such medical evaluations must be current (generally within the last three to five years of the date of matriculation for students entering directly from high school) and performed by a professional, such as a licensed psychologist, education specialist, or physician as required by the School. Documentation requirements will be based on such factors as the nature of the disability, the extent of prior testing, and considerations of medical necessity. For example, clinical evaluation and current information (regardless of time of matriculation) may be required for students with disabilities that tend to remit in adulthood.

Similar considerations will govern whether a student is required to submit to retesting once the School grants an accommodation. Comprehensive retesting, however, generally is not required, and any retesting that may be ordered is typically limited to the previously diagnosed disability in order to determine if services provided match the student's changing needs. The medical reports provided should contain specific academic recommendations.

It is the responsibility of every student to arrange for and pay for all diagnostic testing and medical evaluations unless the School requires an evaluation by [Student Affairs](#) or [Academic Affairs](#), the [Counseling and Mental Health Service](#), or other related or affiliated entity. Students who disagree with a determination made by the School regarding a disability may utilize the procedures set forth under the [Student Grievance Policy](#) section of this handbook.

Alcohol and Drug Use Policy

This policy has been designed to guide students, faculty, and staff in coordinating events involving alcoholic beverages and to help promote and maintain a safe and productive environment for all. Alcohol is permitted only in connection with special events sponsored by the School's [Exhibitions Office](#), [Development Office](#), or the [President of the School](#), or in connection with an event sponsored by a recognized School group that has been approved by the dean of students and complies with all other provisions of the policy. Contact [Student Affairs](#) for more information about the Student Event Alcohol Policy.

Use or possession of alcohol on School premises is not permitted for any person under the age of 21. Students 21 years of age and over may be served alcohol upon presentation of a valid driver's license or other official identification; possession of alcohol on-campus by individuals is prohibited, regardless of age.

There will be a non-serving attendant to check IDs whenever alcohol is served at Museum School functions.

Unauthorized alcohol will be confiscated and returned to the owners as they leave School premises if they have positive ID proving they are of legal age to drink.

Any person at a School function appearing to be inebriated shall not be served.

The Museum School strictly adheres to federal and state laws that restrict the sale, service, and consumption of alcoholic beverages and that prohibit the sale, purchase, transfer, possession, or use of illegal drugs; including on- and off-campus activity. Failure of a student to adhere to this policy may result in disciplinary action as outlined in the Community Expectations section of this handbook.

Students should not hesitate to talk to one of the [CMHS counselors](#) or a staff or faculty member they feel comfortable with should they have concerns about their own or a friend's use of alcohol and drugs. Students are encouraged to voluntarily seek help before a crisis arises that may affect their good standing as a student.

Fire Safety

An art school is a unique learning environment in which a wide variety of potentially hazardous and flammable materials are used. The risk of fire is as great as in any industrial setting. It is therefore imperative that students, staff, and faculty adhere to the following fire safety rules for personal safety and for the safety of others:

In case of fire:

Proceed immediately and directly to the nearest exit upon hearing the fire alarms. Do not take the elevators. Do not stop to collect personal belongings, or finish your work. Instructors should turn off flammable gases at their source. Close the doors upon exiting to prevent the spread of fire. Life safety takes precedence over art or belongings!

Report any instances of fire or smoke immediately to the [MFA Protective Services Command Center](#) at x3213, or to the security officer, who will call 911.

Fire Prevention

Flammable liquids must be stored and disposed of in one gallon containers or less, and must be approved for use within the facility. Materials should be used in the smallest amounts necessary and should be stored only in the fireproof cabinets provided. Cap all paints and chemicals when not in use. Flammable waste (solvents, rags, paper, etc.) shall be disposed of properly. Please see your area representative or instructor for specific instructions.

Use of non-approved electrical devices or appliances is prohibited (i.e., space heaters, hot plates, coffee makers, extension cords). Non-approved devices will be confiscated.

DO NOT smoke in any School building. Due to city ordinances, smoking is prohibited everywhere within School buildings and within 10 feet from any entrances or windows.

Maintaining a safe environment

Do not tamper with any fire equipment! This includes all sprinkler pipes, fire extinguishers, smoke detectors, pull stations, and evacuation horns/strobes. Each of these items is a vital component in the Schools' life-safety system, and the failure of any one of them can have fatal consequences. Anyone found tampering with fire equipment is subject to disciplinary action.

- Flammables (paper, canvas, plastics, etc.) should not be placed in any exit stairway or corridor.
- Artwork, signs, notices, etc., may only be hung in approved areas. Any non-approved flammables may be removed without notice.
- Do not block emergency exits, studio aisles, corridors, or stairways.
- Do not park or block fire lanes in the back courtyard.

Hazing Regulations

Chapter 369 of Massachusetts General Laws prohibits the practice of hazing.

Section Seventeen states:

“Whosoever is a principal organizer of or participant in the crime of hazing as defined herein shall be punished by a fine of not more than \$3,000 or by imprisonment in a house of correction for not more than one year, or both such fine and imprisonment.”

“The term ‘hazing’ as used in this section and in section eighteen and nineteen, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall

include whipping, beating, branding, forced calisthenics, exposure to weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.”

Section Eighteen states:

“Whoever knows that another person is the victim of hazing as defined in Section Seventeen and is at the scene of such crime, shall, to the extent that such person can do so without danger or peril to himself or other, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than \$1,000.”

Section Nineteen states:

“Each secondary school and each public school and private school or college shall issue to every group or organization under its authority or operating on or in conjunction with its campus or school, and to every member, plebe, pledge or applicant for membership in such group or organization, and each individual receiving a copy of said sections seventeen and eighteen shall sign an acknowledgement stating that such group, organization or individual has received a copy of said section seventeen and eighteen.”

Leave of Absence and Withdrawal

General Leave of Absence and Withdrawal

In order for a student to be officially withdrawn from the Museum School, he or she must complete a Leave of Absence/Withdrawal Form and have an exit interview with a designated member of the [Academic Affairs](#) or Advising Team staff. The date the form is submitted, or the last day of attendance as determined by the School, will be the effective date of withdrawal. The Leave of Absence/Withdrawal Forms are available in the Academic Affairs Office. Students who have borrowed Stafford Loans are required to have an exit interview with the [Financial Aid Office](#). Please remember that a leave of absence may initiate repayment of student loans. A student who withdraws or takes a leave of absence during the semester is not eligible for course credit. There is a three-year time limit for students to re-enroll from a leave of absence without having to go through the full admissions process. See the Studio and [Academic Credit and Progress Policies](#) section of this Handbook for more details.

Students on leave of absence must return to the Museum School for at least one semester in order to be eligible for any [Away Programs](#) (exchange, study abroad, mobility, etc.).

Leave of Absence for Fifth Year Students

Fifth Year students who are unable to register for the spring semester, or who are unable to complete the spring semester, may register for the spring semester the following year and complete the program. All regular deadlines will apply for the receipt of tuition refunds and current tuition rates will be charged for subsequent semesters.

Leave of Absence Spent at Other Schools

If a student takes a Leave of Absence (LOA) and wishes to transfer credits from another school during this time, they must receive pre-approval from the School prior to or concurrent with the LOA request. Permission for transfers is not automatically granted; requests are considered on a case-by-case basis,

with the conditions of the leave of absence being taken into account. Approval must be granted prior to enrollment in the course in order for the credit to be eligible for transfer.

Involuntary Medical Leave of Absence

Students may be placed on an involuntary medical leave of absence in situations where clear and convincing evidence exists of a mental or physical disorder (including drug- and alcohol related problems) that results in, or threatens to result in, behavior that presents a direct threat to the health and safety of the individual or others, where risk is both significant and substantial.

When determining the appropriateness of an involuntary medical leave, a student generally will be required to have a mental health evaluation by a member of the [Counseling and Mental Health Service \(CMHS\)](#) and/or a medical evaluation by the [Simmons Health Center](#) or a licensed physician. The student's medical condition does not generally excuse non-compliance with the School's guidelines governing misconduct and discipline.

The [dean of students](#) or a designated member of the [Student Affairs](#) staff and a member of the [CMHS](#), and/or other medical personnel as directed by the School, must evaluate students who return from an involuntary medical leave of absence.

The decision to re-admit a student is based on the available medical information, which must demonstrate that the individual no longer poses a direct threat of substantial and significant harm to himself or herself or the School community. The School reserves the right to require medical documentation in cases of a voluntary medical leave of absence as well prior to readmission. Students seeking re-admission following a voluntary medical leave are otherwise subject to the same criteria as students taking leaves for non-medical purposes.

In cases of initial decisions to place an individual on medical leave or deciding upon re-admission, the School will consider whether the risk can be eliminated or reduced to an acceptable level through reasonable accommodations. Students may discuss a refusal to readmit or the decision to place them on a leave by filing a formal complaint under the [Title IX/Rehabilitation Act Grievance Procedure](#). The School reserves the right to require that the leave commence before the student has exhausted the above procedures. All medical records in connection with a disabled student will be kept confidential and disclosed only on a need-to-know basis.

Students on medical leave who wish to return to the School should contact the [dean of students](#) by telephone at 617-369-3803 or in writing at: Student Affairs, School of the Museum of Fine Arts, Boston, 230 the Fenway, Boston, MA 02115. Notification of intent to return from medical leave must be received by August 1 for the fall semester and December 1 for the spring semester.

Students on involuntary leave of absence must return to the Museum School for at least one semester in order to be eligible for any Away Programs (exchange, study abroad, mobility, etc.).

Non-Discrimination Policy

The Museum School does not discriminate on the basis of race, color, national origin, age, sex, disability, illness such as AIDS and HIV infection, religion, sexual orientation, or other classifications protected by applicable city, state, and/or federal laws or ordinances in admission to, treatment in, or employment in its programs and activities.

Plagiarism/Misrepresentation of Works

Students are expected to acknowledge when any part of their work is taken directly from another artist's and/or writer's work. Any work that has not been personally completed should not be presented as one's own. In cases where a student does plagiarize and/or falsely present or represent work as his or her own, the student will be subject to disciplinary action and may forfeit all or partial credit for the semester. In these instances, the [dean of students](#) will conduct an investigation. If misconduct is found, the dean of students will render a decision. In the case of quotations in academic papers, students should follow the academic convention styles for citations required by the instructor.

A Quick Guide to FERPA

Family Educational Rights and Privacy Act was enacted in 1974 to establish requirements regarding the privacy of the student educational records.

FERPA provides the guiding principles for The [Office of the Registrar](#). If an institution is found to not be in compliance with the guidelines of FERPA, it stands to lose any Federal funding it receives.

Established in FERPA are the specific rights of students enrolled in a postsecondary institution. Students currently or formerly enrolled in any postsecondary institution have the right to:

- Inspect and review their educational records
- Request for amendment to these records
- Limit disclosure of information contained in these records

Who has access to a student's academic record under FERPA?

- The student
- Anyone for whom the institution has received written consent from the student prior to the request. (Consent Release Forms are available in the Registrar's Office and must be submitted in person by the student)
- Directory information requests (this excludes information that is identified as potentially harmful or an invasion of privacy) with the understanding that the institution contact the student before any such release and provide an opportunity for refusal from the student.
- Authorized Government Officials in conjunction with auditing, accreditation, and compliance to federal requirements
- Administration (only relevant information will be released in conjunction with the scope of said administrator's position)

- Agents acting on behalf of the institution (verifiers, clearinghouses)
- Any defined Financial Aid provider (not including payments made by a parent or legal guardian)
- To parents/legal guardians in cases of Emergency, including health and safety related, as well as violation of drug and alcohol policy of the institution
- Judicial order or subpoena
- Immigration/Naturalization (Homeland Security)
- Military recruiters who request recruiting information which is limited to the following: Name, address, telephone listing, age, level of education, and major
- The IRS in compliance with the Taxpayer Relief Act of 1997
- The Department of Veteran Affairs

Student Grievance Policy

The following procedure has been established for resolution of most student complaints. This procedure is used to resolve disputes between student parties (sexual harassment, restraining orders, stalking, etc.), and for formal complaints to dispute the actions of School departments and/or officials (i.e., dispute of disciplinary actions).

See the Title IX/Rehabilitation Act Grievance Procedure section of this handbook for cases involving discrimination on the basis of race, color, national origin, age, sex, disability, illness such as AIDS and HIV infection, religion, sexual orientation, or other classification protected by law.

See the Sexual Harassment section of this handbook for cases involving faculty/student or staff/ student sexual harassment complaints.

The following procedure is employed when a formal complaint is filed:

1. Schedule a confidential meeting with a member of the [Student Affairs](#) staff, at which time the appropriate course of action will be discussed. One or more of the following courses of action may be appropriate: disciplinary action, informal resolution, or formal grievance.
2. If you decide to pursue a formal grievance, you will be asked to submit a signed, type-written statement to the [dean of students](#). In the event that the complaint involves the Student Affairs Office or staff members, the complaint should be directed to the [provost](#).
3. An investigation will be conducted if the situation merits; the dean of students will conduct the investigation in a timely manner.
4. If not resolved, the dean of students will have a confidential conversation with the accused in an attempt to resolve the issue. During this meeting, the accused must be made aware of the content of the written complaint.

5. If not satisfactorily resolved, the next step might include either or both of the following, if appropriate: a behavioral contract to be imposed on the accused and/or mediation between the parties with a neutral mediator present.
6. If not satisfactorily resolved, a meeting with the Student Affairs Forum can be scheduled. Each party will have the opportunity to present its case, ask questions, and present witnesses. The committee will make a recommendation to the [president of the School](#).
7. The president of the School makes all final decisions.

Student Records Policies and Procedures

FERPA

The Family Educational Rights and Privacy Act (FERPA) grant students the following rights with respect to their educational records:

1. To inspect and review one's own educational records within 45 days of the School receiving a request for access. Students should submit a request in writing to the registrar, dean of students, or other appropriate official, identifying the record(s) they wish to inspect. The School official will make arrangements for access and notify them of the time and place the records may be inspected.
2. To ask the School to amend an educational record that students believe is inaccurate or misleading. Students should write to the School official responsible for the record, clearly identifying the part of the record that is in question, and specifying the possible inaccuracies.
3. To consent to disclosures of personally identifiable information contained in a student's educational records, except to the extent that FERPA authorizes disclosure without consent. One exception allowing disclosure without consent is disclosure to School officials with legitimate educational interests. This includes Museum and Museum School officials, the Board of Governors, and/or a person or company that is contracted by the School (such as an attorney, auditor, or collection agent). A School official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility. Upon request, the School discloses educational records without consent to officials of another school in which the student seeks to or intends to enroll.
4. To file a complaint with the U.S. Department of Education concerning alleged failures by the School of the Museum of Fine Arts, Boston, to comply with requirements of FERPA.

The following Governmental office can be contacted for assistance:

Family Policy Compliance Office

U.S. Department of Education
 400 Maryland Avenue, SW
 Washington, DC 20202-4605
www.ed.gov/policy/gen/reg/ferpa

5. To choose whether to allow information about oneself to be released.
6. The School has designated as non-confidential directory information: name, address, telephone, full- or part-time status, graduation date, e-mail address, field of study, most recent school attended, personal photographs, dates of attendance, and degrees and awards.
7. By answering “yes” on the Studio Information form, students allow the School to release, at its discretion, their directory information. Requests for directory information will be screened and the School will make every effort to establish that such requests are valid and a written log of such requests will be kept on file. The School does not sell or provide student information as mailing lists. Please consider very carefully before deciding to withhold any directory information. Rental agencies or prospective employers will frequently call us to verify information students have given them, or an out-of-town friend may call us to help contact students. All information requests will be refused if students decide not to release any of this information.

Certain parties are permitted access to student files in any instance: other school officials who have legitimate educational interest, government officials enumerated in the FERPA Act of 1974, or parties connected with a student’s application for financial aid. Also, if students are considered dependents for federal income tax purposes, parents may have access to their educational records.

Students are notified of their FERPA rights annually through this handbook and by publication at registration. Contact the Registrar’s Office for more information.

See the above [Quick Guide to Understanding FERPA](#) as a streamlined way to remember FERPA basics.

Student Right-To-Know and Campus Security Act

The School of the Museum of Fine Arts, Boston, in accordance with the Student Right-to-Know and Campus Security Act, Public Law 101-542, as amended by the Higher Education Technical Amendments of 1001, Public Law 102-26, maintains projected graduation rates in the [Registrar’s Office](#).

A Campus Security Report is published and distributed on-line at smfa.edu each year. Any questions concerning either the Privacy Act or the Student Right-to-Know and Campus Security

Act can be directed to the [registrar](#) at 617-369-3620 or the [dean of students](#) at 617-369-3614.

Title IX/Rehabilitation Act Grievance Procedure

Any student who believes he or she has been subjected to discrimination on the basis of race, color, national origin, age, sex, disability, illness such as AIDS and HIV infection, religion, sexual orientation, or

other classification protected by law under any of the School's educational programs or activities may file a grievance through the following procedures:

The student filing the grievance should first meet with the Title IX coordinator and the dean of students and present a signed statement describing the grievances related to possible Title IX violations in educational programs or the treatment of students. The Title IX coordinator will notify the chairperson of the Title IX/ Rehabilitation Act Grievance Committee that a grievance has been filed; the chairperson will convene the committee within thirty days of notification.

The School's Title IX coordinator has been designated as the [associate dean of Academic Affairs](#), School of the Museum of Fine Arts, Boston, 230 The Fenway, Boston, MA 02115, 617-369-3610.

At least 10 days prior to a meeting of the committee, a written notice will be given to the committee members, the student claiming the grievance, any person charged with the possible Title IX violation, and any person known to be able to give evidence regarding the possible violation. A copy of the charge of possible violation and a copy of the grievance procedure will be included with the notification of the meeting.

At its first meeting regarding any grievance charge, the committee will appoint as conductor of the hearing a neutral third party; that is, someone not directly affected by the outcome of the hearing. All hearings will be carried out within a reasonable period of time after the allegation of discrimination and with the assurance of due process to all parties concerned. The secretary of the Executive Committee, as a secretary of the Title IX/Rehabilitation Act Grievance Committee, will record the minutes of all meetings and hearings.

At the conclusion of the hearings on any grievance charge the committee will arrive at a decision by majority vote. If the person or persons claiming the grievance, or the person or persons charged with the possible violation of Title IX, are dissatisfied with the committee's decision, they may appeal the decision in writing to the president of the School within 10 days of the hearing. After arriving at a decision regarding any claim of grievance, the committee will make recommendations to the president of the School to ensure the correction and/or remediation of any discrimination identified through grievance procedures. In cases where the committee's decision is appealed, the president of the School, after arriving at a final decision, will act to ensure the correction and/or remediation of discrimination identified during the grievance procedures.

The President of the School will give written notification to all interested parties of the resolution of the grievance.

Financial Payment and Refund Policies and Procedures

Financial Aid Eligibility

Students must be enrolled at least "half-time" and complete a minimum of 6 (six) credits in order to maintain financial aid eligibility and qualify for loan deferments.

Art history/academic courses taken by Diploma students do not count toward this minimum. Any change in enrollment may affect a student's financial aid award. Contact the Registrar and/or Financial Aid Office with any questions.

Payment Policy

All tuition and fees must be paid in full, or arrangements must be made to have a Tuition Management Systems (TMS) payment plan in place, prior to the payment deadline (see academic calendar). Payments to the School may be made by one or a combination of the following: cash, check, credit card (MasterCard or Visa only), loan(s), and scholarship(s).

Students who are not paid in full or who are not current with payments to TMS will be dropped from all classes and/or not permitted to register for classes. Contact the [Business Office](#) with any questions regarding tuition accounts and other billing matters.

Tuition and Eligibility to Participate in Review Boards

School policy mandates your tuition bill be paid in full or, if enrolled with TMS for monthly payments, your payments must be current in order to be eligible to participate in Review Boards and/or pre-registration (for returning students) or registration (for new students).

Studio Tuition Refund Policy

A full tuition refund, excluding nonrefundable deposits and fees, is given to students who withdraw from the Museum School during the two week add/drop period (see the academic calendar for applicable dates). Both part-time students who drop credit hours and full time students who drop below full time status will receive a tuition adjustment upon receipt of the Tuition Adjustment form. ***In order to be eligible for a refund, a Tuition Adjustment form, signed and dated by the [Financial Aid Office](#), the [Academic Affairs Office](#), the [Business Office](#) and the [Registrar](#), must be completed during the add/drop period and turned into the Registrar.*** No refunds will be issued after the add/drop period. The Tuition Adjustment form is available in all of the above named offices.

Academic Tuition Refund Policy

There is a 100% refund for academics dropped through the last day of the academic drop period (see Academic Calendar). No refunds will be issued after that date

Housing Refund Policy

Students who live in Museum School housing, and who formally withdraw or take a leave of absence from the School, will receive a prorated refund based upon the length of occupancy only if a replacement lessee can be found and other financial obligations to the school have been settled. The housing deposit of \$450 is nonrefundable once the offer of housing has been made by the School. Students living in Museum School housing who leave the residence hall without formally withdrawing or taking a leave of absence from the School are also responsible for the full room charges for the entire lease year unless and only if, a replacement can be found. Contact the [assistant director of residence life](#) with questions about financial obligations while in School housing.

Adjudication Petitions

Students who request tuition refund after the deadline, due to extraordinary circumstances, may submit an Adjudication Petition to the Adjudication Committee for consideration. The Adjudication Committee will determine if the request is justified and will notify the student of its finding. The decision of the Adjudication Committee is final. Adjudication Petition forms are available in the [Business Office](#) or [Registrar's Office](#).

Tuition Insurance and Housing Insurance Refund Plans

The Museum School offers low-cost insurance plans for tuition (optional) and housing (mandatory). These plans are offered to protect your investment in your education in the event of unexpected illness and other health-related issues. The Museum School cannot waive a student's financial obligation in situations where a student is not able to attend classes due to illness. For these reasons, tuition insurance is highly recommended, particularly if there are pre-existing physical or mental health issues.

If you are receiving federal assistance, your refund may be impacted by the federal Return of Title IV Funds policy outlined in the Return of Title IV Funds section of this handbook.

Contact the [Business Office](#) with questions about tuition insurance.

Return of Title IV Funds

Beginning July 1, 2000, the School of the Museum of Fine Arts, Boston, adopted a new refund policy that conforms to the updated version (section 668.22) of the Higher Education Amendments of 1998.

This policy applies to students who withdraw, drop out, are dismissed, or take a leave of absence prior to completing 60 percent of a semester and who are recipients of Title IV funds. Title IV funds include the federal Pell Grant, federal SEOG Grant, federal Stafford Loan, and the federal Unsubsidized Stafford Loan.

The Financial Aid Office will recalculate federal financial aid based on the percent of earned aid using the following formula:

$$\text{Percent earned} = (\text{number of days completed up to the withdrawal date}) \div (\text{total number of days in the semester})$$

Withdrawal date is defined as the actual date the student began the School's withdrawal process, the student's last date of recorded attendance, or the midpoint of the semester for a student who leaves without notifying the institution.

Federal financial aid is returned to the federal government based on the percent of unearned aid using the following formula:

$$\text{Aid to be returned} = ([100 \text{ percent}] \text{ minus } [\text{percent earned}]) \text{ times } (\text{amount of aid disbursed toward institutional charges})$$

If aid is required to be returned, this will generate a balance owed to the School. Contact the [Business Office](#) to make arrangements to pay the balance.

SECTION FIVE: City & Community Resources

Art Supplies

[Blick Art Materials](#)

401 Park Drive, Boston 617-247-3322

[MassArt's supply and bookstore](#)

MassArt, 625 Huntington Avenue, Boston 617-739-4770

[Framer's Workshop](#)

64 Harvard Avenue, Brookline 617-734-4995

[Home Depot](#) (3 locations)

South Bay / Boston

5 Allstate Road, Boston 617-442-6110

Watertown

615 Arsenal Street, Watertown 617-926-0299

Somerville

75 Mystic Avenue, Somerville 617-623-0001

[Johnson Artist Materials](#)

355 Newbury Street, Boston 617-536-4244

[Pearl Art and Craft Supplies](#)

(Online only)

[Photographic Resource Center](#)

832 Commonwealth Avenue, Boston 617-975-0600

[Utrecht](#) (2 locations)

333 Massachusetts Avenue, Boston 617-262-4948

1030 Massachusetts Avenue, Cambridge 617-495-0250

Boston City Resources

<http://www.boston.com>

<http://www.cityofboston.gov>

<http://www.cityofboston.gov/students/>

Banking

[Bank of America](#)

1-800-841-4000

[Citizens Bank](#)

1-800-922-9999

[Sovereign Bank](#)

877-SOV-BANK (768-2265)

ATM Locations

Automatic Teller Machines (ATM) or money card machines are located in the MFA, Northeastern University's Marino Center, Longwood Medical Center, Mass Art, Landmark Center, and Brigham Circle.

Galleries and Museums

[Addison Gallery of American Art](#)

Phillips Academy

180 Main Street, Andover 978-749-4015

Free

[DeCordova Museum and Sculpture Park](#)

51 Sandy Pond Road, Lincoln

781-259-8355

General admission \$12, students \$8

[Harvard University Art Museums](#) (The Arthur M. Sackler Museum)

485 Broadway, Cambridge, 617 -495-9400

General admission \$9, students \$6

[Institute of Contemporary Art \(ICA\)](#)

100 Northern Avenue, Boston, 617-478-3103

Free admission for SMFA students, general admission \$15

[Isabella Stewart Gardner Museum](#)

280 The Fenway, Boston 617-566-1401

Free admission for SMFA students, general admission \$12

[Mass MoCA](#)

87 Marshall Street, North Adams, 413-664-4481

General admission %15, students \$10

[MIT List Visual Arts Center](#)

20 Ames Street, Bldg. E15, Cambridge, 617-253-4680

[Museum of Fine Arts](#)

465 Huntington Avenue, Boston 617-267-9300
Free admission for SMFA students, general admission \$20

[Rose Art Museum at Brandeis University](#)

415 South Street, Waltham 781-736-3434
Free

Hospitals and Medical Services

Boston is rich in world class medical facilities. In the case of an emergency, do not hesitate to go to one of these hospitals in the immediate area:

[Beth Israel Deaconess Hospital](#)

330 Brookline Avenue, Boston (617) 667-7000

[Boston Medical Center](#)

1 Boston Medical Center Place, Boston 617-638-8000

[Brigham and Women's Hospital](#)

75 Francis Street, Boston (617) 732-5500

[Fenway Community Health Center](#)

1340 Boylston Street, Boston 617-267-0900

[Massachusetts General Hospital](#)

55 Fruit Street, Boston 617-726-2000

Thrift Shops

[Goodwill, Inc.](#) (4 locations)

Boston

1010 Harrison Avenue, Boston (617) 445-1010

Cambridge

520 Massachusetts Avenue, Cambridge 617-868-6330

Somerville

230 Elm Street, Somerville 617-628-3618

South Boston

470 W. Broadway, South Boston 617-307-6367

Transportation

Public Transportation

[MBTA](#)

MBTA (“T”) information and maps are available in the Student Affairs office. For fares, schedules, and service information, call 617-722-3200. Students may purchase semester T-passes through the School. Check with the Business Office for information, deadlines, prices, and application information.

Taxi Services

[Boston Cab](#) 617-262-2227

[Town Taxi](#) 617-536-5000

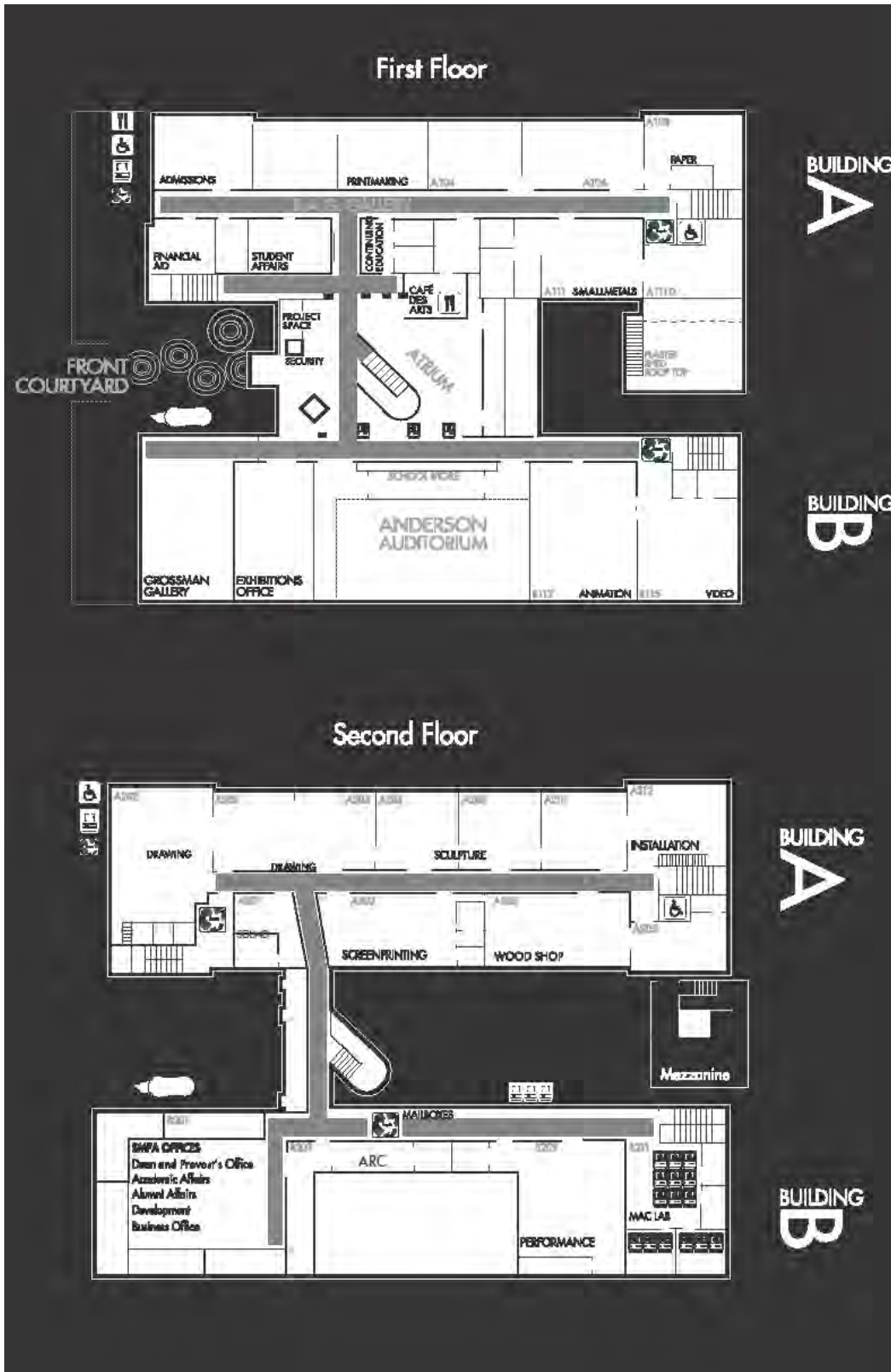
[LMA Shuttle](#)

LMA shuttle is a bus transportation service operated by MASCO; riders pay a fare. The service offers transportation via bus between Harvard Square, Cambridge, and Longwood Medical with a stop at the Museum School.

CAMPUS MAPS

Main Building – 230 The Fenway







Mission Hill Building Map



