STUDENT HANDBOOK

Master of Fine Arts & Certificate of Fine Arts

effective December 2018

Traditional Skills + Contemporary Discourse
MISSION

The New York Academy of Art is a graduate school that combines intensive technical training in the fine arts with active critical discourse. We believe that rigorously trained artists are best able to realize their artistic vision. Academy students are taught traditional methods and techniques and encouraged to use these skills to make vital contemporary art. The Academy serves as a creative and intellectual center for all artists dedicated to highly skilled, conceptually aware figurative and representational art.

ACCREDITATION

NYS BOARD OF REGENTS & COMMISSIONER OF EDUCATION

The New York Academy of Art is institutionally accredited by the New York State Board of Regents (Regents) and the New York State Commissioner of Education acting under their standing as a nationally recognized accrediting agency. The Academy was granted an Absolute Charter on June 24, 1994, by the Board of Regents of The University of the State of New York, for and on behalf of the State Education Department, and executed under the seal of said University and recorded as Number 21,661.

The purposes for which such corporation is to be formed are:
To conduct studio art education programs (painting, drawing, and sculpture) leading to the Master of Fine Arts degree, which offer college graduates intensive advanced education in the classical tradition of figurative art, and to assure that such academically trained artists will continue to be available in sufficient numbers to our schools and the society at large.


NATIONAL SCHOOLS OF ART AND DESIGN (NASAD)

The New York Academy of Art is an accredited Associate member of the National Association of Schools of Art and Design effective as of April 2013. NASAD is a specialized accrediting agency for schools of art and design and is recognized by the U.S. Department of Education.

NASAD 11250 Roger Bacon Drive, Suite 21, Reston, Virginia, 20190, (703) 437-0700

MIDDLE STATES COMMISSION ON HIGHER EDUCATION (MSCHE)

The New York Academy of Art is accredited by the Middle States Commission on Higher Education (MSCHE). The Commission on Higher Education is an institutional accrediting agency recognized by the U.S. Secretary of Education and the Council for Higher Education Accreditation.

MSCHE 3624 Market Street, Philadelphia, PA 19104, (267) 284-5000

Office of College and University Evaluation
Attention: Accreditation State Education Department
89 Washington Avenue, 5 North Mezzanine
Albany, NY 12234, (518) 474-1551
# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Calendar 2018-2019</td>
<td>4</td>
</tr>
<tr>
<td>Introduction</td>
<td>7</td>
</tr>
<tr>
<td>Facilities and Resources</td>
<td>8</td>
</tr>
<tr>
<td>Program Descriptions</td>
<td>10</td>
</tr>
<tr>
<td>Program Policies and Requirements</td>
<td>12</td>
</tr>
<tr>
<td>Grading and Scholastic Standards</td>
<td>15</td>
</tr>
<tr>
<td>Master of Fine Arts Curriculum</td>
<td>26</td>
</tr>
<tr>
<td>Master of Fine Arts Thesis</td>
<td>33</td>
</tr>
<tr>
<td>Certificate of Fine Arts Curriculum</td>
<td>37</td>
</tr>
<tr>
<td>Certificate of Fine Arts Independent Project</td>
<td>38</td>
</tr>
<tr>
<td>Faculty and Senior Critics</td>
<td>39</td>
</tr>
<tr>
<td>Master Classes, Lecture Series and Visiting Critics</td>
<td>41</td>
</tr>
<tr>
<td>International Students</td>
<td>42</td>
</tr>
<tr>
<td>Tuition and Fees</td>
<td>43</td>
</tr>
<tr>
<td>Housing</td>
<td>46</td>
</tr>
<tr>
<td>Scholarship Programs</td>
<td>47</td>
</tr>
<tr>
<td>Federal Aid Programs</td>
<td>50</td>
</tr>
<tr>
<td>Satisfactory Academy Progress Policy</td>
<td>52</td>
</tr>
<tr>
<td>Student Services</td>
<td>53</td>
</tr>
<tr>
<td>Constitution of The Student Artist Council</td>
<td>55</td>
</tr>
<tr>
<td>Institutional Policies</td>
<td>57</td>
</tr>
<tr>
<td>Governance</td>
<td>67</td>
</tr>
</tbody>
</table>
MFA & CFA ACADEMIC CALENDAR 2018 - 2019

FALL 2018

Sep 3 Mon Labor Day (building closed)
Sep 4 Tue Student Orientation & Studio Move-in
       (10am | mandatory for all students)
       Library Orientation (by assignment | Library)
       2018 Fellows Exhibition Opening (6-8pm | Wilkinson Hall)
Sep 5 Wed First Day of CFA & MFA Classes
       Library Orientation (by assignment | Library)
       MFA Thesis I Group Critiques (2:30-5pm | Wilkinson Hall)
Sep 6 Thu Title IX, Campus & Studio Safety Meeting
       (5:15-6:00pm | Wilkinson Hall | mandatory for all students)
Sep 10 Mon MFA Master Class Lottery (1-2pm)
Sep 14 Fri MFA & CFA Add/Drop Deadline
Sep 15 Sat First Day of Continuing Education Classes
Sep 24 Mon All-student Meeting and Student Artist Council (SAC) Elections
Oct 9 Tue Take Home a Nude | Sotheby’s
Oct 17 Wed MFA Thesis I Midterm Critiques (2:30-5pm)
Oct 19 Fri MFA & CFA Midterm Grades Due
Nov 3 Sat Academy Open House
Nov 13 Tue MFA Thesis I Midyear Critique Lottery
Nov 21 Wed MFA, CFA, CE Evening Classes Canceled (building closes at 9:00pm)
Nov 22-23 Thu-Fri Thanksgiving Break (no classes | building closed)
Nov 24-25 Sat-Sun Thanksgiving Break (Limited building hours | Library closed)
Nov 28 Wed MFA Thesis I Group Critiques (2:30-5pm)
Dec 8 Sat Last Day of CE Classes
Dec 14 Fri Deck the Walls
       Last Day of CFA & MFA Classes
       Final Grades Due
Dec 17-19 Mon-Wed MFA Thesis I Midyear Critiques
       (mandatory for second-year MFA students)
Dec 22-Jan 1 Winter Break (building closed)

Please Note: Monday, Tuesday, Thursday & Friday Classes must schedule one make-up session each
**SPRING 2019**

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan 2-13</td>
<td>Wed-Sun</td>
<td>Winter Recess (regular building hours</td>
</tr>
<tr>
<td>Jan 14</td>
<td>Mon</td>
<td>First Day of CFA &amp; MFA Classes</td>
</tr>
<tr>
<td>Jan 16</td>
<td>Wed</td>
<td>MFA Thesis II Group Critiques (2:30-5pm</td>
</tr>
<tr>
<td>Jan 21</td>
<td>Mon</td>
<td>Martin Luther King Day (building closed)</td>
</tr>
<tr>
<td>Jan 25</td>
<td>Fri</td>
<td>Add/Drop Deadline for MFA Classes</td>
</tr>
<tr>
<td>Jan 26</td>
<td>Sat</td>
<td>First Day of CE Classes</td>
</tr>
<tr>
<td>Jan 29</td>
<td>Tue</td>
<td>MFA Master Class Lottery (1-2pm)</td>
</tr>
<tr>
<td>Feb 18</td>
<td>Mon</td>
<td>President’s Day (regular building hours</td>
</tr>
<tr>
<td>Feb 27</td>
<td>Wed</td>
<td>MFA Thesis II Midterm Critiques (2:30-5pm)</td>
</tr>
<tr>
<td>Mar 1</td>
<td>Fri</td>
<td>MFA &amp; CFA Midterm Grades Due</td>
</tr>
<tr>
<td>Mar 2-10</td>
<td>Sat-Sun</td>
<td>Spring Break (regular building hours</td>
</tr>
<tr>
<td>Mar 20</td>
<td>Wed</td>
<td>MFA Final Thesis Papers Due</td>
</tr>
<tr>
<td>Apr 8</td>
<td>Mon</td>
<td>Tribeca Ball</td>
</tr>
<tr>
<td>Apr 16</td>
<td>Tue</td>
<td>MFA Thesis II Final Critique Lottery (1:00-2:00pm)</td>
</tr>
<tr>
<td>Apr 17</td>
<td>Wed</td>
<td>MFA Thesis II Group Critiques (2:30-5:30pm)</td>
</tr>
<tr>
<td>Apr TBA</td>
<td></td>
<td>Open Studios</td>
</tr>
<tr>
<td>Apr 21</td>
<td>Sun</td>
<td>Easter (building closed)</td>
</tr>
<tr>
<td>Apr 26</td>
<td>Fri</td>
<td>Last Day of CE Classes</td>
</tr>
<tr>
<td>May 6</td>
<td>Mon</td>
<td>Last Day of CFA &amp; MFA Classes</td>
</tr>
<tr>
<td>May 7-9</td>
<td>Tue-Thu</td>
<td>MFA Thesis II Final Critiques (mandatory for second-year MFA students)</td>
</tr>
<tr>
<td>May 9</td>
<td>Thu</td>
<td>Final Grades Due</td>
</tr>
<tr>
<td>May 10</td>
<td>Fri</td>
<td>MFA Thesis Exhibition Drop off</td>
</tr>
<tr>
<td>May 15</td>
<td>Wed</td>
<td>2019 Commencement Rehearsal (4:00pm)</td>
</tr>
<tr>
<td>May 16</td>
<td>Thu</td>
<td>2019 Commencement (3:00pm)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2019 MFA Thesis Exhibition Opening (5:00-7:00pm)</td>
</tr>
<tr>
<td>May 25</td>
<td>Sat</td>
<td>2019 MFA Thesis Exhibition Closes</td>
</tr>
</tbody>
</table>

Please Note: Monday Classes must schedule 1 make-up sessions (Martin Luther King, Jr. Day)
**SUMMER 2019**

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 25</td>
<td>Sat</td>
<td>First Day of CE Classes</td>
</tr>
<tr>
<td>May 28</td>
<td>Tue</td>
<td>First Day of CFA Classes &amp; Studio Move-in</td>
</tr>
<tr>
<td>Jun 2</td>
<td>Sun</td>
<td>Summer Undergraduate Residency Dormitory Check-in (Session 1)</td>
</tr>
<tr>
<td>Jun 3</td>
<td>Mon</td>
<td>Summer Undergraduate Residency Studio Move-in (Session 1)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>First Day of Summer Undergraduate Residency Classes (Session 1)</td>
</tr>
<tr>
<td>Jun 28</td>
<td>Fri</td>
<td>Last Day of Summer Undergraduate Residency Classes (Session 1)</td>
</tr>
<tr>
<td>Jun 29</td>
<td>Sat</td>
<td>Summer Undergraduate Residency Dormitory Check-out (Session 1)</td>
</tr>
<tr>
<td>Jul 4</td>
<td>Thu</td>
<td>Independence Day (building closed)</td>
</tr>
<tr>
<td>Jul 7</td>
<td>Sun</td>
<td>Summer Undergraduate Residency Dormitory Check-in (Session 2)</td>
</tr>
<tr>
<td>Jul 8</td>
<td>Mon</td>
<td>Summer Undergraduate Residency Studio Move-in (Session 2)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>First Day of Summer Undergraduate Residency Classes (Session 2)</td>
</tr>
<tr>
<td>Aug 2</td>
<td>Fri</td>
<td>Last Day of CE, CFA &amp; Summer Undergraduate Residency Classes (Session 2)</td>
</tr>
<tr>
<td>Aug 3</td>
<td>Sat</td>
<td>Summer Undergraduate Residency Dormitory Check-out (Session 2)</td>
</tr>
<tr>
<td>Aug 5</td>
<td>Mon</td>
<td>CFA Final Critiques</td>
</tr>
<tr>
<td>Aug 6</td>
<td>Tue</td>
<td>2019 CFA Commencement</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2019 CFA Exhibition Opening</td>
</tr>
</tbody>
</table>

During the summer, the building will be open for reduced hours only if the construction schedule allows. The final schedule will be posted. Access to the building, studios and library will be limited to returning MFA, CS certificate, summer residency and enrolled continuing education students. All dates subject to change.
INTRODUCTION TO THE NEW YORK ACADEMY OF ART

Central to the Academy’s Curriculum is the study of figurative and representational art and the reinterpretation of traditional methods for the contemporary artist. The courses offered at the Academy focus on the complex nature of the human form and its relationship to the creation of vital contemporary art. The school’s unique curriculum combines courses in figurative drawing, painting, sculpture and printmaking with courses in anatomical study, critical theory and art history. It is the Academy’s goal to provide students with proficient knowledge of anatomy, perspective, composition, printmaking and traditional techniques in order to best realize their creative vision.

The New York Academy of Art was founded in 1982 by artists, scholars and patrons of the arts, including Andy Warhol, who were interested in fostering the resurgence of figurative and representational art. In 1993 the Academy purchased its current facility at 111 Franklin Street, a renovated five-story, 42,000 square foot landmark building, constructed in 1861 and located in the heart of Tribeca.

The Academy educates students in the rendering of the human form with an understanding of the intrinsic structures that allow it to serve as a vehicle for meaning. Here, developing artists acquire the tools necessary to invest their work with powerful draftsmanship, complex technique and visual authority. They also engage in sophisticated discourse about the nature of contemporary figurative art within a curriculum and a campus immersed in the energetic and culturally diverse New York art community.
FACILITIES AND RESOURCES

The Academy occupies a renovated five-story landmark building at 111 Franklin Street in Tribeca. During their course of study, all MFA students are provided with either shared or private studio space. MFA First-year students are provided with essential studio furniture based on their concentration. MFA Second-year students must provide their own studio furniture. CFA students are provided with a summer studio and essential studio furniture. All students are provided with a locker for use in their studio space.

Well-lit classrooms and studios are distributed throughout the building. The fifth floor holds four large classrooms and a student lounge. The fourth floor has first and second-year studios. This floor also houses the offices of the President, Provost, Chief of Staff, Vice President of Development, Director of Student Services, Director of Communications and Director of Events. The third floor features the Academy’s print shop, private and shared studio spaces and the offices of the Director of Operations, Director of Continuing Studies, Assistant Director of Continuing Studies, Studio Manager and Creative Director.

Students may access the print shop for self-directed work when classes are not in session. The second-floor features shared and private studios, a dedicated room for collaborative and large-scale works and the offices of the Director of Exhibitions & Alumni Affairs. The main floor houses Wilkinson Hall, a multi-purpose classroom, lobby and security desk. Public lectures, special programs and exhibitions take place in Wilkinson Hall. The drawing, anatomy and specimen resource room (containing casts, reference diagrams and anatomical models) and the library are located in the Academy’s adjoining space at 105 Franklin Street. The offices of the faculty, Faculty Chair, and the Finance, Human Resources, Admissions, Registrar, Recruitment and Financial Aid Departments are also housed in 105 Franklin. The Garden Level of 111 Franklin Street has been completely renovated to provide two classrooms, ample shared sculpture workspace, a spray booth, a kiln, a large wood shop open to all students and two ADA compliant bathrooms. Exhibition spaces are featured on all floors.

CAST COLLECTION
The cast collection on display consists of 19th Century plaster casts of Classical, Renaissance and later European sculpture, most on extended loan from the Metropolitan Museum of Art, Cornell University and Amherst.

LIBRARY
The Academy Library provides written, visual, and electronic resources to meet the intellectual and creative needs of the Academy’s community of artists. Through specialized collections, bibliographic instruction, and outstanding services, the Library is a space for technical study, critical exploration, and idea generation, and equips students with the skills necessary to embark on a lifetime of learning and artistic growth. The Library is open to students, faculty, and alumni of the New York Academy of Art and is located on the first floor of 105 Franklin Street. Library hours are Monday-Friday 9:00 a.m. to 9:30 p.m. and Saturday-Sunday 1 p.m. – 8 p.m. when classes are in session. The Library collects in the areas of the visual arts and includes titles specifically selected to support the MFA & CFA curriculum.

PRINT COLLECTION
Over 7,000 books with a focus on the work of figurative artists, art history, art criticism, and anatomical studies. The media of painting, sculpture, and drawing are emphasized, with additional resources in the areas of printmaking, photography, religion and philosophy, and sciences. The collection also includes:

- Oversize books and prints
- A lending library of fiction and philosophy
- The Academy’s institutional archives and rare books collection (restricted access)
RESOURCES
- Digital magazines covering contemporary art, culture, and literature
- Specimen, anatomy and cast collections for use in the classroom and independent study
- Electronic access to ARTstor digital image library, J-Stor database of academic journals, and access to Gale databases including Academic OneFile
- Online video collections including lectures, demonstrations, workshops, and documentaries

EQUIPMENT AND HARDWARE
- Mac computers featuring Adobe Creative Suite, Maya and Poser
- Large-format color printer, color printer/copier and scanner
- Audio/visual equipment including digital projectors, tripods and photography equipment

LIBRARY ORIENTATION
Library orientation sessions are held at the start of each academic year to provide bibliographic instruction and introduce library resources and policies. Incoming students are required to attend one session. A separate information session held later in the Fall is aimed toward second-year students beginning their thesis research. The librarian is available throughout the year for one-on-one instruction with research tools and strategies.

ACADEMY WRITING CENTER
In addition to research guidance, the Academy Writing Center assists students with planning, organizing, writing, and citing research papers in the visual arts.

To contact the Librarian please call (212) 842-5964 or e-mail to hfrisbee@nyaa.edu.
MASTER OF FINE ARTS PROGRAM

The New York Academy of Art is a graduate school of fine art focused on progressive representational and figurative art. The Master of Fine Arts (MFA) at the Academy requires students to learn traditional methods and techniques in the service of creating vital contemporary art. Potential Academy students align with the Academy’s mission through observational skills and a balance of conceptual awareness and technical proficiency. The MFA is a specialized terminal degree at the graduate level for students seeking advanced education in fine arts. It is a concentrated two-year, 60-credit program that requires 85% of coursework to be completed in studio art. Students specialize in one of three concentrations, Drawing, Painting or Sculpture. Applicants must declare their intended concentration. Students may also elect to complete a track in Anatomy or Printmaking. Tracks supplement the concentrations with focused attention on additional areas of study.

Central to the curriculum is the study of figurative and representational art and the reinterpretation of traditional methods for the contemporary artist. An MFA student is expected to achieve mastery of traditional techniques and practices as well as successful engagement with current art methodologies and critical discourse. The achievement of these goals allows students to develop an authentic visual language as a means to communicate their personal vision and to produce technically and formally sophisticated work that is engaged with the contemporary art world.

MFA CORE LEARNING OUTCOMES

- Proficient working knowledge of anatomy
- Proficient knowledge of composition and design
- Proficiency in perceptual and conceptual approaches to figure drawing
- Advanced ability to interpret and translate human form in space
- Proficient knowledge of traditional and contemporary methods and techniques
- Understanding of the history of visual art and technique
- Ability to reinterpret traditional studio methods for the contemporary artist
- Understanding of art theory
- Ability to engage in critical discourse
- Understanding of how and why the human figure serves as a vehicle for meaning
- Creativity and independent thinking
- Written and oral communication skills
- Independent research skills
- Exposure to professional aspects of a career in the arts

MFA DEGREE REQUIREMENTS

The Academy offers a two-year, four-semester program leading to the Master of Fine Arts degree. The program requires full-time enrollment. Candidates for the MFA degree must complete a total of 60 credits. A grade of “C” or above is required in all courses for graduation. Students must earn at least 12 credits per semester to maintain matriculation status and can earn no more than 18 credits in any semester. Each student is required to complete a final MFA Thesis Project for exhibition, supported by a written description of goals and methods. Students are required to present this written statement during Midyear and Final Critiques. Though trained to work in drawing, painting and sculpture, students select one of these media for concentration.
CERTIFICATE OF FINE ARTS PROGRAM

The New York Academy of Art Certificate of Fine Art (CFA) Program is a twelve-month, 36-credit studio sequence that provides students the opportunity to develop their personal vision and specialized skills within an active and inspiring fine arts school. The CFA program is designed for those seeking intensive instruction in painting, sculpture, and drawing and interested in engaging in the critical discourse of contemporary representational art. The CFA program will provide the student with a strong body of work for graduate admissions and lay the foundation for a career as a practicing studio artist.

CFA CORE LEARNING OUTCOMES

- Working knowledge of anatomy
- Understanding of composition strategies
- Ability to conceptualize the human figure
- Ability to depict the human figure
- Ability to depict the figure in space structurally
- Fundamental knowledge of traditional techniques
- Understanding the history of visual art technique
- Understanding of art history
- Ability to engage in critical discourse
- Understanding the nature of figurative art in history
- Creativity and independent thinking
- Written and oral communication skills
- Independent research skills

Completion of the Certificate Program does not guarantee admission into the Master of Fine Arts Program at the New York Academy of Art and credits attained while in the Certificate Program are subject to the Academy’s Transfer of Credit Policy.

CFA ADVANCED CERTIFICATE REQUIREMENTS

The program requires full-time enrollment. Candidates in the CFA Program must complete a total of 36 credits. A grade of “C” or above is required in all courses for completion of the CFA. Students must earn at least 12 credits per semester to maintain full-time matriculation status and can earn no more than 16 credits in any semester. Additionally, each student is required to complete a final CFA Independent Project for exhibition and present this project at the Final Critique.
PROGRAM REQUIREMENTS AND POLICIES

GRADUATION REQUIREMENT POLICY

MASTER OF FINE ARTS
MFA students must complete the below listed requisites prior to the date of commencement. Any student who fails to fulfill the requirements by the deadline will not graduate and will not walk in the commencement ceremony. Once all graduation requirements are fulfilled, the students will receive their diploma and officially graduate.

- Successful completion of all courses required for the declared concentration and, if applicable, track
- A course evaluation form for each class in which you were enrolled
- MFA Thesis Paper (must be emailed to the student’s Thesis Advisor and the Librarian hfrisbee@nyaa.edu by posted deadline)
- Fall and spring MFA Thesis Critique Signature Sheet (must be emailed to the Registrar registrar@nyaa.edu)
- Online Exit Survey Form
- Financial Aid Exit Counseling (required for all students receiving federal financial aid)
- Tuition and all other academic fees must be paid in full
- Sign the online student handbook acknowledgement form
- Professional CV or resume (must be emailed to the Registrar registrar@nyaa.edu)
- Attendance at one Professional Practice Workshop

CERTIFICATE OF FINE ARTS
CFA students must complete the below listed requisites prior to the date of commencement. Any student who fails to fulfill the requirements by the deadline will not graduate and will not walk in the commencement ceremony. Once all graduation requirements are fulfilled, the students will receive their diploma and officially graduate.

- Successful completion of all courses required for the program
- A course evaluation form for each class in which you were enrolled
- The Artist Statement (must be emailed to the CFA Faculty Chair and the Librarian hfrisbee@nyaa.edu by posted deadline).
- Summer Critique Signature Sheet with a minimum of four critiques (must be emailed to the Registrar registrar@nyaa.edu)
- Online Exit Survey Form
- Financial Aid Exit Counseling (required for all students receiving federal financial aid)
- Tuition and all other academic fees must be paid in full
- Sign the online student handbook acknowledgement form
- Professional CV or resume (must be emailed to the Registrar registrar@nyaa.edu)

ENROLLMENT GUIDELINES

Students in the CFA and MFA programs must adhere to the guidelines regarding required courses and distribution of credits. The number of credits, instructed sessions and uninstructed studio sessions, varies by course. Courses must be taken in the sequence indicated on the curricular charts.
LENGTH OF STUDY

The highly integrated and sequential character of the Academy’s program requires that students maintain satisfactory progress toward the degree. Students are required to complete the CFA program in 12 months and MFA program in two years. Under extenuating circumstances students who withdraw or take a leave of absence must complete the program within eight years.

LEAVE OF ABSENCE POLICY

A leave of absence may be granted for a period up to one year. Requests for non-medical leave (for personal or professional matters) must be submitted to the Registrar before the end of the semester preceding that of the intended leave and approved by the Faculty Committee. A formal notice of return must be received by the Registrar before the end of the semester immediately preceding return to the Academy. Students on a personal leave of absence are not eligible for financial aid, including loans, and are not permitted use of Academy facilities. Students who must interrupt study because of illness may be granted a medical leave of absence with the approval of the Faculty Committee at the written recommendation of a physician. This recommendation must be submitted to the Registrar with the request. Students on a medical leave are not eligible for financial aid, including loans, and are not permitted use of Academy facilities. Before returning, a student on medical leave must secure and submit to the Registrar written permission to return from a physician who can vouch to the student’s ability to resume studies in the Academy setting. To find the Leave of Absence Request Form follow these steps on the New York Academy of Art’s website: nyaa.edu/forms/

WITHDRAWAL POLICY

The Academy uses the term withdraw to formally indicate that a student has dropped one or more courses within a given semester. Withdrawing from the Academy entirely is different than dropping classes. A withdrawal is completed in consultation with the Provost and the student’s advisor. A statement will be added to your transcript indicating that you have withdrawn from the Academy. Depending on the date of withdrawal, you may be entitled to some pro-rated refund of tuition. If you withdraw from the Academy, you may no longer be eligible for the full amount of Title IV funds that you have received or were scheduled to receive. Please refer to the Academy’s Federal Return of Title IV Funds Policy. To find the Withdrawal Request Form follow these steps on the New York Academy of Art’s website: nyaa.edu/forms/

CREDIT HOUR ASSIGNMENT POLICY

Credit hour assignments are established in departmental subcommittees to meet the rigorous academic standards of the Academy and to be consistent with the credit hour policies of the Academy and its accreditors. The Academy establishes transparent and consistent credit hour assignments, through regular dialogue between full-time faculty, adjunct faculty and the administration. Accurate and reliable application of credit hour policies is ensured through the publication of course requirements in the Student Handbook, the online student portal and in all syllabi. Curricular Charts published in the Student Handbook and on the Academy’s website clearly define credit hour requirements and course-load expectations.

Credit is awarded in accordance with the published credit policies of the Academy and in compliance with Middle States Commission on Higher Education, National Association of Schools of Art and Design and New York State Board of Regents standards. One semester of credit is equivalent to three hours of work per week. A three-credit studio course represents nine hours of work per week including three hours of in-class time with the instructor, three hours of un instructed studio time and three hours of work completed outside of the classroom. Courses without a three-hour un instructed studio session require either six hours of in-class time with the instructor and three hours of work completed outside of the classroom or three hours of in-class time with the instructor and six hours of work completed outside of the classroom. The Academy does
not offer courses or programs for abbreviated periods of time nor does it use a clock-hour system.

**CFA SIX-CREDIT COURSES**
In CFA Independent Project, students are assigned a studio for the completion of self-directed work in the beginning of their third semester. Students are expected to produce a body of work, which is exhibited at the end of the third semester. They meet independently with their advisors and visiting artists and critics a minimum of four times during the semester to review progress on their work and receive constructive feedback. Each student is required to complete a written Artist Statement in support of his or her final CFA Independent Project. The statement places the student’s work in context and expresses intention, personal significance and goals. Historical, cultural or artistic points of reference, techniques or methods used may also be referenced. Students are required to present this written statement during Final Critiques of the Independent Project. The exhibition and accompanying Artist Statement are considered part of the CFA candidate’s final evaluation for Independent Project.

**MFA SIX-CREDIT COURSES**
MFA Thesis II is a capstone course that requires each student to meet with Thesis Advisors, Faculty and Visiting Critics and to be actively engaged in the production of the Thesis Project for a minimum of eighteen hours each week. It is the nature of MFA Thesis II to be studio-intensive while still being guided by advisory contact with faculty and Visiting Critics. Each second-year student is required to have at least eight critiques per semester with Thesis Advisors and Visiting Critics. Students use the Critique Signature Sheet to track this requirement.

**TRANSFER OF CREDIT POLICY**

The presentation of a satisfactory transcript from a collegiate institution accredited by an agency or association recognized by the U.S. Secretary of Education is not on its own sufficient for the transfer of credits into the Academy’s programs. This is due to the unique, designated sequence in which the Academy’s curriculum is structured to carry out its mission of presenting a rigorous, specific and traditional skill set in the first year of study. The Academy rarely accepts the transfer of credits from other institutions. In the rare instances when the Academy has accepted the transfer of credits from other institutions, the faculty and administration have maintained strict policies to assure that the overall educational experience of the transferring student is at least equal in quality to that of the student completing all of his or her work at the Academy. These policies include a rigorous examination of the incoming portfolio to determine the student’s potential to achieve amongst peers who entered the program through the normal admission cycle and successfully completed technical skill-based coursework, as well as developing a thorough knowledge of the program from which the transferring student wishes to leave. Transfer credit is granted for courses taken at another institution only when the coursework involved and the level of the transfer applicant’s achievement meet the published standards of the Academy, pass the rigorous examination of the Admissions Committee by a majority vote and permit the student to complete the remaining Academy curriculum successfully.

Students accepted into the Academy’s programs may request transfer credit for relevant courses completed at regionally accredited institutions. Transfer of credit is subject to the approval of the Admissions Committee. The following limitations apply:

- A maximum of 6 credits may be transferred
- The course(s) for which transfer of credit is requested must have been completed within four years prior to enrollment at the Academy
- Credits for courses in which the student earned a grade below B or took a non-letter grade such as a pass/fail are not transferable
- Courses used to satisfy entrance requirements, as well as courses used as part of a previously completed bachelor’s program, may not be transferred
- Grades in courses transferred from other institutions will not be calculated into the student’s grade point average (GPA)
APPLICATION PROCEDURES

- Download and complete the Transfer of Credit Application on the New York Academy of Art’s website: nyaa.edu/forms/
- Submit the completed form along with an official copy of your college or university transcript and a syllabus for each course listed on your application to the Registrar registrar@nyaa.edu

GRADING AND SCHOLASTIC STANDARDS

The Academy’s grading system is the primary means for gauging students’ academic progress from admission to graduation. Permanent academic records are kept on every student and are designed to log each student’s achievement. The grading system reflects the national norm in academic grading on a graduate level. Students studying at the Academy have sufficiently demonstrated to the faculty at the time of admission an aptitude for advanced study in a professional graduate program. Hence, submitted assignments and class participation are expected to be “very good” and indicative of better-than-average ability. Students whose work falls below this acceptable level at any point during the course of study meet with the Provost and Faculty Chair concerning continued study at the graduate level.

Students are provided with syllabi for each course in which they are registered. Syllabi list the aims of the course, outline student performance expectations, student learning outcomes and note the percentage weight of assignments and other pertinent evaluation procedures. In addition, faculty members discuss grading criteria with students at the beginning of the semester and reiterate course objectives throughout the semester to ensure that students remain focused on goals. Course syllabi are kept on file as reference in the Academy Library and posted on the Academy website.

ASSESSMENT CRITERIA

Final course grades are determined by faculty members for class work completed under their instruction and are given at the end of each semester. Studio course grades document conceptual ability, technical facility, execution in meeting specific demands of the course and overall progress. Seminar class grades reflect research and writing assignments and class participation.

GRADE SCALE

The Academy uses a four-point grading system for the Master of Fine Arts and Certificate of Fine Arts programs. The following chart is applicable to transcripts fall 1989 to present.

<table>
<thead>
<tr>
<th>LETTER GRADE</th>
<th>NUMERICAL GRADE</th>
<th>NOTATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>3.86 – 4.00</td>
<td>Work of extraordinary quality, reaching beyond the stated objective of the course</td>
</tr>
<tr>
<td>A-</td>
<td>3.70 – 3.85</td>
<td>Work of high quality</td>
</tr>
<tr>
<td>B+</td>
<td>3.30 – 3.69</td>
<td>Very good work, indicating better than average ability</td>
</tr>
<tr>
<td>B</td>
<td>3.00 – 3.29</td>
<td>Good work, satisfies course requirements</td>
</tr>
<tr>
<td>B-</td>
<td>2.70 – 2.99</td>
<td>Below average</td>
</tr>
<tr>
<td>C</td>
<td>2.00 – 2.69</td>
<td>Well below average, lowest passing grade</td>
</tr>
<tr>
<td>F</td>
<td>0.00 – 1.99</td>
<td>Failure</td>
</tr>
<tr>
<td>IP</td>
<td>0</td>
<td>In progress</td>
</tr>
<tr>
<td>I</td>
<td>0</td>
<td>Incomplete. Grades may be assigned at the discretion of the instructor. Coursework must be completed within three weeks of the following semester.</td>
</tr>
<tr>
<td>P</td>
<td>0</td>
<td>Pass</td>
</tr>
<tr>
<td>W</td>
<td>0</td>
<td>Withdrawal with permission from the Registrar. No penalty on record</td>
</tr>
<tr>
<td>UW</td>
<td>0</td>
<td>Unofficial withdrawal</td>
</tr>
</tbody>
</table>
GRADE POINT AVERAGE
The grade point average (GPA) is calculated by dividing the sum of earned quality points by the sum of attempted hours for all courses receiving a grade used in calculating the GPA. Grades for non-credit courses taken in programs which do not lead to a degree or certificate are issued as pass/fail. Only work taken at The New York Academy of Art is used in GPA calculation. The numerical values of the grades are below. The semester GPA is used to determine probationary status and all other matters concerning academic status. The cumulative grade point average (CUM GPA) is used to measure satisfactory academic progress and determine eligibility for financial aid and honors. Credits transferred from another institution are not included in the cumulative grade point average.

<table>
<thead>
<tr>
<th>LETTER GRADE</th>
<th>NOTATION</th>
<th>QUALITY POINTS</th>
<th>USED IN GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Work of extraordinary quality, reaching beyond the stated objective of the course</td>
<td>4.0</td>
<td>Yes</td>
</tr>
<tr>
<td>A-</td>
<td>Work of high quality</td>
<td>3.7</td>
<td>Yes</td>
</tr>
<tr>
<td>B+</td>
<td>Very good work, indicating better than average ability</td>
<td>3.3</td>
<td>Yes</td>
</tr>
<tr>
<td>B</td>
<td>Good work, satisfies course requirements</td>
<td>3.0</td>
<td>Yes</td>
</tr>
<tr>
<td>B-</td>
<td>Below average</td>
<td>2.7</td>
<td>Yes</td>
</tr>
<tr>
<td>C</td>
<td>Well below average, lowest passing grade</td>
<td>2.0</td>
<td>Yes</td>
</tr>
<tr>
<td>F</td>
<td>Failure</td>
<td>0</td>
<td>Yes</td>
</tr>
<tr>
<td>IP</td>
<td>In progress</td>
<td>0</td>
<td>No</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete. Grades of incomplete may be assigned at the discretion of the instructor. Coursework must be complete within three weeks of the following semester.</td>
<td>0</td>
<td>Yes</td>
</tr>
<tr>
<td>P</td>
<td>Pass</td>
<td>0</td>
<td>No</td>
</tr>
<tr>
<td>W</td>
<td>Withdrawal with permission from the Registrar. No penalty on record</td>
<td>0</td>
<td>No</td>
</tr>
<tr>
<td>UW</td>
<td>Unofficial withdrawal</td>
<td>0</td>
<td>Yes</td>
</tr>
</tbody>
</table>

GRADES OF INCOMPLETE
The grade of “I” (Incomplete) is given to indicate the temporary deferment of a regular grade. Although a faculty member is under no obligation to assign an Incomplete, it may be granted when course work is delayed for legitimate reasons.

It is the responsibility of the faculty member to determine when a grade of Incomplete is appropriate. In making this determination, he or she may request in writing from the student an explanation of why course work was not completed, and documents that serve to verify the nature of the problem. If a grade of Incomplete is assigned, the faculty member must communicate clearly to the student what is required for completion of the course and the date by which it must be done. This date must be no later than three weeks after the start of the following semester. Incomplete grades that are not changed by that time will appear as “UW” (Unofficial Withdrawal) on the permanent transcript and factored in as an “F” in calculating the grade point average. A student may not receive more than two grades of Incomplete in one semester.

GRADE CHANGES
Students may request a change of final grade within one week of receipt of final grade report for the semester in which the course was completed. The written grade change request must be emailed directly to the instructor. All MFA grade change requests must be approved by the instructor and the Faculty Chair. All CFA grade change requests must be approved by the instructor, Director of Continuing Studies and CFA Faculty Chair.
GRADE APPEALS
Students whose request for a grade change is denied by the instructor may submit a written grade appeal to the registrar (registrar@nyaa.edu). The appeal must be received within one week of grade change request denial. CFA student grade appeals will be considered by the CFA Committee consisting of the Provost, Director of Continuing Studies and the CFA Faculty Chair. MFA student grade appeals will be considered by the Faculty Committee consisting of the Provost, Faculty Chair, Full-time Faculty, at least one Senior Critic and at least one Adjunct Faculty. The written appeal must state clearly the reason for the appeal with attached supporting evidence, including but not limited to attendance records, images of artwork, exams, research papers and written assignments. All decisions made by the CFA Committee and Faculty Committee are final.

EXAMS AND DEADLINES
Students must complete all assignments by their expected due dates, attend all examinations, and otherwise meet all deadlines imposed by the faculty and administration, unless excused in advance. Failure to meet such obligations may result in reduced grades or loss of credit.

DISMISSAL
Receipt of a failing grade in some courses may prohibit a student from progressing to the following semester due to the structured and sequenced curriculum and failure to meet prerequisites. A student who receives a grade of "F" in one or more required core curriculum courses will be asked to withdraw from the institution and may elect to re-enroll for the coming year or when the failed course can be repeated. A student dismissed because of poor performance may be readmitted to the school if it is determined by the Faculty Committee (MFA students) or by the CFA committee (CFA students) that the student has removed the obstacles to progress.

Appeals of dismissals on academic grounds are permitted. In such cases, the student must request in writing a hearing before the Faculty Committee (MFA students) or the CFA committee (CFA students) within two weeks of the date of notification of dismissal. Written request must be submitted to the registrar. All decisions made by the CFA Committee and Faculty Committee are final.

Students who feel they are having difficulty in a course should seek to remedy the issue during the semester. In certain cases, a student can petition the faculty member for a grade of "I" (Incomplete) in the problematic course(s).

In addition, each student receives unofficial Midterm grades as a way to benchmark progress. Should these grades be unsatisfactory, it is incumbent upon the student to approach the faculty member(s) and discuss ways to improve performance before the final grades are issued at the end of the semester.

ATTENDANCE POLICY
Due to the instructional rigor invested in many of its courses, the Academy has specific attendance requirements for both instructed and uninstructed (studio) sessions.

INSTRUCTED SESSIONS
Attendance at instructed sessions is mandatory. The individual instructor is responsible for taking attendance and may fail any student who has missed four or more instructed classes. Students must notify the instructor in writing if they know in advance they will be absent from a particular class and ask the instructor to specify what course content (readings, assignments, etc.) will be covered during their absence. Students are responsible for making up class work during all periods of absence and may request permission to perform comparable study, which may be granted according to the discretion of the instructor. Each instructor may augment the Academy’s attendance policy with additional expectations.
UNINSTRUCTED SESSIONS
Attendance at both instructed and uninstructed sessions is mandatory for the courses listed below. In the event that absences from uninstructed and instructed sessions amount to eight or more, the instructor may fail the student (with four absences from instructed sessions warranting a failure, as per above).

- CFA Drawing I
- CFA Drawing II
- CFA Painting I
- CFA Painting II
- CFA Sculpture I
- CFA Structural Anatomy
- CFA Écorché
- MFA Figure Drawing I
- MFA Figure Drawing II
- MFA Painting II: Indirect Painting
- MFA Sculpture II: Perceptual Modeling

For the other courses in the curriculum, attendance policy for uninstructed sessions is determined by the individual instructor.

TARDINESS
Unexcused tardiness or early departures from class will be counted as absences.

REGISTRATION POLICIES
Students register for course sections in writing or online during the registration period that precedes each semester. Those who fail to register at this time run the risk of forfeiting a place in their requested section due to enrollment capacity. Students are not permitted to register for classes that meet at the same time regardless of whether the conflict is between instructed or uninstructed sessions.

No student may register and attend classes until all requirements are complete, including payment of tuition and fees. Students in default of payment will have a hold placed on their accounts and may not complete class registration. Students who fail to pay their balance by the start of the next semester will be dropped from the program. Registration includes the following steps:

- Payment of full tuition payment
- Completion and acceptance of financial aid forms, if any
- Completion of online class registration form

ADD/DROP PERIOD
Changing sections, adding or withdrawing from classes is only permitted during the Add/Drop Period at the beginning of each semester. The Add/Drop deadline is listed on the Academy’s academic calendar. Such changes are subject to course availability, fulfillment of prerequisites and class enrollment.

Classes dropped during the approved period will not appear on the student’s transcript. Students may withdraw after the deadline only with approval from the Registrar and the Faculty Committee (for MFA Students) or the CFA Subcommittee (for CFA students). Students who withdraw from a class after the second week of the semester deadline with approval will not have a withdrawal recorded on their transcript. Students who do not receive approval for withdrawal from a class will receive a grade of “UW” (Unofficial Withdrawal) on their transcript, which is factored as an “F” (Failure) in grade point average calculation.
AUDITING CLASSES
Only enrolled students are permitted to audit classes. Auditing is only permitted in classes not fully enrolled at the start of the semester on the first day of classes.

WAITLIST
If a class section has reached maximum enrollment, students requesting enrollment will be placed on the waitlist. Students must attend the classes in which they are officially enrolled until receipt of official written notification from the Registrar that a seat in the waitlisted class is available. During the Add/Drop period Absences for classes in which a student is officially enrolled will be counted as unexcused. Please see the list of frequently asked questions below for more details.

WAITLIST FAQs
• What is a waitlist?
  If a class has reached the maximum enrollment, you are added to its waitlist. If there is “Waitlist” under the Crds section of your class schedule, you are not enrolled in the class – you are on the waitlist. Seats may become available in the class during the Add/Drop period. Classes and/or sections may only be changed during the official Add/Drop period. Requests MUST be submitted in writing using the online Add/Drop form. Changes MUST be approved by the Registrar.
• Is it possible to get instructor permission to join a course?
  In any course with a waitlist, available seats must be offered to the students on the waitlist in the order of timestamp. Instructors CANNOT give permission for a specific student to join a class that already has a waitlist.
• How will I know if a seat becomes available?
  If a seat becomes available and you are next on the waitlist, the Registrar will notify you by email. We will ask if you are interested in registering for a seat in the class. Spots only become available if a registered student chooses to drop.
• When will I be called off the wait list?
  You are called off of the waitlist in the order you were added. If you are third on a waitlist, three people need to drop the class for you to register. We will email you as soon as a seat is available. If you have not received an email from the registrar, a seat is not available.
• If I’m called off the wait list, how long do I have to respond?
  Students who receive notification of an available seat must reply to the Registrar’s Office within 24 hours to either confirm or refuse the seat. Students who do not respond within 24 hours forfeit their seat, which is offered to the next student on the waitlist.
• If I haven’t been called, should I attend a class I’m on the wait list for?
  It is the Academy’s policy that you MUST attend all the classes you are officially registered for until you receive official written notification from the Registrar that your class and/or section change has been approved. You may sit in on a class for which you are waitlisted ONLY if it does not conflict with your class schedule. If you chose to sit in on a class, this does not mean that you are registered for the class. Students who sit in on a class but are not called off the wait list must stop attending the class after the second session.
• How Long Should I Wait to Hear?
  Waitlists for classes are maintained through the Add/Drop Period. After the Add/Drop Period has ended, the wait list is no longer in affect; students are not allowed to change classes. If you are on a waitlist and you do not receive an email from the Registrar prior to the end of the Add/Drop Period, a sufficient number of students have not dropped the class in order for you to be called.
ACADEMIC ADVISEMENT

The Registrar is available for advising with regard to the curriculum, scheduling and course requirements for graduation. Students who wish to discuss their academic progress or difficulties, grades or issues affecting their classroom performance in a specific course may request an appointment with the course instructor. Students with issues extending beyond a single course, or who require advice to help them perform better in the program as a whole may make an appointment with a full-time faculty member or Faculty Chair (MFA Students) or CFA Faculty Chair (CFA students).

At the beginning of the second year, MFA students register for Thesis I and select a Thesis Advisor based on their area of concentration and other factors. The CFA Faculty Chair serves as Advisor for the Independent Project during the CFA program’s summer semester. Students are encouraged to make an appointment to meet with their Independent Project Advisor or Thesis Advisor at the start of the term as a way to acquaint themselves with the expectations and address questions that may arise during the creation of their capstone project. Advisors are available by appointment throughout the course of the year to assist with programmatic issues. The Provost and Director of Continuing Studies are also available by appointment.

EDUCATIONAL RECORDS & FERPA POLICIES

Access to student education records is regulated by the Family Educational Rights and Privacy Act of 1974, as amended (FERPA, commonly called the Buckley Amendment). The Academy’s policy on access to student education records is guided by FERPA. FERPA ensures that students (who are or have been enrolled in the Academy) are granted specific rights. These rights include:

- The right to see the information the Institute is keeping on the student.
- The right to seek amendment to the records and in some cases add a statement to the record.
- The right to consent to disclosure of the records.

In addition, they may consent to have the Academy disclose personally identifiable information in these records to sources outside the Academy, except where FERPA authorizes disclosure without consent. By means of a signed written statement, a student may waive his or her rights under FERPA, as provided by law; the Academy does not require, however, that a student waive any or all of these rights as a condition to receive any service or benefit.

Records subject to FERPA include those relating directly to a student or former student, but do not include records kept by faculty or administrative staff that are in their sole possession and unavailable to other parties; employment records of students (except those pertaining to students employed as a result of their status as students) that relate only to the individual in his or her capacity as an employee, and are not available for use for any other purpose; and records containing only information that relates to an individual after that individual is no longer enrolled as a student and that does not relate to the individual as an enrolled student (for example, information concerning an alumnus/a). Students may review their education records to the full extent permitted by FERPA.

The Academy maintains the following categories of education records:

- Academic Records: maintained by the Registrar and including the application for admission and supporting documents such as test scores, transcripts of prior study, letters of recommendation; matriculation records; registration forms; course
schedules; merit scholarship award letters; faculty evaluations; advisement audit forms; application for graduation form; transcripts; complaints filed by or against the student; actions of Grievance Committees; correspondence concerning academic work or standing. These records are transferred to archives five years following graduation and stored permanently.

• Continuing Education Records: maintained by the Continuing Studies department and including matriculation records; registration forms; course schedules; correspondence concerning academic work or standing.

• Placement Files: maintained by the Office of Career Services and containing letters of evaluation solicited by a student and maintained at the student’s request for the purpose of forwarding to other educational institutions, organizations, prospective employers, or for other purposes designated by the student. These may be confidential letters that may or may not be read by the student (such as those for which the student has signed a waiver of his/her right to review) and may not be read by any other person outside the Academy not explicitly designated by the student. The Academy uses the letters only for the purpose for which they were written. The records are stored by the Office of Career Services for 30 years.

• Financial Aid Records: maintained by the Director of Financial Aid and including applications for financial aid; financial statements submitted by students and/or their parents; the Academy’s analysis of the applications; letters to and from the student concerning financial aid, scholarship and commencement awards; and loan documents detailing the type, amount and interest rate of loans. The records are transferred to archives after 3 years and are stored for seven years.

• Financial Account Records: maintained by the Bursar and containing records regarding a student’s financial accounts with the Academy, including tuition charged; scholarships; payments received by and amounts owed to the Academy; any correspondence regarding the accounts. The records are transferred to archives and are stored for seven years.

• Employment Records: maintained by the Bursar and including personal identification information, time-sheets and payroll processing material. The records are transferred to archives and are stored for seven years.

PROCEDURE FOR REVIEW OF EDUCATION RECORDS

A student or former student who wishes to review their education records must send a dated request to the appropriate Academy office that houses the records to be reviewed. The office will respond within 30 days of receipt of the request to determine a date when the records may be reviewed with a staff person designated to answer questions. During the review, the student may make handwritten notes of records. Requests for making photocopies of specific records must be sent to the appropriate office, which must reply within 30 days of receipt of the request. Copies, charged at $0.25 per page, will be paid for by the student or former student (in advance if mailed) unless a student can satisfactorily demonstrate that such a charge would prohibit the exercising of the right to review the records. The Academy may refuse to make and send photocopies of education records when a student or former student resides within normal commuting distance and is able to travel to the Academy. A student may review only the specific information relating to him/herself, should records contain information regarding more than one student. Students will not be given access to the following education records: (a) financial records and statements of parents or any information contained therein unless the student’s parents have explicitly permitted in writing such access; (b) confidential letters or statements of recommendation concerning applications for admission, employment, or prizes for which a student has signed a waiver of his or her right to review those letters and statements.
PROCEDURE FOR CORRECTION/MODIFICATION OF EDUCATION RECORDS
If a student believes that information in their education record is inaccurate, misleading or in violation of the privacy or other rights of the student, and wishes to challenge part of the education record, they should raise the issue with the office holding the record in question. Requests for change of grade are made through this process only if the student believes the grade was incorrectly entered into the transcript. The procedure for review and change of grade is described in the section on Grading and Scholastic Standards, under Grade Changes and Grade Appeals. If the challenge cannot be resolved through informal discussion, the student should submit a written request for a change to the record to the Provost who shall make a determination regarding the requested change. A student whose challenge is denied may request in writing a hearing with the President or person designated by the President. Such a hearing will be held within 30 days of receipt of the request, and the student will be given at least 10 days prior notification as to the date, place and time of the hearing. In accordance with applicable federal regulations, the student will be entitled to present evidence at the hearing and be assisted by individuals of his or her choice at his or her own expense, including an attorney. The President or designee shall make a decision in writing within 30 days of the conclusion of the hearing, based solely on the evidence presented at the hearing and including a summary of the evidence and reasons for the decision. This will be the final decision. If it is decided that the information is not incorrect or in violation of the student’s privacy, the student may place in his/her education records a statement commenting upon the information in the education records and/or reasons for disagreeing with the decision. This statement will become a part of the education record and be disclosed whenever the challenged portion of the education record is disclosed.

DISCLOSURE OF PERSONALLY IDENTIFIABLE INFORMATION FROM EDUCATION RECORDS
Aside from the exceptions listed the Academy will refuse to disclose to a third party personally identifiable information from the education record of a student without the student’s prior written consent, which must be dated, signed and specify the records to be disclosed, the purpose of the disclosure and the parties to whom the disclosure may be made. Except for disclosures of directory information (as defined below), the Academy will inform the party to whom a disclosure of personally identifiable information from the education record of a student is made that no further disclosure of such information shall be made without written consent of the student. If a party outside the Academy to whom the Academy discloses personally identifiable information (other than directory information) violates this restriction, the Academy will not allow that third party access to information from education records for at least five (5) years. The Academy or a party that has received education records or information from education records may release the records or information without consent after the removal of all personally identifiable information provided that the educational agency or institution or other party has made a reasonable determination that a student’s identity is not personally identifiable, whether through single or multiple releases, and taking into account other reasonably available information.

Upon request, the Academy shall provide to the student a copy of the record that is disclosed to the third party. The Academy will maintain a record of requests for access to education records and of disclosures of personally identifiable information from education records and the reasons for such disclosures, as required by law, with the following exceptions: (a) requests by or disclosures to a student; (b) if the student has provided written consent that specifies the parties to whom disclosure is to be made; (c) requests by or disclosures to Academy officials who have legitimate educational interests; (d) requests for or disclosures of directory information.

The record of requests and disclosures may be examined by the student, Academy officials or staff responsible for the records, and other parties entitled to review education records (and authorized as a means of auditing the operation of the system).
EXCEPTIONS TO NON-DISCLOSURE OF PERSONALLY IDENTIFIABLE INFORMATION FROM THE EDUCATION RECORD

Disclosure of directory information of the following kinds concerning present and former students: (a) name of a student who is or has been in attendance; (b) dates of attendance; (c) local and other addresses of student and local telephone number and e-mail address; (d) date and place of birth and mother’s maiden name; (e) degree and awards received; (f) previous educational institution(s) attended; (g) name and address of parent or guardian; (h) student identification number (where it cannot be used to gain access to education records except when used with one or more other factors to authenticate identity); (i) photograph. A student may file a written request with the Registrar, within the first 30 days of the academic year, for the withholding of any or all of the personally identifiable information listed above; such requests must be made each academic year (see Non-disclosure Requests, below).

At the postsecondary level, parents have no inherent rights to inspect a student’s education record. The right to inspect is limited solely to the student. Records may be released to parents only under the following circumstances:

- Through the written consent of the student
- In compliance with a subpoena
- In the event of a health or safety emergency
- In the event a student under age 21 has violated any law or policy concerning the use or possession of alcohol or a controlled substance

An institution is not required to disclose information from a student’s education record to the parents of a dependent student.

Disclosure to other Academy officials, including staff and faculty members, who have legitimate educational interests: Students who are members of disciplinary or grievance committees will be considered Academy officials for the limited purpose of fulfilling committee responsibilities. Outside consultants retained by the Academy for advice on a matter of legitimate educational interest (any matter affecting a student’s standing or necessary for an evaluation of a student’s academic work, or any matter concerning the planning, execution and evaluation of academic, administrative, employment or financial programs of the Academy) will be considered Academy officials for the limited purpose of the consultation, as will outside web-based and e-mail services to the extent they have access to educational records.

Disclosure to officials of local and State educational agencies and Federal agencies auditing federally-supported education programs, as provided by law: If the student has given written consent for the disclosure or the collection of personally identifiable information as specifically authorized by Federal law, the information collected for those purposes must be protected so that personal identification of individuals by anyone except the Federal or State officials is not permitted, and the information to the extent specified in the law must be destroyed when no longer needed for the purposes for which it was collected.

A State or local educational authority or Federal official or agency that makes further disclosures of information from education records must record the names of the additional parties to which it discloses information and their legitimate interests in the information if the information was received from an institution (including the Academy) that has not already recorded the further disclosures itself or from another State or local official or Federal official or agency. The Academy, to the extent it knows, must list in a student’s record of disclosures the names of the State and local educational authorities and Federal officials or agencies that may make further disclosures of the information on behalf of the Academy.
Disclosure for the purpose of determining eligibility for, or the amount or conditions of, financial aid and for enforcement of the terms or conditions of financial aid.

Disclosure to comply with a judicial order or lawfully issued subpoena: The Academy will make a reasonable effort to notify the student of the order or subpoena unless the court, in the case of a federal grand jury subpoena, or a court or other issuing agency, in the case of other subpoenas issued for a law enforcement purpose, has ordered the Academy not to disclose to any person the existence or contents of the subpoena or any information furnished in response to the subpoena. Any party that re-discloses education records in compliance with a court order or subpoena is legally required to provide notice to the student.

Disclosure to appropriate parties in a health or safety emergency: The Academy may disclose personally identifiable material to parties that are in a position to meet the emergency, if, based on the information available at the time of the determination, there is a rational basis for the Academy’s determination that disclosure is necessary to keep from harm or injury and protect the health or safety of the student or other individuals and that the Academy is unable to address the situation itself. The Academy will record the significant and articulable threat that forms the basis of such disclosure.

Disclosure to accrediting organizations as necessary and to organizations administering student aid programs or conducting studies on improving instruction: The Academy will require that such studies are predicated on a written agreement that specifies the purpose, scope and duration of any study and the information to be disclosed; require the organization to use personally identifiable information from education records only to meet the purpose(s) of the study as stated; limit any disclosures of information to individuals in the organization conducting the study who have a legitimate interest in the information; and require the organization to destroy or return to the Academy all personally identifiable information when the information is no longer needed for the purposes of the study. If an organization fails to destroy information when no longer needed for the purpose for which the study was conducted, the Academy will not allow that organization access to information from education records for at least five (5) years.

Disclosure to Academy officials and to officials and faculty in other schools or institutions of postsecondary education who have legitimate educational interests in the behavior of a student: The Academy may disclose information, including any concerning disciplinary action taken against the student for conduct that posed a significant risk to the safety or well-being of that student, other students, or other members of the Academy community, to a school in which the student seeks or intends to enroll, or in which the student is already enrolled so long as the disclosure is for purposes related to the student’s enrollment or transfer.

Disclosure in connection with any disciplinary proceeding: The Academy may disclose the final results of and any sanctions from disciplinary proceedings with respect to an allegation made against a student if the student has committed a violation of the Academy’s rules or policies.

Disclosure to an alleged victim of any crime of violence (as defined in 20 U.S.C. 1232g(b)(6) and 18 U.S.C. 16) or a non-forcible sex-offense: The final results of and any sanctions from any disciplinary proceeding conducted by the Academy against the alleged perpetrator of such crime with respect to that alleged crime or offense may be disclosed to the alleged victim, regardless of whether the Academy concluded a violation was committed.

NON-DISCLOSURE REQUESTS
A student may request that the Academy not release directory information (see definition above) and/or awards or honors granted by filing a written, dated and signed request for non-disclosure with the Registrar within the first 30 days of the academic year; such requests must be made each academic year. A student who requests non-disclosure of directory information will be excluded from any on-line directory and from the Commencement Program unless the student makes a written request to the Registrar that an exception be made for the Commencement Program.

COMPLAINTS
A student has the right to file a complaint concerning alleged failures by the Academy to comply with the requirements of the Act and the applicable regulations. A complaint must be filed within 180 days of the date of the alleged failure or of the date that the student knew or reasonably should have known of the alleged failure. Complaints should be submitted in writing to: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington D.C. 20202-5920. The text of FERPA is available on-line at: www.ed.gov/policy/gen/guid/fpco/pdf/ferparegs.pdf

TERMINATION OF FERPA RIGHTS
Unless otherwise so directed by the student, FERPA rights do not terminate and they remain with the individual. No information other than that designated as directory may be released even upon the graduation or death of the student, unless the student has designated otherwise.

Personally identifiable information about a deceased student may only be released with the consent of the executor/executrix of the estate or parents of the deceased, for a period of 50 years after the death. Beyond that time, access is permitted to any party without prior consent.
MASTER OF FINE ARTS CURRICULUM OVERVIEW

At the forefront of the Academy’s teaching strategy is a desire to create a challenging and supportive learning environment. The delivery of the program relies on a range of teaching methods, including lectures, seminars, classes and group tutorials. The majority of teaching carried out in the first year is in the form of instructed practical classes. In the second year, one-to-one tutorials are the mode of instruction to support the MFA Thesis.

The curriculum is organized to enable students to assimilate a large body of knowledge and put it to practical use. Studio work offers an opportunity to gain practical experience in project management, involving design, planning, execution and calculation of the cost of a project during the second year. Writing assignments are designed to develop written communication skills and the independent use of Library resources. Students are encouraged to spend a considerable amount of time engaged in self-directed learning, which for a fine artist includes time spent in the studio, library, art museums and galleries and developing and shaping a personal body of work.

The curriculum is organized into a sequence of courses that build upon each other while still allowing choice and flexibility to ensure students may tailor their programs of study to specific artistic goals. MFA students choose a concentration in either drawing, painting or sculpture, any of which may be combined with special tracks in printmaking and/or anatomy. CFA students receive instruction in all areas.

COURSE DESCRIPTIONS & LEARNING OUTCOMES

Course Descriptions are reviewed and updated annually. Full lists of courses, descriptions and learning outcomes are available on the Academy’s website.

- Certificate of Fine Arts
- Drawing
- Painting
- Sculpture
- Anatomy
- Printmaking
- Electives
# MFA Drawing Curriculum

<table>
<thead>
<tr>
<th>Required</th>
<th>Credits</th>
</tr>
</thead>
</table>

## Year One: Fall Semester
- Figure Drawing I: Intensive 3
- Artistic Anatomy I: Structural Anatomy 3
- Art & Culture Seminar I 3
- History & Theory of Composition 3
- Light on Form: Cast Drawing 3
- **Fall Semester Total** 15

## Year One: Spring Semester
- Figure Drawing II 3
- Theory & Practice of Composition 3
- Perspective 3
- Artistic Anatomy II: Anatomical Drawing 3
- Select one spring elective 3
- **Spring Semester Total** 15

## Year Two: Fall Semester
- Figure Drawing III 3
- Art & Culture Seminar II 3
- MFA Thesis Project I 3
- Select two spring electives 6
- **Fall Semester Total** 15

## Year Two: Spring Semester
- Figure Drawing IV 3
- MFA Thesis Project II 6
- Select two spring electives 6
- **Spring Semester Total** 15

**MFA Degree Total Credits** 60

**MFA Drawing Concentration Special Requirements**

The Drawing Concentration provides an intensive sequence of figure drawing challenges culminating in advanced problems in multi-figure composition, life-scale and synthetic approaches. Special subjects in drawing include linear perspective and cast drawing.
## MFA PAINTING CURRICULUM

<table>
<thead>
<tr>
<th>REQUIRED</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>YEAR ONE: FALL SEMESTER</strong></td>
<td></td>
</tr>
<tr>
<td>Painting I: Direct Painting Intensive</td>
<td>3</td>
</tr>
<tr>
<td>Artistic Anatomy I: Structural Anatomy</td>
<td>3</td>
</tr>
<tr>
<td>Figure Drawing I: Intensive</td>
<td>3</td>
</tr>
<tr>
<td>Art &amp; Culture Seminar I</td>
<td>3</td>
</tr>
<tr>
<td>History &amp; Theory of Composition</td>
<td>3</td>
</tr>
<tr>
<td><strong>Fall Semester Total</strong></td>
<td><strong>15</strong></td>
</tr>
<tr>
<td><strong>YEAR ONE: SPRING SEMESTER</strong></td>
<td></td>
</tr>
<tr>
<td>Figure Drawing II</td>
<td>3</td>
</tr>
<tr>
<td>Painting II: Indirect Painting</td>
<td>3</td>
</tr>
<tr>
<td>Theory &amp; Practice of Composition</td>
<td>3</td>
</tr>
<tr>
<td>Artistic Anatomy II: Anatomical Drawing</td>
<td>3</td>
</tr>
<tr>
<td>Select one spring elective</td>
<td>3</td>
</tr>
<tr>
<td><strong>Spring Semester Total</strong></td>
<td><strong>15</strong></td>
</tr>
<tr>
<td><strong>YEAR TWO: FALL SEMESTER</strong></td>
<td></td>
</tr>
<tr>
<td>Painting III: Synthetic Painting</td>
<td>3</td>
</tr>
<tr>
<td>Art &amp; Culture Seminar II</td>
<td>3</td>
</tr>
<tr>
<td>MFA Thesis Project I</td>
<td>3</td>
</tr>
<tr>
<td>Select two fall electives</td>
<td>6</td>
</tr>
<tr>
<td><strong>Fall Semester Total</strong></td>
<td><strong>15</strong></td>
</tr>
<tr>
<td><strong>YEAR TWO: SPRING SEMESTER</strong></td>
<td></td>
</tr>
<tr>
<td>Painting IV</td>
<td>3</td>
</tr>
<tr>
<td>MFA Thesis Project II</td>
<td>6</td>
</tr>
<tr>
<td>Select two spring electives</td>
<td>6</td>
</tr>
<tr>
<td><strong>Spring Semester Total</strong></td>
<td><strong>15</strong></td>
</tr>
<tr>
<td><strong>MFA DEGREE TOTAL CREDITS</strong></td>
<td><strong>60</strong></td>
</tr>
</tbody>
</table>

**MFA PAINTING CONCENTRATION SPECIAL REQUIREMENTS**


The Painting Concentration immerses students in the variety of languages in which the human form is represented in oil. Direct painting examines opaque perceptual description; indirect painting addresses mixing of color through layering; and second year courses investigate problems of integrating disparate sources, including multiple figures, into coherent compositions.
# MFA SCULPTURE CURRICULUM

## REQUIRED CREDITS

<table>
<thead>
<tr>
<th>YEAR ONE: FALL SEMESTER</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Sculpture I Intensive</td>
<td>3</td>
</tr>
<tr>
<td>Écorché Intensive A</td>
<td>3</td>
</tr>
<tr>
<td>Figure Drawing I: Intensive</td>
<td>3</td>
</tr>
<tr>
<td>Art &amp; Culture Seminar I</td>
<td>3</td>
</tr>
<tr>
<td>History &amp; Theory of Composition</td>
<td>3</td>
</tr>
<tr>
<td><strong>Fall Semester Total</strong></td>
<td><strong>15</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>YEAR ONE: SPRING SEMESTER</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Sculpture II</td>
<td>3</td>
</tr>
<tr>
<td>Écorché Intensive B</td>
<td>3</td>
</tr>
<tr>
<td>History of Sculpture &amp; Composition &amp; Technique</td>
<td>3</td>
</tr>
<tr>
<td>Artistic Anatomy II: Anatomical Drawing</td>
<td>3</td>
</tr>
<tr>
<td>Select one spring elective</td>
<td>3</td>
</tr>
<tr>
<td><strong>Spring Semester Total</strong></td>
<td><strong>15</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>YEAR TWO: FALL SEMESTER</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Sculpture III</td>
<td>3</td>
</tr>
<tr>
<td>Art and Culture Seminar II</td>
<td>3</td>
</tr>
<tr>
<td>MFA Thesis Project I</td>
<td>3</td>
</tr>
<tr>
<td>Select two fall electives</td>
<td>6</td>
</tr>
<tr>
<td><strong>Fall Semester Total</strong></td>
<td><strong>15</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>YEAR TWO: SPRING SEMESTER</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Sculpture IV</td>
<td>3</td>
</tr>
<tr>
<td>MFA Thesis Project II</td>
<td>6</td>
</tr>
<tr>
<td>Select two spring electives</td>
<td>6</td>
</tr>
<tr>
<td><strong>Spring Semester Total</strong></td>
<td><strong>15</strong></td>
</tr>
</tbody>
</table>

**MFA DEGREE TOTAL CREDITS** 60

## MFA SCULPTURE CONCENTRATION SPECIAL REQUIREMENTS


The Sculpture Concentration is dedicated to the tradition of hand-modeling the human figure. The sequence begins with an emphasis on skill development in perceptual modeling while providing opportunity for and critical response to self-directed projects. In the second year, students address problems of life-scale sculpting, contextualizing sculpture and integrating multiple elements into compositions.
MFA ANATOMY TRACK CURRICULUM

<table>
<thead>
<tr>
<th>REQUIRED</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Four courses required to complete Anatomy Track)</td>
<td></td>
</tr>
</tbody>
</table>

**YEAR ONE: FALL SEMESTER**
- Écorché Intensive A
  - (or)
  - Artistic Anatomy I: Structural Anatomy 3
- Fall Semester Total 3

**YEAR ONE: SPRING SEMESTER**
- Écorché Intensive B
  - (or)
  - Artistic Anatomy II: Anatomical Drawing 3
- Spring Semester Total 3

**YEAR TWO: FALL SEMESTER**
- Select one anatomy course 3
- Fall Semester Total 3

**YEAR TWO: SPRING SEMESTER**
- Select one anatomy course 3
- Spring Semester Total 3

**ANATOMY TRACK TOTAL CREDITS** 12

**MFA ANATOMY TRACK SPECIAL REQUIREMENTS**
The Anatomy Track comprises a set of courses that provides students with educational depth in artistic anatomy for application to their own work and to college-level teaching. The Anatomy Track may be taken in addition to the required concentration in drawing, painting or sculpture. It requires a minimum of four courses in anatomy over the two-year program.
## MFA PRINTMAKING TRACK CURRICULUM

**REQUIRED**

(Three courses required to complete Printmaking Track)

<table>
<thead>
<tr>
<th></th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>YEAR ONE: FALL SEMESTER</strong></td>
<td></td>
</tr>
<tr>
<td>Woodcut</td>
<td>3</td>
</tr>
<tr>
<td><strong>Fall Semester Total</strong></td>
<td>3</td>
</tr>
<tr>
<td><strong>YEAR ONE: SPRING SEMESTER</strong></td>
<td></td>
</tr>
<tr>
<td>Intaglio</td>
<td>3</td>
</tr>
<tr>
<td>Monotype</td>
<td>3</td>
</tr>
<tr>
<td>Figure in Lithography</td>
<td>3</td>
</tr>
<tr>
<td><strong>Spring Semester Total</strong></td>
<td>3-6</td>
</tr>
<tr>
<td><strong>YEAR TWO: FALL SEMESTER</strong></td>
<td></td>
</tr>
<tr>
<td>Woodcut</td>
<td>3</td>
</tr>
<tr>
<td><strong>Fall Semester Total</strong></td>
<td>3-6</td>
</tr>
<tr>
<td><strong>YEAR TWO: SPRING SEMESTER</strong></td>
<td></td>
</tr>
<tr>
<td>(if needed to fulfill 9 credit requirement)</td>
<td></td>
</tr>
<tr>
<td>Intaglio</td>
<td>3</td>
</tr>
<tr>
<td>Monotype</td>
<td>3</td>
</tr>
<tr>
<td>Figure in Lithography</td>
<td>3</td>
</tr>
<tr>
<td><strong>Spring Semester Total</strong></td>
<td>3-6</td>
</tr>
</tbody>
</table>

**PRINTMAKING TRACK TOTAL**

9

## MFA PRINTMAKING TRACK SPECIAL REQUIREMENTS

The Printmaking Track is a set of courses providing students with educational depth in lithography, intaglio, relief, and/or monotype for application to one’s own work as well as the challenges of college-level teaching. The Printmaking Track may be taken in addition to the required concentration in drawing, painting or sculpture. It requires a minimum of three (3) courses in Printmaking over the two-year program.
MFA ELECTIVES

The Academy offers a robust selection of elective courses that vary each year. Past offerings include:

- Alchemical Painting
- Color Theory
- Comparative Anatomy
- Contemporary History Painting
- Content in painting: Investigating an Iconographic Cosmology
- Copying at the Met
- Digital 3D Modeling
- Dissection
- Drawing and Storytelling
- Drawing from Life
- Drawing Long Pose
- Figure & Drapery
- Graphic Novels & Sequential Art
- History of Drawing Technique
- History of Painting Technique
- Independent Study
- Mixed Media Animation
- Mixed Media Sculpture Elective
- Narrative Drawing
- Narrative Painting
- Nature Science: Man & Beast
- Painting Flesh
- Painting from the Imagination
- Painting Long Pose
- Portrait: Head Structure
- Sculpture Relief
- Still Life: Perceptual, Experimental, Historical
- Stone Carving
- Subject Matter Lab
- Technical Narrative
- The Figure in Costume
- The Figure Inside Memento Mori
- Unusual Materials
- War of Love: Drawing and Painting of Epic
MFA INDEPENDENT STUDY

EI601 | INDEPENDENT STUDY | 3 CREDITS
Except under specially approved circumstances, only second-year students have the option of applying for an independent study in the fall or spring semester. An independent study may only replace an elective and cannot be used to replace required courses. An independent study may only be taken once during a student’s MFA studies and requires a written proposal from the student no later than the first day of classes for the semester during which the independent study would be conducted. The written proposal must be submitted to the Registrar (registrar@nyaa.edu). The proposal must include a written statement and supporting documentation including but not limited to advisement schedule, images and syllabus.

Independent study proposals must adhere to the following guidelines

- Proposal is unique with no equivalent offered in the curriculum
- Comparable in workload to a three-credit course
- Requested full-time faculty advisor must agree to supervise and be a good fit for the independent study content
- Proposal is practical and achievable

The proposal must be approved by the student’s primary full-time faculty advisor and the Faculty Committee. The advisor and the committee will determine if the student is prepared for a self-directed course of study.

MFA THESIS OVERVIEW

The MFA Thesis is the Academy’s final graduate project. It constitutes a body of work and a related research paper (please see the description under Art and Culture II) intended to showcase the MFA candidate’s professionalism, mastery of skills and conceptual aptitude. The MFA Thesis aims to involve students in the professional considerations of research and making artwork intended for exhibition. Each student is expected to develop at least three resolved artworks as the MFA Thesis, or, in the case of sculpture, plans, maquettes, and a single finished piece. The Faculty Committee, in consultation with the individual student, selects one piece for exhibition in the culminating MFA Thesis exhibition. The MFA Thesis works can be executed as drawings, prints, paintings or sculpture. The body of work represents a synthesis of the various skills honed at the Academy and the student’s personal vision. Pieces to be considered for the MFA Thesis exhibition must be no greater than five (5) feet in width unless written permission is requested from and granted by the Faculty Committee.

I601 | MFA THESIS I | 3 CREDITS
(required for all concentrations)
In the first semester of the MFA Thesis, the emphasis is placed on developing individual direction through the exploration of ideas resulting in the execution of artwork. These ideas may first be outlined in maquettes, studies and compositional plans that clarify, refine and consolidate the developing work.

Photographs and other material not hand-crafted by the artist may serve as valuable references but do not qualify as gradable material in this context. The MFA Thesis I works are presented in-progress during the mid-semester critique and should show significant development as coherent artworks for the end-of-semester critique.
I602 | MFA THESIS II | 6 CREDITS
(required for all concentrations)
In this course, students continue building on the body of work and themes addressed in MFA Thesis I. In addition to completing paintings, drawings or sculpture over the semester, students are required to refine their research paper that began in the fall semester in Art and Culture II into the Final Thesis paper. (See paper description below.)

SUPERVISION AND ADVISEMENT
At the beginning of the third semester, students choose a primary MFA Thesis advisor. The primary advisor is responsible for tracking the progress of the student’s MFA Thesis over the course of two semesters and providing written evaluations and grades. To review progress on the work and receive constructive feedback, students must sign up for a total of at least eight advisement sessions each semester, with at least four of these being with the primary advisor. Students must have an MFA Thesis advisement signature form, which documents each session and is signed by the faculty member giving that particular critique session. All students are encouraged to sign up for individual critiques with all advising faculty to solicit a range of critical viewpoints and constructive feedback. It is expected that these meetings will be strategically scheduled by the student and advising faculty to take place at points during the project’s development when such meetings will be most useful.

In addition to the systematic one-on-one support of advisement, each student is provided with additional feedback through four required group critique sessions with their Thesis section. Included in these group sessions are mid-term critiques that enable students to present their works in-progress, argue their case, and respond to critical comment from their advisors, a guest critic from the Adjunct corps and peers. Mid-year and Final critiques take place at the end of the semester for MFA Thesis I and II. These critiques are open to the entire Academy. The final critique occurs one week prior to the submission deadline for the MFA Thesis exhibition. The Studio component of the MFA thesis grade is given immediately following these critiques after the final marking is complete.

MFA THESIS PAPER

Part One: The Thesis Research Paper
In the third semester a paper will be assigned in Art and Culture II and will be developed in conjunction with Thesis I under the supervision of the Art & Culture II Instructor. It is to be graded by the Art & Culture II instructor at the end of the fall semester with written feedback and suggestions on how it may be developed in the final spring semester.

Part Two: The Final MFA Thesis Paper
In the fourth semester, the paper developed in Art & Culture II will be refined into the Final Thesis Paper and graded as a component of the MFA Thesis II course. This is a scholarly research project on the objectives, Theoretical context and/or historical and cultural points of reference of the MFA studio work. The paper should make a convincing argument for the MFA Thesis by citing relevant and stand as a verbal study of an argument for the MFA Thesis works. Individual reasoning, analysis and perceptions should inform this endeavor as they do the visual work. The Academy adheres to MLA format guidelines regarding title page format, margin requirements, order of sections, page numbering, etc. These guidelines are available both online and in the library.
There will be a mid-semester deadline and one class session devoted to evaluating a first draft of the paper and providing direct feedback to each student.

- The paper should be a minimum of eight double spaced pages in the MLA (Modern Language Association) style.
- Students must email the final Thesis Paper [in word doc or pdf format] to the primary advisor by Wednesday, March 20, 2019.
- Students must email a copy of the final Thesis Paper [in word doc or pdf format] to the Librarian hfrisbee@nyaa.edu by Wednesday, March 20, 2019.

CENTRAL THESIS STATEMENT
Students must be prepared to verbally deliver a short central thesis statement at both Thesis I and Thesis II final critiques. The central thesis statement – typically one, but not more than three sentences – will help the Thesis I and Thesis II review panels address your work. This short statement may be descriptive of process and technique and conveys the central tenets and questions of your work.

OUTLINE AND EVALUATION: MFA THESIS I
Students will be evaluated at mid-semester in a written evaluation prepared by the primary advisor and an unofficial midterm grade will be awarded jointly by the primary advisor and one other advising faculty member. The evaluation and the grade result from the mid-term group critique. Students will be evaluated at the end of the semester in a written statement prepared by the primary advisor and a final grade will be issued by the primary advisor following the MFA Thesis I critique based on the grading criteria described below. The following benchmark items are addressed in the evaluation and the grading process:

REPORT 1: MIDTERM
Student demonstrates significant evidence of having been engaged in research activities by providing preliminary plans, drawings, notes, historical examples and making steady advances in the realization of an idea.

REPORT 2: FINAL REVIEW
Student demonstrates significant thematic development and technical accomplishment. Items to be evaluated: models, working drawings and compositional sketches and completed work(s). Students receiving an unacceptable final review will not be permitted to register for MFA Thesis II.

THE FINAL GRADE FOR MFA THESIS I IS CALCULATED AS FOLLOWS:
Students are graded by all Thesis Advisors during the MFA Thesis I critique according to the following criteria: Technical (33%), Formal (33%) and Content (34%). All grades are collected and averaged to arrive at the final MFA Thesis I grade which will be issued by the primary advisor.

OUTLINE AND EVALUATION: MFA THESIS II
As in MFA Thesis I, students will be evaluated at mid-semester in a written statement prepared by the primary advisor. The evaluation and the grade result from the mid-semester critique conducted by the primary advisor and one other faculty member. At this time, the final draft of the research paper is submitted for grading.

REPORT 3: MIDTERM
Student demonstrates significant progress on developing concepts and themes begun in MFA Thesis I. For painting and drawing concentrations, the final compositions are substantially realized and painting and/or drawing issues are significantly resolved. For sculpture students, the wet clay model is nearing completion and preparation for final casting is evident.
REPORT 4: FINAL REVIEW
Student has brought all MFA Thesis II work to a finish and presents an oral argument in support of the work. For painting and drawing concentrations, the final compositions are complete and painting and/or drawing issues are fully resolved in each piece. For sculpture students, final casting and the application of any desired patinas are finished.

MFA THESIS GRADING PROCEDURE
All students will be required to have finished MFA Thesis artworks and papers submitted on time to graduate. Sculpture students should take note of the time-consuming technical requirements for completion of the sculpture MFA Thesis and plan their time accordingly. Students are required to develop works on site for advisement sessions (unless, for technical reasons, they have petitioned and received permission from the Faculty Committee to work off-site) and group critiques. This provides access to the work’s progress for advising faculty and fellow students. Students must receive a satisfactory evaluation at all points to continue their projects, receive a final grade and participate in the final exhibition.

THESIS PAPER = 10%
The “Final Thesis Paper” will not substitute for a body of artwork and must receive a minimum grade of “C” for the candidate to graduate. The letter grade will be mathematically averaged with the Thesis Body of Work grade and will represent 10% of overall final grade.

MFA THESIS ARTWORK = 90%
The MFA Thesis artwork is graded immediately following the final critiques by the MFA Thesis II Grading Committee made up of all Thesis II Advisors and an adjunct representative according to the following criteria: Technical (30%), Formal (30%) and Content (30%). Grades are determined by averaging the grades submitted by the Committee members. The Provost will review the MFA Thesis artwork grades prior to submitting them to the Registrar where they will be combined with the Thesis Paper grades.
CERTIFICATE OF FINE ARTS CURRICULUM OVERVIEW

The CFA Program provides a thorough training in traditional methods and techniques and enables students to use these skills in the creation of vital contemporary art. Central to the curriculum is the study of the human form and the reinterpretation of traditional methods. The courses offered through the CFA Program focus on the complex nature of the human form and its relationship to the creation of vital contemporary art. The curriculum combines study in figurative drawing, painting and sculpture with courses in cast drawing, anatomical study and art history. It is the program’s goal to provide students with proficient knowledge of anatomy, perspective, composition and the effects of light on form to render the figure from the imagination as well as from life, preparing them for the rigors of active studio life and MFA candidacy.

The course of instruction is rigorously structured. Issues of rendering are addressed from the perspectives of different media and modes of expression. Studio courses and unique elective courses concerning figuration are explored as they pertain to art history and contemporary theory. The history of art, ideas and technique are examined, creating a foundation upon which the CFA graduates can build a lifetime of artistic production.

CFA CURRICULUM

TERM ONE: FALL

<table>
<thead>
<tr>
<th>Required</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anatomical Drawing</td>
<td>3</td>
</tr>
<tr>
<td>Drawing I</td>
<td>3</td>
</tr>
<tr>
<td>Painting I</td>
<td>3</td>
</tr>
<tr>
<td>Sculpture I</td>
<td>3</td>
</tr>
<tr>
<td><strong>Term Total</strong></td>
<td><strong>12</strong></td>
</tr>
</tbody>
</table>

TERM TWO: SPRING

<table>
<thead>
<tr>
<th>Required</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art History I</td>
<td>3</td>
</tr>
<tr>
<td>Drawing II</td>
<td>3</td>
</tr>
<tr>
<td>Painting II</td>
<td>3</td>
</tr>
<tr>
<td>Choose one spring elective</td>
<td>3</td>
</tr>
<tr>
<td><strong>Term Total</strong></td>
<td><strong>12</strong></td>
</tr>
</tbody>
</table>

TERM THREE: SUMMER

<table>
<thead>
<tr>
<th>Required</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art History II</td>
<td>3</td>
</tr>
<tr>
<td>Independent Project</td>
<td>6</td>
</tr>
<tr>
<td>Choose one summer elective</td>
<td>3</td>
</tr>
<tr>
<td><strong>Term Total</strong></td>
<td><strong>12</strong></td>
</tr>
</tbody>
</table>

ADVANCED CERTIFICATE TOTAL CREDITS 36
CFA INDEPENDENT PROJECT

CFA-I501 | INDEPENDENT PROJECT | 6 CREDITS
At the end of the student’s second semester, they meet with their CFA Committee to discuss the scope of their Independent Project for the coming semester. The CFA committee is comprised of the Provost, the Director of Continuing Studies and CFA Faculty Chair. The individual student, in consultation with this committee, agrees upon the scope of the work to be completed for the Independent Project.

Additionally, each student is required to complete a written Artist Statement in support of his or her final CFA Independent Project. The Artist Statement is meant to place the student’s work into the context that is intended by the student, explaining personal significance or goals for the work, historical, cultural or artistic points of reference, techniques or methods used and their intended purpose in the production of the student’s work.

Students are required to present this written statement during Final Critiques of the Independent Project, its exhibition and accompanying Artist Statement are considered part of the CFA candidate’s evaluation.

INDEPENDENT PROJECT GRADING & EVALUATION
The Independent Project and its exhibition will account for 90% of the final grade for the Independent Project. The accompanying written Artist Statement will account for 10% of the final grade for the Independent Project.

Final grading is completed by the student’s CFA Committee based upon the following rubric:

30% Technical evaluation
30% Formal evaluation
30% Content evaluation
10% Artist Statement evaluation
100% Grade

Grades are determined by averaging the grades submitted by the Committee members.
**FACULTY AND SENIOR CRITIC**

Our faculty of professional artists and experienced academics has extensive exhibition, publication, award, and grant history and a variety of professional affiliations. Faculty specialties reflect the major concentrations of the curriculum, and under the leadership of the Provost is aimed at assuring that students receive outstanding education in all areas. Faculty and classes offered vary each semester. The student to faculty ratio is 12.5:1 in the MFA program and 2:1 in the CFA program. This high ratio of faculty to students allows for ease of access to instructors for individualized attention.

Bios and images of full-time and adjunct faculty work can be found on the Academy website: https://nyaa.edu/graduate-program/faculty/

More information about the Academy’s Senior Critics: https://nyaa.edu/graduate-program/faculty/senior-critics/

**SENIOR CRITICS**
Some of today’s most respected figurative artists serve our students as Senior Critics. They regularly offer Master Classes and special critiques in conjunction with the core MFA curriculum.

- **Steven Assael**, Drawing and Painting
- **Will Cotton**, Painting
- **Vincent Desiderio**, Drawing and Painting
- **Eric Fischl**, Painting
- **Judy Fox**, Sculpture
- **Sharon Louden**, Professional Practices
- **Edward Schmidt**, Drawing
- **Alexi Worth**, Critical Studies and Painting

**FULL-TIME FACULTY**
The full-time faculty are responsible for safeguarding the integrity of the MFA & CFA curriculums and insuring their proper delivery.

- **Harvey Citron**, Director of Anatomy
- **Monica Cook**, Interim Director of Sculpture
- **Michael Grimaldi**, Director of Drawing
- **Catherine Howe**, Director of Critical Studies
- **John Jacobsmeyer**, Director of Printmaking
- **Wade Schuman**, Director of Painting
- **Dan Thompson**, CFA Faculty Chair, Painting and Drawing

**ADJUNCT FACULTY**
Adjunct faculty vary each year depending on the curricular needs of the Academy and their own professional commitments.

- **John Belardo**, MFA Adjunct Faculty, Sculpture
- **Kajahl Benes**, MFA Adjunct Faculty, Painting
- **Amy Bennett**, MFA Adjunct Faculty, Painting
- **Margaret Bowland**, MFA Adjunct Faculty, Painting
- **Sharon Butler**, MFA Adjunct Faculty, Critical Theory
- **Deborah Chaney**, MFA Adjunct Faculty, Printmaking
- **Aleah Chapin**, MFA Adjunct Faculty, Painting
- **Jiwoong Cheh**, MFA Adjunct Faculty, Anatomy and Sculpture
- **Jennifer Coates**, MFA Adjunct Faculty, Critical Studies
- **Rob Colvin**, MFA Adjunct Faculty, Critical Studies
- **Patrick Connors**, MFA Adjunct Faculty, Drawing
- **Cynthia Eardley**, MFA and CFA Adjunct Faculty, Sculpture and Anatomy
- **David Ebony**, MFA Adjunct Faculty, Critical Studies
- **Stephen Ellis**, MFA Adjunct Faculty, Critical Studies
- **Inka Essenhigh**, MFA Adjunct Faculty, Painting
Michele Fenniak, MFA Adjunct Faculty, Painting and Drawing  
Audrey Flack, MFA Adjunct Faculty, Drawing  
Steve Forester, CFA Adjunct, Painting  
Laura Frazure, MFA Adjunct Faculty, Anatomy and Sculpture  
Thomas Germano, MFA Adjunct Faculty, Critical Studies  
Graham Guerra, MFA Adjunct Faculty, Critical Studies  
Amaya Gurpide, MFA Adjunct Faculty, Anatomy  
Werner Hoefflich, MFA Adjunct Faculty, Painting and Critical Studies  
John Horn, MFA Adjunct Faculty, Anatomy and Sculpture  
Vera Iliatova, MFA Adjunct Faculty, Critical Studies  
Edgar Jerins, MFA Adjunct Faculty, Drawing  
Ken Johnson, MFA Adjunct Faculty, Critical Studies  
Marshall Jones, MFA Adjunct Faculty, Painting  
Kurt Kauper, MFA Adjunct Faculty, Critical Studies & Drawing  
Evan Kitson, CFA Adjunct, Anatomy and Drawing  
Will Kurtz, MFA Adjunct Faculty, Sculpture  
Jessica Leo, CFA Adjunct, Drawing  
Leonid Lerman, MFA Adjunct Faculty, Drawing and Sculpture  
Nina Levy, MFA Adjunct Faculty, Sculpture  
Greg Lindquist, MFA and CFA Adjunct Faculty, Critical Studies and Art History  
Dik Liu, MFA Adjunct Faculty, Painting  
Margaret McCann, MFA Adjunct Faculty, Painting and Critical Studies  
Randolph L. McIver, MFA Adjunct Faculty, Anatomy  
Mark Mennin, MFA Adjunct Faculty, Sculpture  
Fredrick Mershimer, MFA Adjunct Faculty, Printmaking  
Alyssa Monks, MFA Adjunct Faculty, Painting  
Steve Mumford, MFA Adjunct Faculty, Painting  
Roberto Osti, MFA Adjunct Faculty, Anatomy and Drawing  
Mu Pan, MFA Adjunct Faculty, Drawing  
Colette Robbins, MFA Adjunct Faculty, Sculpture  
Jean-Pierre Roy, MFA Adjunct Faculty, Painting  
Sarah Schmerler, MFA Adjunct Faculty, Critical Studies  
Steve Shaheen, MFA Adjunct Faculty, Sculpture  
Chie Shimizu, MFA Adjunct Faculty, Sculpture  
Emily Sachar, CFA Adjunct, Art History  
Manu Saluja, CFA Adjunct, Painting  
Barbara Segal, MFA Adjunct Faculty, Sculpture  
Bernard Siciliano, MFA Adjunct Faculty, Painting  
Robert Simon, MFA Adjunct Faculty, Sculpture and Critical Studies  
Russ Spitkovsky, MFA Adjunct Faculty, Printmaking  
Robert Taplin, MFA Adjunct Faculty, Sculpture  
Melanie Vote, MFA Adjunct Faculty, Painting  
Steve Walker, MFA Adjunct Faculty, Drawing  
Amy Weiskopf, MFA Adjunct Faculty, Painting  
John Wellington, CFA Adjunct, Painting  
Zane York, MFA Adjunct Faculty, Painting
MFA MASTER CLASSES, LECTURES, VISITING CRITICS & PROFESSIONAL PRACTICES

MFA MASTER CLASSES
The master class is a highly condensed version of an apprenticeship and as such is best suited as a teaching method for graduate students who have a good conceptual and technical grasp of their subject.

The aims of exposing students to artists' opinions within the formalized setting of a master class are: to provide a research and atelier setting for students in which they are exposed to the artists' motivations and working methods; for the "master" to pass on ideas and personal views about what it means to be an artist; and for students to gain insight into how a successful artist approaches the making of art and responds to the work of others.

The Academy offers all students the opportunity to enroll in at least one master class during the MFA program. Each invited artist determines the overall design of the master class. Some may follow a traditional model, constructing a concentrated period of drawing directly from the model; others may organize gallery and studio visits along with seminars and/or lectures. The sole directive to each master artist is that a group critique be held at the end of the class. CFA students may sign up for open slots in Master Classes a week after the MFA Master Class Lottery.

LECTURES
Each semester, in coordination with the Art & Culture Seminars, the Academy hosts an ambitious speaker program featuring prominent figures working in the arts and within a broad array of cultural contexts. To date the Academy has invited prominent visual artists, celebrated authors, seasoned critics and noted scholars to speak on issues that relate to contemporary culture. The goal is to expose our student and faculty body to a wide range of ideas and topics that will enrich the day-to-day academic discourse in the classroom and impact on the contextual decisions shaping each student's studio practice and professional research.

VISITING CRITICS
Over the course of the academic year artists, professors, gallerists and critics from across the globe are invited to meet with MFA students in their studios. Students gain valuable exposure to professionals from outside of the Academy. The exchange that occurs in these critiques provides a valuable complement to the curriculum. CFA students meet primarily with MFA Faculty for one-on-one critiques over the Summer Semester.

PROFESSIONAL PRACTICE
The Professional Practice Lecture Series and workshops, which run during the fall and spring semesters, is designed to effectively and efficiently prepare students for the practical realities of operating in the art world. The aim of the program is to develop students' awareness of career opportunities and skills for navigating the professional world. Workshop sessions expose students to the worlds of private studios, galleries, museums, higher education, grants and residencies, and related careers. Considered are: practical and legal issues of finding studio space and gallery representation; presentation, documentation, promotion and pricing of work; writing artists' statements and resumes; researching granting and residency opportunities and writing applications; researching job opportunities and writing letters of application. Students should gain an understanding of the structure of the art world and strategies for identifying and planning a career strategy. Certificate Fine Arts students may request to attend the Professional Practices Workshop by emailing the Director of Student Services.
INTERNATIONAL STUDENTS

Upon arrival in the United States, international students must report to the Academy’s PDSO. Students holding an F-1 Visa are required by US Citizenship and Immigration Services (USCIS) to maintain a full-time credit load as required by the course of study. A full-time course of study is defined as 12 or more credits a semester. More information and resources are available from the PDSO and posted on the international student page of the student portal.

Katie Hemmer
PDSO
Director of Admissions & Recruitment
khemmer@nyaa.edu
(212) 842-5961

For international students traveling outside the United States, the items below are required to re-enter following a temporary absence and continue their studies.

- A valid passport
- A valid F-1 Visa
- Form I-20 endorsed by designated school official. The I-20 must be endorsed upon leaving the United States. To ensure that a signature can be obtained, make requests at least two weeks before travel.
- A valid I-94 card (Canadian Students Only)

OFF-CAMPUS EMPLOYMENT
Students applying for admission are required to show evidence that they have sufficient funds for tuition and living expenses for at least one year, and to provide reasonable assurance of continued adequate financial support for the duration of studies in the United States. USCIS will not authorize work permission during the first year of study.

After the first year of study, work permission is very difficult to obtain even if an unexpected change in finances justifies an application. A student seeking permission to work must demonstrate severe economic hardship and show that undertaking work will not interfere with a full course of study. Students granted work permission can work for no more than 20 hours per week and must maintain full-time matriculated status.

ON-CAMPUS EMPLOYMENT
International students may accept a job on-campus, either part-time work during the academic year, or full-time work during the summer, without notifying USCIS. Students must obtain a social security number or tax identification number to receive compensation.

PRACTICAL TRAINING AND EXTENSION OF STAY
International students may apply for a one-time, one-year extension for off-campus work in employment related to the students’ course of study. Only students who have completed their studies and all degree requirements are eligible to apply for practical training.

DURATION OF STAY
When a student first enters the United States on an F-1 visa, a border official makes the notation “until D/S” on the Form I-20 A/B. D/S means duration of stay. USCIS defines the term as the period during which a student pursues a full course of study, including any period of practical training, plus 60 days in which to depart from the United States after completion of study.
2018 – 2019 MFA & CFA TUITION & ESTIMATED COST OF ATTENDANCE

The New York Academy is committed to the principle of equal opportunity and equal treatment for every prospective and current student in accordance with the law. It is the policy of the Academy not to discriminate against individuals on the basis of race, color, sex, sexual orientation, gender identity, religion, disability, age, genetic information, veteran status, ancestry, national or ethnic origin or any other protected category in the administration of its educational policies, admissions policies, employment policies, scholarship and loan programs, and other Academy-sponsored programs and activities.

MFA TUITION & FEES

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Per semester Tuition</td>
<td>$18,718</td>
</tr>
<tr>
<td>Mandatory Per Semester Fees</td>
<td>$750</td>
</tr>
<tr>
<td>Annual Total</td>
<td>$38,936</td>
</tr>
<tr>
<td>Per Credit Tuition Rate</td>
<td>$1,247</td>
</tr>
</tbody>
</table>

* Please note that tuition and fees are subject to change and annual increases.
** Fee includes registration, commencement, model, materials and technology fee.

The Academy charges a flat tuition rate per semester of full-time study. Students may enroll up to the credit limit outlined in their respective curriculum charts. A maximum of 63 credits may be taken to fulfill degree requirements at the flat tuition rate. Additional credits taken beyond those needed to fulfill degree requirements will be charged at the prevailing per credit charge of $1,020.

MFA ESTIMATED COST OF ATTENDANCE

<table>
<thead>
<tr>
<th>2018-2019</th>
<th>FALL</th>
<th>SPRING</th>
<th>ANNUAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition and Fees</td>
<td>$19,468</td>
<td>$19,468</td>
<td>$38,936</td>
</tr>
<tr>
<td>Housing</td>
<td>$7,416</td>
<td>$7,416</td>
<td>$14,832</td>
</tr>
<tr>
<td>Utilities</td>
<td>$1,200</td>
<td>$1,200</td>
<td>$2,400</td>
</tr>
<tr>
<td>Food/Clothing</td>
<td>$4,000</td>
<td>$4,000</td>
<td>$8,000</td>
</tr>
<tr>
<td>Health Insurance</td>
<td>$2,100</td>
<td>$2,100</td>
<td>$4,200</td>
</tr>
<tr>
<td>Art Materials</td>
<td>$2,000</td>
<td>$2,000</td>
<td>$4,000</td>
</tr>
<tr>
<td>Transportation</td>
<td>$726</td>
<td>$726</td>
<td>$1,452</td>
</tr>
</tbody>
</table>

TOTAL MFA ESTIMATED COST OF ATTENDANCE 2018 - 2019: $73,820

CFA TUITION & FEES

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition</td>
<td>$25,000</td>
</tr>
<tr>
<td>Mandatory Fees *</td>
<td>$750</td>
</tr>
<tr>
<td>Total Tuition and Fees</td>
<td>$25,750</td>
</tr>
<tr>
<td>Per Credit Tuition Rate</td>
<td>$695</td>
</tr>
</tbody>
</table>

* Fees include registration, exhibition, model, materials and technology fee.
CFA ESTIMATED COST OF ATTENDANCE

<table>
<thead>
<tr>
<th></th>
<th>FALL</th>
<th>SPRING</th>
<th>SUMMER</th>
<th>ANNUAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition and Fees</td>
<td>$9,084</td>
<td>$8,333</td>
<td>$8,333</td>
<td>$25,750</td>
</tr>
<tr>
<td>Housing</td>
<td>$4,944</td>
<td>$4,944</td>
<td>$4,944</td>
<td>$14,832</td>
</tr>
<tr>
<td>Utilities</td>
<td>$800</td>
<td>$800</td>
<td>$800</td>
<td>$2,400</td>
</tr>
<tr>
<td>Food/Clothing</td>
<td>$2,666</td>
<td>$2,666</td>
<td>$2,666</td>
<td>$8,000</td>
</tr>
<tr>
<td>Health Insurance</td>
<td>$1,400</td>
<td>$1,400</td>
<td>$1,400</td>
<td>$4,200</td>
</tr>
<tr>
<td>Art Materials</td>
<td>$1600</td>
<td>$1600</td>
<td>$1600</td>
<td>$4,800</td>
</tr>
<tr>
<td>Transportation</td>
<td>$484</td>
<td>$484</td>
<td>$484</td>
<td>$1,452</td>
</tr>
</tbody>
</table>

TOTAL CFA ESTIMATED COST OF ATTENDANCE 2018 - 2019: $61,434

MFA & CFA TUITION PAYMENT POLICY

Students are required to keep their financial accounts current. Students are billed on a semester-to-semester basis and receive an account statement of tuition and fees. Full payment is due no later than the first day of class each semester. No student may attend semester classes until the full semester’s tuition has been paid either by check, money order, credit card or guaranteed student loan payment. The Academy will charge 3.5% for processing students’ payments made by credit/debit card. If the student fails to pay the full tuition fee within the first week of classes, the student is responsible for a late fee of $850.

Students in default of bursar payments may not pre-register, enroll, attend or progress to classes in the next semester. Students dependent on government sponsored financial aid programs (both domestic and foreign), supplemental bank loans or bank financed tuition payment plans are advised to adhere to application deadlines to ensure funds arrive at the school in a timely manner. If not the late fee listed in the preceding paragraph will be applied.

Non-payment of tuition will result in a hold on your class registration for the next semester until your balance is paid. We reserve the right to remove you from the program for non-payment of tuition by the first day of classes each semester.

For the fall and spring semesters, the add/drop period is held during the first two weeks of each semester. Students leaving school for any reason are entitled to a refund according to the schedule indicated in the following Tuition Refund Policy.
TUITION REFUND POLICY

Fall and spring semester refund policy for students who withdraw before the end of the:

<table>
<thead>
<tr>
<th>Week of Class</th>
<th>Refund Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Week of Class</td>
<td>100% of tuition</td>
</tr>
<tr>
<td>Second Week of Class</td>
<td>80% of tuition</td>
</tr>
<tr>
<td>Third Week of Class</td>
<td>60% of tuition</td>
</tr>
<tr>
<td>Fourth Week of Class</td>
<td>50% of tuition</td>
</tr>
<tr>
<td>After the Fourth Week</td>
<td>0% of tuition</td>
</tr>
</tbody>
</table>

According to the provisions of the Higher Education Amendments of 1998, the refund calculation for students receiving Title IV funds are based on the number of days attended during the term. The portion of federal loans and grants student earned is calculated on a percentage basis comparing the total number of calendar days in the semester to the number of days completed before the withdrawal. Once the 60% point of the enrollment period has lapsed, the student has earned 100% of the Title IV aid. The return of these funds may result in a balance due to the Academy and/or the federal government. Registration and materials/service fees are not refundable.

FEDERAL RETURN OF TITLE IV FUNDS POLICY

Title IV recipients who officially withdraw during the semester before completing 60% of the term for which the student has been charged are required to return a portion of the Title IV funds to the Federal government through the Academy’s Financial Aid Office. The return amount will be calculated using the number of days the student attended in the given term and the total number of days in the given term.

RETURN OF OVERPAYMENT

Title IV financial aid recipients who withdraw from all classes, or who are administratively withdrawn from all classes may be required to return a portion of the financial aid they received. Calculations are done to determine the percent of financial aid earned and unearned for the given term.

Title IV financial aid recipients who receive an overpayment resulting from changes in enrollment, cost of attendance, general eligibility, and additional financial aid award(s) will be required to return funds in the amount necessary to eliminate the overpayment.

The student will be notified by the Financial Aid Office if a Return of Title IV funds is due. Failure to return Title IV funds will result in the loss of eligibility for financial aid.

ORDER OF RETURN OF TITLE IV FUNDS

All returns will be distributed by the Financial Aid Office to the student financial assistance programs in the order below:

- Federal Unsubsidized Stafford Loan
- Federal Graduate Direct Plus Loan
- Institutional or Agency Programs
- Tuition and fee policies are subject to change at the beginning of each term.
MFA & CFA HOUSING

The bulk of affordable housing in New York City exists in the boroughs adjacent to Manhattan: Brooklyn, Queens, Staten Island and the Bronx. These neighborhoods are an easy commute from Manhattan by mass transit, and students can expect traveling times between 20 and 40 minutes. More information on housing in New York City is available on the online Student Portal.

MFA STUDENT GRADUATION & RETENTION RATES

The following statistics reflect the graduation and retention rates for the cohort of full-time students who enrolled in the MFA program, according to year:

**STUDENT GRADUATION RATES**

<table>
<thead>
<tr>
<th>Year</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>2017-2018</td>
<td>93%</td>
</tr>
<tr>
<td>2016-2017</td>
<td>98%</td>
</tr>
<tr>
<td>2015-2016</td>
<td>98%</td>
</tr>
<tr>
<td>2014-2015</td>
<td>92%</td>
</tr>
<tr>
<td>2013-2014</td>
<td>97%</td>
</tr>
<tr>
<td>2012-2013</td>
<td>98%</td>
</tr>
<tr>
<td>2011-2012</td>
<td>91%</td>
</tr>
<tr>
<td>2010-2011</td>
<td>92%</td>
</tr>
<tr>
<td><strong>AVERAGE</strong></td>
<td><strong>95%</strong></td>
</tr>
</tbody>
</table>

**STUDENT TWO-YEAR RETENTION RATES**

<table>
<thead>
<tr>
<th>Year</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>2017-2018</td>
<td>91%</td>
</tr>
<tr>
<td>2016-2017</td>
<td>98%</td>
</tr>
<tr>
<td>2015-2016</td>
<td>93%</td>
</tr>
<tr>
<td>2014-2015</td>
<td>92%</td>
</tr>
<tr>
<td>2013-2014</td>
<td>97%</td>
</tr>
<tr>
<td>2012-2013</td>
<td>98%</td>
</tr>
<tr>
<td>2011-2012</td>
<td>91%</td>
</tr>
<tr>
<td>2010-2011</td>
<td>92%</td>
</tr>
<tr>
<td><strong>AVERAGE</strong></td>
<td><strong>94%</strong></td>
</tr>
</tbody>
</table>
SCHOLARSHIP PROGRAMS

New York Academy of Art scholarships are highly competitive. Please take the time to submit application materials that represent your accomplishments. The Academy reserves the right to adjust scholarship in the event you are awarded any other substantial scholarship support. To receive fullest consideration for scholarships:

- US citizens/permanent residents must complete their FAFSA by their selected application deadline (early consideration or regular decision).
- International Students must submit the International Need Assessment form by their selected application deadline (early consideration or regular decision).
- Notification and application deadlines vary for each award. Please read scholarship requirements and deadlines carefully. If you have additional questions, please email admissions@nyaa.edu.

Please refer to the Academy Website for an updated list of Academy Scholarships available. MFA nyaa.edu/scholarships CFA nyaa.edu/continuing-studies/certificate-of-fine-arts/tuition-and-scholarships/

COMMENCEMENT AWARDS

At graduation, awards ranging from $100 to $15,000 are made, many to support travel.

MFA SELECTION PROTOCOLS

COMMENCEMENT AWARDS
The Faculty Committee composed of Full-time faculty, Provost and Half-time, Adjunct and Senior Critic representatives selects the recipients of Commencement awards. The process begins with a list of all students scheduled to graduate. Each name is called out in consideration for an award. Faculty are asked to speak up when they hear a name they would like to nominate. There is no limit on how many people are nominated. Once the nominees have been recorded, this makes up a short list that the committee reviews. If the list is long then there will be a vote for the strongest candidates among the group. The top 10 are then discussed individually for their suitability for the various awards. After discussing each finalist, each Committee member makes a recommendation for each award. Awards are recommended by the Committee based on majority vote. These recommendations are then submitted to the Provost, President and sometimes the award’s benefactor for approval. The names of the recipients are then announced via email to the student body.

RESIDENCIES
The residency selection committee composed of Full-time faculty, Provost and Half-time, Adjunct and Senior Critic representatives and sometimes the director of the specific residency program meet during the Spring semester to select the recipients of each residency. The members of the committee visit and evaluate each student’s studio and submit a studio grade for each student during the Spring semester. All grades are collected by the registrar and averaged to produce a final studio grade. All students, with the exception of those who opt out, are ranked in order of studio grade point average. The committee votes on the top 15-20 nominees. Committee members are invited to recommend people who they feel were overlooked in the first round. An argument for their renewed consideration is then put to a vote. Once the nominees have been recorded, the committee discusses each nominee individually for their suitability for the various residencies and offers additional appropriate variables. After discussing each nominee, the committee votes to make the final selection for each available residency opening. Residencies are awarded by the Committee based on majority vote. The names of the recipients are then announced via email to the student body and posted on the public bulletin board.
POST-GRADUATE CHUBB FELLOWSHIP
The Academy offers three post-graduate one-year fellowships to graduating MFA students each year. Recipients receive a $10,000 stipend and complete their fellowship year at the Academy. The Fellowship Committee composed of Full-time faculty, three adjuncts and Provost grade all Second-year students at MFA Thesis II Final Critiques. Finalists are chosen from the top-ranking students based on the criteria listed below. The Committee discusses each of the finalists. Each Committee member votes for their top six from the full list of finalists. These are averaged to identify the top six candidates. At this point faculty are welcome to object to the selection based on the stronger attributes of someone further down on the list. After discussion a new vote is taken to determine if anything has changed. The final list of the top six applicants are delivered to the President’s Fellowship Committee composed of President, Provost, one Trustee, one Adjunct and one outside Artist or Critic for the final selection of the three postgraduate fellows. The members of the President’s Fellowship Committee tour each of the six finalist’s studios and review their Thesis papers. The President’s Fellowship Committee then meets to discuss each finalist and selects the three post-graduate fellows. Once approved, the names of the recipients are then announced via email to the student body.

The Fellowships include:

• Assistant teaching
• Studio accommodation
• Tutorial support
• Annual stipend
• Exhibition opportunity

Successful candidates are selected based on the following criteria:

• Past academic performance
• MFA Thesis quality
• Strength of research proposal as it relates to the mission of the Academy, the advancement of art education and quality studio practice.
• Studio Grades
• Additional Appropriate Variables

CFA ACADEMY SCHOLARSHIPS
New York Academy of Art scholarships are highly competitive. Applicants to the CFA program demonstrating merit are eligible to apply for scholarship awards. Academy merit scholarships range from $500 – $13,000. Applicants must complete the admissions application by the filing deadline to be considered for Academy scholarships. Award amounts are distributed in the form of tuition remission. The Academy reserves the right to adjust scholarship in the event you are awarded any other substantial scholarship support.

Application & Deadlines
All CFA applicants are considered. All application materials must be submitted by application deadline. Applicants are notified of award in a letter of acceptance.
**POSTGRADUATE TEACHING ASSISTANT AWARD**

The Post-graduate Teaching Assistant (PGTA) program provides Academy alumni with the opportunity to gain valuable teaching experience at the graduate level. In turn, Academy instructors are provided with a teaching assistant to support the tutorial component of the curriculum and the operations of the classroom. All alumni are invited to submit applications to the program. Alumni will be matched with Academy instructors, based on the application, experience in a particular discipline and other considerations.

**POSITION DESCRIPTION**

The PGTA’s core responsibility is to assist the primary instructor through the reinforcement of material covered during studio sessions. PGTA’s assigned to classes with a studio session are required to be present at this session. Required Responsibilities include:

- Taking attendance at instructed, uninstructed and makeup class sessions. Presence during uninstructed studio sessions is required.
- Conducting research and gathering materials as assigned by Instructor.
- Management of props, including the checking out, setup, cleanup and storage of props and lighting.
- Pre-class and post-class set-up/take down including easel, stool, and taboret placement and return. This requires arriving to class early and staying after in upwards of 30-45 minutes.
- Overall class management – including timing of models and working as an intermediary between the class, instructor and model(s).
- Maintain a safe, punctual and efficient work environment.
- Contributing to discussions and critiques in tandem with instructor.

Please note that additional services will vary according to the demands of individual instructors and the curriculum. PGTAs will not participate in student assessment or grading which is the sole responsibility of the instructor.

**TRIAL PERIOD**

A trial period of three sessions will assess the working relationship of the instructor and PGTA. If a PGTA is unable to meet the responsibilities required, or if multiple class sessions are missed, it is within the school’s right to terminate the assistantship at any time and compensation will be forfeited. Faculty members are asked to address any issues that arise during the semester to the Faculty Chair. Submission deadline will be announced towards the end of each semester for enrollment in the following semester’s program.

**CONTINUING STUDIES TEACHING ASSISTANT PROGRAM (CSTA)**

Currently enrolled graduate students in the MFA program may apply to be teaching assistants for continuing studies classes. For information please contact the Director of Student Services Noelle Timmons ntimmons@nyaa.edu.

**OFF-SITE TEACHING ASSISTANT PROGRAM**

Separate from the Academy, currently enrolled graduate students in the MFA program may apply to be teaching assistants at local area colleges. For information please contact the Director of Student Services Noelle Timmons ntimmons@nyaa.edu.
FEDERAL AID PROGRAMS AND APPLYING FOR FINANCIAL AID

Academy students may apply for both Federal Unsubsidized Stafford & Graduate Direct Plus Loans. Our direct lending code is G26001.

<table>
<thead>
<tr>
<th>Program</th>
<th>Amount &amp; Interest</th>
<th>How to Apply</th>
</tr>
</thead>
</table>
| Federal Unsubsidized Stafford Loan | Amount: Up to $20,500/year  
Interest: Fixed, 6.60% for the Loans first disbursed on or after 7/1/18 and before 7/1/19 (1.066% origination fee) on or after Oct. 1, 2017, and before Oct. 1, 2018. (1.062% origination fee) on or after Oct. 1, 2018, and before Oct. 1, 2019. | File FAFSA, complete Master Promissory Note (MPN) and Entrance Loan Counseling. |
| Graduate Direct Plus Loan       | Amount: Up to the cost of education less aid received  
Interest: Fixed, 7.60% for the Loans first disbursed on or after 7/1/18 and before 7/1/19 (4.264% origination fee) on or after Oct. 1, 2017, and before Oct. 1, 2018. (4.248% origination fee) on or after Oct. 1, 2018, and before Oct. 1, 2019 | File FAFSA, complete PLUS Master Promissory Note, Entrance Loan Counseling. All Direct Plus Loan borrowers are subject to a credit check. |

COMPLETE THE ONLINE FREE APPLICATION FOR FEDERAL STUDENT AID (FAFSA)

Visit fafsa.ed.gov. The Academy’s school code is G26001. You will first need a PIN (www.pin.ed.gov). If you intend on taking Federal Financial Aid you will need to complete an Entrance Interview and Master Promissory Notes.

COMPLETE THE ONLINE LOAN ENTRANCE INTERVIEW

An Entrance Interview is a counseling session which is designed to help you better understand your obligation as a borrower and provides other useful information on the loan process. The Entrance Interviews are required. Please go to www.studentloans.gov website to complete your Entrance Interview.

COMPLETE THE ONLINE MASTER PROMISSORY NOTE(S) – MPN

There is one promissory note for the Stafford loans and a separate promissory note for Graduate Plus. You can complete the MPN online at the StudentLoans.gov website. The MPN is a legal document in which you promise to repay your loan(s) and any accrued interest and fees to the Department of Education. It also explains the terms and conditions of your loan(s). To complete an MPN online, you will be required to use your Department of Education-issued PIN. If you do not have a PIN, you may request one from the official PIN site. An endorser borrower must also request a PIN number from the PIN site to use when completing a PLUS MPN.

Please note that all Direct Plus Loan borrowers are subject to a credit check. Those applying for the Direct Plus Loan must sign a credit check permission form prior to the Financial Aid Office conducting the check. Direct Plus Loan borrowers must have an acceptable credit history or an endorser (someone who agrees to repay the loan if you do not pay it) with an acceptable credit history.

REQUEST THE LOAN AMOUNTS FOR THE 2018-19 ACADEMIC YEAR

Loan requests should be emailed to fa@nyaa.edu. Example: “(YOUR NAME) requests $20,500 Unsubsidized Stafford and $31,500 in Graduate Plus Loans for the 2018-2019 academic year.”
DISBURSEMENTS
Loans will be disbursed two times per year for the MFA Students and three times for the CFA students. The dates of disbursement will be sent to you via e-mail. Any credits on your tuition statement will be refunded to you within two weeks after first day of classes via check which can be picked up at the accounting office.

RETURNING LOAN FUNDS
You have the right to cancel all, or part of your loan within 30 days of receiving disbursement notification. A request to cancel all, or portion of the loan must be done in writing within the 30 days, and any unused funds must be returned to Financial Aid Office by way of personal check.

You are responsible for repaying any outstanding balance due to the Academy as a result of the full or partial Loan Cancellation.

To ensure that the payment is properly credited, you will need to include a cover letter stating whether the funds are for a loan payment or for canceling (inactivating) a loan. This note should indicate which loan(s) the returned funds should be applied to, and in what amounts (if repayment is split between loans).

Please email the Office of Financial Aid fa@nyaa.edu in case of any questions.

WITHDRAWAL AND RETURN OF TITLE IV FUNDS (R2T4) POLICY
Federal Student Aid (FSA), also known as Title IV funding, is awarded under the assumption that a student will complete the full course load for the entire semester and/or payment period for which the funds were awarded. When a student ceases attendance, in a course, regardless of the reason, the student may no longer be eligible for the full amount of Title IV funds originally awarded.

The return of funds to the federal government is based on the premise that financial aid is earned in proportion to the length of time during which the student attended. A pro-rated schedule determines the amount of federal aid a student has earned while attending. For example, a student who withdraws in the second week of the semester has earned less of his/her financial aid than a student who withdraws in the fifth week.

Once the 60% point in the semester/payment period is reached, a student is considered to have earned all of the financial aid originally awarded and will not be required to return any funds.

REPAY YOUR FEDERAL UNSUBSIDIZED STAFFORD AND DIRECT GRADUATE PLUS LOANS
After you stop attending school at least half time, you have 6 months to start repaying your loans back. Prepayment may substantially reduce your interest costs. Loan consolidation can greatly simplify loan repayment by centralizing your loans to one bill and can lower monthly payments. However, if you increase the length of your repayment period, you’ll also make more payments and pay more in interest. Be sure to compare your current monthly payments to what monthly payments would be if you consolidated your loans.

Borrower benefits from your original loan, which may include interest rate discounts, principal rebates or some loan cancellation incentives, which may significantly reduce the cost of repaying your loans. You might lose those benefits if you consolidate. Most federal student loans are eligible for consolidation, but private education loans are not.

Generally, you are eligible to consolidate after you graduate, leave school, or drop below half-time enrollment. Repayment of a Direct Consolidation Loan can begin 60 days after the loan is disbursed, or sooner.

REPAYMENT PLANS
For more detailed information about Repayments Plans please visit https://studentaid.ed.gov/sa/repay-loans.
FEDERAL WORK-STUDY PROGRAM

Federal Work-Study (FWS) is a federally funded program by both the Department of Education and the New York Academy of Art. This program provides part-time jobs for first and second year students with significant financial need and is administered by an FWS Administrator, the FWS Committee and the Office of Financial Aid, in accordance with the law, federal regulations, and the United States Department of Education. Detailed information may be found in the Academy’s Federal Work-Study Handbook.

SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY

Students receiving financial assistance under the federally supported Title IV Programs must comply with all applicable law and regulations as well as the following set of standards to be eligible for such assistance. What follows are the Academy’s standards for SAP. This policy affects student eligibility for financial aid through any/all of the following federal, institutional and state financial aid programs:

- Federal Unsubsidized Stafford Loan Program
- Federal Graduate Plus Loan
- Academy Grants and Scholarships

To be eligible to receive any of the types of financial aid listed above, a student must be:

- Matriculated full-time or half-time
- Enrolled currently and
- Meeting the terms of this Satisfactory Academic Progress policy

"Satisfactory academic progress" is a measurement of the student’s successful progress in their studies and status (part time/full time). Satisfactory progress is evaluated once a calendar year, using standards that are both qualitative (academic performance as measured by grade point average) and quantitative (total number of academic credits earned within specified time periods). To meet this standard, a student must maintain the level of academic performance required to remain at the Academy as a full-time matriculated student:

- Full-time Status: Attempted 12 or more credits/semester: 3.0 Cumulative GPA
- Half-time Status: Attempted 6 or more credits/semester: 3.0 Cumulative GPA

The Academy has determined what level of performance/grades count toward the required credits earned, as follows: All courses in which a grade of “A” through “C” have been assigned will count toward the required quantitative standard. Failed courses (F), audited courses, courses which are Incompletes (I) will NOT count toward the total credits earned and the achievement of this quantitative standard. Any student who receives an "I" in any course must notify the Registrar when the "I" is changed into a letter grade, in order for credits earned in that course to be counted the standards of performance.

- For full-time students, satisfactory academic progress is defined as the successful completion of a minimum of 30 semester hours of academic work toward completion of the MFA.
- For half-time students, satisfactory academic progress is defined as the successful completion of a minimum of 15 semester hours of academic work toward completion of the MFA.

Students who fail to attain the qualitative and/or quantitative standards outlined above may consider repeating a failed course. Students may repeat courses that have been passed with low or average grades in order to raise their cumulative grade point average (GPA).
STUDENT SERVICES

IMMUNIZATION RECORDS
New York State Public Health Law (PHL-2165) and Title 10 New York Codes, Rules and Regulations Subpart 66-2 (10 NYCRR Subpart 66-2) require students to provide proof of immunity against measles, mumps and rubella prior to the first day of classes.

MEASLES
Students born on or after January 1, 1957 must submit proof of immunity to measles. Only one of the following is required:
- The student must submit proof of two doses of live measles vaccine: the first dose given no more than four (4) days prior to the student’s first birthday and the second at least 28 days after the first dose; or
- The student must submit serological proof of immunity to measles. This means the demonstration of measles antibodies through a blood test performed by an approved medical laboratory; or
- The student must submit a statement from the diagnosing physician, physician assistant or nurse practitioner that the student has had measles disease; or
- The student must submit proof of honorable discharge from the armed services within 10 years from the date of application to the institution. The proof of honorable discharge shall qualify as a certificate enabling a student to attend the institution pending actual receipt of immunization records from the armed services; or
- If a student is unable to access his/her immunization record from a health care provider or previous school, documentation that proves the student attended primary or secondary school in the United States after 1980 will be sufficient proof that the student received one dose of live measles vaccine. If this option is used, the second dose of measles vaccine must have been administered within one year of attendance at a post-secondary institution.

MUMPS
Students born on or after January 1, 1957 must submit proof of immunity to mumps. Only one of the following is required:
- The student must submit proof of one dose of live mumps vaccine given no more than four days prior to the student’s first birthday; or
- The student must submit serological proof of immunity to mumps. This means the demonstration of mumps antibodies through a blood test performed by an approved medical laboratory; or
- The student must submit a statement from the diagnosing physician, physician assistant, or nurse practitioner that the student has had mumps disease; or
- The student must submit proof of honorable discharge from the armed services within 10 years from the date of application to the institution. The proof of honorable discharge shall qualify as a certificate enabling a student to attend the institution pending actual receipt of immunization records from the armed services.

RUBELLA
Students born on or after January 1, 1957 must submit proof of immunity to rubella. Only one of the following is required:
- The student must submit proof of one dose of live rubella vaccine given no more than four days prior to the student’s first birthday; or
- The student must submit serological proof of immunity to rubella. This means the demonstration of rubella antibodies through a blood test performed by an approved medical laboratory (Since rubella rashes resemble rashes of other diseases, it is impossible to diagnose reliably on clinical grounds alone. Serological evidence is the only permissible alternative to immunization.); or
- The student must submit proof of honorable discharge from the armed services within 10 years from the date of application to the institution. The proof of honorable discharge shall qualify as a certificate enabling a student to attend the institution pending actual receipt of immunization records from the armed services.
Proof of immunization shall specify the vaccines and gives the dates of administration, physician-verified history of disease, laboratory evidence of immunity, medical or religious exemption. This includes documents such as a certificate from a physician, a copy of the immunization portion of the cumulative health record from a prior school, a migrant health record, a union health record, a community health plan record, a signed immunization transfer card, a military dependent’s “shot” record, the immunization portion of a passport, an immunization record card signed by a physician, physician assistant or nurse practitioner, or an immunization registry record.

**MEDICAL EXEMPTION**

If a licensed physician, physician assistant, or nurse practitioner, or licensed midwife caring for a pregnant student, certifies in writing that the student has a health condition which is a valid contraindication to receiving a specific vaccine, then a permanent or temporary (for resolvable conditions such as pregnancy) exemption may be granted. This statement must specify those immunizations which may be detrimental and the length of time they may be detrimental. Provisions need to be made to review records of temporarily exempted persons periodically to see if contraindications still exist. In the event of an outbreak, medically exempt individuals should be protected from exposure. This may include exclusion from classes or campus.

**RELIGIOUS EXEMPTION**

A student may be exempt from vaccination if, in the opinion of the institution, that student or student’s parent(s) or guardian of those less than 18 years old holds genuine and sincere religious beliefs which are contrary to the practice of immunization. The student requesting exemption may or may not be a member of an established religious organization.

Requests for exemptions must be written and signed by the student if 18 years of age or older, or parent(s), or guardian if under the age of 18. The institution may require supporting documents. It is not required that a religious exemption statement be notarized. In the event of an outbreak, religious exempt individuals should be protected from exposure. This may include exclusion from classes or campus. In accordance with PHL Section 2167 and Title 10 New York Codes, Rules and Regulations Subpart 66-2 (10 NYCRR Subpart 66-2), the Academy distributes information about meningococcal disease and vaccination to students.

**MEDICAL INSURANCE**

Students are not required to be covered but are highly encouraged to have health insurance while enrolled at the Academy. See the Director of Student Affair for healthcare options.

**HEALTH AND PERSONAL COUNSELING**

The Director of Student Services maintains a list of local physicians, hospital clinics, emergency rooms and mental health experts to which students may be referred when in need of such services. All requests are kept confidential unless otherwise required by law.

**MEDICAL EMERGENCIES**

In the case of injury or other health emergency on the premises, contact the most accessible staff or faculty member. If possible, a faculty member or school official will accompany the student to the nearest hospital emergency room. First-aid kits are located on all floors. The first-aid kits are supplied with bandages and other items useful for minor injuries.

**STUDENT ORIENTATION**

All new and continuing students are expected to attend student orientation, held at the beginning of each school year. Included in the sessions:

An overview of the MFA & CFA program, schedules, and calendar.
A detailed explanation of this handbook, including Scholastic Standards and Institutional Policies.
- MFA Thesis seminar (all MFA Thesis students).
- Student ID card photographs and signatures.
STUDENT ARTIST COUNCIL

Student Representatives elected by the student body operate under the advisement of the Director of Student Services. First year and second year students select three representatives each and CFA students select one. The seven student representatives meet with members of the administration as requested, including the Director of Student Services, Faculty Chair, Provost, President and the Operations Manager, to discuss curricular, academic, facilities and social issues.

CONSTITUTION OF THE NEW YORK ACADEMY OF ART STUDENT ARTIST COUNCIL

ARTICLE I - STRUCTURE AND PURPOSE

Section 1: The Student Artist Council (hereafter Council) of the Graduate School of Figurative Art at the New York Academy of Art shall be composed of seven student representatives – three from the first year, three from the second year, and one CFA. MFA candidates will be representing each concentration (drawing, painting and sculpture) CFA candidate will represent the certificate of fine arts program.

Section 2: The purpose of the Council shall be:
A- to maintain cohesion and foster interchange of ideas among the graduate students;
B- to coordinate and promote activities of interest to the students;
C- to serve as liaison between the student body, faculty and administration;
D- to receive and consider any criticisms, problems, suggestions or petitions submitted by a member or members of the student body and take the necessary, proper and responsive action;
E- to attend all Quality Assurance Committee meetings and provide student status reports to the faculty and administration;
F- to hold at least one general Student Artist Council meeting during the fall and spring semesters to conduct Council business.

ARTICLE II - REPRESENTATION

Section 1: Any student registered for the Master of Fine Arts program offered by the Academy shall be eligible to serve on the Council.

ARTICLE III - REPRESENTATIVES

Section 1: The representatives of the Council shall be three first year and three second year students from each concentration – drawing, painting and sculpture.

Section 2: The representatives of the Council shall, as necessary, represent the Council and the students of the Academy in local, state, regional or national boards, panels, or organizations.

Section 3: The representatives of the Council will serve one academic term (fall and spring semester) as representatives.

ARTICLE IV - ELECTIONS AND VACANCIES

Section 1: The representatives of the Council shall be elected as follows:
A- Through an anonymous online voting process, representatives shall be elected by all graduate students enrolled full-time or part-time at the Academy. If no candidate wins an absolute majority, a run-off election shall be held between the two candidates receiving the most votes.
B- No individual shall represent a concentration in which he or she is not currently enrolled.

Section 2: The term of office for the representative of the Council shall begin immediately following election results (October) and end in September.

Section 3: In the event of a vacancy a special election will be conducted.

ARTICLE V - IMPEACHMENT

Section 1: Any representative of the Council may be impeached and removed from office for gross or continued failure to perform constitutional duties. Any member of the Council, faculty and administration may initiate impeachment proceedings.

Section 2: Should two-thirds of the Council members vote in favor of an impeachment resolution, the
representative will be notified of the vote result and be given one week to request the opportunity (at the next regularly scheduled meeting) to address the Council and have a vote to confirm the removal from office. Two-thirds of the Council members currently enrolled in the MFA program voting in favor of the confirmation shall be sufficient for immediate removal from office.

Section 3: Should the representative in question decline to request a confirmation vote within one week of notification or should the representative fail to appear at the next regularly scheduled meeting, the removal from office will be automatic and immediate.

ARTICLE VI - AMENDMENTS AND BY-LAWS

Section 1: Amendments to this constitution shall be proposed by any student enrolled in the MFA program, faculty and staff member employed at the Academy. Amendment proceedings shall not be initiated unless all six currently enrolled representatives are present. Four affirmative votes of the representatives at the next regularly scheduled meeting are necessary for final approval.

Section 2: By-laws may be adopted to facilitate the implementation of any article of the Constitution by a simple majority of the representatives.
INSTITUTIONAL POLICIES

SUBSCRIBING TO POLICIES
The Academy formulates policies and scholastic standards that govern its relationship with students. By enrolling in the Academy, students agree to subscribe to these policies and scholastic standards, including the Academy’s Title IX Policy against discrimination, harassment, sexual assault, domestic violence, dating violence, sexual exploitation and stalking. Please refer to the Academy’s Title IX Policy posted on the institutions website: nyaa.edu/title-ix-discrimination-harassment-policies

GENERAL PROVISION
Students, faculty and other staff, as well as visitors and other licensees and invitees on campus property, are prohibited from engaging in, among other things, any action or situation which recklessly or intentionally endangers mental or physical health or involves the forced consumption of liquor or drugs for the purpose of initiation into or affiliation with any organizations. The penalties for violations will include the ejection of a violator from campus property and, in the case of a student, staff or faculty violator, his or her suspension or expulsion.

STUDENT CONDUCT POLICY
All students are expected to comply with the policies and regulations established by New York Academy of Art and their respective programs. Academy policies governing student conduct are outlined below and on the Academy’s website. The following examples of misconduct warrant investigation and possible penalties:

- Physical coercion, assault, intimidation, harassment and verbal abuse;
- Provocation of classmates, instructors, members of the Academy staff either by e-mail, online posting or via the use of social media;
- Disruptive behavior or instigation of disruption of a class or other school activity, creating public annoyance or alarm, fighting, unreasonable noise;
- Tampering with, misusing or vandalizing fire safety equipment or security systems or devices;
- Willful defacing, damaging or destroying of school property, or defacing, damaging or destroying of another’s property;
- Unauthorized removal, theft or mutilation of Library materials;
- Unauthorized entry, use of keys to schoolrooms and facilities, unauthorized presence in Academy offices or spaces at times when such presence is prohibited;
- Unauthorized or fraudulent use of services or facilities (such as computers, telephone or reprographic facilities);
- Participating or encouraging cheating by copying, forging or otherwise gaining academic information from an unauthorized source;
- Forging, altering or other misuse of academic documents, records or identification cards;
- Knowingly and deliberately supplying false information in an application for financial aid or scholarship from the Academy or processed by the Academy;
- Deliberate misrepresentation or lying during a formal Grievance or Disciplinary Committee procedure; Refusal to provide identification to school officials, including security and maintenance personnel;
- Possession or use of a firearm, explosives, fireworks or other weapons including mace or pepper spray;
- Lighting or attempting to light a fire;
- Sale, purchase or use on Academy property of an illegal substance or drug; and
- Behavior that involves the abuse of alcoholic beverages, including laws governing minimum drinking age;
- Violations of the Academy’s policies as outlined in the student handbook and on the Academy’s website.
Students may report misconduct, both academic and non-academic, to the President, the Provost or the Director of Student Services. Violations of the Student Conduct Policy will be referred to the Disciplinary Committee and subject to the procedures outlined below.

Violations of the Academy’s Title IX, Discrimination and Harassment Policies must be reported to the Academy’s Title IX Coordinator and are not subject to Disciplinary Committee procedure. Please refer to the Academy’s Title IX Policy posted on the institution's website: nyaa.edu/title-ix-discrimination-harassment-policies

Misconduct of an academic nature, including plagiarism, cheating, forging, alteration or other misuse of academic documents, is subject to investigation and disciplinary action by the Faculty Committee. Decisions of the Faculty Committee are final. Non-academic misconduct (for example, violation of building regulations) is subject to investigation and possible imposition of penalty by the President. The President may refer adjudication of such non-academic misconduct to a Disciplinary Committee as outlined below.

DISCIPLINARY COMMITTEE PROCEDURES
Appointed by the President, the Disciplinary Committee is responsible for review of violations of the Academy’s Student Conduct Policy. The Committee is composed of an administrator (who serves as Committee Chair), two faculty members and two students. If student misconduct is referred to the Disciplinary Committee by the Provost, the student will be notified of this action in writing. The Committee Chair sets a hearing date and notifies all participants. The complainant and respondent to the complaint are requested to state their cases in writing and submit them to the Committee Chair prior to the hearing. Written arguments are distributed to Committee members. All Committee members must be present for a quorum to exist. Committee members interview the complainant, respondent and witnesses, as necessary.

If the student involved in the disciplinary action does not appear for the hearing, or files a written request for a continuance, the Committee shall, at its discretion, hear the case, and decide upon an appropriate disciplinary action, if any.

The Committee Chair must issue written findings, including a description of documentation and testimony considered by the Committee in its deliberation. As necessary, the written findings will be supplemented by the recommendation of the Committee of a penalty, if any. Findings are sent to the student and the President.

If a student appeals the findings, he or she may send a written appeal to the President, stating the reasons for disagreeing with the Committee’s recommendations. If the President considers the student’s request to have validity, the President may choose to meet with the Committee and request that it reconsider its decision. In the event that the Committee does not wish to reopen the case, the decision stands.

The Committee Chair must issue written findings, including a description of documentation and testimony considered by the Committee in its deliberation. As necessary, the written findings will be supplemented by the recommendation of the Committee of a penalty, if any. Findings are sent to the student and the Executive Director.

If a student appeals the findings, he or she may send a written appeal to the President, stating the reasons for disagreeing with the Committee’s recommendations. If the President considers the student’s request to have validity, the President may choose to meet with the Committee and request that it reconsider its decision. In the event that the Committee does not wish to reopen the case, the decision stands.

Possible penalties for misconduct include:
- Reprimand: a verbal or written notice indicating that a recurrence of the misconduct may result in further penalties.
• Probation: indicating the student is in official jeopardy and the commission of a serious offense during this period will normally result in suspension or expulsion.
• Suspension: a suspended student forfeits all privileges of enrollment and may be required to petition for readmission.
• Expulsion: permanent separation from the Academy.
• Restitution: in cases where there has been damage or loss to the school or an individual. Failure to make restitution may result in, among other things, the denial of graduation or further enrollment.

The President may impose an emergency suspension when in his or her judgment, such action appears necessary (a) for reasons relating to a student’s physical or emotional safety and well-being or the safety and well-being of a member of the Academy or its property; or (b) to deal with a continuing disturbance or a forcible interference by students with any Academy activity. If a student is suspended in this manner, the suspension may be lifted by the President or referred to the Faculty Committee.

These institutional penalties are in addition to any penalties or liabilities pursuant to the violation of the civil or criminal laws of the State of New York. The President may, depending on the gravity of the violation, institute a civil or criminal complaint with appropriate public officials.

**TITLE IX: POLICY AGAINST DISCRIMINATION, HARASSMENT, SEXUAL ASSAULT, DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL EXPLOITATION AND STALKING**

In accordance with the law, the New York Academy of Art is committed to providing a working, learning, and living environment free from unlawful discrimination and harassment and to fostering a nurturing and vibrant community founded upon the fundamental dignity and worth of all of its members. The Academy does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, national origin, military status, marital status, partnership status or any other legally protected characteristic, in admissions, financial aid, or employment, or in the administration of any Academy program or activity, including athletics.

Consistent with its commitment and with applicable laws, the Academy prohibits discrimination on the basis of membership in a protected class, discriminatory harassment, sexual harassment, sexual assault, sexual exploitation, domestic violence, dating violence and stalking and further prohibits knowingly assisting another in committing such an act. The Academy is committed to provide those who feel that they have been subjected to conduct in violation of this policy with mechanisms for seeking redress and resources for support. Accordingly, the Academy prohibits retaliation against any person for complaining of a violation of this Policy or for participating in any investigation or proceedings related to an alleged violation.

Community members are protected from sexual misconduct regardless of their sex, sexual orientation, immigration status, citizenship status or national origin, or any other protected characteristic.

The Academy’s full policy and procedures are available on the institution’s website: [nyaa.edu/title-ix-discrimination-harassment-policies](http://nyaa.edu/title-ix-discrimination-harassment-policies)

**DISABILITIES POLICY**

No qualified handicapped person shall, on the basis of the handicap, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any educational program or activity. A qualified handicapped person, with respect to postsecondary and vocational education services, is one who meets the academic and technical standards requisite to admission or participation in the education program or activity. The Academy shall make reasonable accommodation to the known limitations of an otherwise qualified handicapped individual (including modifications in policies, practices or procedures when the modification is necessary to afford service to individuals with disabilities) unless the accommodation
imposes an undue hardship on the operation of the program or activity.

**FACULTY/STUDENT CONFLICT OF INTEREST**

It is of paramount importance to an atmosphere of unbiased assessment at the Academy that faculty members and administrators treat all students with equal respect and give equal attention to their work. In order to maintain this atmosphere of equality, Faculty members and administrators are strongly discouraged from socializing with students off-campus unless as an entire class or through Academy related events. Faculty members and administrators are discouraged from meeting with individual students off-campus as it promotes the appearance of favoritism and compromises objective assessment. Faculty members and administrators are not allowed to accept gifts from current students or to hire current students for their studio practice or any other endeavors off-campus. Privileging individual students with jobs, gifts and/or meals creates social and pedagogical imbalances that are destructive to a sense of fairness and a just assessment of student work.

**MASTER CLASS POLICY**

Master Classes at the Academy are unique opportunities to work with established artists whose studio practice and teaching supplement the curriculum. Spaces in the Master Classes are highly sought after and are limited by the size of the facility and the practical considerations of short-term teaching. As such, any student who does not attend a Master Class that they have been awarded is in effect taking a learning opportunity away from another deserving student. Consequently, students who are not present for their awarded Master Classes will not be allowed to sign up for Master Classes in the subsequent semester. To ensure compliance Master Class TAs will take attendance at the beginning of all Master Classes. Students who are legitimately unable to attend their Master Class must give the Director of Student Services at least five days notice to find a replacement from the waitlist. Students with a legitimate reason for not attending a Master Class can appeal the decision to deny them Master Classes for the subsequent semester to the Provost of Academic Services.

**LECTURE POLICY**

Established artists and art world professionals make up the lecture series at the Academy and provide students sources of inspiration and alternative perspectives for pursuing careers as practicing artists. To ensure that students leave the Academy exposed to this discourse, MFA students must attend two Art & Culture Lectures and one Professional Practices Lecture in the fall semester of both their first and second-year. During the Spring semesters, MFA students would attend two Professional Practices Lectures and one Art & Culture Lecture. To record their attendance, students will sign out at the end of the lecture with the audio-visual consultant.

**DIGITAL PROTOCOL AND USE OF ELECTRONIC DEVICES**

While the Academy encourages the use of technology, the use of laptops and smartphones in the classroom for non-academic related purposes can be distracting and degrade the educational experience. Therefore, Academy policy prohibits the use of electronic devices for non-academic related purposes while class is in session. No student, without advance expressed permission from the instructor in charge of the class, shall use any electronic device (computer, cell phone, smartphone, MP3 player, iPhone, iPod, pager, PDA, electronic recording device, etc.) during class to:

- Access email or the internet
- Communicate by text or instant messaging and communication services
- Make a video or audio recording of class activities
- Take Photographs
- Listen to music on headphones
- Play games
- Watch movies
- Work on assignments for other classes
Students may use computers and other electronic devices during class only for note-taking and other purposes expressly approved by the instructor. At their discretion, instructors may further restrict or prohibit the use of computers and other electronic devices in their classrooms for pedagogical reasons.

Use of images, recordings or content taken from classes is restricted and may only be posted on social media with the consent of the instructor.

Exceptions include those cases in which a student has a registered and documented disability that requires the use of assistive devices and the use of cell phones to communicate in health and/or safety-related emergencies.

**ACADEMIC FREEDOM POLICY**
Members of the Academy have freely associated themselves with the Academy and have thus affirmed their commitment to an atmosphere of mutual tolerance and respect. Students should be aware that Academy faculty are accorded full and unhindered academic freedom in their research, creative work, publications and exhibitions. Individual faculty members are entitled to freedom in the classroom as long as their activities and discussions are related to stated curriculum and course content. Intimidation or physical coercion of any member of the community is a violation of the Academy’s principles and rules of conduct as is any attempt by any member of the community to disrupt or prevent the conduct of an Academy function or activity (such as a lecture, special private or public event or ceremony) or to block the legitimate activity of any person on Academy premises.

**TRANSCRIPT NOTATION POLICY**
Pursuant to Article 129-B §6444.6 of the New York State Education Law, if a student is found responsible through the Academy’s conduct process for crime(s) of violence, including, but not limited to sexual violence, defined as crimes that meet the reporting requirements pursuant to the federal Clery Act established in 20 U.S.C. § 1092(f)(1)(F)(i)(I)-(VIII) (“Clery crimes of violence”), the Title IX Coordinator will instruct the Registrar to place a notation on the student’s transcript according the following policy:

- Any student who is found responsible for domestic violence, dating violence, sexual assault or stalking (or any other crime of violence) and suspended will have a notation on his or her transcript indicating, “Suspended after a finding of responsibility for a policy violation”.
- Any student who is found responsible for domestic violence, dating violence, sexual assault or stalking (or any other crime of violence) and expelled will have a notation on his or her transcript indicating, “Expelled after a finding of responsibility for a policy violation”.
- Any student who withdraws from the Academy while a complaint of domestic violence, dating violence, or stalking is pending against him or her and declines to complete the investigatory and disciplinary process will have a notation on his or transcript indicating, “withdrew with conduct charges pending”.
- If a finding of responsibility is vacated for any reason, the transcript notation will be removed. Students shall have the right to seek the removal of a notation of suspension after one year has elapsed since the end of the suspension. Students wishing to request removal should submit a letter to the Title IX Coordinator setting forth the justification for removal. Notations of expulsion cannot be removed.

**SOCIAL SECURITY AND STUDENT IDENTIFICATION NUMBER POLICY**
In compliance with applicable Federal and state statutes concerning the use of Social Security Numbers (SSNs), the Academy handles SSNs or any equivalent identifier with confidentiality and safeguards them from unauthorized disclosure. Student identification numbers are randomly generated and assigned so that SSNs are not used as primary identifiers except as required by law or business necessity, for financial aid records, employment records and other business and governmental transactions. Student identification numbers will be used in lieu of SSNs for electronic and paper data systems to identify, track and service
each individual student. The Academy takes reasonable efforts to ensure that requests for SSN data are for the legitimate purpose indicating intended use of such information; SSNs are blacked out of any document requested when the SSN is not relevant to the request; and transactions involving SSNs or student identification numbers are conducted in a secure manner and this data is protected at all stages (in storage, transit and backups).

PLAGIARISM
The Academy holds students to the highest standards of academic conduct and honesty. Plagiarism and copyright infringement will not be tolerated. Plagiarism, or the use of another's work, words, or expressions without attribution or permission, includes paraphrasing in a form close to the original. Whether the sources being borrowed are published or unpublished, in print or on the Internet, they must be cited. Plagiarism can result in suspension or expulsion from the Academy. Within the visual arts practice, plagiarism can take a variety of forms including transcription, recognizable appropriation, simulation or use of another artist's work as part of a student's conceptual practice. Visual plagiarism can be avoided by citing all sources, research material and influences in the development of student work. By extension, students may not submit work for an assignment that has already been submitted for a previous assignment within the course or in another course.

COPYRIGHT POLICY
Likewise, the Academy attempts to combat unauthorized distribution of copyrighted material. It is illegal to violate any of the rights provided by copyright law to the owner of the copyright, although there are limitations on these rights, including the doctrine of “fair use.” The Copyright Act of 1976 can be found at: www.copyright.gov. The doctrine of “fair use” is largely governed by case law. Students with questions concerning copyright and fair use can ask the Academy librarian for further direction. Downloading copyrighted material from the Internet without permission is illegal. Students should not use the Academy’s or their personal computers to distribute copyrighted material without the permission of the copyright owner. Under certain circumstances, the Academy may be compelled to disclose violations of law by its students and faculty.

ALCOHOL AND SUBSTANCE ABUSE POLICY
The Academy prohibits the possession, use or distribution of alcohol and illicit drugs by students, faculty and employees, in compliance with federal, state and local laws. It is expected that all members of the Academy community will conduct themselves in a responsible manner on the premises and at all activities sponsored by the Academy whether within the building or at other locations. In accordance with the Drug-Free School and Communities Act Amendments of 1989, the Academy makes available to all students, faculty and employees informational material concerning substance abuse (including health risks and sources of assistance) and Academy policies, including Academy and criminal sanctions, for violation of these policies.

EXHIBITION INCLUSION POLICY
Student work is presented to the public in a number of ways including exhibitions in the hallways of every floor, in the Cast Hall, off campus, at events and through online presentations.

The Academy makes every effort to be inclusive when selecting student work for its exhibitions and events. The quality of the work being considered, its appropriateness for specific exhibitions and equitable visibility are taken into account for all exhibitions.

All students are encouraged to participate in the Student Curatorial Committee that meets as needed during the year. The Student Curatorial Committee selects works for exhibitions twice annually. Faculty and staff are responsible for selecting all remaining exhibitions and are sensitive to the exhibition needs of the student body and the Academy’s alumni community. The Faculty Chair and the Provost are responsible for selecting work for the Thesis Exhibition in consultation with graduating students.

The Academy retains the right to determine when, if, how long, and where artwork will be displayed for any Academy exhibition. The Academy retains the right to relocate or to remove any work from exhibition that may be in violation of the law, that may be hazardous to the health and/or safety of viewers or
participants, or that may be disruptive to the educational process. All exhibitions must be approved by the Department of Exhibitions if the name of the Academy is to be involved and if the public will be viewing the exhibition or event.

ART SALES POLICY
The New York Academy of Art works year-round to provide its students, alumni and faculty with numerous professional exhibition opportunities. Exhibitions take place both on and off-site and may include but are not limited to; MFA Open Studios, Tribeca Ball, Summer Exhibition, Take Home a Nude and Deck the Walls. Using industry-standard exhibition practices and procedures, the Academy has established a set of protocols for students to follow in the event of sales or commissions take place as a result of Academy generated opportunities.

- All sales and commissions resulting from Academy related exhibitions and events will be managed by the Exhibitions department.
- The Academy will provide the Artist with the name of the Collector of the sold work, and when permitted by the Collector, their contact information.
- Payment will be issued to the Artist within 30 days after payment is received from the Collector.
- As part of the professional practice program, the Academy works with students to advise on pricing guidelines for their artwork. There will be one mandatory pricing lecture during the academic year to advise students on best-practices and industry standards for pricing their work.
- All correspondence with buyers relating to payments, shipping, handling and delivery of sold work will be overseen by the Exhibitions Department.
- Unless otherwise agreed to in advance, the artist shall receive 75% of the final sale price of any work sold or commissioned through Academy exhibitions. The Academy shall receive 25% of the final sale price in order to cover costs associated with the marketing and promotion of exhibitions and events (printing, mailing, advertising, press outreach and buyer cultivation).
- All commissions generated by an Academy event, exhibition or as result of an Academy introduction are to be facilitated exclusively by the Academy.
- The Academy cannot be held responsible for late, missed, or non-payments resulting from sales taking place outside of these guidelines.
- Current students who are recipients of scholarships, residencies, and Fellowship awards are required to donate one piece of art to Take Home a Nude in consultation Exhibitions Department.
- To encourage familiarity and experience with standard practices, students are asked to follow Academy guidelines as they relate to artwork submissions, drop-off and pick up timelines, art handling and packing instructions.
FACILITIES POLICIES

ADVISORY COMMITTEE ON CAMPUS SAFETY
The Advisory Committee on Campus Safety meets each year to review campus crime statistics and other campus safety policies and procedures. The President (or his or her designee), who chairs the Committee, is authorized upon request to provide all campus crime statistics as reported to the United States Department of Education. On request, campus crime statistics will be provided as hard copy mailed to the individual within ten days of the request. The information provided will include all of the statistics that the campus is required to ascertain under Title 20 of the U.S. Code Section 1092 (f). The Academy’s Director of Campus Security serves as the designated campus contact who is authorized to provide such statistics. The United States Department of Education’s web site address for campus crime statistics is: www.ope.ed.gov/security

IDENTIFICATION CARDS
Academy identification cards (ID cards) are issued to all students at Orientation. Students are required to carry their ID cards at all times while on campus and to present it at the lobby security desk upon entry and to Academy staff and officials whose assigned responsibilities authorize them to seek proper identification upon request. Access to all areas of the building beyond the lobby is by keycard only. Academy ID cards function as keycards. This security entry system is part of the emergency notification program in the event of any emergency to ensure that all persons are accounted for. Students who have misplaced their ID cards must go to the front security desk, sign in, and leave a photo ID (such as a driver’s license) in exchange for a temporary card.

Students who have lost their cards must obtain a replacement card by completing the Student ID Card Authorization Form and paying the $10 replacement fee. Completed form and receipt of payment must be submitted to the Registrar registrar@nyaa.edu.

VISITORS’ POLICY
A visitor to the Academy must present a valid form of identification and sign in at the lobby security desk upon entry. Visitors will be issued a visitor pass that must be worn at all times. Visitors must be accompanied by a student or member of the Academy staff or faculty while on the premises and may not interfere with course instruction or studio work.

Classroom visitors must be approved by the instructor in advance. Visitors interested in applying for admission should be advised to arrange in advance for a tour through the Office of Admissions. Visitors under the age of 16 are not permitted beyond the second floor.

FIRE DRILLS
Fire drills in which all students, staff and faculty are required to participate are held each semester. Failure to take part in a fire drill is a violation of New York City law. Fire drills are signaled by an announcement over the intercom, followed by an alarm.

SMOKING
Smoking is not permitted anywhere in the building. Faculty members and administrators are responsible for ensuring compliance with this regulation. Continued non-compliance may result in a fine and/or expulsion. Must be 20 feet from building.

CELL PHONES, AUDIO DEVICES AND MUSICAL INSTRUMENTS
Ringers on cell phones must be turned off while on the premises. If a call is received during class or studio time, or while working in the student studios, students must exit the classroom or studio before engaging in conversation. Out of courtesy to others, conversations should be kept to a minimum and must be conducted quietly. The use of personal audio equipment is not allowed during instructed class sessions. In studios, students must keep noise to a minimum so that neighboring students are not disturbed. Students wishing to listen to music in their studios must use headphones. Musical instruments may not be played in the building.
CONDITION OF CLASSROOMS AND EQUIPMENT

Students should support the efforts of the school's maintenance staff to ensure that classrooms and equipment are maintained in the best possible condition. Paintbrushes, palettes, paint boxes and other implements should be cleaned in assigned areas only. At the end of class, students must return easels, tabolets and other classroom furniture back to storage locations. Unwanted materials should be disposed of in the proper containers and not left on studio floors or tables. Walls should be kept clean and furniture moved in a manner that is not damaging. Removing easels, modeling stands, props and other furniture from classrooms to studios or other locations in the Academy is strictly prohibited. These items are designated for classroom use only.

The Academy houses a collection of plaster casts molded from antique and Renaissance masterpieces. Many are on long-term loan from The Metropolitan Museum of Art, Harvard University, Cornell University and other institutions. It is strictly forbidden that these casts be touched or moved without authorization and supervision. Any person causing damage to the casts will be held financially and legally responsible.

STUDIOS

Full-time MFA students are entitled to studio space at the Academy. MFA First-year painting and drawing students will have a shared studio equipped with an easel and taboret or sculpture stand. MFA Second-year painting and drawing students will have semi-private studio space and must provide their own furniture. CFA Students will have semi-private studio space during the summer with an easel and taboret. None of the school’s instructional furniture (easels, drawing tables, stools, modeling stands, etc.) may be taken into student studios. No curtains, cardboard, sheets, etc. may be used to block the student’s studio entrance. All students using an assigned studio space are required to sign the Studio Agreement Form and abide by all of its terms. Failure to do so will result in revocation of studio privileges. Students must return studios to original condition.

SERVICE ANIMALS

Pets kept for pleasure or companionship are not permitted in the Academy’s facilities or studios. Service animals are permitted.

Service animals are animals trained to assist people with disabilities in the activities of normal living. The Americans with Disabilities Act (ADA) defines service animals as “any” animal individually trained to do work or perform tasks for the benefit of an individual with a disability, including, but not limited to, guiding individuals with impaired vision, alerting individuals who are hearing impaired to intruders or sounds, providing minimal protection or rescue work, pulling a wheelchair or fetching dropped items.” This means that:

- The individual must have a disability as defined by the ADA, and
- The accompanying animal must be trained to do specific tasks for the qualified individual.

If an animal meets this definition, it is considered a service animal regardless of whether it has been licensed or certified by a state or local government or an animal training program. The New York Academy of Art complies with the ADA in allowing use of service animals for students. Pets, “comfort animals”, and therapy animals are not allowed in any campus buildings under this policy. Students desiring to use a service animal on campus should first contact Director of Student Services to register as a student with a disability. The Director of Student Services will evaluate the documentation of disability and discuss with the individual any accommodations appropriate to the functional limitations of the disability.

Faculty or staff wishing to use a service animal on campus should contact the Director or Human Resources. The Director of Human Resources, in consultation with the Director of Student Services will evaluate the disability and make any appropriate recommendations. Permission may be granted by a professor/instructor, Provost or other administrator for a pet to be in on campus for a specific reason at a specific time (e.g., a pet dog is used as a demonstration tool in a class).
MODEL HIRE
Students may hire only Academy-approved models for use within the school building. Information on contacting models can be obtained through the Model Coordinator. Payment for model service is to be determined by the student on consultation with the model and made by the student to the model directly.

USE OF EMPTY CLASSROOMS BY STUDENTS
Students who wish to use an empty classroom for a model session or independent work must sign up for a particular time and room with the Registrar. Availability of classroom space is dependent on all Academy programs and functions.

HAZARDOUS MATERIAL STORAGE
When not in use, hazardous materials must be stored in the red fireproof cabinets located on each floor. Containers other than the original containers must be clearly marked describing their contents or they will be discarded. Paints and other hazardous materials may not be stored in refrigerators; any non-food items in the refrigerators will be discarded. All hazardous waste must be discarded in the red safety cans located on each floor. There are cans for liquids and for oily rags. Hazardous waste must never be flushed down the drains. Turpentine is not allowed for use within the Academy; if it is found, it will be discarded. Details about the use of materials are outlined in the Studio Agreement Form. Any questions concerning the safety or use of materials should be directed to the Studio Manager or Director of Operations.

FIRST AID
First aid stations are located on each floor.

LOCKERS
Lockers are provided for all students. Student work, materials and personal items should be secured in lockers. Students must provide a key or combination lock.

PERSONAL PROPERTY
The Academy does not assume responsibility for the loss or damage of personal belongings, artwork or material anywhere in the building. Students are encouraged to keep handbags, wallets and other valuable possessions secure and may consider having their insurance extended to cover such items. Material, artwork and other personal property left in the school by students after end of the semester will be disposed.

OFFICIAL NOTICES
All items of importance are emailed to students at their Academy email accounts and/or posted on student bulletin boards. Such emails and postings constitute due notice for official purposes. Students are strongly advised to check their emails and the student bulletin boards periodically.

POSTING/SOLICITATION
Solicitation by students of donations or selling of goods or subscriptions is not permitted in the building. Nothing is to be posted on the bulletin boards or walls without approval of Director of Student Services.
GOVERNANCE

BOARD OF TRUSTEES
Eileen Guggenheim, Ph.D., Chair
David Schafer, Vice Chair
David Kratz, President
Richard Segal, Treasurer
Ippolita Rostagno, Secretary
Curtis Bashaw
Alain Bernard
Nicolas Bos
Maureen Chiquet
Bob Cochran
Valerie Cooper
Christina Di Donna
Sara Dodd
Eric Fischl
Alexander Gilkes
Margot Gordon
Sharon Jacob
Alina Lundry
Scott Moger
Alyssa Monks
Robert O’Leary
Nico Salmasi
Brooke Shields
Jonathan Tibett
Naomi Watts
Russell Wilkinson

NEW YORK ACADEMY OF ART STAFF
David Kratz, President
Peter Drake, Provost
Jessica Augier, Faculty Liaison & Admissions Officer
Timothy Buckley, Studio Manager
Nicholas Burkhalter, Creative Director
Kelly Carr, Director of Events
Angharad Coates, Director of Communications
Heidi Elbers, Director of Exhibitions & Alumni Affairs
Holly Frisbee, Director of Library & Special Collections
Richard Gnann, 2D Studio Technician
Michael Grimaldi, Faculty Chair
Katie Hemmer, Director of Admissions & Registrar
Stephan Korsakov, Chief Financial Officer
Amy Hughes, Assistant Director of Continuing Studies
Harry Michas, Chief of Staff
Noelle Timmons, Director of Student Services
Patrick Okundaye, Building Manager
Patrick Romine, Reception & Security
Kaiser Shakoor, Staff Accountant
Michael Smith, Director of Operations
Anna Skutelnikova, Director of Financial Aid
Dan Thompson, CFA Faculty Chair
Gregory Thornbury, Vice President of Development
Noelle Timmons, Reception, Model Coordinator
John Volk, Director of Continuing Studies
Nodira Subikhonova, Database Administrator

TRUSTEES EMERITI
Gordon Bethune
Richard Blumenthal
Christopher Forbes

NEW YORK ACADEMY OF ART
111 Franklin Street New York, NY 10013
Tel: (212) 966-0300
Fax: (212) 842-5139
www.nyaa.edu
admissions@nyaa.edu

PATRONAGE AND SUPPORT
The New York Academy of Art, a 501(c)(3) not-for-profit corporation, is supported by private individuals, foundations, corporations and government agencies.

This Handbook is intended to provide useful information and guidelines regarding the policies affecting the students of the MFA program of the Academy. It is not a contractual document and may be revised by the Academy’s administration or Board of Trustees at anytime.

The Academy reserves the right to change any curricular offering, policy governing students or financial regulation stated herein whenever and as the requirements of the Academy demand.

The information in this Handbook supersedes the information included in all prior Student Handbooks. Neither this Handbook nor any of its parts or predecessors constitutes or creates a contract or privilege. No one has or can acquire any entitlement to the application or continuation of any particular policy or procedure in the Handbook.