



STUDENT HANDBOOK

Master of Fine Arts
&
Certificate of Fine Arts

Effective December 2023

Traditional Skills + Contemporary Discourse

STUDENT HANDBOOK

This Student Handbook serves as a guide to the programs, policies, procedures, requirements and resources of the Academy. Students enrolled at the Academy belong to an educational community dedicated to the advancement of learning and professionalism. As a community of individuals, the Academy must establish standards of acceptable behavior and prohibitions of unacceptable behavior. These standards have been established to help create an educational environment that is conducive to safety and to individual creativity, welfare and education. Each student is responsible for adhering to the Academy's regulations, policies and procedures, both as published in the handbook and as otherwise announced by the Academy.

Policies and regulations are to be understood in the larger context of the functioning of the Academy and with sensitivity to the reality that the Academy is not an abstract entity, but rather a sum of its individual units and community members. Rigid conformity and narrow application of policies and regulations without taking into account the larger context of the functioning of the Academy are not appropriate in our academic community. The Academy may create new policies and procedures and modify existing ones to address new issues and questions, and to reflect the evolution of our community and the larger society within which our community exists.

The contents of the handbook and any policy or procedure referenced or set forth in the handbook do not create a contract between any individual and the Academy. The Academy intends with this document to create no rights beyond those expressed by the background laws which frame such codes generally. The contents of the handbook and all matters referenced or set forth in the handbook or otherwise related to students are subject to change from time to time at the sole discretion of the Academy, during or after registration, with or without notice or written confirmation. The Academy reserves the right to make immediate changes to this document should government statutes, regulation, or court decisions necessitate such changes, and any revised version posted by the Academy to its website will be controlling upon its publication.

Only the President of the Academy can provide the final interpretation of the contents of the handbook and definite determination of its appropriate application to the particular circumstances of any individual matter.

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.



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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

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

CHARTER

NYS BOARD OF REGENTS & COMMISSIONER OF EDUCATION

The New York Academy of Art 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.

NYSED Office of Higher Education, 89 Washington Ave., Albany, NY 12234, (518) 474-2593

2023-2024 MFA & CFA ACADEMIC CALENDAR

To view the full calendar and for more information and updates please visit [the Academic Calendar](#) page. For schedule questions, please contact Sarah Sager ssager@nyaa.edu. Current students please click [here](#) to access the full student services calendar with more activities and events.

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, Admissions & Recruitment, Director of Advancement, Director of Student Services, 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 Department of Exhibitions. 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 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, to equip 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 12 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 10,000 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

- Specimen, anatomy and cast collections for use in Room 105
- Electronic access to ARTstor digital image library, JSTOR database of academic journals, and access to Gale databases including Academic One File
- Online video collections including lectures, demonstrations, workshops, and documentaries
- Inter-Library Loan (ILL) service

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 library@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 participate in the MFA Thesis Catalog and 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.

ACADEMIC PROGRAMS 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. Current students please login to your [portal account](#) and visit the [My Resources](#) page for forms, links and more details.

- Successful completion of all courses required for the declared concentration and, if applicable, track
 - [MFA Drawing Curriculum](#)
 - [MFA Painting Curriculum](#)
 - [MFA Sculpture Curriculum](#)
- A [course evaluation form](#) for each class in which you were enrolled
- MFA Thesis Research Paper and Thesis II Statement must be submitted by posted deadlines (see [syllabus](#) for details and deadlines)
 - Send a copy of your Thesis Paper to your Thesis Advisor (please consult with your Advisor on preferred format – hard copy, word doc, pdf, etc.), **and**
 - Upload a word doc or pdf of your paper and statement using the following upload link: [Thesis Upload Form](#)
 - Please see the [Thesis II Statement Guide](#) for details and resources.
- Fall and spring [MFA Thesis Critique Signature Sheet](#) with a minimum of eight critiques per semester – each sheet must be submitted using the [upload form](#)
- [Online Exit Survey Form](#)
- Financial Aid Exit Counseling (required for all students receiving federal financial aid email fa@nyaa.edu to make an appointment)
- Tuition and all other academic fees must be paid in full
- Professional CV or resume – must be submitted using the [upload form](#)
- 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. Current students please login to your [portal account](#) and visit the [My Resources](#) page for forms, links and more details.

- Successful completion of all courses required for the program
 - [CFA Curriculum](#)
- A course evaluation form for each class in which you were enrolled
- Summer Critique Signature Sheet with a minimum of four critiques
- Artist Statement
 - Please see the [CFA Artist Statement Guide](#) for details and resources.
- [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
- 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 maintain full-time status and complete the CFA program in twelve months and MFA program in two years. Students who withdraw or take a leave of absence may complete the program within eight years.

LEAVE OF ABSENCE

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 the requested 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 and resources.

Students that take a leave of absence from the Academy may no longer be eligible for the full amount of Title IV funds that they have received or were scheduled to receive. Please refer to the Academy's Federal Return of Title IV Funds Policy (R2T4) and the Withdrawal, Refund and R2T4 Policies & Procedures Section in this Handbook.

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 and resources. 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 AND LEAVES OF ABSENCE

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 Faculty Committee. In order for a student to officially withdraw from the Academy after consultation with the Provost and the Faculty Committee, a student must submit the Academy's Withdrawal Request Form to the Registrar. The Registrar records the exit date and reason on their academic record in the Academy's registration software. The Registrar keeps a copy of their Withdrawal Request Form in their academic file. For students receiving financial aid, the Director of Financial Aid must review and sign either the Leave of Absence Request Form or Withdrawal Request Form. In the event that the student has loans, Director of Financial Aid reports them as a "W" in the National Student Loan System which is updated regularly.

A statement will be added to the student's transcript indicating that they have withdrawn from the Academy. Depending on the date of withdrawal, the student may be entitled to some pro-rated refund of

tuition. Students that withdraw from the Academy may no longer be eligible for the full amount of Title IV funds that they have received or were scheduled to receive. Please refer to the Academy's Federal Return of Title IV Funds Policy (R2T4) and the Withdrawal, Refund and R2T4 Policies & Procedures Section in this Handbook. Procedures related to this policy are found below (Appendix A).

To find the Withdrawal Request Form follow these steps on the New York Academy of Art's website: nyaa.edu/forms/

ACADEMY-INITIATED LEAVE OF ABSENCE

In certain circumstances the Academy may institute an involuntary leave of absence, including situations that create significant and imminent risks and/or that require a level of support that exceeds what would be considered a reasonable accommodation or support for the Academy to provide. When current medical documentation and/or the best available objective evidence (not speculation, stereotypes, or generalizations) indicates that there is a significant risk to the safety, health, or well-being of the individual student or the Academy community, the President has the authority to initiate the process for an involuntary leave of absence.

Students who engage in threats to others or self-injurious behaviors that cause a significant disruption to the community may also be subject to the Student Conduct Policy.

Students subject to an Academy-initiated Leave of Absence may petition for a review of the determination within three (3) business days of issuance of the written decision.

At the time that an Academy-initiated leave is implemented, the student will be notified in writing of the conditions or requirements that must be satisfied in order to be eligible to return. These may include, but are not limited to, successfully completing another assessment in order to demonstrate that the student is no longer a legitimate safety risk or direct threat to the safety, health, or well-being of the individual student or the Academy community and is otherwise qualified to safely participate in the Academy's educational program. Any other conditions outlined in writing to the student at the time of leave and/or any related conduct sanctions imposed must also be completed. Procedures related to this policy are found in Appendix. A.

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 accreditation 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 uninstructed studio time and three hours of work completed outside of the classroom. Courses without a three-hour uninstructed 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 their 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. The Critique Signature Sheet may be obtained from the Registrar's Office

TRANSFER OF CREDIT POLICY

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

- A maximum of six (6) graduate-level credits may be transferred for elective credit.
- Transfer credits cannot be used to fulfill required core curriculum.
- 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 POLICY

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 must meet with the Provost and Faculty Chair concerning continued study in the program.

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 from fall 1989 to present.

LETTER GRADE	NUMERICAL GRADE	NOTATION
A	3.86 – 4.00	Work of extraordinary quality, reaching beyond the stated objective of the course
A-	3.70 – 3.85	Work of high quality
B+	3.30 – 3.69	Very good work, indicating better than average ability
B	3.00 – 3.29	Good work, satisfies course requirements
B-	2.70 – 2.99	Below average
C	2.00 – 2.69	Well below average, lowest passing grade
F	0.00 – 1.99	Failure
IP	0	In progress
I	0	Incomplete. Grades other than an F may be assigned at the discretion of the instructor. Coursework must be completed within two weeks of the start of the following semester to be considered complete.
P	0	Pass
W	0	Withdrawal from class with permission from the Registrar. No penalty on record
UW	0	Unofficial withdrawal without permission from Registrar. Penalty on record.

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.

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

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. To maintain matriculation, 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's Office (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 art work, exams, research papers and written assignments. All decisions made by the CFA Committee and Faculty Committee are final.

COURSE REPLACEMENT POLICY

The New York Academy of Art allows students to repeat some courses in order to meet the minimum grade requirement for a required course. When a student repeats a course, grades from all attempts appear on the student transcript, but only the most recent grade is used in computing cumulative grade point averages, total credits, and academic standing.

To invoke course replacement policy for a course, a student must have received an eligible grade in a prior attempt of the course and get approval from Registrar. Only failing grades are eligible for repeat/replace for graduate students. Once a student invokes the GPA replacement policy for a course, that decision is irrevocable.

When the course replacement is invoked, the grade from the latest attempt of a course replaces the grade from the most recent prior attempt of the same course in the cumulative GPA.

It is important to understand that, while the prior grade is replaced when calculating a student's cumulative GPA, all attempts of a course will be reflected on the student's transcript. The replaced grade is excluded from the cumulative GPA and credit totals in the official academic record.

Tuition is charged for all course attempts. Students are responsible for checking with the Registrar regarding the feasibility of course repeats.

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. Any change of grades is at the instructor's discretion.

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 at the discretion of the instructor. Each instructor may augment the Academy's attendance policy with additional written 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 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

Please visit the [Class Schedule & Registration](#) page for the class schedule and registration timeline.

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

Current Academy students may audit courses in their program of study. Auditing is only permitted in classes not fully enrolled at the start of the semester on the first day of classes.

Students must attend classes regularly according to the Academy's attendance policy and the faculty's requirements. Students are required to participate in all in-class activities and assignments. Participation in out-of-class assignments should be discussed with the faculty. Audit courses will receive a grade of "AUD," which confers no credit and does not affect GPA. All attempts to receive credit or a grade for an audited course will be denied.

Students must complete the online audit request form. The request form must be completed by the end of the Add/Drop Period. Requests to audit classes must be approved by the Provost, Faculty Chair and Registrar.

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 **Crd**s 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.

REGISTRATION PROXY

If you are not available to register at this time, you may appoint a proxy to register for you.

Please email your proxy's name and email address to Sarah Sager registrar@nyaa.edu.

ONLINE INSTRUCTION POLICY

To continue the Academy's distant instructional program, as applicable, we have created the following guidelines:

- Instructors will be asked to redesign their classroom instruction to better suit a digital platform.
- Observational classes will rely more heavily on self-portraiture, still life and tableau set-ups.
- Instructors will be required to offer one-on-one critiques online.
- Group critiques will be offered through Zoom or other user-friendly conference platforms.
- Faculty will share and store written critiques, notes to students, presentations, student images and other instructional materials in their faculty Google Drives, Dropbox, Google Classrooms through their faculty email accounts.
- In the absence of working from live models, classes will rely more heavily on work created at home or in the studio.

Faculty are provided access to tools to facilitate online instruction and critiques, as applicable. Additional online resources will be implemented as appropriate.

Privacy and Use of Technology & Online Instruction Materials

Use of images, recordings or content taken from classes is restricted and may only be shared or posted on social media with the written consent of the instructor and all class participants. The institution's Google and Zoom platforms are limited to instruction and classes offered at the Academy. Cloud storage may not be used for recordings made for other institutions. Violation of this policy is grounds for immediate dismissal.

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

The Family Educational Rights and Privacy Act (FERPA) affords eligible students who are or were enrolled at the Academy certain rights with respect to their education records. Education records contain information or data related to a student including, but not limited to grades, test scores, evaluations, courses taken, advising records, disciplinary actions, course papers and exams. These rights include:

- The right to inspect and review the student's education records as defined in FERPA.
- The right to request the amendment of the student's education records that the student believes inaccurate, misleading or otherwise in violation of the student's privacy rights under FERPA.
- The right to provide written consent before the Academy discloses Personally Identifiable

Information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

DIRECTORY INFORMATION

Directory information is information contained in a student's education record that would not generally be considered harmful or an invasion of privacy if disclosed. Under FERPA, Directory Information may be released without consent of the student. Any student who does not wish directory information released must file written notice to this effect with the Registrar's Office at the beginning of each academic year. The following is considered directory information:

- Name
- Local address
- Email address
- Telephone numbers
- Name and address of emergency contact
- Dates of attendance
- Enrollment status
- Field of study
- Credit hours earned
- Degrees earned
- Awards and honors received
- Likeness including but not limited to images and videos of students and student work
- Participation in Academy recognized organizations and activities

This list of what is considered Directory Information is subject to change. The Academy reserves the right to refuse disclosure of the above information if the reason for the request is not considered to be a sufficient need to know.

RECORDS MAINTENANCE

Student records maintained in any medium that are created pursuant to the regular business of the Academy are considered private or confidential in accordance with FERPA and other state or federal laws. These records may be shared internally with those who have a legitimate educational interest and may be shared with the parties to a complaint under applicable state and/or federal law, including the 2020 Title IX regulations, FERPA, and/or the Clery Act/VAWA §304. Generally, student records are maintained by the Academy for seven (7) years from the date of their creation. The Academy will also maintain any and all records in accordance with state and federal laws.

ACCESS TO EDUCATION RECORDS

The confidentiality, privacy and accuracy of a student's record is maintained to the maximum extent possible. A 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 Academy has up to 45 days after it receives the request to comply. The Academy official will make arrangements for access and notify the student of the time and place during regular office hours where the records may be inspected. Where education records contain information on more than one student, the student may review only the specific information about themselves.

When a student turns 18 years old or enters a postsecondary institution at any age, rights under FERPA transfer from the student's parents to the student. The Academy will not disclose PII from a student's education record to the parents of a student except 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 involving the student.
- If a student under age 21 has violated any law or policy concerning the use or possession of alcohol or a controlled substance.

FERPA excludes certain records from inspection and these records will not be made available. The following records are specifically excluded from inspection and are not considered educational records as defined by FERPA:

- Financial records of parents.
- Confidential letters and statement of recommendation entered in the education record after January 1, 1975, to which the student has waived right of access.
- Personal notes of institutional, supervisory and educational personnel.
- Campus law enforcement records, except reports of investigations and incidents that have been forwarded for action or information to other Academy officials.
- Employee files, if the student is employed by the Academy.
- Medical, psychological-counseling and psychiatric records, or case notes maintained by appropriate professional personnel. Such records may however, be reviewed personally with an appropriate professional of the student's choice.
- Admissions record on file in other component units of the Academy in which the student has not yet been enrolled.

The Academy obliges all emergency requests for the address and telephone number for a student or a student's parents or guardian. Persons requesting such information are required to identify themselves to the Registrar's Office. In cases of medical emergency, the Academy reserves the right to notify designated emergency contacts and/or family members, as appropriate and determined by school officials.

PROCEDURE FOR MODIFICATION OF EDUCATION RECORDS

Any student shall have the right to request the amendment of the student's education records that are believed to be inaccurate or misleading. Request should be submitted in writing to the Registrar. Written requests must clearly identify the part of the record the student wants to be changed and specify why it is inaccurate or misleading.

If the Academy decides not to amend the record as requested by the student, the Academy will notify the student of the decision and advise the student of their right to a hearing with the President or person designated by the President to challenge the information believed to be inaccurate, misleading or in violation of the student's privacy. The student will be afforded a full and fair opportunity to present evidence relevant to the issues raised in the original request to amend the student's education records. One or more individuals, including an attorney, may assist the student at his or her expense. The President or President's designee will prepare a written decision based solely on the evidence presented at the hearing that will include a summary of the evidence and reasons for the decision. This will be the final decision. If the Academy decides that the challenged information is inaccurate or misleading, it will amend the record and notify the student, in writing, that the record has been amended. If the Academy decides that the challenged information is not inaccurate or misleading, it will notify the student that they have a right to place in the record a statement commenting on the challenged information and/or a statement setting forth the reasons for disagreeing with the decision. The statement will be maintained as part of the student's education records as long as the contested portion is maintained. If the Academy discloses the contested portion of the record, it must also disclose the statement.

DISCLOSURE OF PERSONALLY IDENTIFIABLE INFORMATION FROM EDUCATION RECORDS

Student's PII will not be released without the student's written consent, except to the extent that FERPA or laws such as Title IX authorize disclosure without consent.

Disclosure to school officials with legitimate educational interests without consent is authorized under FERPA.

A school official is a person employed by the Academy in an administrative, supervisory, academic, research or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the Academy has contracted (such as an attorney, auditor or collection agent); or a student serving on an official committee, such as a disciplinary or grievance committee or assisting another school official in performing their tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill their professional responsibility. Upon request, the Academy discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

Absent a court order to the contrary, the Academy is generally required to make a reasonable effort to notify the student in the event of a subpoena of their records or a judicial order requiring the release of such data.

ADDITIONAL EXCEPTIONS TO FERPA DISCLOSURE REQUIREMENTS

The USA PATRIOT Act of 2001 amended FERPA to allow for an additional circumstance under which an institution may disclose student records to law enforcement officials without violating FERPA. Specifically, an institution does not violate FERPA if it discloses education records without the student's consent or knowledge to the U.S. Attorney General or his designee in response to an ex parte (court) order related to a terrorism investigation or crime. The institution does not need to make a record of the disclosure. Further, a college or university is not liable to any person for good faith disclosure of education records in response to such an order.

The USA PATRIOT Act also mandated the establishment, implementation, and expansion of the federal government's electronic student visa-monitoring program. As of January 30, 2003, higher education institutions were required to begin reporting data on non-immigrant students and visitors in the F, J, and M visa classifications via an electronic internet-based reporting system called SEVIS (Student and Exchange Visitor Information System). Most of the data to be reported by higher education institutions in SEVIS is data which institutions were already required to maintain under prior immigration regulations. Compliance with SEVIS does not violate FERPA and does not require foreign student or scholar consent.

RIGHT TO FILE A COMPLAINT

Each student has the right to file a complaint with the Department of Education concerning alleged failure by the Academy to comply with the requirements of FERPA. Complaints should be filed in writing to the following address:

U.S. Department of Education
Student Privacy Policy Office
400 Maryland Ave, SW
Washington, DC 20202-8520

MINORS AND CHILDREN IN THE CLASSROOM

Parents or guardians are responsible and liable for any and all injuries sustained, or damage caused, by their child while on campus outside of a designated youth activity unless caused by the sole negligence of the institution, its officers, agents, or employees. Parents and guardians are responsible for ensuring that children behave appropriately while on campus. If, in the view of the faculty or administrator responsible for the class, event, program etc., a child is disruptive, the parent or guardian must remove the child from the situation. Pre-teen children on campus must be accompanied by a parent, guardian, or other responsible adult at all times. Unaccompanied pre-teen children will be escorted to an appropriate department or office. Teenagers are welcome to visit and tour the campus so long as such visits are compatible with the Academy's mission.

New York law narrowly imposes duties to report certain crimes involving minors, and abuse, to appropriate officials including mental health professionals, medical providers, school counselors, clergy, and law enforcement officers. Academy protocol is that in addition to fulfilling the requirements of state

law [insert here] all employees will also promptly report all suspected child abuse, sexual abuse of minors, and criminal acts by minors to Campus Security without delay. Clery Act reporting of offenses for statistical purposes occurs whether victims are minors or adults.

MASTER OF FINE ARTS CURRICULUM

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

REQUIRED	CREDITS
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

Drawing II, III, and IV, Perspective, and Cast Drawing. Anatomy requirement: Structural Anatomy, Anatomical Drawing.

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

REQUIRED	CREDITS
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YEAR ONE: FALL SEMESTER

Painting I: Direct Painting Intensive	3
Artistic Anatomy I: Structural Anatomy	3
Figure Drawing, I: Intensive	3
Art & Culture Seminar I	3
History & Theory of Composition	3
Fall Semester Total	15

YEAR ONE: SPRING SEMESTER

Figure Drawing II	3
Painting II: Indirect Painting	3
Theory & Practice of Composition	3
Artistic Anatomy II: Anatomical Drawing	3
Select one spring elective	3
Spring Semester Total	15

YEAR TWO: FALL SEMESTER

Painting III: Synthetic Painting	3
Art & Culture Seminar II	3
MFA Thesis Project I	3
Select two fall electives	6
Fall Semester Total	15

YEAR TWO: SPRING SEMESTER

Painting IV	3
MFA Thesis Project II	6
Select two spring electives	6
Spring Semester Total	15

MFA DEGREE TOTAL CREDITS	60
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MFA PAINTING CONCENTRATION SPECIAL REQUIREMENTS

Painting I: Direct Painting Intensive, Painting II, III, and IV. Anatomy requirement: Structural Anatomy and Anatomical Drawing.

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
YEAR ONE: FALL SEMESTER	
Sculpture I Intensive	3
Écorché Intensive A	3
Figure Drawing, I: Intensive	3
Art & Culture Seminar I	3
History & Theory of Composition	3
Fall Semester Total	15
YEAR ONE: SPRING SEMESTER	
Sculpture II	3
Écorché Intensive B	3
History of Sculpture & Composition & Technique	3
Artistic Anatomy II: Anatomical Drawing	3
Select one spring elective	3
Spring Semester Total	15
YEAR TWO: FALL SEMESTER	
Sculpture III	3
Art and Culture Seminar II	3
MFA Thesis Project I	3
Select two fall electives	6
Fall Semester Total	15
YEAR TWO: SPRING SEMESTER	
Sculpture IV	3
MFA Thesis Project II	6
Select two spring electives	6
Spring Semester Total	15
MFA DEGREE TOTAL CREDITS	60

MFA SCULPTURE CONCENTRATION SPECIAL REQUIREMENTS

Sculpture I Intensive, Sculpture II, III, IV, History of Sculpture Composition and Technique. Anatomy requirement: Structural Anatomy and Ecorche Intensive A & B.

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

REQUIRED	CREDITS
<i>(Four courses required to complete Anatomy Track)</i>	
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	CREDITS
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(Three courses required to complete Printmaking Track)

YEAR ONE: FALL SEMESTER

Woodcut	3
Fall Semester Total	3

YEAR ONE: SPRING SEMESTER

Intaglio	3
Monotype	3
Figure in Lithography	3
Spring Semester Total	3-6

YEAR TWO: FALL SEMESTER

(Optional if taken year one)

Woodcut	3
Fall Semester Total	3-6

YEAR TWO: SPRING SEMESTER

(Optional if three courses have been taken)

Intaglio	3
Monotype	3
Figure in Lithography	3
Spring Semester Total	3-6

PRINTMAKING TRACK TOTAL	9
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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 the student'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.

MASTER OF FINE ARTS THESIS

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 Chair and Provost, 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 Chair and Provost. The work featured in the MFA Thesis Catalog does not need to be the same work included in the MFA Thesis exhibition.

Please review the Thesis I & II syllabus for full details including expected learning outcomes and a list of important dates. nyaa.edu/syllabi

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 work 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 the same week as 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.

THESIS RESEARCH PAPER

The Thesis Research Paper, written in the MLA style, is a significant aspect of Art & Culture II seminar as clearly stated in course description and is consistently presented and guided throughout all sections of this course. The Thesis Research Paper will prepare the student to move on to Thesis II and is graded by the Art & Culture II (30% of total grade) before being sent to the student's advisor after its completion.

- The paper should be a minimum of eight double spaced pages in the MLA (Modern Language Association) style.
- Students must email the final Thesis Research Paper [in word doc or pdf format] to their Thesis Advisor by week thirteen (13).
- Students must also upload a copy of the final Thesis Research Paper [in pdf format]
 - Label file as: LName_FName_Thesis Research Paper_2023.pdf
 - Upload here: Upload Form

MFA THESIS II STATEMENT

The "Thesis II Statement" is written in the fourth semester of the MFA under the direct supervision of the Thesis Advisor and supported by targeted writing workshops. It is written by the MFA student after completing the "Thesis Research Paper" in the third semester within the Art & Culture II seminar. Thesis II Statement, informed by the research done in the third semester, will serve as written support of thesis II studio work and will be made available to the thesis II final critique panel to shed light on the

studio work on view. It will be graded by the Thesis Advisor and comprise 10% of Thesis II grade. The Thesis II Statement is thus an extended, researched artist statement. The overall length is generally one to two pages. A shorter statement will force the writer to be succinct and clear, two of the most important elements of grant, exhibition, residency and teaching applications. The Thesis II Statement should be a document that will be used repeatedly after graduation.

This new structure will allow the Thesis Research Paper to remain a scholarly endeavor with proper formatting and citations, adhering to MLA guidelines and worthy of an advanced degree, while creating an additional, related document that has more practical use for the emerging artist.

- Students must email the final MFA Thesis II Statement [in word doc or pdf format] to their Advisor by April 13, 2023.
- Students must also upload a copy of the final MFA Thesis II Statement [in pdf format] by April 12, 2023.
 - Label file as: **LName_FName_MFA Thesis II Statement_2023.pdf**
 - Upload here: [Upload Form](#)

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.

Thesis I Midterm Grade

Students must demonstrate significant evidence of having been engaged in research activities by providing preliminary plans, drawings, notes and making steady advances in the realization of an idea. Students are graded by the Thesis Advisor and an Adjunct Faculty member according to the following criteria measuring the achievement of core learning outcomes:

- Technical Skill (33%)
- Formal Knowledge (33%)
- Conceptual Awareness (34%)

Thesis I Final Grade

Students must demonstrate significant thematic development and technical accomplishment. Students receiving an unacceptable final review will not be permitted to register for MFA Thesis II. Students are graded by all Thesis Advisors during the MFA Thesis I “Midyear” critique according to the following criteria measuring the achievement of core learning outcomes:

- Technical Skill (33%)
- Formal Knowledge (33%)
- Conceptual Awareness (34%)

All grades are collected and averaged to arrive at the final MFA Thesis I grade which will be issued by the primary advisor.

EVALUATION: MFA THESIS II

In MFA Thesis II, students will be evaluated at mid-term in a written statement prepared by the primary advisor. The evaluation and the grade result from the mid-year critique conducted by the primary advisor and one other faculty member. At this time, a draft of the Thesis II Statement is presented to the advisor and the attendant faculty member for consideration and feedback.

Thesis II Midterm Grade

Students must demonstrate significant progress in developing concepts and themes begun in MFA Thesis I. Students are graded by the Thesis Advisor and an Adjunct Faculty member according to the following criteria measuring the achievement of core learning outcomes:

- Technical Skill (33%)
- Formal Knowledge (33%)
- Conceptual Awareness (34%)

Thesis II Final Grade

Students have brought all MFA Thesis II work to a finish and presents an oral argument in support of the work (MFA Thesis II Statement). Students are graded by all Thesis Advisors during the MFA Thesis II "Final" critique according to the following criteria measuring the achievement of core learning outcomes:

- Technical Skill (30%)
- Formal Knowledge (30%)
- Conceptual Awareness (30%)

All grades are collected and averaged, which comprises 90% of the final grade. The primary advisor issues the grades for the MFA Thesis II Statement (10% of final Thesis II grade). The MFA Thesis Research Paper and MFA Thesis II Statement do not substitute for a body of artwork and must receive a minimum grade of "C" for the candidate to graduate.

The final MFA Thesis II grade which will be issued by the primary advisor is calculated as follows:

- Technical Skill (30%)
- Formal Knowledge (30%)
- Conceptual Awareness (30%)
- MFA Thesis II Statement (10%)

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

Required	Credits
Anatomical Drawing	3
Drawing I	3
Painting I	3
Sculpture I	3
Term Total	12

TERM TWO: SPRING

Required	Credits
Art History I	3
Drawing II	3
Painting II	3
Choose one spring elective	3
Term Total	12

TERM THREE: SUMMER

Required	Credits
Art History II	3
Independent Project	6
Choose one summer elective	3
Term Total	12

ADVANCED CERTIFICATE TOTAL CREDITS	36
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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 their 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. The exhibition and accompanying Artist Statement are the basis on which the CFA candidate is evaluated.

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%	<u>Artist Statement evaluation</u>
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

Tracey Emin, Painting

Judy Fox, Sculpture

Edward Schmidt, Drawing

Amy Sherald, Painting

Mickalene Thomas, Professional Practice

Dexter Wimberly, Professional Practice

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.

Michael Grimaldi, Director of Drawing & Anatomy

Nina Levy, Director of Sculpture

Clifford Owens, Director of Critical Studies

Dan Thompson, CFA Faculty Chair

John Jacobsmeyer, Faculty Chair & Director of Printmaking

Wade Schuman, Director of Painting

ADJUNCT FACULTY

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

John Belardo, Sculpture
Lisa Blas, Critical Studies
Margaret Bowland, Drawing and Painting
Adam Cvijanovic, Painting
Marcelo Daldoce, Drawing
Cynthia Eardley, Anatomy and Sculpture
David Ebony, Critical Studies
Thomas Germano, Critical Studies
Gianluca Giarrizzo, Sculpture
Christina Giuffrida, Sculpture
David Gothard, Drawing
Heidi Hahn, Critical Studies
Rie Hasegawa, Printmaking
John Horn, Anatomy and Sculpture
Scott Hunt, Drawing
Edgar Jerins, Drawing
Kyle Johanson, Critical Studies
Marshall Jones, Drawing and Painting
Kurt Kauper, Drawing and Painting
Ayesha Khan, Critical Studies
Evan Kitson, Anatomy and Drawing
Jessica Leo, Drawing

Greg Lindquist, Critical Studies
Dik Liu, Painting
Randolph L. McIver, Anatomy
Fredrick Mershimer, Printmaking
Steve Mumford, Painting
Roberto Osti, Anatomy and Drawing
Guno Park, Drawing
Heather Personett, Sculpture
Colette Robbins, Sculpture
Mario Robinson, Drawing
Jean-Pierre Roy, Painting
Manu Saluja, Painting
Justin Sanz, Printmaking
Sarah Schmerler, Critical Studies
Chie Shimizu, Sculpture
Bernardo Siciliano, Painting
Robert Simon, Critical Studies and Sculpture
Dan Thompson, Drawing and Painting
Melanie Vote, Painting
Steven Walker, Drawing
Jiannan Wu, Sculpture
Zane York, 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. Topics explored include 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. CFA 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 Principal Designated School Official (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.

Sarah Sager
Registrar & PDSO
ssager@nyaa.edu
(212) 842-5121

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 International Students are not permitted to apply for Federal work-study positions. If a student wants to apply for work on-campus, they should contact DSO Sarah Sager ssager@nyaa.edu.

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 AB. 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.

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

2023-2024 MFA TUITION & FEES*

Annual Tuition	\$46,350.00
Mandatory Fees**	\$1,650.00
Total Tuition and Fees	\$48,000.00

* Please note that tuition and fees are subject to change and annual increases.

**Fees includes commencement, exhibition, materials, model, registration, studio and technology.

2023-2024 ACADEMIC YEAR	FALL	SPRING	ANNUAL TOTAL
Housing*	\$11,250.00	\$11,250.00	\$22,500.00
Utilities	\$1,200.00	\$1,200.00	\$2,400.00
Food/Clothing	\$4,000.00	\$4,000.00	\$8,000.00
Health Insurance	\$2,700.00	\$2,700.00	\$5,400.00
Art Materials	\$2,000.00	\$2,000.00	\$4,000.00
Transportation	\$762.00	\$762.00	\$1,524.00
Subtotal	\$21,912.00	\$21,912.00	\$43,824.00

*Housing is based on the rental fee of \$2,500 per month. Please note that rent prices in NYC vary by neighborhood and other factors.

CFA TUITION & FEES

2023-2024 CFA TUITION & FEES*

Annual Tuition	\$42,720.00
Mandatory Fees**	\$1,200.00
Total Tuition and Fees	\$43,920.00

* Please note that tuition and fees are subject to change and annual increases.

* Fees include commencement, exhibition, materials, model, registration, studio and technology.

CFA ESTIMATED COST OF ATTENDANCE

Estimated Living Expenses

2023-2024	FALL	SPRING	SUMMER	ANNUAL TOTAL
Housing*	\$10,000.00	\$10,000.00	\$10,000.00	\$30,000.00
Utilities	\$800.00	\$800.00	\$800.00	\$2,400.00
Food/Clothing	\$2,666.67	\$2,666.67	\$2,666.67	\$8,000.00
Health Insurance	\$1,800.00	\$1,800.00	\$1,800.00	\$5,400.00
Art Supplies/Materials	\$1,600.00	\$1,600.00	\$1,600.00	\$4,800.00
Transportation	\$508.00	\$508.00	\$508.00	\$1,524.00
Total	\$17,347.67	\$17,347.67	\$17,347.67	\$52,124.00

*Housing is based on the rental fee of \$2,500 per month. Please note that rent prices in NYC vary by neighborhood and other factors.

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 one month prior to the start of classes each semester as outlined in the following schedule.

FALL August 1

SPRING December 10

SUMMER April 15

Students in default of bursar payments may not pre-register, enroll, attend, progress to classes or access their studios 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. Students dependent on government sponsored financial aid programs (both domestic and international), 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. We reserve the right to remove you from the program for non-payment of tuition.

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

Refund policy for students who withdraw:

Prior to the first day of class – 100% of tuition
During the first week of class – 90% of tuition
During the second week of class – 80% of tuition
During the third week of class – 60% of tuition
During the fourth week of class – 50% of tuition
After the fourth week of class – 0% of tuition

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. Mandatory fees are not refundable.

FEDERAL RETURN OF TITLE IV FUNDS POLICY

WITHDRAWAL AND RETURN OF OVERPAYMENT

Title IV recipients who officially withdraw or take a leave of absence 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.

Title IV financial aid recipients who withdraw or take a leave of absence 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.

VETERANS' BENEFITS POLICY

Various Department of Veterans Affairs (VA) programs provide educational benefits for spouses, sons, and daughters of deceased or permanently disabled veterans, as well as for veterans and in-service personnel, subject to certain restrictions. Students eligible to receive VA benefits do not pay tuition and fees at the time of registration, but will have anticipated aid placed onto the student account based on the estimated amount of coverage from the VA. This applies primarily to Chapter 31 and 33 benefit recipients. Veterans with service-connected disabilities may qualify for educational benefits under Chapter 31.

Basic Allowance for Housing (BAH) is usually sent directly to veterans by the VA. Students must be enrolled full-time to receive the full monthly BAH rate. Veterans and eligible dependents should contact the Registrar's Office each term for which they desire certification of enrollment. Students eligible for BAH will only receive this benefit if their enrollment is certified with the VA each term. All veterans are expected to reach the objective (degree or certificate) authorized by the VA with the minimum number of points required. The Department of Veterans Affairs may not authorize allowance payments for points that are in excess of scholastic requirements. Applications and further information may be obtained from the student's regional office of the Department of Veterans Affairs. Additional inquiries can be directed to the Registrar's Office. Since interpretation of regulations governing veterans' benefits is subject to change, veterans should keep in touch with the Department of Veterans Affairs.

Important Benefit Information

- Veterans can [apply for VA benefits online](#).
- Since interpretation of regulations governing veterans' benefits is subject to change, veterans should refer regularly to the VA website at [va.gov/](#).

- GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government website at benefits.va.gov/gibill/.
- After acceptance to the Academy, complete the paperwork through the VA. A Certificate of Eligibility Letter (COE) will be mailed to the student, indicating the chapter and eligible benefit(s). Chapter 31 veterans will receive an Authorization & Certification of Entrance or Reentrance into Rehabilitation & Certification of Status (22-1905)
- Upon receipt of your Certificate of Eligibility (COE) from VA, submit it to Registrar registrar@nyaa.edu. If you do not yet have a COE, attach a screenshot of your benefit information from the VA eBenefits website to the form, but you will still be required to send the COE to the Registrar once you receive it.
- After registering for classes each term, notify the Registrar's Office that they need to certify your enrollment. Please be sure to redact your SSN on any attachment(s).

Delayed Payments

The Academy recognizes there are times when veterans who rely on monetary benefits from the Department of Veteran's Affairs and/or other external agencies are challenged by untimely payments. If you are a student who is a veteran or military connected student who is in such a situation, please contact the Financial Aid Office fa@nyaa.edu or the Registrar's Office registrar@nyaa.edu. The Academy will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or to require that a covered individual borrow additional funds due to the individual's inability to meet their financial obligations to the institution due to the delayed disbursement funding from the Department of Veterans Affairs. The Academy does not consider the following scenarios as a delayed payment:

- If we receive confirmation from the VA that the student is no longer eligible to receive the funds or have exhausted their eligibility (after submission of certification to the VA).
- If the student is not covered in full with their VA benefits. Students not eligible for enough VA benefits to cover their semester tuition in full are responsible for paying the balance.
- If the student fails to submit the Certificate of Eligibility (COE), and any other required information for certification.

In the scenarios listed above, the student may be subject to finance charges or registration holds if the balance is not paid by the student.

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

2021-2022	93%
2020-2021	99%
2019-2020	98%
2018-2019	95%
2017-2018	93%
2016-2017	98%
2015-2016	98%
2014-2015	92%
2013-2014	97%
2012-2013	98%
2011-2012	91%
2010-2011	92%
AVERAGE	96%

STUDENT TWO-YEAR RETENTION RATES

2021-2022	93%
2020-2021	89%
2019-2020	94%
2018-2019	97%
2017-2018	91%
2016-2017	98%
2015-2016	93%
2014-2015	92%
2013-2014	97%
2012-2013	98%
2011-2012	91%
2010-2011	92%
AVERAGE	94%

SCHOLARSHIP PROGRAMS

New York Academy of Art scholarships are highly competitive. Factors such as but not limited to a student's diversity of ideas and cultural content are considered when awarding. Please take the time to submit application materials that represent your accomplishments. To receive consideration for merit scholarships, applicants must submit their applications and supporting materials by the posted deadline (early consideration or regular decision). The Academy reserves the right to adjust scholarship in the event you are awarded any other substantial scholarship support. Please refer to the Academy's website for an updated list of Academy Scholarships available. If you have additional questions, please email admissions@nyaa.edu.

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 ACADEMY SCHOLARSHIPS

New York Academy of Art scholarships are highly competitive. Applicants to the MFA program demonstrating merit are eligible to apply for scholarship awards. Academy merit scholarships range from \$1,000 – \$20,000. 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 any scholarship in the event you are awarded any other substantial scholarship support.

- **President's Scholars Program:** The President's Scholars Program is the highest award for entering MFA candidates. President's Scholars receive a \$25,000 award for the first year of study in the form of tuition reduction. Awards are for one year and are renewable based on the Academy's Satisfactory Academic Progress policy.
- **Academy Merit Scholarship:** Students demonstrating merit may receive annual scholarship awards ranging from \$1,000 to \$20,000. Completed admission applications are reviewed, graded and ranked by the Scholarship Committee. Award amounts are deducted from the student's tuition bill. Awards are for one year and are renewable based on the Academy's Satisfactory Academic Progress policy.
- **Drawing Scholar Award:** Applicants to the MFA Drawing program are eligible to apply for the Drawing Scholar Award on the basis of academic excellence as demonstrated by their admissions portfolio and commitment to drawing. Awards range from \$5,000 – \$10,000. The Drawing Scholar Award is renewable based on the Academy's Satisfactory Academic Progress policy.
- **Sculpture Scholar Award:** Applicants to the MFA Sculpture program are eligible to apply for the Sculpture Scholar Award on the basis of academic excellence as demonstrated by the admissions portfolio and commitment to sculpture. Awards range from \$5,000 – \$10,000. The Sculpture Scholar Award is renewable based on the Academy's Satisfactory Academic Progress policy.

Application & Deadlines

All MFA applicants for the Early Consideration or Regular Decision deadlines are considered. All application materials must be complete and submitted online or postmarked by application deadline.

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 – \$15,000. 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 any scholarship in the event you are awarded any other substantial scholarship support.

Application & Deadlines

All CFA applicants for the Early Consideration or Regular Decision deadlines are considered. All application materials must be complete and submitted online or postmarked by application deadline.

COMMENCEMENT AWARDS

At graduation, awards ranging from \$100 to \$10,000 are made, many to support travel.

MFA SELECTION PROTOCOLS

COMMENCEMENT AWARDS

The Faculty Committee composed of Full-time faculty, Provost, 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.

POST-GRADUATE RESIDENCIES

The residency selection committee composed of Full-time faculty, Provost, Adjunct and in some cases the director of the specific residency program meets during the Spring semester to select the alumni recipients of each residency. Residencies are highly competitive and only a small amount are awarded per year.

Eligibility: Graduates of the MFA program including the graduating class of 2024. Open to all disciplines. Graduates may have received and attended a NYAA sponsored residency previously. Recipients must be available for the full duration of the residency and hold a valid passport (where applicable).

The members of the committee evaluate each applicant's application (6-10 images of work completed within the past three years, Artists Statement, Statement of Intent and CV). The committee meets and 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 Academy community.

POST-GRADUATE CHUBB FELLOWSHIP

Each year the Academy offers two one-year fellowships to graduating MFA students and one to an alum who has been out of school for at least one academic year. Recipients receive a \$10,000 stipend and complete

their fellowship year at the Academy.

The Fellowships include:

- Assistant teaching for professional and artistic development
- Studio accommodation
- Tutorial support
- Annual stipend
- Exhibition opportunity

Student Selection Process:

The Fellowship Committee composed of Full-time faculty, one adjunct 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 MFA Thesis II Final Critique grades are averaged and ranked to identify the top four candidates. The Faculty Committee meets to discuss the finalists and individual applications (including ten images of work, curriculum vitae, and a statement of intent).

At this point committee members 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 four applicants is 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 postgraduate fellows. The members of the President's Fellowship Committee tour each of the four finalist's studios. The President's Fellowship Committee then meets to discuss each finalist and selects the two post-graduate fellows. Once approved, the names of the Chubb Postgraduate Fellowship are then announced via email to the Academy community.

Alumni Selection Process:

The Alumni Fellowship Committee composed of Full-time faculty, one adjunct faculty members and Provost meets to discuss the finalists and individual applications (including ten images of work, curriculum vitae, and a statement of intent). At this point committee members are welcome to object to the selection based on the stronger attributes of someone further down on the list. After discussion a vote is taken to select the top three alumni finalists. The final list of the top three applicants is 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 postgraduate alumni fellow. The members of the President's Fellowship Committee review the applications and virtually attend studio visits with each of the three finalists. The President's Fellowship Committee then meets to discuss each finalist and selects the one post-graduate fellow. Once approved, the names of the Chubb Postgraduate Fellowship are then announced via email to the Academy community.

POSTGRADUATE TEACHING ASSISTANT VOLUNTEER PROGRAM

The Post-graduate Teaching Assistant (PGTA) is a volunteer program that 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.

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. All Alumnus/Alumna of the Academy may apply for a position as a PGTA. Romantic and/or sexual relationships between PGTAs and students, other than relationships that began when the PGTA was a student and which the current student consents to in a writing submitted to the Director of Student Services, is strictly prohibited. PGTAs may not apply for or be assigned to classes in which they may have a conflict of interest. PGTAs must participate in Title IX and other sensitivity training. PGTA candidates, or instructors interested in working with a specific individual, may present their request to the Director of Students Services. Fellows are required to participate in a tutorial or assistant capacity within the guidelines of their Fellowship award. The PGTA program offers volunteer positions only.

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 Academy's right to terminate the assistantship at any time and grant 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.

RESEARCH GRANT

Alumni are eligible to apply for the Research Grant for one academic year, starting in the fall semester. The grant is awarded to alumni who are highly engaged in the academy community with exemplary commitment to the Academy's mission, and who are dedicated to the development of their professional and artistic careers. The grant is designed to provide deserving alumni with the financial means to dedicate time and research towards their artistic practice and pedagogical development. Academy Alumni who complete the application requirements will be considered. Alumni acting as volunteers under PGTA program are encouraged to apply for the grant.

CONTINUING STUDIES TEACHING ASSISTANT PROGRAM (CSTA)

Currently enrolled graduate students in the MFA program may apply to be teaching assistants for continuing studies classes on a volunteer basis. For information please contact the Director of Student Services student.services@student.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 student.services@student.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.

Program	Amount & Interest	How to Apply
Federal Direct Student Loan (Unsubsidized Stafford Loan)	Amount: Up to \$20,500/year Interest: Fixed, 7.05% for the Loans first disbursed on or after 7/1/23 and before 7/1/24 (1.057% origination fee) on or after 10/1/20 and before 10/1/23.	File FAFSA*, complete Master Promissory Note (MPN) and Entrance Loan Counseling.
Federal Direct Graduate PLUS Loan	Amount: Up to the cost of education less aid received Interest: Fixed, 8.05% for the Loans first disbursed on or after 7/1/23 and before 7/1/24 (4.228% origination fee) on or after 10/1/20 and before 10/1/23..	File FAFSA, and student 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](https://pin.ed.gov). 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 2023-2024 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 2023-2024 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.

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 studentaid.ed.gov/sa/repay-loans.

WITHDRAWAL, REFUND AND R2T4 POLICIES & PROCEDURES

WITHDRAWAL PROCESS

Please see policy on page 11.

REFUND POLICY

Prior to the first day of class – 100% of tuition
During the first week of class – 90% of tuition
During the second week of class – 80% of tuition
During the third week of class – 60% of tuition
During the fourth week of class – 50% of tuition
After the fourth week of class – 0% of tuition

OFFICIAL WITHDRAWAL

An official withdrawal occurs when a student withdraws from all courses either before the withdrawal deadline of the given semester or via an administrative withdrawal. Student must then complete either a Leave of Absence or Withdrawal Form with the office of the Registrar. Financial aid receives a copy of this form. When a financial aid recipient withdraws from all courses, return to Title IV calculations (R2T4) are performed to determine the percentage of federally funded aid a student earned. The Office of Financial Aid utilizes the withdrawal date to determine the percentage of aid earned. Financial aid programs are adjusted accordingly, and funds are returned to the appropriate programs. Awards are adjusted in the following sequence:

- Federal Direct Unsubsidized Loan
- Federal Direct Graduate Plus Loan

According to the provisions of the Higher Education Amendments of 1998, the refund calculation for students receiving Title IV funds is 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. Unless a student completes 60% of the term in which federal aid was disbursed, the student will be required to return all or part of the financial aid disbursed in the term. This applies to students who have officially or unofficially withdrawn.

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. Mandatory fees are not refundable.

UNOFFICIAL WITHDRAWAL

An unofficial withdrawal occurs when a student fails to earn any credit in a given term without officially withdrawing from the Academy. Unofficial withdrawals are the result of a student failing to complete all courses for a given semester via receiving all unsatisfactory grades. In the case of a student receiving only Ws, in each term, it must be determined whether the student earned the unsatisfactory grades by not completing the semester. Students who completed one or more course or who attended beyond the 60% mark in one or more courses are not subject to a Return to Title IV Calculation. Return to Title IV calculations are performed for those students who did not attend beyond the 60% mark of the given term in any course. Return to Title IV calculations are performed using the 50% mark of the semester, for unofficial withdrawals. When calculations are performed, funds are returned in the same order as official withdrawals.

RETURN OF TITLE IV FUNDS

The total amount of Title IV aid disbursed for the semester in which the student withdrew. A student's Title IV aid is counted as aid disbursed in the calculation if it has been applied to the student's account on or before the date the student withdrew.

- The total amount of Title IV aid disbursed plus the Title IV aid that could have been disbursed for the semester in which the student withdrew.
- Will calculate the percentage of Title IV aid earned as follows: the number of calendar days completed divided by the total number of calendar days in the semester in which the student withdrew. The total number of calendar days in a semester shall exclude any scheduled breaks of more than 5 days. $\text{Days Attended} \div \text{Days in Enrollment Period} = \text{Percentage Completed}$
- If the calculated percentage completed exceeds 60%, then the student has "earned" all the Title IV aid for the enrollment period.
- The amount of Title IV aid earned is calculated as follows: The percentage of Title IV aid earned multiplied by the total amount of Title IV aid disbursed or that could have been disbursed for the term in which the student withdrew. $\text{Total Aid Disbursed} \times \text{Percentage Completed} = \text{Earned Aid}$
- Amount of Title IV aid to be disbursed or returned
- If the aid already disbursed equals the earned aid, no further action is required.
- If the aid already disbursed is greater than the earned aid, the difference must be returned to the appropriate Title IV aid program
- $\text{Total Disbursed Aid} - \text{Earned Aid} = \text{Unearned Aid to be Returned}$
- If the aid already disbursed is less than the earned aid, then a post-withdrawal disbursement will be calculated.

WITHDRAWAL DATE

The withdrawal date used in the return calculation of a student's federal financial aid is the actual date indicated on the Leave of Absence or Withdrawal Request Form. If a student stop attending classes without notifying The Academy, the withdrawal date will be the midpoint of the semester or the last date of academic activity determined. Attendance records submitted by the faculty at the end of each term will be used to determine the last date of attendance or the last date of educational activity in which the student participated. Additional documentation supporting the last date of academic activity may be provided by the student if they verify a later date of attendance than determined by the Academy.

FAILURE TO BEGIN ATTENDANCE

The Academy will return all disbursed funds to the respective federal aid programs for students in receipt of financial aid who never attend classes. If the student owes money to the Academy resulting from the return of federal funds, the student will be billed by the Accounting Office. If the student does not pay the funds due to the Academy, the student's account will be placed on hold. The student will not be permitted to register for classes until the balance is paid.

REPAYMENT CALCULATION PROCESS

Once final evaluations are posted, the Academy will return all unearned aid back to the federal aid programs for students who receive either all F or F and W grades. The student's billing account will be charged. Accounting Office will email an invoice to the student. The student is responsible for any balance due.

CREDIT BALANCES AS A RESULT OF A R2T4 CALCULATION (POST-WITHDRAWAL DISBURSEMENTS)

If an R2T4 calculation is required and the student has a pending credit balance, the Academy will not release the credit balance to the student until the R2T4 calculation is completed. Once the R2T4 calculation is completed and it is determined the student is entitled to a credit balance, the funds will be disbursed to the student as soon as possible, but no later than 14 days after the date of the R2T4 calculation is performed. This timeframe meets or exceeds all federal, state, or institutional cash management regulations.

If a student has earned funds, according to the Return of Title IV Funds calculation, that have not yet disbursed, the student may be due a Post-Withdrawal Disbursement (PWD). All students who are eligible for a PWD will be notified in writing to their official the Academy student email address. The Academy must receive permission from the student before the Loan is disbursed. The student has fourteen days from the date of the official PWD notification to accept/decline some or all the loan funds. If a response is not received within this time frame, the PWD loan disbursement will not be made.

TIMEFRAME FOR THE RETURN OF TITLE IV FUNDS

Unearned funds are paid to the U.S. Department of Education by the Academy on the student's behalf. The school must return Title IV Funds as soon as possible but no later than 45 days after the date of the institution's determination that the student withdrew.

ACADEMY RESPONSIBILITIES

- Providing students with the information given in this policy
- Identifying students affected by this policy and completing the R2T4 calculation
- Informing the student of the result of the R2T4 calculation and any balance owed to student because of a required return of funds
- Returning any unearned Title IV aid that is due to the Title IV programs and, if applicable, notifying the borrower's holder of federal loan funds of the student's withdrawal date
- Notifying student of eligibility for a Post-Withdraw Disbursement, if applicable

STUDENT RESPONSIBILITIES

- Becoming familiar with the R2T4 policy and how withdrawing from all courses effects eligibility for Title IV aid
- Resolving any outstanding balance owed to NYAA
- Resolving any repayment to the U.S. Department of Education as a result of an over-payment of Title IV funds

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. These standards for academic progress (SAP) outline what is required for a student at the Academy to progress towards a degree and the consequences to the student if progress is not achieved. Federal regulations require that institutions establish and apply SAP and that students comply with the SAP to receive financial assistance under the programs authorized by Title IV of the Higher Education Act.

What follows are the Academy's standards for SAP. This policy affects student eligibility for financial aid through any/all of the following federal, state (if any) and institutional 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:

- Accepted to the Certificate of Fine Arts (CFA) or Master of Fine Arts (MFA) programs
Enrolled currently at full-time or half-time status
- 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.

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) in accordance with the Academy's Course Replacement Policy.

EVALUATION

Students are evaluated based on grade point average (G.P.A.), credit hour completion, and maximum time frame limitation. Federal regulations require the Office of Financial Aid to monitor the progress of each student (receiving Financial Aid) toward degree completion on two measures 1) Qualitative (Cumulative Grade Point Average) and 2) Quantitative (Completion of credits required). Students who fall behind in their coursework or fail to achieve minimum standards for Qualitative and Quantitative measures, may lose their eligibility for all types of federal, state aid and Institutional aid administered. The Financial Aid Office determines this eligibility after the submission of semester grades. A student may attend one or two semesters at the Academy before the financial aid office can begin to track their SAP standing.

QUALITATIVE MEASURE

Each student receiving financial aid is expected to successfully complete all classes with good grade to continue receiving financial aid payments. A student must maintain at least the minimum of 3.0 cumulative GPA for their particular degree of study to be consistent with the requirements for graduation.

MAX LIMIT

In order to maintain federal aid eligibility, the maximum number of attempted credits for completion of a degree is 150% of the required credits for that particular degree and students must attempt and complete at least 6 credits. The Academy will review each student's eligibility at the end of each year (end of Spring term). If the student has exceeded the maximum number of attempted credits for degree program and/or is not making quantitative progress towards graduation, the student will no longer be eligible for financial aid during any future semesters.

WITHDRAWAL PROCESS

Please see policy on page 11.

TRANSFER OF CREDIT

Please see policy on page 13.

REPEATED COURSES

If a student repeats a course, the course will count in the maximum number of attempted credits.

WITHDRAWN COURSES

If a student drops a course within the Add/Drop period, the course will not be included in the total number of attempted credit count. Courses dropped after the Add/Drop period will count towards the total number of attempted credit count.

SAP NOTIFICATION

If a student does not meet SAP requirements, they are notified by email. The SAP policy is listed in the Student Handbook as well as posted on the Academy's website.

APPEALS PROCESS

Students who are unable to meet SAP requirements due to extenuating circumstances may appeal. Appeals must be submitted in writing to the Financial Aid office by mail or email. The appeal must explain why satisfactory academic progress was not achieved, give examples of what the student is doing to catch up, and include copies of any relevant documents, such as a doctor's note or obituary. The Financial Aid Office will review all documentation thoroughly. Students will be notified of the decision in writing in a timely manner.

SAP PROBATIONARY PERIOD

All students whose appeals are approved are placed on probation for one term and are eligible for Title IV aid for one payment period or term. At the end of this term they will be manually reviewed by Financial Aid Office and their aid will be re-instated if they now satisfy the minimum standard academic progress outlined above. However, if the student fails to meet the minimum standards progress at the end of one term probationary period they are no longer eligible for FSA. In either case, the student is notified in writing. The student will re-establish eligibility for federal aid as soon they are back in good academic standing.

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 their 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.

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 Services 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 MFA students from each concentration – drawing, painting and sculpture, and one student from the CFA class.

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.

STUDENT ASSISTANCE PROGRAM

The Student Assistance Program is a free and confidential resource for active, for-credit students seeking personal counsel and guidance. Being a student can sometimes be difficult. Balancing the demands of school and life can be overwhelming at times. Extra support and coping skills can be helpful.

The Student Assistance Program is intended to improve the educational process by helping students identify stressors and manage them in a healthy way before more significant problems develop. Some common concerns are:

- Diversity and identity issues
- Depression, stress and anxiety
- Interpersonal relationships
- Life transitions and adapting to a new environment
- School and work troubles and academic performance

The goal is to assess what is going on and talk about how to move forward in a healthy way. To do this, the Student Assistance Program offers the following services:

- Brief counseling to identify difficulties and provide some life management tools
- Consultation that supports academic and/or professional development
- Referral to appropriate and accessible services and resources

Counseling sessions are strictly confidential. The Student Assistance Program adheres to legal requirements and ethical standards regarding protection and disclosure of client information. Disclosure may be warranted when a student confides an intent to harm self or others, or is being harmed by self or others.

The Student Assistance Program will be staffed by Amanda Jurist, a board-certified, Licensed Clinical Social Worker (LCSW). For the past 15 years, she has worked in the academic world as an educator, advocate and mental health professional. In addition to psychotherapy, Jurist has a specialty in conflict resolution and diversity.

Jurist will conduct sessions twice weekly. If you would like to schedule an appointment, please visit this link for the [Student Assistance Program Calendar](#). Sessions will be scheduled first-come, first served.

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: <https://nyaa.edu/title-ix/>

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, their 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:

- **Alcohol and Drug Policy:** In compliance with the Federal Drug Free Workplace Act of 1988 (Public Law 100-690) and the Drug Free Schools and Communities Act of 1989 (Public Law 101-226), the Academy prohibits the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance or abuse of alcohol (as defined by these acts) by a student or employee on Academy property or at any Academy event or activity. No alcohol is allowed on Academy property or property controlled by the Academy without the prior written approval by the President or Board of Trustees. Violations of the [Alcohol & Drug Policy and Prevention Program](#) will result in disciplinary action up to and including dismissal from the Academy.
- **Bullying:** includes repeated and/or severe aggressive behavior that is likely to intimidate or intentionally hurt, control, or physically or mentally diminish a Complainant.
- **Computer Usage:** Violations of the [Computer Usage Policy](#) or any computer lab policy. Violations of ethical standards and unauthorized or inappropriate use of computer such as, but not limited to, using other's email without permission, downloading, viewing, or creating pornographic material, monopolizing hardware, software and/or printers for personal use (not Academy related), tampering with the Academy's network security system, or any illegal activity that violates the laws of libel, copyright, trademark, or the Buckley Amendment.
- **Dishonesty:** includes cheating, plagiarism, other areas of academic dishonesty, or intentionally giving false information to the Academy or Academy officials.
- **Disruptive Behavior:** includes disorderly, indecent, or obscene conduct either in the classroom or on Academy-owned/operated facilities or properties on/at Academy-sponsored events that significantly interferes with the academic mission or operations of the Academy.
- **Endangerment:** includes any physical action, including hazing (further defined below), which intentionally or recklessly threatens the physical well-being, mental health, or safety of others.
- **Intimidation:** Individual or group behavior which intentionally and substantially impinges upon or invades the rights of others. Such conduct includes, but is not limited to, implied threats or acts that cause the Complainant reasonable fear of harm.
- **Hazing:** includes acts likely to cause physical or psychological harm or social ostracism to any person within the Academy community, when related to the admission, initiation, pledging, joining a student organization or any other group affiliation activity.
- **Prohibited Weapons:** Possession or use of a firearm, explosives, fireworks or other weapons including mace or pepper spray.
- **Smoking in Restricted Areas:** All buildings owned and leased by the Academy are tobacco-free. Neither smoking nor chewing of tobacco is allowed except in approved designated smoking areas.

- **Theft/Vandalism:** theft of or intentional damage to Academy property or the property of another may subject students to Academy disciplinary measures as well as legal action.
- **Violation of Academy Policy** – conduct that would constitute a violation of any Academy policy, rule, or regulation.

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:

<https://nyaa.edu/title-ix/>

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, who all receive annual training. 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, the student 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, but are not limited to:

- 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 or be subject to conditions 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.
- Educational/Restorative sanctions, determined as appropriate.

The President may impose an emergency suspension when, in the President's 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 Disciplinary 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: <https://nyaa.edu/title-ix/>

DISABILITIES AND ACCOMMODATIONS POLICY

No qualified student with a disability shall, on the basis of their disability, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any educational program or activity. A qualified student with a disability, 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 student with a disability (including modifications in policies, practices or procedures when the modification is necessary to afford service to students with disabilities) unless the accommodation results in a fundamental alteration of the program or activity or imposes an undue hardship on the operation of the program or activity.

The Academy provides a variety of reasonable accommodations and services in accordance with the Americans With Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973. Reasonable accommodations are modifications or alterations intended to provide equal access or improve accessibility to physical, programmatic, and academic areas of the university and to "level the playing field" for students with disabilities. Students are advised to meet with their professors to discuss the testing and academic accommodations that they anticipate needing for each class, to self-disclose their disability status to faculty and staff when appropriate, and exercise self-advocacy to meet their disability-related needs.

Students with disabilities have the responsibility to meet qualifications and maintain essential institutional standards for courses, programs, services, activities and facilities; identify themselves as individuals with disabilities when requesting an accommodation and seek information, counsel and assistance as necessary; document disability according to established guidelines and demonstrate how disability substantially limits their participation in courses, programs, services, activities and facilities; follow published procedures for obtaining reasonable accommodations, academic adjustments and/or auxiliary aids and services.

Students requesting accommodations based on disability status should provide Student Services with appropriate medical documentation. The documentation should state the specific disability and include recommended accommodations with a rationale if needed. The documentation must be typed and submitted by a licensed healthcare professional qualified to diagnose the disability and recommend these accommodations. The Academy has the right to request supplemental documentation if it is determined that the information in the initial documentation is incomplete or inadequate, or that the qualifications of the healthcare provider or professional are in question. All documentation will be kept confidential as outlined in the section on confidentiality.

PREGNANT AND PARENTING STUDENTS POLICY

New York Academy of Art is committed to creating and maintaining a community where all individuals enjoy freedom from discrimination, including discrimination on the basis of sex, as mandated by Title IX of the Education Amendments of 1972 (Title IX). Sex discrimination, which can include discrimination based on pregnancy, marital status, or parental status, is prohibited and illegal in admissions, educational programs and activities, hiring, leave policies, employment policies, and health insurance coverage. The Academy hereby establishes a policy and associated procedures for ensuring the protection and equal treatment of pregnant individuals, persons with pregnancy-related conditions, and new parents.

This generally means that pregnant students should be treated by the Academy the same way as someone who has a temporary disability and will be given an opportunity to make up missed work wherever possible. Extended deadlines, make---up assignments (e.g., papers, quizzes, tests, and presentations), tutoring, independent study, online course completion options, and incomplete grades that can be completed at a later date, should all be employed, in addition to any other ergonomic and assistive supports typically provided by Disability Services. To the extent possible, the Academy will take reasonable steps to ensure that pregnant students who take a leave of absence or medical leave return to the same position of academic progress that they were in when they took leave, including access to the same course catalog that was in place when the leave began. The Title IX Coordinator has the authority to determine that such accommodations are necessary and appropriate, and to inform faculty members of the need to adjust academic parameters accordingly.

Students are encouraged to work with their faculty members and the Academy's support systems to devise a plan for how to best address the conditions as pregnancy progresses, anticipate the need for leaves, minimize the academic impact of their absence, and get back on track as efficiently and comfortably as possible. The Title IX Coordinator will assist with plan development and implementation as needed. Complaints of failure to accommodate will be addressed using the Academy's Title IX grievance process.

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.

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, smart phone, 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, Artistic & Intellectual Freedom of Expression Policy

Academic freedom is defined as an individual's right to engage in intellectual debate, research, speech, or

written or electronic correspondence, on and off campus, without fear of censorship, retaliation, or sanction. Members of the community freely associate themselves with the Academy, and thus affirm their commitment to an environment of mutual tolerance and respect. Faculty and students are accorded full and unhindered academic and intellectual freedom of expression in their research, creative work, publications, and exhibitions. Individual faculty members are entitled to freedom in the classroom as long as activities and discussions are pedagogically related to stated curriculum and germane to course content.

Intimidation or physical coercion of any member of the community is a violation of the Academy's principles and the Student Conduct Policy, as is any attempt by a member of the community to disrupt or prevent an Academy function or activity (such as a lecture, private or public event or ceremony) or to block legitimate activity of any person on Academy premises.

Intellectual Property Rights Policy

The New York Academy of Art encourages creativity and invention among faculty and students. To this end the institution affirms its commitment to the personal ownership of Intellectual Property Rights for works created by faculty and students in connection with any activities associated with the Academy. This applies regardless of medium or activity, related or unrelated to coursework, and includes original works of art, works of original authorship and any other research, scholarly or creative work. The term "Intellectual Property Rights," as used in this Policy, refers to copyrights, rights in trademarks and service marks, patents, moral rights, and other intangible proprietary rights.

The Academy actively pursues any infringement on academic freedom through an investigation conducted by the Office of the Provost, which involves interviewing all parties involved and a thorough review of all available relevant information. Individuals who observe violations of the Academic Freedom Policy may file a formal complaint using the [Academic Complaint Form](#).

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)-(VIII) ("Clery crimes of violence"), the Title IX Coordinator will instruct the Registrar to place a notation on the student's transcript substantially in accordance with 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 their 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 their 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 the student and declines to complete the investigatory and disciplinary process will have a notation on their 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.

PROMOTIONAL AND MARKETING POLICY

The Academy reserves the right to use student and alumni artwork and photos and videos of students in marketing materials, including but not limited to website, social media channels, news stories, press releases, promotional videos and printed materials. Students are encouraged to share with the Academy's Communications department (news@nyaa.edu) achievements such as inclusion in external exhibitions and receipt of art prizes. Promotion and image selection are at the marketing department's discretion; no student is guaranteed inclusion in promotional channels. Optional studio portrait sessions are offered to the graduating class every spring.

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 considered for all exhibitions. With the exception of the MFA Thesis exhibition and the CFA exhibition, no student artist is guaranteed acceptance of artwork in Academy exhibitions, including but not limited to Take Home a Nude, Deck the Walls, Summer Exhibition and sales either online or offline. All members of the graduating class are included in the MFA Thesis Show, and participation is a graduation requirement. Each exhibition has a selections committee, curator(s), or jury that changes depending on the exhibition. The Faculty Chair and the Provost are responsible for selecting work for the Thesis Exhibition in consultation with graduating students.

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.

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; 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 must 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 with the 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 the President's 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

FEDERAL RIGHT TO KNOW AND CAMPUS SECURITY ACT

In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act and the Student's Right-to-Know and Campus Security Act (Public Law 101-542), the Academy collects and reports specific information on campus crime statistics, campus security policies, retention/graduation rates, and student financial assistance. Additionally, the Academy is required to inform the campus community where information concerning registered sex offenders can be obtained. Information regarding campus crime statistics and campus security policies may be requested from the Director of Campus Security.

REGISTERED SEX OFFENDERS

Any individual considered a sex offender by the federal or state judicial system is required to register this status with the Academy prior to enrollment. Failure to register with the Academy will subject the student to disciplinary action which may include probation, suspension, or dismissal from the Academy. A copy of the documentation is kept on file. A list of registered sex offenders in a community is kept on file with the local police department. The website address for Registered Sex Offenders in New York is: <https://www.criminaljustice.ny.gov/nsor/>.

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 Student Services student.services@student.nyaa.edu

VISITORS' POLICY

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.

Guests who are not affiliated with New York Academy of Art must present a valid acceptable form of photo ID in order to be signed into the school. Visitors must be met at the front desk by the student they are visiting and escorted by the student at all times. Acceptable forms of photo ID are: a U.S. state-issued driver license, a U.S. State-issued non-driver identification, a passport, or another government ID; including foreign governments' IDs. If a foreign government's ID in another language is presented, a corresponding passport

must be displayed for verification. The photo ID will be scanned at the Reception/Security Desk (Students are expected to inform their guests in advance that a valid photo ID will be required to enter the building) and an Academy visitor ID will be issued by Security. At the end of a visit, that same host must accompany their guests to the lobby to sign them out in the guest register and return the Academy visitor ID. Visitor hours are 9am to 9pm. Visitors to the Academy do not have access to Academy resources such as computer labs, the library, or any shop facility.

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, taborets 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 students will have a shared studio equipped with an easel and taboret or sculpture stand. MFA Second-year 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 HIRES & CONDUCT

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.

There is no photography or audio/video recording of classroom activities, this includes no photos of models while posing clothed or nude, on or off the model stand, unless previously arranged with the model. The model should expect to only take instruction from faculty or teaching assistants, never from individual students. If students need the pose adjusted, speak to the instructor or teaching assistant who will then direct the model. Instructors, monitors, and teaching assistants should always ask permission if there is a need to approach the model stand or tape the pose: students should refrain from approaching the stand while the model is posing. Touching the model under any circumstances is not permitted. Models have the right to be informed when persons other than faculty and students will be present in the classroom during the pose. There should always be an instructor or teaching assistant present while the model is posing.

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 fire proof 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

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 services calendar. Such emails and postings constitute due notice for official purposes. Students are strongly advised to check their emails and the student services calendar 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 student.services@student.nyaa.edu.

APPENDIX A: POLICY ON VOLUNTARY AND ACADEMY-INITIATED LEAVES OF ABSENCE AND WITHDRAWALS

INTRODUCTION

The following policies and procedures support and facilitate a safe and healthy learning environment and promote the well-being of the Academy community. This policy outlines a process for student-initiated voluntary leaves of absence as well as Academy-initiated leaves of absence. Both a student-initiated and an Academy-initiated leave of absence allow a student to take time away from the Academy environment to address the behaviors that led to the leave so that the student can return to the Academy better equipped for personal and academic success.

This policy allows for a student to take a leave voluntarily of their own accord and/or in lieu of an Academy-initiated leave. This policy articulates the criteria for initiating a leave of absence and defines the process for readmission to the Academy in order to ease the transition for the student's return back to the Academy community and to optimize opportunities for the student's success upon return. Under certain conditions, as articulated below, if a student has not opted to take a leave voluntarily, the Academy may institute an involuntary leave under this policy.

A. Student-Initiated Voluntary Leave of Absence

Students may initiate a leave or withdrawal from the Academy for medical, emotional, and/or mental health difficulties that impact their ability to successfully or safely participate in the institution's educational program. At the discretion of the Registrar and Provost and subject to the refund policies of the institution, arrangements may be made for partial or complete refund of tuition and/or fees.¹ Modifications to housing contracts may also be possible, subject to housing and residential life policies. Modifications to the academic environment may be possible, potentially including alternative and/or online course completion options. The institution will follow normal procedures for leave or withdrawal, including any documentation requirements. If a student takes a voluntary leave, the leave documentation will specify the duration of the leave and options for extension. The student is permitted to return upon the end of the leave subject to standard Academy procedures for returning from a leave of absence. A student may request modification of the standard procedures for return, in which case the Academy will make an individualized assessment.

Students who elect a voluntary leave may revoke their decision within two business days by submitting a written request, delivered in person or via email, to the Registrar registrar@nyaa.edu. Students who are hospitalized, who do not have access to means to submit a written revocation, or who cannot access an individual who can deliver a written revocation may use a reasonable alternate method of communicating their revocation if it is made within the two-business day time period.

A leave of absence is for a period of time specified at the time the leave is taken, though extensions can be granted upon request. Once the leave ends, the student can resume their education at the next logical re-entry point. There are no conditions for return. A student who is on leave is still considered to be enrolled and is subject to pertinent Academy policies and procedures.

A full withdrawal from the institution can also be elected by a student, but withdrawal from the institution severs enrollment. A withdrawn student is no longer considered a student, and may be withdrawn permanently or for a period of time that does not need to be specified at the time of withdrawal. A student is required to reapply for admission if they withdraw from the institution, rather than take a leave of absence. Their application will be treated as any other application for admission at that time.

¹ Institutions may wish to work with tuition insurance providers to offer plans to students/families.

B. Academy-Initiated Leave of Absence

The Academy prohibits discrimination in educational programs and activities based on the basis of disability or any other characteristic protected by applicable law. The Academy provides a range of resources, support services, and accommodations for otherwise-qualified students experiencing medical, emotional, or mental health concerns with the goal of promoting their safe participation in the Academy's educational program, including providing assistance to reduce disruptive behavior. The Academy will provide reasonable accommodations when properly requested and with appropriate documentation, as long as the accommodations do not require a fundamental alteration of the living or learning environment.

However, there may be situations that create significant and imminent risks and/or that require a level of support that exceeds what would be considered a reasonable accommodation or support for the Academy to provide. When current medical documentation and/or the best available objective evidence (not speculation, stereotypes, or generalizations) indicates that there is a significant risk to the safety, health, or well-being of the individual student or the Academy community, the President has the authority to initiate the process for an involuntary leave of absence.

As part of this process, the President will require an individualized, objective assessment to determine the nature of the risk and will consult with the Office of Student Services to determine if there are reasonable modifications/accommodations or the provision of auxiliary aids or services to reduce the risk and/or address the behavior while allowing the student to continue their academic progress. The full process for a Academy-initiated Leave of Absence is detailed in Section C of this policy.

Students who engage in threats to others or self-injurious behaviors that cause a significant disruption to the community may also be subject to the Code of Student Conduct.

C. Academy-initiated Leave of Absence Process

- a. The President will issue written notice to the student that an Academy-initiated leave of absence is under consideration and that as part of the process they are required to participate in an objective and individualized assessment. The written notice will include the reason(s) for the consideration of an Academy-initiated leave, contact information for the Office of Student Services, specified time periods for response and compliance with the assessment, and a copy of this policy. The written notice will also contain information related to the objective and individualized assessment, detailed in Section C.b of this policy. Additionally, the written notice will provide contact information for a Process Advisor, an administrator outside of the Academy-initiated Leave of Absence process who can serve as a neutral advisor by answering questions and providing information about the process. A student may instead elect for an external advisor, to accompany them throughout the process, who may be an attorney.

Determining whether there is a significant risk to the individual or the Academy community requires an objective and individualized assessment as detailed below. This assessment serves to provide the Academy with an objective measurement of risk as well as any reasonable modifications that would sufficiently mitigate the risk. The assessment must be based on a reasonable medical judgment that relies on the most current medical knowledge and/or on the best available objective evidence. In addition to any assessment conducted by the Academy, the Academy will also give careful consideration to any opinions and recommendations of the student's treating physician or mental health professional, if available, along with the opinions and recommendations of the healthcare professionals consulted by the Academy. The Academy will encourage the student to provide any other additional information that the student believes is relevant to the determination. The Academy will respect the student's confidentiality, and only expects the Academy to provide a medical release for access to the student's medical and mental health records as reasonably necessary to complete this individualized assessment.

Self-Harm

In cases where the student is unable or unwilling to carry out substantial self-care obligations and/or poses a significant risk to their own safety, a licensed mental health professional (licensed psychiatrist, licensed psychologist, licensed professional counselor, licensed clinical social worker, etc.) or another professional trained in conducting risk assessments, will conduct an assessment. The Academy will provide an assessor to conduct this assessment; however, the student may choose their own assessor, subject to institutional approval. This assessment will be used to make a determination that relies on objective evidence, and not speculation, stereotypes, or generalizations, about whether the student poses a legitimate safety risk to themselves based on the severity and likelihood of the potential harm.

Harm to Others

A violence risk assessment will be conducted in cases where the student poses a substantial potential threat to the Academy community. This assessment should be completed by a campus administrator or professional in the community who has received training in conducting objective violence risk assessment (often using tools like SIVRA-35, HCR-20, WAVR-21, etc.). This assessment will be used to determine the risk and protective factors related to an individual's likelihood of engaging in violence and whether a direct threat of harm to others exists. A direct threat constitutes a high probability of substantial harm, and will assess:

- The duration of the risk;
- The nature and severity of the potential harm;
- The likelihood that the potential harm will occur; and
- The imminence of the potential harm.

Students subject to this policy will be notified in writing regarding the requirements for the mandated assessment. This written notice will include the required credentials for the assessor, the required type of assessment, the expected documents to be submitted as a result of the assessment, and the timeline for completing the assessment. As noted above, the Academy will appoint an assessor, but may allow the student to choose an alternative assessor who meets the criteria established by this notice. Additionally, as part of the assessment, the student may be asked to sign a mutual release of information allowing the exchange of information between the Academy and the assessor. This release will allow the Academy to share pertinent information from the student's education record that would enhance the assessor's ability to conduct a thorough assessment (incident reports, behavioral intervention team referrals and notes, etc.). The release will also allow the assessor to provide the results of the assessment to the Academy. The evaluation must be completed per the direction of the referral letter including meeting the deadlines set forth and submitting the appropriate paperwork, unless the President grants an exception. A student will be referred for conduct action for "Failure to Comply" under the Code of Student Conduct if they fail to complete the assessment in accordance with these standards and procedures, and/or fail to give permission for a mutual exchange of information.

- b. The President may invoke informal administrative resolution procedures to determine the need for an Academy-initiated Leave of Absence without a formal hearing. This process is also known as an administrative hearing or conference. The results of the objective and individualized assessment will be introduced and final determinations will be made by Provost and Disciplinary Committee in an administrative hearing. The President will review the results of the assessment to determine whether the student poses a legitimate safety risk to themselves or a direct threat to the safety, health, or well-being of others or the Academy community and whether

reasonable modifications of policies, practices, or programs will adequately mitigate the risk and allow the student to continue to safely participate in the Academy community without a leave of absence. This review will be conducted in consultation with the Office of Student Services.

- i. If reasonable supports or accommodations would allow the student to meet the essential academic and Academy community responsibilities while maintaining a safe Academy environment, such supports will be communicated to the student in writing. The Office of Student Services may work with the student to establish voluntary conditions which will help to ensure their success/safety, or may make a referral to the conduct process, as appropriate, if conditions need to be imposed as part of the sanctioning process. Absent exigent circumstances, the Academy will explain its individualized assessment process and appeal rights in detail in a mode of communication accessible to the student before obtaining any information about the student from his/her/their health care provider or as otherwise authorized by law and before making any referrals or recommendations concerning the student.
- ii. If it is determined by a preponderance of the evidence that the student poses a legitimate safety risk to themselves or direct threat to the safety, health, or well-being of others or the Academy community, and reasonable modifications would not mitigate the risk, the President will render a written decision within two business days to invoke a Academy -initiated Leave of Absence. The decision will be delivered to the student in person, telephonically, electronically, and/or by regular or certified mail. The written notice of the decision will include the rationale for the decision, the required length of the leave, and any conditions that student must satisfy to be eligible for return. Additionally, the written notice will inform the student of the process for appealing the decision to invoke a Academy -initiated Leave of Absence. The full appeal process is outlined in Section D of this policy.
- iii. In lieu of the administrative hearing or conference option described in Section C.c above, the student subject to a Academy-initiated Leave of Absence may request a formal hearing if after the individualized assessment, and careful review and consideration documented by the Academy, it concludes that the student's continued participation in its educational programs would require modifications that would create undue hardship or would fundamentally alter the nature of those programs, or the student has rejected all reasonable modifications offered by the Academy and the student cannot meet essential eligibility requirements to continue to participate in the Academy's educational programs.

The student will be informed, in writing electronically and/or through regular or certified delivery, of the time, date and place of the hearing. The student will be given at least five (5) business days to independently review the results of the objective and individualized assessment and all other relevant documentation prior to the hearing. The student will be notified of who is expected to present information at the hearing and is expected to notify of any witnesses with relevant information who should be contacted to request their appearance at the hearing as a witness. As described above, the student may be assisted by an advisor in the hearing, but advisors are not typically allowed to speak for or formally represent the student during a medical leave hearing, unless the President grants an exception, such as in cases of incapacity. The advisor may be an attorney.

At the hearing, the student may present information about the necessity and appropriateness of a Academy -initiated Leave of Absence and the student will be given the opportunity to ask questions of others presenting information. The hearing

should be conversational and non-adversarial; however, the Provost will exercise active control over the proceeding, to include deciding who may present information. Formal rules of evidence will not apply. Anyone who disrupts the hearing may be excluded. The hearing will be recorded by the Academy. The record is the property of the Academy and maintained according to the Academy's record retention policy for such hearings.

A written decision will be rendered by the President on the basis of a preponderance of evidence within two business days, barring exigent circumstances, with the only possible findings being whether there is a direct threat to others or a legitimate safety risk, meaning that even with the provision of all reasonable modifications offered by the Academy, the student cannot meet the Academy's essential eligibility requirements. If a Academy-initiated leave is imposed, the written notice of the decision will include the rationale for the decision, the required length of the leave, when the student may be eligible to return, the process for obtaining approval to return, and any conditions that student must satisfy to be eligible for return. Additionally, the written notice will inform the student of the process for appealing the decision to invoke an Academy-initiated Leave of Absence. The full appeals process is outlined in Section D of this policy.

D. Appeal Process

Students subject to an Academy-initiated Leave of Absence may petition for a review of the determination within three (3) business days of issuance of the written decision. All petitions must be in writing and delivered to the President either directly or electronically within the three-business day timeframe. Reviews will only be considered for one or more of the following purposes:

- To consider new information which was unavailable at the time of the original hearing that could be outcome determinative;
- To assess whether a material deviation from written procedures impacted the fairness or outcome of the hearing;
- To decide if a Academy -initiated leave is inappropriate to address the nature, duration and/or severity of the risk or threat;
- To determine if the decision does not align with the information provided in the hearing or whether reasonable modifications might mitigate the risk without a leave; or
- To assess whether bias on the part of a decision-maker deprived the process of impartiality.

Review of a hearing will be limited to the verbatim record of the initial hearing and/or all supporting documents except as required to explain the basis of new information unavailable at the time of a hearing. The review and appeal decision of the [specify] is final.

E. Status of Conduct Proceedings:

This policy may be activated prior to issuance of a determination in the conduct process if the student has allegedly violated the Code of Student Conduct but it appears that the student is not capable of understanding the nature or inappropriateness of the action. The institution may also impose an interim suspension for threat of harm to others or a legitimate safety risk to self. Should an interim suspension be imposed, the student may request an informal show-cause hearing with the President to show cause why the interim suspension should be rescinded or modified.

If the student is placed on an Academy-initiated Leave of Absence under this policy, or another action is taken under these provisions following a finding that the student's behavior was the result of a lack of capacity, such action terminates the pending conduct action. Conduct proceedings may be reinstated if the student is found not to be subject to Academy -initiated leave.

F. Readmission Following an Academy -initiated Leave of Absence

At the time that an Academy -initiated leave is implemented, the student will be notified in writing of the conditions or requirements that must be satisfied in order to be eligible to return.

These may include, but are not limited to, successfully completing another assessment in order to demonstrate that the student is no longer a legitimate safety risk or direct threat to the safety, health, or well-being of the individual student or the Academy community and is otherwise qualified to safely participate in the Academy's educational program. Any other conditions outlined in writing to the student at the time of leave and/or any related conduct sanctions imposed must also be completed. A hearing, as outlined above, may be held to make an individualized assessment of whether the student is qualified to return.

Questions about this policy and its interpretation should be directed to the Registrar
registrar@nyaa.edu

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NEW YORK ACADEMY OF ART

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Peter Drake, Provost

Amy Hughes, Director of Student Services
Arielle Tesoriero, Studio Manager & Model Coordinator
Anna Skutelnikova, Director of Financial Aid
Anthony Wu, Database Administrator
Ashley Hinshaw, Director of Library and Archives
Bobby Peretti, Director of Media & Marketing
Carolina Amarillo, Assistant Director of Continuing Studies
Elena Baybakova, Accountant
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Tina Ryan-Kleid, Social Media Specialist
Tun Myaing, Director of Studio Production

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

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.



STUDENT HANDBOOK ACKNOWLEDGMENT FORM

Please read the Student Handbook carefully to ensure that you understand the policies before signing this document.

I have read and been informed about the content, requirements, expectations, and policies of the New York Academy of Art Student Handbook. I have received a digital copy of the **2023-2024 Student Handbook** and agree to abide by the policy guidelines during my time as a student at the Academy.

I understand that if I have questions at any time regarding the Student Handbook and inclusive policies, I will consult with Academy administration.

Student Signature: _____

Student Name: _____

Date: _____