**TYLER SCHOOL OF ART**

**MFA Student Handbook**

**2016-2017**

Graduate Program Director’s Office

DIRECTOR FOR GRADUATE PROGRAMS – Kate Wingert-Playdon (mwingert@temple.edu)

GRADUATE ADVISING – Kathleen Peters (kpeters@temple.edu) and David Logan (david.logan@temple.edu)

Welcome to the exciting world of graduate education at the Tyler School of Art.  We are delighted that you chose Tyler. Working together, we hope your time spent here is everything you hoped for. During the next two years, you will discuss with your advisor and other MFA faculty members your progress and goals, and together you will devise a realistic plan for your studies.

**ACADEMIC ADVISING**

Graduate students have an assigned graduate advisor from their area whose responsibilities include academic advising and chairing the student's review committee.

Administrative Suite

All Administrative Offices are located on the second floor of the Tyler Building in the Administrative Suite Room 210. Academic Advising is located in Tyler 212.

**ACADEMIC PROGRESS**

Graduate students must pass committee reviews of work in progress at the end of the first (15 credits) and third (45 credits) semesters, as well as the final thesis exhibition committee review. Review committees are comprised of a minimum of four faculty members: two from within the program and two from outside the program with, preferably, one member from outside the department. The graduate advisor is the chair of the thesis committee. Additional reviews may be required and failure to pass two consecutive reviews can lead to dismissal. Please see MFA review section for details.

Graduate students must have a grade point average of at least a 3.00 at the time of graduation. Grades of C+, C, and C- carry academic credit. Receipt of such grades, however, is an indication that the student is doing substandard work. Undergraduate courses will not count for graduate credit unless approved by the school and area coordinator of the student's program prior to registration and noted as graduate level on the registration form.

Graduate students who receive more than two grades below "B-" or more than one grade of "F" will be dropped from the program for substandard performance.

Please note that at any time in your process of your studies here, we encourage you to consult with your advisor with regards to your individual needs and interests. Also, as you become more familiar with the school's faculty, you may want to consult with other faculty members as well. We encourage you to get to know the faculty and their many different and varied perspectives and experiences that may facilitate your studies.

**ADDRESSES**

Students should keep their current address up-to-date. You can update all your information by going online to your TU Portal (tuportal.temple.edu) then click on Student Tools and make your changes under the Personal Information Tab. This is where you will also sign up for TU Alert, Temple’s Emergency Preparedness Site.

**ATTENDANCE**

A student who is absent for any reason is responsible for work missed. If a pattern of excessive absences develops, the instructor may report this fact to the student's advisor through the area in which the student is enrolled and/or the Graduate Program Director. Excessive absences may, at the option of the instructor, jeopardize the grade and/or continuance in the course. Although attendance is primarily a matter between the student and the instructor, either may request the counsel of the area coordinator and department chair. The Graduate Program Director may be consulted in special cases.

Students are expected to attend all scheduled classes and examinations. Reduced or failing grades may be assigned on the basis of excessive unexcused absences. In cases where extended absence is the result of circumstances beyond individual control (personal, illness, etc.) and the majority of the course work is completed, students may receive an "I" (Incomplete) at the discretion of the instructor and the Graduate Program Director and be allowed a limited amount of time to complete the course work.

**CERTIFICATION OF ATTENDANCE**

Students needing Certification of Attendance letters or forms verifying their attendance for financial aid, scholarships, medical benefits, insurance, etc. should log onto their TU Portal ( tuportal.temple.edu) and click on Student Tools and look under Records. Please note that certification is provided for the current or previous semesters. Requests for certification for an approaching semester cannot be honored.

**CHAIRS AND PROGRAM HEADS**

CRAFTS DEPARTMENT- Chad Curtis, Chair (chad.curtis@temple.edu)

* CERAMICS- Chad Curtis, Program Head (chad.curtis@temple.edu)
* GLASS- Sharyn O’Mara, Program Head (somara@temple.edu)
* FIBERS - Jesse Harrod, Program Head (Jessica.harrod@temple.edu)
* METALS /JEWELRY/CAD-CAM- Stanley Lechtzin, Program Head (stanlech@temple.edu)

GRAPHIC ARTS & DESIGN DEPARTMENT- Dermot MacCormack, Chair (dermot@temple.edu)

* GRAPHIC AND INTERACTIVE DESIGN- Kelly Holohan (kholohan@temple.edu)
* PHOTOGRAPHY- Byron Wolfe (byron.wolfe@temple.edu)
* PRINTMAKING- Richard Hricko (Richard.hricko@temple.edu)

PAINTING, DRAWING, SCULPTURE DEPARTMENT- Mark Shetabi, Chair (mshetabi@temple.edu)

* PAINTING, DRAWING- Marilyn Holsing, (mholsing@temple.edu)
* SCULPTURE- Karyn Olivier, (kolivier@temple.edu)

FOUNDATIONS DEPARTMENT – Gerard Brown, Chair (gbrown@temple.edu)

* VISUAL STUDIES – Dr. Leah Modigliani (lmodigliani@temple.edu)

ART EDUCATION AND COMMUNITY ARTS PRACTICES- Pepon Osorio, Chair (pepono@temple.edu)

* ART EDUCATION- Dr. Lisa Kay (lisakay@temple.edu)

ART HISTORY- Dr. Elizabeth Bolman, Chair (ebolman@temple.edu)

* ART HISTORY GRADUATE STUDIES- Dr. Marcia Hall, Director (Marcia.hall@temple.edu),

Dr. Ashley West, Associate Director (Ashley.west@temple.edu)

DIVISION OF ARCHITECHTURE AND ENVIRONMENTAL DESIGN- Kate Wingert-Playdon (mwingert@temple.edu), Associate Dean

* ARCHITECTURE- Rashida Ng, Chair (rashida.ng@temple.edu)
	+ M.ARCH- Sally Harrison, Program Head (sharriso@temple.edu)
* LANDSCAPE ARCHITECTURE AND HORTICULTURE- Baldev Lamba, Chair (blamba@temple.edu)
* PLANNING AND COMMUNITY DEVELOPMENT- Dr. Lynn Mandarano, Chair (lynn.mandarano@temple.edu)

**COURSE NUMBERING SYSTEM**

Courses numbered 5000 and 8000 - 9999 are for graduate students.

NOTE: Undergraduate Studio and Art History courses numbered 2000-4999 may be taken for graduate credit with approval of the program head and Graduate Program Director. An exception must be approved and students are limited to requesting to take 2 undergraduate courses.

**DISPLAYING ARTWORK POLICY**

The following link contains information regarding reserving space for displaying your artwork at Tyler and select locations around campus: <http://tyler.temple.edu/displaying-artwork>

**EMAIL POLICY**

1. University Use of e-mail

Temple e-mail will be used as an official means of communication within the Temple University community. Therefore, Temple University has the right to send official communications to students via e-mail and the right to expect that those communications will be received and read in a timely fashion.

2. Assignment of student e-mail addresses

All students are required to obtain an @temple.edu e-mail address upon their entrance into the University. All official University e-mail correspondence will be sent to this address. This address will be listed as the official address for each student in the student’s records. Help Desk 215.204.8000

3. E-mail Forwarding

A student may have e-mail electronically forwarded from the @temple.edu account to another e-mail account at his or her own risk. Temple University will not be responsible for the handling of e-mail by outside vendors, e.g. hotmail.com, aol.com. Having e-mail redirected does not absolve the student from the responsibilities associated with communication sent to his or her e-mail address.

4. Expectations regarding student use of e-mail

Students are expected to check their e-mail accounts on a frequent and consistent basis in order to stay current with Temple University communications. Some communications may be time critical so it is imperative that students check their accounts regularly, just as they would be expected to check their U.S. mail regularly.

5. Appropriate use of the official @temple.edu e-mail account

In general, e-mail may not be appropriate for transmitting sensitive or confidential information unless an appropriate level of security accompanies its use for such purposes.

Confidentiality regarding student records may be protected under the Family Educational Rights and Privacy Act of 1974 (FERPA). University use of e-mail should be consistent with the University guidelines regarding FERPA.

Once you have your TU email address you can log onto: https://tuportal.temple.edu. This is Temple’s Portal that will give you access to many TU and outside links.

**EXIT REQUIREMENTS** (Restatement of Policy 02.23.15.04:  Application for Graduation)

All students must apply for graduation online by the deadline listed in the University's [Academic Calendar](http://www.temple.edu/registrar/acad_cals_8-9.html).  This is the only means by which a diploma will be produced and an awarded degree transcripted.

**FINANCIAL RESPONSIBILITY**

If you register for a course, you are responsible financially for that course.  Should you decide to drop it, you may do so without penalty within the first two weeks of the fall or spring semester (summer follows a different timetable).  If you do not drop the course within the first two weeks (spring/fall), then you may still withdraw from the class up until the ninth week of the term, but you will receive a grade of “W” and you are responsible for the tuition.  Should you just forget to drop or withdraw from the class, and never attend, you will receive a grade of “F” and still be required to pay tuition for it.  So make sure that your schedule is what you meant it to be before the two week deadline, and to drop those classes you aren’t going to take.

**FULL-TIME / PART-TIME STUDENTS**

The semester load for full-time is 15 credits for MFA students. All Tyler degree programs are designed to be full-time and require matriculated students to attend on a full-time basis each semester (minimum of 15 credits for MFA students.) Students who have been full-time matriculated students for at least one-semester must petition the Graduate Program Director for approval to enroll in a subsequent semester on a part-time basis.

The maximum number of credits per semester for a Teaching Assistantship or Academic Internship award covered by tuition remission is as follows:

* MFA- 15 credits
* Art History- 9 credits
* Art Education- 12 credits

\*Tuition remission is processed by the Tyler Finance Office prior to the start of each semester. If a student makes changes (additions/deletions) to their class schedule, they must notify the Administrative Coordinator immediately so that tuition remission can be reassessed and changes made to the student’s account if necessary.

**GRADES AND GRADING**

FOR GRADUATE STUDENTS:

A (4.00) C+ (2.33)

A- (3.67) C (2.00)

B+ (3.33) C- (1.67)

B (3.00) F (0.00)

B- (2.67)

The graduate candidate is expected to perform at the "A" or "B" level. To maintain satisfactory academic standing and qualify for the master's degree, graduate students may earn no more than two grades (six credits) below "B-" and no more than one grade of "F." This policy allows academic credit for two "C" grades, but no credit for the "D" and "F" grades. A cumulative GPA of "B" (3.00) is required for the completion of the MFA degree. Grades of "I" (Incomplete) and "MG" (Missing Grade) must be cleared from the records to qualify for graduation. The Temple University Graduate School requires a 3.0 GPA for acceptance into any Graduate Program, 3.25 GPA to qualify for an Assistantship or Internship.

The grading policy for all TU graduate programs can be found via the following link:

<http://bulletin.temple.edu/graduate/graduate-policies/#graduatecreditstext>

**GRADUATE PROGRAM OFFICE**

Graduate student records are maintained in the Graduate Program Director’s office. The Graduate Program Director is available for special situations that cannot be addressed through standard channels. Specifically, the following should make an appointment to be advised by the Graduate Program Director:

* Students with serious problems that are adversely affecting class attendance and performance.
	+ (Students must first consult with their faculty members and graduate advisor.)
* Students requesting approval for a "Leave of Absence."
* Students requesting official University withdrawal from the School.
* Students requesting access to their Academic files.

You can email the Graduate Program Director Kate Wingert-Playdon at mwinger@temple.edu.

**GRIEVANCE PROCEDURES**

STUDENT ACADEMIC GRIEVANCE POLICY AND PROCEDURE (for Graduate Students)

Title IX of the Education Amendments Act of 1972 requires that each college or university establish due process for the resolution of academic grievances. Students enrolled at Temple University have the right to appeal academic decisions that they dispute. Each school and college at Temple University has established and adheres to its own grievance procedure. The following procedures are specifically applicable to all degree programs of Tyler School of Art.

Students are advised that filing a formal grievance beyond the level of the instructor is serious and should be avoided until all informal methods of adjudication have been employed.

Step 1 – Faculty Member: A student with an academic grievance must first attempt to discuss the

 problem with the faculty member. In most cases, the grievance can be settled in this manner.

Step 2 – Chairperson: If the grievance cannot be resolved in Step 1, the student may submit a letter of grievance to the chairperson of the faculty member’s department stating the following: course reference number, course number and section, faculty member teaching the course, and specific reason(s) for the grievance. The chairperson shall review with the student his/her reasons for the grievance. The chairperson, with letter of grievance, shall meet with the faculty member to discuss the problem. The chairperson shall transmit, in writing, the outcome of this meeting and his/her decision to the student and faculty member. Note: If the faculty member in the grievance is the department chairperson, the letter of grievance should be submitted directly to the Graduate Program Director’s Office.

Step 3 - Graduate Program Director: If the student remains dissatisfied, he/she may appeal to the Graduate Program Director’s Office. The Graduate Program Director shall schedule a meeting first with the faculty member and the chairperson to discuss the grievance. Following this discussion, the student is invited to join the meeting to discuss the matter further and hear the decision. A report regarding the outcome of the meeting is written by the Graduate Program Director and forwarded to the Dean’s Office.

Step 4 - Student Appeal and Grievance Committee: If the student decides to pursue the matter further, he/she may appeal the case to the Dean’s Office. The Dean shall call a meeting of the Student Appeal and Grievance Committee which consists of the four at-large members of the Tyler Executive Council. The Dean shall appoint one of these members as Chair without vote. The committee shall also consist of two undergraduate students and one graduate student provided by the Tyler Student Alliance (see Tyler School of Art By-Laws, Article III, Section B., No. 1). The Student Appeal and Grievance Committee shall make recommendations to the Dean on each appeal or grievance. All recommendations to the Dean shall reasonably summarize the student’s claim, provide the basis for the committee’s recommendation, and state clearly the committee’s recommended disposition of the student’s claim.

Step 5 - Dean of Tyler: The Dean of Tyler shall investigate the matter thoroughly and, if necessary, discuss the case with all those involved. The Dean’s decision shall be forwarded, in writing, to the student and committee.

Step 6 - University Administration: Should the student decide to appeal further, he/she/zie will be directed to the appropriate University administrator: the Vice Provost for Undergraduate Students or the University Dean of the Graduate School. All materials will be forwarded to the appropriate office for further consideration.

Step 7 - Provost: Appeals for contesting a grade or any academic matter are directed from the Vice Provost for Undergraduate Students or the University Dean of the Graduate School to the Provost’s Office. This is the final step and highest level for student academic appeals.

Fall and Spring Semester Time Limit For Academic Appeals

The time limit within which a grade grievance can be entered is one (1) semester after the grade has been made a part of the student’s transcript.

Summer Session Time Limit For Academic Appeals

Due to the condensed schedule of the summer sessions, the limit within which summer grade grievances can be entered is two (2) weeks after the grade has been made a part of the student’s transcript.

For further information on academic grievance procedures, please inquire in the Graduate Program Director’s Office.

Grievances Other Than Academic Appeals:

Students who believe they have been discriminated against because of gender, race, national origin, age or disability, should consult the Office of Equal Opportunity Compliance, Sullivan Hall, 2nd Floor Mezzanine or email sandra.foehl@temple.edu.

Students who have other non-academic complaints about a faculty member’s conduct (without regard to grading), should refer those concerns in writing to the Chair of the Department or, if the faculty member is also the chair, the Graduate Program Director.

**HIRING PROCESS FOR THOSE WITH AN ASSISTANTSHIP**

For all graduate students who receive an assistantship which typically includes tuition remission and a stipend, the student is technically an employee of Temple University. With this, they must go through the hiring process as everyone does who is employed by the university. This includes completing online forms and documentation for hire as well as showing proof of ID in person at the Human Resources office. All of this information and steps to be completed is outlined in the information that is sent upon hiring.

The following link lists acceptable forms of ID: <http://www.uscis.gov/sites/default/files/files/form/i-9.pdf>

**\*IF A STUDENT DOES NOT COMPLETE THIS FINAL STEP IN PERSON WITH HUMAN RESOURCES,**

**THEY WILL NOT BE PAID AND MUST STOP WORKING!**

**INCOMPLETE COURSE WORK**

An instructor may assign an incomplete “I” to a student who does not complete all coursework.

An instructor may not file a grade of “I” (Incomplete) for a student unless certain specific requirements are met, including filing, with the department, a written agreement describing the nature of the work to be completed and the date by which it is to be completed. The instructor must report a default grade that will be entered if the student’s work is not completed or if the instructor does not change the “I” grade within one year.

**INSTRUCTOR OFFICE HOURS**

Full-time faculty are required to hold a minimum of three office hours per week and should schedule one hour immediately before or after one of the scheduled class meeting times for each course. Adjunct instructors are required to schedule one office hour per week for each class they teach and should schedule that hour either immediately before or after one of the scheduled class meeting times for that course. Make it a point to talk with your instructors about your academic work and progress. (Temple Policy [02.78.12](http://policies.temple.edu/getdoc.asp?policy_no=02.78.12))

**LEAVE OF ABSENCE**

Temple requires continuous enrollment from the time you first matriculate until you graduate.  This means that you must register for classes each semester you are in the degree program.  If there are extenuating circumstances that prevent you from registering, then you must request a leave of absence.  The form is found online ([www.temple.edu/grad/forms](http://www.temple.edu/grad/forms)) and is submitted to the Graduate Program Director for approval (after approved by your advisor and department chair).

Leaves are granted on a semester basis. The Graduate School requires that a $25.00 records fee must be paid for each semester on leave.

If the student requesting a leave is already enrolled for any upcoming semester, it is her/his responsibility to cancel their registration and have tuition charges taken down prior to the start of the semester. Failure to do so will result in the student being liable to the University for all Tuition charges.

After six months of non-continuous enrollment, regardless of the student's official leave of absence status, students are required to begin monthly repayments on all Guaranteed Student Loans and National Direct Student Loans. A Leave of Absence does not extend the time limit for completing a graduate degree. A student may not be granted more than four semesters of leave except for a serious condition.

The Graduate School will dismiss a graduate student after two consecutive semesters of non-continuous enrollment.

**MASTER OF FINE ARTS (MFA) PROGRAM**

The MFA program requires two years of full-time study and 60 credits for completion. Requirements include course work in art history, major and elective studios, and seminars. The majors are Ceramics/Glass, Fibers, Jewelry/Metals/CAD-CAM, Painting/Drawing, Photography, Printmaking, Sculpture, and Graphic and Interactive Design.

The focus in one major is augmented and balanced by specially designed graduate level art history courses and seminars, a required interdisciplinary seminar, and studio electives that assure cross-disciplinary contact among students. Graduate students have full access to the academic resources of Temple University with the opportunity to make connections in other arts programs including theatre, dance, music, and film and media arts.

The MFA degree candidate may petition to substitute up to six credit hours of general electives for certain MFA degree requirements. Substitutions are permitted as follows:

* The six hours of general electives can replace either six hours of studio electives or three hours of studio electives and three hours of Art History lecture credit. See your advisor for permission.
* Substitutions are not allowed for either studio major requirements or art history seminar requirements (6 credits of Art History Seminar required).
* Substitutions for studio electives require the signed approval of the advisor, the program head and the Graduate Program Director.
* Substitutions for the Art History lecture require the signed approval of the advisor, Art History Chair and Graduate Program Director.

Graduate students may not enroll in courses taught by other graduate students.

*\*More information and the petition form can be found at* [*http://tyler.temple.edu/graduate-resources*](http://tyler.temple.edu/graduate-resources)

Satisfactory completion of the following work in progress:

1. Committee Reviews at the completion of:
* 15 semester hours/1st semester
* 45 semester hours/3rd semester
1. Thesis Exhibition Review with:
* Image upload and Thesis Statement

DIRECTIONS

Students must submit their portfolio to be uploaded to Temple University’s Image Database, called Gallery. Please note: this is an internal database accessible only to those with a TU login and password and not published for public viewing. The student’s portfolio must contain the following:

1.      Twenty (20) high-quality jpeg images of the student’s work (up to 5MB per image). Make sure the orientation of the image is correct. Each image must be labeled individually using the following format:

* + - Student name\_Title of work\_Department\_01
		- *For example: Jane Smith\_Landscape with windmill\_Printmaking\_01*
		- (The numbering must be sequential: 01, 02, 03…)

2.      A single Word document listing each work individually that corresponds to the numbered jpeg using the following format:

* + - Jpeg number (01, 02, 03…)
		- Title of work
		- Date
		- Medium
		- Dimensions
		- Department
		- (Useful notes, e.g. correct orientation of the work)
		- At the top of the document, include your name and email address

3.      The artist statement created on a single Word document including the following:

* + - Name
		- Title of exhibition
		- Date of exhibition
		- (The statement will be created as a text slide online, therefore please use standard fonts and formatting)

There are two options for submitting the portfolio:

1. Digitally: create a folder on Owlbox (or other file sharing site) with the items listed above and email a link to the folder to tylervrc@temple.edu

Once the images have been uploaded to Gallery, the Visual Resources assistant will contact the student via the email provided to confirm that all information in Gallery is accurate.

* Go to: [https://gallery.temple.edu](https://gallery.temple.edu/)
* Log on with your TU username and password
* From the home screen, search the student’s name in the ‘Search’ box along the top

Make sure that the image and information is correct. Upon review you must respond to the Visual Resources assistant to confirm that all information is correct. **The email is:****tylervrc@temple.edu**Graduate Review Committees:

The committees must meet as a group for the reviews. A 15 credit hour MFA review schedule is prepared in advance to facilitate faculty and student availability for meetings. It is intended that the committee stay intact for the duration of the student's graduate studies. The committee shall be comprised of Graduate Faculty. The Chair of the Committee is customarily the student's advisor, from the Area major. The committee will vote pass/fail.

The committee shall be comprised of a minimum of 4 graduate faculty including: two from the student's area and two from outside the student’s area with, preferably, one member from outside the student’s department. The student, in consultation with his/her advisor, will select the committee members. Any additional committee members above the required number of four, will be chosen at the discretion of the student. If any studio area has less than two graduate faculty, a second member will be selected from the department.

Example:

* A graduate student in ceramics could have:
	+ 2 faculty from ceramics
	+ 1 from the crafts department and 1 from outside the crafts department

The purpose of the 15 credit hour review is to assess a student's work at the end of 15 credit hours in order to recommend matriculation status for the student. A student may have two opportunities to pass the 15 credit review. A student who fails the 15 credit review a second time is dismissed from the MFA Program. (Please see the attached MFA Review Committee form for procedures.) At the 45 credit review, the committee must meet and vote to establish the student's readiness for the MFA thesis exhibition.

*\*The MFA Review Committee Report form is included at the end of this handbook and can also be found at* [*http://tyler.temple.edu/graduate-resources*](http://tyler.temple.edu/graduate-resources)*\**

Other Requirements:

The degree requirements must be completed within four years of continuous enrollment unless a "Leave of Absence" is granted. A leave of absence does not extend the four-year deadline.

Enrollment must be for full-time study (15 semester hours per semester) for a minimum of two academic years.

All courses must be taken at Temple University unless special permission is granted previously.

Transfer Credit:

A maximum of nine graduate credits may be transferred into the MFA program as Art History or Studio.

Approval must be obtained from the Department Chair and Graduate Program Director.

The course work must have been completed within five years prior to enrollment in the Tyler MFA program.

Art History:

Two of the four required Art History courses must be Seminars; two may be Art History Lecture courses or Seminar courses.

3000-4999: Undergraduate courses may be taken for graduate credit with proper approval from the Art History Department, graduate student’s advisor and Graduate Program Director. Students are limited to 2 undergraduate course requests.

Probation:

If Semester GPA is below 3.00 (B), or;

Less than Satisfactory Graduate Committee Review, or;

Failure to maintain reasonable academic progress

Dismissal:

Placed on probation a second time, or;

Failure to pass 2 consecutive Graduate Committee Reviews, the final dismissal decision is made by the Graduate Program Director in consultation with the Department Chair.

Completion of the MFA degree:

All notations of Incomplete ("I") and/or Not Recorded ("NR") must be removed.

No more than two grades below a "B-"

No more than one "F"

Minimum cumulative GPA of "B" (3.00)

Note: "D" grades are not given on the Graduate level.

Please refer to the Temple University "Graduate Policies and Procedures" for complete graduate requirements (www.temple.edu/gradschool).

**MATRICULATION**

A matriculated student is one who has applied, been accepted, and enrolled in a degree program of the University during the semester for which he/she was admitted. Completion of course credits before becoming a matriculated student does not assure the acceptance of those credits into the program of matriculation.

Miscellaneous

Additional lab fees are charged for courses where materials are provided.

There will be a computer technology fee charge based on the number of credits you take.

**MOVE OUT POLICY**

Outgoing grads will vacate their studio by June 1st. This is five weeks after the last day of class. All personal items and trash must be removed, and the studio be returned to its original condition per departmental or studio requirements. All keys and other School property must be returned.

Loading Dock. This is where Tyler has general recycling, palette recycling, garbage pick-up, freight and maintenance deliveries, and general loading/unloading. This is a busy area and needs to be kept clear and organized at all times. The two roller doors open like standard garage doors with controls located just to the right. Do not leave doors open and the dock unattended. The standard doors to the outside are locked at all times. If using the loading dock to load up your vehicle with your personal items, please remember that the gate to the street is closed at night, on the weekends, and on Memorial Day. If you do open gate, you must close gate. Be aware that you may have to load on Norris Street.

Freight Elevator. This will be available. Be aware that it is locked out at times during the studio clean ups to prevent it from breaking down. Please do not prop door open if it starts to close (this is how it breaks down and then not be available for days). If door does begin to close on you, get everything out of the way, let it close, and call for elevator again to open door (it probably isn’t going anywhere). If you do need more time for the doors to be kept open, get a key and instruction from assigned technicians.

Municipal Waste. Do fill tall, gray cans with regular waste. This waste goes into the trash compactor with a limitation of materials that can be loaded. Only garbage, water-based material (dried), and small scraps are accepted. No hazardous waste or large pieces will be put in compactor. Get more trash bags from studio technicians or Housekeeping as need be or use the grey tipsters for a high volume of garbage.

Grey Tipsters. The only items left in the grey tipsters should be municipal waste destined for the compactor (see above). All items put in tipsters must be broken down and flat packed to be ready for loading. Do not keep tipsters in your studio overnight so that Housekeeping can keep up with the high volume and manage what goes into the compactor.

Recycling, Reuse. Please do not trash recyclable materials. There are recycling bins on the loading dock and recycling cans in the studios for the standard recyclables (glass, aluminum cans, plastics, and papers). Do flatten boxes and rinse out containers. Some studios do specialized recycling, so please consult with your technician or managing faculty. Do take your own furniture and appliances with you or find a new home for it. The loading dock is not a donation site. Contact our Housekeeping Supervisor, Henry Beard at 267-246-6057, with any questions on these topics or requests for Service Operations. More details may be found at sustainability.temple.edu/topics/recycling-and-waste-minimization/recycling

Hazardous Waste. Some studios have standardized hazardous waste disposal for usual studio operations, do take care of your own hazardous waste within these systems. Do take your own chemicals, supplies, and electronics with you or find a home for it. Consult studio technicians or managing faculty as needed.

Dumpster. Beginning Monday, May 23rd, there will be a dumpster at the loading dock specifically for disposing of large construction/project type of waste. Similar dumpsters are available during studio clean ups at the end of fall and spring semesters. The last day for this dumpster is June 1st. All items must be flattened or disassembled before disposing. You dump your own items, so please throw them toward the back to evenly fill. Do not leave this waste on the loading dock or in a grey tipster. Please check the dumpster before bringing waste down.

Holiday Weekend. Be aware that it is not business as usual on Memorial Day. Gate to loading dock is closed. The front door will be card accessible, and staff is on vacation.

Consequences. Your stuff is your responsibility. Any items left behind or improperly disposed of will be at a cost to you.

**MUSEUM INFORMATION & FREE ADMISSION CARD**

For a list of museums and others things to do in and around Philadelphia, please click the following link:

<http://tyler.temple.edu/tyler-philadelphia>

To print your free admission card for Philadelphia Museum of Art, please click [here.](https://drive.google.com/a/temple.edu/file/d/0ByCsdKBGsFZ-Q2ZIRWxXc2kwTEU/view)

**OWL CARD** (TU Photo ID Card)

OWL Cards (photo ID) are issued to new students once they have enrolled for their first semester. The original photo ID is issued free of charge. If it is lost it will be replaced for a $10.00 fee. ID cards are issued at the Diamond Dollars Office which is located at 1910 Liacouras Walk, Room 202. Their phone number is 215-204-3140. More information can be found at <http://diamonddollars.temple.edu> or by emailing ddollars@temple.edu.

**PENNSYLVANIA RESIDENCY CLASSIFICATION**

For tuition purposes, students are classified as Pennsylvania residents if their permanent, legal residence is in Pennsylvania. Residency generally is established using the following guidelines:

Students under the age of 22 are presumed to have the residencies of their parents or legal guardians.

Students may rebut this presumption be presenting convincing evidence of emancipation and independent domicile.

Students receiving financial aid based on residency in a state other than Pennsylvania will not be considered residents of Pennsylvania.

An individual who has lived in Pennsylvania for a continuous 12-month period immediately prior to registration as a student at a Pennsylvania college or university is presumed to be a Pennsylvania resident.

An individual attempting to establish Pennsylvania residency must file a Residency Application with the Office of Registration and Records. Verification may include, but is not limited to:

* Lease or purchase of a permanent, independent Pennsylvania apartment or home
* Payment of Pennsylvania state or local taxes
* Transfer of bank accounts, stocks, automobile and other registered property to Pennsylvania
* Membership in Pennsylvania social, athletic, civic, political, and religious organizations
* An affidavit of intention to reside indefinitely in Pennsylvania

**PROCESS FOR PETITIONING TO SUBSTITUTE FOR GENERAL ELECTIVES**

Prior to registering for any courses, and at least one month in advance of the start of the semester, student develops a program of study outlining their plan for all 4 semesters of the MFA degree program stating how the requested course substitutions will fit into their studies.  The student will provide a rationale for how the course substitutions will benefit and fulfill the required graduate studies.

The student will present the plan to their advisor and the advisor will modify or adjust as necessary.

The advisor and student will then complete the “Petition to Substitute for General Electives” form which can be found in Graduate Resources, which is under the Current Students area on Tyler’s website- <https://tyler.temple.edu/graduate-resources>. The form and proposal will then be reviewed by the Department Chair and sent on to the Graduate Program Director for review.

Please note that any requests for Art History course substitutions must be approved by the Chair of the Art History department.

**READMISSION**

Graduate students who have withdrawn from the degree program must file a new application for admission. A graduate student who wishes to be reinstated after having been dropped from a program for failure to maintain standards of scholarship may appeal to the Graduate Board for reinstatement. This appeal must be filed within two years of the date of dismissal.

<https://app.applyyourself.com/?id=templegrad>

**REGISTRATION ISSUES**

If you experience registration issues/errors such as “Time Conflict” or “Degree Restriction”, your graduate advising staff can assist you with this as long as you have permission to take the course. Please contact Kathy Peters at kpeters@temple.edu or David Logan at david.logan@temple.edu.

***\*\*****Late Registration - Temple conducts a Late Registration for those registering late. Late fees are determined by the University.*

**STUDENT EDUCATIONAL RECORDS**

The Family Educational Rights and Privacy Act of 1974 (The Buckley Amendment) provides the following rights for students attending Temple University:

The right, with minor limitations, to inspect and review his or her educational records.

The right, with certain exceptions, to prevent disclosure to third parties of information from his or her educational records. Exceptions to these include University officials and employees, other post-secondary institutions, federal officials, financial aid officials, accrediting bodies, and health or first aid personnel.

The right to withhold public disclosure of "directory information." This may be done by written notification of the Dean of Students within two weeks after publication of this notice.

Under current University policy, directory information includes a student's name, confirmation of enrollment, degree earned (if applicable) and major course of study.

The right if the student is judged independent not to have information released to parents/guardians.

The right to file a complaint with Department of Health and Human Services concerning the alleged failure of Temple University to comply with the requirements of this Act and the implementing of HHS regulations.

The procedure for exercise of these rights is explained in the "Temple University Guidelines Pertaining to Confidentiality of Student Records," copies of which are available in the Office of the Dean of Students on the Main campus. Included as an exhibit to the Guidelines is a list of the types and locations of educational records maintained by the University, with the title and address of the officials responsible for those records.

Students may access their academic records directly on the Temple web site at: http://owlnet.temple.edu/. Grade reports, rosters, financial aid information, DARS Report, and address verification are available at this site.

**TESTING AND SPECIALIZED SERVICES**

Students with diagnosed and documented handicaps that necessitate special testing arrangements should see their Academic Advisor. We will work with the student and the Disability Resource Center, if necessary, to arrange special testing accommodations and will also work with individual instructors if requested.

Students requesting special testing arrangements will be asked to provide written documentation concerning the nature of the diagnosed handicap. The documentation must be dated within the past two years. More information can be found on the following website: <http://disabilityresources.temple.edu/>

**TUTTLEMAN COUNSELING SERVICES**

Tuttleman Counseling services is located on the 5th floor of 1810 Liacouras Walk. This is a free service for students which includes psychology and psychiatry services, the Campus Alcohol and Substance Awareness (CASA) program and the Sexual Assault Counseling and Education (SACE) program.

Office hours are 8:30am-5:00pm. Walk-in hours as follows: M/T/R/F 10am-1:30pm or W 9am-12pm

\*Please call 215-204-7276 to schedule an appointment or for further information.

**TYLER GALLERY INFORMATION**

Student/Faculty Galleries are located on the lower level of the Tyler building. Please contact the Exhibitions Office regarding reservations. [www.temple.edy/tyler/exhibitions](http://www.temple.edy/tyler/exhibitions) 215.777.9144

**WITHDRAWAL AND REFUND POLICY**

During the first two weeks of the fall or spring semester, students may drop from a course with no record of the class appearing on the transcript. In weeks three through nine of the fall or spring semester the student may withdraw with the advisor’s permission. The course will be recorded on the transcript with the instructor's notation of "W," indicating that the student withdrew. After week nine of the fall or spring semester sessions, students may not withdraw from courses. If you need help withdrawing from a course, please see your advisor for assistance and consultation.

**CAMPUS SAFETY/POLICE**

*If you are in need of assistance or observe any suspicious behavior,*

*please call Temple Police immediately at* ***215-204-1234***

There are a number of important steps that you can take to be TU Ready:

**Update your contact information** in TUportal to be sure that you receive TU Alerts. If you do not live in a residence hall be sure to update your local address.

**Add TUAlert as a contact in your cell phone.**This information allows you to identify when you are receiving a TUALERT. These numbers do not receive calls.

* Contact Name: TUAlert
* Mobile Number: 215-777-7777
* Home Number: 24639

Familiarize yourself with the emergency **Blue Phone** locations, **TUr Door** and **OWLoop** transportation services, and program **Temple Police** into your phone (215) 204-1234.

Temple University’s Main Campus, Health Sciences Center and Ambler campuses have Code Blue emergency phones. There are approximately 90 phones strategically located on campus walkways, near on-campus student housing facilities and university buildings and at or near parking areas. In case of an emergency, press the red button; this will activate the system causing bright blue strobe flashes and a call will go directly to Temple Police.

Designated first aid responders for Temple University’s Main Campus, Health Sciences Center and Ambler campuses include the following individuals: Temple Police officers, security personnel, fire marshals and Temple University emergency Medical services.

**Geographical Boundaries**

Cecil B Moore, Regional Rail Corridor north to Susquehanna.-Susquehanna, West to 15th Street- 15th Street, South to Diamond- Diamond Street, West to 16th Street

16th Street- South to Oxford Street- Oxford Street, East TO Sydenham Street, Sydenham Street, South to Jefferson Street- Jefferson, East to Broad Street

Broad Street, north to Oxford Street- Oxford Street, east to 12th Street0 12th Street, North to Cecil B Moore- Cecil B Moore, East to Regional Rail Corridor

*(see map on next page)*

****

**For more safety tips, please go to:** <http://www.temple.edu/safety/crime/safety-tips.asp>

**GRADUATE SCHOOL WEBSITE INFORMATION**

Graduate Bulletin

<http://bulletin.temple.edu/graduate/>

Graduate School (administrative services and policies)

<http://www.temple.edu/grad/policies/index.htm>

Graduate Forms

<http://www.temple.edu/grad/forms/index.htm>

Graduate Program Descriptions

[http://bulletin.temple.edu/graduate/scd/tyler/#programstext](http://bulletin.temple.edu/graduate/scd/tyler/%23programstext)

Course Descriptions

<http://bulletin.temple.edu/graduate/courses/>

**OTHER HELPFUL LINKS AND PHONE NUMBERS**

Tyler School of Art

2001 N. 13th Street

Philadelphia, PA 19122

215-777-9000

[www.temple.edu/tyler](http://www.temple.edu/tyler)

tyler@temple.edu

Art Supply Information

<http://tyler.temple.edu/art-supply-links>

 The WHAT (What’s Happening at Tyler) <http://sites.temple.edu/what/>

TU Portal

<http://tuportal.temple.edu>

Registrar

200 Conwell Hall

1801 N. Broad Street

Philadelphia, PA 19122

215-204-1131

<http://www.temple.edu/registrar/>

registrar@temple.edu

Bursar’s Office

115 Carnell Hall

1803 N. Broad Street

Philadelphia, PA 19122

215-204-7269

<http://bursar.temple.edu/>

bursar@temple.edu

Computer Tech Center/Help Desk

Bell building

12th & Montgomery Aves

Philadelphia, PA 19122

215-204-8000

<http://www.temple.edu/cs/techcenter>

Diamond Dollars Office

1910 Liacouras Walk, Rm. 202

Philadelphia, PA 19122

215-204-3140

<http://diamonddollars.temple.edu/>.

ddollars@temple.edu

Financial Aid Office

Conwell Hall- Ground Floor

1801 N. Broad Street

Philadelphia, PA 19122

215-204-2244

[www.temple.edu/sfs](http://www.temple.edu/sfs)

sfs@temple.edu

Health Insurance/Student Health

1810 Liacouras Walk, 4th floor

Philadelphia, PA 19122

215-204-7500 or 215-204-3325 (Velda Jones)

<http://www.temple.edu/studenthealth/Health_Insurance.html>

studenthealth@temple.edu

Temple University - Main Campus Bookstore
Howard Gittis Student Center- Lower Level

13th and Montgomery Streets
Philadelphia, PA 19122
215-204-557[http://temple.bncollege.com](http://temple.bncollege.com/webapp/wcs/stores/servlet/BNCBHomePage?storeId=11553&catalogId=10001&langId=-1)

Tuttleman Counseling Services

1810 Liacouras Walk, 5th Floor

Philadelphia, PA 19122

215-204-7276

\*Free service\*

<http://www.temple.edu/studentaffairs/counseling/>

Walk-in Hours: M/T/R/F 10am-1:30pm or W/Sat. 9am-12pm

Office Hours: M/R/F 8:30am-5pm, T/W 8:30am-8pm, Sat 9am-1pm

Disability Resources and Services

100 Ritter Annex
1301 Cecil B. Moore Avenue
Philadelphia, PA 19122

215.204.1280

<http://disabilityresources.temple.edu/>

Campus Safety Services (Police)

***\*215.204.1234 for emergencies\****

1101 W. Montgomery Avenue (Headquarters) **OR** Corner of Polett Walk & Beasley Walk (Station)

Philadelphia, PA 19122

215-204-1234

<http://www.temple.edu/safety/>

Study Abroad

Education Abroad & Overseas Campuses

200 Tuttleman Learning Center

1809 N 13th St

Philadelphia, PA 19122

215-204-0720

<http://www.temple.edu/studyabroad>

Study.abroad@temple.edu

Student Code of Conduct

This document can be accessed via the following link:

<http://policies.temple.edu/PDF/398.pdf>

Samuel L. Paley Library

1210 Polett Walk

Philadelphia, PA 19122

215-204-8211

<http://www.library.temple.edu>

asktulibrary@temple.edu

Lunch Trucks on Campus

<http://www.temple-news.com/lunchies>

Temple University maps

<http://www.temple.edu/maps/documents/TUMain_map.pdf>

TUrDoor Shuttle Service

<http://campusoperations.temple.edu/parking-transportation/shuttle-services>

Office of Parking Services

First Floor, Montgomery Garage
1859 N. 11th Street (11th and Berks)
Philadelphia, PA 19122

215-204-5301

[www.temple.edu/parking](http://www.temple.edu/parking)

parking@temple.edu

Banking Information

PNC Bank

1908 Liacouras Walk

Philadelphia, PA 19122

1-877-762-1000

[www.pnc.com](http://www.pnc.com)

ATMs

PNC Bank

1908 Liacouras Walk

Philadelphia, PA 19122

7-Eleven

1912 Liacouras Walk

Philadelphia, PA 19122

Howard Gittis Student Center- Atrium Level

13th and Montgomery Streets
Philadelphia, PA 19122

**Entertainment**

The sights and sounds abound in Philadelphia.  As our nation’s first capital, the city is rich with historical value.  The arts are also well represented.  For a preview of activities, visit the following websites:

* [www.Visitphilly.com](http://www.Visitphilly.com)
* [www.phillyfunguide.com](http://www.phillyfunguide.com)
* <http://www.uwishunu.com/>

**Local News**

Philadelphia has two major newspapers:  the Philadelphia Inquirer and the Daily News.  Headlines are available by visiting [www.philly.com](http://www.philly.com/mld/philly/).

**Public Transportation**

The Southeastern Pennsylvania Transportation Authority (SEPTA) provides bus, subway, and commuter rail service throughout Philadelphia and the surrounding suburbs.  Visit [www.septa.com](http://www.septa.com/) for schedules and fares. Information regarding discounted passes via the University Pass Program can be found on the Bursar’s website at <http://bursar.temple.edu/>.

**Weather**

With the support of NBC10 EarthWatch, the weather in Philadelphia can be checked with the click of a button.  Visit [www.instaweather.com/WCAU/](http://www.instaweather.com/WCAU/)

**2016 - 2017 Academic Calendar**

(\* <http://www.temple.edu/registrar/documents/calendars/16-17.asp>)

[*Fall 2016*](http://www.temple.edu/registrar/documents/calendars/16-17.asp#fall)

|  |  |
| --- | --- |
| **Saturday, July 30 - Sunday, August 28** | **Early Term Start Courses** |
| **Monday, August 29** | **Full Term 16-week Courses and 7-week Courses (7A) begin** |
| Monday, September 5 | Labor Day (no classes held) |
| Tuesday, September 6 | Last day to add or drop a 7-week (7A) course |
| Monday, September 12 | Last day to add or drop a Full Term 16-week course |
| Friday, September 23 | Last day to withdraw from a 7-week (7A) course |
| Monday, October 3 | Undergraduate [midterm progress ratings](https://tuportal4.temple.edu/apps/global/help/resources/Faculty/midterm_fac.pdf) begin |
| **Monday, October 17** | **7-week Courses (7A) end**Undergraduate [midterm progress ratings](https://tuportal4.temple.edu/apps/global/help/resources/Faculty/midterm_fac.pdf) end |
| **Tuesday, October 18** | **7-week Course (7B) begin** |
| Monday, October 24 | Last day to add or drop a 7-week (7B) course |
| Tuesday, October 25 | Last day to withdraw from a Full Term 16-week course |
| Wednesday, October 26 | Final grading for Full Term 16-week Courses begins |
| Wednesday, November 2 | Priority registration for Spring 2017 begins |
| Monday, November 14 | Last day to withdraw from a 7-week (7B) course |
| Monday, November 21 - Wednesday, November 23 | Fall Break (no classes held) |
| Thursday, November 24 - Sunday, November 27 | Thanksgiving Holiday (no classes held) |
| **Monday, December 12** | **Full Term 16-week Courses & 7-week Courses (7B) end** |
| Tuesday, December 13 - Wednesday, December 14 | Study Days |
| Thursday, December 15 - Wednesday, December 21 | Final Exams |
| Thursday, December 22 | Diploma Date |
| Friday, December 23 at 11:59PM (ET) | Final grading for Full Term 16-week Courses ends |

***(continued on next page)***

[*Spring 2017*](http://www.temple.edu/registrar/documents/calendars/16-17.asp#spring)

|  |  |
| --- | --- |
| **Tuesday, December 13 - Sunday, January 15** | **Early Term Start Courses** |
| Monday, January 16 | Dr. Martin Luther King, Jr. Day (no classes held) |
| **Tuesday, January 17** | **Full Term 16-week Courses and 7-week Courses (7A) begin** |
| Monday, January 23 | Last day to add or drop a 7-week (7A) course |
| Monday, January 30 | Last day to add or drop a Full Term 16-week course |
| Monday, February 13 | Last day to withdraw from a 7-week (7A) course |
| Monday, February 20 | Undergraduate [midterm progress ratings](https://tuportal4.temple.edu/apps/global/help/resources/Faculty/midterm_fac.pdf) begin |
| **Monday, March 6** | **7-week Courses (7A) end**Undergraduate [midterm progress ratings](https://tuportal4.temple.edu/apps/global/help/resources/Faculty/midterm_fac.pdf) end |
| **Tuesday, March 7** | **7-week Courses (7B) begin** |
| Monday, March 13 - Sunday, March 19 | Spring Break (no classes held) |
| Monday, March 13 | Last day to add or drop a 7-week (7B) course |
| Wednesday, March 22 | Last day to withdraw from a Full Term 16-week course |
| Thursday, March 23 | Final grading for Full Term 16-week Courses begins |
| Thursday, March 30 | Priority registration for Summer 2017 begins |
| Monday, April 3 | Last day to withdraw from a 7-week (7B) course |
| Thursday, April 6 | Priority registration for Fall 2017 begins |
| **Monday, May 1** | **Full Term 16-week Courses and 7-week Courses (7B) end** |
| Tuesday, May 2- Wednesday, May 3 | Study Days |
| Thursday, May 4- Wednesday, May 10 | Final Exams |
| Friday, May 12 | Diploma Date and University Commencement |
| Friday, May 12 at 11:59PM (ET) | Final grading for Full Term 16-week Courses ends |

**Although every effort is made to provide complete and accurate information, the descriptions of policies in no way serve as a contract. Students should contact their graduate advisors to review current requirements.**

**\*Information contained in this Handbook is subject to change\***

NOTES: