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I. CREDIT AND ENROLLMENT

A. Course Load/Credits

a. Master of Architecture (M.Arch)

Students in the **102-credit M.Arch Track 1 program** are expected to enroll for 2.5 years (7 semesters) including 2 summers. The expected credit load is 12-18 credits per semester except during the final thesis semester when students enroll in 9 credits.

Students in the **60-credit M.Arch Track 2 program** are expected to enroll for 4 semesters, including 1 summer. The expected credit load is 12-18 credits per semester except during the final thesis semester when students enroll in 9 credits.

Program requirement sequence for both Track 1 and Track 2: [M.Arch requirements](#)

In rare cases, M.Arch Track 2 students may be accepted and required to complete additional requirements from Track 1. This may increase the total number of credits required and may increase the length of the program.

Students may drop below the normal credit load and extend the program beyond the normal program duration only with the approval of the Graduate Program Director and the Dean of Graduate Studies. Students planning to enroll for less than the normal credit load, particularly when holding an F-1 student visa, must comply with section B, Reduced Credit Load.

b. Master of Design Innovation (MDes)

Students in the 60-credit MDes program are expected to enroll for 2 years (4 semesters) to complete the program. The normal credit load is 31 credits in the first academic year and 29 in the second, an average of 15 credits per semester.

Students may drop below the normal credit load and extend the program beyond the normal program length only with the approval of the Graduate Program Director and the Dean of Graduate Studies. Students planning to enroll for less than the normal credit load, particularly when holding an F-1 student visa, must comply with section B, Reduced Credit Load.

c. Master of Fine Arts: 2D, 3D, Film/Video, and Photography (MFA)

Students in the 60-credit full-residency MFA program in fine arts are expected to enroll for 2 years (4 semesters) to complete the program. The normal credit load is 30 credits per academic year, 15 credits per semester.

Program requirement sequence: links will be provided after the academic catalog is updated in 2022 summer.

Students may drop below the normal credit load and extend the program beyond the normal program duration only with the approval of the Graduate Program Director and the Dean of Graduate Studies. Students planning to enroll for less than the normal credit load, particularly when holding an F-1 student visa, must comply with section B, Reduced Credit Load.

d. Master of Fine Arts: Design (Dynamic Media Institute) (MFA DMI)

Students in the 60-credit full-residency MFA program in Design (Dynamic Media Institute) are expected to enroll for either 2 years (4 semesters) or 3 years (6 semesters) to complete the program.

The normal credit load for the **2-year MFA Design program** is 30 credits per academic year, 15 credits per semester.

The normal credit load for the **3-year MFA Design program** is 18-21 credits per academic year, 9 credits per semester with an additional 6 elective credits to be taken primarily in the last 2 years.

Students in both the 2- and 3-year MFA Design programs may take some of their elective courses during the summer semester(s) between the formal academic years.

Program requirement sequence: [MFA DMI requirements](#)

Students may drop below the normal credit load and extend the program beyond the normal program duration only with the approval of the Graduate Program Director and the Dean of Graduate Studies. Students planning to enroll for less than the normal credit load, particularly when holding an F-1 student visa, must comply with section B, Reduced Credit Load.

e. Master of Fine Arts Low-Residency (MFA LR)

Students in the 60-credit MFA LR Program are expected to enroll for 7 consecutive semesters, including summers, to complete the program. The normal credit load varies from 6 to 10 credits in a semester, with 2-credit January Colloquia sessions.

Program requirement sequence: [MFA Low-Residency requirements](#)

Students may drop below the normal credit load and extend the program beyond the normal program duration only with the approval of the Graduate Program Director and the Dean of Graduate Studies. Students planning to enroll for less than the normal credit load, particularly when holding an F-1 student visa, must comply with section B, Reduced Credit Load.

f. Post-Baccalaureate Programs: Design and Photography

Students in the 24-29 credit Post-Baccalaureate Programs are expected to enroll for 1 year (2 semesters) to complete the program. The normal credit load is 12 credits per semester. In the Post-Baccalaureate in Photography program, students may want to enroll in 15 credits in the semester they take the photography history course, to allow for an additional studio course.

Post-Baccalaureate Design: [PB DMI requirements](#)

Post-Baccalaureate Photography: [PB Photo requirements](#)

Students may drop below the normal credit load and extend the program beyond the normal program duration only with the approval of the Graduate Program Director and the Dean of Graduate Studies. Students planning to enroll for less than the normal credit load, particularly when holding an F-1 student visa, must comply with section B, Reduced Credit Load.

g. Master of Arts in Teaching (MAT)

The expected time to completion in the 36-credit MAT program is 4 consecutive semesters in which students enroll for 9-12 credits per semester (fall, spring, summer, and a final fall). Exception to this credit load is when students are placed in a year-long student teaching position (minimum 5 consecutive semesters).

Program requirement sequence: [36-credit MAT requirements](#)

Students must complete the program within a 5-year maximum. (See also section E. Leave of Absence, Withdrawal, Readmission and Returning Students.)

Students may drop below the normal credit load and extend the program beyond the normal program duration only with the approval of the Graduate Program Director and Dean of Graduate Studies. Students planning to enroll for less than the normal credit load, particularly when holding an F-1 student visa, must comply with section B, Reduced Credit Load.

h. Master of Arts (BFA / MA)

The expected time to completion in the 30-credit MA program is 3 consecutive semesters in which students enroll for 9-12 credits per semester (summer, fall, and spring).

Program requirement sequence: [BFA / MA requirements](#)

Students must complete the program within the expected 3 semesters (See also section E. Leave of Absence, Withdrawal, Readmission and Returning Students.) Rare exceptions can be made with permissions of the Program Director and Dean.

Students may drop below the normal credit load and extend the program beyond the normal program duration only with the approval of the Graduate Program Director and Dean of Graduate Studies. Students planning to enroll for less than the normal credit load, particularly when holding an F-1 student visa, must read section B, Reduced Credit Load.

i. Master of Arts in Teaching (BFA / MAT)

The expected time to completion in the 30-credit BFA / MAT program is 3 consecutive semesters in which students enroll for 9-12 credits per semester (summer, fall, and spring).

Program requirement sequence: [BFA / MAT requirements](#)

Students must complete the program within a 5-year maximum. (See also section E. Leave of Absence, Withdrawal, Readmission and Returning Students.)

Students may drop below the normal credit load and extend the program beyond the normal program duration only with the approval of the Graduate Program Director and Dean of Graduate Studies. Students planning to enroll for less than the normal credit load, particularly when holding an F-1 student visa, must read section B, Reduced Credit Load.

j. Master of Education (MEd)

The expected time to completion in the 30-credit MEd program is 4 consecutive semesters in which students enroll for 6-9 credits per semester (summer residency, fall and spring distance semesters, and final summer residency).

Program requirement sequence: [MEd requirements](#)

Students must complete the program within a 5-year maximum. (See also section E. Leave of Absence, Withdrawal, Readmission and Returning Students.)

Students may drop below the normal credit load and extend the program beyond the normal program duration only with the approval of the Graduate Program Director and Dean of Graduate Studies. Students planning to enroll for less than the normal credit load, particularly when holding an F-1 student visa, must comply with section B, Reduced Credit Load.

k. Teacher Preparation Program (TPP)

The expected time to completion in the 24-credit TPP Post-Baccalaureate Program is 4 consecutive semesters in which students enroll for 3-9 credits per semester (fall, spring, summer, and a final fall).

Program requirement sequence: [TPP requirements](#)

Students must complete the program within a 5-year maximum. (See also section E. Leave of Absence, Withdrawal, Readmission and Returning Students.)

Students may drop below the normal credit load and extend the program beyond the normal program duration only with the approval of the Graduate Program Director and Dean of Graduate Studies. Students planning to enroll for less than the normal credit load, particularly when holding an F-1 student visa, must comply with section B, Reduced Credit Load.

B. Reduced Credit Load: All Graduate and Post-baccalaureate Programs

Students must make satisfactory or reasonable progress toward completion of a degree program within the time allotted to the program. The time limit may be extended only on petition to the Graduate Program Director and the Dean of Graduate Studies.

Students who wish to enroll in less than the normal credit-load for a graduate program must receive approval from the Graduate Program Director and the Dean of Graduate Studies.

Students must consider the consequences of a reduced credit-load on financial aid availability, veteran's benefits, scholarships, and student visa status, and speak with the relevant campus office (i.e., Graduate Programs, Financial Aid, Bursar, International Education Center).

Students holding an F-1 international student immigration status are required to carry a full-time load, defined as a minimum of 9-credit courses per semester. If students holding an F-1 student visa plan to enroll for less than a full-time course load OR less than the normal course-load for their program, they must contact MassArt's International Student Advisor, 617-879-7702, prior to registration for the semester.

C. Change of Concentration for MFA Full-Residency Program

The college recognizes that some students may change the focus of their work during their course of study and may want to study in another department. Such students must petition the Dean of Graduate Studies by submitting an MFA Change of Concentration Form along with a written description of the reason for the change. This request must be reviewed by both the former and new department Program Directors. Both the Program Directors and the Dean of Graduate Studies must approve the change before the student may be admitted formally by the new department. A change in affiliation may require additional semesters of work to complete departmental requirements. If the program does not have a Graduate Program Director, a designated departmental faculty member will fulfill the responsibilities of the Director.

D. Continuous Registration

Unless granted a formal leave of absence, graduate students must register for every regularly scheduled semester for their program each academic year until the program is completed.

Unless granted an official leave of absence, students who fail to register are considered to have withdrawn from the program. Students leaving the college within a term must withdraw formally to receive any applicable refund and to avoid the posting of no credit grades on the records. Students who are on leave of absence or who have withdrawn from the program are not entitled to use college facilities.

E. Leave of Absence Policy

MassArt graduate and certificate students may choose to take a leave of absence for a broad number of reasons (life circumstances, finances, physical or emotional difficulties, etc.). In order to arrange a personal or medical leave of absence, a student should consult with their advisor (Program Director) and the grad programs office, before reaching out to the ARC. In rare cases, students may also be placed on a mandatory administrative leave of absence. If a student's leave extends beyond the maximum allowable of one academic year or three semesters, without an approved extension from the Dean of Graduate Studies, a student is asked to reapply to the program.

a. Personal Leave of Absence

If a student experiences circumstances that impair his/her ability to function successfully or safely at the college and does not meet the criteria for a Medical Leave of Absence, a student may request a personal leave of absence. Dropping or not attending classes does not constitute a personal leave of absence.

A student requesting a leave must contact the Academic Resource Center (ARC) Staff to obtain the Personal Leave of Absence form. The ARC will assist the student with completing this form and with gaining required signatures. The ARC will submit the completed Leave of Absence form to the Registrar's Office, which will process the leave.

If a student submits a Personal Leave of Absence request or an Institutional Withdrawal request after the Add/Drop deadline, but by the Course Withdrawal deadline, they will receive a grade of "W" for all of their registered courses. They will not be eligible to petition for Incompletes in their courses. Students who submit a Personal Leave of Absence request or an Institutional Withdrawal request after the Course Withdrawal deadline will receive grades of F/NC for their registered courses. They will not be eligible to petition for Incompletes in those courses.

A graduate student may take up to 3 consecutive semesters including summer (up to 1 academic year) of personal leave during their time as a matriculated student. This total leave would include the semester in which a student declared a personal leave.

Returning from a Personal Leave of Absence

Weeks in advance of the registration period for the semester of return, the Registrar's Office will contact students at their MassArt email address. The email will contain instructions for registration and returning to campus. It is mandatory for the student to respond to the email and confirm that they will or will not be returning to campus on the expected return date. Students need to be aware of all holds on their accounts.

b. Medical Leave of Absence

A medical leave of absence is granted by the Program Director or Assistant Director of the Counseling and Wellness Center in order for a student to have time away from the college to recover from a pressing medical or mental health issue. The process to be placed on medical leave is the following:

- Contact the Academic Resource Center for assistance completing the Personal Leave of Absence form.
- Contact the Counseling and Wellness Center and request a meeting with the Director or Assistant Director. If it is not possible to meet in person then a telephone conversation with the student or family member is possible. The student will complete release of information forms (when appropriate) with the Counseling and Wellness staff for coordination of care with parents, MassArt supports, and/or off-campus providers.
- In collaboration with the student, in cases where the student is a minor, the Director of Counseling and Wellness or the Dean of Students (Student Development office) generally notifies parents/legal guardians in the case of a medical leave of absence.
- After receiving the signed Leave of Absence form by the Director or Assistant Director of Counseling and Wellness, the student will submit this form to the Registrar's Office.
- The Director or Assistant Director of Counseling and Wellness will notify the Registrar's Office that the student has been approved for a medical leave of absence.
- The Registrar's Office will notify housing, the financial assistance office, current faculty, Program Director, graduate programs office, and the business office, informing them that the student will be taking a medical leave of absence. The Registrar's Office will email the student to confirm the medical leave of absence.

Deadlines for initiating a medical leave: Students must have completed an evaluation through the Counseling and Wellness Center for a medical leave of absence no later than the final day of classes as listed on the online academic calendar in order for a medical leave of absence to be processed for that semester.

Length of a medical leave: A medical leave of absence may be approved for up to 3 consecutive semesters including summer (up to 1 academic year) for a graduate student. Students who do not return at the expected return date and have not been given approval to extend the medical leave are considered withdrawn from the college and must reapply for admission. The semester in which the first medical leave of absence begins counts as one of the allotted semesters for medical leave.

Please note: If a student initiates a medical leave of absence after the withdrawal deadline for the semester, the student will be strongly encouraged to take the following semester off as part of their medical leave of absence.

Extensions: A graduate student may extend a leave up to the stated limit of 3 consecutive semesters. With approval by the Director or Assistant Director of Counseling and Wellness, and in coordination with a student's medical provider(s). Students who wish to extend an approved medical leave of absence must do so in writing to the Director or Assistant Director of Counseling and Wellness.

Appeal Process: If a student disagrees with the results of the evaluation required to take a medical leave of absence, an appeal can be made to the Dean of Students (Student Development Office). An Appeals Committee chaired by the Dean of Students will review the decision and consider the following criteria:

- a. Was the decision made in a fair and reasonable manner?
- b. Is there another alternative outcome that could be reached?

The Appeals Committee recommendation shall be final and conclusive and not subject to further appeal.

Returning from a Medical Leave of Absence

Students should review the Checklist for Returning from a Medical Leave of Absence.

The student must be in a healthier state than when the student began the medical leave. This can be determined by the counseling and wellness staff with input from the medical providers who have worked with the student during the leave of absence. The medical provider will need to submit the Community Provider Report summarizing the student's readiness to return to college. The evaluation should be submitted by August 1 for the fall semester, January 10 for the spring semester and May 15 for the graduate program summer semester.

All students must meet with the Director or Assistant Director of Counseling and Wellness prior to being approved to return from a medical leave of absence. After this consultation, the Director or Assistant Director will provide a recommendation to the Dean of Students regarding the student's return to MassArt. The Dean of Students may request to meet with the student. The Dean of Students will make a decision, notify the Director or Assistant Director of Counseling and Wellness of approval or denial, and the Director or Assistant Director of Counseling and Wellness will inform the student by email of approval or denial to return to the college and to return to on-campus housing, if requested. Once approved, the staff and student will discuss what supports can be put in place to create a supportive environment for the student to return to the College.

Students should expect to receive an email from the Registrar's Office weeks prior to the registration period for the semester of return. Students will be expected to respond to that email and confirm that they will or will not be returning to campus.

c. Mandatory Administrative Leave of Absence

The College may require a student to take a mandatory administrative leave of absence in the event the student has an illness, condition or behavior that poses a direct threat to the health and safety of the student or other people. The policy attempts to address the student's difficulties with a humanistic approach by mandating an interim leave of absence and psychological evaluation with due process rather than dealing with the problem behavior from a strictly disciplinary approach and/or dismissing the student from the college.

A student can be placed on a mandatory administrative leave of absence from MassArt, or from the college residence halls, if it is determined that the student is an imminent danger to self or others, or has engaged or threatened to engage in or directly and substantially impede the lawful activities of others, lacks the capacity to respond to pending disciplinary charges, or did not know the nature of wrongfulness of the conduct at the time of the offense. These standards do not preclude removal from the college, or college residence hall, in accordance with provisions of the residence hall, occupancy agreement, or other Massachusetts College of Art and Design rules or regulations.

The student will be expected to meet with the Dean of Students (Student Development office) and will be informed in writing of the mandatory leave of absence. Please refer to the student handbook for a detailed explanation of the policies and procedures of the mandatory leave of absence. During a mandatory leave of absence, the student will only be allowed on college property when approved by the Dean of Students.

Returning from a Mandatory Administrative Leave of Absence

To return to the college from a mandatory administrative leave of absence, a student may be required to:

1. Meet with the Dean of Students (Student Development office)
2. Meet with the Director or Assistant Director of Counseling and Wellness (if this leave of absence was due to a medical issue)
3. Provide written consent for appropriate consultation among college offices and off-campus providers
4. Contact the Housing and Residence Life Office to discuss on-campus housing opportunities after approval by the Dean of Students.

The Dean of Students will inform the student in writing of approval or denial to return to the college and to return to on-campus housing, if requested.

d. Other Considerations (for all leaves of absence)

Students taking a leave of absence should review the Checklist for Students Taking a Leave of Absence form to guide them through the necessary steps for taking care of college matters.

Taking a leave of absence after the add/drop period may impact a student's grades, academic standing and eligibility for financial aid. It is the student's responsibility to understand the implications of taking a leave of absence. Please refer to the MassArt business office policies on financial implications of a withdrawal from the college.

Academic Resource Center: Once a student is approved to return from a leave of absence, the student is encouraged to contact the Academic Resource Center (617-879-7280) or his/her faculty advisor to receive academic advising.

Continuing Education (CE): Students may not take Continuing Education courses at MassArt while they are on a medical leave of absence unless a student obtains permission from the Director or Assistant Director of Counseling and Wellness. This is because it is assumed that the student on a medical leave is generally focused on self-care and recovery from the reasons that led to the leave of absence. For all other leave of absences, students may register for CE courses, but if they choose to do so for the Fall or Spring semester, they need to notify the Registrar so that their tuition bill is calculated correctly. Prior to registration in any CE course, graduate students must contact their Graduate Program Director and the Dean of Graduate Studies to request approval for application of the course towards program credit.

Financial Aid: Students who withdraw and have received financial aid must contact the Office of Student Financial Assistance. The federal government mandates that students who withdraw or take a leave of absence from all classes before the 60% point of the semester may only keep the financial aid they have "earned" up to the time of withdrawal/leave. Title IV funds that were disbursed in excess of the "earned" amount must be returned by the college and/or the student to the Federal Government. This could result in the student owing aid funds to the college, the government, or both. Pursuant with federal guidelines, students taking a leave of absence of one or more semesters will be considered withdrawn for the purpose of student loan repayment.

Grades and Registration Holds:

- Personal Leave of Absence:
 - If a personal leave of absence is approved by the course withdrawal deadline for that semester, the student will receive a "W" for each course.
 - If a student takes a personal leave before the add/drop period, they will receive no grades on their transcript.
- Medical Leave of Absence: If a student is approved for a medical leave of absence after the add/drop period, the student will receive a "W" in each enrolled course for the semester in which a complete medical leave of absence is approved. If a student is eligible for a 100% tuition refund based on the effective date of the leave of absence and the college's refund schedule, all enrolled courses will be deleted for the semester.

Health Insurance: Students who are enrolled in MassArt's Student Health Insurance Plan at the time of taking a leave of absence will continue to be enrolled through the paid policy's expiration date. A student on a leave of absence will not be able to return to MassArt's Health Insurance for the following year if they

are still on a leave of absence. In order to re-enroll in MassArt's Student Health Insurance, a student must be enrolled in at least 9 credits.

International Students: For international students, a leave of absence may affect one's immigration status. International students holding visas should consult with the International Education Center before filing a leave of absence to make sure they meet immigration regulatory requirements.

Residence Halls: If a resident student is approved for a leave of absence, the student must vacate college housing within 48 hours of the leave of absence approval. If the student has been living on campus, he/she/they are required to inform the Housing and Residence Life Office via email at Housing@massart.edu prior to leaving the residence hall. Additionally, the student should speak with the Director of Housing and Residence Life or the Housing Coordinator about the financial obligation to Residence Life. Residence Life staff will be unable to hold a student's housing assignment during an approved leave of absence. Students may not return to residence halls to visit during the duration of their leave of absence. Once the student is approved to return to the college, the office will make every effort to find suitable college housing, however space is not guaranteed.

Room/Board: A room/board refund might be granted for a leave of absence. The refund will be based on the effective date of the approved leave of absence. Prior to the appeal review, all students must submit in writing their separation from the institution. The Housing and Residence Life Office will provide a detailed email outlining student financial responsibilities, the cancellation policy, and the appeals request process. Once the request is submitted, the Dean of Students and Director of Housing and Residence Life will consider the appeals request. Granting an appeal is often due to exceptional circumstances. Generally, there are no meal plan refunds given for students taking a leave of absence.

Tuition Billing: A full or partial tuition refund may be granted for a medical leave of absence if a student leaves MassArt before the semester begins or during the first two weeks of the semester. Federal regulations require that all educational institutions disclose their refund policy to all prospective students. In accordance with that regulation, please review the [Student Withdrawal and Refund Policy](#).

e. Terminology

Institutional Withdrawal (IW): When a student submits a withdrawal request and officially separates from the college. At that time, their student program is closed.

Course Withdrawal (CW): The action of withdrawing from a course by the course withdrawal deadline in any given semester. When a student withdraws from a course by the course withdrawal deadline, they receive a grade of "W" for the course. If a student submits a Personal Leave of Absence request or an Institutional Withdrawal request by the course withdrawal deadline, they will receive a grade of "W" for all of that semester's classes.

Add/Drop Period: The first two weeks of the semester are the Add/Drop period when students can adjust their schedules without a grading penalty. If a student drops a class during the Add/Drop period, they do

not receive any type of grade for the course. If a student requests a Leave of Absence or an Institutional Withdrawal within the Add/Drop period, they will receive a 50% refund of their paid tuition.

REASON FOR UNENROLLMENT	RESULTING ACADEMIC STANDING WHEN TAKEN PRE-WITHDRAWAL DEADLINE	RESULTING ACADEMIC STANDING WHEN TAKEN POST-WITHDRAWAL DEADLINE	HOW TO RETURN
Personal Leave of Absence	All courses graded 'W' which negatively impacts academic standing	N/A	Preregister on the regular schedule
Medical Leave of Absence	All courses graded 'W' but no impact on academic standing	All courses graded 'W' but no impact on academic standing	Preregister on the regular schedule but must obtain Director Of Counseling approval by August 1 or January 10
Involuntary Administrative or Disciplinary	All courses graded 'W' which negatively impacts academic standing	Student grades assigned by each individual faculty member	Preregister on the regular schedule but must obtain Dean of Students approval by August 1 or January 10
Withdrawal from college degree program	All courses graded 'W' and negatively impacts academic standing if student applies for readmission	Student grades assigned by each individual faculty member	Must apply for readmission (see also "Returning Student Policy")

F. Withdrawal

Students who want to permanently withdraw from MassArt must notify the college in writing on a Withdrawal form. This assures that the student's financial and academic status is properly treated upon exit. Unless granted an official leave of absence, a student who fails to register is considered to have withdrawn from the program. A student leaving the college within a semester must withdraw formally by applicable deadlines to receive any applicable refund and to avoid the posting of no credit grades on the student record. Students contact the Academic Resource Center (ARC) Staff to obtain the Withdrawal form, and the ARC will assist the student with completing it.

G. Graduate Returning Student Policy

Students who have discontinued enrollment in MassArt graduate and post-baccalaureate programs have 3 consecutive semesters including summer (up to 1 academic year) from the end of their last completed

semester to resume coursework toward completing their degree. This limit of 1 academic year without enrollment applies to students who discontinued enrollment for any reason, whether approved as a leave of absence or not.

To return from a leave of up to 1 academic year (three semesters), students must notify the Graduate Program office and Dean of Graduate Studies in writing at gradprogram@massart.edu, 30 days prior to the registration period for the semester they want to return. The Graduate Program Director, in conjunction with the Dean of Graduate Studies, will decide upon acceptance on a space available basis.

Students returning to the college within 1 academic year will return with the same academic standing that they had during their last semester of enrollment.

In accordance with graduate transfer credit policies, a limited number of transfer credits may be accepted for graduate courses completed since separation. Students may transfer credits only with the approval of the Dean of Graduate Studies and Graduate Program Director. All students must achieve current MassArt institutional and total program credit requirements to complete their program and receive their degree.

Students who have discontinued their enrollment in MassArt graduate programs for over 1 academic year, whether on an approved leave or not, must reapply to the program and should contact the Admissions Office regarding how to reapply as a returning student. In the Art Education graduate and post-baccalaureate programs, students must complete the program within 5 years of the date they originally entered the program. (See H. Graduate Reapplication and Readmission.)

Appeals to the Returning Student Policy must be made to the Dean of Graduate Studies in writing sixty days prior to the beginning of the semester in which enrollment is desired. These appeals are reviewed by the Dean of Graduate Studies and the department's Graduate Program Director or designated faculty advisor. The decision by the Dean of Graduate Studies and Program Director is final and not subject to further review or appeal.

H. Reapplication and Readmission

Students who have discontinued their enrollment in MassArt graduate programs for over 1 academic year, whether on an approved leave or not, must reapply to the program.

Students who are required to reapply must meet the same application requirements and deadlines as new applicants and are reviewed on the same schedule. Prior to the admissions deadline, these students must contact the Admissions Office regarding how to reapply as returning graduate students.

Students who reapply and are readmitted return with the same credits accumulated as when they withdrew; however, they must meet current requirements for graduation, and some prior credits may no longer apply to their program. In accordance with graduate transfer credit policies, a limited number of transfer credits may be accepted for graduate courses completed since separation. Students may transfer credits only with the approval of the Dean of Graduate Studies and Graduate Program Director.

Academic requirements listed in the most up to date academic catalog of the student's program will be in effect at the time of readmission. Courses from the student's previous enrollment will be reviewed during the admissions process, and those that are accepted will be credited toward the "new"/current program. Any previous courses/credits that are deemed out-of-date, irrelevant, or technically obsolete will not be applied to the program. This may increase the total number of courses/credits required and may increase the time to completion in the program. All students must achieve MassArt institutional course and credit requirements current at the time of their readmission to complete their program and receive their degree.

Students dismissed for academic reasons may, after a period of 1 year, apply for readmission through normal readmission procedures.

Students dismissed for disciplinary reasons may, after a period of 1 year, petition the Dean of Graduate Studies for readmission.

I. Transfer Credit and Course Substitutions

Students with prior graduate level education which is considered substantially equivalent to MassArt graduate program requirements may be eligible to receive a limited number of transfer credits or other course substitutions (see the chart below for maximum number of transfer credits per program).

Transfer credits and course substitutions are subject to review and approval by the Graduate Program Director and the Dean of Graduate Studies. They are granted only with the approval of both the Graduate Program Director and the Dean of Graduate Studies.

Students must petition for transfer credit or other substitutions by submitting a Transfer Credit / Course Substitution Request form with required supporting documents: course description, course syllabus, and an official transcript indicating course grade. If the official transcript was submitted with the student's application, the graduate program will provide a copy. All other transcripts must be provided at time of application. (M.Arch students are asked to provide documentation for prior education during the admissions process online, (see J. M.Arch Program Placement and Transfer Credit Evaluation). Once enrolled in the M.Arch program, students may use the Transfer Credit / Course Substitution Request form.)

The final deadline for applications for transfer credit and review of any prior coursework is the end of a student's 1st semester in the program. Reduction of MassArt credit is not reviewed after this time.

Application and review of a request for transfer credit or course substitution does not guarantee approval.

Students must meet the total required graduate credits for their program. All programs require graduate credit except for the undergraduate credit level Teacher Preparation Post-baccalaureate Program.

Types of Course Substitutions

- **Transfer credit** is used to substitute graduate courses taken at MassArt prior to program start or at external institutions, for a MassArt program requirement.

To be transferable into MassArt's master's programs, courses must be at the graduate credit level on a graduate transcript, must meet the program's minimum transfer grade, must have been taken at an accredited college or university, and may not have been applied to a prior degree. Courses must also be deemed substantially equivalent to the MassArt requirement it replaces.

To be transferable into the Teacher Preparation Post-baccalaureate Program, courses may have been taken at the undergraduate credit-level and must meet all other conditions stated for master's level transfer credit.

Transfer credit reduces a student's credit load at MassArt, and is applied against either electives or required courses. Students receiving course exemptions must meet required institutional and total program credits (with the exception of M.Arch T1 first year course exemptions).

- **Course waivers** are used to substitute courses from MassArt or external institutions for a program requirement. Waivers are granted for courses that are not eligible for transfer, but that are found sufficiently equivalent to a MassArt program requirement. Waived courses must be replaced by enrollment in a MassArt graduate course to maintain required institutional and total program credits. Waivers do not reduce a student's credit load. In the M.Arch Track II program only, waivers may be granted to substitute up to 6 credits of portfolio or work experience for a requirement or pre-requisite, and only for the admissions program placement evaluation. Students receiving course exemptions must meet required institutional and total program credits.
- **Course exemptions** are used to substitute courses from MassArt or external institutions for a program requirement. Exemptions are granted for courses that are not eligible for transfer, but that are found sufficiently equivalent to a MassArt program requirement. Exemptions are only granted in the M.Arch Track I Program, and only for the admissions program placement evaluation. Additionally, exemptions may be used to substitute up to 6 credits portfolio or work experience in the M.Arch T1 program. Course exemptions reduce a student's credit load. Students receiving course exemptions must meet required institutional and total program credits.
- **Portfolio and experience credits** are rarely granted in MassArt's graduate and post-baccalaureate programs. For more information, inquire at gradprogram@massart.edu

Students may only receive graduate credit for work experience done in a pre-approved graduate internship enrolled through their MassArt graduate program.

During the M.Arch program placement evaluation, portfolio or documentation of work experience may be used to demonstrate competency for up to 6 credits of primarily Track I pre-professional requirements, Track 2 prerequisites. If a portfolio is accepted as evidence of competency

equivalent to an M.Arch course, a course exemption or course waiver is applied depending upon the program track; graduate credit is not created or applied to the program.

(See a. Master of Architecture (M.Arch).)

- **MassArt Continuing Education (CE) Courses** taken for graduate credit are subject to transfer credit review and restrictions.

Non-matriculated students may enroll in PCE courses for graduate credit, however only courses that have been reviewed and approved by the Graduate Program Director and Dean of Graduate Studies may be transferred and applied towards Graduate Program requirements.

Matriculated students in MassArt's graduate programs may enroll in PCE electives subject to the approval of their Graduate Program Director and Dean of Graduate Studies. The student may use an Add/Drop form to seek the approval signatures of the Director and Dean.

Additional Program Requirements for Transfer Credit

Program	Maximum # of Transfer Credits	Minimum Transfer Grade	Total Program Credits. Additional Comments
Masters programs in fine arts and design (MFA, MFA LR, MDes)	6	B	60-credit programs
Post-baccalaureate Programs: Design and Photography (PB)	Not applicable		These programs do not grant transfer credit.
Master in Teaching (MAT) Master of Education (MEd) Teacher Preparation Post-bac (TPP)	6	B	**36-credit MAT, 30-credit MEd **24-credit TPP
Master of Arts (BFA / MA)	3	B	**30-credit BFA / MA Courses
Master of Arts in Teaching (BFA / MAT)	Not applicable		This program does not grant transfer credit.
M.Arch Track II - Master of Architecture	*6	B-	**60-credit program
M.Arch Track I	*15	B-	**102-credit program
Students may petition for up to the maximum number of transfer credits granted by a program. *Art Education transfer credits are granted only for courses taken within 3 years of entering the program. within 3 years of entry into the program. **For detailed transfer credit policy for the M.Arch programs, see a. Master of Architecture.			

a. Master of Architecture

The 102-credit **M.Arch Track I** professional degree program includes 3 semesters (42 credits) of pre-professional coursework and 5 semesters (60 credits) of professional coursework. The Track I program may transfer, waive or grant course exemptions for up to 15 credits for prior coursework, and grant up to 6 additional credits in course exemptions based upon portfolio or experience for a maximum credit reduction of 21 credits. The majority of course exemptions or waivers in Track I are applied towards first year, pre-professional requirements. Track I students must earn 81-102 graduate credits, with a minimum of 81 MassArt graduate credits, to complete the program.

The 60-credit **M.Arch Track II** program is a professional degree program. The Track II program may transfer a maximum of 6 graduate credits towards Track II requirements. Track II students must earn 60 graduate credits, with a minimum of 54 MassArt graduate credits (when transferring 6 graduate credits), to complete the program.

To be accepted towards M.Arch course waivers or exemptions, courses from prior pre-professional or professional education must meet the minimum transfer grade of B- or better. Courses, to be accepted for transfer credit, must have been taken for graduate credit and must appear on an official graduate transcript. Courses and work or other experience must also demonstrate parity in content and NAAB Student Performance Criteria with corresponding M.Arch requirements.

- Transfer credit and other M.Arch course substitutions are granted only upon review and approval of both the M.Arch Program Director and the Dean of Graduate Studies.
- Submission and review of any request for transfer credit or course substitution, with required documentation as described in J. M.Arch Program Placement and Transfer Credit Evaluation, is not a guarantee of acceptance towards M.Arch requirements.
- M.Arch program credit totals, as described above, must be met in order for a student to complete the degree.

Definitions

- **Transfer credit**, with reduction of credit load, may be granted only for graduate level coursework included on a graduate transcript. Transfer credit may be offered in both tracks.
- **Course exemptions**, with reduction of credit load, may be granted for undergraduate and graduate level coursework, and are offered in the M.Arch Track I program.
- **Course waivers**, without reduction of credit load, require replacement with enrollment in M.Arch graduate courses, may be granted for undergraduate or graduate level coursework, and are offered in both M.Arch tracks.
- Graduate portfolio or experience credit are not created or applied to a student's program.
- For more information on these terms, see I. Transfer Credit and Course Substitutions.

b. Master of Design Innovation (MDes)

The 60-credit Master of Design Innovation (MDes) program may transfer a maximum of 6 credits.

To be transferable, courses must have been taken at the graduate level at an accredited institution, must carry a grade of B or better, and may not have been applied to a prior degree.

Transfer credit and other course substitutions are granted only on review and approval of both the Graduate Program Director and the Dean of Graduate Studies.

c. Master of Fine Arts (MFA) and Master of Fine Arts Low-Residency (MFA LR) Programs

The 60-credit MFA in fine arts and design (MFA), and MFA Low-residency in Boston (MFA LR) programs may transfer a maximum of 6 credits.

To be transferable, courses must have been taken at the graduate level at an accredited institution, must carry a grade of B or better, and may not have been applied to a prior degree.

Transfer credit and other course substitutions are granted only on review and approval of both the Graduate Program Director and the Dean of Graduate Studies.

d. Post-Baccalaureate Programs: Design and Photography

The 24 to 29-credit graduate Post-Baccalaureate program does not award transfer credit.

e. Art Education Programs: Master of Arts (MA), Master of Teaching (36-credit MAT), Master of Education (MEd), and Teacher Preparation (TPP) Program

The 30-credit BFA / MA Master of Arts program may transfer a maximum of **3** credits.

The 36-credit MAT, 30-credit MEd and 24-credit TPP programs may transfer a maximum of 6 credits.

To be transferable into the Art Education graduate programs, courses must have been taken at the graduate level at an accredited institution, must carry a grade of B or better, and may not have been applied to a prior degree. (Only in the undergraduate-level TPP post-baccalaureate program may undergraduate level coursework be transferred.)

Courses must also meet program requirements and must have been taken within 3 years of the student's date of entry into MassArt's graduate or post-baccalaureate program. In some cases, a requirement can be met within 5 years.

Transfer credit and other course substitutions are granted only on review and approval of both the Graduate Program Director and the Dean of Graduate Studies, of course syllabi and any other course materials requested.

f. Master of Arts in Teaching (BFA / MAT)

The 30-credit BFA / MAT Master of Arts in Teaching programs does not award transfer credit.

J. M.Arch Program Placement and Transfer Credit Evaluation

MassArt's M.Arch Program Director, in collaboration with departmental faculty and the Dean of Graduate Studies, evaluates all M.Arch applicants for placement into Track I (pre-professional and professional coursework) and Track II (professional coursework), and for transfer credit or course waivers towards advanced placement. Applicants eligible for Track II are evaluated for completion of required Track I pre-professional requirements.

All M.Arch applicants who would like to be evaluated for advanced placement in Track I, or for admission into Track II, must submit documentation of prior architecture and related college-level coursework and experience to the program for review.

Application portfolios are reviewed for placement in the design studio sequence. Architecture studio work must be of high quality, demonstrate developed concepts and design ability, and must be comparable to work expected in corresponding M.Arch studio courses, in order for advanced placement to be granted. Portfolios for acceptance into Track II must demonstrate an applicant's ability to manipulate structural and environmental systems and to integrate these systems into the design work presented.

Courses from prior pre-professional or professional education must meet the minimum transfer grade of B- or better, and demonstrate parity in content and [NAAB](#) Student Performance Criteria with corresponding M.Arch requirements.

Evaluation Procedure

Applicants submit documentation for review towards program placement during the application process. Submission of documents is done via a **PDF included in the online application portfolio**. Applicants must submit final documentation by **the application deadline**. All evaluations must be complete prior to matriculation and are final.

International documents must be officially translated into English. For international college transcript admissions requirements, see [International Graduate Students](#).

Courses requiring documentation

See [M.Arch Program Requirements](#) and [M.Arch Course Descriptions](#) for comparison with prior educational and work experience.

M.Arch Track I: Applicants may provide documentation for any successfully completed college-level courses or work experience, in architecture or construction, for comparison to the pre-professional courses listed below.

- Structures and Building Systems courses: M.Arch Structures I, II, III and professional course Structures IV. Structures faculty may also interview or test applicants.
- History of Architecture courses: M.Arch History of Architecture and Urban Planning I and II
- Professional practice courses: M.Arch Professional Practice I
- 2 electives in architecture or related fields
- Construction/fabrication experience: M.Arch Methods and Materials
- Sustainable design courses evidenced in project work and theory: M.Arch Sustainable Architecture.

M.Arch Track II: Applicants must provide documentation demonstrating completion of the Track I first year pre-professional requirements listed above - with the exception of EDAD 502 Methods and Materials and EDAD 532 Sustainable Architecture - in their prior educational or work experience. Any missing requirements must be taken in addition to Track II requirements.

Documentation must include

- Official college transcript(s) with final grades (in program application). When courses are to be completed after program application, a final official transcript with grades must be submitted to the Admissions Office for final evaluation.
- Course descriptions and course syllabi. Course syllabi include weekly topics, course assignments, and list of books or reading materials required.
- Where applicable the following materials shall also be submitted: additional portfolio work, coursework, exams or papers, a letter from an employer documenting work experience.

A program evaluation specifying the accepted coursework and the balance of degree requirements to be taken at MassArt is issued to accepted applicants following the review. All program requirements missing the required documentation remain in the balance of courses to be taken in the M.Arch program.

Required credits for M.Arch program completion must be met.

Note: Submission and review of course and work experience documentation does not guarantee acceptance towards M.Arch requirements.

K. Independent/Directed Study

Independent Study and Directed Study courses are designed for students to pursue projects that are not possible within the structure of an established course.

- Independent Study provides an opportunity for students' work independently with instructors on specific studio projects.

- Directed study offers graduate students the opportunity to pursue a clear, specific project in the Liberal Art or Art History areas (course subjects LALW, LASS, LAMS and HART).

Graduate independent courses must be approved prior to registration and must include a minimum of 6 meetings.

No more than 5 combined independent and directed studies may be applied toward a graduate degree.

In order to request approval for, and register for, Independent or Directed Study courses students must do the following:

- Seek advising with the Graduate Program Director regarding plans for independent coursework.
- Complete the [Graduate Independent Study form](#) with an attached course syllabus, and a project proposal that lists a minimum of 6 meeting dates.
- Gain the signatures of the course faculty and Dean of Graduate Studies.
- Submit the Graduate Independent Study form, with required attachments and signatures, to the Graduate Programs office **no later than 1 week prior to the add/drop deadline**.

L. Cross-Registration at Partnering Institutions

Graduate students may cross-register at Wentworth Institute of Technology and MIT. Students must select graduate level courses (undergraduate level courses **are not** accepted towards MassArt graduate program credit). Instructions for cross-registration are found on MassArt's website under Registrar/For Graduate Students.

- Massachusetts Institute of Technology (MIT). Students electing to cross-register at MIT need to be aware that MIT begins class after the add/drop deadline in the spring semester.
- Wentworth Institute of Technology provides a select list of design courses to MassArt for cross-registration.

M. Course Registration Across Graduate Programs

With the exception of major studios, graduate students may register for elective credit, in any course that is offered by the MassArt graduate programs, provided that they meet the prerequisite requirements (if applicable) assigned to the course, and they have the approval of their program advisor.

A graduate student may take a graduate course outside of their program if space is available after in-program student registration. It is recommended that students who wish to take a course outside of their program meet with the faculty before registering to be sure their skills and expectations align with the course content.

N. Internship

Graduate students may enroll in internships for graduate credit according to the following guidelines.

An internship is a form of experiential learning that integrates knowledge and theory learned in the classroom with practical application and skills development in a professional setting. Internships give students the opportunity to gain valuable applied experience and make connections in professional fields they are considering for career paths; and give employers the opportunity to guide and evaluate talent.

1. Graduate students are eligible for **1, 3-credit internship** during their degree candidacy. Internships may be enrolled in during the fall, spring or summer semester. Students may be paid for the internship while receiving credit.
2. The required hours for an internship are the NASAD hours for a 3-credit course: 135 hours done within the 14-15 week semester in Fall or Spring. The 135 hours will be done in a shorter time frame in the summer semester.
3. Students apply for the internship, and for credit for the internship, via a detailed online form created by MassArt Career Resources (*in Handshake*). Students must also register and pay tuition for internship courses.
4. The following people approve and sign the graduate internship application for credit forms: Graduate Faculty Internship Advisor, Dean of Graduate Studies, Company Internship Supervisor and the Student.
5. The Graduate Program Director acts as the Graduate Faculty Internship Advisor while a student in their program is enrolled in an internship. If the Graduate Program Director is not available in the summer semester, the Dean of Graduate Studies will act as the Graduate Faculty Internship Advisor.
6. The Graduate Faculty Internship Advisor is responsible for monitoring student progress by: reviewing the mid-term and final internship reports submitted by the student and the Company Internship Supervisor, meeting with the student at the midpoint of the internship for a check-in, and by reviewing the internship portfolio submitted by the student at the end of the internship.

Students are required to submit a mid-semester report, a final report, and a portfolio documenting evidence of the students' work in the internship for evaluation towards the grade and credit. The Graduate Faculty Internship Advisor evaluates the internship for the grade. The grade system used will be pass/no-credit.

Note that internships require approval and graduate program registration as stated in the rules above. Credit **is not** granted for work experience done outside of the internship program whether done prior to or during a student's graduate program.

O. Credit/Hour Ratio

MassArt expects all 3-credit classes to carry a workload of 9 hours per week, on average, divided between in-class and out-of-class work. Courses have class meeting times of varying lengths, depending on the designation of the class: lectures and seminars meet for 3 hours per week; critiques meet for 4 hours per week; and, studio/critiques meet for 5-6 hours.

II. GRADING AND EVALUATION

A. MassArt Dual Grading System

Two grading systems are used at the college:

1. *Letter grades (A, A-, B+, B, B-, C+, C, C-, D, F, Incomplete, W) are given in the following departments:

Art Education
Design
History of Art
Liberal Arts

2. Pass/ No Credit / Incomplete/ W grades are given in the following departments:

Film/Video, Photography, Studio for Interrelated Media
Fine Arts 2D - Painting, Printmaking
Fine Arts 3D - Ceramics, Fibers, Glass, Jewelry/Metalsmithing, Sculpture

*MFA and Post-baccalaureate students are granted Pass / NC grades when taking courses in departments which use letter grades.

Course Grade Definitions: Graduate Programs

A	Exceptional work in all respects.
B	Above average work, distinguished in certain but not all respects. Lowest passing grade in: MDes, MFA and MFA LR, Graduate Post-bac, MAT, MEd, BFA-MA, BFA-MAT, and TPP programs.
C	Failing work. No credit is given in: MDes, MFA and MFA LR, Graduate Post-bac, MAT, MEd, BFA-MA, BFA-MAT, and TPP programs. ----- M.Arch (Master of Architecture) Program Below Average work. Lowest passing grade is C in the M.Arch Program only.
C-	Failing work. No credit is given.
D	Failing work. No credit is given.

F	Failing work. No credit is given.
Pass	Work meeting all expectations for successful completion of the course.
NC	No Credit. Work that does not meet the expectations of the course.
INC	A designation of an Incomplete in a course is a non-credit, temporary designation assigned when the student cannot, due to extenuating circumstances, complete the course obligations by the end of the semester.
W	Withdrawn from the course. No credit earned. W grades do not appear on the student's transcript.

B. Course Grade Value for Pass/No-Credit for Graduate Programs

In graduate and post-baccalaureate programs, a course grade of P is equivalent to a B or better; a course grade of NC is equivalent to an F.

C. Course Grade Policies: Graduate Programs

MassArt graduate programs each follow specific grading policies. They vary based upon whether or not letter grades are granted, and based upon the minimum passing course grade allowed. The chart below provides for each program the grade system used for courses (letter or pass/no credit), the lowest course passing grades for the program, and the failing course grades.

Course Grade Policies

Program	Lowest Passing Course Grade	Failing Course Grades
Programs using dual letter grade and Pass/No Credit grade system.		
Master of Design Innovation (MDes)	B, P	B- or below, NC
Graduate Art Education Programs: Master of Arts in Teaching, Master of Arts, Masters of Education (MAT, BFA / MA, BFA / MAT, MEd)	B, P	B- or below, NC
Teacher Preparation Post-baccalaureate Program (TPP)	B, P	B- or below, NC
Master of Architecture (M.Arch Track I and Track II) M.Arch students must also maintain a GPA of B- or better. (See III. Academic Standing)	C, P	C- or below. NC
Programs using Pass/No Credit grades. Lowest passing letter grade is indicated in the rare case that a letter grade is issued for a course.		
MFA: Fine Arts and Design concentrations - full residency programs (MFA, MFA DMI)	P, B	B- or below, NC
MFA Low-Residency Program (MFA LR)	P, B	B- or below, NC

Post-baccalaureate in Photo and Design (PB)	P, B	B- or below, NC
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D. Incomplete Grade Policy

A designation of an Incomplete in a course is a non-credit, temporary designation assigned when the student cannot, due to extenuating circumstances, complete the course obligations by the end of the semester.

Careful consideration must be given by the instructor of record to allow one student more time than all other students in a course to complete the required work.

- Students must complete an [Incomplete Grade Contract](#) (available in the Registrar's Office) and present it to the Faculty for approval with supporting documentation (if required). This will act as a contract between the Student and the Faculty governing the completion of the coursework.
- Faculty shall draft the contract with the student that records the reason for the extension.
- Students should have completed a majority amount of coursework to be considered for an incomplete.
- For a student who successfully petitions their instructor of record for an Incomplete, the Instructor of record will not mark a student with a grade. The Graduate Programs office will mark the INC designation once it receives a completed Incomplete Grade Contract, signed by the Instructor of record.
- All incomplete work should be completed no later than four weeks after the start of the subsequent semester.
- Only in extreme cases may the deadline be extended.
- Faculty must complete a Change of Grade Form to change the designation from an INC to either a passing grade or an NC/F.
- If a student who receives an Incomplete in a prerequisite is unable to finish their work in the allotted time they will be dropped from any current post-requisites.

E. Written Evaluations for Pass/No credit Courses

Students may request course evaluations for any course taken at Massachusetts College of Art and Design. The student must provide the faculty member with the evaluation form before the end of the Add/Drop period of the semester in which the class is taken. The faculty member submits Student Evaluation forms to the Registrar's Office. Information the student provides on the Student Evaluation form is not added to his or her transcript; however, the evaluation form is kept in the student's permanent file and copies of all Student Evaluations are sent with all official transcript requests. The Student Evaluation is intended to provide a description of the student's achievement in the course. It addresses the student's attendance, class participation, motivation, the work produced, and the student's progress

and technical expertise in the subject area. Letter grade equivalents are not given for pass/no credit courses.

F. Change of Grade

A faculty member may change any grade until the mid-semester following the course.

In exceptional situations, faculty (the Graduate Program Director or Dean of Graduate Studies in the absence of the faculty) may extend the period for completing requirements for an incomplete grade beyond the deadline.

Changes of grades, other than INC, are permitted after mid-semester only with the signatures of the instructor(s) of record.

G. Grade Appeal Procedure

A student who wishes to appeal a course grade should follow the procedure detailed below.

In the event that the program does not have a Graduate Program Director, the Dean of Graduate Studies fulfills the responsibilities of the Director.

- 1a.** The student should contact the faculty in writing or by email explaining that s/he would like to appeal the grade and request a meeting to discuss the matter. This meeting must be initiated within the first three weeks of the semester immediately following the semester in which the course was taken.
- 1b.** In response to the request for a meeting, the faculty should reply to the student in writing or by email within seven days. If there is no response or an unsatisfactory response from the instructor within seven days, the student should contact the Graduate Program Director.
- 1c.** In the absence of the faculty who gave the grade, the student should set up a meeting directly with the Graduate Program Director (see #2 below).
- 1d.** If after discussion with the faculty (or Graduate Program Director) the student's concerns remain unresolved, the student should submit a document to the faculty and the Graduate Program Director which includes the following:
 - Date
 - Student's name and ID number
 - Name of the department
 - Name of the student's academic advisor
 - Course name, number, and section
 - Name of the instructor of record
 - Term in which the grade was received
 - Grade received
 - Grade expected
 - A thorough explanation of the reason for appealing the grade

- Any relevant supporting materials (letters, emails, notes)
2. The student should set up a meeting with the Graduate Program Director. The student must request this meeting within ten days of the written response following the initial meeting with the instructor. If the Graduate Program Director is the instructor of the disputed course, the student should go directly to the Dean of Graduate Studies. If appealing directly to the Dean of Graduate Studies, the deadlines and standards detailed in steps 1, 2, and 3 will apply.
 3. If after discussion with the Dean of Graduate Studies the matter remains unresolved, the student may schedule a meeting with the Senior Vice-president of Academic Affairs. The vice-president will mediate a meeting between the student, instructor, and Dean of Graduate Studies. The vice-president is the final stop in the grade appeal process. The faculty has sole authority to change a grade.

H. Evaluation of Student Work

Formal and informal reviews of student work occur throughout each semester. At the end of each semester, students present work in final review boards attended by course faculty, and often by **advisors**, invited visiting reviewers, Program Directors and/or the Dean of Graduate Studies. Grades for coursework, and thus course credit, are assigned by the **faculty**. Grades are given for completed coursework.

I. Review/Board Thesis Review Warning Policy – MFA Programs

If an MFA graduate student (full residency and low residency programs) presents a body of work for Review Board or Thesis Review deemed unsatisfactory by the faculty of record, this student is awarded a grade of Incomplete (INC) or No Credit (NC). To correct this situation, the student will be required to submit a revised body of work for a formal re-review that occurs before the start of the subsequent semester or at an agreed-upon time. In addition, a letter will be sent to the student that identifies the problem areas. If a grade of INC is granted, an Incomplete Grade Contract must be completed and submitted to the Registrar. (See Section II. Grading and Evaluation, C, Incomplete Grade Policy.)

If the subsequent resubmission of work is not deemed sufficient to receive credit, the student receives a final grade of No Credit and is placed on Academic Probation. The Graduate Program Director, in conjunction with the Dean of Graduate Studies, will meet with this student to devise an individualized plan.

J. Thesis Completion Policy

Graduate students should make every effort to complete the final thesis requirements by the end of or within the final semester for which they are enrolled for program credit. Grades of Incomplete and In-progress, and missing grades due to lack of completed work, are applied to final thesis courses only on approved exceptions. Final thesis courses for each graduate program are: final Major Studio courses in MFA, Studio VI: Thesis II and Thesis Defense in MFA LR, Thesis II in M.Arch and MFA Design, and

Thesis II and Thesis Defense in MDes.

Under this policy, a student who fails to complete their thesis course, or any other thesis requirement, must have the approval of the Graduate Program Director and Dean of Graduate Studies in order to receive an Incomplete grade. If the thesis is not completed within the approved time, students must retake the thesis course and receive a passing grade in order to complete their degree. Students who fail their thesis course may be placed on academic probation or, if on academic probation may be subject to academic dismissal. (See III. Academic Standing.)

III. ACADEMIC STANDING

A. Good Academic Standing

To be in good academic standing, students who are enrolled in MassArt's masters or post-baccalaureate programs must meet the following conditions each semester.

- Students may not fail any attempted course.
- Students may have up to one attempted course that has not been completed.
- In addition to the above conditions, Master of Architecture students must maintain a grade point average (GPA) of B- or above to be in good academic standing in a semester.

Attempted courses are those courses for which a student is registered at the close of add/drop.

Only courses in which the student receives a passing grade, as defined by the student's program, are considered completed and passed. Courses with a grade of Withdrawn, Incomplete, In Progress - or not graded due to lack of work - are considered not completed/passed. (In cases of Medical Leave of Absence, a W grade does not impact academic standing.) Courses with grades of No Credit, F and failing letter grades as defined by the student's program are considered failed/not passed (see II. Grading and Evaluation).

B. Academic Probation

Students who are enrolled in MassArt's masters or post-baccalaureate programs who meet any of the following conditions will be placed on academic probation for the next semester they enroll in the program.

- Students who fail any attempted course in a semester.
- Students who do not complete two or more attempted courses in a semester.

- In addition to the above conditions, Master's of Architecture students who fail to maintain a grade point average (GPA) of B- or above in a semester are placed on academic probation.

Only courses in which a student receives a passing grade, as defined by the student's program, are considered completed and passed. Courses with grades of Withdrawn, Incomplete, In Progress - or not graded due to lack of work - are considered not completed/passed. (In cases of Medical Leave of Absence, a W grade does not impact academic standing.) Courses graded No Credit, F and failing letter grades as defined by the student's program are considered failed/not passed (see II. Grading and Evaluation).

Students are advised of academic probation status in a letter from the Dean of Graduate Studies. Students placed on academic probation are encouraged to meet with the Dean of Graduate Studies and their Graduate Program Director/faculty advisor to discuss this academic action. They may also want to contact the Academic Resources Center (ARC) for academic assistance.

Students on academic probation can return to good academic standing for the next semester, if they meet the conditions for good academic standing in the semester they are on probation.

Students on academic probation may not receive any graduate assistantships. Any student who wishes to make an appointment to discuss this policy with the Dean of Graduate Studies is encouraged to do so.

Students on academic probation may not receive any graduate assistantships. Any student who wishes to make an appointment to discuss this policy with the Dean of Graduate Studies is encouraged to do so.

C. Academic Dismissal

Students enrolled in MassArt's masters or post-baccalaureate programs who are on academic probation and who meet any of the following conditions in a probationary semester will be subject to academic dismissal at the end of the semester.

- Students who fail any attempted course in a probationary semester.
- Students who do not complete two or more attempted courses in a probationary semester.
- Master's of Architecture students who, In addition to the above conditions, fail to maintain a grade point average (GPA) of B- or above in a probationary semester.
- Graduate and Post-baccalaureate Art Education students who, in addition to the above conditions, fail a required course twice.
- Any student on academic probation in any two semesters is subject to review for academic dismissal by the Dean of Graduate Studies and the Graduate Program Director. If the program does not have a Graduate Program Director, a designated departmental faculty member will fulfill the responsibilities of the Director.

Only courses in which a student receives a passing grade, as defined by the student's program, are considered completed and passed. Courses with grades of Withdrawn, Incomplete, In Progress - or not graded due to lack of work - are considered not completed/passed. (In cases of Medical Leave of Absence, a W grade does not impact academic standing.) Courses graded No Credit, F and failing letter grades as defined by the student's program are considered failed/not passed (see II. Grading and Evaluation).

The academic records of students subject to dismissal will be reviewed by the Dean of Graduate Studies and the Graduate Program Director. The Dean and Director may dismiss the student from the college or may create a plan designed to give the student another chance at succeeding at the college. The plan may specify the number of courses, and specifically which courses the student may enroll in, or it may require that the student take a leave of absence from the college. Any decision by the Dean of Graduate Studies and the Graduate Program Director prevail over any other published academic progress policy. If the program does not have a Graduate Program Director, a designated departmental faculty member will fulfill the responsibilities of the Director.

Students are advised of academic dismissal status in a letter from the Dean of Graduate Studies.

Any student who wishes to make an appointment to discuss this academic action with the Dean of Graduate Studies is encouraged to do so. (See G. Right of Appeal.)

D. Course Retake Policy: Art Education Programs

Art Education graduate and post-baccalaureate programs (MAT, BFA / MA, BFA / MAT, MEd, and TPP): students who fail to earn a passing grade of B or better in a required course may repeat it once.

Students who fail to earn B or higher in the course a second time are subject to dismissal from the program.

E. M.Arch Minimum GPA Policy

M.Arch students must maintain a GPA (grade point average) of B- or above **in each semester**, and must receive course grades of C or better. GPA is calculated for a single semester and is based upon the grades of all courses attempted in that semester which are offered in departments using letter grades. Failing grades are included in the GPA calculation for the semester they are received. In courses that are offered in departments using Pass/No credit grades, a P (pass) is not included in the GPA calculation as it does not have a set value, and an NC (no-credit) is included in the GPA with a value of zero as it is equivalent to an F. (See II. Grading Policy, B. Pass/No-Credit Grade Values: Graduate Programs).

Students who do not maintain a minimum B- GPA in a semester are placed on academic probation, and students whose average falls below a B- GPA in the following semester are subject to dismissal from the program. (See III. Academic Standing, B. Academic Probation and D. Academic Dismissal).

The following table of numerical equivalents for course letter grades is used to calculate the grade point average for a semester in the M.Arch Program only.

Letter Grade / NC	A	A-	B+	B	B-	C+	C	C- and below / NC
	93-100	90-92	87-89	83-86	80-82	77-79	73-76	70-72
GPA Equivalent	4.0	3.7	3.3	3.0	2.7	2.3	2.0	0. Failing Grade

F. Mid-Semester Warnings

Two academic warnings are issued each semester. An academic warning alerts the student and Graduate Program Director that the student appears to be having difficulty with a course and may not receive credit. Students in danger of not passing a course may receive a warning from the appropriate faculty member. Students are advised to seek assistance from their Graduate Program Director and/or faculty advisor. However, students who do not receive an academic warning are not assured of a passing grade. Students may also contact the Academic Resource Center (ARC) for academic assistance.

G. Right of Appeal: Academic Dismissal

Any student who wishes to appeal an academic decision of dismissal may request a hearing. The request should be made in writing to the Dean of Graduate Studies. The Dean of Graduate Studies, in consultation with the Graduate Education Council, will organize an ad hoc committee to hear the appeal. The ad hoc committee will consist of the Graduate Program Director and the Dean of Graduate Studies, a faculty member from the home department, and a member of the faculty from another department. Each of these members shall have one vote. If the program does not have a Graduate Program Director, a designated departmental faculty member will fulfill the responsibilities of the Director.

H. Graduation Policy

Students submit an online Intent to Graduate Form at registration for the student's final semester. The Graduate Programs office then reviews the student's program evaluation.

Only students who have met all requirements for graduation (including completion and/or submission of any required thesis exhibition, thesis project or thesis documentation) may participate in the commencement ceremony. The college assumes that students will pass the final semester's courses, and allows participation in the commencement prior to receipt of these grades. Because grades of the final term may be submitted after the commencement ceremony, participation in commencement does not guarantee graduation.

Diplomas are typically mailed from the Registrar's Office by the end of the summer for May graduates, and by the middle of the term following graduation for August and December graduates.

I. Plagiarism

In creative work, plagiarism is the inappropriate and unethical representation of another's work as one's own. In those instances where a significant portion of a creative work is intentionally "appropriated," plagiarism is the failure to note, orally or in writing, the source of the appropriation. In expository or academic writing, whenever your work incorporates someone else's research, images, words, or ideas, you must properly identify the source unless you can reasonably expect knowledgeable people to recognize it. Proper citation gives credit where it is due and enables your readers to locate sources and pursue lines of inquiry raised by your paper. Students who do not comply are penalized and may be subject to dismissal.

J. Academic Misconduct Procedures

A faculty member who suspects cheating or plagiarism in work submitted in fulfillment of a class requirement should confer with the student submitting the work in an attempt to determine whether a violation has occurred. The faculty member has the discretion to accept the work as academically and/or artistically honest, or to resolve the issue as a classroom issue, or to refer the matter to the Graduate Program Director.

In the event that the student does not concur with the disposition proposed by the faculty member, the student may refer the matter to the Graduate Program Director.

In the event that the Graduate Program Director is the faculty member, or if the graduate program does not have a Program Director, the Dean of Graduate Studies will fulfill the responsibilities of the Director.

If the matter is referred to the Graduate Program Director, the Director and faculty member will meet with the student to pursue information that may be pertinent.

In the event that the Graduate Program Director and faculty member determine that a violation has occurred, they will review the student's educational record to determine if a prior sanction for academic misconduct has been imposed and may impose one or more of the following sanctions:

- The student does the assignment over or retakes the test.
- The student receives no credit for the plagiarized assignment.
- The student fails (or receives no credit) for the class.
- The student is referred to the Dean of Graduate Studies for further academic sanction.
- The Dean of Graduate Studies may refer the student to the Senior Vice President for Academic Affairs for further Academic Sanction.

An academic sanction imposed or approved by the Senior Vice President for Academic Affairs is not subject to further review or appeal.

If just cause is determined by the Senior Vice President for Academic Affairs, in consultation with the Graduate of Graduate Studies and the faculty member, the matter may also be referred by the Senior

Vice President to the Chief Student Affairs Officer, to be dealt with as a disciplinary matter under the general provisions of these Community Standards.

IV. ADDITIONAL POLICIES

A. Regulations

Each student enrolled at Massachusetts College of Art and Design is subject to the rules and regulations published on the MassArt web site. These rules and regulations are updated as necessary.

B. Attendance

During the first week of classes, faculty state clearly their expectations for performance and attendance, their method of recording attendance, and their expectations for makeup work and examinations.

All students must attend the first day of classes for which they are registered to reserve a place in the course. If students cannot attend because of illness or other emergency, they must email faculty before the first class meeting to inform the faculty member of their absence. A student who misses the first meeting of a class without notice **may** be dropped from the roster by the instructor.

Students are expected to attend all classes. Faculty have the right to assign an “F” or “NC” grade to a student who attends fewer than 80 percent of the meetings of any course.

There are no formally excused absences for any reason, including illness. However, a student who misses one or two classes may be able to make up missed work, at the discretion of each instructor. If a student misses one or two classes due to illness, he or she should notify all current faculty members by email. For absences of two or more class meetings due to illness, the student may contact the Academic Resource Center (ARC) or the Counseling and Wellness Center to start the process for a request for medical leave of absence.

C. Studio Space Policy

The Graduate Program office assigns studio spaces to students in eligible programs prior to the start of the academic year. The Graduate Program surveys incoming students regarding media and work that a student expects to use in their studio, in order to determine studio assignment across programs.

Studios are distributed in the following way (catalog year 2019):

- M.Arch program: individual studio spaces.
- MAT, MA programs: a shared studio space.
- MEd program; individual studios in summer residencies.
- MDes program: shared classroom/studio in the first year, and shared individual-size studio spaces in the second.
- MFA full residency fine arts program: a combination of individual and shared studios.

- MFA full residency design (DMI) program: shared individual-size studio spaces.
- MFA low-residency program: individual studios for the summer residency session only.

Students must register for a minimum of six credits in their primary studio courses (or 3 credits in the first year Track 1 studio courses and another 3 credits of additional coursework) to receive a studio space in the program.

Students who are assigned a studio space must sign the Graduate Studio Contract and abide by its regulations. They must also abide by other studio policies and materials use policies published by the college.

Graduate students must vacate studios per the deadlines specified by the Graduate Program – students will be notified of these in advance. General deadlines are: June 15 for May graduation, January 3 for December graduation, the last day of the summer residency for the MFA Low-residency program. Studio spaces must also be vacated if a student does not meet the enrollment requirement. The Graduate Studio Manager will distribute and collect studio contracts.

A student who is on leave of absence or has withdrawn from the program is not entitled to use of the studio space or other college facilities.

D. Pronoun and Chosen Name Policy

MassArt pursues a just, compassionate, and equitable learning environment and seeks to affirm the identity of each member of our community through pronouns and names. To that end, MassArt will use the pronoun a student provides.

We also recognize that students use names other than the ones assigned at birth to identify themselves. To that end, MassArt will also use a student's chosen name wherever possible so long as the name does not contain special characters or numbers only (alphanumeric combination permissible) and the name is not being used for an improper purpose such as avoiding a legal obligation, vulgarity or misrepresentation.

MassArt will use a student's chosen name wherever a legal name is not required on campus including on internal documents, communications, systems and web portals such as:

- Class rosters and grade rosters
- MassArt NetID and Email
- MassArt Moodle
- MassArt Self-Service
- Degrees and Certificates

A chosen name will not be used on outgoing mail or documents that require a legal name such as:

- Official transcripts
- Financial records
- W-2 forms
- Enrollment data

V. STUDENT RECORDS

A. Confidentiality of Student Records

The Family Educational Rights and Privacy Act of 1974 ("FERPA"), also known as the Buckley Amendment, ensures confidentiality of student educational records and restricts disclosure to or access by third parties, except as authorized by law. FERPA also confers upon current and former students certain rights with respect to their education records. With certain limited exceptions, FERPA guarantees that the academic records for students over 18 years of age cannot be discussed with or disclosed to any person.

The College's FERPA Officer is:

Jonathan Rand, Registrar
 Massachusetts College of Art and Design
 621 Huntington Avenue
 Boston, MA 02115
jrand@massart.edu, 617-879-7272

The Graduate Program adheres to college-wide records policies. Students should read information regarding FERPA policies on MassArt's [Confidentiality of Student Records](#) website.

B. Records Maintenance

Students' academic records are maintained by the Registrar and in part by the Graduate Programs Office:

Jonathan Rand, Registrar
 Tower 8th Floor
jrand@massart.edu, 617-879-7272

Graduate Programs
 Tower 4th Floor, T401
gradprogram@massart.edu, 617-879-7166

Massachusetts College of Art and Design
621 Huntington Avenue
Boston, MA 02115