

GRADUATE INFORMATION, POLICIES AND RESOURCES

Summer 2021

In summer 2021, Art Education graduate courses will be offered remotely, via online platforms; most M.Arch courses are hybrid or face-to-face except History of Architecture and Urban Planning which is remote; and the MFA Low-Residency will run courses remotely, and workshops in various modalities, some face-to-face and others hybrid, or with remote options.

I. Communication and Addresses

Switch to MassArt Email

After the semester starts, we will contact you by your MassArt email address only - please check it daily! Contact the IT Helpdesk (Tech Central) MassArt helpdesk@massart.edu), for assistance with your MassArt email address or password. Many Tech Central staff are working remotely so placing a phone call may take longer for a response: 617-879-7888.

Update Your Mailing Address and Phone Number

Update your mailing address, phone and home email address here – the office will update the database. Note that when the computer asks you to add a local address, it does not automatically update our records, so it is important to notify us via email at gradprogram@massart.edu. Please also let us know which addresses we may have that are no longer valid.

See the Graduate Program Contact Information Sheet for key college staff.

II. Registration, Student Progress & Transfer Credit, Add/Drop & Refund Policy

Graduate Registration: <https://massart.edu/graduate-students>

Summer and fall registration: Jonathan Rand registered students for required courses in these terms. Changes and additions to registration for summer must be done via email or written requests to Jonathan Rand, the Registrar, at jrand@massart.edu.

In June, students will want to seek advising with their Program Coordinator, for selection of any fall elective (or MFA Low-Res summer workshops. Elective choices are emailed to Jonathan Rand at jrand@massart.edu.

Degree Requirements

See your program requirement pdfs linked on your graduate program page. Start here:

<https://massart.edu/graduate-programs>

A pdf of Art Education Requirements will be emailed to students starting the MAT, TPP, BFA / MA and BFA / MAT programs in summer or fall 2021, and requirements are available in students' Progress, in Self-Service.

Add/Drop and Refund Policies SUMMER ONLY - 2021

To add a summer course, email the Registrar Jonathan Rand at jrand@massart.edu. Students who add course credits to the semester must provide payment or have pending financial aid in order to be registered.

To drop a course: email Jonathan Rand, the Registrar at jrand@massart.edu, and copy the graduate program office at nsavage@massart.edu.

The Registrar must have the request in writing (by email), by the deadline as described below, for any refund to be provided.

Refund Policy for Summer Only

Students will receive a full refund of all tuition and fees for credit courses, **if the course is dropped before the second class meeting day**. For example, for a class starting on a Tuesday, the drop must be processed no later than 11:59 p.m. of the Monday before the second meeting. After that no refunds will be issued

Add/Drop and Refund Policy for **fall 2021**

Graduate programs follow the college's fall and spring add/drop and refund deadlines and policies. The course add/drop deadline is September 21, 2021.

If a student needs to unexpectedly withdraw from all program courses **for fall**, they must do so prior to the start of the term, in writing, for a full refund (massart.edu/student-withdrawal-refund-policy). By 9/1/2021, students should email Jonathan Rand to drop courses, the Elizabeth Smith-Freedman in the Academic Resource Center at esmith-freedman@massart.edu for a Leave of Absence or Withdrawal form, their Program Coordinator and Nadia Savage in the Grad office at nsavage@massart.edu.

Academic Calendar

The academic calendar for 2020-21 is currently posted on MassArt's website: <https://massart.edu/academic-calendar>
Use the 2021-22 [academic calendar](#) posted on MassArt's wiki site, until it is available on the MassArt website.

MassArt Self-Service:

Program Progress, Schedule, and Transfer Credit Evaluations, Registration and Grades

[Log onto Self Service](#) with your MassArt NetID and password to see your course schedule, eventual grades and Program Plan or Progress. Check these for accuracy as you progress through the program. Instructions for Self-Service are here: <https://massart.edu/selfservice>

Send questions about information in Self-Service to Nadia Savage at nsavage@massart.edu, and to your Program Coordinator.

Immunization Records and Registration

Student's immunization records must be submitted to the college, generally in the SLATE portal. Students must submit these prior to starting on-campus courses. Students enrolled in summer submit these before their first class starts, and MFA Low-Res students submit them before June 28, 2021. **At this time, students may email immunization forms and questions to counseling@massart.edu**. If immunization records are not submitted, a restriction will be placed on student's accounts that prevents future term registration.

Continued on next page.

III. Academic and College Policies

Academic Policies

Refer to the Graduate Academic Policy document posted on the MassAr Wiki.

BFA-MA and BFA-MAT students follow the policies for the MAT-AE program listed in the 2018 document, with the exception of program time to completion. The document will be updated with BFA-MA and BFA-MAT policies this summer/fall.

<https://wiki.massart.edu/display/GRAD/Graduate+Programs>

<https://wiki.massart.edu/display/GRAD/Graduate+Academic+Policies>

College Policies

<https://massart.edu/student-handbook>

IV. Resources

MassArt Return to Learning and Making website: <https://massart.edu/return>

Please check for updates on MassArt's response to the covid-19 situation, and for MassArt resources and FAQ.

Public Safety

Read the Public Safety websites: <https://massart.edu/public-safety>

Use the link to sign up for **rave alerts** for closings related to weather and safety notices: <https://massart.edu/safety-college>

In fall, MassArt IDs will be made at Public Safety. In fall, MassArt IDs will grant access to MassArt buildings, grad studio and CAD labs; grant free general admission to Museum of Fine Arts, the ICA, Gardner Museum, and Photographic Resource Center (PRC); and they serve as the MassArt library card when a library barcode is attached (in fall).

MassArt Health Insurance

MassArt Health insurance, or an equivalent and approved alternate insurance policy, is required for any students enrolled in 9 or more credits in a term, and taking courses on campus or at an on-site location. This does not apply to courses taken via online platforms.

Waive and enroll in college health insurance at: <https://www.universityhealthplans.com/intro/MassArt.html>

Waive or enroll in college health insurance By June 7th.

These students will buy insurance coverage for July and August – 2 months (approximately \$576) if they do not waive the insurance. Returning MassArt students with full year college insurance are covered until July 31 and will buy 1 month of insurance. August insurance cost will be reimbursed for students who purchase fall, or full-year 20-21 college insurance.

Fall 2020, health insurance - for all students enrolled in 9 credits or more with on-campus courses

A fee will be charged for students enrolled in 9 credits or more, unless an insurance waiver is provided prior to course registration. Waive or enroll in college health insurance by June 30.

Optum Student Health Services & On-Campus Emergencies

<https://massart.edu/health-services>

<https://massart.edu/sites/default/files/OptumFAQ.pdf>

During summer, Optum Student Health Services, located on the 2nd floor of the College's Tree House Residence Hall, is closed. In fall their offices open, and they will be making appointments by phone.

For an on-campus emergency call Public Safety at 617-879-7810.

Counseling and Wellness Center

<https://massart.edu/counseling-wellness>

In summer counseling services are reduced and regular therapy sessions are not offered. Students may contact the office for consultation or crisis support after July 15 at counseling@massart.edu. The Counseling and Wellness website also lists a couple of organizations students may want to contact to phone or text for support.

Academic Resources

ADAAA – Americans with Disabilities Act Form

Students with disabilities seeking accommodation from the college must complete the ADAAA form.

<https://massart.edu/student-accessibility-services>

Academic Resource Center (ARC)

<https://massart.edu/academic-resource-center>

For academic support, contact the ARC via email to arc@massart.edu. Tutoring and writing support will be somewhat limited and on an "as needed" basis. Give the ARC several days advance notice for appointments.

Students requesting accommodations for a disability can use that ARC email address as well.

MassArt Morton Godine Library

<https://massart.edu/library>

Library staff are available and interested in helping students with online library needs for the summer. Students use their MassArt email and NetID/password to access online library services. A separate document on MassArt Library services is included in the Orientation packet.

Technology

<https://massart.edu/technology-resources>

The technology resources site provides links to student discounts on software and some hardware. In fall, Tech Central provides support to the college's computer labs and loans equipment to students.

Contact the IT Helpdesk (Tech Central) MassArt helpdesk@massart.edu, for assistance with your MassArt email address or password.

V. M.Arch Program Information

M.Arch Additional Resources <https://massart.edu/march-additional-resources>

This page includes links for Program Placement and Transfer Credit Evaluation, NAAB accreditation, studio culture policy, career and student organizations and other information.

Transfer Credit and Course Substitutions / Evaluation and Documentation

M.Arch students with prior course or experience towards M.Arch requirements MUST submit course syllabi and other evidence of their prior learning **asap**, for review by the Program Coordinator and Graduate Dean towards potential course exemptions and waivers. All documents must be submitted and approved prior to the start of the fall term.

Nadia Savage in the Graduate Program will work with Program Coordinator Paul Hajian, and the student, to ensure that evidence is reviewed and stored by the College, and will update students' program evaluation/ Self-Service "Progress".

Program Course Sequence and Progress through the Program

Program Coordinator, Paul Hajian has sent students initial plans for course registrations. These plans will be kept as student records for a period of time, and with any course exemptions that are approved by the Program Head and the Graduate Dean will be entered into the student's program on the college's database. Once entered, students will be able to check their progress through their final requirements online via MassArt Self-Service.

Nadia Savage in the Graduate Office at nsavage@massart.edu can help students review their progress.

National Architecture Accreditation Board (NAAB) Website

<http://naab.org>

Read the NAAB Conditions for Accreditation 2014 edition paying particular attention to the "Student Performance Criteria", and Procedures for Accreditation 2014 edition on the website.