

# Tuition, Policies, & Procedures

---



## **REGISTRATION POLICIES & PROCEDURES**

Students must complete the published registration procedures each semester, including payment of all tuition and fees, to gain admission to classes.

No student can be registered until all registration procedures have been completed. Class sizes are limited; early registration is advised. Registration priority in all sections is given to matriculated students.

### **Registering for Continuing Education Classes**

Students should refer to page two. Matriculated MA, BFA, and certificate candidates must register through the University registrar for all courses.

### **How to Cancel Registration Before a Course Begins**

Students who cancel their registration at any time prior to the start of classes will receive a full refund of tuition paid, less the \$25 registration fee and any other applicable fees, provided they notify the School of Art & Design in writing either by certified mail, fax, email, or in person prior to the start of the class(es) for which they have registered. Cancellation will be dated from the day such notice of cancellation is postmarked, faxed, emailed, or submitted in person.

### **How to Withdraw from a Course Once It Has Begun**

Students wishing to withdraw must notify the School of Art & Design in writing by certified mail or via fax, email, or in person to the Continuing Education Office. Refunds will be calculated from the date such notification is postmarked, faxed, emailed, or submitted in person.

### **Academic Advising**

Students receive academic advising services from the Continuing Education Office. A continuing education student may request an appointment to meet with an advisor at 617.994.4235 or 617.994.4233.

### **A Note for International Students**

United States immigration policy no longer permits students on B-1 (business) or B-2 (tourist) visas to enroll in courses at any college or university. If you are in the United States on a B-type visa, you will not be allowed to enroll in courses at the School of Art & Design at Suffolk University.

### **English Proficiency Requirement**

All non-native English speakers must demonstrate proficiency in the English language. Upon registering for courses, students may be required to have their English language skills evaluated.



# Tuition, Policies, & Procedures

## TUITION & FEES

### Tuition

Tuition is payable by check, money order, MasterCard, Visa, Discover, or American Express. For applicants whose expenses will be paid by a company or by a public or private agency, please refer to the "Payment Options" section for more information.

### Tuition Rate

Continuing Education: \$384 per credit

Studio Fee: Courses with an "S" preceding the course number include a studio fee of \$160 in addition to the per-credit charge. The studio fee is already incorporated into the tuition for studio classes listed in this catalogue.

### Fees

These fees are nonrefundable:

- Registration Fee \$25  
All students taking courses for continuing education credit are required to pay the registration fee. This fee is charged each term in addition to tuition and must be submitted at the time of registration.
- Late Fee \$20  
The late fee applies to students registering after the start of the semester. This late fee is applicable in addition to the \$25 registration fee.
- Deferred Payment Processing Fee \$10
- Check Redeposit Fee \$50

### Estimated Expenses for Books and Supplies

Students are expected to purchase their own art supplies and books. Studio courses involving traditional media (i.e. paint, charcoal, paper, etc.), have an estimated supply cost between \$125–\$150. Actual amounts may vary widely from course to course.



### Health Insurance

Massachusetts state law requires that all students taking nine or more credits in a term have adequate health coverage. Suffolk University will provide any student registered for nine or more credits per term with health insurance through the Chickering Insurance Company. If you already have health insurance and are registering for nine or more credits as a continuing education student, you will need to formally waive the University's health insurance to avoid being charged. International students, regardless of their credit load, will be automatically enrolled in Suffolk University's student health insurance plan. Waivers are granted at the discretion of the Office of Health & Wellness Services. Please visit [www.suffolk.edu/health](http://www.suffolk.edu/health) for up-to-date information.

### Disability Services

Location: 73 Tremont Street, 7th Floor  
Web Site: [www.suffolk.edu/disability](http://www.suffolk.edu/disability)  
Phone: 617.994.6820

Disability Services functions as the ADA compliance office and coordinates services for students with disabilities at Suffolk. In all cases, appropriate diagnostic documentation is required to receive disability services at Suffolk.

# Tuition, Policies, & Procedures

---

## PAYMENT OPTIONS

### Deferred Payment

This option is available, at the director's discretion, to students whose term tuition exceeds \$800. Such students have the option of paying their tuition in two installments: 50% at the time of registration and 50% within 30 days of the start of the semester.

A \$10 processing fee is charged for this option. All fees must be paid with the first tuition installment. Please note that the balance for deferred payments is due 30 days from the start of the semester, not the start of the course. There is only one due date per semester for all deferred payments. If you are interested in this option, call the Continuing Education Office at 617.994.4235 before registering.

### Third Party Billing

Those whose tuition and fees will be paid by a third party (e.g. an employer) must provide a letter of intent or a purchase order from the funding agent at the time of registration. The letter of intent should state that all tuition and fees will be paid unconditionally. This letter allows a student to register; it does not act as a deferment of payment. The University will send the third party an invoice. Full payment of this invoice is due no later than 30 days after the start of the semester. If the third party fails to pay at that time, the student is obligated to pay the tuition.

If a company has a tuition reimbursement policy (i.e. the company pays for a course after completion), it is the student's responsibility to pay the University for all tuition and fees at the time of registration and arrange for personal reimbursement with his/her employer.

**Please note:** *Third party billing is a privilege. The School of Art & Design reserves the right to decline this payment option at any time.*

### Policy on Overdue Accounts

According to University policy, no official transcripts or diplomas will be made available until all financial obligations to the University have been met. In addition, those with outstanding balances will not be allowed to register with the Continuing Education Office until their accounts are clear. Reasonable collection costs, including attorney fees, will be added to delinquent accounts.

## COURSE AND CLASS CANCELLATION

The School of Art & Design reserves the right, in the case of insufficient enrollment, to cancel any course. If this occurs, students will be notified and may select a substitute course or receive a full refund. Classes will not be held on national or state holidays, and these particular days are listed on the term calendar. In case of cancellations due to instructor illness, we will attempt to notify students as far in advance as possible.

Cancellations due to inclement weather conditions will be announced on radio stations WBZ 1030 AM and WXKS 108 FM and on television stations WBZ (Channel 4), WCVB (Channel 5), and WHDH (Channel 7). Delay and closing information is also recorded on the University's voicemail system and can be accessed by dialing the main number, 617.573.8000.



# Tuition, Policies, & Procedures

---



## CREDITS

In the case of studio courses, a credit is defined as a total of 30 hours of class time. Most School of Art & Design courses are studio courses (indicated by the letter S preceding the course number). In the case of academic courses, the School defines a credit as a total of 15 hours of class time.

## Applying Credits toward BFA or Certificate Requirements

Courses taken by Continuing Education students may later be applied toward BFA or Electronic Graphic Design certificate requirements, provided the student has applied to and been accepted into the designated program. A maximum of 30 credits can be applied toward the BFA programs and a maximum of nine credits for the Electronic Graphic Design certificate. In both cases, a tuition differential will be applied. Please see the *Tuition Differential Policy* section below for details. Only credit-bearing courses in which a grade of C or better has been earned may be applied; credits awarded will be considered transfer credits.

**Please note:** *While individuals may elect to take additional courses as Continuing Education students, credits earned beyond the above stated transfer maximums cannot be applied toward certificate or degree requirements. For students considering graduate study, please refer to "Waiving Master's Program Preparatory Requirements".*

## Waiving Master's Program Preparatory Requirements

Courses taken as a continuing education student earn undergraduate credit only and are therefore not directly applicable to graduate programs. However, undergraduate credits earned as a continuing education student can later be used to waive the undergraduate-equivalent preparatory coursework required in the MA programs. Please note: Students planning on matriculating into the Master's of Interior Design program should **not** take Construction Documents (ADI S372) nor Interior Marketing and Contracts (ADI 384) as CE students.

**Please note:** *Under no circumstances may credits taken by Continuing Education students be applied toward the course requirements (30 credits at the 700-level or above) of our master's programs.*

## Tuition Differential Policy

Continuing education students who took courses which are applicable to BFA or certificate program requirements must pay the tuition differential for those courses upon matriculating into a formal program of study. The student is responsible for paying the tuition differential for each course which he/she wishes to upgrade from continuing education to BFA or certificate credit. This differential calculation is based on the tuition rates for the semester(s) during which the student completed applicable courses. For example, a student took 2-Dimensional Design for continuing education credit in fall 2010 and paid \$1,312. In the fall of 2010, BFA credit for this course was \$2,251. Upon changing his status from continuing education to BFA, the student is responsible for paying the difference of \$939 to apply the course toward his BFA requirements.

# Tuition, Policies, & Procedures

---



## GRADES

Grades are issued by the University registrar at the end of each semester. All students will receive a grade report unless financial obligations to the University have not been met.

### Grades Issued for Courses are as Follows:

A (Outstanding), B (Above Average), C (Average), D (Poor), F (Failure), I (Incomplete), L (Lost), W (Withdrawn). Letter grades of A, B, C, D, and F carry numerical values of 4, 3, 2, 1, and 0, respectively. A (+) notation will add 0.3 to the numerical value of a letter grade (e.g. B+ equals 3.3) and a (-) notation will similarly subtract 0.3 (e.g. B- equals 2.7).

A grade of I (Incomplete) indicates a student has done passing work in a course but has not yet submitted all the work required for a formal evaluation. The I is awarded at the instructor's discretion only if the student has completed at least half of the course requirements satisfactorily at the end of the semester, and there is a reasonable expectation that all course requirements can be completed in one academic year. Unless an I is formally reevaluated by the instructor within one academic year, it automatically converts to an F.

A grade of L (Lost) is awarded when a student's name appears on a roster, but the student never appears in class or disappears before being formally evaluated by the instructor.

A grade of W signifies official withdrawal from a course and is assigned administratively if a student drops a course between the end of the drop/add period and the semester's withdrawal deadline, or when a student drops or withdraws from the School after the semester's deadline with approval from the director of continuing education and preparatory programs. Permission is given only for valid cause, such as debilitating illness, relocation, serious family crisis, or other circumstances beyond a student's control.

## DISMISSAL

Plagiarism, cheating, and stealing will be considered grounds for dismissal. In addition, the School reserves the right to withdraw the privileges of enrollment from any student whose activities or behavior are disruptive to the ongoing educational and professional life of the School, or from any student who fails to meet his or her financial obligations to the School in a timely manner.

## REFUND POLICY

Continuing education students withdrawing from a course will receive refunds on tuition, less the \$25 registration fee and any other applicable fees, according to the following schedule within 30 days of the receipt of the written notice of withdrawal. Refunds for withdrawing students are calculated from the start date of each course until the date written notice of withdrawal is postmarked, faxed, emailed, or submitted in person. The refund is based on the number of classes that have been held, not the number of classes the student attended. There is no refund for workshops. The Pre-Graduate Summer Program and Accelerated Graphic Design programs have separate refund policies.

### Refund Schedule

The percentages indicated below are percentages of total term tuition due.

Withdrawal after the 1st class	90% refund
Withdrawal after the 2nd class	70% refund
Withdrawal after the 3rd class	50% refund
Withdrawal after the 4th class or any class thereafter	No refund

# Tuition, Policies, & Procedures

## ADMINISTRATIVE POLICIES

### Changes

This catalogue does not constitute a contractual agreement. The School reserves the right to change programs, courses, policies, fees, or faculty described in this publication at its discretion.

### Non-Discriminatory Policy

The School does not discriminate on the basis of race, color, national origin, religion, sex, age, disability, sexual orientation, or Vietnam-era or disabled veteran status in its employment, admissions policies, or in the administration of, operation of, or access to its academic or non-academic programs and policies. It does not discriminate on the basis of disability in violation of Section 504 of the Rehabilitation Act of 1973. College of Arts and Sciences student and applicant inquiries regarding disabilities and Section 504 of the Rehabilitation Act of 1973 may be directed to the dean of students, 73 Tremont Street, 12th floor, tel: 617.573.8239.

### Rights and Privacy

(Buckley Amendment)

In keeping with the provisions of the Family Educational Rights and Privacy Act of 1974 (P.L. 93-380) as amended (P.L. 93-568), also known as the Buckley Amendment, the University will provide eligible students or their parents the opportunity to review the student's educational records, to seek corrections of information contained in those records, and to limit disclosure of information contained in those records. The University is required to give students or their parents annual written notice of these rights and the right to file complaints with the Department of HEW concerning alleged failures by the institution to comply with the requirements of the act. A written policy governing institutional record-keeping is on file at the registrar's office.



### Americans with Disabilities Act

The Americans with Disabilities Act (ADA) prohibits discrimination against persons with disabilities. This law assures that persons with disabilities have access to employment, public accommodation, public service, transportation and telecommunications programs, and services.

### Eligibility

Students enrolling in continuing education division courses must be 18 years or older and be high school graduates or possess the equivalent of a high school education (i.e. GED). The School reserves the right to ensure international students have demonstrated proficiency in the English language in order to enroll in continuing education courses. Exceptions to these rules may be made at the discretion of the director of continuing education and preparatory programs for applicants of unusual motivation or ability. Students intending to apply continuing education division courses toward BFA or certificate requirements must consult the general catalogue and complete an application and change of status procedure.

# Tuition, Policies, & Procedures

---

## **POLICY ON STUDENT ARTWORK**

### **Statement of Use**

Suffolk University reserves the right to retain artwork produced by students for exhibition and reproduction as part of their program of study while enrolled at the University, and has a non-exclusive, royalty-free, worldwide license to photograph, tape, reproduce, or otherwise use or display student work for marketing, promotional, archival, reference, research, classroom, educational, and other purposes. Students will be credited for the use of such reproductions at the discretion of the University. Reproductions of student artwork may be edited at the University's discretion, but in doing so, the University will make a good faith effort to act respectfully and responsibly so as not to unduly compromise the integrity of the original artwork.

### **Abandoned Student Artwork**

Student artwork left on Suffolk University's premises must be picked up within one week of the end of each academic semester because of limited space on campus. Any property remaining after that date shall be considered abandoned and it will become the property of Suffolk University, unless a formal arrangement has been made with a faculty member or administrator to retain the work beyond this deadline. The University will not be responsible for the location and/or condition of abandoned student artwork.

