2014/2015

COLLEGE CATALOG

LYME ACADEMY COLLEGE OF FINE ARTS

A College of the
University *of* New Haven

84 LYME STREET
OLD LYME, CT 06371
www.lymeacademy.edu

Office of the Dean: 8/7/14
See the College website for the latest version.

Table of Contents

Mission and Accreditation	**3**
Programs of Study	**5**
Foundation	6
Drawing	7
Illustration	10
Painting	12
Sculpture	15
Post Baccalaureate Certificate	18
Liberal Arts	20
Minor in Art History	20
College Faculty	21
Library, Galleries, and Art Store	24
Academic Calendar	**25**
Definition of Academic Year, Credit-Hours, & Minors	**26**
Course Descriptions	**27**
Academic Policies and Procedures	**61**
Records	62
Enrollment and Registration	63
Transfer Policies	63
Add/Drop, Independent Study	64
Advising and Auditing	65
Change of Major	66
Exhibition Expectations, and Mobility	67
Good Standing, Academic Progress	68
Grading System	70
Probation and Dismissal	71
Graduation Requirements	71
Attendance	72
Incompletes	73
Withdrawal from Courses	73
Separation from the College: Withdrawal and Leave of Absence	74
Academic Grievance Procedure	77
Academic Integrity	78
Financial Matters: Tuition, Fees, and Aid	**80**
Student Services: Health, Disabilities, Safety, and Support	**88**
Student Organization	90
Student Code of Conduct	92
General Information	**105**
Hours of Operation and Emergency Closings	105
Exhibition, Studio Access, and Safety	105
Studio Etiquette and Documentation policies	107
Parking, Safety, and Security	110
Board of Trustees	**113**

LYME ACADEMY COLLEGE OF FINE ARTS

A College of the University *of* New Haven

The Mission

The mission of Lyme Academy College of Fine Arts is to educate aspiring artists through a rigorous studio curriculum rooted in figurative and representational art. The College offers a comprehensive liberal arts education essential for advanced critical and creative thought. The program reflects a deep respect for both traditional and innovative forms of teaching and provides an unrivalled foundation for developing unique visual expressions. Upon completion of their studies, students will be equipped not only to articulate their culture, but also to give it shape and substance.

Program Goals

- Craftsmanship and technical skill in the use of materials and methods
- Discipline, as intuition and creativity subjected to judgment and revision
- Knowledge of history of art, ideas, and human experience
- Critical thinking about ideas, events, intentions, and issues in contemporary culture
- Mastery of writing and oral skills
- Commitment to a relentless pursuit of excellence
- Inspiration to fuel the intention and direction of the work
- Respect and tolerance for authenticity and diversity in the search for intellectual and aesthetic integrity
- Integration of the subjective, rational, and technical in artistic practice

LYME ACADEMY COLLEGE OF FINE ARTS

A College of the University *of* New Haven

Accreditation

Lyme Academy College of Fine Arts is proud to be accredited by the New England Association of Schools and Colleges (NEASC), the National Association of Schools of Art and Design (NASAD), and the Connecticut Office of Higher Education.

Academic Progress and Student Responsibility

Each student is responsible for observing all regulations in this Catalog and those published elsewhere by the College. When in doubt about any College regulation, students should seek advice from their academic advisor, the Office of the Dean, or the appropriate member of the faculty or staff.

Advising

Advisors are assigned when students first enter the school. An attempt is made to place students with advisors from their chosen major, however many new students are undecided when they arrive and others may decide to change their major once they enter the program. If a student wishes to change his or her advisor, he or she should contact the Office of the Dean.

Policy Changes

The Lyme Academy College of Fine Arts reserves the right to alter policies pertaining to courses, fees, scheduling, and other information in this Catalog as deemed necessary for the proper functioning of the College.

Non-Discrimination Policy

Lyme Academy College of Fine Arts gives equal consideration to all applicants for admission and financial aid, and conducts all educational programs, activities, and employment practices without regard to race, color, gender, religion, national origin, sexual orientation, ethnic background, or disability.

Direct inquiries to: Office of the Dean
Lyme Academy College of Fine Arts
84 Lyme Street
Old Lyme, CT 06371

LYME ACADEMY COLLEGE OF FINE ARTS
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The College

Programs of Study

BFA Degree

The 120-credit Bachelor of Fine Arts degree is designed to combine a solid, substantial foundation of technical and conceptual skills in the visual arts with the critical thinking and communication skills essential for success in today's complex art world.

Certificate

The 90-credit Certificate in Painting or Sculpture is a program for students who do not wish to pursue a BFA degree. The Three-Year Certificate program includes the same balanced curriculum with fewer studio and liberal arts requirements.

Post-Baccalaureate Certificate

This program has been developed for the individual who has completed an undergraduate degree, and who wishes to strengthen conceptual abilities or studio skills, and/or develop a cohesive body of work to qualify for graduate school or other professional opportunities. The 30-credit program is two semesters of full-time study.

Foundation Program

The Foundation program provides all entering students with a common first year experience that prepares them for a successful transition to their sophomore year and choice of major. The program develops fundamental artistic proficiencies in drawing, painting, sculpture, color, and design based on the observation of nature including the human figure. Students successfully completing the Foundation curriculum are able to demonstrate a consistent level of basic competencies including an understanding of visual arts principles and the ability to translate the observed environment into drawn, painted, and sculpted form with a reasonable degree of technical skill and vivacity.

New Student Seminars

The New Student Seminars are a year-long non-credit series of presentations that are required for graduation. The purpose of the seminars is to give additional educational focus to students' preparation for collegiate success and professional readiness. Grading is based on attendance and participation, and is strictly "Pass/Fail." Successful completion of the Freshmen Seminars is a requirement for graduation. Students who are not required to attend the seminars are welcome to attend any session they would like on a space available basis.

Drawing with minors

Randy Melick, Chair
rmelick@lymeacademy.edu

The Drawing program supports the B.F.A. degree as a whole by offering all matriculated students the opportunity to develop their intellectual and artistic faculties through work in a variety of drawing-based artistic forms. The Drawing program, which can be pursued as the student's major program of study, is comprised of a sequence of courses that addresses representational drawing's means of conveyance as well as its broader areas of concern in a progression designed to foster each student's ability through drawing to achieve independently conceived artistic ends. Both as a contributory tool in the service of painting, sculpture or illustration and as an independent art form pursued and practiced by Drawing majors, work in the drawing program is meant to contribute significantly to an expansion in students' capacites for learning in ways in keeping with the broader goals of undergraduate education in art.

The sequence of courses in the B.F.A. Drawing major program includes and follows upon students' successful completion of Drawing I or equivalent approved foundation drawing transfer credits. The progression of drawing courses, which is reflected in the 100-, 200-, 300- and 400-level course numbering system, provides flexibly to correspond with students' advancement as undergraduates.

The Drawing major comprises 33 drawing credits in total which includes three credits in printmaking, three credits in second-year independent work, and nine credits in Senior Studio, in connection with which work is created for inclusion in the Senior Exhibition. Drawing majors must choose to minor in Painting or Sculpture which will entail taking 15 credits of predetermined courses and 6 credits of electives in either one of those departments. They will choose from among all four majors in earning 6 required studio elective credits and pursue 15 credits in art history and 30 credits in course work in other liberal arts and science.

BFA in Drawing with Painting Minor

FALL			SPRING		
FIRST YEAR		credits			credits
DR150	DRAWING I	3	DR155	DRAWING I	3
PT161	2D DESIGN	1.5	SC166	3D DESIGN	1.5
PT100	PAINTING I	3	PT105	PAINTING I	3
SC150	SCULPTURE I	3	SC155	SCULPTURE I	3
AHS170	ART HIST - SURVEY	3	AHS175	ART HIST - SURVEY	3
ENG100	ENGLISH COMP.	3	ENG105	LITERATURE & COMP.	3
		16.5			16.5
SECOND YEAR		credits			credits
DR215	CALLIGRAPHIC DRAWING +	1.5	DR277	IND. DRAWING PROJECTS+	3
DR210	FIGURE DRAWING I +	3	DR345	CHIAROSCURO DRAWING +	3
PT260	PAINTING II: OBSERVATION	3	PT265	PAINTING II: FIGURE	3
PER150	PERSPECTIVE	1.5	PER155	PERSPECTIVE	1.5
ANA190	ANAT I	1.5	ANA195	ANAT II	1.5
MAT101	MATHEMATICS	3	HUMXXX	HUMANITIES REQUIREMENT	3
PT212	INTRO. DIGITAL IMAGING	1.5			
		15.0			15.0
THIRD YEAR		credits			credits
DR320	FIGURE DRAWING II +	1.5	DR335	FIGURE DRAWING III +	1.5
DR24X	PRINTMAKING	3	DR382	NARRATIVE DRAWING +	1.5
PT360	PAINTING III	3	PTXXX	PAINTING ELECTIVES	3
XXX	STUDIO ELECTIVES	1.5	XXX	STUDIO ELECTIVES	3
SCIXXX	SCIENCE	4	AHS375	CONTEMP ART CRIT	3
AHS250	ART HISTORY: MODERNISM	3	SOCXXX	SOCIAL SCIENCE	3
		16.0			15.0
FOURTH YEAR		credits			credits
DR490	SENIOR STUDIO - DRAW	4.5	DR495	SENIOR STUDIO - DRAW	4.5
XXX	STUDIO ELECTIVES	1.5	XXX	STUDIO ELECTIVES	1.5
PTXXX	PAINTING ELECTIVES	3	XXX	GENERAL ELECTIVE	3
SOCXXX	SOCIAL SCIENCE	3	AHS4XX	ART HISTORY SEMINAR	3
LBS490	PROFESSIONAL PRACTICE	2			
		14.0			12.0
				TOTAL CREDITS	120.0

LYME ACADEMY COLLEGE OF FINE ARTS
A College of the University of New Haven

+ Drawing majors must earn a minimum grade of C- to receive credit within their major.

BFA in Drawing with Sculpture Minor

FALL			SPRING		
FIRST YEAR		credits			credits
DR150	DRAWING I	3	DR155	DRAWING I	3
PT161	2D DESIGN	1.5	SC166	3D DESIGN	1.5
PT100	PAINTING I	3	PT105	PAINTING I	3
SC150	SCULPTURE I	3	SC155	SCULPTURE I	3
AHS170	ART HIST - SURVEY	3	AHS175	ART HIST - SURVEY	3
ENG100	ENGLISH COMP.	3	ENG105	LITERATURE & COMP.	3
		16.5			16.5
SECOND YEAR		credits			credits
DR215	CALLIGRAPHIC DRAWING +	1.5	DR277	IND. DRAWING PROJECTS +	3
DR210	FIGURE DRAWING I +	3	DR345	CHIAROSCURO DRAWING +	3
SC220	FIGURE SCULPTURE	3	SC225	FIGURE SCULPTURE	3
PER150	PERSPECTIVE	1.5	PER155	PERSPECTIVE	1.5
ANA190	ANAT I	1.5	ANA195	ANAT II	1.5
MAT101	MATHEMATICS	3	HUMXXX	HUMANITIES REQUIREMENT	3
PT212	INTRO. DIGITAL IMAGING	1.5			
		15.0			15.0
THIRD YEAR		credits			credits
DR320	FIGURE DRAWING II +	1.5	DR335	FIGURE DRAWING III +	1.5
DR24X	PRINTMAKING	3	DR382	NARRATIVE DRAWING +	1.5
SCXXX	SCULPTURE ELECTIVES	3	SC275	SCULPTURE COMPOSITION II	3
SCIXXX	SCIENCE	4	XXX	STUDIO ELECTIVES	3
AHS250	ART HISTORY: MODERNISM	3	AHS375	CONTEMP ART CRIT	3
			SOCXXX	SOCIAL SCIENCE	3
		14.5			15.0
FOURTH YEAR		credits			credits
DR490	SENIOR STUDIO - DRAW	4.5	DR495	SENIOR STUDIO - DRAW	4.5
XXX	STUDIO ELECTIVES	4.5	SCXXX	SCULPTURE ELECTIVES	3
SOCXXX	SOCIAL SCIENCE	3	AHS4XX	ART HISTORY SEMINAR	3
LBS490	PROFESSIONAL PRACTICE	2	XXX	GENERAL ELECTIVE	3
		14.0			13.5
			TOTAL CREDITS		120.0

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LYME ACADEMY COLLEGE OF FINE ARTS
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Illustration

David Wenzel, Illustration Faculty Contact
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The 120-credit Bachelor of Fine Arts in Illustration develops each student's ability to create compelling and effective visual communication, built on a solid grounding in drawing, design, painting, liberal arts, and art history. The systematic development of drawing abilities and competency in anatomy provides students with the high level of technical skill that supports a personal vision as an artist and communicator, where creativity is enabled by craft.

Specialized Illustration courses focus on the development of each student's ability to convey information, tell stories and express ideas through image making. Skill development includes idea generation, professional collaboration, and digital production. Technology is integrated into the curriculum as a means to communicate, create and collaborate, alongside and in conjunction with traditional art-making processes. Professional planning, production and presentation skills are advanced throughout the program, as well as an understanding of Illustration and its companion industries.

Content is structured in an ordered sequence to progressively develop student comprehension and mastery. Elective courses and independent studies with the College's skilled faculty enable students to augment the core curriculum to advance individual areas of interest, including printmaking, digital image manipulation, animation, and video.

BFA in Illustration

FALL			SPRING		
FIRST YEAR		credits			credits
DR150	DRAWING I	3	DR155	DRAWING I	3
PT161	2D DESIGN	1.5	SC166	3D DESIGN	1.5
PT100	PAINTING I	3	PT105	PAINTING I	3
SC150	SCULPTURE I	3	SC155	SCULPTURE I	3
AHS170	ART HIST - SURVEY	3	AHS175	ART HIST - SURVEY	3
ENG100	ENGLISH COMP.	3	ENG105	LITERATURE & COMP.	3
		16.5			16.5
SECOND YEAR		credits			credits
ILU100	INTRO TO ILLUSTRATION +	3	ILU155	ILLUSTRATION I +	3
PT260	PAINTING II	3	DR277	IND DRAWING PROJECTS	3
DR210	FIGURE DRAWING I	3	AHS275	HIST OF ILLUSTRATION	3
PER150	PERSPECTIVE	1.5	PER155	PERSPECTIVE	1.5
ANA190	ANAT I	1.5	ANA195	ANAT II	1.5
MAT101	MATHEMATICS	3	HUMXXX	HUMANITIES REQUIREMENT	3
PT212	INTRO DIGITAL IMAGING	1.5			
		16.5			15.0
THIRD YEAR		credits			credits
ILU250	ILLUSTRATION II +	3	ILU355	ILLUSTRATION III +	3
XXX	STUDIO ELECTIVE	3	ILUXXX	ILLUSTRATION ELECTIVE	1.5
DR320	FIGURE DRAWING II	1.5	XXX	STUDIO ELECTIVES	3
SCIXXX	SCIENCE	4	AHS375	CONTEMP ART CRIT	3
AHS250	ART HISTORY: MODERNISM	3	SOCXXX	SOCIAL SCIENCE	3
		14.5			13.5
FOURTH YEAR		credits			credits
ILU460	SENIOR PROJECT	6	ILU465	SENIOR PROJECT	6
ILU470	SENIOR PORTFOLIO	3	ILU475	SENIOR PORTFOLIO	3
SOCXXX	SOCIAL SCIENCE	3	XXX	STUDIO ELECTIVE	1.5
LBS490	PROFESSIONAL PRACTICE	2	XXX	GENERAL ELECTIVE	3
		14			13.5
			TOTAL CREDITS		120.0

+ Illustration majors must earn a minimum grade of C- to receive credit within their major.

LYME ACADEMY COLLEGE OF FINE ARTS
A College of the University of New Haven

Painting

Susan Stephenson, Chair
sstephenson@lymeacademy.edu

The primary educational goals for the painting major are knowledge of and proficiency in painting practice based on the observation of nature, including the human figure and supported by craftsmanship, individual initiative, creativity, and the ability to interpret ideas through artistic expression.

The program requires students to understand historical and contemporary examples of painting and to integrate that knowledge into studio practice. Students will demonstrate a thorough understanding of value, color, composition, and expression through the study of anatomy, life drawing, perspective, and design and the role these elements play in conveying meaning and vivacity. Students will be competent in the use of media such as oil, watercolor, egg tempera, and pastel and will demonstrate through robust and substantial works. Proficiency in a range of painting modes including the figure, landscape, portrait, and still life.

BFA in Painting

FALL			SPRING		
FIRST YEAR		credits			credits
DR150	DRAWING I	3	DR155	DRAWING I	3
PT161	2D DESIGN	1.5	SC166	3D DESIGN	1.5
PT100	PAINTING I	3	PT105	PAINTING I	3
SC150	SCULPTURE I	3	SC155	SCULPTURE I	3
AHS170	ART HIST - SURVEY	3	AHS175	ART HIST - SURVEY	3
ENG100	ENGLISH COMP.	3	ENG105	LITERATURE & COMP.	3
		16.5			16.5
SECOND YEAR		credits			credits
PT260	PAINTING II +	3	PT265	PAINTING II +	3
PT212	INTRO TO DIGITAL IMAGING	1.5	DR277	IND DRAWING PROJECTS	3
PT373	FIGURE PAINTING	1.5	XXX	STUDIO ELECTIVE	1.5
DR210	FIGURE DRAWING I	3	XXX	STUDIO ELECTIVE	1.5
PER150	PERSPECTIVE	1.5	PER155	PERSPECTIVE	1.5
ANA190	ANAT I	1.5	ANA195	ANAT II	1.5
MAT101	MATHEMATICS	3	HUMXXX	HUMANITIES REQUIREMENT	3
		15.0			15.0
THIRD YEAR		credits			credits
PT360	PAINTING III +	3	PT365	PAINTING III: JR PTG PROJ +	3
PT330	METHODS & MATERIALS	3	PT335	LARGE SCALE PAINTING	3
DRXXX	DRAWING OPTIONS **	3	XXX	STUDIO ELECTIVE	3
SCIXXX	SCIENCE	4	AHS375	CONTEMP. ART CRITICISM	3
AHS250	ART HISTORY: MODERNISM	3	SOCXXX	SOCIAL SCIENCE	3
		16.0			15.0
FOURTH YEAR		credits			credits
PT460	SENIOR STUDIO	4.5	PT465	SENIOR STUDIO	4.5
XXX	STUDIO ELECTIVE	4.5	XXX	GENERAL ELECTIVE	3
LBS490	PROFESSIONAL PRACTICE	2	XXX	STUDIO ELECTIVE	1.5
SOCXXX	SOCIAL SCIENCE	3	AHS4XX	ART HISTORY SEMINAR	3
		14.0			12.0
			TOTAL CREDITS		120.0

+Painting majors must earn a minimum grade of C- to receive credit within their major.

****Drawing Options:** Figure Drawing II, 1.5 cr. / Figure Drawing III, 1.5 cr. / Calligraphic Drawing, 1.5 cr. / Chiaroscuro, 3 cr. / Printmaking 1.5 cr.

LYME ACADEMY COLLEGE OF FINE ARTS
A College of the University of New Haven

Certificate in Painting

FALL			SPRING		
YEAR ONE		credits			credits
DR150	DRAWING I	3	DR155	DRAWING I	3
PT161	2D DESIGN	1.5	SC166	3D DESIGN	1.5
PT100	PAINTING I	3	PT105	PAINTING I	3
SC150	SCULPTURE I	3	SC155	SCULPTURE I	3
ANA190	ANATOMY I	1.5	ANA195	ANATOMY II	1.5
AHS170	SURVEY ART HISTORY	3	AHS175	SURVEY ART HISTORY	3
		15.0			15.0
YEAR TWO		credits			credits
PT260	PAINTING II +	3	PT265	PAINTING II +	3
PT373	FIGURE PAINTING	1.5	DR24X	PRINTMAKING	1.5
PT212	INTRO. TO DIGITAL IMAGING	1.5	XXX	STUDIO ELECTIVE	3
DR210	FIGURE DRAWING I	3	DR277	IND. DRAWING PROJECTS	3
DR215	CALLIGRAPHIC DRAWING	1.5	PER155	PERSPECTIVE	1.5
PER150	PERSPECTIVE	1.5	XXX	STUDIO ELECTIVE	3
XXX	STUDIO ELECTIVE	3			
		15.0			15.0
THIRD YEAR		credits			credits
PTXXX	PAINTING ELECTIVE *	3	PTXXX	PAINTING ELECTIVE *	3
PT360	PAINTING III +	3	PT365	PAINTING III +	3
PT330	METHODS & MATERIALS	3	DRXXX	DRAWING OPTIONS **	3
DRXXX	DRAWING OPTIONS **	3	XXX	STUDIO ELECTIVE	6
XXX	STUDIO ELECTIVE	3			
		15.0			15.0
			TOTAL CREDITS		90.0

+ C- or above required to receive credit within the major.

***Coursework to be determined in concert with advisor.**

****Drawing Options:** Chiaroscuro, 3 credits / Figure Drw. II and III, 1.5 credits. / Narrative Drawing, 3 credits

LYME ACADEMY COLLEGE OF FINE ARTS

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Sculpture

Brian Booth Craig, Chair
bcraigwankiiri@lymeacademy.edu

The primary educational goals for the sculpture major are knowledge of and proficiency in sculptural practice based on the observation of nature including the human figure and supported by craftsmanship, individual initiative, creativity, and the ability to interpret ideas through artistic expression.

The program requires students to understand historical and contemporary examples of sculpture and to integrate that knowledge into studio practice. Informed by proficiency in life drawing, knowledge of anatomical structure, and an understanding of three-dimensional composition, students will demonstrate their ability to articulate forms, in the round and in relief, and to produce robust and convincing sculptures in such modes as the figure and the portrait. Students will be competent in the use of sculptural materials and methods of casting.

BFA in Sculpture

FALL			SPRING		
FIRST YEAR		credits			credits
DR150	DRAWING I	3	DR155	DRAWING I	3
PT161	2D DESIGN	1.5	SC166	3D DESIGN	1.5
PT100	PAINTING I	3	PT105	PAINTING I	3
SC150	SCULPTURE I	3	SC155	SCULPTURE I	3
AHS170	ART HIST - SURVEY	3	AHS175	ART HIST - SURVEY	3
ENG100	ENGLISH COMP.	3	ENG105	LITERATURE & COMP.	3
		16.5			16.5
SECOND YEAR		credits			credits
SC220	FIGURE SCULPTURE +	3	SC225	FIGURE SCULPTURE +	3
SC291	ÉCORCHÉ	1.5	SC275	SCULPTURE COMP II +	3
PT212	INTRO. DIGITAL IMAGING	1.5	XXX	STUDIO ELECTIVE	1.5
DR210	FIGURE DRAWING I	3	DRXXX	DRAWING OPTIONS **	3
PER150	PERSPECTIVE	1.5	PER155	PERSPECTIVE	1.5
ANA190	ANAT I	1.5	ANA195	ANAT II	1.5
MAT101	MATH	3	HUMXXX	HUMANITIES REQUIREMENT	3
		15.0			16.5
THIRD YEAR		credits			credits
DR320	FIGURE DRAWING II	1.5	DRXXX	DRAWING OPTIONS	1.5
DR215	CALLIGRAPHIC DRAWING	1.5	SC375	SCULPTURE COMP III +	3
SC330	MOLD AND CASTING	1.5	SC335	MOLD AND CASTING	1.5
XXX	STUDIO ELECTIVE	3	XXX	STUDIO ELECTIVE	1.5
SCIXXX	SCIENCE	4	AHS375	CONTEMP. ART CRITICISM	3
AHS250	ART HISTORY: MODERNISM	3	SOCXXX	SOCIAL SCIENCE	3
		14.5			13.5
FOURTH YEAR		credits			credits
SC480	SENIOR STUDIO	4.5	SC485	SENIOR STUDIO	4.5
XXX	STUDIO ELECTIVE	3	XXX	STUDIO ELECTIVE	1.5
LBS490	PROFESSIONAL PRACTICE	2	XXX	STUDIO ELECTIVE	1.5
XXX	STUDIO ELECTIVE	1.5	AHS4XX	ART HISTORY SEMINAR	3
SOCXXX	SOCIAL SCIENCE	3	XXX	GENERAL ELECTIVE	3
		14.0			13.5

TOTAL CREDITS 120.0

LYME ACADEMY COLLEGE OF FINE ARTS
A College of the University of New Haven

+ Sculpture majors must earn a minimum grade of C- to receive credit within their major.

****Drawing Options:** Chiaroscuro, 3 credits. / Figure Drw. II, 3 credits. / Scenic Drawing, 3 credits.

Certificate in Sculpture

FALL			SPRING		
YEAR ONE		credits			credits
DR150	DRAWING I	3	DR155	DRAWING I	3
PT161	2D DESIGN	1.5	SC166	3D DESIGN	1.5
PT100	PAINTING I	3	PT105	PAINTING I	3
SC150	SCULPTURE I	3	SC155	SCULPTURE I	3
ANA190	ANATOMY I	1.5	ANA195	ANATOMY II	1.5
AHS170	SURVEY ART HISTORY	3	AHS175	SURVEY ART HISTORY	3
		15.0			15.0
YEAR TWO		credits			credits
SC220	FIGURE SCULPTURE +	3	SC225	FIGURE SCULPTURE +	3
XXX	STUDIO ELECTIVE	3	SC275	SCULPTURE COMP II +	3
SC291	ÉCORCHÉ	1.5	XXX	STUDIO ELECTIVE	3
SC330	MOLD & CASTING	1.5	SC335	MOLD & CASTING	1.5
PT212	INTRO. TO DIGITAL IMAGING	1.5	XXX	STUDIO ELECTIVE	1.5
DR210	FIGURE DRAWING I	3	DRXXX	DRAWING OPTIONS **	3
DR215	CALLIGRAPHIC DRAWING	1.5			
		15.0			15.0
THIRD YEAR		credits			credits
SCXXX	SCULPTURE ELECTIVE*	3	SCXXX	SCULPTURE ELECTIVE	3
XXX	STUDIO ELECTIVE	6	SC375	SCULPTURE COMP III +	3
XXX	GENERAL ELECTIVE	3	DRXXX	DRAWING OPTIONS **	3
DR320	FIGURE DRAWING II	1.5	XXX	GENERAL ELECTIVE	3
DR24X	PRINTMAKING	1.5	XXX	STUDIO ELECTIVE	3
		15.0			15.0
			TOTAL CREDITS		90.0

+ C- or above required to receive credit within the major.

*** Coursework to be determined in concert with advisor.**

****Drawing Options:** Chiaroscuro, 3 credits. / Figure Drw. III, 1.5 credits. / Ind. Drawing Projects, 3 credits / Narrative Drawing, 1.5 credits.

LYME ACADEMY COLLEGE OF FINE ARTS

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Post-Baccalaureate Certificate

Drawing | Randy Melick, Chair
rmelick@lymeacademy.edu

Painting | Susan Stephenson, Chair
sstephenson@lymeacademy.edu

Sculpture | Brian Booth Craig, Chair
bcraigwankiiri@lymeacademy.edu

The program provides recent BFA, BA, or BS graduates of colleges and universities a one-year (two-year maximum) intensive program designed to assure advanced studio competency in the traditional fine arts disciplines, to help them prepare the strongest possible portfolios and develop a clear personal direction so they are competitive as self-directed independent fine artists. No transfer credits will be accepted.

The curriculum of this program is intentionally flexible so it may be individually designed to meet the specific needs of each enrollee in the Post Baccalaureate Program within the purview of the College's mission. It combines some formal aspects of an advanced undergraduate program in terms of techniques and basics, with an independent studio/critique program on a graduate level that fosters individual development and research. Requirements must be approved and determined by the Chair of the area of focus. Liberal Arts seminars in historical and contemporary studies, designed to broaden personal vision and concept development, are available both semesters.

Post- Baccalaureate Certificate

FALL			SPRING		
YEAR ONE		credits			credits
XXX	STUDIO ELECTIVES	12 to 18	XXX	STUDIO ELECTIVES	12 to 18
XXX	INDEPENDENT STUDIES	0 to 6	XXX	INDEPENDENT STUDIES	0 to 6
XXX	LIBERAL ARTS	0 to 6	XXX	LIBERAL ARTS	0 to 6
XXX	SEMESTER TOTAL	12 to 18	XXX	SEMESTER TOTAL	12 to 18
				TOTAL CREDITS	30.0

*** Coursework to be determined in concert with advisor.**

Liberal Arts Program

The Liberal Arts program supports the B.F.A. program by developing in students a rich understanding of the cultural, social, historical, and scientific context of the world they will enter upon graduation. Courses in Liberal Arts are taught in a logical and effective sequence that supports each student's intellectual development. They are designed to meet the General Education requirements of NEASC and other relevant accreditation agencies and to be pertinent and intellectually engaging to the developing artist. The Liberal Arts curriculum emphasizes competency in communication skills through assignments that encompass both written work and oral presentations.

The Liberal Arts program also offers an opportunity for students to acquire further art historical knowledge by taking additional courses to fulfill the Art History Minor.

Minor in Art History

The minor in Art History requires 21 credits, including six credits in an introductory survey (AHS 170/75), three credits in Modernism (AHS250), three credits in Contemporary Art Criticism (AHS 375), and nine credits in upper level courses (AHS 4XX). A minimum grade of B- must be sustained in each course.

College Faculty

Eva Allan
Instructor, Art History
BA, Swarthmore College;
MA, Brown University;
MA, & M.Phil., Yale University.

Roland Becerra
Associate Professor, Painting and Drawing
BFA, The School of the Art Institute of Chicago;
MFA, Yale University, School of Art.

Loree S. Bourgoin
Library Director
BA, History, University of Connecticut;
MLS, Southern Connecticut State University.

Brian Booth Craig
Assistant Professor of Sculpture, Chair of Sculpture
BFA, Pennsylvania State University;
MFA, New York Academy of Art.

Maura Faulise
Instructor, English
BA, Mount Holyoke College;
AA, Three Rivers Community College;
MAT, Brown University.

Nancy Friese
Visiting Faculty, Printmaking
BS, University of North Dakota;
MFA, Yale University School of Art.

Dr. Stephen Olbrys Gencarella
Visiting Faculty, Sociology
BA, Providence College;
MA, Tufts University;
PhD, Indiana University.

Nancy Peel Gladwell
Associate Professor of Painting & Drawing
BFA, George Washington University;
MFA, Hartford Art School, University of Hartford.

College Faculty

Elizabeth Hart
Instructor, Mathematics
BA, University of Hartford;
MS, Western Connecticut State University.

Dr. Michael Kirby
Instructor, Science
BS, California State University, Northridge;
MS, California State University, Northridge;
Ph.D., University of California, Davis.

Randy Melick
Associate Professor of Drawing and Anatomy, Chair of Drawing
Deane G. Keller Chair of Classical Drawing and Figurative Art
BA, Princeton University;
MFA, New York Academy of Art.

Dr. Janis Mink
Instructor, Art History
BA, Smith College;
Ph.D., Universität Hamburg.

Patricia Miranda
Visiting Assistant Professor, Painting and Liberal Arts
BFA, SUNY Purchase;
MFA, Vermont College of Fine Arts.

Kimberly Monson
Instructor, Sculpture
BFA, Lyme Academy College of Fine Arts;
MFA, New York Academy of Art.

John O'Reilly
Instructor, Sculpture
BFA, Columbus College of Art and Design;
MFA, New York Academy of Art.

Stephen Shaheen
Instructor, Sculpture
BA, College of the Holy Cross;
MFA, New York Academy of Art.

LYME ACADEMY COLLEGE OF FINE ARTS
A College of the University *of* New Haven

College Faculty

Jon Sideriadis
Instructor, Illustration
BFA, Rhode Island School of Design;
MFA, Hartford Art School .

Dale Stephanos
Instructor, Illustration
Professional Illustrator

Susan Stephenson
Associate Professor of Painting and Drawing, Chair of Painting
BFA, Louisiana Tech University;
MFA, Boston University.

Richard Teverson
Instructor, Art History
BA, Oxford University;
MA & M.Phil., Yale University.

Dr. Chung-Lan Wang
Instructor, Art History
BA, National Taiwan University;
M.Phil., Yale University;
PhD, Yale University.

David Wenzel
Instructor, Illustration
BFA, Hartford Art School.

Peter Zallinger
Associate Professor of Painting and Drawing
BA, Yale University.

Campus Resources

The Krieble Library

The Library's collection is designed to support the degree programs, and includes books, periodicals, electronic resources, films, and image and artist exhibition files. The library offers quiet reading and study space, computer workstations, lighting units, copier equipment, image viewing equipment and open access to the book and periodicals stack space. Advance reservations are required for use of the Visual Resource Center workstations, which provide students access to digital imaging software and scanning equipment. Additionally, students may borrow materials from other libraries via Interlibrary Loan Service offered at the Krieble Library. Library staff provides students assistance with the location and use of library resources and technology. Printed guides are available in the library to assist students with their research.

Library hours, overdue fines and copy/print fees are posted in the library. Please note that hours vary throughout the year due to semester breaks, holidays, special events, inclement weather, or other emergencies. Please call (860) 434-5232, x130 with schedule questions. Current students, staff, and faculty wishing to borrow books must present a valid ID card. Registration in the library's Patron Database is required.

Computers are available for word-processing, use of library research databases, and Internet access for educational purposes only. Students must have a current ID card to gain computer privileges. Authorized users must sign in on the workstations' sign-up sheets. See additional policies regarding computer use and Internet access as posted.

Chauncey Stillman and Sill House Galleries

Ongoing exhibitions include a broad spectrum of professional and student artwork throughout the year. The galleries are the site of the annual senior, juried student, and summer student exhibitions, which are opportunities for students to exhibit their work in a formal gallery environment. Gallery hours are Monday through Saturday from 10:00 a.m. to 4:00 p.m. The galleries are closed on Sunday.

The Art Store

The Art Store at Lyme Academy College of Fine Arts offers quality art supplies at discounted prices. The manager works closely with faculty to keep the appropriate stock for course needs. Course material lists are available to reference within the store, as well as on the website.

Located on campus, the Art Store is open to students as well as the general public. The Art Store accepts cash, checks, MC, Visa, American Express & Discover. Gift Cards are available (with a one-time $5 activation fee).

Academic Calendar 2014 - 2015

FALL 2014 SEMESTER DATES: WEDNESDAY, AUGUST 27 THROUGH WEDNESDAY, DECEMBER 17	
August 1, Friday	Tuition and Fees Due
August 25 & 26, Monday & Tuesday	New Student Orientation
August 26, Tuesday	Returning Student Orientation
August 27, Wednesday	First Day of Classes
September 1, Monday	Labor Day Holiday (no classes)
September 9 (9/15 for Monday classes)	Last Day To Drop/Add Classes
November 4	Last day to withdraw from class
November 10 - November 25	Matriculated Advising/Registration For Spring '15
November 26 - Nov. 30, Wednesday - Sunday	Thanksgiving Holiday (no classes)
December 1, Monday	Non-Matriculated Registration Begins For Spring '15
December 5 - 13	Student Holiday Art Sale
December 15, Monday	Last Day of Classes
December 16 - 17	Class Makeup Days
December 17, Wednesday	Fall Semester Ends
December 19, Friday 12:00 noon	Grades Due
December 24 - January 1	College & Studios Are Closed
January 2	College Re-opens: Selected Studios open during the balance of the break

SPRING 2015 SEMESTER DATES: TUESDAY, JANUARY 13 THROUGH WEDNESDAY, MAY 6	
January 1	Tuition and Fees Due
January 13, Tuesday	First Day Of Classes
January 27, Tuesday	Last Day To Drop/Add Classes
January 30, Friday	39th Annual Juried Student Exhibition Opening Reception
March 9 - 13, Monday - Friday	Spring Break
March 30, Monday	Last day to withdraw from class
April 1	Foundation Review
April 10, Friday	Senior Exhibition Opening Reception
April 13 - May 1	Matriculated Advising & Registration For Fall '15
May 4, Monday	Non-Matriculated Registration Begins For Fall '15
May 4, Monday	Last Day of Classes
May 5 - 6	Class Makeup Days
May 6, Wednesday	Spring Semester Ends
May 8, Friday 12:00 noon	Grades Due
May 16, 3:00 p.m., Saturday	Graduation

Definition of the Academic Year, Credit-Hours and Minors

The traditional academic year includes a fall and spring semester, which together include 30 weeks of instructional time; 15 in the Fall, and 15 in the Spring. The College considers critiques, juries, and examinations as instructional time.

The Semester
A semester at Lyme Academy College of Fine Arts is 15 weeks in length.
Final exams and final Critiques must be completed within the 15 week period.

Credit Hour
One credit hour at Lyme Academy College of Fine Arts is equivalent to a minimum of 3 hours of work per week for 15 weeks.

Studio Classes
In most cases a 3 credit studio class usually consists of 6 instructed hours and at least 3 hours of outside work and a 1.5 credit studio class would be 3 instructed hours and at least 1.5 hours of outside work per week. There are some studio classes that have less instructed hours and more independent work; however, the amount of work required for each one credit hour will remain the same (at least 3 hours of work per week). These exceptions will be noted in those course descriptions.

Liberal Arts Classes
The balance of instruction to outside of class work is different for the Liberal Arts Classes. A 3 credit Liberal Arts Class will have 3 hours (usually a lecture) of classroom instruction and a minimum of 6 hours of outside work each week.

Credit-bearing courses offered in the summer are usually limited to studio electives administered by the College's Continuing Education Division in conjunction with the Office of the Dean. Summer Sessions are not considered part of the standard academic year, and are enrolled for on a part-time, per credit basis.

Minors
(The college offers three minors)

Minor in Art History
The minor in Art History requires 21 credits, including six credits in an introductory survey (AHS170/75), three credits in Modernism (AHS 250), three credits in Contemporary Art Criticism (AHS375), and nine credits in upper level courses (AH 470/5). A minimum grade of B- must be sustained in each course.

Drawing Majors must Minor in Painting or Sculpture
The Drawing major comprises of 33 drawing credits. Students who major in Drawing must choose to minor in Painting or Sculpture which will entail taking 15 credits of predetermined courses and 6 credits of electives for a total of 21 credits in either one of those departments.

Course Descriptions

Please note that these courses represent the full range of courses to be offered at the College in a four-year cycle. Each semester's offerings include a sub-set of these courses. For semester specific information, please consult the College's course schedule/bulletin for a given semester.

Drawing

DR150, DR155

Drawing I

3 credits, 6 instructed hours per semester

Drawing I is a two-semester course that presents drawing as the visually accurate representation of three-dimensional forms in space on a two-dimensional surface. By drawing still-life objects both singly and assorted under various lighting conditions, students are taught to see proportions and confirm their observations with measurements. Students also learn how spatial relationships are checked horizontally and vertically, and how negative shapes are sought out and used to define and confirm positives. Finally, in progressing from simple geometric forms to the more complex (including the human figure) students acquire an integrated, systematic and effective approach to the construction of an accurate drawing through line and value.

DR210

Figure Drawing I

3 credits, 6 instructed hours (fall semester)

This course is an introduction to essential and effective figure drawing procedures. Sound life drawing practices are established and acquired by transcribing visual information gathered through select, focused observations made from a fixed position. Observation-based strategies involving selection and emphasis, grouping, the establishment of spatial depth, size calibrations and eye level are pursued. Consistent with an observational approach, the aptness of constructional procedures that establish figural mass or trajectory, or that vivify additional planar contrasts, is also addressed.

Prerequisite: DR155.
Drawing majors must earn a minimum grade of C- in this course to receive credit within their major.

DR215

Calligraphic Drawing

1.5 credits, 3 instructed hours (fall semester)

An introduction to drawing as representation through graphic symbols. Ways that the hand and its acquired cursive habits propel graphic representations and ideas are demonstrated. Through the in-depth study of a variety of precedents, the role that calligraphic dynamism and acuity play in stimulating observation and spurring inventiveness is established and experienced. Students' own cursive habits are buoyed through free-hand copying and internalization of examples, and by applying them in both figure drawings and in on-site landscape drawings. Emphasis is also placed on formal creativity through the calligraphically propelled invention of scenes and objects.

Prerequisite: DR155.
Drawing majors must earn a minimum grade of C- in this course to receive credit within their major.

Course Descriptions

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DR275

Scenic Drawing

3 credits, 6 instructed hours (spring semester)

Drawing strategies are established and applied in meeting the artistic challenges of creating whole pictures. In a variety of formats, including studio set-ups, on-site landscape and imaginative composition, successful over-all pictorialization is pursued as an effect of artistic completeness and unity to which each pictorial element and part has contributed.

Prerequisite: DR155.

DR277

Independent Drawing Projects

3 credits, 6 instructed hours (spring semester)

Working with the course instructor as an advisor, individual students envision a creative path and realize drawings over the course of the semester that deepen their involvement in an independently developed area of artistic concern. Regular class meetings and discussions provide feedback for the benefit of the on-going work, which, together with these meetings, is understood to entail nine dedicated hours each week. Outcomes take a form determined by the student working in conjunction with the course instructor and, as such, may be comprised by a single work according to a pre-established format or a series of works, and may involve either the concentrated or a more diversified use of drawing media. Trips to exhibitions of drawings, to museum prints & drawings study rooms and/or to artists' studios are scheduled. At semester's end, Independent Drawing Projects students convene to present and discuss their work.

Prerequisite: DR210 or DR215
Drawing majors must earn a minimum grade of C- in this course to receive credit within their major.

DR320

Figure Drawing II

1.5 credits, 3 instructed hours (fall semester)

Through poses of varying length as well as through the study of examples, practice is gained in representing the human figure as a series of Euclidean-type volumes that are interlocked and yet moving, each in its own clearly demonsrated trajectory. Specific approaches, conventions and schemas for drawing the human form as a set of spatially related units are covered. Constructional strategies for filtering, simplifying and graphically vivifying anatomical phenomena are also presented.

Prerequisite: DR210.
Drawing majors must earn a minimum grade of C- in this course to receive credit within their major.

Course Descriptions

Please note that these courses represent the full range of courses to be offered at the College in a four-year cycle. Each semester's offerings include a sub-set of these courses. For semester specific information, please consult the College's course schedule/bulletin for a given semester.

DR335

Figure Drawing III

1.5 credits, 3 instructed hours (spring semester)

The study and application of ideas pertaining to the representation of bodily movement. Specific strategies are discussed and practiced for fusing multiple poses/views in a single figure in order to create, upon the page, a compelling and convincing figural fiction that advances students' independently developed expressive aims. The artistic impact and import of the free but purposive orchestration/exaggeration of visual forms, including the re-setting of proportions, invented anatomical transitions, and forms created through calligraphic sequencing are also explored.

Prerequisite: DR320.
Drawing majors must earn a minimum grade of C- in this course to receive credit within their major.

DR345

Chiaroscuro Drawing

3 credits, 6 instructed hours (spring semester)

An exploration of two key and contrasting approaches to the representation of light in drawings and of the ways specific drawing media are deployed in connection with each. The first approach is based on brightness levels, calibrated according to a global scale. The second approach is based on brightness changes, providing opportunities for the representation of light through linear, rather than tonal, means. The disparate artistic impact and potential of these approaches is discussed and demonstrated through the appraisal of examples, and in a variety of studio-based work, including figure drawing and invented and observed scenes.

Prerequisites: DR210 *and* DR230 or DR275.
Drawing majors must earn a minimum grade of C- in this course to receive credit within their major.

DR382

Narrative Drawing

1.5 credits, 3 instructed hours (spring semester)

This seminar/studio course gives students the opportunity to study and apply modes of drawing that activate, rather than merely format, narrative. Through instructor presentations, readings, the close study of drawings, and through students' own drawings graphic ideas are presented and explored for bringing pictorial elements into visual relationships that not merely relate, but also spark, narrative. A wide variety of narrative works from Renaissance Cycles to the modern graphic novel are studied in order to demonstrate how a drawing's graphic or visual character, especially when novel or distinctive, creates thematic content and opens up new narrative domains. Students are afforded the opportunity, both through their own creative work and through special presentations on artists of their choosing, to enlarge the scope of the topic areas.

Prerequisites: DR230 and either DR275 or DR485 (or both).
Drawing majors must earn a minimum grade of C- in this course to receive credit within their major.

Course Descriptions

Please note that these courses represent the full range of courses to be offered at the College in a four-year cycle. Each semester's offerings include a sub-set of these courses. For semester specific information, please consult the College's course schedule/bulletin for a given semester.

DR490, DR495

Senior Studio

4.5 credits

The Senior Studio course is an opportunity for BFA students in their final year of study to deploy skills and concepts learned throughout their educational experience in generating work or works for the Senior Exhibition that achieve independently conceived artistic goals. The production and development of artwork through disciplined studio practice is supported and evaluated through individual weekly consultations with faculty members and through periodic group critiques. End of term critiques with faculty and peers serve to highlight individual progress. (In keeping with the course's credit structure, students dedicate 13.5 hours per week to fulfill course requirements.)

Prerequisite: Successful (a grade of C- or above) completion of DR480.

Electives

Offered periodically according to enrollment.

DR350

Extended Pose Life Drawing

1.5 credits, 3 instructed hours

Poses of longer duration provide an opportunity to address key figure drawing objectives, including organization of effects of light, clarification of figure/ground, planar, axial and other spatial relationships, resolution of detail-mass relationships, figure completeness, and aptness of selection and emphasis. The clear organization of perceptual material, rather than optical copying, is presented as an effective means of realization in representations of the human form.

Prerequisites: DR155 or permission of the instructor.

DR370

Rapid-Pose Life Drawing

1.5 credits, 3 instructed hours

Key figure drawing objectives are set in relation to the representation of a live model in briefly held poses. Pre-set figural templates, cursive and geometrical patterning as well as graphic symbols denoting plane, mass, and trajectory are deployed in rapid-response drawings.

Prerequisite: DR210

Course Descriptions

Please note that these courses represent the full range of courses to be offered at the College in a four-year cycle. Each semester's offerings include a sub-set of these courses. For semester specific information, please consult the College's course schedule/bulletin for a given semester.

DR375

Landscape Drawing

1.5 credits, instructed 3 hours

Calligraphic and observational approaches are taken to landscape in both wet and dry media. On-site work as well as fully-realized scenes representing the artistic synthesis of elements both recorded and imagined are explored.

Prerequisite: DR230

Course Descriptions

Please note that these courses represent the full range of courses to be offered at the College in a four-year cycle. Each semester's offerings include a sub-set of these courses. For semester specific information, please consult the College's course schedule/bulletin for a given semester.

Printmaking

All printmaking courses are open to all beginning students as well as advanced students. A student does not need to have previous printmaking experience to take any section of printmaking. The courses can be taken in any order in any semester. Previous drawing study is needed. The focus is on several different printmaking techniques in each class. If a student takes two classes in either order, he/she will have a good survey of most printmaking methods.

DR240

Printmaking A - Printmaking Survey

1.5 credits, 3 instructed hours

Why does printmaking continue to engage artists throughout history? What can we learn from the reversed image, the transferred image, or the image in multiple and how can the media of intaglio, monoprints, and relief carry and advance our visual intentions? This course will cover these topics as well as technical demonstrations and assignments to stimulate and advance one's imagery. The course will alternate work periods with critical analysis, historical information and context. We will use the direct drawing experience as the core to technical development in each medium. Communal studio protocol and safety will be stressed. Repeatable for credit.

Printmaking lab fee: $50.00

Prerequisite: DR155

DR241

Printmaking B - Monotype and Lithography

1.5 credits, 3 instructed hours

As a base for drawing exploration, monotype and lithography offer special qualities in the print medium. Monotype is a singular print that offers flexibility and a more immediate translation of a drawing while stone lithography offers a slower more modulated technique with a repeatable print result. Both mediums can result in a luminous surface and be effective means to translate and create drawing concerns of the artist. Progressively complex monochromatic methods will be introduced including additive and subtractive and ghost image techniques in monoprint and crayon and maniere noire drawings in lithography. Focus is on composition and expression of graphic ideas. Five resolved prints in portfolio presentation is the final goal. Repeatable for credit.

Printmaking lab fee: $50.00

Prerequisite: DR155

DR242

Printmaking C - Relief and Intaglio

1.5 credits, 3 instructed hours

Progressing from simple monochromatic and tonal parameters in both relief and intaglio, the course investigates color mixture in reduction relief prints and multi-plate intaglio prints. The goal is to examine color mood, color mixture, and color spatial readings in each. Methods include woodcut, linocut, drypoint, line etching, soft ground etching prints and aquatint. A final portfolio of five resolved images is the outcome. Repeatable for credit.

Printmaking lab fee: $50.00

Prerequisite: DR155

Course Descriptions

Please note that these courses represent the full range of courses to be offered at the College in a four-year cycle. Each semester's offerings include a sub-set of these courses. For semester specific information, please consult the College's course schedule/bulletin for a given semester.

Illustration

ILU 100

Introduction to Illustration

3 credits, 4 instructed hours

Introduction to Illustration will run in two 2-hour sessions and attendance in both is required. This class will explore drawing as a means of thought and communication. Specified problems in ideation, graphic interpretation, and visual semantics. Projects emphasize a variety of illustrative approaches, craft, and mastery of tools. In keeping with its credit structure, a minimum of nine weekly hours of students' time (including class meeting hours) are expected to be devoted to fulfilling course requirements.

Prerequisites: Completion of all of the following: DR155, PT105, PT161, SC155, SC166
Illustration majors must earn a minimum grade of C- in this course to receive credit within their major.

ILU 155

Illustration I

3 credits, 6 instructed hours

Techniques, subjects, and scope unique to the field will be examined through the creation of visual solutions to communication needs. Typography will be introduced, and the relationship between illustration, design, and fine art will be explored. Projects focus on interpreting written material in a visual form.

Prerequisite: ILU100
Illustration majors must earn a minimum grade of C- in this course to receive credit within their major.

ILU 250

Illustration II

3 credits, 6 instructed hours (fall semester)

A development from Illustration I, Illustration II focuses on an understanding of the unique needs and consistent issues in the development of sequential format solutions, and the development of a productive personal process. Emphasis is given to visual problem solving and integration of vision and vehicle.

Prerequisite: ILU155
Illustration majors must earn a minimum grade of C- in this course to receive credit within their major.

Course Descriptions

Please note that these courses represent the full range of courses to be offered at the College in a four-year cycle. Each semester's offerings include a sub-set of these courses. For semester specific information, please consult the College's course schedule/bulletin for a given semester.

ILU275

Special Topics in Illustration

1.5 credits, 3 instructed hours

Special topics will be chosen annually by the Chair to provide the most appropriate additional focus for students enrolled in the earlier stages of the Illustration Program. Topics may include Children's Book Illustration, Traditional Illustration Mediums, Concept Art, Storyboarding, and Illustration for Publication.

Prerequisite: Foundation Program

ILU 355

Illustration III

3 credits, 6 instructed credits (spring semester)

In this course, students begin to identify areas of special interest that they will explore more extensively in the Senior Studio. The instructor will assist each student with project development and in identifying further skills needed for effective realization.

Prerequisite: ILU250
Illustration majors must earn a minimum grade of C- in this course to receive credit within their major.

ILU460, ILU465

Illustration Senior Project

6 credits, 3 instructed hours

In consultation with Faculty, seniors will undertake a comprehensive year long book project. This project will investigate idea and narrative development, image sequencing, graphic format, typography, various book structures, and audience. In keeping with its credit structure, a minimum of eighteen weekly hours of students' time (including class meeting hours) are expected to be devoted to fulfilling course requirements.

Prerequisite: ILU355

ILU470

Senior Portfolio

3 credits, 4.5 instructed hours

This course provides an opportunity for independent project development utilizing the skills and concepts learned through the course. The student may elect to do a variety of projects to demonstrate versatility or may chose a more focused body of work and technique. In keeping with its credit structure, a minimum of nine weekly hours of students' time (including class meeting hours) are expected to be devoted to fulfilling course requirements.

Prerequisite: ILU355

Course Descriptions

Please note that these courses represent the full range of courses to be offered at the College in a four-year cycle. Each semester's offerings include a sub-set of these courses. For semester specific information, please consult the College's course schedule/bulletin for a given semester.

ILU 475

Senior Portfolio

3 credits, 4.5 instructed hours

This course provides an opportunity for independent project development utilizing the skills and concepts learned through the course. The student may elect to do a variety of projects to demonstrate versatility or may chose a more focused body of work and technique. In keeping with its credit structure, a minimum of nine weekly hours of students' time (including class meeting hours) are expected to be devoted to fulfilling course requirements.

Prerequisite: ILU470

Electives

Offered periodically according to enrollment.

ILU130

Digital Illustration I

3 credits, 6 instructed hours

This course is a comprehensive exploration of digital image-making. This course examines both "paint" (raster) and "draw" (vector) imaging. Techniques to draw and paint directly into the computer are explored. Student work is directed towards learning print-based applications.

ILU330

Digital Illustration II

3 credits, 6 instructed hours

This course is an exploration of time-based illustration projects with special application to the web, utilizing a variety of software including Flash.

Prerequisite: ILU355

ILU400

Advanced Special Topics (Offered periodically according to enrollment.)

1.5 credits, 3 instructed hours

Special topics will be chosen annually by the Chair to provide the most appropriate additional focus for students enrolled in the Illustration program. Topics may include Graphic Novel Illustration, Concept Illustration, and Illustration in the Entertainment Industry for games and films.

Prerequisite: To be determined each semester based on content.

Course Descriptions

Please note that these courses represent the full range of courses to be offered at the College in a four-year cycle. Each semester's offerings include a sub-set of these courses. For semester specific information, please consult the College's course schedule/bulletin for a given semester.

Painting

PT100, PT105

Painting I

3 credits, 6 instructed hours per semester

This two-semester foundation course provides students with the skills necessary to paint convincing forms in space. Using oil paint, students proceed through a series of sequential assignments designed to promote a thorough understanding of value, temperature, and color and introduce them to other formal conventions employed by painters. Students develop an intelligent, reliable approach to painting; a familiarity with basic materials, techniques, and composition; and a deeper understanding of color theory.

PT161

2D Design

1.5 credits, 3 instructed hours (fall semester)

Students are introduced to the elements and principles of two-dimensional design, learning to recognize, identify, and apply them to their own work. Through problem-solving exercises and analysis of compositions, students will develop an intellectual and practical understanding of the construction of a work of art, expand their color sensibility and vocabulary, and broaden their understanding of the visual and verbal language of design and color.

PT212

Introduction to Digital Imaging

1.5 credits 3 instructed hours

This course is an intensive introduction to the world of digital imaging through the use of Adobe Photoshop CS. Students will create and develop digital images from scratch using drawing and painting techniques, collage, masking, compositing, and precise color adjustment, all while integrating solid visual design principles and conceptual strategies for the purposes of making art.

PT260

Painting II: Painting from Observation

3 credits, 6 instructed hours (fall semester)

Working from direct observation, students will broaden their visual vocabulary by developing a more sophisticated utility of formal painting elements and techniques. Students will utilize painting devices such as lost and found edges, color as form and space, value hierarchies and shapes, and the control of painterly surface in order to obtain desired space, subject characterization, mood, and design. Venues will include landscape, studio set-ups, and interior spaces.

Prerequisites: DR155 and PT105.
Painting majors must earn a minimum grade of C- in this course to receive credit within their major.

Course Descriptions

Please note that these courses represent the full range of courses to be offered at the College in a four-year cycle. Each semester's offerings include a sub-set of these courses. For semester specific information, please consult the College's course schedule/bulletin for a given semester.

PT265

Painting II: Figure

3 credits, 6 instructed hours (spring semester)

This course addresses the composition and construction of figure paintings. Using a variety of poses and durations, students will learn essential strategies to interpret the figure, first in gestural terms and then more fully realized forms. Using multiple poses, students will develop multi-figure compositions while solving problems of equilibrium, pattern, spatial relationships and movement. Perspective will aid in the organization of space and forms, applied to both observed and imported environments.

Prerequisite: Successful (a C- or above) completion of PT260.
Painting majors must earn a minimum grade of C- in this course to receive credit within their major.

PT330

Methods and Materials of Painting

3 credits, 6 instructed hours (fall semester)

Materials and techniques comprise the visual language artists use to communicate. Understanding how the language intrinsic in all materials carries content through its very materiality – its history, nature, personality and context – is essential for all artists. Through lecture, demonstration and primarily hands-on participation, this course will study the technique and applications of a wide range of painting materials, historic to modern, making the connection between material and content palpable, useful, and available to the student for exploration in developing their artistic voice. As much as possible, students will create the materials and explore possibilities of their use, effect, and relationship to their work. Techniques covered hands-on or in discussion include distemper, watercolor, egg tempera, oil, encaustic, fresco, including ancient and contemporary applications and their differing effects; supports include paper, panel, and canvas in multiple preparations; and proper understanding and exploration of tools. Includes an in-depth discussion of studio hazards/safety and conservation materials to promote a long and safe working life, archival preparation, use and storage for long-lasting artwork.

Prerequisite: PT260

PT335

Large Scale Painting

3 credits, 6 instructed hours (spring semester)

Students will apply various compositional strategies to develop dynamic and imposing images. Issues of appropriation as well as various methods of portraying imagery, including diptych formats and various projections, will be addressed. Art historic and contemporary examples will be studied.

Prerequisite: PT265

Course Descriptions

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PT360

Painting III

3 credits, 6 instructed hours (fall semester)

This course focuses on the process of creative expression. Students develop the process of generating, organizing and articulating visual ideas through various approaches and methods. They will explore multiple solutions to visual problems with an emphasis on generating a repertoire of large and small sketches in various stages of resolution. The goal is to find fresh visual responses to enrich students' aesthetic vision and development. This course is the prequel to Junior Painting Project.

Prerequisite: Successful (a C- or above) completion of PT265.
Painting majors must earn a minimum grade of C- in this course to receive credit within their major.

PT365

Painting III: Junior Project

3 credits, 3 instructed hours (spring semester)

Building on sketches developed in fall semester, Painting III students will develop a small body of realized work. Questions of "finish/resolution," surface treatment, and other uses of visual vocabulary will be discussed. Studio work time and instructional periods will be designated. Team and visiting artist critiques augment the course, which culminates with an informal exhibition. (Students are expected to do a minimum of 6 hours of outside work each week.)

Prerequisite: Successful (a C- or above) completion of PT360.
Painting majors must earn a minimum grade of C- in this course to receive credit within their major.

PT373

Figure Painting

1.5 credits, 3 instructed hours (fall semester)

This course addresses essential figure painting skills as the student learns to construct effective human forms in a believable space. Formal strategies of compositional design, such as relative proportion or color-as-form, will be introduced and explored. As students learn to utilize the figure as a dynamic element of picture making, various methods and techniques will aid the student in constructing not only competent paintings of figures, but also well-executed figure paintings.

Prerequisites: DR155 and PT105 or permission of the instructor.

Course Descriptions

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PT460, PT465

Senior Studio

4.5 credits per semester

The Senior Studio course is an opportunity for BFA students in their final year of study to deploy skills and concepts learned throughout their educational experience in generating work or works for the Senior Exhibition that achieve independently conceived artistic goals. The production and development of artwork through disciplined studio practice is supported and evaluated through individual weekly consultations with faculty members and through periodic group critiques. End of term critiques with faculty and peers serve to highlight individual progress. (In keeping with the course's credit structure, students dedicate 13.5 hours per week to fulfill course requirements.)

Prerequisite: Successful (a grade of C- or above) completion of PT365.

Electives

Offered periodically according to enrollment.

PT230

Pastel

1.5 credits, 3 instructed hours

This course addresses the formal and practical construction of pastel painting. Color theory and mixing will be explored though various methods and techniques unique to the pastel medium. In addition to exploring various compositional strategies, practical application of color and value will be developed through still life, landscape, and portrait studies. Students will be encouraged to identify and pursue spatial organization and chromatic contrasts consistent with their own expressive needs.

Prerequisites: DR155 and PT105 or permission of the instructor.

PT250

Landscape Painting

1.5 credits, 3 instructed hours

This course is open to all painting media. Its focus is on composition, value, color, and the simplification and integration of landscape motifs on the picture plane. Students will work on location and in the studio with frequent studio critiques.

Prerequisites: DR155 and PT105 or permission of the instructor.

Course Descriptions

Please note that these courses represent the full range of courses to be offered at the College in a four-year cycle. Each semester's offerings include a sub-set of these courses. For semester specific information, please consult the College's course schedule/bulletin for a given semester.

PT285

Still Life

1.5 credits, 3 instructed hours

This studio course addresses the application of various painting, color, and design conventions through still life subjects. Uses of color, composition, juxtaposition of subject articles, text, and their effect on content will be examined.

Prerequisites: DR155 and PT105 or permission of the instructor.

PT295

Egg Tempera

1.5 credits, 4.5 instructed hours

Egg tempera is an ancient luminous medium that emphasizes pure color and fine drawing. Made with egg yolk as binder and mineral pigments as color, tempera has many of the glazing qualities of oil paint, yet is water-based, fast drying and optically brilliant. This class is a comprehensive study of the technique of egg tempera and its unique properties, geared to give students a deep understanding of both traditional and contemporary methods. This includes preparing wood panels from start to finish; traditional gesso preparation; creating egg tempera paint from dry pigments and egg yolk; recipes and techniques for egg and oil mediums; multiple techniques of applying egg tempera, as well as a wealth of historical information surrounding the tradition. Students will complete several paintings, from life and/or independently conceived ideas.

Prerequisites: DR155 and PT105 or permission of the instructor.

PT370

Figure in the Interior

1.5 credits, 3 instructed hours

Students explore the conceptual and spatial problems involved in figure painting by integrating a spatial environment with figuration. Students will use other artistic media, such as film stills, as reference while developing compositional motifs to achieve meaning and content in their work.

Prerequisite: PT265

PT375

Narrative Painting

1.5 credits, 3 instructed hours

This course will explore the art of storytelling through painting. Students will focus on creating a believable world with content and meaning, conveyed through such formal elements as light, space, and weight. A study of artists whose works deal with strong allegorical/narrative content will develop analytic, communicative, and expressive abilities, enabling students to create engaging and meaningful works of art. Be prepared to discuss some ideas on the first day of class.

Prerequisite: PT265

Course Descriptions

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PT380

Portrait

1.5 credits, 3 instructed hours

This course offers the student a systematic approach for the drawing and painting of portraits in a carefully controlled environment. The initial focus is on, but not limited to, the study of the clothed model as sculptural form in space. Light reflecting off the various planes of the subject is translated first into patterns of value, then into color. Resemblance is a natural by-product of the process. As students progress and display basic competence in generating a recognizable image, they will be encouraged to explore the use of social and painting conventions in making paintings that reflect more than a subject's physical characteristics. The role of the portrait and its changing stature will be discussed. Students may work in any medium, but oil or watercolor is recommended.

Prerequisites: DR155 and PT105 or permission of the instructor.

PT420

Painting Topics

1.5 credits, 3 instructed hours

The primary focus in this upper level studio class is the development of painting ideas with paint. Students will learn to determine and direct the course of their own painting ideas using technical, formal and intuitive methods and concepts. Subjects will include figure and subject matter chosen by each student. All painting media are available for use.

Prerequisite: PT365

PT422

Special Painting Topics

3 credits, 6 instructed hours

In this upper level studio course, students learn to determine and direct the course of their own painting ideas using technical, formal, and intuitive methods and concepts. Subjects will include the figure as well as subject matter chosen by each student. The first portion of the six-hour course will be reserved for lectures and personal research while the second portion will be devoted to painting in the studio.

Prerequisite: PT265 or by permission of the instructor.

Course Descriptions

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Sculpture

SC150, SC155

Sculpture I

3 credits, 6 instructed hours per semester

This two semester introductory course explores the observation and duplication of three-dimensional form and composition. This course also serves as an introduction to the tools, materials and techniques of modeling the human figure. The history and traditions of sculpture will be discussed as a foundation and context for understanding class exercises. Observation of basic forms will begin the systematic study of convexity, concavity, planar orientation, projection, volume, silhouette, line, symmetry and proportion. These foundational concepts will be coupled with methods for accurately observing, measuring and depicting an object in three-dimensions. The synthesis of these methodologies will be the cornerstone for assessing figural archetypes and anatomical structures.

SC166

3D Design

1.5 credits, 3 instructed hours (spring semester)

3-D Design introduces students to the basic principles, processes and materials used in 3-D design and concept generation. Students will learn to define form and understand the abstract principles of form through the transformation of materials. Projects will teach students to imagine and create three-dimensional forms through the process of preparatory drawings, plans and maquettes. Presentation skills, craftsmanship, creativity and critical judgment will be fostered.

SC220, SC225

Figure Sculpture (Formerly titled Sculpture II)

3 credits, 6 instructed hours (fall and spring semester)

This course is part of a two-semester sequence which provides a structured transition from Sculpture I, offering a systematic method and further development of modeling, casting, and finishing techniques. Demonstrations are given on constructing the whole figure and details. Proportions, modeling techniques, and anatomy are explored with emphasis on gesture and composition. Once the student has constructed a basic figure, various finishing techniques are discussed. The work of noteworthy sculptors from the past and present will be addressed, exploring the many methodologies used for sculpting the human form.

Prerequisite: SC155.
Sculpture majors must earn a minimum grade of C- in this course to receive credit within their major.

May be taken by juniors and seniors on a space-available basis to count towards fulfilling the Figure Sculpture requirement.

Course Descriptions

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SC275

Sculpture Composition II

3 credits, 6 instructed hours (spring semester)

This course is a continuation of the process of concept formation and sculptural manifestation as introduced in 3-D Design. Class projects will entail the application of the principles of sculptural design, including but not limited to the following: rhythm, movement, complexity, simplicity, repetition, duplication, variety, balance, proportion, mass, volume, space, and light. Assignments will require the employment of a variety of media and techniques. Students will learn to develop individual projects through the process of concept development, proposal, preparatory drawing, maquettes, and experimentation. Students will be expected to critically assess their own work to clarify ideas and articulate artistic achievement. At the end of the semester, students may be assessed by faculty members from other disciplines within the college, in addition to the instructor.

Prerequisite: Successful (a C- or above) completion of SC220.
Sculpture majors must earn a minimum grade of C- in this course to receive credit within their major.

SC291

Sculpture Écorché (Offered periodically according to enrollment.)

1.5 credits, 3 instructed hours

Students will study the anatomy of the human figure by thoughtfully constructing a thirty-two inch écorché (flayed figure) sculpture in plastiline. Students begin by studying and constructing the skeletal system, followed by the musculature.

Prerequisite: SC155

SC330, SC335

Mold and Casting Workshop

1.5 credits, 3 instructed hours per semester

Mold-making is explored through various techniques and materials for constructing a mold. Casting from the mold is examined by introducing an assortment of materials, such as plaster, ultracal, FGR95 used with polymers, cement, epoxy, polyester resin, polyurethane resin and wax, which is used for the lost wax bronze casting process. The bronze foundry process of "raw casting" is introduced, which includes welding, chasing, and bronze patination. Students are required to make a mold and finish a cast in the materials of their choosing.

Prerequisite: SC225 or by permission of the department chair.

Course Descriptions

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SC370

Life-Size Figure Sculpture

1.5 credits, 3 instructed hours

The purpose of the Figure Sculpture courses is to provide students with a complete understanding of sculpting the human figure. This section of Figure Sculpture is for students who wish to work on a full-size figure based on a maquette developed in class. Students will work from a live model to enlarge this maquette. Special attention will be given to armature construction, figure structure, and solving the technical difficulties of working on a large scale.

Prerequisite: SC225

SC375

Sculpture Composition III

3 credits, 6 instructed hours (spring semester)

This course is intended for Junior Sculpture majors in the BFA program. The course involves students working with compositional concepts learned in prior courses to create individually conceived projects. Group critiques will take place at the end of each assignment. This course will end with the completion of a project chosen by the student involving his or her own creative ideas and media. At the end of the semester, students may be assessed by faculty members from other disciplines within the college, in addition to the instructor.

Prerequisite: Successful (a C- or above) completion of SC275.
Sculpture majors must earn a minimum grade of C- in this course to receive credit within their major.

SC480, SC485

Senior Studio

4.5 credits per semester

The Senior Studio course is an opportunity for BFA students in their final year of study to deploy skills and concepts learned throughout their educational experience in generating work or works for the Senior Exhibition that achieve independently conceived artistic goals. The production and development of artwork through disciplined studio practice is supported and evaluated through individual weekly consultations with faculty members and through periodic group critiques. End of term critiques with faculty and peers serve to highlight individual progress. (In keeping with the course's credit structure, students dedicate 13.5 hours per week to fulfill course requirements.)

Prerequisite: SC375.

Course Descriptions

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Electives

Offered periodically according to enrollment.

SC240

Relief Sculpture

3 credits, 6 instructed hours (Offered every other year.)

This course is concerned with learning the language and techniques of sculptural relief. The students construct a sculptural relief using one point perspective. Emphasis is placed on developing a differentiation between foreground, middle ground, and background, leading to the introduction of scale and space in a manner that is closely aligned with painting. Students will be introduced to the various forms of relief: rilievo schiacciato (shallow relief), bas relief (low relief), mezzo rilievo (mid-relief), and alto rilievo (high relief). Projects will be developed utilizing either carving or modeling techniques.

Prerequisite: SC155

SC241

Bas Relief Sculpture

1.5 credits, 3 instructed hours

Students will undertake a series of studies from the model to develop the necessary skills and techniques of observing three-dimensional form and transforming it into a relatively flat two-dimensional surface. Bas relief sculptures will be a fraction of an inch to a few inches deep, and employ the contours of the elements depicted to define their spatial relationships.

Prerequisite: SC155.

SC242

Reductive Sculpture

1.5 credits, 3 instructed hours

This course offers the opportunity for students to explore the reductive method to create sculpture, in a variety of media including (but not limited to) stone, wood, foam, and plaster. Students will be guided on an individual basis based on their self-selected projects, with specific tools and techniques for each. Direct carving as well as indirect carving and enlargement will be discussed, as well as a variety of solutions for confronting a block of material.

Prerequisite: SC155, SC166

Course Descriptions

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SC248

Installation Art/Site-Specific Sculpture

3 credits, 3 instructed hours

This multi-discipline course offers the possibility for students to take a step past the singular work of art residing in a frame or on a pedestal, to developing 2 and 3-dimensional art that commands a space. Space, site-specific art, construction materials, installation methods, suspension, and lighting are some of the topics to be covered. This course is open to students working in all media, including painting, drawing, and sculpture. (Students are expected to do a minimum of 6 hours of outside work each week for this course.)

Prerequisite: SC155, SC166

SC255

Portrait Sculpture

3 credits, 6 instructed hours

In this course, students will model from life, at first using points and measurements. By training the eye in this way, students will begin to see and understand three-dimensional planes, forms, and the construction of the head and will work toward achieving a likeness reflecting the character of the model. Throughout the course, students are encouraged and guided in developing their own interpretation of the model through a pose of the head and its expression. Students will also explore the creative exploration of portraiture by altering physical features and exaggerating characteristics of the model.

Prerequisite: SC155

SC260

Terracotta Sculpture

1.5 credits, 3 instructed hours

This course serves as an introduction to the fundamentals of terracotta sculpture. Students will be introduced to the history of terracotta sculpture and its various forms and traditions. Utilizing models, students will create a series of sketches, studies, and maquettes, which will then be kiln fired. By the end of the course, students will create an independently conceived sculpture, suitable to be fired.

Prerequisite: SC155

Course Descriptions

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SC298

Animal Sculpture

1.5 credits, 3 instructed hours

This course provides an opportunity for students to study the anatomical structures, habitats, gestures, movements and behaviors of various animals to create sculpture. Students will learn to create anatomically correct and dynamic sculptures in various media through the utilization of research materials such as books, photo images and videos.

Prerequisite: SC155

SC315

Rapid Pose Figure Sculpture

1.5 credits, 3 instructedhours

The theme of this course is to generate an understanding of human gesture and general construction through rapid, small-scale sketches. Proportions, modeling techniques, materials and anatomy are explored to assist the ability to swiftly and efficiently depict the body in space, gesture, and composition.

Prerequisite: SC155

SC340

High Relief Composition

1.5 credits, 3 instructed hours

The course will teach students the principles and techniques of the high-relief format, where more than fifty percent of the depth is extended from the background plane, possibly with undercuts. The class will undertake an examination of reliefs from history to understand principles that can be applied in a contemporary context. Assignments will include preparatory drawings and reliefs modeled in clay.

Prerequisite: SC155

Course Descriptions

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SC346

Stone Carving

3 credits, 6 instructed hours

This course is designed to introduce students to the tools, techniques and materials of sculpting in stone. Basic and more advanced principles of the reductive process are covered, including the proper use of manual, pneumatic, and electric tools, direct versus indirect carving, the employment of calipers and measurements, using models for 1:1 or enlargement reference, abrasives and finishing techniques. Additionally, the characteristics of different stones are discussed, including marble, limestone, alabaster, travertine, and granite. The practical components of the course are supplemented with slide presentations examining stone sculpture from archaic times to the twenty-first century. Important historical artworks are discussed, as well as the use of stone as a contemporary artistic medium.

Prerequisite: SC150 or by permission of the department chair.

SC360

Figure Sculpture II

3 credits, 6 instructed hours

A deeper exploration of the sculpted figure is presented in this course. Working from the live model and from imagination, students will examine various ways of utilizing form, materials, scale, and style to create complex figural compositions with unique expressive force. The work of noteworthy sculptors from the past and present will be discussed, and the many methodologies used to sculpt the human form by contemporary artists will be presented by the instructor.

Prerequisite: SC225

Course Descriptions

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LIBERAL ARTS
Art History

AHS170, AHS175

Survey of Western Art History
3 credits, 3 instructed hours per semester

This is a two-semester required course examining major periods, styles, and themes in Western Art. The first semester examines works from the Prehistoric era to the Gothic period; the second semester continues the study of styles and movements from the Renaissance through the twentieth century. Lectures and readings are devoted to introducing students to a repertoire of significant painting, sculpture, and architecture, establishing a historical framework for works of art, and exploring these works and their meanings within their original cultural contexts. Students are also challenged to expand their observation and vocabulary skills through close formal analysis. Exam essays and writing assignments develop research skills and promote the development of analytic and critical thinking. Requirements include weekly readings, museum visits, two exams, two short presentations, and two writing assignments. Completion of both semesters of this course is required for entry into all upper level Art History courses.

AHS250

Modern Art, Modernity, and Modernism
3 credits, 3 instructed hours

The second half of the nineteenth century witnessed the rise of the European avant-garde: the Realists, Impressionists, Post-Impressionists, Symbolists, Cubists, and Surrealists. Rapid social, economic, and political changes encompassed a revolution in communication systems and technology. The first half of the twentieth century saw a shift from European to American modernism and the rise of abstract expressionism as Clement Greenberg's answer to a purely autonomous art form. This course will explore art and visual culture in relation to urban capitalism, colonialism, nationalism and internationalism tracing theories of representation, perception, and modernism from the 19th to the 20th centuries.

Prerequisite: AHS170, AHS175.

AHS275

History of Illustration (offered every other year)
3 credits, 3 instructed hours

This course is an introduction to the development of Illustration from its fine arts roots to become an independent discipline. Students are introduced to pioneers in the field, historical styles, techniques, reproduction and media influences, and current fields of illustration. Course is required by Illustration majors and may be taken as an elective for majors in Drawing, Sculpture, and Painting to be applied towards the additional courses needed for the Art History minor.

Prerequisite: AHS170, AHS175.

Course Descriptions

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AHS 375

Contemporary Art Criticism

3 credits, 3 instructed hours (spring semester)

This course will explore visual art and criticism from the turn of the twentieth century to the present, concentrating on post 1945 approaches, with special interest in contemporary art practices of the last two decades. Assignments will include written and verbal critiques of art and critical texts in the form of essays, presentations, and classroom debates.

Prerequisites: AHS170, AHS175.

Art History Seminars

AHSXXX: Art History seminar topics change each year. Current as well as recently offered courses are listed below.

AHS475

Art History Seminar: Leonardo da Vinci: Theories of Art and Science

3 credits, 3 instructed hours

Although Leonardo had not referred to himself specifically as a "scientist" or as an "artist", he wrote about scienza and the arts of painting, sculpture, and engineering. This course addresses his largely theoretical approaches to these arts and to early modern "sciences" such as geometry, arithmetic, and natural philosophy. From Leonardo's 6000 drawings, three-dozen paintings, treatise literature and notes, reconstructions of his machines and inventions, from other contemporary sources, and a possible sculpture or two, the course gleans the essential theoretical and practical pursuits that had made him the popular artist/engineer of his day, not to mention the "genius" that we think we know today. The course attempts to locate Leonardo within the context of his time with the help of information about the materials, sources, and activities that were closest to the business of his various personal achievements.

Prerequisite: AHS170, AHS175.

AHS479

Art History Seminar: Old Masters

3 credits, 3 instructed hours

This course examines old master painters, sculptors, draftspeople, and printmakers, addressing the European workshop tradition from Giotto to Goya. By focusing on individual artists and principle masterworks, the course considers trajectories of artistic development and historical reception that have led to the consideration of an artist as master or 'old master,' or an artwork as masterwork. Included are in-depth case studies and comparisons of artists' methods, materials, concepts of style, pictorial composition, iconography, patrons, business practices, possible motives, and socio-political and historical contexts. As a means of assessing the varieties of activity closest to the creative process, methods of engagement include class discussions, student presentations, essays, and exams.

Prerequisite: AHS170, AHS175.

Course Descriptions

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AHS480

Art History Seminar: Indian Art

3 credits, 3 instructed hours

The course presents aspects of Indian art over a period of 2000 years. The lectures are divided into four main sections: the art of Buddhism, the Hindu temple, Islamic art, and the art of colonial and post-colonial India. The course will focus on architectural sites, sculpture, painting, manuscripts, and photography. Topics will include rasa theory, Indus Valley Civilization and Ashoka, Sanchi and Amravati, Kushan and Gupta periods, cave monasteries and temples, Darshan, sensuous images within sacred spaces, Mamallapuram, Chola temples, bronze sculpture and temple cities, the sultanate period, early Mughals, Akbari and Jahangiri periods, the Shah Jahani world, the Taj Mahal, Rajput art and architecture, Portuguese and British art and architecture in India, modernism and tradition, and contemporary art. Students will be encouraged through class discussions and assignments to bring their own ways of looking at this art, to read critically in light of what they see, and to consider new approaches to the material.

Prerequisite: AHS170, AHS175.

AHS482

Art History Seminar: History of Narrative Film

3 credits, 3 instructed hours

Viewing iconic film texts in the context of the artistic, social and national milieus which fostered them, this course will cover the history of film from its abstract beginnings to its primarily narrative present. Important film techniques and national film movements will be introduced as we discuss individual film texts; weekly film viewings will include *Potemkin, Citizen Kane, A Bout De Souffle,* and *Metropolis* among others.

Prerequisite: AHS170, AHS175.

AHS483

Art History Seminar: Italian Renaissance Art

3 credits, 3 instructed hours (fall semester)

This course explores the flowering of art and culture in the Italian city-states of the fifteenth and sixteenth centuries. Students will gain a deeper understanding of the many different and competing styles in a variety of media, including painting, sculpture, architecture, drawing, and printmaking. We will discuss the tensions between local and individual styles and look critically at terms such as "High Renaissance" and "Mannerism." Assignments will be based on original objects, primary sources, and more recent scholarship to develop skills in close looking, close reading, and critical thinking required of art historical scholarship.

Prerequisite: AHS170, AHS175.

Course Descriptions

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AHS484

Art History Seminar: Painters' Painters

3 credits, 3 instructed hours

What makes a "Painters' painter"? Who are the artists of the past that most inspire painters of today? This seminar explores the essences of the medium of painting; the tools, materials, and mindsets of the painter; and what it means to work in a painterly style. We will look closely at artists associated with painterly brushstroke such as Titian, Velasquez, Delacroix, Manet, Sargent, de Kooning, and Pearlstein, among others. We will explore the idea of influence through assignments including an interview with a contemporary painter, and a final research project about a historical painter's influences and techniques (provisionally titled "Painter's 'Painters' Painters'").

Prerequisite: AHS170, AHS175.

AHS485

Art History Seminar: Art and Visual Culture in Japan

3 credits, 3 instructed hours (fall semester)

Japanese art is an important expression of human aesthetic experience that inspires artists globally. This interdisciplinary approach to Japanese visual art from ancient to the 21st century will consider examples of visual media in the context of Japanese literature, history, and religions, examining how this specific tradition develops, changes, and interacts with other traditions of art through the ages. Topics include religious art (primarily sculpture and architecture) and pictorial traditions (narrative picture scrolls, prints, and paintings).

Prerequisite: AHS170, AHS175.

Course Descriptions

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Humanities

ENG100

English Composition

3 credits, 3 instructed hours (fall semester)

English Composition provides instruction in rhetoric and composition concepts and practices that enable students to write effectively at the college level. Students will develop strategies for constructing effective written arguments, analyzing the arguments of others, and conducting academic research. Emphasis will be placed on writing for different audiences, purposes, and contexts. As writing is a *process*, the various writing assignments throughout the semester will often require multiple drafts and peer-review sessions; cumulatively, students are expected to produce approximately 25 pages of polished writing, including a researched paper at the end of the semester. Required readings will include various essays and articles from the textbook and other sources.

ENG105

English Literature & Composition

3 credits, 3 instructed hours (spring semester)

Composition and Literature is a course that provides students guided practice in textual analysis, synthesis, and more sophisticated research practices. This writing-based course uses literature to teach and strengthen analytical skills and methods of literary analysis. As writing is a *process*, the various writing assignments throughout the semester will often require multiple drafts and peer-review sessions; cumulatively, students are expected to produce approximately 25 pages of polished writing, including a researched paper at the end of the semester. Required readings will include various works of short fiction from the textbook and other sources, as well as a novel.

Humanities Courses

HUMXXX: Humanities topics change each year. Current as well as recently offered courses are listed below. This year either a Philosophy or Anthropology course will be offered in the spring semester.

Course Descriptions

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HUM112

World Religions

3 credits, 3 instructed hours

A survey of the belief systems, world views, and practices of religion from early historic cultures to the present day, with special focus on the major contemporary traditions (such as Christianity, Islam, Judaism, Hinduism, Buddhism, and Taoism) and their philosophical, historical, cultural, and artistic heritage.

Prerequisite: ENG105

HUM150

Western Philosophy

3 credits, 3 instructed hours

This course is an introduction to the philosophical tradition in the West, wherein there will be a survey and critical examination of classics in philosophical discourse from Socrates through Sartre. At issue will be primary philosophical questions concerning topics such as knowledge, doubt, metaphysics, immortality, God, time, ethics, freedom, necessity, good and evil, the cosmos, the meaning of life, and some of the attempts to answer them.

HUM155

Forms of Narration

3 credits, 3 instructed hours

This course introduces seminal concepts in narratology, from how stories are generated to how they are developed and implemented in a variety of forms. Included are analyses of short stories, novels, serial storytelling (novels, television), film, and graphic narratives. The course will attempt to frame the possibilities for each of these forms; students will produce original stories, critical analyses of genres, and a final project.

HUM160

Introduction To Anthropology

3 credits, 3 instructed hours

An introduction to the study of the human species, this course will investigate human culture and the physical and cultural changes that have occurred over the last several million years. Many of these changes have occurred gradually while others have occurred in quantum leaps. The course will examine the relationship of the human species to these changes and to the natural and cultural environment to which we have adapted.

Course Descriptions

Please note that these courses represent the full range of courses to be offered at the College in a four-year cycle. Each semester's offerings include a sub-set of these courses. For semester specific information, please consult the College's course schedule/bulletin for a given semester.

HUM250

Humanities Seminar: The Body

3 credits, 3 instructed hours

This course is designed as an interdisciplinary course which investigates the topic of *The Body* from a variety of cultural perspectives, disciplines and historical periods. The course challenges students to make connections between disparate areas of global cultures, across significant historical periods, and in a variety of humanities disciplines. The interdisciplinary approaches brought to bear on *The Body* will include critical theory, philosophy, literature, gender studies, and film studies; topics covered will include the nude, performance art, sexuality in Hollywood film, and body dysmorphia among other subjects.

Course Descriptions

Please note that these courses represent the full range of courses to be offered at the College in a four-year cycle. Each semester's offerings include a sub-set of these courses. For semester specific information, please consult the College's course schedule/bulletin for a given semester.

Science and Math

ANA190

Anatomy I

1.5 credits, 1.5 instructed hours (fall semester)

This course ia an exploration of the physiology of the joint and muscular systems of the human body in a series of illustrated lectures. Emphasis is placed on physiological principles governing the body's movements. Points of intersection between such principles and artistic concerns are also addressed. The live model is present during the lectures on a periodic basis to demonstrate and vivify course material. Required weekly readings from the course text: *The Anatomy of Movement*, by Blandine Calais-Germain, supplement information presented in the lectures. Students are evaluated on the basis of a graded final examination.

ANA195

Anatomy II

1.5 credits, 1.5 instructed hours (spring semester)

Physiological principles covered in Anatomy I are related to a system of description that proceeds on the basis of comparisons between anatomical structures and drawable Euclidean-type solids. Ways in which the representation of the human body by means of such comparisons can be seen to serve goals common to both scientific and artistic endeavors - particularly the goals of comprehensibility, regularity, and predictability - are established. Students prepare individual projects delineating the skeletal and muscular systems for figures they either have chosen from among artistic representations or that they themselves have generated.

Prerequisite: Anatomy I.

MAT101

Concepts of Mathematics

3 credits, 3 instructed hours

This course is designed to include a review of algebra, an introduction to logic and statistics, ancient number systems, geometry, as well as business and personal financial math with the goal of improving quantitative reasoning and establishing a working knowledge of several branches of mathematics.

PER150, PER155

Perspective

1.5 credits, 3 instructed hours per semester

This two-semester lecture course studies spatial illusion with specific reference to the convention of linear perspective. In the first semester, students learn to represent simple geometric forms on a two-dimensional surface as they would appear in a three-dimensional space. Homework assignments allow them to apply the various methods to more complex figures. The second semester surveys cast shadows and reflections. (Students are expected to do a minimum of 1.5 hours of outside work each week for this course.)

Course Descriptions

Please note that these courses represent the full range of courses to be offered at the College in a four-year cycle. Each semester's offerings include a sub-set of these courses. For semester specific information, please consult the College's course schedule/bulletin for a given semester.

SCI101

Natural Science

4 credits, 4 instructed hours

This course introduces students to the science of the natural world through first-hand field study, including investigations of the ecology of local environments such as estuaries, streams, forests, and wetlands; as well as examining the ancient natural history of southern Connecticut through paleontological and geological observations. (Students are expected to do a minimum of 8 hours of outside work each week for this course.)

SCI103

Oceanography: The Ocean Planet

4 credits, 4 instructed hours (fall semester)

We know more about outer space than we do about our oceans; but our Earth is a Water World. The goal of this course is to familiarize students with the many facets of oceanography, from understanding how Hawaii was formed to how it was discovered. In this course, we will discuss how oceans impact our daily life, how much is known, and how much is yet to be learned. The goal is to make oceanography accessible while increasing understanding of the four fields of science and oceanography: geology, chemistry, physics, and biology. This class would involve lectures, group discussions, field trips, and an exam to assess students learning. (Students are expected to do a minimum of 8 hours of outside work each week for this course.)

SCI105

Natural Science of Landscapes and Organisms

4 credits, 4 instructed hours

This course introduces students to the science of the natural world through first-hand field study. We will investigate local environments, such as estuaries, streams, forests, meadows, and wetlands. Emphasis is placed on the ecology and natural history of these ecosystems, particularly on the interactions between organisms and their environment. Topics discussed include organism distribution, ecological interactions (competition, predation, symbiosis), nutrient cycling, energy flow, decomposition, and geological history. Course objectives are to increase understanding of the natural world, expand powers of observation, and improve proficiency in recording observations of nature with accuracy and precision. This course is primarily conducted in the field and will involve travel to various natural areas in southern Connecticut. (Students are expected to do a minimum of 8 hours of outside work each week for this course.)

Course Descriptions

Please note that these courses represent the full range of courses to be offered at the College in a four-year cycle. Each semester's offerings include a sub-set of these courses. For semester specific information, please consult the College's course schedule/bulletin for a given semester.

Social Sciences

SOC103

Documentary Film

3 credits, 3 instructed hours (spring semester)

This course examines the place of the non-fiction film in the examination of social practices and communities from the late 19th century through the present. Beginning with the earliest 'documents' of the Lumiere Brothers, we view and examine important texts in the most important international film movements, from the visual anthropology of Robert Flaherty to the cinema verite of Rocha and Maysles Brothers. Topics to be examined include the ethics of documentary, the camera as participant/observer, and the role of documentary in social action and change. Films include *Nanook Of The North, Man With A Movie Camera, Don't Look Back*, and *Grey Gardens.*

SOC104

Globalism and its Histories

3 credits, 3 instructed hours (fall semester)

This course will explore the concept of the global through the lens of global cinema. Bolstered with readings from writers such as Edward Said, Homi Bhabha, Gayatri Spivak, Salman Rushdie, and Ann Stohler, we will discuss the concept of globalism as it emerged in the 19th century and its development through to the contemporary. Films such as *The Darjeeling Limited, The Battle Of Algiers, Aguirre The Wrath Of God*, and *Slumdog Millionaire* will serve as cornerstones for our discussion of globalism across the continents and throughout history. There will be two essay tests on the readings and films assigned, a class presentation, as well as a final research project.

SOC106

Declarations of Virtue: The Political Ideals that Make America Pulse

3 credits, 3 instructed hours

This course will trace the evolution of American political and social institutions from the colonial period to the present. We will examine the dominant ideological paradigms underlying the functions of the state using a mixture of original documents, speeches, films, illustrations, and commercial art. Each branch and level of government will be outlined during the course of the semester and by the end, you will understand how the various social and political institutions function alone and interdependently.

Course Descriptions

Please note that these courses represent the full range of courses to be offered at the College in a four-year cycle. Each semester's offerings include a sub-set of these courses. For semester specific information, please consult the College's course schedule/bulletin for a given semester.

SOC191

Humor in Society

3 credits, 3 instructed hours

This course examines humor as a significant form of creative expression in social and political life. In recent decades, social scientists of all persuasions have examined humor and its relationship to the understanding and negotiation of race, gender, class, ethnicity, and sexual orientation. This course will introduce students to the burgeoning field of humor studies. Topics will include different theories of humor, the relationship between humor and creativity, the political use of humor, the role of humor in maintaining personal and social identity, and the social aspects of laughter. Although the focus will be on contemporary humor in U.S. American society and media, students will be introduced to different cultural perspectives on the humorous. Class meetings will balance lectures and critical discussions, and assignments will ask students to draw upon their own personal and cultural histories.

Prerequisite: ENG105

Course Descriptions

Please note that these courses represent the full range of courses to be offered at the College in a four-year cycle. Each semester's offerings include a sub-set of these courses. For semester specific information, please consult the College's course schedule/bulletin for a given semester.

Business

LBS490

Professional Practice

2 credits, 2 instructed hours (fall semester)

This course examines the practical, philosophical, and artistic challenges in maintaining a lifelong studio practice. Artists are entrepreneurs of the creative class; strategic planning and understanding of the business side of the art world is essential to becoming a resilient, self-reliant artist. This course covers multiple aspects of the business side of art including documentation, presentation, and marketing of one's artwork as well as information concerning exhibition, residency, and grant opportunities; website development and social network practices; gallery representation, curatorial/museum work and other jobs in the field; and graduate school. Students will prepare a portfolio package, write artist statements, learn about budgets and filing systems, and do a slide presentation. Through class discussions, assignments, course materials, and guest speakers, students are exposed to the various practitioners that comprise the art world and gain the necessary skills for their development as professional artists. Emphasis is placed on transitioning from the academic environment to the working world, including considerations of the varied careers in the creative fields.

Co-requisite: Senior Studio or Senior Portfolio

Academic Policies and Procedures

ACCESS TO RECORDS

Family Educational Rights and Privacy Act (FERPA):

The College complies with The Family Educational Rights and Privacy Act of 1974 (FERPA). This act affords students certain rights with respect to their educational records. All admission and academic records of enrolled students are stored in the Office of the Registrar. Financial Aid records are stored in the Office of Financial Aid. Students who may wish to review their records must request to do so in writing; an email may not be used for this request. The student's current contact information must be provided in the written request. Once the written request is received by the Office of the Registrar, access to the student's record will be granted within 45 days.

Students have the right to request an amendment to their student records. If the request is denied, a hearing may be requested. More information regarding a student's FERPA rights is available in the Office of the Registrar.

In order to ensure that the College is protecting each student's right to privacy, any and all information regarding a student's academic life at Lyme Academy College of Fine Arts, including course and project grades, course schedule, attendance and classroom participation, will not be released to anyone other than the student without the student's direct permission. When permission is granted, it will only apply to the specific request at hand, it will not be accepted as blanket permission. Parents or guardians will not have access to student records without written permission of the student. Please see the Registrar with any questions or considerations.

Billing, payment and financial information may be released to a parent or third party once a release form has been signed by the student in the Business Office.

Notification of Social Security Number Collection and Use

Public Act No. 08-167 is specifically designed to protect the confidentiality of Social Security Numbers (SSNs) and requires other personal information to be safeguarded against misuse. In compliance with this Connecticut state law, the Lyme Academy College of Fine Arts issues this notification regarding the purpose for the collection and use of Social Security Numbers.

The Lyme Academy College of Fine Arts collects SSNs to perform specific duties and tasks necessary to the College. The College is required to report to the Internal Revenue Service the name, address, and SSN of any person from whom tuition and related payments are received.

Collection, access, and use of Social Security Numbers are limited to the following departments, which will carefully safeguard the information: Admissions, Registrar, Financial Aid, Business Office, and Payroll. Like other private data, SSNs will be stored in a secure manner, and will not be stored on portable storage devices, and will be shredded before discarding.

LYME ACADEMY COLLEGE OF FINE ARTS
A College of the University *of* New Haven

Academic Policies and Procedures

SSNs will not be used as identification numbers on student ID cards or elsewhere and will not be required to access an unsecure internet or website. All Social Security Numbers are protected by federal regulations and are not released to unauthorized parties or disclosed unlawfully.

Transcripts and Records

Student transcripts must be requested in writing from the Office of the Registrar. Copies of the student's official or unofficial transcripts will be sent to third parties or the student for a fee of $5.00 per transcript. All transcript requests for classes completed before January 1992 are $35.00 for the first copy and $5.00 for each additional request. Transcripts will not be sent when students have outstanding bills with the College or overdue books from the library. Transcripts are not available for non-credit courses.

Directory Information

It is the policy of the College to provide student names, phone numbers, addresses, and e-mail addresses to other students in order to facilitate student contact. If students do not wish to share their directory information, they must provide a written request to the Student Services Office during the first week of classes.

Academic Policies and Procedures

ENROLLMENT AND REGISTRATION

Non-Matriculated Students

Students may enroll in the courses offered for the degree/certificate programs as non-matriculated students by contacting the Admissions Office. They will be expected to present a portfolio for placement within the program. Students who have previously enrolled as non-matriculated students and have earned a grade of "C" or better in the courses completed to date, may enroll in any course for which the prerequisite has been met. Students who have not met the published prerequisites for a course must receive the instructor's approval to enroll. Approval will be based on the student's potential for success in the course as demonstrated by their portfolio and previous coursework, and the availability of space.

For a non-matriculated student to apply for admission into the College as a matriculated student, an application must be filed with the Admissions Office. Approval of credits is based on the College's transfer credit policy. Students must pay a matriculation fee in order to receive credit for the classes taken as a non-matriculated student. Please refer to the Financial Matters section of this catalog.

Full-Time Status

Students must enroll for a minimum of 12 credits to be registered as full-time students. All full-time students are eligible to enroll for a maximum of 18 credits per semester. Registering for additional credits beyond the 18 credits afforded by full-time tuition is considered an overload and requires permission from the Dean, as well as an additional per-credit charge. Students enrolled for less than 12 credits are charged tuition on a per-credit basis.

TRANSFER POLICIES

BFA Candidates

Maximum Transferrable Credit:
No more than 60 credits may be transferred into the 120-credit total needed for the degree.

Enrollment Requirement:
All BFA students must complete four semesters of enrollment at the College, the last two of which must be the consecutive semesters of the senior year.

Certificate Candidates

Maximum Transferrable Credit:
No more than 45 credits may be transferred into the 90-credit total needed for the three-year Certificate.

Enrollment Requirement:
At least three semesters of enrollment are required to be completed at the College, the last two of which must be the consecutive semesters of the final year.

Academic Policies and Procedures

Post-Baccalaureate Candidates

Maximum Transferrable Credit:
No credits may be transferred into the 30-credit total required of the Post–Baccalaureate degree.

Transfer Credits

College-level courses completed at an accredited college in subjects that correspond to the Lyme Academy College of Fine Arts curriculum, in which a grade of "C" or better was earned, may be considered for transfer credit at the time of initial matriculation.

Credits eligible for application to the studio portion of the degree requirements must also be approved by the academic department chair responsible for the department in which the course in question is offered. Students may be required to present examples of work from the previously completed course(s) in order for the chair to make a final determination.

After a student's initial matriculation, no additional transfer credits may be pursued for application to degree requirements with the exception of courses completed in a College-approved study abroad program, summer Liberal Arts program, or mobility program. Summer course work must be pre-approved by the Chair of Liberal Arts and the student's academic advisor.

COURSE ENROLLMENT OPTIONS

Add/Drop

The add/drop period runs for the first ten class days of the semester. During this period, students may adjust their schedule of courses by completing a Add/Drop Form, available in the Office of the Registrar.

Please note that changes which result in enrollment of less than 12 credits or more than 18 credits require permission of the Dean and consultation with the Director of Financial Aid. If changes to the student's schedule results in a balance due, students will be billed accordingly and payment is due upon receipt of the adjusted invoice.

Independent Studies

Independent Study offers a matriculated student the opportunity to initiate individual research or advanced projects that are beyond the scope of the standard curriculum, with limited supervision. Independent Study is available to Junior and Senior undergraduate students and Post-Baccalaureate students who have a minimum 2.5 GPA. To enroll in an Independent Study, the student must follow these guidelines:

1. Obtain an Independent Study Form from the Office of the Registrar.
2. Prepare a proposal.
3. Identify a Lyme Academy College of Fine Arts faculty member with expertise in the area of investigation who is willing to serve as the course advisor.

Academic Policies and Procedures

4. Complete the Independent Study Form with the consultation of the course advisor. The Independent Study Form must include:
   a. a semester plan for the course of study
   b. the number of credits being taken
   c. the evaluation criteria
5. The Independent Study Form must be signed by:
   a. the course advisor,
   b. the student's advisor, and
   c. the course advisor's department chair
6. Present the approved Independent Study Form at registration or within the Add/Drop period, along with registration or Add/Drop Form. The course designation for an independent study are as follows:
   a. IND DR-Drawing
   b. IND IL-Illustration
   c. IND PR-Printmaking
   d. IND PT-Painting
   e. IND SC-Sculpture
7. Each Independent Study may be taken for no less than one, and no more than three credits.
8. The student is responsible for documenting the content of the Independent Study work for other institutions or outside agencies.
9. Students cannot elect the Pass/Fail or Audit options for Independent Study .

Regular tuition rates are charged for Independent Study courses, and they are included in the full-time tuition charge.

Independent Study cannot fulfill major requirements. Independent Study may serve as studio and liberal arts electives, depending on the topic of investigation. Students cannot apply more than 12 total credits of independent study towards their degree requirements.

Credit for an Independent Study cannot be reduced or increased after the student has registered.

Request for Change of Advisor

Students may request a change of advisor through the Office of the Dean. Advisors may be changed if you have specified a major and the advisor you currently have is from another department or if your advisor is not on campus the days that are compatible with your schedule. The request requires the signature of the advisor you wish to change to and that of your current advisor. Request for Change of Advisor forms are available in the Office of the Dean.

Academic Policies and Procedures

Auditing Classes

Audited classes are an excellent mechanism for students to refresh their skills and/or understanding of a topic without the pressure of pursuing a grade. Audited courses carry no credit and do not satisfy degree requirements. Regular tuition rates are charged for audited courses, and they are included in the full-time tuition charge. Audited courses will be indicated on the transcript with a grade of "No-Credit" and may be registered for until the end of the Add/Drop period.

Declaration of Minor in Art History

BFA degree-seeking students may declare a minor in Art History. The minor in Art History requires 21 credits, including six credits in an introductory survey (AH170/175), three credits of Modernism (AHS250), three credits in Contemporary Art Criticism (AH375) and nine credits in upper level seminar courses (AH4XX). Please review the semester's course listings for specific information regarding seminar topic(s), the instructor of record and time/days offered. A minimum grade of "B-" must be achieved in each course.

All Art History Minors are governed by the following guidelines:

1. Students must meet eligibility requirements, which may include a satisfactory grade-point average and prerequisites.

2. An intent to complete a minor is declared by filing the Declaration of Art History Minor Form with the Office of the Registrar. The forms are available in the Office of the Registrar.

3. The requirements of the minor must be completed prior to graduation.

4. A student pursuing a minor will be required to complete more than the minimum number of credits required to complete the undergraduate degree in order to also complete the minor.

5. Enrollment in the minor is only applicable to students enrolled in the BFA program.

Students wishing to include a minor as part of their undergraduate program should be advised that it is not always possible to complete a minor due to scheduling conflicts. There are no penalties for starting a minor and not completing it. Students are not permitted to continue pursuit of the minor once all degree requirements have been met.

Change of Major/Degree Program/College

Students may request a change of major through the Office of the Registrar. Students are advised to initiate the Change of Major Form prior to registration for the upcoming semester. Changing majors requires the approval of the appropriate chairpersons of both the former and the intended new department. Please note that acceptance into a new major program within the College may be contingent upon the successful completion of the courses in which the student was enrolled at the time the application to make the change was submitted. Therefore, approval to change majors may be rescinded based on the result of that semester's coursework. Students should be aware of the fact that a change of major usually requires additional course work, and may extend the number of semesters required to complete the degree.

Academic Policies and Procedures

After completion of a Change of Major Form, students are advised to review their degree program requirements with their new academic advisor and the department chair.

Juried Student Exhibition Expectations

The Juried Student Exhibition is held annually in the spring and is a valuable educational and professional opportunity for each student. Thus, all students enrolled in the fall and/or spring semester of the current academic year are eligible and encouraged to submit work. Students are only required to submit work if such is stated clearly within course syllabi. Penalty for the non-submission of work to the Juried Exhibition is stated on the course syllabi, and as such are within the jurisdiction of the individual faculty member.

Mobility

The Association of Independent Colleges of Art and Design (AICAD) Mobility Program provides an opportunity for students to study for one semester at another institution. It is open to full-time BFA students who are in their Junior year, are in good academic standing, and meet the eligibility requirements of their intended mobility program.

It is essential for students planning to study at another institution as part of the mobility program to discuss this process with the Dean and get written permission from their department chairs prior to applying for mobility.

The student selects the institutions he or she would like to attend on mobility, but the host institution retains sole discretion in accepting individual applications and in determining the number of students that it will accept in a given semester. The tuition is payable to Lyme Academy College of Fine Arts, although fees may be billed by and payable directly to the host institution for student services, materials, etc. Fees must be paid prior to registration. The student will receive the regular financial aid award, if any, to which they are entitled. The grades received from the host institution during the mobility semester will become part of the student's official record at Lyme Academy College of Fine Arts. Mobility students must be able to document that they hold proper health insurance coverage. Housing is the responsibility of the student, although the host institution may offer assistance.

To apply for mobility, students must fill out an AICAD Mobility application; present a proposed program of study for the mobility semester (which must be established by working with the Dean, the department chair, and the academic advisor); present a statement of purpose; obtain a transcript from the Registrar of all work completed to date and offer 6 – 10 images of their work, including work in the proposed area of study. Images must be labeled with the student's name, the title, the medium, and the dimensions. Host institutions must receive applications no later than April 10 for the fall term and November 1 for the spring term.

Academic Policies and Procedures

Good Academic Standing and Satisfactory Academic Progress (SAP)

To be considered in good academic standing and to make satisfactory academic progress, a student must achieve a cumulative and semester grade point average (GPA) of 2.0 or higher each semester and be clear of involvement in any disciplinary action.

In order to receive financial aid, students must meet the Satisfactory Academic Progress Standards, defined on the next page. Students who fail to meet such standards will be subject to an academic review process, and new/adjusted degree requirements in cases where students have taken more than 7 years to complete their degree or certificate.

Satisfactory Academic Progress Standards

Students following the Bachelor of Fine Arts Degree program requiring 120 credits must complete their program within 6 academic years of full-time study (an academic year equals two semesters plus summer sessions). Students following the Three-Year Certificate Program requiring 90 credits must complete their program within 4.5 academic years of full-time study. Students following the Post-Baccalaureate Certificate Program requiring 30 credits must complete their program within one academic year of full-time study or two academic years of part-time study. The BFA Degree must be completed in 12 academic years of part-time study and the Certificate in 9 academic years of part-time study according to the following schedule:

Academic Policies and Procedures

Satisfactory Academic Progress (SAP) Standards

After this number of academic years	A Full-Time BFA Student must have earned 120 credits in 6 years	A Half-Time BFA Student must have earned 120 credits in 12 years	A Full-Time 3-year Certificate Student must have earned 90 credits in 4.5 years	A Half-Time 3-year Certificate Student must have earned 90 credits in 9 years.
1	20	10	20	10
2	40	20	40	20
3	60	30	60	30
4	80	40	80	40
5	100	50	90	50
6	120	60		60
7		70		70
8		80		80
9		90		90
10		100		
11		110		
12		120		

Academic Policies and Procedures

Grading System

Following the end of each semester, grades are made available to students online through SONISWEB. They are also available for all matriculated students in the Office of the Registrar. Grades for graduating students will be available through SONISWEB until June 15 of the graduating year. After that date, please see the Registrar for grades. The grade point system is as follows:

Grade	Designation	GPA	DEFINITION
A	Excellent	4.0	Work of exceptional quality that goes beyond the stated goals of the course
A-		3.7	Work of very high quality
B+		3.3	Work of very high quality that indicates substantially higher than average abilities
B	Very Good	3.0	Very good work
B-		2.7	Good work
C+		2.3	Average work that satisfies the goals of the course
C	Average	2.0	Adequate work that indicates an understanding of the course material
C-		1.7	Passing work but below academic standards
D+	Below Average	1.3	Below average work that indicates that the student does not fully understand the assignments. Passing for credit
D		1.0	
D-		.7	
F	Failure, no credit	0.0	Indicates a failure to accomplish minimum course requirements
NC	No credit	0.0	
I	Incomplete	None	* see catalog policy for more information
W	Withdraw	None	Officially withdrawn from a course
WF	Withdraw, Fail	0.0	WF is a withdrawal from the course after the W deadline

Academic Policies and Procedures

Grade Point Average (GPA) and Minimum Grade Requirements

To make satisfactory academic progress and remain in good academic standing, a student must achieve a cumulative and semester GPA of 2.0 or higher each semester. All matriculated students receive academic evaluations at the end of each semester; those who fall below a 2.00 cumulative or semester GPA will be placed on academic probation for the following semester.

Grade Alerts

- Students are given grade alert notices at any time during the semester if their course grade falls below a "C."

Probation/Financial Aid Warning

- Students who do not maintain satisfactory academic progress are placed on probation/financial aid warning for the semester. If they fail to remove themselves from probation by achieving a 2.0 semester GPA at the end of the following semester, they are subject to dismissal at the discretion of a panel headed by the Dean. Exceptions due to extenuating circumstances may extend the probation/financial aid warning period one additional semester.
- A student who is on academic probation may be subject to a reduced and adjusted program of studies.
- Financial aid will be affected by a probationary/financial aid warning status that continues for two consecutive semesters. Any questions regarding this policy should be directed to the Director of Financial Aid.

Dismissal

- Students who are placed on probation/financial aid warning (less than 2.0 GPA) for the semester and fail to remove themselves from probation/financial aid warning by achieving a 2.0 semester GPA at the end of the following semester (thus not meeting SAP Standards) are subject to dismissal at the discretion of a panel headed by the Dean. Exceptions due to extenuating circumstances may extend probation/financial aid warning one additional semester.
- If dismissed, a student may submit a written appeal to the Dean. If the appeal is granted by the Dean, and the student does not achieve a 2.0 cumulative GPA at the end of one additional semester, the student will be dismissed automatically, without appeal or review.
- A student may apply for re-admission through the Office of the Registrar after a one-year absence from the College by demonstrating satisfactory academic progress of a 2.3 or higher GPA during two consecutive semesters at another accredited institution.

Graduation Requirements

In order to meet the Satisfactory Academic Progress standards and graduate with a BFA, Certificate, or Post-Baccalaureate degree, a student must maintain and fulfill the following requirements:

- A cumulative grade point average (GPA) of at least 2.0.

Academic Policies and Procedures

- Completion of all course requirements.
- For BFA candidates:
  A minimum of four semesters (60 credits) of enrollment at the College, including the fourth and final year.
- For Three-year Certificate candidates:
  A minimum of three semesters (45 credits) of enrollment at the College, including the third and final year.
- For Post-Baccalaureate candidates:
  The 30-credit program is two semesters of full-time study or 4 semesters of part-time study.

The completion of an additional 9 credits at the College (with a minimum cumulative GPA of 2.3 in those classes) is required of students in their senior year who are on probation in order for the Degree or Certificate to be awarded.

Participation in Commencement Exercises

Graduation is held annually in May. All degree candidates who completed their degree during that academic year are invited to participate. Students who have not completed degree requirements but wish to participate in Commencement exercises must submit a written appeal to the Office of the Dean. A graduation fee will be charged to all graduating students in the Certificate, Post-Baccalaureate, and BFA degree-seeking programs. The fee is charged on the spring semester tuition bill regardless of participation in the commencement ceremony.

Attendance

Full participation is expected of all students and is necessary to fully benefit from and succeed in the College's program of study. All students are expected to attend classes regularly and promptly, and for the duration of the scheduled instructional time. Individual instructors will decide the optimum time for taking attendance and may penalize for lateness or absence

Absences from class may result in a lowered grade or an "F" in the course, depending on the attendance policies stated by the instructor on the syllabus. It is the responsibility of the student to arrange with his/her instructor(s) to make up all missed work within the semester in which the course is taken. Failure to do so will also affect the student's grade. In cases where the faculty member has not articulated unique course policies regarding absences and their penalties, the following shall apply:

One unexcused absence will result in five points being subtracted from the final grade; with two absences, the points are doubled to subtract an additional ten points for a total of fifteen; and with three absences, subtract an additional fifteen points for a total of thirty points from the final grade. At that point a written grade alert is issued. An additional unexcused absence results in a grade of "F".

In the event that absences are the result of extraordinary, documented circumstances and are numerous enough that it is impossible for the student to qualify for advancement, the student may be advised to withdraw from the course. If the course is required for the degree, the student will also be required to repeat the course in a subsequent semester.

Academic Policies and Procedures

Students who withdraw from a course or the College must do so through the Office of the Registrar. Non-attendance does not constitute an official withdrawal.

Incompletes

An incomplete may be given at the instructor's discretion only in exceptional cases such as illness, excused absence or other extenuating circumstances, if the student is otherwise passing the course. The work must be completed and the incomplete reconciled within 30 class days after the beginning of the next full semester. If the incomplete is not cleared, a grade of "F" will automatically be recorded. It is the student's responsibility to see that the work is completed and submitted directly to the instructor. It is the instructor's responsibility to submit a grade within the prescribed time.

In order for students to receive an incomplete, the student and the instructor must complete the Request For Incomplete Form, which is available in the Office of the Registrar. The completed form must be submitted to the Office of the Registrar no later than the last day of classes during the semester in which the course was offered.

Withdrawal from Courses

A student may withdraw from a course with a "W" (Withdrawal) grade from the last day of the Add/Drop period through the last day of the tenth week of the semester. The withdrawal form must be signed by the course instructor, the student's advisor, the Dean,and then be submitted to the Office of the Registrar prior to the deadline.

After the end of the tenth week, a "W" grade is possible only under unusual circumstances such as an accident or severe illness, and must be documented. Permission to withdraw under such unusual circumstances must be given by the instructor and the Office of the Dean.

A student who wishes to withdraw from all classes must initiate an official Withdrawal or Leave of Absence from the College as outlined in this Catalog.

If a student withdraws from all classes and does not officially withdraw from the College or take a leave of absence, he/she may be administratively withdrawn from the College or dismissed in accordance with Academic Review policies.

SEPARATION FROM THE COLLEGE

Withdrawal from the College

Students who choose to separate from the College once a semester has begun must submit a request for Withdrawal from the College. Request must be submitted on the Separation from College Form, which is available through the Office of the Registrar. Unless a student is physically incapable of doing so in person, the student must meet with his/her advisor, the Director of Financial Aid and the Director of Student Accounts to confirm that the implications of Withdrawal are understood, especially in regard to the student's financial responsibilities and the academic impact of withdrawal. Each meeting must be noted through a signature on the Withdrawal Form. The date on which the Withdrawal Form is given to the student by the Office of the Registrar will be used as the effective date of withdrawal, even if all signatures have not been obtained at that point.

Medical Leave of Absence

A Medical Leave of Absence is granted to students who wish to apply for a leave due to a medical condition, and must be approved by the Dean. An approved Medical Leave of Absence indicates that a student may return to classes at the end of his/her leave once appropriate medical documentation has been received and verified by the Dean. Requests must be submitted on the Separation from College Form, which is available through the Office of the Registrar, and accompanied by appropriate documentation.

Required Medical Leave of Absence

The College may require a student to take a Medical Leave of Absence. In making the decision to require a student to take a medical leave, the Dean, in consultation with other staff, will act out of concern for the student and his or her rights, concern for the other students, and concern for the College as a whole.

The Dean will determine whether the school is able to provide the level of care and guidance needed, whether there is a likelihood that the student will pose a threat to himself/herself or others, and to what extent the student seriously interferes with the rights of the others in the community to carry out their educational pursuits.

General Leave of Absence

A General Leave of Absence is granted to students who wish to take time away from school for personal reasons of a non-medical nature.

A student may request either type of Leave of Absence by obtaining a Separation from College Form, which is available through the Office of the Registrar. Only students in good academic standing may request a Leave of Absence. Students who maintain a minimum 2.0 cumulative and semester grade point average are considered to be in good academic standing. A Leave may be granted only for one or two semesters, with approval granted by the Dean. If a student plans to be away for more than two consecutive semesters, a Leave cannot be granted and the student must instead withdraw from the College and apply for readmission through the Office of the Registrar at the time they wish to return. Students who have withdrawn, but seek

Academic Policies and Procedures

readmission the following year will receive priority consideration for readmission over those students who have been separated from the College for a longer period of time.

A Leave of Absence for a semester already in progress will not be granted after the tenth week of the semester. If a student wishes to leave prior to the end of the tenth week and the request is approved, he/she may withdraw from the current semester courses, with the leave taking effect in the current semester only. In this instance, the student will be subject to the grading, withdrawal periods, and withdrawal refund policies listed elsewhere in this catalog.

If a student wishes to depart after the tenth week of the semester, he/she must withdraw from the College.

For both leaves, the "effective date" is the date of separation from the College that will be noted on the transcript. The effective date for the Leave of Absence is the date the form is obtained from the Office of the Registrar. The Dean may override this date based on the history of a student's medical condition for a Medical Leave of Absence, when deemed appropriate.

If the student does not register for the term following the Leave's expiration, but wishes to resume his/her studies at a later date, the student must apply for readmission following the reapplication guidelines in this catalog.

If a student is granted a Leave of Absence for a future semester, but is subsequently placed on probation for the current semester, the Leave of Absence will be converted to a Withdrawal from the College. The student will be notified, in writing, of his/her conversion to "Withdrawn" status by the Office of the Registrar. Students who are converted to a "Withdrawn" status must apply for readmission through the Office of the Registrar in accordance with the policies described in this catalog.

The following is required to obtain a Leave of Absence:

1. The student obtains a Request for Leave of Absence Form from the Office of the Registrar.
2. The student obtains approval from his/her department chair.
3. The Student submits the form to the Dean for approval.
4. After the Leave of Absence approvals are obtained, the student submits the completed form to the Office of the Registrar for processing and coding. A copy of the form will then be distributed to the student and the Dean.

Academic Policies and Procedures

Readmission

Students who have previously attended the College as a matriculated student, but either separated from or were dismissed from the College, may apply for readmission. The readmission process is conducted through the Office of the Registrar requiring final approval from the Office of the Dean, and does not require the student to repeat the initial admission process.

A request for readmission as a degree candidate requires submission of a completed Readmission Form, available in the Office of the Registrar, and payment of a $55.00 fee. The readmission fee must be paid by June 1 for the fall semester and November 1 for the spring semester.

The Office of the Dean, the academic department chair, and the Business Office must endorse the readmission prior to registration. The major department reserves the right to require transcripts, letters of recommendation and an additional portfolio review. Credit for courses taken seven or more years prior to the date of readmission will be re-evaluated in conjunction with degree programs currently offered. Academic chairs may choose not to accept courses regardless of when they were completed for credit toward the degree based on the student's level of performance in the course and its applicability to the program's current requirements. Final determination on the Application for Readmission will be made by the Dean of the College. A decision on readmission applies only to the semester listed on the reapplication. If the student is accepted and does not return for that semester, the student must reapply.

In the event of dismissal, an application for readmission will not be considered until a full academic year has elapsed. Readmitted students will carry the cumulative GPA that was in place at the completion of the last semester attended at Lyme Academy College of Fine Arts. Please also note that previous censure from the Academic Progress Committee will apply to all readmitted students.

Academic Policies and Procedures

ACADEMIC GRIEVANCE PROCEDURE INCLUDING REQUESTS FOR A CHANGE OF GRADE

Students who have a concern or grievance regarding any academic matter may use the following process to address those concerns.

Academic Grievances

Grievances must be submitted no later than the end of the seventh week of the semester following the one in which the cause of the grievance occurred. This deadline has been set to allow time for the resolution of incomplete grades from the previous semester in accordance with the College's related policies. Please also note that requests for a change of grade from students who have graduated must adhere to the guidelines noted at the end of this section.

In the event that the student feels the need for a neutral advocate at any stage of the grievance process, the student may request the assistance of any staff member of the College.

1. Students who have a concern or grievance regarding an academic matter are encouraged to discuss their concern directly with the instructor.
2. If the student is not comfortable presenting his/her concern in person, or is not satisfied with the outcome of the discussion, the student should submit the grievance in writing to the instructor, and send a copy to the chair of the department in which the instructor teaches and the Dean of the College.
3. The instructor must respond, in writing, to the student within 10 business days from the date in which a grievance is received. In the case of a grievance filed during winter, spring, or summer breaks, the clock will stop until the first day of the regular academic calendar. The department chair with supervisory responsibility for the instructor/course is available for consultation by either the student or the faculty member, and must be copied on the instructor's response. The chair has the right to forward the concern to the Office of the Dean should he/she conclude that either the student or instructor's concerns warrant further review or intervention.
4. If the student believes that his/her concern requires further attention, he/she may submit the matter in writing to the Office of the Dean.
5. The Dean must either rule on the case or charge an Academic Grievance Committee within 10 business days. If the Dean determines not to rule on the matter, he/she may convene an Academic Grievance Committee to review the concern.
6. In the event a resolution cannot be reached, students may seek assistance from the College's state licensing authority, the Connecticut Office of Higher Education, 61 Woodland Street, Hartford, CT 06105-2326; phone 1-800-842-0229; www.ctohe.org/studentcomplaints.shtml or the College's accrediting body, the New England Association of Schools and Colleges, Inc.; 3 Burlington Woods Drive, Suite 100, Burlington, MA 01803-4514; phone 1-855-886-3272; http://cihe.neasc.org/information_for_the_public/comments_amp_complaints.

Academic Policies and Procedures

Change of Grade

An instructor may change a grade only if an error occurred in computing or recording the final grade, or if re-evaluation of previously submitted work is warranted. Extra work, beyond that required of other class members during the period when the class met, or work handed in after the completion of the course, may not be offered as reasons for a grade change, except in accordance with fulfillment of approved Incomplete requirements.

If a student questions the correctness of a grade, the student should address his/her concern in accordance with the Academic Grievance Procedures. Any change of a final grade may be made only by the course instructor, who must personally submit the signed Change of Grade form, including the signature of the Dean, to the Office of the Registrar no later than the end of the semester following the one in which the grade was given.

Graduated students who wish to seek a change of grade or file an academic grievance must do so no later than three days after the last grades required for completion of degree requirements are posted.

Academic Integrity

Violations of academic integrity are considered to be acts of academic dishonesty and include, but are not limited to, cheating, plagiarizing, fabrication, denying others access to information or material, and facilitating academic dishonesty, and are subject to the policies and procedures noted within this catalog, including the Student Code of Conduct. Lack of knowledge of citation procedures, for example, is an unacceptable explanation for plagiarism, as is having studied together to produce remarkably similar papers or creative works submitted separately by two students.

Process for Addressing Violations of Academic Integrity

If an instructor suspects a student of any violation of academic integrity, the following process is to be followed:

1. After an initial consultation with the department Chair where the infraction is identified and its seriousness assessed, the instructor must address the situation with the student, either in writing or in person. After having addressed the situation with the student, the instructor shall determine an appropriate course of action within his/her purview as a member of the teaching faculty. (Please refer to the "Sanctions" section of this policy for possible actions to be taken in such cases.)

2. In the case of Assignment Sanctions (see below), the instructor may submit a written summary as outlined above if he/she deems it to be warranted.

3. In the case of Course Sanctions (see below), the instructor must prepare and submit a written summary of the infraction and its penalties to the chair of the department in which the course was taught, to the student, and to the Dean who will have a copy placed in the student's confidential file.

4. In cases where either the Office of the Dean or the instructor determines that the offense merits consideration by the Disciplinary Committee, the instructor works in

Academic Policies and Procedures

conjunction with the Office of the Dean to formally refer the case to the Disciplinary Committee.

Sanctions

After consulting with the department chair, it is up to the instructor to determine how serious the offense is, based upon his/her academic standards and expectations, as it relates to the sanctions to be imposed within his or her course. Both the Office of the Dean and the instructor have the right to determine whether the offense warrants advancement to the Disciplinary Committee. The Office of the Dean must be kept apprised by the instructor of all actions taken. If it is judged that a student has violated the College's standards for academic integrity, sanctions may include but are not limited to:

Assignment Sanctions:

(Please note that when sanctions are imposed in this manner, students become ineligible for an Incomplete or a Withdrawal from the course in which the sanctions are imposed if it is pursued as a result of the sanction.)

1. Repeating the assignment or completing an additional assignment; or

2. Failure of the assignment with no opportunity to repeat it. No points will be earned for the assignment (that is, an "F" will equal a "0").

Course Sanctions:

1. Issuance of a warning or verbal reprimand with a written description of the interaction by the instructor. Copies of such reprimands must be kept by the instructor, and submitted to the Office of the Dean who will forward copies to the student's confidential file and the student;

2. Failure of the class; or

3. Referral to the Disciplinary Committee for possible actions that may include, but are not limited to, suspension, dismissal or expulsion. Such referral is likely in extreme or repeated cases involving a violation of academic integrity.

Appeals Procedure:

Students who wish to appeal the instructor's sanction(s) should follow the procedure as outlined in the above under the Academic Policies section, "Academic Grievances."

Students who wish to appeal the decision of the Disciplinary Committee should follow the procedure outlined in the Student Code of Conduct.

Financial Matters

TUITION, FEES, AND FINANCIAL AID

Tuition Deposits

Within four weeks of receiving an Offer of Admission to the College, students are required to submit a $400 tuition deposit in order to reserve a space in the class to which they were admitted. The tuition deposit will be credited to the first semester tuition bill. Tuition deposits for Fall enrollment are refundable if requested by May 1, (tuition deposits for January enrollment are refundable if requested by October 1) and will be returned within four weeks of receiving a written request from the student that confirms his or her decision not to enroll. Students may defer their acceptance for up to one academic year, and in such cases tuition deposits will be credited to the first tuition bill. If students elect not to attend within that year, the tuition deposit is non-refundable.

Annual Tuition

Full-Time BFA Degree, Post Baccalaureate and Certificate Candidates	
12 to 18 credits per semester.	$28,824
Each credit over full time designation is charged on a per credit basis.	$1201/credit
Less than full-time BFA Degree, Post Baccalaureate and Certificate Candidates are charged on a per credit basis	$1201/credit

Non-Matriculated Students

Tuition Charge	$600/credit
General Student Fee	$68/credit

Non-matriculated students may enroll for up to 11.5 credits per semester, and will be charged the per-credit rate noted.

If a non-matriculating student decides at a later date to matriculate as a BFA, Post-Baccalaureate or Certificate student, he/she must pay the difference between the price paid as a non-matriculated student and the current posted tuition rate for matriculated students at the time of matriculation. In addition, the student/applicant must meet the same entry prerequisites as all students entering the matriculated program.

Continuing Education Students

Students attending courses run by the Division of Continuing Studies should refer to the Continuing Studies publications for information on course offerings and tuition rates.

Miscellaneous Fees (non-refundable)

Application Fee	$55
General Student Fee, full-time student	$1632/year
General Student Fee, less than full-time	$68/credit
Graduation Fee, payable in the spring semester	$100
Housing Activity Fee	$50/semester
Housing Fee	$3400/semester
Late Payment Fee, monthly	$50
Printmaking Lab Fee	$50/course
Re-Admission Fee	$55
Returned Check Fee	$25
Senior Studio Fee, payable in the fall semester	$200
Transcripts, each	$5
Transcripts prior to Spring 1992	$35

LYME ACADEMY COLLEGE OF FINE ARTS
A College of the University of New Haven

Financial Matters

The General Student Fee supports the cost of visiting artists, models, classroom teaching materials/supplies and handouts, along with some college events such as the end of year picnic.

Payment Due Dates

Matriculating, Non-Matriculating, Post-Baccalaureate & Certificate Students

Fall Semester:

Full payment of tuition and fees is due in the Business Office by August 1.

Spring Semester:

Full payment of tuition and fees is due in the Business Office by January 1.

Students who cannot meet payment deadlines due to a delay in anticipated student loans or other financial aid must make arrangements with the Business Office before payment is due.

Accounts are considered past due if payment in full has not been received by each due date. A $50 late fee will be assessed each month until the balance is paid. Late fees are non-negotiable. When an account is past due, a "hold" will be placed on the account which will prevent the student's name from appearing on class rosters, and grades, transcripts and diplomas will be withheld. Registration privileges will also be suspended.

Accounts that are 30 days past due are considered delinquent, and class attendance is not permitted.

Additionally, in the event that an account becomes delinquent, the College reserves the right to assign the account to a collection agency and/or report it to the credit bureaus. The student is responsible for paying all associated collection costs, including attorney fees, court costs, collection agency fees and other charges necessary for the collection of the debt.

A student who is suspended, expelled or otherwise asked to leave the College is responsible for the full payment of tuition and fees charged to the student's account.

Continuing Studies Students

Payment is due at the time of registration. Registrations will not be processed until payment-in-full has been received in the Business Office. Students may register by mail or in person.

Financial Responsibility

As a student of the Lyme Academy College of Fine Arts, you acknowledge that by registering for classes you agree to pay all tuition, fees, fines and charges on your student account, before each due date. Failure to receive a tuition bill or to secure financial aid in a timely manner does not relieve a student of responsibility for payment of tuition and fees by the due date. Registration is not considered complete until all tuition and fees have been paid in full.

Financial Matters

It is also the student's responsibility to keep his/her mailing address up to date in the SONISWEB system. The Student Services Office can assist with address changes.

FORMS OF PAYMENT

Cash
Cash payments may be made in the Business Office.

Checks
Checks should be made payable to "Lyme Academy College of Fine Arts" and can be delivered in person or mailed to the attention of the Business Office.

Credit Cards
The College accepts MasterCard, VISA, Discover, and American Express. Credit card payments should be made in person in the Business Office to ensure proper credit to your account, unless a credit card authorization form has been filled out and submitted.

International Students
Bank checks or money orders must be drawn on a U.S. bank and written in U.S. dollars, made payable to "Lyme Academy College of Fine Arts". In order to avoid delays in meeting payment requirements, we recommend opening a bank account in the United States before arriving. Your embassy or local bank can assist you with financial questions and the transferring of funds.

Due to federal sanctions placed by the Office of Foreign Assets and Control (OFAC), receipt of assets may be restricted from certain countries. Please check with your embassy on procedures in those cases.

Returned Checks
Checks returned for non-payment will incur a $25 fee. When a returned check results in late payment of tuition and fees, all College privileges will be suspended until full payment is received in the Business Office.

Refund of Overpayments
Overpayment of a student's financial account will be refunded by check approximately two weeks after the end of the add/drop period.

Financial Aid Disbursements
State, federal, institutional and private financial aid is disbursed by crediting the student's tuition account within three days of receipt of the funds, following the end of the add/drop period each semester.

Financial Aid Credit Balance
If a student's Financial Aid Award (excluding work study) exceeds the cost of tuition and

Financial Matters

fees, the excess awarded above tuition and fees will be returned to the student to assist with meeting educationally-related expenses. Since credit balances (except Pell grant related funds) will not be returned until after the end of the add/drop period, please budget accordingly for housing, meal and supply expenses.

If a refund is due to the student as a result of an overpayment of tuition due to the receipt of financial aid, then the refund check will be issued within fourteen days of the financial aid being disbursed to the College and a credit balance showing on the statement.

Students receiving a refund due to a Pell Grant will have a check mailed to them within seven days of the semester start date, provided that the funds were received by the College during that time and there is a related credit balance on the student account.

If an overpayment of tuition is the result of a Parent Plus Loan being credited to the student's account, the refund check from the College will be made payable to the parent borrower within fourteen days of the loan funds being disbursed to the College and a credit balance on the account.

Refund Policy

The date that a student officially withdraws from the College or reduces the number of credits for which they are registered determines the degree to which tuition may or may not be refundable according to the following schedule:
Before the first day of the semester: 100% of tuition and fees minus $150
Through the first week: 70% minus all fees
Through the second week: 60% minus all fees
After the second week: no refunds.

A change in enrollment status or number of credits taken may change or cancel your financial aid awards. Students are eligible for a full refund of tuition and fees for any course that is cancelled. The College does not offer pro-rated tuition or fees.

A student who is suspended or expelled from the College is responsible for the full payment of financial charges for the semester. When a student formally withdraws from the College (which must be done in writing), the student's financial aid will be cancelled or pro-rated as required by the different financial aid programs.

Financial Aid/Title IV Refunds

If a student has received Federal (Title IV) funds, Federal regulations specify how the College must determine the amount of aid that a student has earned who withdraws, drops out, takes a leave of absence or is dismissed from the College prior to completion of 60% of the payment period (semester).

Financial Matters

Title IV recipients should note that the amount of the student refund will be calculated only after the aid proceeds are appropriately returned to each program in accordance with Federal regulations. Refunds to Title IV Aid Programs will be made according to the federally mandated attribution table:

- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Federal Direct Loan
- Federal Parent PLUS Loan

First-time college students who are also Title IV aid recipients are subject to a more liberal refund policy. Refunds are determined by a pro-rated method through the first 60% of the first semester of attendance. Refunds for first-time students will be determined by using a series of official calculations. The reimbursement will be that which most benefits the student.

Financial Matters Title IV

Federal Title IV programs include Federal Pell Grants, Federal Direct Loans, Federal Parent PLUS Loans, and the Federal Supplemental Educational Opportunity Grant (FSEOG).

All Financial Aid is awarded on an individualized basis and in accordance with student need calculated from the information reported on the Free Application for Federal Student Aid (FAFSA).

FINANCIAL AID ELIGIBILITY

Eligibility

Recipients must be enrolled or accepted for enrollment in the BFA Degree, Certificate, or Post Baccalaureate program. The Lyme Academy College determines a student's financial aid eligibility based on "Federal Methodology.", Federal Methodology is federally regulated assessment methods used to determine eligibility need-based Federal Student Aid. The information the student reports on the FAFSA is used in the Federal Methodology calculation.

Eligibility is evaluated each year and within the year if circumstances change. Once enrolled, students must make satisfactory academic progress toward the BFA Degree or Certificate. (See Satisfactory Academic Progress (SAP) Standards). If a student remains in a probationary status for two consecutive semesters (less than a 2.00 GPA per semester), they will automatically lose eligibility for both need-based and merit-based financial aid at the college. The aid may be reinstated only after two consecutive semesters of demonstrated academic progress resulting in both a 2.00 semester, and cumulative, GPA average.

At least half-time enrollment is required for most student aid. Partial or complete withdrawal during the add-drop period each semester may result in cancellation of college-awarded aid. (Please see refund policy.)

Financial Matters

Free Application for Federal Student Aid (FAFSA)

- A FAFSA application must be completed each year to determine a student's eligibility for financial aid. The FAFSA is completed online at www.fafsa.gov. The application must be electronically signed with the student's Federal PIN.
- Lyme Academy College's Federal School Code, 030794, must be included in the designated section on the FAFSA in order for the school to receive the processed information. All students must complete their FAFSA by May 1.
- Student Aid Report (SAR) contains the Expected Family Contribution (EFC). The EFC is the result of the Federal Methodology calculation. The EFC is necessary to determine eligibility for Federal aid.
- The SAR also alerts the student to errors on the FAFSA that need to be corrected before financial aid eligibility can be determined.

The College participates in the following Federal programs:

Federal Direct Subsidized & Unsubsidized Student Loans

Federal Direct Loans are low-interest loans made to students attending school on at least a halftime basis. Students must file a Free Application for Federal Student Aid (FAFSA) to become eligible for Federal Direct Student Loans. For the 2013-2014 academic year, the interest rate for Federal Direct Student loans is a fixed rate of 6.80%. The government pays the interest on subsidized loans while you are in school, during the post-school grace period, and during authorized deferment periods. If you receive an unsubsidized loan, you are responsible for payment of the interest during these periods. Applications and further information may be obtained from the Federal Direct Loan website: https://studentloans.gov.

Federal Parent PLUS Loans

A Federal Parent PLUS Loan is a loan that a parent takes on behalf of an undergraduate dependent that can be up to the cost of attendance less any financial aid already received by the student. The interest rate is currently fixed at 7.90%. Federal Parent PLUS Loan borrowers are subject to a credit check. Borrowers must not have an adverse credit history. Applications and further information may be obtained from the Federal Direct Loan website: https://studentloans.gov.

Federal Pell Grant

The Federal Pell Grant is awarded to an undergraduate student with exceptional financial need. Eligibility for the Federal Pell Grant is based on the student's Expected Family Contribution. A student who earned a bachelor's or professional degree is not eligible for the Federal Pell Grant. The maximum award for the current Academic year 2013-14 is $5645.00.

Federal Supplemental Educational Opportunity Grant

A Federal Supplemental Educational Opportunity Grant (FSEOG) is for undergraduates with exceptional financial need, as determined by the school. Priority is given to Federal Pell Grant recipients.

Financial Matters

Federal Work-Study

The Federal Work-Study (FWS) Program provides jobs for undergraduates who are eligible for Federal Student Aid. FWS gives students a chance to earn money to help pay their educational expenses. The program includes community service jobs. The submission of time sheets is required.

Work Exchange Program

Students may apply for College Work Exchange each semester. A variety of jobs are available on campus and may be identified by speaking with the Coordinator of Student Services. An Agreement Form is completed by the student, prior to the start of the semester, detailing the job assignment and the monetary value of that task.

Verification Procedures for Federal Aid

Students will be notified if the application for Federal Aid has been selected for verification. A Verification Worksheet will be sent to students along with the notification, and the completed worksheet must be returned along with the relevant tax forms to the College within 30 days of receipt. Once all the necessary documents are received, and the information is correct, and there are no outstanding issues or discrepancies, the College will award aid according to each student's eligibility and disburse Federal Aid Funds.

Connecticut Governor's Scholarship Program

The College participates in the Connecticut Governor's Scholarship Program. A Connecticut resident who is eligible for Federal Student Aid with an Expected Family Contribution (EFC) within an approved range, is eligible for the Governor's Scholarship Program.

Veterans Benefits

The College qualifies for Veterans Benefits for those who meet the criteria. For eligibility information, please call the U.S. Department of Veterans Affairs, Education Service's Regional Processing Office at 1-888-442-4551. Please see the Registrar for additional guidance.

Private Education Loan Options

The College is eligible to participate with lenders that offer private, non-federal, educational loans. Eligibility for private loans is based on the creditworthiness of the borrower(s). Students do not have to complete FAFSA in order to qualify for the above loans. They are also available for families, spouses, grandparents, or any other creditworthy borrowers who want to use them to support students in their educational endeavors.

Please be aware that interest rates for private loans are usually higher than other educational loans. Students are encouraged to utilize all Federal Student and Parent loans, as well as available grants and scholarships, before considering Private loans. Additional grants and scholarships are often available through private organizations (clubs, churches, employers). Students are encouraged to investigate all sources of grants and scholarships before considering private education loans.

Financial Matters

Educational Tax Benefits

Form 1098-T will be furnished to all eligible students who have a valid tax identification number (social security number) on file in the Business Office. The College reports the amount billed for qualified tuition and fees during the previous calendar year. 1098-T tuition statements will be mailed to the student's permanent address on record each year that a qualifying transaction is made. Please note that statements reflect the "Amounts Billed" method, where you may find the amounts actually paid in your own records.

The College does not offer tax advice; please consult your tax advisor.

Please note that if someone is filing benefits on behalf of the student and requires information from the College, written authorization must be on file with the Business Office before the student's account will be discussed with anyone other than the student. A Release of Student Information Form can be found on our website, or by contacting the Business Office.

Student Services

General Information

The Student Services Office serves as a valuable resource to support the student body in a variety of ways. The Student Services Coordinator is available to provide general counseling, guidance, support, consultation, and referral for outside providers and services. The College provides free and confidential counseling on campus with a licensed clinical social worker. Freshmen in particular are encouraged to use Student Services to assist in guiding them through the foundation year.

Student Health Insurance

Students are expected to maintain private insurance during their time at the College. If enrolled students do not have insurance through a parent, spouse or employment, the American College Student Association offers college students a voluntary Injury and Sickness plan at a reasonable cost. For further information please contact them directly by phone at 1-888-526-2272 or their website at: www.acsa.com. The College does not assume financial responsibility for outside health treatment, physical or mental.

Immunization Requirements

All first year full time matriculated students must submit an immunization record; prior to August 1st with the following immunizations documented:

- MMR Vaccine
- Varicella Vaccine
- Meningococcal Vaccine

For specific immunization requirements contact the Student Services Office or visit the College website at: http://www.lymeacademy.edu/index.php/admissions/student_services/health_and_disabilities/

DISABILITIES

Physical or Learning Disabilities

The College is committed to ensuring that all students are given every opportunity to succeed. Any students with diagnosed disabilities are encouraged to identify themselves to the Student Services Coordinator. The College provides services and reasonable accommodations to all students who need and have a legal entitlement to such accommodations.

Students with diagnosed learning disabilities who would like to request accommodations are required to:

- complete a request for accommodations form
- provide documentation (must be dated within 3 years of request) including recommendations for accommodations

Requests must be timely (within the first two weeks of the semester).

Student Services

Students must request accommodations at the beginning of each semester (accommodations do not carry over from semester to semester).

Additional testing required by the College to determine the need for accommodations is the responsibility of the student. Testing to diagnose learning disabilities is not provided on campus.

Students with physical disabilities who require accommodations may also contact the Student Services Coordinator to discuss how the College may assist in providing reasonable accommodations.

Missing Persons

A suspected missing student should be reported to the Dean immediately. In compliance with federal laws, if after investigation the student is determined to be a missing person, the appropriate law enforcement agencies and the student's emergency contact will be notified within 24 hours. If a student is under the age of 18, the College will contact a parent or guardian. If a student is over the age of 18, the College will contact the emergency contact identified by the student to the College.

Communication

Communication between students, faculty, and staff is vital to success at the College. Students must provide the College with their most current address, phone number, email address, and emergency contact information (changes throughout the academic year should be made in SONISWEB & with Student Services). All students are expected to read their email on a daily basis, and recognize that the College will use student email addresses for official and time-sensitive communication.

SONISWEB

All students are given access to SONISWEB (www.lymesonisweb.com) utilizing their student identification number and password. Students can update their contact information, view their grades, accounts, class schedules and contact their faculty directly.

Student/Alumni Mentor Program

The Mentor Program provides an opportunity for junior and senior year students to work with an alumni mentor to promote and facilitate the transition between student and professional artist. Students and alumni mentors meet on a regular basis throughout the semester to enhance skills pertaining to the business of art including, but not limited to, general assistance, studio choices, gallery relationships, website design and networking. The program is strictly voluntary and content is unique to each alumni/student pair. Interested students submit an application and meet with the Director of Alumni Relations and the Student Services Coordinator, after which a match is made, based on application information, compatibility and availability of alumni mentors. Mentor Program applications may be obtained by contacting the Director of Alumni Relations or the Student Services Coordinator.

Student Services

Career Services

Obtaining a degree in the Fine Arts affords many varied opportunities for future growth. Internships and employment opportunities within museums, galleries, and businesses are offered throughout the academic year and summer months. These opportunities are posted on the help wanted board in Brundage Commons and by contacting the Student Services Coordinator. Student Services also offers assistance and information to students interested in pursuing an advanced degree.

STUDENT ORGANIZATION

Goals and Objectives

1. The Student Organization seeks to promote campus unity through greater understanding of the manner in which all decisions affect separate areas of the College community.
2. The Student Organization works closely with faculty and their advisor to communicate regarding student needs, interests, and concerns.
3. The Student Organization works on special projects to gain leadership experience, contribute toward student events, and provide structure towards any defined goal that they may set.
4. The Student Organization shall work to bring the ideas and opinions of the student body to the administration and act as a conduit between these two important groups.

By-Laws

1. The Student Organization shall meet a minimum of four times per semester for no less than 30 minutes each.
2. The structure of the Student Organization shall consist of two Co-Chairs and a Student Advisory Council. The Co-Chairs will work closely with the Student Organization Advisor to achieve the goals of the group. The Student Advisory Council will provide guidance and assistance to the Co-Chairs. At least one Co-Chair must be present at all meetings.
3. A meeting shall include at least one co-chair and 3 out of 5 members of the Student Chairs Council to be considered a valid meeting.
4. Co-Chairs or members of the Student Advisory Council who miss more than two consecutive meetings may be voted out of their positions by the Student Organization. Sporadic, unreliable attendance is also grounds for removal by majority vote.
5. The Student Organization shall have a student representative from each class, as well as a Non-matriculated student. There must always be at least one representative from the painting department and one representative from the sculpture department.

6. All currently enrolled students are members of the Student Organization and may attend any scheduled meeting.
7. All meetings shall follow the same format: call to order, minutes of previous meeting, announcements, unfinished business, new business, open agenda and reading of the suggestion box, and adjournment.
8. Members of the Student Organization holding volunteer or nominated posts (i.e., Co-Chairs and Student Advisory Council) shall be representative of the College, upholding good moral character, sound judgment, and the highest ethics at all times. Any lapses are grounds for removal by a majority vote.
9. A special committee can be appointed for opportunities that require extensive research or planning. There are no quorum requirements for a committee meeting.
10. An announcement to the College's Student Community regarding positions as a Co-Chair or member of the Student Advisory Council shall be made at the end of each academic year to inform potential candidates of the opportunity to serve.
11. The time period for commitment to serving as either a Co-Chair or member of the Student Advisory Council is one academic year. If a person who has just served a term wishes to renew the position for an additional year, he/she may do so as long as there is no one else seeking the position. If there is, then an election may be necessary.
12. Students that are selected to serve as Co-Chairs or on the Student Advisory Council are volunteers or accept a nomination. Should there be a disagreement as to who should serve, an election will be held. Election rules and regulations to be determined as necessary.

Academic Affairs Committee Student Representative

Each year the Academic Affairs Committee selects a candidate who will be able to offer critical insight from a student perspective and represent the student body to the best of his or her ability.

The Academic Affairs Committee, a subcommittee of the Board of Trustees, exists to offer oversight and planning for key areas of the college program. The committee meets approximately four times per year. All students interested should submit a brief essay to the Office of the Dean explaining why they feel they would be good candidates. Essays are accepted until the position is filled.

Student Services

Student Life Committee

The Student Life Committee is a dedicated to the quality of student life and the environment beyond the academic realm at Lyme Academy College of Fine Arts. The committee focuses on creating the best student experience possible with reference to residential, recreational and social programs and developing facilities and services that contribute to student enrollment, retention and satisfaction.

The Student Life Committee invites an active Student Organization member to attend monthly meetings to provide critical insight from a student perspective and represent the student body to the best of his or her ability.

Student Code of Conduct

Disciplinary Policy and Procedure

Preamble

All members of the Lyme Academy College of Fine Arts (the College) community seek to work and study in a productive and supportive environment in which each person's behavior is governed by respect for individuals and their property, college policies, and town, county, state, and federal laws. The following policy describes procedures adopted by the Board of Trustees for the College.

Purpose and Application

This policy and procedure is established to codify and regulate student disciplinary issues as they pertain to students attending the Lyme Academy College of Fine Arts. Policy and procedure for student discipline on the College campus is established and regulated by the College's administration, with ultimate authority vested in the College's Board of Trustees and President. All policies and procedures are established to facilitate the efficient operation of the College and to conform to all federal, state, and accreditation regulations and guidelines.

Definitions

A. The "College" represents the Lyme Academy College of Fine Arts.

B. The term "student" includes all persons taking courses at the College, including those who are full-time and part-time, pursuing a baccalaureate or certificate, or enrolled in courses for professional or personal enrichment.

C. The term "faculty member" or "instructor" means any person hired by the College to conduct classroom activities.

D. The term "College official" includes any person employed by the College, performing administrative or professional responsibilities. The term "Dean" should indicate "V.P. of Academic Affairs and Dean" of the college.

E. The term "member of the College community" includes any person who is a student, faculty member, College official, or any other person employed by the College. The Director of Student Services shall determine a person's status in a particular situation.

LYME ACADEMY COLLEGE OF FINE ARTS
A College of the University of New Haven

Student Code of Conduct

F. The term "College premises" includes all land, buildings, facilities, parking lots, and other property owned, used, or controlled by the college, including adjacent streets and sidewalks, all offsite studios, and surrounding property.

G. The term "organization" means any number of persons who have complied with the formal requirements for college recognition.

H. The Director of Student Services is that person designated by the President of the College to be responsible for the administration of the Student Code.

I. The term "policy" is defined as the written regulations of the College as found in, but not limited to, the Student Code, the Student Handbook, the College Website, and the College Catalog.

J.* The term "cheating" includes, but is not limited to:

- Use of any unauthorized assistance in taking quizzes, tests, or examinations.
- Dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, completing projects, or carrying out other assignments.
- The acquisition, without permission, of tests or other academic material belonging to a member of the college faculty or staff.

K* The term "plagiarism" includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers, projects, assignments, or other studio or academic materials via the Internet or any other source. The term "plagiarism" in the scope of an art college shall include the visual misrepresentation of original images and the unacknowledged use of original studio materials by others for purposes of completing projects.

* Please refer to the Academic Integrity Policy in the Catalog for further information regarding cheating and plagiarism, and the College's related policies.

I. General Policy

With regard to student disciplinary issues and student code of conduct, it is the policy of the College to comply with all laws of the United States, Connecticut, and Old Lyme; and to adhere to all regulations and guidelines of the U.S. Department of Education, the Connecticut Office of Higher Education, the New England Association of Schools and Colleges, and the National Association of Schools of Art and Design.

It is the duty and responsibility of all students to acquaint themselves with all provisions of the student disciplinary code and particularly with rules and regulations pertaining to personal conduct, and every student is responsible for adhering to all rules and regulations contained

Student Code of Conduct

in the code, on and off campus, from the date of his or her initial registration at the college through his/her graduation or formal withdrawal from the College. The code may be amended at any time by authority of the President. A full and complete text of the code and other rules and regulations of personal conduct currently in effect, including all amendments, shall be on file in the Office of the Director of Student Services at all times and shall be available for inspection by students.

II. Jurisdiction of the College

College jurisdiction of disciplinary issues includes conduct which occurs both on and off the College premises for the duration of each student's enrollment in the College.

III. Description of Misconduct

Any student found responsible for the following misconduct is subject to the disciplinary sanctions outlined in this code. The following examples of misconduct are not all-inclusive.

A. Acts of dishonesty, including but not limited to the following:

1. Cheating, plagiarism, or other forms of academic dishonesty.
2. Furnishing false information to any College official, faculty member, or office.
3. Forgery, alteration, or misuse of any College document, record, or instrument of identification.
4. Tampering with the election of any College recognized student organization.
5. Receiving or attempting to receive financial aid through misrepresentation, furnishing false information, forgery, alteration, or fraud.

B. Disruption or obstruction of teaching, research, administration, disciplinary proceedings, other college activities, including its public-service functions on or off campus, or other authorized non- college activities, when the act occurs on College premises.

C. Physical abuse, verbal abuse, threats, intimidation, harassment (including sexual harassment), coercion, and/or other conduct that threatens or endangers the health or safety of any person or contributes to a hostile working environment. The College's denouncement of sexual harassment and related policies is published in the student and faculty handbooks.

D. Attempted or actual theft, damage or defacement of property of the College, a member of the College community, or other personal or public property.

E. Hazing, defined as an act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization.

F. Failure to comply with directions of College officials, employees, or law enforcement officers acting in performance of their duties or failure to identify oneself to these persons when requested to do so.

Student Code of Conduct

G. Unauthorized possession, duplication, or use of keys to the college premises or unauthorized entry to or use of the College premises.

H. Violation of published College policies, rules, or regulations.

I. Violation of federal, state, or local law on College premises or at College sponsored or supervised activities.

J. Use, possession, or distribution of narcotics or other controlled substances except as permitted by College policy.

K. Public intoxication; use, possession, or distribution of alcoholic beverages except as expressly permitted by the law and by College regulations.

L. Illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals on College premises. Possession and/or use of firearms, fireworks, weapons and hazardous chemicals are strictly prohibited and in many cases violate state law. This applies to students and employees except where authorized to handle weapons or chemicals.

M. Conduct which is disorderly including breach of peace; or aiding, abetting, or procuring another person to breach the peace on College premises or at functions sponsored or participated in by the College.

N. Theft or other abuse of the College's information technology and digital resources, including but not limited to:

1. Unauthorized entry into a digital file to use, read, or change the contents, or for any other purpose.
2. Unauthorized transfer of a digital file.
3. Unauthorized use of another individual's identification and/or password.
4. Use of computing facilities to interfere with the work of another student, faculty member, or College official.
5. Use of computing facilities to send obscene or abusive messages.
6. Use of computing facilities to interfere with normal operation of the College computing system.

O. Abuse of the Student Code and Student Disciplinary Policy and Procedure, including but not limited to:

1. Failure to obey the summons of the Disciplinary Committee or College Official.
2. Falsification, distortion, or misrepresentation of information before the Disciplinary Committee, a Presidential inquiry, or appeal.

3. Disruption or interference with the orderly conduct of a Disciplinary Committee proceeding.
4. Knowingly filing false allegations against a student.
5. Attempting to discourage an individual's proper participation in, or use of the Disciplinary Committee or the appellate process.
6. Attempting to influence the impartiality of a member of the Disciplinary Committee prior to, or during the course of the proceeding.
7. Harassment (verbal or physical) or intimidation of a member of the Disciplinary Committee or a witness prior to, during, or after the proceeding.
8. Failure to comply with the sanction(s) imposed under the Student Code.
9. Influencing or attempting to influence another person to commit an abuse of the proceedings of the Disciplinary Committee.

IV. Violation of Law and College Discipline

College disciplinary proceedings may be instituted against a student charged with violation of any law that is also a violation of this Student Code, if both violations result from the same factual situation, without regard to pending civil litigation in court or criminal arrest and prosecution. Proceedings under the Student Code may be carried out prior to, simultaneously with, or following civil or criminal proceedings off-campus.

Procedures

Please note: Stages I and II are designed to lead to resolution of a complaint. If it fails to resolve by mutual consent, the disciplinary committee shall be impaneled.

I. The Complaint Process

A. Stage I

Any current member of the College community, including students, faculty, staff or administration may file a complaint against any student for misconduct. (Please note that complaints against members of the faculty, staff and administration are governed by the Staff and Faculty Handbooks.) The complaint must be submitted in writing to the Director of Student Services within 10 college business days from the date of the alleged incident. Every effort will be made at this point to resolve the conflict in a way that is agreeable to all parties involved. The Director of Student Services must document the outcome and share that written documentation with all involved parties no later than 10 College business days after resolution is determined. At this stage, the Director of Student Services has the authority to evaluate complaints and dispose of cases.

B. Stage II

If a complaint has not been resolved, or if the outcome of the resolution is unsatisfactory to any of the involved parties, any involved party or the Director of Student Services may ask the

Dean to consider the complaint and determine its dispensation. The Dean reserves the right to refer the matter directly to the Disciplinary Committee. In such cases, the Dean shall ask the Director of Student Services to impanel the Disciplinary Committee.

C. Presentation of Charges to Student
All charges shall be clearly presented to the accused student in written form. A time shall be set for a hearing, not less than five nor more than fifteen business days after the student has been notified. Maximum time limits for scheduling of hearings may be extended at the discretion of the Director of Student Services or the Dean.

D. Preliminary Hearing
Both the student against whom a complaint has been made and the Dean have the right to request a meeting with one another to review the case. An accused student who fails to meet with the Dean of the College or his/her designee for a preliminary hearing within three school days following receipt of notice of the charge without just reason for failure to do so waives the opportunity for a hearing. In such cases, the Dean may impose sanctions (described in the Sanctions section this document) against the student.

II. The Disciplinary Committee

A. Formation of the Committee
A standing Disciplinary Committee shall be chosen at the beginning of each academic year. The committee shall be chosen within 10 College business days of the start of the academic year.

B. Impaneling the Committee
In order to encourage a fair and balanced hearing, where the community and its constituents are represented, the Disciplinary Committee, impaneled by the Director of Student Services, shall be composed of:

- Two administrative staff members chosen by the President
- Two faculty representatives chosen by the Dean
- Two student representatives chosen by the Director of Student Services

The student against whom charges have been made has the right to invite, at any point of the disciplinary process, a staff or faculty member to serve as his/her advocate in any or all related meetings/discussions where the student would be present or engaged.

C. Committee Officers

1. The Disciplinary Committee shall elect a Chair by majority vote. When the committee is first assembled. The Chair has the responsibility of ensuring that the committee is timely, unbiased, and productive in its work. This includes scheduling, managing, and documenting the committee's processes and determinations. Other officers may be chosen at the discretion of the Committee, by majority vote.

Student Code of Conduct

2. Replacement of the Disciplinary Committee Chair.

   a. In cases where the Chair steps down or resigns from the Committee, a vote for a new Chair will be coordinated by the Director of Student Services within a two-week period of receiving the Chair's resignation.

   b. Should members of the committee wish to replace the sitting Chair, the concerned member/s should communicate directly with Dean. Should the Dean determine that the Chair should be replaced, a new Chair will be selected as noted above.

3. All members of the Disciplinary Committee are expected to maintain absolute confidentiality with regard to all matters related to the Committee's work, and the students involved in the case being considered. Committee members who compromise that confidentiality may be asked to resign from the Committee, and may be subject to further disciplinary action themselves.

D. Disqualification of Committee Members

1. If a member of the Disciplinary Committee

   • is filing the charge(s) against the accused student,

   • is related to the accused student, or

   • has another conflict of interest as defined by the Disciplinary Committee or the Dean

   that member of the Disciplinary Committee must disqualify himself/herself from sitting on the Committee for this hearing. If that member of the Committee fails to disqualify himself/herself, then the Director of Student Services or the Dean reserves the right to disqualify that Committee member from review of the case in question.

2. If a member of the Committee is disqualified from further review of a situation, then that member shall be replaced in the following manner:

   a) The President of the College shall choose a replacement administrative staff member.

   b) The Dean of the College shall choose a replacement faculty member.

   c) The Director of Student Services shall choose a replacement member of the student body.

3. If any member of the Disciplinary Committee, the student or the student advocate has a concern regarding the composition of the Disciplinary Committee as it relates to the scheduled proceedings, the concern should be brought to the Director of Student Services and the Dean for consideration. If the Dean, in consultation with the Director of Student Services and the Chair, determines that the composition of the Committee should be changed, the procedure outlined above shall be followed.

E. Committee Procedures

Within the context of the policies and procedures stated herein, the Chair of the Disciplinary Committee shall be responsible for the Committee's procedures, and must ensure that the accused student/s are provided with a fair and thorough opportunity to both present information and respond to the information provided by others during the hearing.

III. Hearings

A. Hearings shall be conducted by the Disciplinary Committee according to these guidelines:

1. Hearings shall be conducted in private. At the request of the charged student, a student advocate chosen from the faculty, staff, or administration may be admitted.

2. In hearings involving more than one charged student, the chairperson of the committee, at his/her discretion, may permit or require the hearings concerning each student to be conducted separately.

3. Only members of the Disciplinary Committee, the Director of Student Services, the Dean, the Assistant Dean, the accused student, and the student advocate may attend the full hearing. The Chair, with the council of the committee, has both the responsibility and the right to determine involvement of all others. As these procedures are purely to address violations of the College's policies, legal representation for any involved persons is neither appropriate nor allowed in any stage of this process.

4. All Disciplinary Committee proceedings are strictly confidential and may not be shared other than as noted above.

B. Failure to Appear or Present Evidence

1. If the accused student is unable to appear before the Disciplinary Committee on the date specified in the notice, he or she should notify the Chair of the Disciplinary Committee in writing, at least 48 hours prior to the scheduled date and time, requesting a new date. A compelling reason should be provided, with documentation as appropriate. The Disciplinary Committee Chair, in consultation with Committee members as needed, will consider the request and determine its outcome, including a new date and time for the hearing in cases where the request is approved.

2. In cases where the request is denied, or when the accused student fails to appear before the Disciplinary Committee without having notified the Chair prior to the date and time specified in the notice, the Disciplinary Committee may consider all information at their disposal and determine the appropriate course of action, to include ruling on the case. No student, however, may be found to have violated the Student Code solely because the student failed to appear before the Disciplinary Committee.

3. Guided by the values and practices of excellent scholarship and a responsible, ethical community, the Committee shall conduct the research necessary to come to a reasonable conclusion, and in doing so may request and review pertinent records and/or files, or meet with individuals and groups as needed.

C. Proceedings

1. The Chair has the responsibility to direct proceedings in a manner that will ensure a productive and fair consideration of the case. In doing so, the Chair maintains the right to suspend the hearing in order to consult members of the College community as necessary.

2. All involved persons are encouraged to share all relevant information with the Chair by the time of the hearing. Once the hearing is concluded, the Disciplinary Committee may not consider additional information unless it is presented as part of an appeal process, which is governed by the Office of the Dean.

3. The deliberations of the Disciplinary Committee shall occur in a closed-door session, with only Committee members in attendance. The Committee shall determine (by majority vote) whether the student has violated the Student Code as charged.

4. The Dean attends the full hearing, and produces a written record of the hearing's process and outcome within five working days.

5. The Chair of the Committee shall issue a letter to the student/s stating the outcome of the committee's deliberations, any and all sanctions to be imposed, and any criteria or deadlines affecting the student's future engagement with the Committee or College.

IV. Sanctions

All sanctions must be formally presented to and endorsed by the President.

The following sanctions may be imposed upon any student found to have violated the Student Code:

1. Loss of Privileges
   Denial of specified privileges for a designated period of time.

2. Restitution
   Compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.

3. Warning
   A written reprimand that identifies the student's violation/s of the Code.

5. Probation
   A designated period of time during which more severe disciplinary sanctions may be imposed if the student is found to be in violation of any institutional regulation(s).

6. Suspension from the College
   Separation of the student from the College for a definite period of time as determined by the Disciplinary Committee and stated in the letter to the student, after which the student is eligible to return. Students who are suspended during the semester will be Withdrawn from all courses and noted as Withdrawn from the College. Conditions for readmission will be specified at the time of suspension.

7. Expulsion
   Permanent separation of the student from the College. Students who are expelled during the semester will be Withdrawn from all courses and noted as Expelled on the transcript.

8. Other Sanctions
   The Dean, or the Committee, may suggest other sanctions that are suitable in light of the student's offense.

A. Multiple Sanctions

Any or all of sanctions 1-3 may be imposed for any single violation, in addition to one of the sanctions listed as 4 – 7.

B. Voting on Sanctions

The Disciplinary Committee shall determine, by majority vote, the sanction/s for each violation.

C. Expunging Disciplinary Sanctions from the Record

Upon graduation, the student's confidential record will be expunged of disciplinary actions other than suspension. Cases involving the imposition of sanctions other than suspension or expulsion shall be expunged from the student's confidential record one year after final disposition of the case, upon application to the Dean.

D. Sanctions may be imposed upon groups or organizations found to responsible for violations of the Code, as may the removal of the group or organization's privileges or funding.

E. Presentation of Findings and Sanctions to the President

If a student or student group/organization is found by the Committee or the Dean to have violated the student code of conduct and as a result is expelled, the committee shall provide a copy of their findings and sanctions, and the written record of the hearing produced by the Office of the Dean, to the College's President.

V. Interim or Emergency Suspension

The President of the College, or the President's authorized designee, may impose an Emergency or Interim Suspension from academic status when, in the judgment of the President or the President's authorized designee, such action appears necessary for reasons relating to

- the safety and well-being of any member of the College community or of College property
- a forcible interference by students with any College activity, or with the free movement of any member of the College community.

Emergency suspension may be lifted only by the President or the President's authorized designee. Interim suspension shall remain in effect until the Disciplinary Committee is impaneled and has taken action with regard to the student; however, interim suspension may be lifted earlier by action of the President or the President's authorized designee.

VI. Appeals

A. Filing the Appeal

A student may appeal the decision of the Disciplinary Committee to the President. In order to appeal, the charged student must file a written petition with the President's Office within ten class days following the receipt of the written notification of the Disciplinary Committee's decision. The written petition must articulate the rationale for such a request, accompanied by supporting materials as appropriate. The President or the President's authorized designee shall review the record of the hearing and the past disciplinary records of the charged person. Ordinarily, no new evidence will be considered unless requested by the President after consultation with the Dean and the Chair of the Disciplinary Committee.

B. Sanctions During the Appeal

During the appeal, sanctions imposed by the Disciplinary Committee shall remain in effect. A student suspended or expelled may request, from the President, permission to attend classes until the President or the President's authorized designee has made a decision on the appeal.

C. Appeal Decision

The President may:

- refuse to consider the appeal, in effect affirming the decision of the Disciplinary Committee.
- consider the appeal and affirm the decision.
- refer the decision of the Disciplinary Committee back to the Disciplinary Committee if, in the opinion of the President, the Committees work was either incomplete or in error, or exceedingly harsh.

The President may also re-impanel the Disciplinary Committee to consider new information if the information was both unavailable at the time of the hearing, of sufficient importance to warrant reconsideration by the Disciplinary Committee.

The President may consider the appeal and affirm the Disciplinary Committee's findings, but change the Committee's sanction(s) to either reduce or increase the severity of the sanction.

If a student exhausts the College's grievance and complaint procedures and is not satisfied with the outcome, the student may seek assistance from the College's state licensing authority, the Connecticut Office of Higher Education, 61 Woodland Street, Hartford, CT 06105-2326; phone 1-800-842-0229; www.ctohe.org/studentcomplaints.shtml or the College's

accrediting body, the New England Association of Schools and Colleges, Inc.; 3 Burlington Woods Drive, Suite 100, Burlington, MA 01803-4514; phone 1-855-886-3272; http://cihe.neasc.org/information_for_the_public/comments_amp_complaints.

VII. Reinstatement of a Student on Suspension

A. Request for Reinstatement

A student on suspension may apply for early reinstatement. The student must make his/her request in writing to the Dean and demonstrate just cause for reinstatement. The student also must articulate the corrective measures he/she has taken and/or plans to take.

B. Limitations on Requesting Reinstatement

1. A suspended student cannot request reinstatement until at least fifty percent (50%) of the suspension period has expired.
2. A suspended student cannot request reinstatement more than once for a particular occurrence of suspension.
3. A request for reinstatement may be denied by the Dean should the request be incomplete, illegible, vague, or fail to address the requirements as stated in the student's Letter of Suspension.

C. Impaneling the Disciplinary Committee

1. The Director of Student Services shall impanel the Disciplinary Committee within five (5) business days of receiving the student's request for reinstatement.
2. The Disciplinary Committee shall review the record of the student, the record of hearings, the request for reinstatement, and other relevant information.
3. The student shall be given the opportunity to address the Disciplinary Committee.
4. The Disciplinary Committee shall decide whether or not to approve the student's request for reinstatement by majority vote.
5. There is no appeal to the Disciplinary Committee's decision regarding reinstatement of a student on suspension.

Student Code of Conduct

VIII. Interpretation and Revision

A. Any questions of interpretation regarding the Student Code shall be referred to the Dean of the College or his/her designee for final determination.

B. The Student Code shall be reviewed at least every year under the direction of the Director of Student Services.

C. Modifications shall be made as necessary to the Code, with the date of implementation to be effective as of the beginning of the next academic year, unless mandated otherwise by the President.

D. Revision of the Student Code shall be made upon the advice and consent of the President.

General Information

College Hours of Operation

The Administrative offices are open Monday through Friday from 8:30 AM to 4:30 PM. Classes are scheduled from 9:00 AM to 12:00 PM on Mondays, Tuesday, and Fridays; 8:30 AM to 11:30 PM on Wednesdays and Thursdays. All afternoon classes and evening classes are 1:00 PM to 4:00PM and 6:30 PM to 9:30 PM, unless otherwise published in the semester schedule or altered by the instructor with the concurrence of the entire class and permission of the Dean.

Identification Cards

All degree-seeking students will be issued a Student ID Card at no charge. (Replacement cards are $5). Non-Matriculating Students may obtain student ID's upon request. The ID card may be used to obtain special student rates at area businesses, museums, and internet sites (see www.studentuniverse.com). Please visit the library to have an ID made or updated each semester.

Emergency Closings and Weather Cancellations

Announcements about closures, delays, or cancellations can be heard on: WICH 1310 AM, WCTY 97.7 FM, WNLC 98.7 FM, WKNL 100.9 FM or on TV channels: 3 (WFSB), 8 (WTNH), or 4 (WVIT). Announcements are also posted on the College's telephone greeting, which can be accessed by calling 860-434-5232. Make-up classes will be scheduled as needed for any cancelled classes. Cell Phones may be registered with Student Services to receive a text message about closing/delays, a form must be completed and returned to Student Services.

GALLERIES AND EXHIBITIONS

Lyme Academy College Galleries

A 25% commission will be taken for each piece of student work that has been viewed and sold in any exhibition in the galleries or exhibited in the College studios during an exhibition unless otherwise published.

The College is responsible for hanging, removing and protecting the work for the exhibitions with the exception of the Senior Exhibition. Seniors are responsible for installing their own work for the Senior Project Exhibition. All students must deliver and pick up their work by the dates specified for each exhibition. Work must be ready to install and equipped with hook eyes and wire and three-dimensional work with a pedestal. All work must have duplicate label information attached to each piece. Work that is ready for display, but does not utilize usual display methods, must be planned for in concert with the Office of the Dean and the Chair of the student's academic department.

Exhibition Proposals

In order to ensure that all art works are safely and effectively displayed at the College and the many needs for physical space are balanced, any member of the College community wishing to display artwork that is not part of the Gallery Program or using traditional gallery space must submit an Exhibition Proposal Form six weeks before the proposed installation date. This form can be obtained from and returned to the Office of the Dean.

General Information

STUDIO INFORMATION

Studio Availability

College Studios are only available to currently enrolled students. Studios are open evenings and weekends during the regular semester; during the week until 2:00 AM and Saturday and Sunday, 10:00 AM to 11:00 PM. In addition, if a studio does not have a scheduled class, it may be used for individual work, and studio hours may be extended at the discretion of the administration. All degree-seeking students have full access to studios that are not in use. Non-Matriculating Students have access to open studios in proportion to the number of hours enrolled. (For example, a student enrolled for one course, or 1.5 credits (3 clock hours), may use the studios for 3 additional hours each week for one semester). Please sign in with the security officer at the reception desk in the Brundage Commons if you plan to work in the College studios in the evening or on the weekends. No students are permitted to be in a studio or academic class if they are not currently enrolled in the class. Studio availability during breaks from formal classes is at the discretion of the administration and depends upon security and maintenance issues. Students MUST remove all of their artwork and related materials after using a studio, or they will lose this privilege.

Attire

In order to ensure each student's safety, shoes and proper attire must be worn at all times. Students determined by the instructor or the Director of Facilities to be a risk to themselves due to their attire may be asked to leave the classroom or studio by the instructor, the Director of Facilities, the Dean or the Dean's designee.

Turpentine and Unmarked Container Restrictions

Please note that all students are required to use only odorless turpentine in painting classes. Faculty will inform students of appropriate turpentine use and disposal. The College reserves the right to remove or destroy all prohibited hazardous items. The transfer of chemicals from the original container to another container for ease of use in the classroom or studios is allowed; however, the containers must be marked to note their contents and appropriate disposal is required.

Senior Studio Space

The Senior Studio Space in the Chandler Center is overseen by the Dean and the department Chairs. The spaces are assigned by lottery, administered by a member of faculty. The College offers senior students a reasonable level of privacy and discourages underclassmen and visitors to the senior studios unless accompanied by a College administrator, faculty member, or a senior. The College reserves the right to remove any student for violation of the rules of the workspace.

Policies Regarding Senior Studios and Off-Site Work

Students are expected to fully participate in the discourse, critique and collaborations that are a regular and crucial part of the Senior Studio course. Thus, students are required to inhabit their assigned studio spaces, to work from their studio space during all scheduled Senior Studio course time, and to have their work on campus for all individual and group critiques.

General Information

If a student is interested in developing site-specific work, he/she must develop a full written proposal that includes a project description including location, costs, schedule for development, installation, and removal of work, and receipt of all necessary approvals from all involved parties, including townships and cities as needed. Proposals must include a mechanism for documentation of project development to ensure faculty and peer input throughout the process. The faculty retain the right to deny approval for site specific work based on the challenges or inadequacies inherent in any given proposal, or to require modifications to the proposal by the student.

Similarly, students who wish to work off site but are not developing site-specific work must develop their work in a such a manner that it can be transported throughout the semester, ensuring that the work is on campus for all Senior Project Crits and contact time. Please note that faculty are not permitted to leave campus during the scheduled Senior Project Times to view/discuss student work without permission from the Dean.

Rules for Senior Studios:

1. Seniors with assigned spaces may use the space from opening until closing seven days a week; the studios will not be accessible for all night use except for those times during the semester when extended access is designated by the College. Hours are managed and posted by the Director of Facilities.
2. No modification to the senior studio will be permissible without consultation and approval from the Director of Facilities and the Office of the Dean. Even if approval is granted, all studios must be returned to their original condition when the senior vacates the studio by May 30th of that academic year.
3. No fire or health hazards including, but not limited to, coffee pots, hot plates, microwave ovens, hair dryers are permitted in individual studios. They are allowed on the counter space near the sinks.
4. Eating is not allowed in the studios.
5. Headphones are required when listening to any form of media. Please be respectful of fellow students.
6. Students are advised to keep a locked box in their studios for tools.
7. The College reserves the right to remove or destroy all prohibited hazardous items.

Studio Etiquette

- If a student is late for a class (with a model) for any reason, he/she should wait outside the closed door until the next break before entering the studio to set up.
- Students may not attend classes until proper registration and payment has been completed.
- If students wish to converse with one another, they should leave the studio to do so.

- Studio classes are quiet, without music, facilitating focus and total concentration.
- Each student's personal property must be respected, which includes still life boxes, set-ups, personal items, lamps, and extension cords.
- Each student's name should be written on all supplies with permanent marker.
- Food will absorb chemicals in the atmosphere such as oil paint and thinners. Therefore, no snacks are permitted in the studios.
- Each student's workspace must be cleaned up at the end of each class. Each member of the class is responsible for leaving a clean studio for the next class.

Student / Model Etiquette

During a pose, students and models do not converse. If students wish to discuss the pose, they should do so with the instructor. If a student has a complaint about a model, it should be discussed first and only with the course instructor. The instructor will address the problem with the Model Coordinator. If the problem cannot be resolved, the Model Coordinator or the instructor will present the problem to the Dean. If any student has concerns that are not resolved to their satisfaction, they should refer to the Grievance policy listed elsewhere in this catalog.

DOCUMENTATION OF WORK

Slides / Camera Requirement

Students are advised to maintain a personal portfolio of their work throughout their college careers as well as through their professional lives. A camera is available for loan in the Krieble Library. However, all students should consider purchasing a digital SLR camera for their own ongoing use.

Technology in the Classroom

Use of cell phones or audible beepers is not permitted in the library, or during class time. Faculty retain the right to prohibit students from using laptops or other portable technology in the classroom or studio as they see fit, with the exception of technology that is being used to accommodate a student's documented disability.

Photograph Policy

The Lyme Academy College of Fine Arts photographs campus activities throughout the year for publication or public relations purposes. Students who do not wish to have their photographs used must notify the registrar at time of registration. The Lyme Academy College of Fine Arts also reserves the right to photograph, reproduce, display, or retain works of art produced by students enrolled in its academic programs.

General Information

Photography in the Classroom Policy

Photography may occur in studios only when it has been approved in advance by the instructor. This applies to all classes, not just those using models. Photos taken must either be for use by the College, in which case they become the property of the college, or for personal use by the photographer. Photographs may not be used in the public domain without the express written consent of the College.

Maintenance Policies

The maintenance personnel make every effort to keep the facilities as clean as possible. However, students are expected to make the following contributions to keeping our school as clean as possible:

1. Please use a palette for mixing paints, and clean spilled paint immediately. Use care with printmaking materials.
2. Please avoid transferring clay, paint, charcoal, etc. to any surfaces. (walls, floors, desks, tables, etc.)
3. Please clean your area and put all garbage items into the trash receptacle after every class.
4. In the casting room, please do not fill the barrels too full as they become too heavy to empty or lift.
5. Please remove old tape before changing pose/location.
6. Please deposit turpentine in the appropriate receptacles and not in sinks.
7. Graffiti is treated as vandalism and is not permitted anywhere on the property, unless it has been pre-approved as an artistic endeavor.

Storage Policy

All sculpture and paintings must be removed by the last day of each semester. Occasionally, paintings and sculpture may be stored in the studios during the winter break with special permission from the Director of Facilities. Any artwork left without special permission during the winter or summer break will be permanently removed by the maintenance staff.

Lockers

All degree seeking students will be assigned a locker. The locker assignment list will be posted at the beginning of the Fall semester. Students are expected to provide their own padlock. The College is not responsible for items stored in the lockers. All Lockers must be vacated at the end of the Spring Semester or whenever the student separates from the College for a semester or longer. If this presents a special hardship, please see Student Services for an exception. Otherwise, during the summer locked lockers that belong to academic-year students will be opened and contents discarded.

General Information

Messages and Mail
The College does not take or distribute messages except in the event of an emergency. Similarly, no personal mail should be sent care of the College.

Parking Rules
The parking rules apply to all students, faculty, staff, and models. There is no parking in the following areas: visitor spaces, sculpture loading dock, designated handicapped spaces, grassy areas, or on Lyme Street (except for special events when a traffic officer is on duty). Fifteen minute parking will be allowed for drop-offs at the curb near the walkway to the Sill House breezeway or the loading dock. Please do not touch other people's cars for any purpose.

The College has the right to manage its parking lots to ensure safety, maintain fire lanes, and provide handicapped and visitor parking spaces. Cars parked inappropriately may be ticketed or towed.

Pets / Animals
There are no dogs, pets, or other animals allowed inside the college buildings without College consent. Police will be notified if there are any animals left in cars during weather that is too warm or too cold for their safety.

Campus Safety
The policies and procedures in this handbook are put in place to keep faculty, staff, and students safe and ensure a peaceful campus environment. If you come upon or have a safety issue or concern, you should notify a member of the faculty, staff, or the Director of Facilities right away.

Fire Drills
Fire drills will be held twice a year, once each semester.

Upon hearing the alarm sound, all students, faculty, staff and visitors are required to exit the building immediately without collecting personal belongings. Everyone on campus is expected to quietly exit the buildings from the closest exit and proceed to the closest parking lot. Faculty exit the class rooms and studios last and close doors.

All persons should remain in the parking lots until a member of senior management or the fire marshal allows re-entry to the buildings.

Visitors to the School
All visitors must check in at the main reception area before entering the studios. Alumni should also check in before visiting a faculty member or other students. Alumni and visitors may not take part in any studio activity without the permission of the Dean and the faculty.

General Information

Public Safety and Crime Statistics

In accordance with legal requirements, the Lyme Academy College of Fine Arts will provide a copy of the uniform campus crime report, "Campus Safety at the College", to any individual who sends a written request for the report to: Crime Report Request, c/o Registrar, 84 Lyme Street, Old Lyme, CT 06371

Personal Injury

While the College exercises great care with regard to student safety, it is not responsible for personal injury occurring on the college property or in connection with college activities. The college does not assume any responsibility for loss or damage to student property. Faculty and Administrators who accompany student groups on field trips and supervise activities cannot be held responsible for actions of students, injury, or loss of personal property.

Non-Fraternization Policy

The College strongly discourages any inappropriate relationships between students and non-student members of the College Community, including models, staff, members of the board, and faculty, as this constitutes a conflict of interest and places students in a potentially vulnerable position.

Sexual Harassment

The Lyme Academy College of Fine Arts is unequivocally committed to extolling the worth of all persons in the College community. We consider all expressions of sexual harassment as threats to the concept of community that we are striving to create; further, we deplore any acts of harassment pertaining to race, religion, gender, sexual orientation, disability, ethnic or cultural origins, or age.

1. The above statement is College Policy and is stated in published materials to the college community, including both Faculty and Student Handbooks.

2. Charges brought against an individual or group, filed in writing, will be investigated promptly by the Director of Student Services or the Dean and subject to the Code of Conduct.

Sexual Assault

Sexual assault, including rape by an acquaintance or stranger, is prohibited by the College and the State of CT. The College will assist in notifying the local law enforcement authorities if requested. Violators of this policy will be subject to disciplinary measures, including dismissal, following a final determination by a College disciplinary proceeding and the Dean in accordance with the Student Code of Conduct.

General Information

Criminal Actions

The College Policy for Reporting Criminal Actions: Any criminal activity involving students, faculty, or staff taking place within the college or on its premises shall be reported immediately to the Vice President of Operations at 434-5232 ext. 126. She will then call the Resident Old Lyme Trooper, 434-1986, who will conduct a thorough investigation of the incident. In case of extreme emergency please call 911 or 434-1986 directly. For incidents involving students, a written description of the incident shall be submitted by any faculty or staff member present, within one working day, to the Dean of the College. A security file of all reports will be maintained by the college.

Weapons on Campus

Possession of firearms, fireworks, weapons, and hazardous chemicals is strictly prohibited and, in many cases, violates state law. This applies to students and employees except where authorized to handle weapons or chemicals.

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