



# 2011/2012

COLLEGE CATALOG

Office of the Dean: 7/21/11

*Lyme*  
ACADEMY COLLEGE OF FINE ARTS

84 Lyme Street  
Old Lyme, CT 06371  
[www.lymeacademy.edu](http://www.lymeacademy.edu)

**Table of Contents**

<b>Mission and Accreditation</b>	<b>3</b>
<b>Programs of Study</b>	<b>6</b>
Foundation	7
Drawing	8
Illustration	10
Painting	12
Sculpture	15
Post Baccalaureate Certificate	18
Liberal Arts	20
Minor in Art History	20
College Faculty	21
Library and Galleries	24
<b>Academic Calendar</b>	<b>25</b>
<b>Course Descriptions</b>	<b>27</b>
<b>Academic Policies and Procedures</b>	<b>59</b>
Records	59
Enrollment and Registration	61
Transfer Policies	62
Add/Drop, Independent Study	62
Auditing and Advising	63
Change of Major	64
Exhibition Expectations, and Mobility	65
Good Standing, Academic Progress	66
Grading System	68
Probation and Dismissal	69
Graduation Requirements	69
Attendance	70
Incompletes	71
Withdrawal from Courses	71
Separation from the College: Withdrawal and Leave of Absence	72
Academic Grievance Procedure	75
Academic Integrity	76
<b>Financial Matters: Tuition, Fees and Aid</b>	<b>78</b>
<b>Student Services: Health, Disabilities, Safety and Support</b>	<b>85</b>
Student Organization	87
Student Code of Conduct	89
<b>General Information</b>	<b>101</b>
Hours of Operation and Emergency Closings	101
Exhibition, Studio Access, and Safety	102
Studio Etiquette and Documentation policies	104
Parking, Safety and Security	106
<b>Board of Trustees and Administration</b>	<b>109</b>

## The Mission

The Mission of the Lyme Academy College of Fine Arts is to provide the best education in drawing, painting, and sculpture through study of the history, traditions, and principles of the fine arts and the liberal arts, thereby establishing a comprehensive foundation for the development of the artist.

The curriculum reflects a deep respect for traditional forms of teaching, which have produced master artists throughout the ages.

The Studio curriculum is centered around the study of nature and the human figure.

The Liberal Arts curriculum provides a strong academic foundation necessary for advanced critical and creative thought. Together the integrated program is designed to provide a practical foundation on which each student can develop his or her unique intellectual and visual articulation with confidence and integrity.

Therefore, the educational programs of the Academy develop:

- Craftsmanship and technical skill in the use of materials and methods.
- Discipline, as intuition and creativity are 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.

## The Mission

- 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.

Based on these principles, the Lyme Academy College offers a strong, sequential program designed to develop intellect and imagination, intensity of observation, sound craftsmanship, quality of execution, individual initiative and creativity, as well as depth of interpretation of ideas through artistic expression.

Ultimately, the Lyme Academy College believes the fine arts are of unique importance as a defining, substantive element of society and life itself; further, that educated artists are individuals who not only articulate their culture but who give shape and substance to that culture.

### 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 Department 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 speak with the Assistant 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

## 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

### Debra Goertz, Interim Chair

dgoertz@lymeacademy.edu  
860-434-3571x208

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 Freshmen 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

### Randy Melick, Chair

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860-434-4571x205

The Drawing program supports the B.F.A. degree as a whole by offering all L.A.C.F.A. 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 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' capacity 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, flexibly corresponds to students' advancement as undergraduates.

The Drawing major comprises 39 drawing credits in total. In addition to required course work, Drawing majors earn 3 credits in printmaking, 3 credits in 3rd year independent work, and 9 credits in 4th year Senior Studio, in connection with which work is created for inclusion in the Senior Exhibition. Drawing majors choose from among painting, sculpture and illustration courses in earning 15 required studio elective credits and pursue 15 credits in art history and 30 credits in course work in other liberal arts and sciences.

### BFA in Drawing

FALL			SPRING		
<b>FIRST YEAR</b>			<b>FIRST YEAR</b>		
		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
<b>SECOND YEAR</b>			<b>SECOND YEAR</b>		
		credits			credits
DR230	CALLIGRAPHIC DRAWING +	3	DR275	SCENIC DRAWING +	3
DR210	FIGURE DRAWING I +	3	DR24X	PRINTMAKING	3
XXX	STUDIO ELECTIVES	3	XXX	STUDIO ELECTIVES	3
PER150	PERSPECTIVE	1.5	PER155	PERSPECTIVE	1.5
ANA190	ANAT I	1.5	ANA195	ANAT II	1.5
HUMXXX	HUMANITIES SEM	3	MAT105	MATH	3
		15.0			15.0
<b>THIRD YEAR</b>			<b>THIRD YEAR</b>		
		credits			credits
DR480	NARRATIVE DRAWING +	3	DR345	CHIAROSCURO DRAWING +	3
DR395	JR DRAWING PROJECTS +	3	DR485	FIGURE DRAWING II +	3
XXX	STUDIO ELECTIVES	3	XXX	STUDIO ELECTIVES	3
SCIXXX	SCIENCE	4	AHS375	CONTEMP ART CRIT	3
SOCXXX	SOCIAL SCIENCE	3	SOCXXX	SOCIAL SCIENCE	3
		16.0			15.0
<b>FOURTH YEAR</b>			<b>FOURTH YEAR</b>		
		credits			credits
DR490	SENIOR STUDIO - DRAW	4.5	DR495	SENIOR STUDIO - DRAW	4.5
XXX	STUDIO ELECTIVES	4.5	XXX	STUDIO ELECTIVES	4.5
AHS4XX	ART HISTORY SEMINAR	3	AHS4XX	ART HISTORY SEMINAR	3
LBS490	CAREER DEVELOPMENT	2			
		14.0			12.0
			<b>TOTAL CREDITS</b>		
			120.0		

+ C- or above required to advance within the major.

## Illustration

### Richard Rose, Interim Chair

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860-434-3571x209

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		
<b>FIRST YEAR</b>			<b>FIRST YEAR</b>		
		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
<b>SECOND YEAR</b>			<b>SECOND YEAR</b>		
		credits			credits
ILU100	INTRO TO ILLUSTRATION +	3	ILU155	ILLUSTRATION I +	3
PT260	PAINTING II	3	PT265	PAINTING II	3
DR230	CALLIGRAPHIC DRAWING	3	AHS275	HIST OF ILLUSTRATION	3
PER150	PERSPECTIVE	1.5	PER155	PERSPECTIVE	1.5
ANA190	ANAT I	1.5	ANA195	ANAT II	1.5
HUMXXX	HUMANITIES SEM	3	MAT105	MATH	3
DR210	FIGURE DRAWING I	3			
		18.0			15.0
<b>THIRD YEAR</b>			<b>THIRD YEAR</b>		
		credits			credits
ILU250	ILLUSTRATION II +	3	ILU355	ILLUSTRATION III +	3
ILU130	DIGITAL ILLUSTR. I +	3	ILU330	DIGITAL ILLUSTR. II +	3
XXX	STUDIO ELECTIVES	1.5	ILUXXX	ILLUSTRATION ELECTIVES	1.5
SCIXXX	SCIENCE	4	AHS375	CONTEMP ART CRIT	3
SOCXXX	SOCIAL SCIENCE	3	SOCXXX	SOCIAL SCIENCE	3
		14.5			13.5
<b>FOURTH YEAR</b>			<b>FOURTH YEAR</b>		
		credits			credits
ILU460	SENIOR PROJECT	6	ILU465	SENIOR PROJECT	6
ILU470	SENIOR PORTFOLIO	3	ILU475	SENIOR PORTFOLIO	3
XXX	STUDIO ELECTIVE	1.5	XXX	STUDIO ELECTIVE	1.5
LBS490	CAREER DEVELOPMENT	2	AH4XX	ART HISTORY SEMINAR	3
		12.5			13.5

+ C- or above required to advance within the major.

TOTAL CREDITS

120.0

## Painting

### Susan Stephenson, Chair

sstephenson@lymeacademy.edu  
860-434-4571x207

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		
<b>FIRST YEAR</b>			<b>FIRST YEAR</b>		
		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
<b>SECOND YEAR</b>			<b>SECOND YEAR</b>		
		credits			credits
PT260	PAINTING II +	3	PT265	PAINTING II - FIGURE +	3
PT270	FIGURE PAINTING I	3	PTXXX	PAINTING ELECTIVE	3
DR210	FIGURE DRAWING I	3	DR275	SCENIC DRAWING	3
PER150	PERSPECTIVE	1.5	PER155	PERSPECTIVE	1.5
ANA190	ANAT I	1.5	ANA195	ANAT II	1.5
HUMXXX	HUMANITIES SEM	3	MAT105	MATH	3
		15.0			15.0
<b>THIRD YEAR</b>			<b>THIRD YEAR</b>		
		credits			credits
PT360	PAINTING III +	3	PT365	PAINTING III: JR PTG PROJ+	3
PT330	METHODS & MATERIALS	3	PT335	LARGE SCALE PAINTING	3
DR230	DRAWING OPTIONS**	3	XXX	STUDIO ELECTIVE	3
SCIXXX	SCIENCE	4	AHS375	CONTEMP. ART CRITICISM	3
SOCXXX	SOCIAL SCIENCE	3	SOCXXX	SOCIAL SCIENCE	3
		16.0			15.0
<b>FOURTH YEAR</b>			<b>FOURTH YEAR</b>		
		credits			credits
PT460	SENIOR STUDIO	4.5	PT465	SENIOR STUDIO	4.5
PTXXX	PAINTING ELECTIVE*	3	PTXXX	PAINTING ELECTIVE*	3
LBS490	CAREER DEVELOPMENT	2	XXX	STUDIO ELECTIVE	3
AHS4XX	ART HISTORY SEMINAR	3	AH4XX	ART HISTORY SEMINAR	3
		12.5			13.5
			<b>TOTAL CREDITS</b>		
			120.0		

\*\*Drawing Options: Figure Drawing, II, 3cr. / Calligraphic Drawing, 3 cr. / Chiaroscuro, 3cr

+ C- or above required to advance within the major. \*Must complete two of the following: Egg Tempera, 1.5 cr. / Pastel, 1.5 cr. / Watercolor, 1.5 cr.

### Certificate in Painting

FALL			SPRING		
<b>YEAR ONE</b>		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
<b>YEAR TWO</b>		credits			credits
PT260	PAINTING II +	3	PT265	PAINTING II +	3
PT270	FIGURE PAINTING I	3	PTXXX	PAINTING ELECTIVE*	3
DR210	FIGURE DRAWING I	3	DR275	SCENIC DRAWING	3
DR230	CALLIGRAPHIC DRAWING	3	PER155	PERSPECTIVE	1.5
PER150	PERSPECTIVE	1.5	XXX	STUDIO ELECTIVE	3
XXX	STUDIO ELECTIVE	1.5	DR24X	PRINTMAKING	1.5
		15.0			15.0
<b>THIRD YEAR</b>		credits			credits
PTXXX	PAINTING ELECTIVE *	3	PTXXX	PAINTING ELECTIVE*	3
PT360	PAINTING III +	3	PT365	PAINTING III +	3
PT330	METHODS & MATERIALS	3	DR485	FIGURE DRAWING II	3
DR345	CHIAROSCURO DRAWING	3	XXX	STUDIO ELECTIVE	6
XXX	STUDIO ELECTIVE	3			
		15.0			15.0
				<b>TOTAL CREDITS</b>	<b>90.0</b>

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

+ C- or above required to advance within the major.

\* Must complete two of the following: Egg Tempera, 1.5 cr. / Pastel, 1.5 cr. / Watercolor, 1.5 cr.

## Sculpture

### Brian Craig-Wankiiri, Chair

bcraigwankiiri@lymeacademy.edu

860-434-4571x206

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		
<b>FIRST YEAR</b>			<b>FIRST YEAR</b>		
		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
<b>SECOND YEAR</b>			<b>SECOND YEAR</b>		
		credits			credits
SC220	SCULPTURE II +	3	SC225	SCULPTURE II +	3
SC24X	RELIEF SCULPTURE	3	SC255	PORTRAIT SCULPTURE	3
SC290	ECORCHE	3	SC275	SOPHOMORE COMP II +	3
DR210	FIGURE DRAWING I	1.5	DRXXX	DRAWING OPTIONS*	3
ANA190	ANAT I	1.5	ANA195	ANAT II	1.5
HUMXXX	HUMANITIES SEM	3	MAT105	MATH	3
		18.0			16.5
<b>THIRD YEAR</b>			<b>THIRD YEAR</b>		
		credits			credits
SC36X	FIGURE SCULPTURE	3	SC36X	FIGURE SCULPTURE	3
DR230	CALLIGRAPHIC DRAWING	3	SC375	SCULPTURE COMP III +	3
SC330	MOLD MAKING/CASTING	3	SC335	MOLD MAKING/CASTING	1.5
SCIXXX	SCIENCE	4	AHS375	CONTEMP. ART CRITICISM	3
SOCXXX	SOCIAL SCIENCE	3	SOCXXX	SOCIAL SCIENCE	3
		16.0			13.5
<b>FOURTH YEAR</b>			<b>FOURTH YEAR</b>		
		credits			credits
SC480	SENIOR STUDIO	4.5	SC485	SENIOR STUDIO	4.5
SCXXX	SCULPTURE ELECTIVE	3	SCXXX	SCULPTURE ELECTIVE	1.5
LBS490	CAREER DEVELOPMENT	2	XXX	STUDIO ELECTIVE	1.5
PER150	PERSPECTIVE	1.5	PER155	PERSPECTIVE	1.5
AHS4XX	ART HISTORY SEMINAR	3	AHS4XX	ART HISTORY SEMINAR	3
		14.0			12.0
			<b>TOTAL CREDITS</b>		
			120.0		

+ C- or above required to advance within the major. \*\*Drawing Options: Figure Drw. II, 3credits. / Scenic Drawing, 3 credits. / Chiaroscuro, 3credits.

### Certificate in Sculpture

FALL			SPRING		
<b>YEAR ONE</b>		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
<b>YEAR TWO</b>		credits			credits
SC220	SCULPTURE II +	3	SC225	SCULPTURE II +	3
SC290	ECORCHE	3	SC275	SCULPTURE COMP II +	3
SC24X	RELIEF SCULPTURE	3	SC255	PORTRAIT SCULPTURE	3
DR210	FIGURE DRAWING I	3	DR275	SCENIC DRAWING	1.5
DR230	CALLIGRAPHIC DRAWING	3	XXX	STUDIO ELECTIVE	3
		15.0			15.0
<b>THIRD YEAR</b>		credits			credits
SCXXX	SCULPTURE ELECTIVE*	3	SCXXX	SCULPTURE ELECTIVE*	3
SCXXX	FIGURE SCULPTURE	3	SC36X	FIGURE SCULPTURE	3
SC330	MOLD & CASTING	1.5	SC375	SCULPTURE COMP III +	3
DR345	CHIAROSCURO DRAWING	3	SC335	MOLD & CASTING	1.5
DR24X	PRINTMAKING	1.5	DR485	FIGURE DRAWING II	3
XXX	STUDIO ELECTIVE	3	XXX	STUDIO ELECTIVE	1.5
		15.0			15.0
<b>TOTAL CREDITS</b>					<b>90.0</b>

\* Coursework to be determined in concert with advisor.  
 + C- or above required to advance within the major.

**Post-  
Baccalaureate  
Certificate****Painting | Susan Stephenson, Chair**

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860-434-4571x207

**Sculpture | Brian Craig-Wankiiri, Chair**

bcraigwankiiri@lymeacademy.edu  
860-434-4571x206

The program provides recent BFA, or 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 excepted.

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. Requirement 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	FOUNDATION OPTIONS*	0 to 6	XXX	FOUNDATION OPTIONS*	0 to 6
XXX	STUDIO OPTIONS*	12 to 18	XXX	STUDIO OPTIONS*	12 to 18
XXX	LIBERAL ARTS	0 to 6	XXX	LIBERAL ARTS	0 to 6
XXX	SEMESTER TOTAL	12 to 18	XXX	SEMESTER TOTAL	12 to 18

\* Coursework to be determined in concert with advisor.

TOTAL CREDITS

30.0

## Liberal Arts Program

### Dr. Maureen Kiernan, Chair

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860-434-4571x147

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 (AH 150/55), three credits in Contemporary Art Criticism (AH 375), and twelve credits in upper level courses (AH 470/5). A minimum grade of B- must be sustained in each course

#### A SELECTED LIST OF UPPER-LEVEL COURSES OFFERED:

- Ancient Greek and Roman Sculpture
- Early Renaissance Art
- Leonardo da Vinci: Theories of Art and Science
- High Renaissance Art
- Art in Florence 1300-1600
- Northern Renaissance Art
- The Life and Work of Michelangelo
- Baroque and Rococo Art and Architecture
- Art in Europe from 1750-1850
- Impressionism
- The Painting of Modern Life: Life and Work of Manet
- Post-Impressionism
- Early Twentieth-Century Art
- Art Since 1945
- The Body in Modern and Contemporary Art
- American Art from 1750-1940
- Women and Art in History
- Making & Taking: Art and Photography

**College Faculty****Roland Becerra**

Assistant 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.

**Jennifer M. Burke**

Instructor, English  
BA, Wesleyan University, CT;  
MALS, Wesleyan University, CT.

**Brian Craig-Wankiiri**

Instructor, Chair of Sculpture  
BFA, Pennsylvania State University.

**Nancy Friese**

Visiting Faculty, Printmaking  
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MFA, Yale University School of Art.

**Nancy Peel Gladwell**

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

**Debra Goertz**

Associate Professor, Interim Chair of Foundation  
BS, Texas A&M;  
MFA, New York Academy.

**Elizabeth Hart**

Adjunct Assistant Professor, Mathematics  
BA, University of Hartford;  
MS, Western Connecticut State University.

## College Faculty

### Dr. Maureen Kiernan

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B.A. Boston College  
M.A. , Ph.D., University of Illinois.

### Will Kurtz

Instructor, Sculpture  
BLA, Michigan State University  
MFA, New York Academy of Art

### Caitlyn Lawrence

Instructor, Science  
BS, University of Hawaii  
MS, University of Rhode Island

### Dr. Kathleen MacQueen

Instructor, Art History  
BA, Mount Holyoke College  
MA, New York University  
Ph.D. Stony Brook University

### Randolphlee Mclver

Assistant Professor, Sculpture  
BA, University of Texas;  
BFA, Art Center College of Design;  
MFA, New York Academy of Art.

### Randy Melick

Associate Professor of Drawing and Anatomy, Chair of Drawing  
BA, Princeton University;  
MFA, New York Academy of Art.

### Patricia Miranda

Visiting Assistant Professor, Painting and Liberal Arts  
BFA, SUNY Purchase.

### Peter Muehlhaeusser

Instructor, Sculpture  
Diploma, Scuola di Scalpellini Scultori  
MFA, New York Academy of Art

## College Faculty

### Dr. Peter Nulton

Instructor, Art History  
BA, Fordham University  
Ph.D. Brown University

### Richard Rose

Associate Professor, Interim Chair of Illustration  
BFA, Virginia Commonwealth University;  
MA, University of California.

### Paul Selwyn

Instructor, Illustration  
Hartford Art School

### Stephen Shaheen

Instructor, Sculpture  
BA, Houghton College  
MFA, New York Academy of Art

### Susan Stephenson

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

### David Wenzel

Instructor, Illustration  
BFA, Hartford Art School.

### Peter Zallinger

Associate Professor of Painting and Drawing  
BA, Yale University.

## Campus Resources

### The Kriebble 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 Kriebble 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.

### Chauncy 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 and all-student juried 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.

## Academic Calendar 2011 - 2012

### A FALL SEMESTER DATES: WEDNESDAY, AUGUST 31 THROUGH WEDNESDAY, DECEMBER 21

August 1	Tuition and Fees Due
August 29 & 30, Monday and Tuesday	Orientation
August 31, Wednesday	First Day Of Classes
September 5, Monday (no classes)	Labor Day Holiday
September 13 (9/20 for Monday classes)	Last Day To Drop/Add Classes
September 30	Faculty Exhibition - Opening Reception
October 31 - November 22	Matriculated Advising & Registration For Spring '12
November 23-27, Wednesday - Sunday	Thanksgiving Holiday
November 28, Monday	Non-Matriculated Registration Begins For Spring '12
December 19, Monday	Fall Semester Ends
December 20 -21	Class Makeup Days
December 22, 12:00 noon	Grades Due
December 23 - January 3	Studios Are Closed
January 3	College Re-opens: Selected Studios open during the balance of the break

### SPRING 2012 SEMESTER DATES: TUESDAY, JANUARY 17 THROUGH WEDNESDAY, MAY 9

January 1	Tuition and Fees Due
January 17, Tuesday	First Day Of Classes
January 30, Monday	Last Day To Drop/Add Classes
February 3, Friday	36th Annual Juried All-Student Exhibition Opening Reception
March 12 -16, Monday - Friday	Spring Break (studios accessible w/ permission between 3/14 and 3/18)
April 3	Foundation Review
April 9 - April 27	Matriculated Advising & Registration For Fall '12
April 12, Monday	Last day to withdraw from class
April 13 - 5-8 pm	2012 BFA Exhibition - Opening Reception
April 30	Non-Matriculated Registration Begins For Fall '12
May 7, Monday	Last Day Of Classes
May 8 -9	Class Makeup Days
May10, noon	Grades Due
May 19, 3:00 p.m , Saturday	Graduation

### Definition of the Academic Year and Calculation of Contact-Hours

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.

This College Catalog includes the credit-to-contact hour ratios for each course. This information is based on a 15-week semester. Therefore, a three-credit course meeting for six hours per week will have 90 contact hours; a three-credit course meeting for three hours will have 45 contact hours. Courses scheduled during the summer meet with greater frequency to insure that the appropriate number of contact hours is delivered within the shorter time frame.

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.

## Course Descriptions

Please note that these courses represent the full range of course 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 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. Students are taught to see proportions and confirm their observations with measurements. Spatial relationships are checked horizontally and vertically, and negative shapes are sought out and used to define and confirm positives. Still-life objects are utilized as subject matter, progressing from simple geometric forms to the more complex. Students should leave Drawing I with a systematic and effective approach to the construction of an accurate drawing through line and value.

DR210

### Figure Drawing I

3 credits, 6 hours (fall semester)

An introduction to essential and effective figure drawing procedures. Sound life drawing practices are established and practiced in treating the representation of the live model as the transcription of visual information gathered through select, focused observations made from a fixed position. Observation-based strategies involving selection and emphasis, grouping, the cueing 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, C- or above in this course is required to advance within the major.

DR230

### Calligraphic Drawing

3 credits, 6 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, C- or above in this course is required to advance within the major.

## Course Descriptions

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DR275

### Scenic Drawing

3 credits, 6 hours (spring semester)

Drawing strategies are established and applied 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, C- or above in this course is required to advance within the major.

DR345

### Chiaroscuro Drawing

3 credits, 6 hours (spring semester)

An exploration of two key and contrasting approaches to the representation of light in drawings and of 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 in a variety of studio-based work, including figure drawing and invented and observed scenes.

Prerequisites: Drawing I, Figure Drawing I, Calligraphic Drawing and/or Scenic Drawing. C- or above in this course is required to advance within the major.

DR350

### Extended Pose Life Drawing

1.5 credits, 3 hours (fall semester)

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: Drawing I, Figure Drawing I, Scenic Drawing and/or Calligraphic Drawing.

## Course Descriptions

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DR360

### Large Scale Life Drawing

1.5 credits, 3 hours (fall semester)

Key figure drawing objectives are set in relation to the representation of the human figure on a large scale. Practical considerations regarding uses of media in large-scale presentations as well as artistic considerations related to the achievement of figural presence through life-size scale are addressed. Means by which the large-scale figure's powerfully direct appeal to the viewer are conveyed, including frontality, orthogonal "address" and the continuity of real and fictive dimensions, are established and developed.

Prerequisites: Drawing I, Figure Drawing I, Calligraphic Drawing and/or Scenic Drawing.

DR370

### Rapid-Pose Life Drawing

1.5 credits, 3 hours (fall semester)

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.

Prerequisites: Drawing I, Figure Drawing I, Calligraphic Drawing.

DR375

### Landscape Drawing

1.5 credits, 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.

Prerequisites: Drawing I, Figure Drawing I, Calligraphic Drawing and/or Scenic Drawing.

DR395

### Junior Drawing Projects

3 credits, 2 instructed hours

Working with an advisor, students envision and realize in drawing terms their independent artistic activity over the course of the semester, understood to involve nine hours of work per week. Outcomes, which may take the form of a single work according to a pre-established format or a series of works, involving either the concentrated or diversified use of drawing media, are intended to deepen the individual student's involvement in an independently developed area of drawing concern. Trips with Drawing program participants to exhibitions of drawings, to museum prints & drawings study rooms and to artists' studios are scheduled. At semester's end, Junior Drawing Project students convene to present and discuss their work.

Prerequisites: Drawing I, Figure Drawing I, Calligraphic Drawing and Scenic Drawing.

C- or above in this course is required to advance within the major.

## Course Descriptions

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DR480

### Narrative Drawing

3 credits, 6 hours (fall semester)

The study and application of drawing ideas and schemes for activating, rather than merely formatting, narrative, both in single and in multiple pictures. Compositional or graphic ideas for bringing pictorial elements into dramatic, mutually-reactive relationships that advance – or spark – narrative are explored. A wide variety of narrative works from Renaissance Cycles to the modern graphic novel are studied in order to demonstrate how graphic character, when novel or distinctive, can open 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: Drawing I, Figure Drawing I, Calligraphic Drawing and/or Scenic Drawing.  
C- or above in this course is required to advance within the major.

DR485

### Figure Drawing II

3 credits, 6 hours

The study and application of ideas pertaining to the representation of bodily movement. Practice is gained in representing the human figure as a series of Euclidean-type volumes, interlocked yet moving, each in its own trajectory. Specific strategies are then 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 spawned through calligraphic energy, are also explored.

Prerequisites: Drawing I, Figure Drawing I, Calligraphic Drawing  
C- or above in this course is required to advance within the major.

DR490, DR495

### Senior Studio

4.5 credits, 9 hours

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.

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

## Course Descriptions

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## Illustration

ILU 100

### Introduction to Illustration: Idea & Images

3 credits, 4 instructed hours

Idea & Image will run in two 2-hour sessions and attendance in both is required. Exploration of 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.

Prerequisites: Completion of all of the following: Drawing I, Painting I, 2D/3D, Color and Composition.

C- or above in this course is required to advance within the major.

ILU 155

### Illustration I

3 credits, 6 hrs

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, C- or above in this course is required to advance within the major.

ILU 250

### Illustration II

3 credits, 6 hours (fall semester)

A development from Illustration I, Illustration II focuses on an understanding of the unique needs and consistent issues in the development 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, C- or above in this course is required to advance within the major.

ILU130

### Digital Illustration I

3 credits, 6 hours

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.

C- or above in this course is required to advance within the major.

## Course Descriptions

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ILU 355

### Illustration III

3 credits, 6 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: Illustration II, C- or above in this course is required to advance within the major.

ILU330

### Digital Illustration II

3 credits, 6 hours

An exploration of time-based illustration projects with special application to the web utilizing a variety of software including Flash.

Prerequisite: ILU355, C- or above in this course is required to advance within the major.

ILU 275

### Special Topics

1.5 credits, 3 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, Costume Illustration, Food Illustration.

Prerequisite: Foundation Program

ILU 400

### Advanced Special Topics

1.5 credits, 3 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, Illustration for games and films.

Prerequisite: To be determined each semester based on content.

ILU 420

### Production and Professional Practice

3 credits, 6 hours

A course covering the skills needed to prepare artwork for print or digital media. Course outcome is for student to effectively manage the relationships among graphic designer, illustrator and printer. Special emphasis is given to current computer applications and technology. Field trips to professional agencies will be arranged.

Prerequisite: Illustration III, Digital Illustration II

## Course Descriptions

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ILU460, ILU465

### Illustration Senior Project

4.5 credits, 6 hours

In consultation with Faculty, seniors will undertake a comprehensive yearlong book project. Project will investigate idea and narrative development, image sequencing, graphic format, typography, various book structures, and audience.

ILU 470

### Senior Portfolio

3 credits, 3 hours

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.

A Students must receive a C- or above in this course to advance within the major.

ILU 475

### Senior Portfolio

3 credits, 3 hours

An extension of ILU470, students will complete their self-directed projects concluding with a public presentation.

## Course Descriptions

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## Painting

PT100, PT105

### Painting I

3 credits, 6 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 and techniques, and an understanding of composition and color theory.

PT161

### 2D Design

1.5 credits, 3 hours (fall semester)

Students are introduced to the elements and principles of two-dimensional design, how to recognize and identify them and apply them in their own work. Through analysis of compositions as well as problem-solving exercises, 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.

PT220

### Watercolor Painting

1.5 credits, 3 hours

The course is designed to benefit a variety of art students who are at different stages in their knowledge of painting in watercolor. Progressing quickly from basics to more advanced elements in the use of the watercolor medium, students learn the practical application of color, value, and composition as they apply to watercolor painting.

Prerequisites: DR155 and PT105 or permission of the instructor.

PT 230

### Pastel

1.5 credits, 3 hours (fall semester)

This course addresses the formal and practical construction of a pastel painting. Color theory and mixing will be explored through various methods and techniques unique to the pastel media. Practical application of color, value and compositional strategies will be developed through still life, landscape, and figure 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.

## Course Descriptions

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PT250

### Landscape Painting

1.5 credits, 3 hours

This course is open to all painting media. The course deals with 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.

PT260

### Painting II: Painting from Observation

3 credits, 6 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 interpret perceptual cues on a two dimensional canvas utilizing painting devices such as lost and found edges, color as form and space, value hierarchies and shapes, and control of painterly surface texture to obtain desired space, subject characterization, mood and 2-D design. Venues will include landscape, studio set ups, and interior spaces.

Prerequisites: DR155 and PT105. Painting majors must receive a C- or above in this course to advance within the major.

PT265

### Painting II: Figure

3 credits, 6 hours (spring semester)

This course aims its sight at composing and constructing 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 solving problems of equilibrium, pattern, spatial relationships and movement. Geometric projections and perspective will be applied to aid in organization of forms as applied to both observed and imported environments.

Prerequisite: Successful (a C- or above) completion of PT260. Painting majors must receive a C- or above in this course to advance within the major.

PT270

### Figure Painting I

3 credits, 6 hours (fall semester)

Essential and effective figure painting skills such as relative proportion and color/value as form are introduced as the student learns to construct human forms in space. Formal strategies of compositional design guide perceptive interpretation as students orchestrate 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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PT285

### Still Life

1.5 credits, 3 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 hours (spring semester)

EggTempera 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.

PT330

### Methods and Materials of Painting

3 credits, 6 hours (fall semester)

Materials and techniques are the building blocks of an artist's visual language and repertoire. Through lecture, demonstration and hands-on participation, this course will study the techniques and applications of a wide range of historical painting materials and explore the possibilities of their use in the studio. Techniques covered include silverpoint, ink, egg tempera, distemper, watercolor, and oil, including both ancient and contemporary applications; supports including preparation of paper, panels, and canvas, as well as in-depth discussion of studio hazards/safety and conservation materials.

Prerequisite: PT260

## Course Descriptions

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PT335

### Large Scale Painting

3 credits, 6 hours (spring semester)

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

Prerequisite: PT265

PT360

### Painting III

3 credits, 6 hours (fall semester)

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 focus here is on the process of creative expression. 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 receive a C- or above in this course to advance within the major.

PT365

### Painting III: Junior Project

3 credits, 6 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.

Prerequisite: Successful (a C- or above) completion of PT360. Painting majors must receive a C- or above in this course to advance within the major.

PT370

### Figure in the Interior

1.5 credits, 3 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

## Course Descriptions

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PT371

### Epic Painting

1.5 credits, 3 hours

This course extends the bounds of the figure painting course to examine the processes involved in the creation of narrative/epic paintings. The instructor will provide examples of historical/epic paintings; the class will select one with which they will work that month. The idea is to interpret the basic composition but to change the context and possible meanings of the painting. Models will be on hand to rotate through the various poses taken from the chosen painting. Students will fill out the compositions with their own props, drawings, photographs, and whatever other reference seems appropriate. Class time will also be spent in critical examination and discussion of the work of artists in the epic tradition. The same models and paintings will be utilized in both sessions.

Prerequisite: PT265

PT372

### Figure and Portrait Painting

1.5 credits, 3 hours

Students focus on the study of the human figure, with particular emphasis on the importance of able draftsmanship. Students are encouraged to design pictures that are attentive to the placement of the figure in its surroundings, and to the relationship of tonal values throughout the painting. Light is studied for its effect on the large planes of the body, for the ways in which it clarifies anatomical form, and for its contribution to the richness of color, which gives life to the figure. Students may work with paint or pastel. Poses will range from one to five weeks. The same model and pose are scheduled for both sessions.

Prerequisite: PT105

PT373

### Figure Painting

1.5 credits, 3 hours

Historically the figure has played a central role in visual expression. As such, students of artistic practice have struggled with various technical and aesthetic problems inherent in representing the human form in a meaningful and competent manner. This course is structured to address these ancient objectives in contemporary studio practice. Students will work through various methods and approaches to gain intentional characterization of the figure in space. At the same time the student will address more advanced formal strategies concerning illumination, surface quality and color harmony. Through the advancement of craft along with formal compositional strategies students will consider content along with their own expressive intentions through studio instruction and critiques.

Prerequisite: PT105

## Course Descriptions

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PT375

### Figure Painting II

3 credits, 6 hours (spring semester)

Strategies addressing grouping, placement and syntax are utilized to organize figure compositions. Working from direct observation, students learn to compose their paintings in formal terms as concept yields to visual expression and content.

Prerequisite: PT270

PT375

### Narrative Painting

1.5 credits, 3 hours

Students will explore the art of storytelling through painting. The work will be focused on content and meaning as conveyed through the formal elements such as light, space and weight creating a believable world. A study of artists whose works deal with strong allegorical/narrative content will develop analytic, communicative and expressive devices to create deeply felt and meaningful works of art. Be prepared to come to the first day of class with some ideas.

Prerequisite: PT265

PT380

### Portrait

1.5 credits, 3 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 are 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.

PT405

### Advanced Painting

3 credits, 6 hours

A synthesis of formal and expressive motifs in art-making as students look at, and respond to, ways painting has been re-defined by various 21st century artists. Alternative media and non-traditional methodologies are studied within the context of formal elements and principles in art making. Students expand their use of materials according to the conceptual needs of the work and traditional 2-D boundaries are challenged. Actual and suggested movement, mixed media, spatial and installation demands are studied as outgrowths of students' own work.

Prerequisite: PT365

## Course Descriptions

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PT422

### Special Painting Topics

3 credits, 6 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 part of the combined course would be the lectures and self research the second part of the course will be painting.

Prerequisite: PT265 or by permission of the instructor.

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.

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

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## 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 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 mediums 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. Repeatable for credit

DR241

### Printmaking B, Monotype and Lithography

1.5 credits, 3 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

DR242

### Printmaking C, Relief and Intaglio

1.5 credits, 3 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

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## Sculpture

SC150, SC155

### Sculpture I

3 credits, 6 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 hours (spring semester)

3-D Design introduces students to basic principles, processes and materials used in 3-D design and concept generation. Students learn to define space through the use of line, planes and solid forms, and to manipulate mass, volume and void through a series of projects that encourage drawing, experimentation and construction. Presentation skills and craftsmanship will be developed, as well as creativity and critical judgment.

SC220, SC225

### Sculpture II

3 credits, 6 hours (fall and spring semester)

This two-semester sequence provides a structured transition from Sculpture I, offering a systematic method and further development of modeling, casting and finishing a sculptured figure. Demonstrations are given on constructing the total figure with additional methods of modeling feet, hands and head. Frequent class critiques are held. Various methodologies are explored in constructing a figure from memory as well as from the model with particular emphasis on producing a finished sculpture. Composition is discussed with emphasis on constructing the figure using composition concepts and devices.

Prerequisite: SC155. Sculpture majors must receive a C- or above in this course to advance within the major. May be taken by juniors and seniors on a space-available basis to count towards fulfilling the Figure Sculpture requirement.

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SC240

### Bas Relief Sculpture

3 credits, 6 hours (fall semester)

This course is concerned with learning the language and techniques of sculptural relief in a contemporary context. 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. Relief sculptures are developed using the two diametrically opposed techniques of carving or modeling.

Prerequisite: SC155

SC241

### Bas Relief Sculpture

1.5 credits, 3 hours

Beginning with low relief, students will undertake a series of studies from the model to develop the necessary skills and techniques of observing three-dimensional form and incorporating forms into a relatively flat two-dimensional surface. Students develop reliefs in clay and progress to three-dimensional figure sculptures.

Prerequisite: SC155.

SC255

### Portrait Sculpture

3 credits, 6 hours

Students model from life, at first using points and measurements. By training the eye in this way, the student begins to see and understand three-dimensional planes, forms, and the construction of the head and works toward achieving a likeness reflecting the character of the model posing. 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.

Prerequisite: SC155

SC275

### Sculpture Composition II

3 credits, 6 hours (spring semester)

This course is an introduction to the process of concept formation and the manifestation of the concept into three-dimensional, compositional projects within the parameters of a set format. During the first semester projects are assigned to enable the student to see

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the various elements that constitute composition. The elements that will be addressed are rhythm, space vs. mass, alignment, timing, contained shapes, and more which are presented through the means of lectures and critiques. The projects of the second semester are treated as commissions and all the necessary requirements of such can be demonstrated through the use of the creative process. The creative process includes, but is not limited to, the following steps: concept formation, written proposal, drawings, primary maquettes, and a final enlargement. With this knowledge of translating an idea into three-dimensional form, the student gets a sense of what it is to be a professional sculptor as well as becoming prepared to enter and manage the upper division classes with confidence.

Prerequisite: Successful (a C- or above) completion of SC220. Sculpture majors must receive a C- or above in this course to advance within the major.

SC290

### Sculpture Écorché

3 credits, 6 hours (fall semester)

Students spend two semesters studying artistic anatomy of the human figure so that they can thoughtfully construct a thirty-two inch écorché (fillet figure) sculpture. During the first semester students study and construct the skeletal system. The second semester focuses on the study and construction of the muscular system.

Prerequisite: SC155

SC315

### Rapid Pose Figure Sculpture

1.5 credits, 3 hours

The theme of this course is to generate a complete understanding of sculpting the human figure. The class begins with the construction of a seated or standing armature, which becomes a structural framework to apply either oil base or water base clay. Various demonstrations are presented providing a systematic approach to modeling a sculptured figure. Proportions, modeling techniques and anatomy are explored with emphasis on gesture and composition. Students model 12" or 16" size sculptures from a male and a female model. There are fifteen different poses with six hours for each pose. Individual as well as class critiques are given. Once the student has constructed a basic figure, various finishing techniques will be discussed. Sculptors will be introduced to the class from time-honored to modern contemporary masters to show the many methodologies in sculpting the human form.

Prerequisite: SC155

SC330, SC335

### Mold and Casting Workshop

1.5 credits, 3 hours per semester

Mold making is explored through the various techniques and methodologies of constructing a mold incorporating the various materials such as plaster, silicone, latex, polyurethanes and alginates. Positive form or the cast from the mold is explored through use of various

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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 foundry process of the "raw cast" is explored to facilitate learning in welding, chasing and the patina process in finishing a bronze sculpture. 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.

SC340

### High Relief Composition

1.5 credits, 3 hours

The course will build on experiences gained from Bas-Relief to teach students the principles and techniques of creating heightened illusion in three-dimensional form, focusing on the high-relief format. Elements of one and two-point perspective will be discussed and demonstrated along with other visual and perceptual approaches. The class will undertake a thorough examination of Renaissance reliefs as exemplary examples that can be applied in a contemporary context. Assignments will include drawings and modeled reliefs.

Prerequisite: SC240

SC345

### Subtractive Carving Class

1.5 credits, 3 hours

This course will focus on subtractive sculpture carving using different mediums such as wood, plaster and perhaps stone, if time and weather permit. Students will familiarize themselves with the tools and methods of woodcarving. First they will design a Klean Klay sculpture of their own choosing, followed by drawing flat 2D shapes of their sculptural model onto a block of wood. Next they will remove negative areas of their wood block. The process will progress from simple to complex. When the woodcarving is finished students will sand and varnish or paint their wooden sculptures.

Prerequisite: SC155

SC346

### Stone Carving

3 credits, 6 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, models for 1:1 or enlargement reference, and abrasives and finishing techniques. Additionally, the characteristics of various carving 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 covered, as well as the use of stone as a contemporary artistic medium.

Prerequisite: SC150, SC155

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SC360

### Figure Sculpture

3 credits, 6 hours

A systematic approach to modeling a sculptured figure. 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 in sculpting the human form.

Prerequisite: SC155

SC366

### Figure Sculpture

1.5 credits, 3 hours

This class is designed to give students a greater understanding of the varieties of artistic sculptural expression that use the human form. In addition to modeling the figure from life, class time will be devoted to lectures, discussions and assignments designed to give each student a forum within which to explore the creative possibilities of their own artistic sensibilities. There will be no monitored session for this class, but students will be expected to fulfill weekly assignments.

Prerequisite: SC155

SC370

### Life-Size Figure Sculpture

1.5 credits, 3 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 a previous sculpture 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: Figure Sculpture

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SC375

### Sculpture Composition III

3 credits, 6 hours (spring semester)

This course is intended for Junior Sculpture majors in the BFA program. It is also open to students who have had at least a full year of figure study and two years of anatomy. The course involves students working with compositional concepts from ancient masters to contemporary sculptors. Assignments will be given which will be followed with a critique 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 that would prepare the student for the senior project.

Prerequisite: Successful (a C- or above) completion of SC275. Sculpture majors must receive a C- or above in this course to advance within the major.

Prerequisite: SC275.

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.

Prerequisite: SC375.

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## LIBERAL ARTS

### Art History

AHS170, AHS175

#### Survey of Western Art History

3 credits, 3 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, continued in the second semester by the study of works from the Renaissance through the early twentieth century. Lectures and readings are devoted to presenting students with a repertoire of significant painting, sculpture, and architecture, and an understanding of the meanings of these works within their original cultural contexts. Students are also challenged to expand their observation and vocabulary skills through close formal analysis of the visual properties of art. Exam essays and writing assignments develop research skills and promote the development of analytic and critical thinking. Requirements each semester: purchase of textbook, assigned readings, museum visit, two exams, a short presentation and essay. Completion of both semesters of this course is required for entry into all upper level Art History courses.

AHS275

#### History of Illustration

3 credits, 3 hours

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 Sculpture and Painting to be applied towards the additional courses needed for the Art History minor.

Prerequisite: AHS170, AHS175.

AHS470

#### Art History Seminar: Renaissance Art

3 Credits, 3 hours (fall semester)

This course will examine developments in European art and visual culture from the late thirteenth century through the late sixteenth century. Areas of study will include painting, sculpture, architecture, drawing, printmaking, domestic arts, engineering, theory, etc. In addition to addressing "who" had contributed to this period, the course will attempt to understand "why" and "how" objects of this period were made and used. We will critique traditional notions of the Renaissance, looking as much as possible with a "period eye" at what contemporaries of the time may have believed. The primary course text will be Paoletti and Radke's *Art in Renaissance Italy*, 3rd edition (2005).

Prerequisite: AHS170, AHS175.

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AHS471

### Baroque and Rococo Art and Architecture

3 Credits, 3 hours

The term "baroque" and "rococo" can be applied to a variety of time periods and concepts, though this course will address the art and architecture of Europe in the 17th and 18th centuries. At issue are the pictorial and architectural approaches to theatrical display, emotional expression, gravitas, spatial concepts, local contexts, religious expression, political manipulation, military display, commercial gain, psychological condition, social status, aristocratic representation, portraiture, scientific revelations, visual theory, the commonplace, material culture, decorative schemes, eclectic copying, and other visual and rhetorical forms of the period.

Prerequisite: AHS170, AHS175.

AHS472

### Leonardo da Vinci: Theories of Art and Science

3 Credits, 3 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.

AHS473

### New Age: Twentieth-Century Art from 1900-1945

3 Credits, 3 hours

Students will examine the varied directions of painting and sculpture in the first half of the twentieth century. Discussions and will focus on the emergence of a sense of modernity, the myth of the Future at the turn of the millennium, the optimism of the machine age, and the idea of newness and possibility of the *avant-garde*.

Prerequisite: AHS170, AHS175.

AHS475

### Elevated Above Reality: Post-Impressionism 1880-1920

3 Credits, 3 hours

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Coined as a movement in 1906 by English critic Roger Fry, Post-Impressionism is a blanket term that covers the many responses to art-making after the peak of Impressionism in the 1870s. This course investigates the visual and cultural contributions of seminal Post-Impressionists, such as Georges Seurat, Paul Cezanne, Vincent van Gogh, Paul Gauguin, and Henri Toulouse-Lautrec. The course is inclusive of other types of visual responses during the late nineteenth and early twentieth centuries. The art of the Synthetists, the Symbolists, the Nabis, the Camden Town and Bloomsbury Groups in England, and sculptors from Rodin to Maillol are included in our study. Incorporated are themes of representation, imagination, perception, urban capitalism and leisure, colonialism, nationalism, and gender.

Prerequisite: AHS170, AHS175.

AHS476

### La Città Del Fiori: The Art of Renaissance Florence 1300-1600

3 Credits, 3 hours

Students will closely examine Italian Renaissance art in the Tuscan city of Florence. From its flowering in the fourteenth century with the narrative cycles in Santa Maria Novella and Santa Croce, to the maturation of Early Renaissance sculpture and painting in the fifteenth century, to the realization of a High Renaissance in the Florentine works of Leonardo, Michelangelo, and Raphael, to the sixteenth-century Mannerists and the founding of the Florentine Academy in 1562, the uninterrupted development of art in Renaissance Florence allows for a thorough study of three centuries of a city's artistic output. Highlights of architectural accomplishments are also considered, foremost the building of Brunelleschi's dome atop Santa Maria del Fiore. Important contextual discussions, especially on patronage (particularly by the Medici), its dynastic, religious, civic, and commercial demands, as well as on the reception by the viewing public of the time, form a critical component of our study of the significant art of Renaissance Florence.

Prerequisite: AHS170, AHS175.

AHS477

### Flesh & Blood: The Body in Modern and Contemporary Art

3 Credits, 3 hours

At the beginning of the new century, we can, with hindsight, more clearly understand the endurance of the representation of the human form and its coexistence alongside the development of an abstract visual language during the twentieth century. This course explores the various ways the persistent representation of the figure in the last one hundred years can be interpreted in European and American culture. How are concepts of the natural, the ideal, and the antique still manifested? How do the works convey differing perceptions of the body and the impact of gender, ethnic, and economic status? Why, in the wake of abstraction, photography, and computer technology has the act of representing the human form remained relevant? The various presentations and meanings of human embodiment in painting and sculpture are examined, along with various time based media, from the most realist to the

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more fragmented, and how these objects and images are inflected with particular social identifications.

Prerequisites: AHS170, AHS175.

AHS478

### Enlightenment, Imagination, & Empiricism: Art in Europe 1750-1850

3 credits, 3 hours

This course examines the early Modern period in art through examination of Western European art, traditionally categorized as Neoclassicism, Romanticism, and Realism. Politically, the course moves from entrenched monarchy to revolution, empire to republic. Stylistically, the art displays elements of severe classicism, bravura and artifice, quiet naturalism, turbulent emotionality, the tension between color and line, between realism and abstraction – many of these dichotomies hold over from the seventeenth-century rivalry between the colorism of Rubens and the linearity of Poussin. While discussing individual artists and key objects, their style and meaning, the subject matter of the course will always be returned to the cultural forces and contexts that influenced the outcome of art. Class discussions are based on readings and lecture material. Paper topics and coordinating presentations derive from the museum collections of Yale University.

Prerequisite: AHS170, AHS175.

AHS479

### Old Masters

3 credits, 3 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.

AHS480

### Indian Art

3 credits, 3 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

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looking at this art, to read critically in light of what they see, and to consider new approaches to the material

Prerequisite: AHS170, AHS175.

AHS481

### **Art as Witness: Tradition, Trauma, and Transformation**

3 credits, 3 hours

In this course students will consider one of the most pressing challenges in the bridge between art and society: how do we express human suffering? What purpose does the aesthetic serve in rendering catastrophe visible? Can art visualize suffering and transform our experience? Course readings and class discussions will consider major icons of art history from Michelangelo to Caravaggio, Rembrandt, Goya, Gericault, Van Gogh, Picasso, Kollwitz, and Dix in the first half of the semester and then turn to contemporary art of the last twenty years in the second half of the term. Students will then learn how a variety of contemporary artists have created an ethics of witness, using visual strength to transform and move beyond the experience of trauma.

Prerequisite: AHS170, AHS175.

## Humanities

ENG050

### **English Preparatory**

1 credit, 1 hour (fall Semester)

This course focuses on helping students to develop stronger critical reading and writing skills in preparation for their liberal arts coursework. Students undertake a variety of short writing assignments, including: a personal narrative; a comparison and contrast essay; an expository essay; a cause and effect essay; and a persuasive essay. Students also read models of each expository pattern and receive direct instruction in grammar and usage. Finally, students review the process of writing and documenting a research project and prepare an abstract on a literary topic.

ENG100

### **English Composition**

3 credits, 3 hours (fall Semester)

English Composition is designed to develop and hone those writing and critical reading skills basic to any college-level coursework. Careful seeing leads to effective writing—only by devoting our scrupulous, passionate attention to the texts and images we encounter, are we able to evaluate them in writing. In weekly assignments students work on organizational and structural strategies; analytical writing skills; and methods of revision. Over the course of the semester students undertake a variety of writing assignments of increasing length and complexity, developed through multiple drafts and constructive peer review.

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ENG105

### English Literature & Composition

3 credits, 3 hours (spring semester)

This is an introductory literature course, with an emphasis on twentieth-century modernism, and its roots in certain foundational works by Goethe, Shakespeare, and Sophocles. We will read and discuss nine works of fiction and drama in terms of their historical context and continuing cultural relevance. Students will be introduced to traditional scholarly views and encouraged to explore their own personal responses to these works. Each student will give an oral presentation elucidating aspects of the work discovered through additional research. Requirements will include formal essays expressing original ideas and following the conventions of literary analysis, as explained in the class.

HUM150

### Western Philosophy

3 Credits, 3 hours (fall semester)

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.

HUM151

### The Science and Philosophy of Art

3 credits, 3 hours

Students will examine optical and conceptual themes in Western Art from Plato to Seurat. At issue are the theoretical and practical applications developed by Western artists and visual theorists. Concentrating on pictorial traditions, the course addresses what artists, authors and artist/engineers have referred to as theoretical, scientific, technical, mechanical, and purely mental solutions to optical, proportional and quantitative visual problems. General themes include philosophy, aesthetics, perspective, form, color, and mechanical devices, and discussions on intellectual training, notebooks, treatises, and collecting.

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HUM153

### Philosophy: Aesthetics

3 credits, 3 hours

A critical examination of the divorce of beauty and love that is a presupposition of the establishment of aesthetics and of a distinctly modern approach to art. Readings will include Plato, Alberti, Baumgarten, Kant, Schopenhauer, Nietzsche, Freud, and Macuse.

HUM154

### Philosophy: Ethics

3 credits, 3 hours

What makes one act right, and another wrong? What am I morally required to do for others? What is the basis of morality anyway? These are some of the questions raised in moral philosophy. A careful examination of two of the most important attempts to answer them—the theories of John Stuart Mill and Immanuel Kant. The problem of free will is also examined: Do we really have control over what we do, or are we merely the puppets of external causes? If determinism is true, is moral responsibility impossible? The course also briefly considers Hume on the nature of practical reason, as well as Hobbes on contractarianism. Finally, Nietzsche's attack on morality is examined.

HUM155

### Forms of Narration

3 credits, 3 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.

## Science and Math

ANA190

### Anatomy I

1.5 credits, 1.5 hours (fall semester)

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.

## 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.

ANA195

### Anatomy II

1.5 credits, 1.5 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.

MAT105

### Mathematics

3 credits, 3 hours (spring semester)

Introductory and intermediate approaches to mathematical and geometrical problems. Topics include: sets, logic, ancient number systems, number theory, algebra, trigonometry, statistics, as well as business math with the goal to improving quantitative reasoning and approaches to business applications.

PER150, PER155

### Perspective

1.5 credits, 3 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.

SCI100

### Science: Cognitive Development

4 credits, 4 hours (fall semester)

In this course we will discuss the ways in which we process visual and auditory information, such as how we put things in categories, solve simple and complex problems, communicate with each other and with our pets, remember how to ride a bicycle, and how to get to New York City. To answer these questions, we will read and discuss theory and research in cognitive development across the life span, focusing on infancy, childhood, and adolescence. Topics will include perception, categorization, reasoning, theory of mind and autism, language and thought, multilingualism and second-language acquisition, social cognition, and memory.

SCI101

## 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.

### Natural Science

4 credits, 4 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.

SCI102

### Ecology of Landscapes and Organisms

4 credits, 4 hours

Ecology is the scientific study of how organisms (including humans) interact with each other and their non-living environment. Students learn how these interactions shape the fundamental properties of biological populations, communities, ecosystems, and landscapes. Topics include life histories, population growth, competition within and between species, predation, herbivory, parasitism, mutualisms (such as pollination and seed dispersal), distribution and abundance of species (community structure), species diversity, ecological succession, disturbance, nutrient cycling, and energy flow. Human impact on the environment is explored, especially as it relates to invasive species and extinctions. Ecological concepts and principles are illustrated through field trips to coastal, wetland, and terrestrial habitats throughout southern Connecticut's remarkably diverse landscape, as well as through field investigations conducted on campus.

SCI103

### Oceanography: The Ocean Planet

4 credits, 4 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.

## Social Sciences

SOC100

### Introduction to Anthropology

3 credits, 3 hours (fall semester)

An introduction to the study of the human species, this course investigates 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.

SOC101

### Archaeological Method & Theory

3 credits, 3 hours (fall semester)

Archaeological Method & Theory introduces students to the techniques and concepts used by archaeologist to find, recover, and interpret artifacts in an effort to reconstruct and understand the lives of earlier peoples. The class uses archaeological case studies, films, and hands-on examples of tools and other artifacts produced by stone-age hunters and more complex civilizations that lived throughout the world.

SOC110

### Observation, Description and Style

3 credits, 3 hours

This is an interdisciplinary course which will focus on the art and practice of observation, description and analysis and corollary issues such as audience, point of view, framing, space, semiotics and detail. Most of our texts will be drawn from non fiction, and the social sciences.

SOC125

### Prehistory of North America

3 credits, 3 hours

This course focuses on Native American groups in North America and their cultural adaptation to the ever changing environment. Chronology is the organizing element of this course, which begins with the earliest evidence and hypotheses of the peopling of the New World from both Asian and European sources. The course concentrates on early Native American cultural adaptations to the Late and Post Pleistocene period environments. Corresponding Native American adaptations are analyzed.

SOC135

### Anthropology: Cultural Dynamics

3 credits, 3 hours

The social, political, economic, and environmental factors that can impact human settlement, subsistence, and interaction. Cross cultural examples from human prehistory and the present day are used to illustrate the dynamic nature of culture.

## 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

### Career Development

2 credits, 2 hours (fall semester)

2 credits, 2 hours (fall semester)

This course will examine the practical, philosophical and artistic challenges in pursuing a career as a fine artist. Emphasis will be placed on the adjustment in transitioning from the academic environment to the working world and its effects upon the discipline of being an artist. The course will cover several aspects of the business side of art including the documentation, presentation and marketing of one's artwork as well as information concerning: grant opportunities and artist's residency programs; website development; graduate school; gallery representation, curatorial/museum work and teaching. Through class discussions, assignments, course materials and guest speakers, students will be exposed to the various practitioners that comprise the art world and will gain the necessary skills for their development as professional artists.

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 Admissions 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 /Registrar. Students who may wish to review their records must request to do so in writing. Once the written request is received by the Office of the Registrar, access will be granted within a 45-day period. Please note that email may not be used for this purpose, and the student must provide current contact information in the written request. A student has the right to request an amendment to his/her record. If the request is denied, a hearing may be requested. For more information, please see FERPA filed in the Registrar's Office.

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 the college 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. Please note, however, that parents or guardians who are formally indicated on both the College's documents of record and the individual's tax returns as the financial responsible party (have declared the student as a dependent) may receive course grades and personal-use copies of the student transcripts upon request. Such requests will require presentation of the last Federal Income Tax Report. Billing and payment 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 in order to perform specific duties and tasks necessary to the College. Pursuant to federal legislation, 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, should not be stored on portable storage devices, and will be shredded before discarding.

## 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 transcripts will be sent to third parties for a fee of \$5. A student copy is \$5. All transcript requests for classes completed before January, 1992 are \$35 for the first copy and \$5 for each additional request. Transcripts will not be sent when students have outstanding bills with the College or overdue books from the library. Records are not maintained nor released 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 you would prefer that your information is not shared, please submit your request in writing to the Student Services office during the first week of classes.

## Academic Policies and Procedures

### ENROLLMENT AND REGISTRATION

#### Non-Matriculated Students

Non-matriculated students are students who are interested in enrolling in the courses offered for the degree/certificate programs, without pursuing a formal degree. Such students must contact the Office of Admission, and 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 pre-requisite has been met. Students who have not met the published pre-requisites for a course must receive the instructor's approval to enroll, which will be based on both the student's potential for success in the course as demonstrated by their portfolio and previous coursework, and the availability of space.

#### 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 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. Please note that 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.

#### Credit by Portfolio

A maximum of 18 credits may be granted to applicants by portfolio review for artistic experience independent of any coursework. Credit by portfolio is granted only for studio work done prior to matriculation at the College. Academic standing and course credit based on portfolio review are determined by the appropriate department chairperson during the admission process. This portfolio work cannot have been part of the assigned work for a secondary or post-secondary course that was transcribed and graded as a credit-bearing course at the collegiate level.

## Academic Policies and Procedures

### TRANSFER POLICIES

#### BFA Candidates

Maximum Transferrable Credit:

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

Residency 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.

Residency 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 senior year.

#### Post-Baccalaureate Candidates

Maximum Transferrable Credit:

No credits may be transferred into the 30-credit total required of the Post -Baccalaureate degree.

### COURSE ENROLLMENT OPTIONS

#### Add/Drop

The add/drop period runs for the first ten days of class in each semester. This period allows students the ability to adjust their schedule of courses as necessary to ensure a productive and rewarding semester, and continue adequate progress towards completion of the degree. In order to make changes to their schedule, students must complete an Add/Drop form, available through the Office of the Registrar. Please note that changes, which result in enrollment dropping below 12 credits, or in excess of 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 new balance due; students will be billed accordingly.

#### Independent Studies

Independent Study offers a matriculated student the opportunity to initiate individual research or advanced projects that are beyond the limits 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

## Academic Policies and Procedures

2. Prepare a proposal and 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. With the consultation of the course advisor, complete the Independent Study Form, which must include a semester plan for the course of study, indicating the number of credits being taken and the evaluation criteria. The form must be signed by the course advisor, the student's advisor, and the course advisor's department chair.
3. Present the approved Independent Study Form at registration or within the Drop/Add period, along with registration or Drop/Add form. The course numbers for an independent study are as follows, depending on the host department:  
IND DR, IND IL, IND PR, IND PT, IND SC.
4. Each Independent Study may be taken for no less than one and no more than 3 credits.
5. The student is responsible for documenting the content of the Independent Study work to other institutions or outside agencies.
6. Students cannot elect the Pass/Fail or Audit options for Independent Study.

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 Assistant Dean's Office. 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 Assistant Dean's Office.

### Auditing Classes

Audited courses 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. An audited course may not be repeated for credit. Therefore, students may not audit a required course unless the course requirement has already been satisfactorily met as dictated by their 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 Drop/Add period.

## Academic Policies and Procedures

### Declaration of Minor in Art History

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

The minor in Art History requires 21 credits, including six credits in an introductory survey (AH 170/175), three credits in Contemporary Art Criticism (AH 375), and twelve credits in upper level seminar courses (AH 4XX). Please review the semester's course schedule for specific information regarding seminar topic/s, the instructor of record, and time/days offered. A minimum grade of B- must be sustained in each course

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 and 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.

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 may 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. Enrolment in the minor is only applicable to students enrolled in the BFA program.

### 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 as a result extend the number of semesters required to complete the degree.

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.

## Academic Policies and Procedures

### 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. The experiences of living in a different region and studying with new instructors are benefits the program offers. It is open to full-time BFA students who are in their Junior year, who are in good academic standing, and who otherwise meet the eligibility requirements of their specific 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 total number of students that it will accept in a given semester. The tuition is payable to the home institution, although fees may be charged by the host institution for student services, materials, etc. Fees must be paid prior to registration. The grades received by the host institution during the mobility semester will become part of the student's official record at the home institution. 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 application form, 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 artist's name, the title, the medium, and the dimensions. Application deadlines at host institutions are April 10 for the Fall Term, and November 15 for the Spring Term.

## Academic Policies and Procedures

### Good Standing and Academic Progress

To be considered in good standing, students must maintain a non-probationary status and be clear of involvement in any disciplinary action.

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

### Standards of Academic Progress (SAP)

For students who initially enrolled between August, 1996 and August 2007

#### Progress Towards Degree

Students who enrolled between 1996—2007 and are following the Bachelor of Fine Arts Degree Program, requiring 132 Credits, must complete their program within 6 academic years. Students following the Three-year Certificate Program, requiring 100 credits that began in the academic year 1996/97, must complete their program within 4.5 academic years of full-time study (an academic year equals two semesters plus summer sessions). 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 according to the schedule available through the Registrar.

### Academic Policies and Procedures

#### Standards of Academic Progress (SAP)

For students who initially enrolled after August 2008.

Students following the new Bachelor of Fine Arts Degree Program requiring 120 Credits, beginning 2008/09, must complete their program within 6 academic years. Students following the new Three-year Certificate Program requiring 90 credits beginning 2008/09 must complete their program within 4.5 academic years of full-time study (an academic year equals two semesters plus summer sessions). 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:

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, grade reports are mailed to each student and are also available in the registrar's office to all students registered for credit. 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 and Minimum Grade Requirements

To make satisfactory progress and remain in good 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.

Students are also required to achieve a minimum of "C-" in each of those courses that require that a minimum grade be met in order to proceed to the next level of required coursework. Minimum grade requirements are noted on the students' planning sheets, in the course descriptions and program grids in this catalog, and on individual course syllabi. Please note that a passing grade below "C-" in any of these classes will count as elective or general studio credits, but will not satisfy the degree requirements of the specific course.

### Mid-term Warnings

- Students are given "warning" notices of grades that are falling below a grade of "C" at mid-term, giving the student 7-8 weeks to improve the grade.

### Probation

- Students who are placed on probation (under 2.0 GPA) for the semester and fail to remove themselves from probation by achieving a 2.0 GPA at the end of the following semester (resulting in not making Satisfactory Academic Progress) are subject to dismissal at the discretion of a panel headed by the Dean. Exceptions due to extenuating circumstances may extend probation one additional semester.
- A student who is on academic probation may be subject to a reduced and adjusted program of studies.
- Students with Financial Aid should note that their financial aid may be affected by Probationary status. Students should refer to the section on Financial Aid in the catalog and consult with the Director of Financial Aid.

### Dismissal

- 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 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.

### Graduation Requirements

In order to meet the Standards of Academic Progress and graduate with either a certificate or BFA degree in Drawing, Illustration, Painting, or Sculpture, a student must maintain and fulfill the following requirements:

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

## Academic Policies and Procedures

- For Three-year Certificate candidates:  
A minimum of three semesters (45 credits) of enrollment at the College, including the third and final year.
- 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 on probation in order for the Degree or Certificate to be awarded.

### Participation in Commencement Exercises

Graduation is held annually in the month of May. All students who have fully completed their degree requirements in the concluding 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 of \$100 will be charged to all graduating students including Certificate, Post Baccalaureate, and BFA Degree seeking. 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; 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 warning 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.

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

## Academic Policies and Procedures

### 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, available in the Office of the Registrar, and submit the completed form 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 Drop/Add period through the last day of the tenth week of the semester. The withdrawal form must be signed by the course instructor and the student's advisor and 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, which 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.

## Academic Policies and Procedures

### 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 (GPA) are considered to be in good standing. A Leave may be granted only for one semester within a 12-month period, with approval granted by the Dean. If a student plans to be away for 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,

## Academic Policies and Procedures

but seek readmission within no more than two semesters 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 a payment of a \$55.00 fee. The recommended dates by which the Readmission fee should be paid are June 1 for the fall semester and November 1 for the spring semester. The office of the Dean, the academic department chair, and the Student Billing 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 entertained 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, they may convene an Academic Grievance Committee to review the concern.

#### 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.

## Academic Policies and Procedures

If a student questions the correctness of a grade, the student should address his/her concern in accordance with the Academic Grievance Procedures listed above. 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.

Please note that 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. Please note that 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 Assistant Dean who will have a copy placed in the student's confidential file.
4. In cases where either the Assistant Dean or the instructor determines that the offense merits consideration by the Disciplinary Committee, the instructor works in conjunction with the Assistant 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 Assistant Dean and the instructor

## Academic Policies and Procedures

have the right to determine whether the offense warrants advancement to the Disciplinary Committee. The Assistant Dean must be kept apprised by the instructor of all actions taken. If it is judged that a student has violated the university'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 Assistant 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 are non-refundable.

**Annual Tuition**

Full- Time BFA Degree and Certificate candidates \$ 25,248  
12 to 18 credits per semester.

Each credit over full time designation is charged on a per credit basis.

Less than full-time BFA Degree, Post Baccalaureate and Certificate Candidates are charged on a per credit basis

**Per-Credit Charge**\$ 1,052**Non-Matriculated Students**

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

**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	\$ 1536/ year
General Student Fee, less than full-time	\$ 64/credit
Graduation Fee	\$ 100
Late Payment Fee, monthly	\$ 50
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

## Financial Matters

### Payment Due Dates

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

A \$50 late fee will be applied to any account with an unpaid balance after the due date, and for every month following, until the balance is paid in full. Late fees are non-negotiable.

### 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.

For students who are delinquent in their financial accounts with the College, grades, transcripts, and diplomas will be withheld, and library privileges and future registrations will be suspended until accounts are cleared.

### Continuing Studies Students

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

### Financial Responsibility

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 complete until all tuition and fees have been paid in full. It is the student's responsibility to keep his/her mailing address up to date with the Division of Student Services.

## Financial Matters

### FORMS OF PAYMENT

#### Cash

Cash payments may be made in the Business Office.

#### Checks

Checks should be made payable to Lyme Academy College and can be mailed to the Director of Student Accounts attention, or delivered in person.

#### Credit Cards

We accept 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 the Lyme Academy College of Fine Arts. 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.

#### Returned Checks

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

#### Changes in Enrollment Status: Financial Responsibilities and Refunds

The date of Withdrawal from the College 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.

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 written form), the student's financial aid will be cancelled or prorated as required by the different financial aid programs.

## Financial Matters

### Title IV

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 Stafford
- Federal Plus

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.

### Refund Of Overpayments

Overpayment of a student's financial account will be refunded by check approximately two weeks after the add/drop date. If a refund is due to the student as a result of an overpayment of tuition, and that student is receiving financial aid, the refund check to the student will be issued within fourteen days of the financial aid being disbursed to the College. Students receiving a refund due to 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. If an overpayment of tuition is the result of a Plus Loan being applied to the student's account, the refund check from the College will be made payable to the parent borrower.

### Financial Aid

All Aid is awarded on an individualized basis and in accordance with student need calculated on the information reported on the FAFSA.

### Applications For College Scholarships And Financial Aid

Applicants for financial aid must submit the following to the College:

- PROFILE

(Financial Aid Form of the College Scholarship Service): Students should apply for the Profile Application Online at: <https://profileonline.collegeboard.com/index.jsp>. There is a charge for this service. The College code number is 1236. Students must authorize the CSS to forward information to the College.

## Financial Matters

### 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 uses "Federal methodology", which is a standard needs assessment methods, to determine eligibility based on need. Students should file the FAFSA to determine their demonstrated need which is calculated on the information reported.

Eligibility is evaluated each year or within the year if circumstances change. Once enrolled, students must make satisfactory academic progress toward the BFA Degree or Certificate. (See Standards of Academic Progress (SAP)).

At least half-time enrollment is required for some 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.)

#### FAFSA

- FAFSA (Financial Aid Form of the Department of Education) must be completed to determine eligibility for any of our Federal Financial Aid Programs. The easiest way is on-line (See [www.fafsa.gov](http://www.fafsa.gov)).
- The College Code number is 030794 . Each student receives a PIN # which must be used for annual renewal or changes.
- Student Aid Report (SAR) This form contains the information provided on the FAFSA and shows the Expected Family Contribution or EFC number, which is necessary to determine eligibility for Federal aid. If the SAR notes eligible for a PELL, the College may use the SAR as the basis for payment.

#### The College participates in the following Federal programs:

##### Direct Subsidized & Unsubsidized Stafford Loans

Stafford Loans are low- interest loans made to students attending school on at least a half-time basis. Students must file a Free Application for Federal Student Aid (FAFSA) to become eligible to utilize Stafford Loans, subsidized and unsubsidized. For the academic year 2010 - 11, the Stafford subsidized loans are at a fixed rate of 4.5%, while the Unsubsidized loans are at 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 authorize 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 Direct Loan website: [StudentLoan.gov](http://StudentLoan.gov).

##### Direct Plus Loans

A Direct PLUS Loan is a loan that a parent takes on behalf of an undergraduate dependent that can be up to the cost of attendance. The interest rate is currently fixed at 7.90%. Direct PLUS loan borrowers are subject to a credit check and must not have any adverse credit history. Applications may be processed: [StudentLoan.gov](http://StudentLoan.gov)

## Financial Matters

### Federal Pell Grant

The PELL is an award to help undergraduates pay for their education after high school. For the Federal Pell Grant Program, an undergraduate is one who has not earned a bachelor's or professional degree. For many students, PELL Grants provide a "foundation" of financial aid. The maximum award for the Academic year 2010-11 is \$5550.00.

### Federal SEOG Grant

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

### Federal Work-Study

The Federal Work-Study (FWS) Program provides jobs for undergraduates who need financial aid. FWS gives students a chance to earn money to help pay their educational expenses. The program requires community service.

### 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 Director 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.

## STATE GRANTS

### Connecticut Independent College Student Grant (CICSG)

The College participates in the CICS program which means that if a student is a Connecticut state resident, and federally eligible (fill out and send in the Federal FAFSA form), and have financial need, the student is eligible to receive CICSG aid.

State Student Incentive Grant (SSIG) Application Material

Eligibility criteria, application materials, and deadlines vary widely among participating states. Consult the State Student Assistance agency for further information.

### Veterans Benefits

The College qualifies for Veterans Benefits for those who meet the criteria. Please call 1-888-442-4551 for eligibility information. Please see the Registrar for more information.

## Financial Matters

### Private Educational Loan Options

The College is eligible to participate with some organizations that offer private, non-federal, educational loans 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 sources from family affiliations.

## Student Services

### General Information

The Student Services Office serves as a valuable resource to support the student body in a variety of ways. The Director of Student Services is available to provide general counseling, guidance, support, consultation, and referral for outside providers and services. 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](http://www.acsa.com). The College does not assume financial responsibility for outside health treatment, physical or mental.

### Measles and Rubella Immunization Requirement

By law (Public Act 89-90), all higher education institutions in Connecticut require all full-time enrolled students and part-time matriculated students born after 1956 to submit evidence of immunization against measles and rubella before permitting them to register for classes. Note: Connecticut High School Graduates after 1998 are exempt from this policy. (This exemption applies only to students who attended a public/private High School). Home schooled students are required to provide an immunization record to the college.

## 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 Director of Student Services. 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).

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

## Student Services

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 accommodation may also contact the Director of Student Services 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. 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.

### Peer Mentorship Program

As a leadership opportunity and as a way for freshmen to gain an upperclassman advisor, all students are encouraged to sign up to be mentors for incoming freshmen. Potential mentors need to add their names to the list in the Student Services office. Any student who would like a mentor should see the Director of Student Services to be paired up.

### Career Services

Obtaining a degree in the Fine Arts affords many varied opportunities for future growth. Internships within museums, galleries, and businesses are offered during the summer months and are available by contacting the Director of Student Services. Student Services also offers assistance and information to students interested in pursuing an advanced degree.

## Student Services

### STUDENT ORGANIZATION

#### Mission Statement

The mission of the Student Organization is intended to reflect the overall mission of the college; that is, to provide the best education in Drawing, Painting, Illustration, and Sculpture through the study of the history, traditions, and principles of the fine arts and liberal arts, thereby establishing a comprehensive foundation for the development of the artist.

The Student Organization exists to work in harmony with the overall mission by providing leadership opportunities as well as social and cultural activities from which students can learn and develop in holistic ways. With the belief that the major responsibility for personal and social development rests with the student, the Student Organization recognizes that a student's total environment is educational and must be used to achieve full individual development. The purpose of improving and enhancing that environment is a guiding influence for the mission of the Student Organization.

The Student Organization will work to ensure that their endeavors provide students with appropriate levels of challenge and support. It will work to identify needs, solve problems, and act as a representative voice of the students of this institution.

#### 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 towards 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

## Student Services

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 Continuing Studies 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 Assistant Dean explaining why they feel they would be good candidates. Essays are accepted until the position is filled.

## Student Code of Conduct

### 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.
- 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

## Student Code of Conduct

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 Department 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 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.

## Student Code of Conduct

### 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.

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

## Student Code of Conduct

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.

## Student Code of Conduct

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

## Student Code of Conduct

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.
2. Replacement of the Disciplinary Committee Chair.

## Student Code of Conduct

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

## Student Code of Conduct

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

## Student Code of Conduct

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 Assistant 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.

## Student Code of Conduct

### 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 Assistant 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.

## Student Code of Conduct

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 Committee's work was either incomplete or in error, or exceedingly harsh.

The President may also re-panels 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.

### VII. Reinstatement of a Student on Suspension

#### A. Request for Reinstatement

## Student Code of Conduct

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.

## 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 5:00 PM. Classes are scheduled from 9:00 AM to 12:00 PM on Mondays, Wednesdays, and Fridays; 8:30AM to 11:30PM on Tuesdays and Thursdays. All afternoon classes and evening classes are 1:00 PM to 4:00 PM 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 \$15.) 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](http://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 to receive a text message about closing/delays at: ([www.wtnh.com](http://www.wtnh.com)).

## GALLERIES AND EXHIBITIONS

### Lyme Academy College Galleries

A 25% commission will be taken for each piece of 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 Assistant Dean and the Chair of the student's academic department.

## General Information

### 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 the Assistant Dean and must be returned to the Assistant Dean.

## 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 11:00 PM 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.

## General Information

### 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 a 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.

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 24-hour 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.

## General Information

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.

## General Information

### 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 Kriebel 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.

#### 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.

## General Information

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.

### 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.

## General Information

### 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.

### 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.

## General Information

### 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.

### 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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