



University of New Haven

STUDENT HANDBOOK

LYME ACADEMY COLLEGE OF FINE ARTS CAMPUS ADDENDUM



LYME
ACADEMY
COLLEGE OF
FINE ARTS

Throughout the year, there may be changes to the information contained in the Student Handbook. The Student Handbook is available on the University website: www.newhaven.edu/studenthandbook

STUDENT SERVICES – LYME ACADEMY COLLEGE OF FINE ARTS

GENERAL INFORMATION

The Office of Campus Life serves as a valuable resource to support the student body in a variety of ways. The Director of Campus Life is responsible for student life programs that create community, support student development and success, and uphold the mission of Lyme Academy College of Fine Arts.

Areas of responsibility include Housing and Residential Life; Student Health; Campus Access and Counseling Services; advising student organizations; student educational, social, and cultural programming; and other student life programs.

STUDENT HEALTH INSURANCE

Students are required to have health insurance coverage. The University offers health insurance for \$1,350.00 per year, and this charge is assessed to your student account. If you already have your own health insurance and wish to waive University coverage, you may do so online, and the 2017 deadline is Friday, September 1, 2017. The date will be amended year to year.

Information about the insurance and the waiver process can be found here: www.newhaven.edu/bursar.

If you have any questions, please contact the Bursar's Office at 203.932.7216 or bursar@newhaven.edu.

COUNSELING SERVICES

The College provides free and confidential counseling on campus. You may contact the Lyme counselor at: Counselor@lymefs.newhaven.edu.

HEALTH SERVICES

Health Services on the West Haven main campus is an ambulatory care center — office hours are Monday through Thursday, from 8:30 a.m. to 5 p.m. and Friday, from 8:30 a.m. to 4:30 p.m. (unless otherwise noted).

If the University is closed for inclement weather, Health Services is also closed.

- If you plan on using the Health Services Office, please contact the office prior to coming in order to validate the day's hours. Call 203.932.7079.
- The Office offers flu vaccines for a nominal fee each year from October through December, by appointment.
- In addition to daily doctor's hours, a Women's Clinic is held two half days per week, by appointment.
- All students are required to comply with Connecticut State Law regarding immunizations.

- As of fall 2015, all full-time students must also submit a completed physical form which can be found on the website or the Road Map. Those who are non-compliant will be placed on a registration hold.
- You must provide Health Services with a copy of your private insurance card (front and back of the card).
- Should you be ill or injured and unable to attend classes, please notify Health Services. Contact the Office at 203.932.7079, and state that you are a Lyme student, provide your ID number, and describe your problem so that documentation can be prepared.
- Medical care can be obtained at your local Urgent Care Center. Please check with the Director of Campus Life. You can also use services on the main campus in West Haven.
- Remember, the main campus and the Orange campus are Tobacco-Free, Smoke-Free.

ACCESSIBILITY RESOURCES CENTER (FORMERLY CAMPUS ACCESS SERVICES)

The Accessibility Resources Center provides comprehensive services and support that serve to promote educational equity and ensure that students with disabilities, chronic health-related disorders, or military service-related conditions are able to participate in the opportunities available at the Lyme Academy College of Fine Arts.

If a student with a qualifying disability/disorder/condition wishes to use reasonable accommodations and/or services, the student must initiate a request by self-identifying to the Accessibility Resources Center Office once he or she has enrolled at the University. Students should submit an Intake Form and appropriate documentation attesting to the presence of a disability as defined by Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 as amended by the Americans with Disabilities Act Amendments Act of 2008.

The diagnosis of a disabling condition does not automatically qualify an individual for reasonable accommodations. The degree to which a condition imposes a functional limitation on the individual's ability to perform a major life activity or the operation of a major life function is a significant determining factor in establishing the need for accommodations.

The main campus office is open daily, from 8:30 a.m. to 4:30 p.m., with extended hours a few days per week. A staff person from the Accessibility Resources Center will be available at the Lyme campus two days per week for the purpose of providing services and support for students.

Inquiries concerning matters relating to students with disabilities should be directed to the office or to the Director of Campus Life at Lyme.

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The Director or Assistant Director of the Accessibility Resources Center can be reached by phone at 203.932.7332.

CAREER SERVICES

The Career Development Center offers full career development services to help our students and alumni learn how to effectively manage and develop their careers. We provide the full circle of services, including the assessment of career skills and interests, the exploration of career and major options, and preparation and assistance in locating jobs/internships and experience-based opportunities. In addition, we provide guidance on resumes, cover letters, interview training and practice, and applying to graduate school.

The friendly, professional, and student-focused staff in the Career Development Center will help guide and coach you to career success. The staff is available to provide the full range of career development services, either on-site or through virtual appointments. Lyme Academy College students also have full access to our Virtual Career Center at unhcareercenter.com. The Virtual Career Center is the hub of the Career Development Center's online presence, providing the same great resources online 24/7 that we offer in our office.

FINANCIAL AID

Financial Aid Office Contact Information:

Lyme Campus

Office Hours: Wednesday and Friday, 8:30 a.m. to 4:30 p.m. during the academic year

Email: financialaid@newhaven.edu

Phone: 860.434.3571, ext 114

Fax: 203.931.6050

Main Campus

Office Hours: Monday through Friday, 8:30 a.m. to 4:30 p.m.

Email: financialaid@newhaven.edu

Phone: 203.932.7315

Fax: 203.931.6050

BURSAR'S OFFICE

The Bursar's Office is responsible for all aspects of tuition billing, payment processing, and refunds. Paper bills are mailed throughout the school year to the student's home address listed in Banner. Payments can be made online, in person at Lyme or at the main campus in West Haven, or via mail:

University of New Haven
Bursar's Office
300 Boston Post Road
West Haven, CT 06516

Email: bursar@newhaven.edu

Phone: 203.932.7216

Fax: 203.931.6086

Office Hours

Bursar's Office at Lyme

The Bursar's Office at Lyme is open alternate Wednesdays, from 9 a.m. until 4 p.m. The office is located in the Chandler Building, and office hours are posted there. *(Please note that in the summer, the Bursar's Office at the Lyme campus is closed. If you need assistance, please contact the West Haven office.)*

Bursar's Office at the West Haven Campus

Monday through Friday, 8:30 a.m. to 4:30 p.m. during the academic year. *(During the summer, the office closes at 1:30 p.m. on Fridays.)*

CAMPUS RECREATION

Recreational programs and facilities are available on the West Haven campus for use by Lyme students. For more information, please visit www.newhaven.edu/ChargerREC or contact the Director of Campus Recreation, Ryan Hagen, at rhagen@newhaven.edu.

Additional recreational opportunities, such as hiking, kayaking, and yoga are also provided on the Lyme campus. Look for flyers announcing such opportunities throughout the year.

CENTER FOR LEARNING RESOURCES

The Center for Learning Resources (CLR) offers free tutoring to students seeking extra help with their courses, refining graduate school and job applications, and strengthening skills to succeed in courses. The tutoring staff includes experienced instructors who hold advanced degrees in their respective fields. Most professional tutors are instructors at the University of New Haven and/or local universities; thus, they bring an intimate understanding of the classroom to each session. Highly competent undergraduate student tutors, chosen based on excellent academic track records and the enthusiastic recommendations of their professors, also serve on staff.

Tutors at Lyme Academy College are stationed in the Kriebel Library. The central facility for CLR is located in the lower level of the Peterson Library in West Haven.

All tutoring is available on an appointment and a walk-in basis, with the latter being first come, first served.

Write to CLR@newhaven.edu, call 203.932.7215, or consult our website (www.newhaven.edu/clr) for more information.

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CENTER FOR STUDENT SUCCESS

The goal of the Center for Student Success (CSS) is to familiarize students with the multitude of resources available on campus and to help students make progress toward fulfilling their educational, social, and personal goals.

CSS's services are available to Lyme students both on the main campus for students taking UNIV 1141 and ARTS 2232 classes (Fridays) and on the Lyme campus on Thursdays before and after the Thursday Seminar.

The Center for Student Success can assist with the following:

- Study skills
- Time management
- Adjustment to college
- General academic success strategies

In addition, several times a semester, the CSS reaches out to faculty to find out how students are doing in their classes. If a faculty member submits a concern or a “kudo,” the CSS will notify the student and, in the case of a concern, offer its assistance. Lyme students can make an appointment to discuss these concerns either on the main campus or when the Lyme Academy College Success Advisor is on the Lyme Academy College campus.

The CSS is here to help. Please reach out if you need assistance! Contact us: CSS@newhaven.edu or 203.479.4584.

COMMUNITY COLLABORATION

Students are encouraged to become involved in their local community in collaborative and meaningful ways. Collaborative relationships are currently in place with local organizations such as: Florence Griswold Museum, Hygienic Studio, Mystic Seaport, Mystic Aquarium, Connecticut River Museum, Essex Valley Railroad, and the Mashantucket Pequot Museum. Information about these opportunities is posted throughout the year.

STUDENT SOCIAL EVENTS PLANNING COMMITTEE

The Student Social Events Planning Committee, in collaboration with the Director of Campus Life and the RAs, develops, plans, and implements many of the campus life social events such as Lyme Light Cafe, Family Day, and the Student/Staff/Faculty picnic.

STUDENT CLUBS

It is easy to start a club at Lyme. All you need to do is make an appointment with the Director of Campus Life to present and discuss your ideas, and you are on your way. Clubs at Lyme have included a movie club, ukulele club, knitting club, and a book club.

STUDENT EXHIBITION COMMITTEE

The Student Exhibition Committee is responsible for planning, curating, and monitoring student-run art exhibits. These exhibits may change each year and are selected and scheduled by the committee in collaboration with the staff at the exhibition location and the Director of Campus Life. Events have included the Holiday Student Art Sale and the exhibits at the Essex Art Association, Mystic Seaport, and the Town Hall.

RESIDENTIAL POLICIES AND PROCEDURES – LYME ACADEMY COLLEGE OF FINE ARTS

All policies and procedures detailed in the University of New Haven Student Handbook will be enforced at Lyme Academy College of Fine Arts. Below are some policies and procedures that are specific to the residential housing at Southwick and Post and Main residences.

Residents at Post and Main will also receive an additional list of regulations specific to that location.

RAs will be on active duty according to the following schedule: Sunday – Thursday, 8 p.m. to 12 a.m. and Friday/ Saturday, 8 p.m. to 2 a.m.

RAs will inform residents as to who is on duty as well as the number to best reach them.

RAs must carry a cell phone and prepared to be contacted by students in case of an issue. If there is an emergency situation, please call 911. Although RAs may be off campus on weekend duty days, they will be accessible by phone and can be back on site in 30 minutes.

RAs will provide residents with the forms and information needed to register guests and visitors. All evening visitors/ guests must be registered during on-call hours or will otherwise be in violation of the guest/visitor policies.

RAs will investigate any roommate issues which develop from an abuse of the guest/visitor policies.

Overnight guests are only permitted on Friday and Saturday evenings. Roommates should be informed when there will be overnight guests. Roommates' beds should not be used without permission.

Quiet Hours at the Southwick and Post and Main residences are in effect from **10 p.m. – 8 a.m.** "Courtesy hours" are always in place, and if it is excessively loud RAs will intervene at anytime. **It is important to note that, since Post and Main is a public residential housing complex, residents may contact the Old Saybrook Police Department rather than an RA if noise levels are high.**

All applications for parties must be made directly to the RAs and have the approval of the roommates. Parties will follow the University of New Haven Student Handbook policies and the specific Lyme party registration process for each housing location.

All alcohol and substance related policies that are outlined in the University of New Haven Student Handbook are in effect at Lyme Academy College of Fine Arts.

Resident Assistants submit an incident report for all suspected instances of violation of the alcohol policy.

Resident Assistants are authorized to contact the State Police Department for violation of the alcohol policy when residents do not comply with the request to allow entrance, cease activity, or become disorderly or the Old Saybrook Police Department if the violation occurs at the Post and Main facility.

Resident Advisors will make a call to the State Police Department at the Southwick residences or the Old Saybrook Police Department at the Post and Main residences if, upon entry to an apartment, or denial of entry to an apartment, there is reasonable evidence to suspect possession and/or use of any illegal or controlled substances, including misuse of prescription drugs.

Art projects requiring the use of paints and other materials that may damage the carpeting or flooring **are not permitted** in the residences at Southwick and Post and Main Housing.

Each resident will receive a list of estimated/actual charges for damage to your housing unit. Resident Assistants will do monthly housing checks, vacation checks, and end of year checks. Responsibility and charges will be assessed in accordance with the University of New Haven policy guidelines outlined in the Student Handbook. Please be aware that damage to housing and/or furniture in housing will result in charges billed to your student account.

In accordance with University of New Haven policies, there will be no smoking in the housing units, including the balconies at Post and Main housing. There is also no smoking allowed in the common areas at the Post and Main housing. Post and Main has additional specific balcony restrictions, including no grilling or hanging of items on the balconies.

STUDENT CODE OF CONDUCT – LYME ACADEMY COLLEGE OF FINE ARTS

Lyme Academy College of Fine Arts of the University of New Haven students are expected to adhere to the Code of Conduct and disciplinary procedures as outlined in the main University of New Haven Student Handbook. Campus-specific procedures for the student conduct process are outlined below:

Lyme Student Conduct Board – Board membership will be made up of four (4) students and two (2) faculty/staff. Student members of the Board are recruited, selected, and trained by the Director of Campus Life. Faculty/staff are recommended by the Campus Dean and approved by the Vice President for Student Affairs and Dean of Students. All other procedures are as stated in the main handbook.

Lyme Academic Integrity Board – Board membership will be made up of two (2) faculty members and one (1) student, one (1) multiyear contract faculty member recommended by the Campus Dean and approved by the Chair of the Faculty Senate, and one (1) main campus appointee to the Academic Integrity Board. The Director of Campus Life will serve as the non-voting chairperson for the board.

APPEALS

Appeals of Student Conduct Board decisions are sent to the Vice President for Student Affairs and Dean of Students, while appeals of Academic Integrity Board decisions are referred to the Provost, as outlined in the Student Handbook.

MISSING PERSONS

A suspected missing student should be reported to the Campus Dean or Director of Campus Life 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.

STUDENT LEADERSHIP

Student leadership is an important component of student life at Lyme. Students are empowered to develop programs and ideas that enhance the quality of student life at Lyme.

STUDENT ADVISORY BOARD

Goals and Objectives

1. The Student Advisory Board seeks to promote campus unity through greater understanding of the manner in which all decisions affect the College community.
2. The Student Advisory Board works closely with the Department Chair and the Director of Campus Life regarding student needs, interests, and concerns.

3. The Student Advisory Board works on special projects to gain leadership experience, contribute toward student events, and provide structure towards any defined goal that they may set.
4. The Student Advisory Board works to bring the ideas and opinions of the student body to the administration and acts as a conduit between these two important groups.

Bylaws

1. The Student Advisory Board shall meet a minimum of one time per semester for no less than 30 minutes.
2. The Student Advisory Board shall be a seven-member Board. Two members of the committee, selected by the Student Advisory Board, will serve as co-chairs of the committee. The co-chairs will work closely with the Director of Campus Life and the Department Chair to achieve the goals of the group.
3. A meeting shall include at least one co-chair and four other members of the Student Advisory Board to be considered a valid meeting.
4. Co-chairs or members of the Student Advisory Board who miss more than two consecutive meetings may be asked to relinquish their position.
5. It is desired that the Student Advisory Board shall have a student representative from each class. It is also desired that there be representation from the painting, sculpture, drawing, and illustration programs.
6. Announcements of meetings shall be posted. All members of the student body may attend meetings of the Student Advisory Board.
7. All meetings shall follow the same format: call to order, minutes of previous meeting, announcements, unfinished business, new business, open agenda and sharing of the suggestions from the student body, and adjournment.
8. Members of the Student Advisory Board shall be representative of the College, upholding good moral character, sound judgment, and the highest ethics at all times. Any lapses are grounds for recommendation for removal by a majority vote of the Board to the Department Chair and the Director of Campus Life.
9. The Student Advisory Board can recommend the formation of a special committee for opportunities that require extensive research or planning. There are no quorum requirements for a committee meeting.
10. In the initial year, an announcement to the College's student community regarding positions as a member of the Student Advisory Board shall be made at the beginning of the academic year to inform potential applicants of the opportunity to serve. In subsequent years, this announcement will be made at the end of each academic year.

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11. Interested students will complete an application for the position. Applications will be reviewed and interviews conducted by a committee consisting of staff and faculty representatives for the selection of the initial members of the Board. In subsequent years, student representation from the existing Board will be included on the selection committee for new members.
12. The time period for commitment to serving as either a co-chair or member of the Student Advisory Board is one academic year. If a person who has just served a term wishes to renew the position for an additional year, he or she may do so as long as there is no one else seeking the position. If there is, then a process of reapplication may be necessary.

GENERAL INFORMATION

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 Student Exhibition is stated in the course syllabi and, as such, is within the jurisdiction of the individual faculty member.

Mobility

The Association of Independent Colleges of Art and Design (AICAD) Mobility Program provides an opportunity for students to study for one semester at another institution.

It is open to full-time BFA students who are in their junior year, are in good academic standing, and meet the eligibility requirements of their intended mobility program.

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

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

hold proper health insurance coverage. Housing is the responsibility of the student, although the host institution may offer assistance.

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

Participation in Commencement Exercises

Graduation is held annually in May. All degree candidates who completed their degree during that academic year are invited to participate. Students who have not completed degree requirements but wish to participate in Commencement exercises must submit a written appeal to the Office of the Dean.

A graduation fee will be charged to all graduating students in the Certificate, Post-Baccalaureate, and BFA degree-seeking programs. The fee is charged on the spring semester tuition bill, regardless of participation in the Commencement ceremony.

GALLERIES AND EXHIBITIONS

Lyme Galleries

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

The College is responsible for arranging for the hanging, removing, and protection of work for the exhibitions; these arrangements may include student participation. Seniors exhibiting work in the Senior Exhibition are responsible for installing their own work under the direction of the designated faculty curator. All students must deliver and pick up their work by the dates specified for each exhibition. All work must have duplicate label information attached to each piece. Upon delivery, all work must be ready to install and equipped with hook eyes and wire; three-dimensional work must be suitable for display on an in-stock pedestal. Work that is ready for display but that deviates from the above must be planned for in concert with the Office of the Dean, the Chair of the student's academic department, and/or the faculty curator.

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Exhibition Proposals

In order to ensure that all artworks are safely and effectively displayed at the College and the many needs for physical space are balanced, any member of the College community who wishes to display artwork that is neither part of the Gallery Program nor using traditional gallery space must submit an Exhibition Proposal Form six weeks before the proposed installation date. This form can be obtained from, and returned to, the Office of the Dean.

STUDIO INFORMATION

Studio Availability

College studios are only available to currently enrolled students. Studios are open evenings and weekends during the regular semester, during the week until 2 a.m., and Saturdays and Sundays from 10 a.m. to 11 p.m. 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 — i.e., 1.5 credits or three clock hours — may use the studios for three additional hours each week for one semester.) No students are permitted to be in a studio or academic class if they are not currently enrolled in the class.

Studio availability during breaks from formal classes is at the discretion of the administration and depends upon security and maintenance issues. Students **MUST** remove all of their artwork and related materials after using a studio, or they will lose this privilege.

Attire

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

Turpentine and Unmarked Container Restrictions

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

Senior Studio Space

The Senior Studio space in the Chandler Center is overseen by the Dean and the BFA Programs Chair. The spaces are assigned by lottery, administered by a member of the 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 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 or 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 retains 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 such a manner that it can be transported throughout the semester, ensuring that the work is on campus for all Senior Project Critiques and contact time. Please note that faculty members are not permitted to leave campus during the scheduled Senior Project Times to view or discuss student work without permission from the Dean.

Guidelines for Senior Studios:

1. Seniors with assigned spaces may use the space from opening until closing, seven days a week. The studios will not be accessible for all-night use except for those times during the semester when extended access is designated by the College. Hours are managed and posted by the Director of Facilities.
2. No modification to the Senior Studios will be permissible without consultation and approval from the Director of Facilities and the Office of the Dean. Even if approval

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is granted, all studios must be returned to their original condition when the senior vacates the studio by May 30 of that academic year.

3. No fire or health hazards including, but not limited to, coffee pots, hot plates, microwave ovens, and hair dryers are permitted in individual studios.
4. Headphones are required when listening to any form of media. Please be respectful of fellow students.
5. Students are advised to keep a locked box in their studios for tools.
6. 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 or 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 and drink are prohibited in all studio spaces. Students' drink containers must be deposited on the shelving provided for this purpose outside the studio door.
- 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 handbook.

Technology in the Classroom

Use of cell phones or audible beepers is not permitted in the library or during class time. Faculty members 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

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 the time of registration. 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 take place 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 clean:

- Restore classroom items to their storage location after use.
- Remove all personal items and art materials from studios after class and/or when leaving a studio where work has been done.
- Do not leave in place a personal project set-up in a (non-Senior) studio from one day to the next. Only instructors and the BFA Programs Chair can approve such arrangements; students' handwritten signs laying claim to such set-ups will not be considered valid.
- Refrain from transferring any substances or materials to floor, walls, desktops, or other surfaces; report any such occurrence to the class instructor to make arrangements to restore/clean the affected surface as necessary.
- Follow classroom signage precisely to dispose of materials according to campus policies.
- Graffiti is treated as vandalism and is not permitted anywhere on the property, unless it has been pre-approved as an artistic endeavor.

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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 the Director of Campus Life for an exception. Otherwise, during the summer, locked lockers that belong to academic-year students will be opened and the 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 in care of the College.

Parking Rules

All students are required to obtain and display a Lyme Academy College of Fine Arts parking pass. Passes are available through the University of New Haven's online parking registration system at www.newhaven.edu/parking. Registering your vehicle is important, as it permits you to park not only on the Lyme campus but also on the West Haven campus.

Failure to obtain and display a parking permit or to comply with the motor vehicle policies outlined in the Student Handbook may result in disciplinary action through the student conduct system.

The parking policies 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, and 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.

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 through the closest exit and proceed to the closest parking lot. Faculty members exit the classrooms 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.