

Lyme **Academy of** **Fine Arts**

CATALOG & **STUDENT HANDBOOK**

CORE PROGRAMS

Lyme Academy of Fine Arts Student Handbook

Effective Date: July 1, 2025

Academic Year: 2025–2026

This Student Handbook replaces all prior versions. The Lyme Academy of Fine Arts may amend this handbook at any time. The Academy reserves the right to revise, update, or discontinue policies at its sole discretion.

Institutional Information

Lyme Academy of Fine Arts

84 Lyme Street

Old Lyme, CT 06371

(860) 434-5232

lymeacademy.edu

Founded: 1976

EIN: 06-0942210

Legal Status: 501(c)(3) charitable organization, incorporated in the State of Connecticut

Institutional Accreditation & Affiliations

- **Accredited Institutional Member** of the National Association of Schools of Art and Design (NASAD) as of May 2025
- Recognized by the Internal Revenue Service as a nonprofit educational institution under IRC Section 501(c)(3)
- Proud partner of leading institutions of higher education through Pathway Agreements, including:
 - Laguna College of Art + Design (LCAD)
 - New York Academy of Art (NYAA)

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Introduction

Welcome to the Lyme Academy of Fine Arts.

This Student Catalog & Handbook provides an overview of the programs, policies, procedures, and resources at Lyme Academy. To maintain a positive and professional learning environment, students are expected to follow the standards outlined here. Our student community has the right to safety, support, and encouragement in both personal and creative pursuits, and it is each student's responsibility to uphold these guidelines. Behaviors that compromise the Academy's values or hinder a student's ability to thrive will not be tolerated.

The Academy reserves the right to adapt this Handbook to meet the evolving needs of its community. New policies or changes to existing ones may be implemented at any time to ensure relevance and responsiveness to current realities. Students should understand that this Catalog & Handbook is not a contract; its contents are subject to change at the Academy's discretion, with or without notice. The Academy holds final authority over the interpretation of this Handbook.

Our collective success depends on upholding these guidelines—thank you for being part of the Lyme Academy community.

What We Do at the Academy

The Lyme Academy of Fine Arts offers an intensive, sequential program that is both grounded in tradition and progressive in its vision. Embedded in the study of figurative and representational art, the Academy's curriculum is designed to develop visual literacy, critical observational skills, sound craftsmanship, quality of execution, and a disciplined work ethic. Through the rigorous study of figurative drawing, painting, sculpture, anatomy and art history, students are engaged in a comprehensive analysis of the representation of the human form, and its psychological and narrative potential.

By instilling confidence through the disciplined learning of skills and technique, and through an appreciation of the history, process, and potential of their craft, Academy students are equipped not merely to engage with today's art world, but also to influence and shape it.

Mission

The mission of the Lyme Academy of Fine Arts is to teach the foundational skills of drawing, painting, and sculpture in the figurative tradition. By its commitment to training students in these skills and its engagement with contemporary discourse, the Academy will empower a new generation of artists. Through its programs, the Academy is equally committed to enriching the cultural life of the community.

History

Founded by the sculptor Elisabeth Gordon Chandler in 1976, the Lyme Academy of Fine Arts began with a single, bold idea—to offer a traditional education in figurative and representational art at a time when academic principles had fallen out of favor. Intense observation and a structured, sequential approach to drawing, painting, and sculpture would provide the foundation on which confidence, creativity, and self-expression were built. Classes would be taught in the picturesque town of Old Lyme, Connecticut, a site of great art historical significance, and Elisabeth’s beloved home.

A faculty of recognized artists worked to execute Elisabeth’s plan. Robert Brackman, newly retired from teaching at the Art Students League in New York and a giant in his field, was among the Academy’s earliest and most revered teachers; he was followed by Deane G. Keller, whose lessons in drawing and painting had a profound impact on the Academy for more than twenty-five years.

As the quality of the Academy’s curriculum became more widely known, enrollment began to climb. By the 1980s, students were applying to study at the Academy from across the United States. The single studio rented from the neighboring Lyme Art Association soon became too small; this led to the purchase and renovation of the historic John Sill House in 1986, which stands at the center of the Academy’s campus to this day. As the Academy continued to grow—north-light studios, an art gallery, and a substantial student library were added on four acres of land in the town’s historic district of Old Lyme—Elisabeth’s vision, now shared by her husband, the sculptor Laci de Gerenday, seemed a model of success.

The decision to seek accreditation as a college in the early 1990s seemed a natural evolution, and in 1995 the Academy began granting Bachelor of Fine Arts degrees. But the requirements of this new role, and the infrastructure that it demanded, impeded the Academy’s historic focus on the fostering of students’ skills. In 2021, fifteen years after Elisabeth had passed, the Academy returned to her original mission, reclaiming its status as an Academy rather than a college. No longer constrained by the requirements that came with a change in academic status, the Academy was free to return its focus to its programs and the students that they served. In 2021, with fresh leadership at its helm, the Lyme Academy of Fine Arts reopened its doors to students, and welcomed a new generation of success.

Artistic Directors & Program Directors

Jordan Sokol, Artistic Director, Director of Painting
Amaya Gurpide, Co-Artistic Director, Director of Drawing
Chad Fisher, Director of Sculpture
Edmond Rochat, Director of Continuing Education, Principal Anatomy Instructor
Rick Lacey, Director of Youth Programs

Faculty

Our Core Faculty has been carefully selected to represent the Academy's vision - one that combines the legacy they inherit, and that looks forward to the future of figurative and representational art. Individually, these artists and scholars are at the top of their respective fields; together, they are the core of the Academy and its mission. List is alphabetical:

David Baird
Todd Casey
Christina Cruz
Hollis Dunlap
Zachary Kainz
Thomas LaPine
Ethan Martin
Marina Melluzzo
Nathan Pennington
Heather Personette
Emily M. Weeks, PhD
Alex Venezia

Visiting Faculty

Michael Grimaldi
Alicia Ponzio
Dan Thompson
Gary Weisman
Treacy Ziegler

Staff

Wendy Bury, *Managing Director*
wendy@lymeacademy.edu

Emerson Crowley, *Director of Student Engagement*
emerson@lymeacademy.edu

Dave Dombrowski, *Facilities & Security Manager*
dave@lymeacademy.edu

Amaya Gulpide, *Co-Artistic Director, Director of Drawing*
amaya@lymeacademy.edu

Chad Fisher, *Director of Sculpture*
chad@lymeacademy.edu

Jeff Grasso, *Finance Manager*
jeff@lymeacademy.edu

Rick Lacey, *Director of Youth Programs, Principal Continuing Education Instructor*
rick@lymeacademy.edu

Bradley Mettin, *Custodian*
brad@lymeacademy.edu

Cameron Paynter, *Store Manager de Gerenday's Fine Art Materials and Curiosities and Housing Coordinator*
cameron@lymeacademy.edu

Caitlin Perkins, *Director of Academic Affairs*
caitlin@lymeacademy.edu

Jordan Sokol, *Artistic Director, Director of Painting*
jordan@lymeacademy.edu

Edmond Rochat, *Director of Continuing Education and Principal Anatomy Instructor*
edmond@lymeacademy.edu

Corin Porter, *Development Consultant*
corin@lymeacademy.edu

Academy's Designated Title IX Coordinator:

Emerson Crowley, Title IX Officer
Director of Student Engagement
84 Lyme St, Old Lyme, CT 06371
emerson@lymeacademy.edu
(860)434-5232 ex.211

INFORMED CONSENT, AUTHORIZATION AND ACKNOWLEDGEMENT PAGE

Print Student Name

Date of Birth

STUDENT HANDBOOK & CATALOG ACKNOWLEDGEMENT

I acknowledge that I have received and read the Lyme Academy of Fine Arts Student Handbook and accept responsibility for understanding and complying with the policies and procedures stated herein. I understand the consequences and actions that may be taken as a result of non-compliance.

I recognize that the policies and procedures may change, and I accept responsibility for maintaining current and accurate information.

Student's Signature _____

INFORMED CONSENT & AUTHORIZATION

I understand that participation at the Lyme Academy of Fine Arts ("the Academy") is entirely voluntary and requires participants to follow instructions and abide by all applicable rules and standards of conduct.

In case of emergency, I understand that all efforts will be made to contact the individual listed as the emergency contact on my student record. In the event that my emergency contact cannot be reached, permission is hereby granted to the Academy, as well as their authorized representatives, to secure proper treatment.

I HAVE READ THIS WAIVER AND RELEASE. I UNDERSTAND THAT I HAVE GIVEN UP SUBSTANTIAL RIGHTS BY SIGNING IT. I AM SIGNING THIS WAIVER AND RELEASE ONLY AFTER A CAREFUL REVIEW OF ITS CONTENTS.

I understand that if any information I have provided to the Academy is found to be inaccurate, it may limit and/or eliminate the opportunity for participation in any class, event, or activity.

Student Verification/Signature

Date

Guardian/Parent (If Under 18 Years of Age)

Date

Academic Calendar 2025-26

September 29, 2025	First Day of Fall Classes Student Orientation
November 26– 29, 2025	Thanksgiving Holiday (No Classes Wed, Thurs, or Fri)
December 19, 2025	Last Day of Fall Classes
December 20, 2025	Winter Break (Dec 20 2025–Jan 5, 2026)
January 5, 2026	First Day of Winter Classes
March 20, 2026	Last Day of Winter Classes
March 22, 2026	Spring Break (March 22–April 6, 2025)
April 6, 2026	First Day of Spring Classes
June 19, 2026	Last Day of Spring Classes
June 20, 2026	Proposed Graduation Day

Class Schedule

The Core Program follows a trimester schedule with Fall, Winter, and Spring terms, each lasting eleven weeks. Classes run Monday through Friday, from 9 am to 8 pm. Students must be in the studio and ready to start by 9 am. Uninstructed class time is considered work time, not a break, and attendance is mandatory.

The Academy uses block scheduling, meaning students are enrolled in the full curriculum and advance with their cohort. Missing a course can make catching up difficult. If a student cannot complete the program, they may finish remaining coursework and receive a transcript for completed classes, but no diploma will be awarded.

As a Core student, you do not have to register for Core curriculum classes; the registrar function handles this in the student portal. If you would like to take additional classes through the Continuing Education or a Workshop, you can register yourself using the Self-Registration button in the Student Portal. If you wish to take advantage of the 10% discount on workshops, after registering, ask the Director of Academic Affairs to apply the discount.

Students can access their current class schedule in the student portal, as well as review their degree audit or download transcripts at any time.

SAMPLE CORE PROGRAM WEEKLY SCHEDULE

	Monday	Tuesday	Wednesday	Thursday	Friday
Morning Session 9 am–12 pm	studio class block	studio class block	Anatomy	studio class block (uninstructed, but attendance taken)	studio class block
Afternoon Session 1–4 pm	studio class block	studio class block	studio class block	studio class block	studio class block
Evening Session 5–8 pm	studio course block	uninstructed - studio class block (attendance taken)	Art History	studio course block	Guest Lecture

Building Hours

Lyme Academy regular business hours are Monday–Friday 9 am–5 pm

- Classes (Core, Cont Ed, and Youth) are held Monday-Saturday 9 am–8 pm
- Open Studios are held on Saturday and Sunday
- Students have access daily from 5:30 am–10:30 pm. (Alarms are activated outside these hours.)

Model rooms can be reserved during access hours if not in use for classes. To reserve a model room, contact the Director of Academic Affairs.

Administration Hours

Administration of the Academy is supported by the Director of Academic Affairs, Director of Student Engagement and the Managing Director.

The Lyme Academy’s Administration normal business hours are Monday-Friday 9 am-5 pm. The administrative offices observe the following holidays, and will be closed for business on: Christmas day, New Year’s Day, Memorial Day (including the Friday before), Labor Day, Thanksgiving day (including the Wednesday before and the Friday after), and Independence Day.

de Gerenday’s Fine Art Materials & Curiosities

de Gerenday’s Fine Art Materials and Curiosities, the school store is open Monday–Saturday 9 am–5 pm & Sundays 10 am–4 pm

The Lyme Academy's art supply store was designed to serve its students, as well as the greater arts community. Enrolled Core students, faculty, and staff receive a 10% discount on all art supplies. Students will find an abundant array of the finest quality oil, acrylic, and watercolor paints, brushes of all sizes, papers, canvas on rolls, and sculpting tools, all chosen by the professional artists who comprise the faculty of the Lyme Academy.

The store may offer special pricing on select materials and supplies, with approval by Program Director and/or Artistic Director.

Program & Course Supply Lists

New Core students will be provided with a supply list for their respective programs before the new Academic Year. This list will also include recommended and required books that you will use throughout your program.

All materials are available in the school store, de Gerenday's Fine Art Materials and Curiosities. The de Gerenday's pricing is competitive with Jerry's or Blick.

New Core students get a "Sculpture Starter Kit" which includes a portrait and a figure armature and clay for Sculpture students, and an armature and clay for Drawing & Painting students. This sculpture starter kit includes more than \$500 worth of supplies.

See discount section for specific discounts on supplies

Discounts

For currently enrolled Core Program students the following discounts apply:

- 10% discount at de Gerenday's
- 10% discount on Workshops (must be requested, not automatically applied)

Please note, there is not a discount on Cont Ed classes.

Health and Safety

For studio health and safety policies, see the [Lyme Academy Health and Safety Plan](#)

The campus features a combination of community-shared open spaces and designated private areas reserved for staff and faculty. For the safety and security of our students, staff, faculty, and visitors, the Academy employs security cameras throughout both the interior and exterior of the campus. Theft or destruction of Academy property is strictly prohibited and taken very seriously; any such incidents will be thoroughly investigated and addressed in accordance with Academy policies.

Student ID Cards

Core students will be issued a student photo ID, which you will use to identify yourself and control access to the campus. Your unique ID card is programmed to open the four main doors to school during the hours of 5:30 am to 10:30 pm instead of your security code. If you lose your ID card, it is critical to report the loss to a staff member promptly and obtain a replacement. Prompt reporting allows for the deactivation of the lost badge, minimizing potential security risks.

- Do not share your ID with anyone; it is for your use only.
- Students should store their ID badges in a safe place when not in use. This could be a designated pocket in a bag or wallet or a lanyard that can be worn around the neck.
- Please take care of this card, and avoid bending, scratching, altering, or exposing the badge to extreme temperatures.
- There will be a \$20 fee to issue a replacement.

This card will include a sticker for the North American Reciprocal Museum (NARM) program, which will grant you access to over 500 museums. See list of museums here:

<https://narmassociation.org/members/>

Building Access & Security

At the start of each trimester, students will receive a 6-digit security code for access to certain campus areas outside of business hours. This allows extended studio time for artistic work and gatherings. Please respect campus safety and others using the spaces for workshops, classes, and events.

- Use only doors that require an access code.
- Enter your code on the bollard (with a pound sign before and after) to unlock the door manually.
- For ADA access, enter your code and wave your hand in front of the sensor.
- Do not share your code or let others enter with you ("no piggybacking").
- Keep all other doors locked, do not unlock or prop them open.
- Core Program access hours are 5:30 am–10:30 pm; your code will only work during these times.

Reminders:

- Keep noise to a minimum when working outside school hours.
- Do not prop open exits.
- Never remain on campus alone; always have someone with you for safety.
- Students may reserve model rooms for personal use anytime they are not being used for other programs. Contact the Director of Academic Affairs to arrange this.

Parking Lots

There are two parking lots on campus: North and South, marked by street signs. Some spaces in South Lot are reserved for tenants and are not available for student use. **(IN EFFECT STARTING JANUARY 2026).**

Parking is free, but all vehicles must display appropriate parking documentation:

- **Faculty, Staff, Core and Continuing Education Students** will receive a parking permit in the form of a windshield sticker, valid for the academic year.
- **Workshop Students** will be issued a temporary parking pass upon check-in, which must be displayed on the dashboard of their vehicle. The pass will be valid for the duration of the workshop.
- **Visitors and Guests** may request a guest parking pass at de Gerenday's Art Store during check-in. The pass must be hung visibly in the car and returned before leaving campus.

Vehicles without proper parking documentation are subject to towing at the owner's expense.

During winter weather advisories, vehicles must be removed from campus by 10:30 p.m. to allow for snow removal. During special events, parking locations may be adjusted at the discretion of the Academy.

Visitors & Guests

Check-In Policy

All visitors-including students' family and friends-must check in at de Gerenday's Art Store during store hours. A photo ID is required, and all guests must sign in to receive a visitor badge.

Guest parking passes are also available at check-in and must be displayed in the vehicle while on campus. These passes must be returned prior to departure.

For security purposes, students should not allow others to enter with their access code. Visitors should use the intercom at main entrances if they do not have a code, and be encouraged to check in at de Gerenday's.

Communications

Communication Boundaries with Faculty and Staff

To maintain a professional and respectful environment, students should communicate with faculty and staff about academic or school matters primarily through institutional email. Students should not ask faculty or staff for personal phone numbers or expect to text them directly. Faculty and staff are not required to respond to student texts or calls outside of normal work hours.

Please note: the Academy may send general updates or announcements by text message (through systems like Campus Café/Student Portal) if you have provided consent. However, these mass text updates are separate from direct communication with faculty and staff, which should always take place through email.

Using email helps ensure that all questions and concerns are addressed appropriately, with clear documentation and transparency.

Cell Phone and Text Communication Policy

All Academy-related communications (e.g., academic matters, student activities, events) must be conducted via institutional email or approved platforms such as Campus Café.

Text messaging should not be used for routine communication with faculty.

Personal Phone Numbers

- Faculty and staff must not share personal phone numbers with students, except in emergency situations where immediate communication is essential.
- If personal phone numbers are shared for an emergency, the faculty or staff member must:
- Clearly communicate the limited and temporary nature of this exchange
- Follow up with an email summary of the conversation to ensure proper documentation and record-keeping.

Emergency Communication

- In emergency cases, personal phone numbers may be used to ensure student safety or immediate response needs.
- Even in emergencies, faculty and staff must limit the conversation to the urgent matter at hand and then return to institutional communication channels as soon as possible.
- No Unsolicited Texting
- Unsolicited texts to students are prohibited. Such messages can violate the Telephone Consumer Protection Act (TCPA) and expose the Academy to legal risk.
- Faculty and staff must never send mass or unsolicited text messages without explicit, documented student consent.

Respect for Work Hours

Faculty and staff are not expected to respond to student texts or calls outside of work/school hours.

Students are encouraged to respect faculty work boundaries and understand that non-emergency responses will be handled during business hours.

Text Messaging & Email

The Lyme Academy staff use an Academy-supplied email address as an official method of communication. Therefore the Student is responsible for reading the emails they receive from the Academy on a timely basis.

Students should whitelist lymeacademy.edu in your email program.

The student must authorize the Academy to contact them at their current and any future cellular phone number(s), email address(es), or wireless device(s) regarding student accounts, bills, or to receive general information from the Academy.

WIFI

A computer is available for all students to access the Internet in the Library.

There are two wifi networks available, a public and the administrative. The password for the admin network can be granted upon request.

Student Contact Information

The Student understands that they are responsible for keeping their Academy records up to date with their current physical address, email address(es), and phone number(s). Upon leaving the Academy for any reason, it is the Student's responsibility to provide the Academy with updated contact information for continued communication regarding any amounts that remain due.

Closures

In the event of inclement weather or severe conditions that make travel unsafe or impractical, the Artistic Director may announce the closure of Academy operations.

Weather-related closures will be communicated via email and text message to students, staff, and faculty. Students should stay home if they feel unsafe to travel. Other closures may occur due to special events or community-wide activities and whenever possible the staff will communicate this in advance.

Facilities & Resources

The natural beauty of our campus reflects an appreciation of the historic architecture of our setting and the needs of the modern working artist. Our 10,000-square-foot of north-light studios, individually designed for drawing, painting, sculpture, casting, and print-making, a designated museum-quality art gallery with over 1,000 square feet of exhibition space, a 15,000 volume fine arts library, and an art store, all built specifically for the Academy and its students, are the focal points of our campus. Filled with light and charged with energy, our facilities, like our mission, remember our past and look toward the future.

Kitchens

Communal kitchen areas are available for students to store and prepare simple meals. There is also a soda and snack machine in the kitchenette near Cast Hall

Students must label all personal items stored in the refrigerator or cabinets and are responsible for cleaning, drying, and putting away their dishes by the end of the day. Cleaning supplies, including sponges and dish soap, are provided.

Please note that Academy staff reserves the right to discard any items on a regular basis. Staff will notify students before these cleanouts occur.

Studios

No dirty dishes should be left overnight in personal studio areas or in model studios. Students are responsible for washing their own dishes everyday.

The students are responsible for throwing trash in the trash cans and not on the floor, and keeping their studio spaces generally tidy. If there are any issues of students not taking responsibility for their own mess please notify the staff or Artistic Director.

Casting Studios

The shared student studio spaces are considered a classroom space and should not be considered a private space. This is where the Cast Drawing course will be held.

Please note that the Academy staff will occasionally bring prospective students through these spaces while on tours, but will respect this as a quiet working space.

Locker & Flat File Policies

All students will be assigned one locker and one flat file drawer on the first day of school. It is the student's responsibility to provide a key or combination lock for the locker. All lockers must be emptied at the end of each academic year. Locks will be cut and items left in lockers after the spring trimester will be thrown away.

Model Studio Usage

If a student would like to use a model studio outside of classroom time they must get prior approval in order to use a studio, requests sent to: caitlin@lymeacademy.edu

See policies on students booking models for additional details.

Open Model Sessions

The Lyme Academy offers several open model sessions each week, both for the public and Core and Cont Ed students only. Currently enrolled students in the Core Program may attend these sessions free of charge.

For policy detail refer to the Academy Code of Conduct section on booking models.

Library

With over 15,000 curated volumes of fine arts books, the Wilson Riley Library offers students the opportunity to learn about the history and techniques of their craft, while providing a comfortable spot to read and relax. There is also a computer terminal with internet access that students can use.

Please note that the Library is currently for reference only; books may not leave the premises. Books pulled from the shelves may be left on the designated table and they will be reshelved by staff or volunteers.

Academy's Collections

Cast Collection

The Academy has a robust collection of casts available for students to study, including casts from the Slater Memorial Museum, the Metropolitan Museum of Art, and the National Academy of Design. Many of the casts in the collection have been imported from Europe.

Do not move casts from Cast Hall. Before moving a cast to Cast Studio for use, students must secure permission.

Kroneberger Collection

Karlheinz Kronberger Collection of 19th-Century French Bronzes, numbering well over 200 museum-quality objects.

Anatomical Collection

For Anatomy and Ecorché as well as other courses, the Academy maintains a collection of skeletons and skeletal material.

Student Artwork Collection

Each year the Academy purchases artwork from its students to enter the Academy's permanent art collection and serve as teaching examples for future students. The artwork is installed throughout the studios and halls of the campus.

ACADEMY STANDARDS OF CONDUCT

Our policies and procedures below are created to foster a healthy and safe environment for our students, staff, faculty, and community. In addition to students, the Lyme Academy serves the general population, youth, and other artists. Be considerate of these members of our community while on campus and in the communal spaces.

By enrolling in the Academy, students agree to subscribe to these policies, including the Academy's Title IX Policy against discrimination, harassment, sexual assault, domestic violence, dating violence, sexual exploitation, and stalking. Please refer to the Academy's Title IX Policy stated in this Handbook.

All students, staff, models, and faculty are responsible for knowing and observing all Academy policies and procedures.

Students are not allowed to act as representatives of the Academy, this includes hiring/booking models without permission, or hiring outside instructors, booking tours, or offering discounts.

Studio Policies: Core Programs

Applies to all students enrolled in Core Drawing & Painting and Core Sculpture courses. Additional media-specific guidance follows where applicable.

General Expectations

- Students are expected to **arrive 15–30 minutes before model sessions** to set up.
- Instructors are **not required to critique late students**.
- **Silence is expected** while models are posing or students are working.
- **Cell phones must be silenced** during class time.
- Entering or walking through the studio is not permitted while a model is posing; wait until a scheduled break.
- **Model breaks are not student breaks** — instructors will continue to work with students during this time.
- All school instructional furniture (easels, stools, modeling stands, etc.) must remain in the studio.
- **No guests** without permission from the Artistic or Program Directors. All visitors should check in at the Welcome Center, which is de Gerenday's Fine Art Materials and Curiosities, and they will be issued a visitor badge.

Cleanliness & Respect for Shared Spaces

- All studios and shared workspaces must be left **clean and free of trash** after each session.
- Personal belongings, materials, and artwork must be stored appropriately — the Academy is **not responsible for lost or damaged property**.
- Any **damage to casts or school property** will result in financial and/or disciplinary responsibility.
- **Students must not use studio shelves or public display areas for personal storage.**
- Any items left after the school year may be **disposed of**.
- **Do not place anything on cast shelves or touch cast objects.**

Hazardous Materials & Safety

- **No additional lights or heaters** may be set up without approval from the Artistic or Program Directors.
- Do not wash hazardous substances (e.g., oil paint, gesso, glue, clay, plaster, polymers, solvents) **down the drains**.
- Use **designated wash buckets** and follow the **Health & Safety Handbook** guidelines for disposal.
- Dispose of soiled solvent rags/towels in the **red metal garbage cans**.
- Hazardous materials must be:
 - Stored in **clearly labeled, sealed containers**
 - Placed in the **designated safety cabinets or freezers**
 - Unmarked containers will be discarded

Sculpture Studio-Specific Policies

- **Closed-toe shoes are required.**
- No food is allowed in the sculpture studios
- No **loose clothing**, untucked shirts, rolled sleeves, or loose jewelry.
- **Long hair must be tied back.**
- **Protective eyewear must be worn** when using power tools.
- **No headphones** are allowed in sculpture classes (except for Cast Drawing sessions.)

- **Only currently enrolled Core students** who've attended orientation may use sculpture studios.
- Students must not use studio shelves or public display areas for personal storage.
- Students must not stack sculpture projects. If you need help moving large or heavy work, ask a studio monitor or instructor.
- Students are expected to assist with sweeping, scraping, and cleaning the entire sculpture studio after each session.

Student Responsibilities Regarding Models

To ensure a respectful, professional, and safe learning environment, all students are expected to follow these policies when working with models in class or open studio settings:

No Physical Contact: Students must never touch models under any circumstances.

No Photography: Photography or video of models—nude or clothed—is strictly prohibited at all times.

Posing Protocol: Only the instructor or designated Studio Assistant may select poses. For extended poses, the instructor will collaborate with the model to ensure comfort and safety.

Pose Adjustments: Only the instructor, Studio Assistant, or a student with explicit permission from the instructor may speak to the model or adjust a pose during a session.

Respecting Studio Space: If a model is posing, students should wait until a scheduled break to enter, exit, or walk through the studio.

Breaks: Models must be robed or clothed during breaks.

Quiet Working Environment: All individuals—including students, instructors, and models—are expected to refrain from talking while work is in progress to maintain a focused studio atmosphere.

Phones: All phones must be silenced during sessions.

Booking Model Sessions Outside of Class

To ensure fair access, safety, and adherence to community standards, all model sessions organized outside of scheduled classes must follow the policies below:

- **Open Access Requirement:** Any model session held in Lyme Academy studios must be open to all enrolled Core students. Private or invitation-only model sessions are not permitted.

- **Studio Monitors:** A trained and approved Studio Monitor must be present for any session outside of scheduled class time.
- **Booking Permission:** Only trained Studio Monitors may book models, and only with prior approval. Requests for studio and model use should be submitted in advance to: caitlin@lymeacademy.edu.
- **No Private Projects:** Students may not use studio spaces for private model sessions or projects without institutional approval. This ensures alignment with Academy values of shared resources, safety, and community access.
- **Disciplinary Action:** Violation of these policies may result in disciplinary review and loss of studio or model privileges.

Open Studio Monitors

Open Studio Monitors are responsible for upholding a respectful, safe, and policy-compliant environment during both public and Core/Continuing Education open studio sessions. While this is an unpaid volunteer role, **approved monitors may book models** for uninstructed sessions, provided all policies are followed. This position supports the Academy's commitment to equitable access to figure study and studio resources.

Monitors:

- Ensure safety protocols and model etiquette are consistently upheld
- Receive training in open studio procedures and booking policies
- Help maintain student access to uninstructed, **free model time**
- May include this position on résumés as relevant professional experience

Prohibited Conduct

The following list represents the types of conduct that are prohibited at the Lyme Academy. This list should be read broadly and is not designed to define all prohibited behaviors in exhaustive terms.

1. Conduct that is disruptive to the Academy community, disturbs the peace, obstructs Academy objectives and/or operations, interferes with the rights and/or activities of others, and/or interferes with the performance and duties of Academy staff or faculty.
2. Harming behavior, which includes, but is not limited to, assault, abuse, harassment, intimidation, or bullying
3. Conduct that threatens or jeopardizes the health or safety of any person, including oneself

4. Possession or consumption of alcohol on campus, except at Academy events when alcohol is served
5. Behavior that involves the abuse or misuse of alcoholic beverages, including laws governing the minimum drinking age
6. Possession, use, or distribution of illegal, harmful, and/or prohibited drugs or other controlled substances, including marijuana
7. Improper possession, misuse, distribution, sharing, storage, and/or sale of any medication
8. Use, possession, or distribution of firearms, weapons, or explosives
9. The setting of or participation in unauthorized fires; the unauthorized or improper possession, use, removal, or disabling of fire safety equipment and warning devices; failure to follow standard fire safety procedures; interference with firefighting equipment or personnel
10. The theft of another's property or Academy property, or unauthorized possession of another's property or Academy property
11. Damage, defacement, and/or vandalism to another's property or Academy property
12. Propping or tampering with doors to prevent them from closing or locking
13. Unauthorized removal, theft, or mutilation of the Academy's collections or materials, including library materials
14. Deliberate misrepresentation or lying during a formal Grievance or Disciplinary Committee procedure
15. Retaliation against any Academy community member for raising a good-faith concern or issue regarding another community member

The prohibited conduct policy applies to on-campus behavior, off-campus educational activities (field trips, exhibitions, etc.), online conduct related to the Lyme Academy community, and when conduct has a substantial connection to the Academy community, even if off-campus.

Definition of "STUDENT" for Conduct and Title IX Purposes

For the purposes of this policy, a "student" is defined as any individual for whom Lyme Academy maintains educational records and who:

1. **Is currently enrolled** in any academic program or course at the Academy;
2. **Has completed the previous academic term** and is:
 - On a scheduled break between terms,
 - On an approved leave of absence (medical, personal, or otherwise),
 - Eligible for re-enrollment;
3. **Has been accepted for admission** and is:
 - Participating in pre-program activities or orientation,

- Engaging with Academy resources or facilities prior to formal matriculation;
- 4. **Has withdrawn or graduated** but the alleged misconduct occurred while they were enrolled;
- 5. **Has deferred enrollment** or is in a “gap year” status after acceptance.

Additionally, individuals who commit misconduct while a student but are no longer enrolled at the time of the report may still be held accountable under the Academy’s code of conduct and, if applicable, Title IX procedures.

Non-Discrimination Policy

The Lyme Academy of Fine Arts is committed to equal opportunity and equal treatment of every student. It is the policy of the Lyme Academy of Fine Arts not to discriminate against individuals on the basis of race, color, sex, sexual orientation, gender, gender identity or expression, marital and civil partnership, pregnancy, age, religion or belief, national origin, or disability in the administration of its admissions policies, educational policies, employment practices, scholarship programs, and other Academy-related activities.

The following conduct is strictly prohibited under the terms of this policy. The below-defined conduct is not to be construed as an exhaustive or all-inclusive list of prohibited conduct. Conduct not specifically described below but which nonetheless implicates the purposes and application of this policy should be considered prohibited conduct for reporting purposes.

Violations of this policy by students, staff members, guests, or visitors should be reported immediately to the Artistic Director, the Managing Director, or the Academy’s designated Title IX Coordinators.

To contact the Artistic Director, Jordan Sokol, please email: jordan@lymeacademy.edu

To contact the Managing Director, Wendy Bury, please email: wendy@lymeacademy.edu

Violence

The Lyme Academy of Fine Arts disapproves of and will not tolerate threats, violent behavior, or acts of intimidation of any kind by any member of the Academy community upon any other staff member, faculty, student, or visitor. All students are forbidden to commit acts of offensive and inappropriate behavior in the school at any time. Failure to comply will result in disciplinary action and possible expulsion.

It is every student’s responsibility to report all threats, acts of intimidation, harassment, violence (physical or verbal), and any other unacceptable behavior immediately. All reports will be investigated. Examples of unacceptable behavior include, but are not limited to the following:

- Threatening telephone calls and/or written messages
- Vandalism of personal or company property
- Following or stalking other associates or guests

- Threats of retaliation, “getting even” with another associate

Physical and Emotional Abuse

The Lyme Academy of Fine Arts does not tolerate physically abusive behavior. The Academy also does not tolerate verbal or other emotionally abusive behavior, including but not limited to harassment on the basis of race, color, religion, age, gender, sexual orientation, marital status, national origin, ancestry, or past or present physical or mental disability.

Stalking

Stalking is defined as a course of conduct involving more than one instance of unwelcome conduct that causes a person to fear for their personal safety or to experience substantial emotional distress. Acts that together constitute stalking may include direct actions or actions communicated to or by a third party, or other means of communication. Substantial emotional distress is defined as significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

Stalking includes the concept of cyberstalking, a particular form of stalking in which electronic media such as the Internet, social networks, blogs, cell phones, texts, or other similar devices or forms of contact are used to pursue, harass, or make unwelcome contact with another person in an unsolicited fashion.

Examples of stalking may include, but are not limited to:

- Unwelcome and repeated visual or physical proximity to a person
- Repeated oral or written threats
- Extortion of money or valuable
- Unwelcome/unsolicited written communication, including letters, cards, emails, instant messages, and messages on online bulletin boards
- Unwelcome/unsolicited communications to or about a person, their family, friends, or co-workers
- Sending/posting unwelcome/unsolicited messages with an assumed identity
- Explicitly or implicitly threatening physical contact
- Any combination of these behaviors directed toward an individual person

Non-Fraternization Policy

The Lyme Academy is committed to providing its students with an educational environment that is safe and conducive to learning. A non-fraternization policy has been established to promote the efficient and fair operation of the Academy, free from bias, conflict, or inequitable treatment, and to avoid misunderstandings, complaints of favoritism, morale problems, questions regarding academic achievement, and sexual harassment. The Academy holds its administrators, faculty, staff, and models to the highest ethical, moral, and professional standards of conduct. Staff, faculty, and models must establish and maintain appropriate professional and personal boundaries with students and not engage in any behavior that could reasonably lead to even the appearance of impropriety.

All administrators, faculty, staff, and models are prohibited from unethical or inappropriate fraternization with students, including, but not limited to: dating, pursuing a date, and having or

pursuing a romantic or sexual relationship with students. Staff, faculty, and models are prohibited to date or engage in any improper fraternization or undue familiarity with students, regardless of the student's age and/or whether the student may have "consented" to such conduct. Consensual sexual relationships are prohibited between a student and faculty or staff member who is in a position to exercise power or authority over that student (except in cases where the relationship precedes the student's matriculation).

All students and members of the Lyme Academy community have an obligation to report known fraternization, or advances, to the Managing Director or Artistic Director. Failure to comply with this policy will result in disciplinary action, up to and including suspension without pay, or termination of employment or association with the Academy.

Alcohol & Drug Policy

Students, faculty, staff, and models, as well as visitors and guests on school property, are prohibited from engaging in the consumption of alcohol with the exception of designated events. In addition, students, faculty, staff, and models, as well as visitors and guests on school property, are prohibited from engaging in the use of recreational drugs. The penalties for violations will include the ejection of the violator from school property and in the case of a student violator, their probation or expulsion.

Diversity Statement

The Lyme Academy of Fine Arts is an inclusive educational institution, and strives to create a welcoming community where all individuals are respected and included. We celebrate multiple approaches and points of view. We believe diversity drives creativity, and are building a culture where differences are valued.

Sexual Misconduct Policy

Sexual misconduct includes, but is not limited to, sexual assault, sexual harassment, gender-based harassment, sexual exploitation, dating and domestic violence, and stalking. These behaviors will not be tolerated—regardless of whether they occur on or off campus, during breaks, or at Academy-related events.

The Academy recognizes that reporting such experiences can be difficult. Students are not required to file a formal complaint in order to access support. Confidentiality will be respected to the greatest extent possible, and no one will be forced to participate in an investigation against their wishes. Students may speak to the Title IX Officer to explore their options, which may include supportive measures, informal resolution, or a formal grievance process. All faculty, staff, and administrators—unless identified as a confidential resource—are considered responsible employees and are required to share any disclosures of sexual misconduct with the Title IX Officer. This ensures that students are made aware of their rights and available support.

Consent must be clear, informed, voluntary, and ongoing. Consent cannot be given when someone is incapacitated, coerced, or under the influence of substances.

The Academy prohibits retaliation against any individual for reporting misconduct or participating in an investigation in good faith. Anonymous reports may be submitted through our online Feedback Form.

Supportive measures may include academic adjustments, no-contact directives, changes to housing or studio arrangements, or referrals to mental health professionals. The Academy is exploring a partnership with a third-party licensed counselor to provide periodic on-campus mental health support.

TITLE IX

Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex at the Lyme Academy of Fine Arts and other academic institutions. Discrimination based on sex includes acts of sexual harassment and sexual misconduct including sexual assault, dating violence, domestic violence, and stalking.

The Academy is committed to fostering an educational and working environment free of sex-based discrimination through proactive education and training. When the Academy becomes aware of incidents of discrimination based on sex, the Academy will stop the reported conduct, prevent its recurrence, remedy the effects, and hold those responsible accountable.

Academy's Designated Title IX Coordinator:

Emerson Crowley, Title IX Officer
Director of Student Engagement
84 Lyme St, Old Lyme, CT 06371
emerson@lymeacademy.edu
(860)434-5232 ex.211

Students may submit a concern, or file a complaint by emailing:
titleixcoordinator@lymeacademy.edu

In addition, the Academy has an online form where concerns can be submitted (anonymously, if desired):

[Link to Feedback Form](#)

Reporting Sexual Misconduct

Any student, employee, guest, or visitor who experiences, witnesses, or becomes aware of conduct prohibited under this policy is strongly encouraged to report it promptly. Reports may be made to:

- **Title IX Officer** – Emerson Crowley, Director of Student Engagement, emerson@lymeacademy.edu, (860) 434-5232 ext. 211
- **Any faculty, staff, or administrator** (all are considered *Responsible Employees* and must share the report with the Title IX Officer)
- **Anonymous** via the Academy’s Feedback Form (link available on the Academy website)
- **Police** – students may also choose to report to law enforcement at any stage

Responsible Employees and Mandated Reporting

At the Lyme Academy of Fine Arts, all faculty, staff, and administrators are considered responsible employees and are required to report any disclosure of sexual misconduct, harassment, or discrimination they receive from a student or community member, unless they have been specifically designated as a confidential resource.

This means that if a student tells a faculty member, staff member, or administrator about an incident of sexual misconduct or harassment, that employee must share the information with the Title IX Officer to ensure that the Academy can offer support, assess any risk to the community, and inform the reporting individual of their rights and available resources. This obligation exists even if the student asks the employee to keep it confidential.

Responsible employees are expected to respond to disclosures with compassion and without judgment. They are also responsible for helping the student understand their reporting options, including the right to access supportive measures without filing a formal complaint.

Confidential Resources are individuals who, by law or professional practice, are not required to report information to the Title IX Officer. These resources include licensed counselors or medical professionals when acting in that capacity. If a student wishes to speak confidentially about an incident, they will be directed to a designated confidential resource or external counseling services.

Formal Complaint & Grievance Process

An investigation is initiated after a formal complaint is submitted. The process involves notifying both parties, collecting statements and evidence, and conducting a live hearing where each party’s advisor may cross-examine the other. A written decision is then made using the preponderance of the evidence standard—meaning it must be more likely than not that the alleged conduct occurred.

The outcome of the process will be a finding of either responsible or not responsible. If a respondent is found responsible, appropriate sanctions will be imposed along with remedies to support the complainant.

The Lyme Academy of Fine Arts follows the Clery Act, a federal law that requires schools to ensure that disciplinary procedures for cases of sexual misconduct are transparent, fair, and prompt. Under the Clery Act, both the complainant and the respondent must be notified of the outcome of the grievance process at the same time. The Clery Act also requires schools to track and share campus safety data and crime statistics.

Either party may appeal the outcome in writing within 14 calendar days of the written decision. Appeals are limited to specific grounds: a material procedural error that impacted the outcome, new and relevant evidence that was not reasonably available at the time of the investigation, or evidence of conflict of interest or bias by the Title IX Coordinator, investigator, or decision-maker. Appeals will not be considered for disagreement with the decision or sanction alone.

Appeals will be reviewed by a designated appeals officer or committee. They may uphold the original decision, modify the outcome or sanctions, or remand the matter for further investigation or consideration.

Retaliation

Retaliation against any individual who makes a good-faith report of misconduct or participates in an investigation is strictly prohibited. Retaliation can include intimidation, threats, coercion, or discrimination against the reporting or participating party. Reports of retaliation will be addressed promptly and may result in disciplinary action.

Right to Decline Participation

Students always have the option to decline to participate in a formal investigation or hearing process. Supportive measures are available regardless of whether a formal complaint is filed or an investigation occurs. If a student discloses sexual misconduct to a responsible employee but requests privacy or does not want an investigation, the Title IX Officer will evaluate whether the request can be honored while still maintaining the safety and well-being of the campus community. The Academy will respect the student's wishes unless it determines in good faith that not proceeding would pose a serious risk to the student or others. In those cases, the Academy will make every effort to protect the student's privacy and minimize the sharing of information.

Good Faith Amnesty Policy

The Academy prioritizes the safety and well-being of its students. Individuals who report sexual misconduct in good faith will not be disciplined for minor violations of the Academy's alcohol or drug policies that occurred at or near the time of the incident. This policy does not protect individuals from disciplinary action for more serious misconduct, such as violence or threats

Interim Measures

The Academy may implement interim measures as needed to protect the safety and well-being of the campus community. Interim measures may include temporary removal from campus, restrictions on access to certain spaces, or other supportive measures to ensure a safe educational environment.

Admissions

Those seeking admission to the Academy's Full-Time Core Drawing & Painting Program must submit a completed online application.

Students of all levels are encouraged to apply. We are primarily seeking students who demonstrate a strong work ethic and commitment to the challenges of a rigorous program.

Application Deadlines	Notification Dates
March 15 - Early Decision June 15 - Regular Decision	April 1 - Early Decision June 30 - Regular Decision

Students may enter Core Programs during the fall trimester. Note the deadlines for each application period, indicated above.

There are a limited number of spaces available and enrollment is competitive, therefore, we encourage all students to apply prior to the stated deadlines. Late applications will be held on a waitlist and considered based on the availability of space.

It is the policy of the Lyme Academy of Fine Arts not to discriminate against individuals on the basis of race, color, sex, sexual orientation, gender, gender identity or expression, marital and civil partnership, pregnancy, age, religion or belief, national origin, or disability in the administration of its admissions policies, educational policies, employment practices, scholarship programs, and other Academy-related activities.

Artwork Samples

Drawing & Painting applicants should provide six examples of their artwork. Label each image with the artwork title, size, and medium, and indicate if the artwork is a copy of another artwork.

Sculpture applicants should provide six examples of their artwork. Drawings are most welcome, and this application is open to students who have more drawings than sculptures. Please include two views of any sculptures, even relief sculptures. Label each image with the artwork title, size, and medium, and indicate if the artwork is a copy of another artwork.

File extensions accepted: .png, .jpg, .pdf, .tif (No more than 1MB file size each, please)

Application Process

Complete and submit the [online application](#).

The Admissions Committee will review all applications. All applicants will be notified of the Committee's decisions in accordance with the notification dates above.

Upon acceptance, students will receive an Acceptance Packet and an Enrollment Agreement that must be completed and returned and the \$1000.00 non-refundable deposit must be paid within 10 days of acceptance to secure a place in the Core Program. The deposit will be allocated toward the first tuition payment. Payment instructions will be provided in the Acceptance Packet.

For re-admission policies please see Section on Withdrawal.

Admissions & Enrollment Standards

Admission to the Core Programs is by application only and requires:

- A portfolio assessment to evaluate artistic readiness.
- A personal statement demonstrating commitment to the discipline.
- Recommendation letters from mentors or instructors.
- Full admissions policies are published on the application page
- Upon acceptance, students must sign an enrollment agreement and pay a deposit of \$1,000.

Placement

The Academy cannot guarantee placement in the program.

Transfer of Credits

The Academy does not guarantee any student that credits will transfer to another institution. The Student understands that transferability of credits is dependent on the evaluating institution.

The Academy does not accept transfer credits from other institutions due to the highly specialized, skills-based nature of its program. The faculty firmly believe that all incoming students must develop a strong foundation in drawing, painting and sculpture through the Academy's specific teaching methodology to ensure consistency and mastery of core principles.

Graduation & Program Expectations

To complete the Core Program, students must:

- Complete 60 credits in Core Drawing & Painting, or 90 credits in Core Sculpture, including all required coursework, with a min. cumulative GPA of 2.0.
- Demonstrate technical competency.
- Meet all program expectations outlined in course syllabi, including participation in critiques, completion of assignments, and adherence to professional standards.
- For full descriptions of program requirements refer to the section for [Core Drawing & Painting](#) and [Core Sculpture](#).

Attendance Policy

The Core program at Lyme Academy is specifically designed to provide rigorous, in-person training through consistent on-site studio work and close engagement with faculty. As such, attendance is essential to a student's development and progress through the curriculum.

Please note: the Academy does not distinguish between excused and unexcused absences. All absences-regardless of reason, including illness or emergency-are counted equally.

Absence Notifications

Students are expected to attend all scheduled classes. If a student will be absent, they must notify either the Director of Academic Affairs, or the Director of Student Engagement via email in advance. Instructors will record attendance in the student portal for each course. The student will have access to their attendance record.

Students will receive a warning notification after accumulating three absences from a daytime class, or one absence from an evening class.

Attendance Limits

Students may miss up to five sessions of any class that meets three or more times per week and up to three sessions of any studio or art history class that meets one to two times per week. As noted above there are no excused vs unexcused absences, any absence will impact the attendance grade, but exceeding the absence limit will result in an automatic zero (Fail) for the attendance portion (30%) of their grade. This will likely result in the student failing the class. For detailed information on the grade breakdown and percentages, see the [Grades and Academic Standing](#) section of the handbook.

To receive credit, students must arrive on time and stay for the full duration of class. Three instances of tardiness or early departure will count as one absence. Arriving more than 45 minutes late or leaving more than 45 minutes early will also count as a full absence.

The Director of Academic Affairs and Director of Student Engagement will be notified when the student has missed one class in a course that meets one to two times per week and after 3 for any classes that meet multiple times per week. All students' attendance records will be reviewed at week 5 of the term.

A student with five or more absences in a trimester is considered "chronically absent" and may be placed on Academic Probation or granted a leave of absence. Chronic absences from class are considered a disruption to the educational experience at the Academy.

The Academy reserves the right to dismiss a student from the institution if their behavior is deemed disruptive to the educational environment.

Disruptive behavior is defined as any conduct that interferes with academic functions including but not limited to: refusal to follow directions, use of distracting electronics, repeated tardiness, threatening behavior, or chronic absenteeism.

Credits

Art History/Lecture Courses

- One trimester credit = 2 hours of in-class lecture + at least 1 hour of outside study per week for 11 weeks.

Studio Courses

- One trimester credit = 3 hours of in-class studio instruction + up to 1 hour of work outside class per week for 11 weeks. Examples include: Figure Drawing Short Pose I, or Sculpture I.
- A 1.5-credit studio class includes:
 - Three 3-hour instructed sessions in the model or cast studio.
 - Three hours of uninstructed studio time per week.
 - Examples include Cast Drawing I, Portrait Drawing I
- A 3-credit studio class includes:
 - Five 3-hour instructed sessions in the model room.
 - Three additional hours of uninstructed studio time per week.
 - Examples of a 3-credit studio include Figure Drawing Long Pose I
 - Attendance is mandatory for both instructed and uninstructed sessions.

All credit awards follow the Academy's published policies, ensuring compliance with NASAD accreditation standards.

Academic Load and Full-Time Study Requirements

Full-Time Status: Core Programs

The Core Drawing & Painting Program and the Core Sculpture Program are structured as full-time, immersive studio programs. These programs are not offered on a part-time basis.

Full-time enrollment in the Core Programs reflects the Academy's intensive training model, which requires daily studio practice, in-class instruction, critiques, demonstrations, and model sessions. Students enrolled in these programs are expected to maintain full participation in all scheduled hours.

Full-time Core Program instructional hours typically span:

Monday–Friday, 9:00 a.m.–8:00 p.m., including studio time, critiques, seminars, and required coursework. Individual schedules vary by year level and course assignments.

Part-Time Study

The Academy does not offer part-time enrollment within the Core Drawing & Painting or Core Sculpture Programs.

Students seeking part-time study may enroll through the Continuing Education Program, which offers a variety of courses for non-matriculated students on a part-time basis. Continuing Education courses do not constitute full-time status and do not lead to a diploma within the Core Programs.

Credit Load and Enrollment Definitions

Credit hour definitions and minimum enrollment requirements for full-time status are provided in the Credit Definition section of this Catalog. Core Program students must remain enrolled at full-time credit levels to maintain matriculated status.

Levels of Achievement & Documentation In The Core Programs

The Core Programs uphold rigorous academic and artistic standards. Student achievement is documented through:

- Admissions criteria and course expectations.
- Syllabi, grading policies, and evaluation methods.

Evaluation

The Academy's intimate size ensures that students receive continuous faculty attention. Studio work is produced in open settings, allowing for:

- Daily observation and feedback from faculty, Program Directors, the Artistic Director, and the Co-Artistic Director.
- Visible, real-time evidence of student progress and teaching effectiveness.
- Frequent assessment of achievement relative to course and curriculum goals.

Critique & Formal Assessments

- In-class critiques and end-of-term evaluations directly assess student understanding and mastery.
- Assignments are completed under instructor supervision, ensuring guided skill development.
- Feedback from visiting artists, critics, and museum curators provides external benchmarks, comparing Lyme Academy students' work with that of peers at other institutions and professional artists in the field.

Core Drawing & Painting Program

The Core Drawing and Painting Program at the Academy is a rigorous two-year foundational program that is both grounded in tradition and progressive in its vision. During their first year, students focus on historical approaches to the development of critical observational skills and technical facilities. Students work from direct observation of plaster casts and live models, utilizing a sequential, systematic progression, first taught in the Renaissance academies of Europe and, later, at Paris's École des Beaux-Arts. In year two, these methodologies are applied to painting, through increasingly challenging studio work with the cast and in the model room.

Number of Years to Complete the Program: 2

The Lyme Academy of Fine Arts Core Program operates on a credit hour system, and credits are calculated based on current accreditation standards in the U.S. Students are awarded credit when they successfully complete a course, which includes meeting curricular and competency requirements, and the Final Term Critique is passed.

Type of credential issued upon completion of curriculum: Diploma

Core Drawing & Painting Program Learning Objectives

The Academy expects students to develop profound knowledge and proficiency in traditional drawing and painting methods, working from direct observation of nature. This training is supported by skillful craftsmanship and engagement with contemporary artistic discourse.

Students must demonstrate:

- The ability to translate three-dimensional form into two-dimensional representation.
- A practical understanding of tonal structure, achieving a convincing sense of form and light.
- A working knowledge of anatomy, color mixing, and paint application.
- A broad understanding of the histories and philosophies of art.
- The ability to integrate subjective expression, rational analysis, and technical execution in their artistic practice.
- A relentless pursuit of excellence.

The Core Drawing & Painting Program follows a sequential learning path, ensuring students develop the competencies required for representational and figurative art. Exercises progress in complexity, building technical proficiency while fostering critical discourse.

Content & Skills Development

Students work exclusively from direct observation, refining their technical & conceptual skills through:

- Figure drawing – Short- and long-pose studies focusing on proportion, anatomy, and design.
- Cast drawing – Emphasis on light, tonal structure, and three-dimensional form.
- Oil painting – Application of drawing principles to color, composition, and materials.
- Histories of Art – Study of global artistic traditions, critical discourse, and evolving theories.
- The Academy emphasizes both technical mastery and intellectual engagement, requiring students to develop a deep understanding of historical techniques while critically engaging with contemporary artistic discourse.

Graduates of the Core Drawing & Painting Program demonstrate:

- Proficiency in drawing and painting from direct observation of nature, with a focus on the human figure.
- Skillful craftsmanship, emphasizing technical accuracy and artistic expression.
- A thorough understanding of value, form, and color, applied in graphite and oil paint across various subjects, including the figure, portrait, and still life.
- A working knowledge of anatomy to enhance representational accuracy.
- An understanding of historical and contemporary painting traditions, contextualizing their work within a broader artistic discourse.

Core Drawing & Painting Curriculum Table

The Core Drawing & Painting requires completing 60 credits, or credits, in the program areas as follows:

- Drawing - 21 credits
- Anatomy & Sculpture - 10.5 credits
- Art History - 6 credits
- Painting - 22.5 credits

Course #	Title	Credits
Drawing - 21 credits		
COCD100	Cast Drawing I	1.5
COCD200	Cast Drawing II	1.5
COCD300	Cast Drawing III	1.5
CODL100	Figure Drawing Long Pose I	3.0
CODL200	Figure Drawing Long Pose II	3.0
CODL300	Figure Drawing Long Pose III	3.0
CODS100	Figure Drawing Short Pose I	1.0
CODS101	Figure Drawing Short Pose II	1.0
CODS102	Figure Drawing Short Pose III	1.0
COPD100	Portrait Drawing I	1.5
COPD101	Portrait Drawing II	1.5
COPD102	Portrait Drawing III	1.5
Anatomy & Sculpture - 10.5 credits		
COAN100	Anatomy I	1.0
COAN101	Anatomy II	1.0
COAN102	Anatomy III	1.0
COAN300	Anatomy IV	1.5
COAN301	Anatomy V	1.5
COAN302	Anatomy VI	1.5
COSC100	Sculpture I	1.0
COSC101	Sculpture II	1.0
COSC102	Sculpture III	1.0
Art History - 6 credits		
COAH100	Histories of Art I	1.0
COAH101	Histories of Art II	1.0
COAH102	Histories of Art III	1.0
COAH200	Histories of Art IV	1.0
COAH201	Histories of Art V	1.0

COAH202

Histories of Art VI 1.0

Painting - 22.5 credits

COCP100

Cast Painting I 1.5

COCP200

Cast Painting II 1.5

COCP300

Cast Painting III 1.5

COPL100

Figure Painting Long Pose I 3.0

COPL200

Figure Painting Long Pose II 3.0

COPL300

Figure Painting Long Pose III 3.0

COPS100

Figure Painting Short Pose I 1.5

COPS101

Figure Painting Short Pose II 1.5

COPS102

Figure Painting Short Pose III 1.5

COPP100

Portrait Painting I 1.5

COPP101

Portrait Painting II 1.5

COPP102

Portrait Painting III 1.5

Core Sculpture Program

Number of Years to Complete the Program: 3

Name of Program Supervisor: Chad Fisher

The Academy launched the Core Sculpture program in the Fall of 2023. Internationally renowned sculptor Chad Fisher is the new Charlotte Colby Danly Sculpture Chair. Lyme Academy plans to build the premier figurative sculpting program in the United States. This multi-year, intensive program further expands the breadth of the Academy's rich fine arts curriculum while deepening its commitment to its mission.

The Core Sculpture Program offers an intensive, three-year foundational course for figurative artists. While approved by the institution and actively enrolling students, the program does not currently have requisite transcript evidence, which is anticipated by Spring 2026.

The Core Sculpture curriculum is unique within the U.S., providing students with comprehensive training that includes mold-making, wax casting, bronze casting, and stone carving. Students develop fundamental drawing and sculptural skills, progressing to advanced compositional theories and professional practices essential for a career in figurative sculpture.

Students of all levels work closely with instructors in an academy-style studio setting, engaging in historically-based lessons that reinforce technical mastery. The curriculum balances hands-on experience with a wide range of materials alongside an introduction to philosophical frameworks and artistic theories, ensuring a well-rounded and immersive education in the sculptural arts.

Curriculum Approach

The program incorporates traditional foundational courses such as figure drawing and plaster cast studies, complemented by instruction in artistic anatomy, structure, and composition—rooted in 19th-century Parisian principles of realism. Lecture courses in Art History further contextualize students' practice.

In the second year, students study *écorché*, followed by advanced theories in dynamic symmetry in the third year. Throughout the program, students engage in lectures, demonstrations, critiques, and essential hands-on practices to reinforce their learning and technical proficiency.

Core Sculpture Program Learning Objectives

The Lyme Academy Core Sculpture Program is committed to providing the highest caliber of artistic education, equipping students with the skills and knowledge necessary to achieve their full potential as sculptors.

Core Sculpture Program Learning Outcomes

The program's learning outcomes are categorized into two key areas:

Skills

- Observation – Demonstrate fluency in visual vocabulary and accurate form

relationships.

- Composition & Design – Apply technical knowledge to composition and artistic practices.
- Materials & Methods – Develop a strong foundation in essential sculpture practices.
- Discipline – Maintain a rigorous and ambitious artistic practice.

Knowledge

- History of Sculpture – Articulate a complex understanding of artistic traditions and influences.
- Analytical Knowledge – Conduct research and develop diverse solutions to artistic challenges.
- Professional Practices – Meet current industry standards as a working professional.
- Core Competencies

Assessment Of Student Achievement

Graduates of the Core Drawing & Painting Program demonstrate:

- Ability to apply a fluent visual vocabulary to figurative form and design.
- Engage in the artistic process with resilience, embracing both success and failure.
- Exhibit perceptual acuity and material fluency in mimetic sculptural forms.
- Accurately translate observational studies into representational sculptures.
- Interpret and refine mimetic activities into abstract three-dimensional forms.
- Select appropriate materials and techniques for their artistic vision.
- Demonstrate mastery of modeling techniques and casting methods.
- Develop an independent body of work.
- Exhibit professional studio habits and behaviors.
- Identify and resolve sculptural challenges, both practical and conceptual.
- Integrate sculptural theory, artistic methodologies, and intellectual concepts into their work.
- Utilize a wide variety of materials, tools, and techniques.
- Make informed aesthetic and conceptual decisions based on material properties.
- Conceive, design, execute, and evaluate personal artistic goals.
- Demonstrate knowledge of sculptural theories, methodologies, and history.
- Develop drawing skills to support sculptural practices.
- Apply principles of three-dimensional design to both abstract and representational work.

Graduation & Program Expectations

To complete the Core Sculpture Program, students must:

- Successfully complete all required coursework (see curriculum table below) while maintaining a minimum cumulative GPA of 2.0.
- Demonstrate technical competency in drawing and painting through progressive skill development.
- Pass the final exam (COSM306 Figure Modeling Final Exam.) Students who do not meet these academic standards or fail to demonstrate the discipline and professionalism expected in the program may not be permitted to continue. Meet all program

expectations outlined in course syllabi, including participation in critiques, completion of assignments, and adherence to professional standards.

- Follow graduation policies documented in syllabi and the Student Handbook.

Core Sculpture Curricular Table

The Core Sculpture Program requires completing 90 credits in the program areas as follows:

- Sculpture - 45 credits
- Foundry & Stone Carving - 7 credits
- Drawing - 20 credits
- Anatomy & Sculpture - 9 credits
- Art History & Philosophy - 9 credits

Course #	Title	Credits
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Sculpture - 45 credits

COCC200	Clay Cast Studies I	1.5
COCC201	Clay Cast Studies II	1.5
COCC202	Clay Cast Studies III	1.5
COCC300	Clay Cast Studies IV	2.0
COCC301	Clay Cast Studies V	2.0
COCC302	Clay Cast Studies VI	2.0
COMT100	Modeling Techniques I - Terra Cotta	1.0
COMT101	Modeling Techniques II - Terra Cotta	1.0
COMT102	Modeling Techniques III - Terra Cotta	1.0
COMT200	Modeling Techniques IV - Terra Cotta	1.0
COMT201	Modeling Techniques V - Terra Cotta	1.0
COMT202	Modeling Techniques VI - Terra Cotta	1.0
COMT300	Modeling Techniques VII - Terra Cotta	1.0
COMT301	Modeling Techniques VIII - Terra Cotta	1.0
COMT302	Modeling Techniques IX - Terra Cotta	1.0
COSM100	Figure Modeling Long Pose I	1.5
COSM101	Figure Modeling Long Pose II	1.5
COSM102	Figure Modeling Long Pose III	1.5
COSM200	Figure Modeling Long Pose IV	1.5
COSM201	Figure Modeling Long Pose V	1.5
COSM202	Figure Modeling Long Pose VI	1.5
COSM300	Figure Modeling Long Pose VII	1.5
COSM301	Figure Modeling Long Pose VIII	1.5
COSM305	Figure Modeling Long Pose IX	1.5

COSM150	Figure Modeling Short Pose I	1.5
COSM151	Figure Modeling Short Pose II	1.5
COSM152	Figure Modeling Short Pose III	1.5
COSM250	Figure Modeling Short Pose IV	1.0
COSM251	Figure Modeling Short Pose V	1.0
COSM252	Figure Modeling Short Pose VI	1.0
COSM103	Figure Modeling Intensive I	0.5
COSM104	Figure Modeling Intensive II	0.5
COSM105	Figure Modeling Intensive III	0.5
COSM206	Figure Modeling Intensive IV	0.5
COSM207	Figure Modeling Intensive V	0.5
COSM208	Figure Modeling Intensive VI	0.5
COSM306	Figure Modeling Final Exam	2.0

Foundry and Stone Carving - 8 credits

COST300	Intro to Stone Carving	1.0
COST301	Stone Carving	1.0
COFY300	Building Life Size Armatures	1.5
COFY350	Introduction to Foundry	1.0 (2.0 for 6 hour course)
COFY351	Foundry I	1.0 (2.0 for 6 hour course)
COFY352	Foundry II	1.0 (2.0 for 6 hour course)
COMM200	Mold Making I	0.5
COMM201	Mold Making II	0.5
COMM202	Mold Making III	0.5
COMM300	Mold Making IV	1.0

Art History & Philosophy - 9 credits

COAH100	Histories of Art I	1.0
COAH101	Histories of Art II	1.0
COAH102	Histories of Art III	1.0
COAH200	Histories of Art IV	1.0
COAH201	Histories of Art V	1.0
COAH202	Histories of Art VI	1.0
COAH300	Philosophy I	1.0
COAH301	Philosophy II	1.0
COAH302	Philosophy III	1.0

Anatomy - 9 credits

COAN100	Anatomy I	1.5
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COAN101	Anatomy II	1.5
COAN102	Anatomy III	1.5
COEC100	Ecorche I	1.5
COEC101	Ecorche II	1.5
COEC102	Ecorche III	1.5

Drawing and Composition - 20 units

COCO100	Composition I	1.5
COCO101	Composition II	1.5
COCO102	Composition III	1.5
COCO200	Composition IV	1.5
COCO201	Composition V	1.5
COCO202	Composition VI	1.5
COCO300	Composition VII	1.5
COCO301	Composition VIII	1.5
COSC150	Cast Drawing I	1.0
COSC151	Cast Drawing II	1.0
COSC152	Cast Drawing III	1.0
COSF100	Sculpture Figure Drawing I	1.0
COSF101	Sculpture Figure Drawing II	1.0
COSF102	Sculpture Figure Drawing III	1.0
COSF200	Sculpture Figure Drawing IV	1.0
COSF201	Sculpture Figure Drawing V	1.0
COSF202	Sculpture Figure Drawing VI	1.0
COSF300	Sculpture Figure Drawing VII	1.0
COSF301	Sculpture Figure Drawing VIII	1.0
COSF302	Sculpture Figure Drawing IX	1.0
CODS100	Figure Drawing Short Pose I	1.0
CODS101	Figure Drawing Short Pose II	1.0
CODS102	Figure Drawing Short Pose III	1.0

Grades and Academic Standing

Academic standing is calculated at the end of each trimester on the basis of grade-point average, using a four-point grading scale.

At the end of each trimester, grades are calculated cumulatively using a % value for each program course based on the amount of hours a student spends in each course. The following percentages are an example from a Core Drawing & Painting student's first year of studies:

- 65% Long-Pose Figure & Cast Drawing
- 14% Short-Pose Figure Drawing
- 8% Anatomy
- 8% Sculpture
- 5% Histories of Art

Assessment Criteria

Course grades are determined by faculty at the end of each trimester. Studio courses are graded according to a percentage of components which include work ethic, progress, attendance, performance, and conduct. Seminar class grades are based on a percentage of components which include engagement, attendance, and conduct.

Grades are defined as indicators of performance and progress rather than fixed measures of ability. This perspective encourages students to view challenges as opportunities for growth and to focus on their personal development rather than solely on achieving a specific grade. Grades become a tool for guiding future learning and self-reflection, rather than a final judgment of their potential.

Studio Courses are graded on:

- **20% Work Ethic** - Assessment of student's general level of effort and engagement with their studies
- **30% Attendance** - Assessment of student's punctuality and presence in class, both physically and mentally
- **10% Conduct** - Assessment of student's general behavior, receptiveness to criticism and new information, and contribution to the studio environment
- **20% Progress** - Assessment of student's development, both conceptual and demonstrated, in their work.
- **20% Performance** - Assessment of student's technical aptitude

Art History courses are graded on:

- **70% Attendance** - Assessment of student's punctuality and presence in class, both physically and mentally
- **30% Engagement** - Assessment of student's participation in class

Course Grade Scales

Studio and Art History Courses use the following scales:

≥ 97	A+	Outstanding
≥ 93	A	Excellent
≥ 90	A-	Very Good
≥ 87	B+	Solid Accomplishment
≥ 83	B	Good
≥ 80	B-	Satisfactory
≥ 77	C+	Adequate
≥ 73	C	Below Standard
≥ 70	C-	Pass
< 70	F	Fail
	I	Incomplete
	W	Withdrawal

What Do Letter Grades Mean at Lyme Academy?

At Lyme Academy of Fine Arts, we hold our students to high standards, emphasizing progress, effort, and the potential for growth in every student. Here's what our grading scale represents:

A – Outstanding Distinction

An “A” reflects exceptional understanding and application of concepts, demonstrating significant growth, consistent effort, and improvement. This grade is rare and represents extraordinary dedication.

B – Solid Accomplishment and Merit

A “B” indicates a good understanding and application of material, while also recognizing areas for growth and actively seeking opportunities for further learning. It reflects a mark of distinction, with potential for even greater achievement through additional effort and practice.

C – Adequate, Below Standard

A “C” is a passing grade that meets minimum standards but shows potential for significant improvement. It indicates challenges in understanding and serves as an opportunity for targeted growth and skill development.

F – Failure

An “F” indicates that the student's performance does not meet the Academy's standards. It presents an opportunity for reflection and growth, encouraging the student to engage more deeply and seek guidance to improve. Taking proactive steps can lead to meaningful progress and development.

I – Incomplete

An “I” is given to a student when they have completed some of a course's work but are unable to finish due to extenuating circumstances. The instructor has the final say on whether to assign an incomplete grade.

“W” – Withdrawal

A “W” is given to a student when they have formally asked to withdraw from a course. This does not require filling out a Withdrawal form, and is not a withdrawal from the Academy.

Cumulative GPA

Students will also receive a cumulative GPA on a 4.0 scale.

A cumulative grade of 2.0 or higher is required to remain in good academic standing. Students who fall below a 2.0 will be placed on academic probation and given one trimester to improve. If at the end of the probationary trimester the student's performance has not improved, the student will be subject to dismissal from the Academy.

4.0	A	Superior
>3.7	A-	Outstanding
>3.3	B+	Very Good
> 3.0	B	Good
>2.7	B-	Adequate
>2.3	C+	Below Standard
>2.0	C	Pass
<2.0	F	Failure
	I	Incomplete
	W	Withdrawal

Mid-Term Check-Ins

Mid-term check-ins allow Program Directors to meet with students individually at the halfway point of the term to discuss their progress and provide feedback. These sessions help students understand their performance, identify areas for improvement, and make any necessary adjustments.

End of Term Critique

At the end of each trimester, students receive a private, personalized critique from faculty members based on their work throughout the term. Attendance at the end-of-term critique is mandatory. Failure to attend may result in academic probation or dismissal.

Auditing

Core students are not allowed to audit Core Drawing & Painting or Core Sculpture courses - the Core Drawing & Painting program is a curriculum, and is not a class, and cannot be taken a la

carte. If students would like this option, we have the Continuing Education Program. We do offer a change of program option, it requires meeting with the Director of Academic Affairs.

Auditing Continuing Education Classes and Workshops

The Academy **does not permit auditing** of **Continuing Education classes** or **Workshops**.

However, for Continuing Education classes and the Youth Program, a **free trial class** may be arranged **by request**, allowing prospective students to experience the curriculum and studio environment before committing to enrollment.

Please note:

- **Free trials are not available for Workshops.**
- All requests for trial classes must be submitted in advance and are subject to instructor and studio availability.

Auditing Core Classes (Continuing Education Students)

In exceptional cases, a Continuing Education student who has demonstrated consistent commitment and artistic focus may be permitted to audit a Core Program class at the Lyme Academy of Fine Arts.

Eligibility and Approval

Auditing is by special request only and must be submitted in writing to the Director of Academic Affairs.

- Requests will be reviewed by the Program Director and Artistic Director, who will make a final determination.
- Auditing of Workshops or Continuing Education classes is not permitted.
- Approved students may audit up to five Core classes per trimester.

Auditing Tuition

- Tuition for audited Core classes is \$625 per credit hour.
- No academic credit is awarded for audited classes.
- Audited classes will appear on transcripts as AU (Audit).
- Students who later matriculate into the Core Program must retake any audited courses to receive credit toward graduation.

Registration and Payment

All registration and payment arrangements will be coordinated by the Director of Academic Affairs following approval.

Students may register until:

- The class reaches capacity, or
- The first day of class, whichever comes first.
- Full payment or a non-refundable deposit is required to secure a seat.
- A \$250 non-refundable deposit per course, plus applicable course fees, may be accepted for Continuing Education students.

We recommend submitting audit requests and registering at least two weeks in advance of the course start date to ensure access to course materials and communication.

Note: The Core Program is built on a structured, sequential curriculum. Missing a required course or attempting to substitute audit experience for academic credit may delay or prevent successful program completion.

Program Change

Students may switch between Core Program tracks by filing a Change of Program form, available from the Director of Academic Affairs, or by using the link below. Credit for courses already taken will be reviewed with the student, after receiving the form.

Link to [Program Change Form](#)

Student's Right to Cancel (Withdrawal/Leave of Absence)

The Academy uses the term “Withdraw” to formally indicate that a student has dropped out from a class, or from the Academy entirely.

When withdrawing from an individual course, the student will be issued a “W” as their grade. See [grading scheme](#).

Students who are withdrawing from the Academy will be issued a transcript and an official withdrawal letter.

Students who withdraw from one or more classes or from the Academy are not eligible for a refund. Students who have withdrawn from the Academy and later decide to return must apply for readmission.

The Student has the right to cancel the Enrollment Agreement by withdrawing from the program (leaving the Academy with no intention of returning). To cancel the Enrollment Agreement and to withdraw, the Student must fill out and sign the Withdrawal Form (see link below). Students who withdraw from a class or the Academy are subject to the Academy's refund policy stated herein.

[Link to Withdrawal/Leave of Absence Form](#)

To request a paper version of the form, contact the Director of Academic Affairs.

Leaves Of Absence

Leaves of absence are defined as a temporary separation from the Academy (leaving the Academy temporarily with the firm and stated intention of returning.) The granting of a leave of absence guarantees readmission to the academic program in which the student was enrolled. A leave of absence may be granted for a period up to one year. Requests for non-medical leave (for personal or professional matters) must be submitted to the Director of Academic Affairs and approved by the Artistic Director and relevant Program Director. A formal notice of return must be received by the Director of Academic Affairs before the end of the term immediately preceding return to the Academy.

[Link to Withdrawal/Leave of Absence Form](#)

Students on a personal leave of absence are not eligible for scholarships and cannot use Academy facilities unless they are enrolled in another program. Those who need to pause their studies due to illness may request a medical leave with approval from the Artistic Director and a written recommendation from a physician. This recommendation must be submitted to the Director of Academic Affairs. Students on medical leave are also not eligible for scholarships and cannot use Academy facilities. Before returning, they must provide written permission from a physician to the Director of Academic Affairs, confirming their readiness to resume studies. Students taking a leave during a trimester must follow the Academy's tuition policy as outlined in this Handbook.

Link to [Tuition Refund Policy](#)

Completion of Program Policy

Graduation & Program Expectations

To complete the Core Drawing & Painting Programs, students must:

- Complete 60 credits, including all required coursework with a min. cumulative GPA of 2.0.
- Demonstrate technical competency in drawing & painting through progressive skill development.
- Meet all program expectations outlined in course syllabi, including participation in critiques, completion of assignments, and adherence to professional standards.
- Follow graduation policies documented in syllabi and the Student Handbook.

Assessment of Student Achievement

Graduates of the Core Drawing & Painting Program demonstrate:

- Proficiency in drawing and painting from direct observation of nature, with a focus on the human figure.
- Skillful craftsmanship, emphasizing technical accuracy and artistic expression.
- A thorough understanding of value, form, and color, applied in graphite and oil paint across various subjects, including the figure, portrait, and still life.
- A working knowledge of anatomy to enhance representational accuracy.

- An understanding of historical and contemporary painting traditions, contextualizing their work within a broader artistic discourse.

To complete the Core Sculpture Program, students must:

- Complete 90 credits, including all required coursework with a min. cumulative GPA of 2.0.
- Demonstrate technical competency in drawing and painting through progressive skill development.
- Pass the final exam (COSM306 Figure Modeling Final Exam.) Students who do not meet these academic standards or fail to demonstrate the discipline and professionalism expected in the program may not be permitted to continue. Meet all program expectations outlined in course syllabi, including participation in critiques, completion of assignments, and adherence to professional standards.
- Follow graduation policies documented in syllabi and in this Student Handbook.

Assessment of Student Achievement

Graduates of the Core Sculpture Program demonstrate:

- Ability to apply a fluent visual vocabulary to figurative form and design.
- Engage in the artistic process with resilience, embracing both success and failure.
- Exhibit perceptual acuity and material fluency in mimetic sculptural forms.
- Accurately translate observational studies into representational sculptures.
- Interpret and refine mimetic activities into abstract three-dimensional forms.
- Select appropriate materials and techniques for their artistic vision.
- Demonstrate mastery of modeling techniques and casting methods.
- Develop an independent body of work.
- Exhibit professional studio habits and behaviors.
- Identify and resolve sculptural challenges, both practical and conceptual.
- Integrate sculptural theory, artistic methodologies, and intellectual concepts into their work.
- Utilize a wide variety of materials, tools, and techniques.
- Make informed aesthetic and conceptual decisions based on material properties.
- Conceive, design, execute, and evaluate personal artistic goals.
- Demonstrate knowledge of sculptural theories, methodologies, and history.
- Develop drawing skills to support sculptural practices.
- Apply principles of three-dimensional design to both abstract and representational work.

Grievance Procedure

Academic Grievance

An academic grievance is a complaint by an enrolled student specifically related to a grade, alleging arbitrary and capricious grading, which is defined as:

- The assignment of a course grade to a student on some basis other than performance in the course; or
- The assignment of a course grade to a student by resorting to unreasonable standards different from those which were applied by the same instructor to other students in that course; or
- The assignment of a course grade by a substantial, unreasonable, and unannounced departure from the instructor's previously articulated standards.

The following policies apply:

- Grievances must be submitted no later than the end of the fifth week of the term following the one in which the cause of the grievance occurred.
- Grievances from graduating students must be submitted within three days of the grading deadline.
- Students who feel the need for a neutral advocate may request the assistance of any staff or faculty member.

Informal Resolution

Students should first pursue an informal resolution by discussing the academic grievance directly with their instructor. If the outcome of that discussion is unsatisfactory or if the student is uncomfortable discussing the academic grievance directly with their instructor, a formal grievance can be submitted.

Formal Academic Grievance Request Procedure

Students should email a written account of the academic grievance to the instructor, copying the Program Director. The Program Director is available for consultation by either the student or the instructor, and must be copied on all related correspondence. The instructor will respond to the student in a timely manner. The Program Director may forward the concern to the Artistic Director if it is determined that further review or intervention is warranted. If the student believes their concern warrants further attention, they may submit their grievance in writing to the Artistic Director. If the Artistic Director does not wish to rule on the matter, they may convene an ad hoc Academic Grievance Committee to review the concern.

Complaint Resolution Procedure

The Lyme Academy of Fine Arts values and respects the rights of all its students and adheres to all applicable Federal and State laws and regulations. However, if at any time a student feels their rights have been violated or the Lyme Academy of Fine Arts or any of its staff may have acted in an unlawful or discriminatory manner, they may file a complaint to allow an investigation and resolution to any of these concerns.

If a student has a complaint, they should report their complaint to the Program Director. If the student believes it would be inappropriate to discuss the complaint with the Program Director, the student should report their complaint to the Artistic Director in writing.

The Lyme Academy has an online form where students may submit anonymous feedback:

[Link to anonymous form](#)

The individual receiving the complaint (and any other relevant supervisory personnel) will review the complaint immediately, conduct an investigation, and propose any conclusions or resolution, as appropriate.

For the protection of all involved, student complaints will be kept confidential to the extent possible and communication regarding the complaint is discouraged among those not involved.

If at the completion of an investigation, the Lyme Academy of Fine Arts determines that a student, staff, or faculty member is guilty of discriminatory or harassing behavior, appropriate disciplinary action will be taken against the offending person.

Appeals Process

Students who receive a disciplinary or academic standing decision (probation, dismissal, etc.) may submit a **written appeal** to the Director of Academic Affairs caitlin@lymeacademy.edu within **5 business days** of notification.

Appeals will be reviewed by a committee and students will receive a decision within **10 business days**.

Student Discipline

Compliance with Policies and Procedures

The Academy's policies, procedures, and Standards of Conduct can be found in the Academy's Handbook. Students are expected to know and must comply with and adhere to all Academy policies, procedures, and standards (including academic and disciplinary standards).

Discipline Procedure

To preserve a respectful, safe, and professional learning environment, the Lyme Academy of Fine Arts expects all students to uphold the Academy's Code of Conduct and Community Expectations. Disruption of instruction, disrespectful behavior, or persistent disregard for studio etiquette will be addressed using the following disciplinary protocol:

1. Verbal Warning

- Upon a student's first instance of inappropriate behavior (e.g., rudeness, name-calling, repeated talking over others, refusal to follow studio rules), the faculty member will issue a **verbal warning**.

- The warning will clarify the behavior in question and its impact on the learning environment.

2. Written Report

- If the behavior continues or escalates, the faculty member will file a **written incident report** with the Director of Student Engagement and/or Managing Director.
- A copy of the report will be shared with the student.
- The student will be informed that **any further disruption may result in removal from class** and additional disciplinary action.

3. Class Dismissal & Absence Penalty

- Upon a third disruption or serious incident, the faculty member has the right to **dismiss the student from the class session**.
- The student's removal will be documented and will result in an **unexcused absence** for the day.
- Patterns of repeated class removals may result in further academic penalties at the discretion of the Director of Academic Affairs.

4. Behavioral Probation

- If inappropriate conduct continues despite prior warnings, the student will be placed on **behavioral probation** for a set period (e.g., 4–6 weeks), during which:
 - The student's classroom behavior will be closely monitored
 - Additional misconduct will result in formal sanctions, including potential expulsion

5. Dismissal or Expulsion

- Students who fail to correct their behavior during the probation period, or who commit a major violation of community standards, may be **dismissed or expelled** from the Academy following a review by the Disciplinary Committee.
- The student will be notified of the decision and may appeal through the Academy's academic conduct process.

Disruptive behavior is defined as any conduct that interferes with academic functions, including but not limited to: refusal to follow directions, use of distracting electronics, repeated tardiness, threatening behavior, or chronic absenteeism.

Immediate Dismissal or Suspension (No Probation)

Some actions (e.g., physical violence, threats, sexual harassment, substance abuse on campus) may warrant immediate disciplinary action without probation. The Academy reserves the right to bypass probation in extreme cases.

Academic Standing & Separation Definitions

Academic Recognition

- **Highest Honors**
Awarded to full-time students who achieve a trimester GPA of 3.8 or higher, with no incomplete or failing grades.
- **Honors**
Awarded to full-time students who achieve a trimester GPA between 3.3 and 3.49, with no incomplete or failing grades.

Academic Standing

- **Semester Warning**
A notification issued to students whose academic performance is at risk of falling below the required standards. This serves as an early intervention and does not appear on the academic transcript.
- **Academic Probation**
A formal warning issued to students whose academic performance falls below minimum academic standards. Students are notified of their probationary status via email after the end of the previous trimester. A student on probation must improve performance within one trimester. Failure to do so will result in Academic Dismissal.

A student will be placed on academic probation if they:

- Earn **below a 2.0 GPA** in a given trimester
- **Fail any course**, regardless of GPA

While on Probation:

- If the student **passes all classes** and achieves a **2.0 or higher GPA**, probation will be lifted for the following trimester.
- If the student **fails any class while on probation**, they are subject to **dismissal** from the Academy.

Limit on Probation:

- A student **may not** be placed on probation **more than twice** during their enrollment.
- A third academic failure after two nonconsecutive academic probationary periods may result in automatic dismissal.

Students who do not pass a course will be required to retake it, which may impact their ability to graduate on schedule. In some cases, students may need to return after their scheduled graduation date in order to complete the required coursework.

- **Academic Suspension**

A temporary separation from the Academy due to continued academic deficiencies. Students may reapply for enrollment after one trimester, subject to approval by the Academic Affairs Committee.

- **Academic Dismissal**

Permanent separation from the Academy due to failure to meet academic standards after a period of probation. Students who have demonstrated academic success elsewhere may reapply after one year. Permission to reapply does not guarantee readmission.

Non-Academic Status

- **Disciplinary (or Behavioral) Probation¹** A formal warning issued to students who have violated the code of conduct. Can be notified at any time. For violations of the Code of Conduct, including but not limited to:

- Bullying or harassment
- Disruption of class or campus activities
- Disrespect toward faculty, staff, or fellow students
- Property damage
- Any behavior that creates a hostile or unsafe environment

- **Disciplinary Suspension**

A temporary separation due to serious behavioral violations. Students may not attend classes, access campus facilities, or participate in Academy activities during this period.

- **Expulsion**

Permanent removal from the Academy for repeated or severe violations of the Student Code of Conduct. Expelled students may not reapply, participate in Academy programs

¹ Policy Example: Behavioral probation is a formal warning issued in response to violations of the Academy's Code of Conduct. It serves as an opportunity for the student to correct their behavior while remaining enrolled.

A student on behavioral probation will be monitored for a specified period, typically one trimester. If misconduct continues or worsens during this time, further disciplinary action—including suspension or dismissal—may follow.

In cases of severe misconduct, immediate suspension or dismissal may be enacted without a probationary period.

or events, or return to campus after collecting their belongings. This status is recorded in the student's permanent record.

- **Non-Academic Dismissal**

Permanent separation from the Academy for reasons other than academic performance, such as violations of the Standards of Conduct, discriminatory or harassing behavior, or failure to meet the attendance policy.

- **Termination for Nonpayment**

A student's enrollment may be terminated for failure to pay tuition or satisfy financial obligations to the Academy.

Enrollment & Status Re-admission

- **Leave of Absence**

An approved temporary break from the Academy due to medical, personal, or financial circumstances. Students must submit a written request and receive approval from the Office of Academic Affairs.

- **Withdrawn**

A status indicating that a student has formally or administratively separated from the Academy prior to the end of the term. This is distinct from a withdrawal from an individual course.

- **Last Day Attended**

The final date a student was present in class, used to determine withdrawal date and tuition refund eligibility.

- **Re-Admit**

A student returning to the Academy after a period of withdrawal, suspension, or dismissal, having received approval from the Artistic Director, Director of Academic Affairs and related Program Director.

Student Ambassadors

Each year, students will elect three Student Ambassadors—two for Core Drawing, & Painting and one for Sculpture. These ambassadors will represent student interests to the Program Directors.

While any student can meet with staff individually, the Academy offers this additional point of contact for matters that may not need direct staff involvement.

The Student Ambassador role is a volunteer position with key responsibilities:

- Serve as a link between students and staff, giving students a voice in decisions.
- Stay aware of student concerns, ideas, and suggestions.
- Help gather feedback on student views.

- Relay information between staff and students.

Employment Assistance

The Academy does not guarantee any student employment upon graduation.

Barriers to Employment

While there are no specific barriers to employment as an independent artist, should the student wish to pursue other arts-related employment such as teaching in a K-12 or higher education classroom, community organization, or other position, there may be barriers to employment including, but not limited to:

- Disability (both physical and intellectual)
- Drug and alcohol addiction
- Criminal history
- Mental illness
- Education
- Housing issues or homelessness
- Lack of transportation

Family Educational Rights and Privacy Act (FERPA)

Under the Federal law known as the Family Educational Rights and Privacy Act (FERPA), most information about students from the Academy's records, including grades, is considered confidential and, with certain exceptions, generally may not be released to third parties, including parents/guardians, without the student's written consent. For more details about FERPA for students, read more here:

[https://studentprivacy.ed.gov/sites/default/files/resource_document/file/FERPAforeligiblestudents.pdf]

Each year, the Lyme Academy informs new students about this protection and offers students the ability to submit the "[Student Information Release](#)" form, if they so choose.

By signing and returning the "[Student Information Release](#)" form, the student may authorize the Lyme Academy of Fine Arts to release information from their educational records to their parents (or whomever they indicate on the form).

Please note that without this authorization, the Academy's ability to disclose information from the student's records to their parents or to speak with their parents (or whomever they indicate on the form) about information from their records will be significantly restricted. Each student is urged to inform their parents of this fact, if they decide not to execute the authorization form.

All students have access to view their grades at the end of each term. Regardless of whether or not the student has filled out the Student Information Release form, parents/guardians do NOT receive access to view student information.

In the future, if for any reason a student decides to cancel this release, they must submit a new form with the “Remove Previously Authorized Individual” portion filled out.

For the [Student Information Release Form](#)

Directory Information

Directory information is information contained in a student's education record that would not generally be considered harmful or an invasion of privacy if disclosed. Under FERPA, Directory Information may be released without consent of the student. Any student who does not wish directory information released must file written notice to this effect with the Director of Academic Affairs. The following is considered directory information:

- Name
- Local address
- Email address
- Telephone numbers
- Name and address of emergency contact
- Dates of attendance
- Enrollment status
- Awards and honors received
- Likeness, including but not limited to, images and videos of students and student work
- Participation in Academy-recognized organizations and activities

This list of what is considered Directory Information is subject to change. The Academy reserves the right to refuse disclosure of the above information if the reason for the request is not considered to be a sufficient need to know.

Emergency Contact

In case of emergency, all efforts will be made to contact the individual listed as the emergency contact in the student’s file. In the event that the emergency contact cannot be reached, permission is granted to the Lyme Academy, as well as their authorized representatives, to secure proper treatment.

Each student must complete a form identifying their general information and emergency contact, whom, in case of an emergency, the Academy shall contact. Pursuant to the terms of the form, the student authorizes the Lyme Academy to contact the contacts listed in the event of an emergency.

Media and Images

Photographs, videos, digital recordings, sound recordings, or any other form of recording of classroom and other campus events at the Lyme Academy may be streamed, archived, and distributed for educational and promotional purposes.

The Lyme Academy of Fine Arts will offer students the option to sign a media release form at the beginning of each academic year. By signing the release, students consent to, and acknowledge, that photographic or video recordings of them may be electronically displayed or streamed via the Internet, social media, or appear in printed publications and/or promotional materials.

Student Records

Student Records & Privacy

The Lyme Academy of Fine Arts is committed to protecting your personal information and maintaining accurate records of your education. The Academy policies for retention, protection, and disposal of student records at the Lyme Academy of Fine Arts, is in compliance with NASAD, FERPA, HIPAA (where applicable), Connecticut state law, and best practices.

What We Keep

- Permanent records: Academic transcripts, enrollment history, and essential educational documents.
- Financial aid records: If you receive aid, those files are securely maintained for as long as required.
- Other records: Health or accommodation information may be kept if needed to support your studies.

How Records Are Protected

- Records are stored in secure systems (such as the Student Portal, or Campus Café) with safeguards against unauthorized access.
- Paper records are locked when not in use and securely destroyed when no longer needed.
- Only authorized staff may view or update your information.

Identification Numbers and Social Security Numbers

- Every student is assigned a Student Portal ID number for day-to-day use.
- Social Security Numbers (SSNs) are collected only when required by law (such as financial aid or payroll).
- SSNs are never used as your regular student ID.

Sharing of Information

- Your information is never sold.
- Records are shared only with trusted partners who help provide educational services, or when required by law (FERPA, HIPAA).
- Contact details you provide (phone, email, emergency contact) may be used if we need to reach you in an emergency.

Web & Online Security

- Access to Student Portal is protected by encryption and secure authentication.
- Remote access to student records is limited and secured.

Your Privacy Rights

- You may view your academic and financial records at any time through the Student Portal
- You may request corrections if something is inaccurate.
- Records are released only with your written consent or as required by law.

If the School Ever Closes

- Your official transcripts will be transferred to the Connecticut Office of Higher Education, where you can request them in the future.

Oversight & Updates

- Academic Affairs is responsible for enforcing this policy.
- The policy will be reviewed regularly and updated to reflect changes in law, accreditation standards, or Campus Café security protocols.

Tuition

Estimated Total Charges for the First Term

- Admission Deposit \$1,000 Non-Refundable; credited towards tuition
- Program Tuition \$4,395
- Supplies \$442
- Books (optional) \$30

Estimated Total Charges for the Entire Core Drawing & Painting Program

- Program Tuition \$25,110
- Supplies \$1950
- Books (optional) \$200

Estimated Total Charges for the Entire Core Sculpture Program

- Program Tuition \$37,665
- Supplies \$1,950-\$2,500
- Books (optional) \$200

Total Annual Tuition for 2025-26 Academic Year: \$13,185

Total Annual Tuition for 2026–2027 Academic Year: \$13,845

Students are billed on a trimester-to-trimester basis and must keep their financial accounts current. Please note that art supplies are the student's responsibility and are not included in the Total Annual Tuition.

The Academy does not offer or charge Students for room and board, or for transportation. These costs are therefore omitted from the Enrollment/First Term and Entire Program cost estimates.

The \$1,000 deposit is non-refundable, but it is credited towards the Fall tuition. The Academy does not defer enrollment, should the student change their mind.

Please note that the tuition figures provided reflect current tuition rates. All rates are subject to change. Following the current period of attendance, should tuition increase, the Student will be required to pay the then-current rates for tuition. Tuition and fees are reviewed annually and are subject to change. These rates are current as of July 1, 2025.

Billing and Payment Information

Tuition for each trimester is billed according to the schedule below and will be reflected on the student's ledger in the Student Portal. Payments are due one month prior to the first day of classes each trimester.

Financial Responsibility

By enrolling at the Academy, students accept full responsibility for all tuition and associated costs. If a student withdraws from one or more classes, they remain liable for all or a portion of the tuition and fees, as outlined in the tuition refund policy below.

Billing Errors

Any administrative, clerical, or technical errors in billing do not relieve the student of the obligation to pay the correct tuition and fees.

Returned Payments

If a payment is returned by the bank for any reason, the student must repay the original amount, plus a returned payment fee of up to \$50. Multiple returned payments or failure to meet the terms of any payment plan may result in class cancellations and/or suspension of future enrollment privileges.

Students with unpaid balances may have their accounts suspended, which could lead to removal from class rosters or inability to register for future classes.

Payment Schedule

Trimester	Billing Cycle	Amount	Due Date
New students	N/A	\$1,000	Due within 10 days of acceptance
2024-25 Academic Year Non-refundable Deposit	See the fall tuition bill	\$1,000	June 30
Fall Tuition	Billed on May 15	\$4,395	September 2

Winter Tuition	Billed on October 15	\$4,395	December 3
Spring Tuition	Billed on January 15	\$4,395	February 28

Students are responsible for tracking all payment due dates and ensuring timely payments. Prior to the payment deadline, any billing inquiries should be directed to the Director of Academic Affairs.

Deposits

An admissions deposit is required to reserve a place within 10 days of acceptance. The current deposit amount is \$1,000. This amount is non-refundable, and will be credited towards the Student's first tuition bill. Additionally, returning Students will be required to pay a deposit of \$1,000 to reserve a place in the following academic year, which will be credited towards their tuition.

Payments

Credit Cards and ACH/e-Check

The Academy accepts online payments through the student portal using major credit cards or e-checks. All credit card transactions will incur a 3.5% non-refundable processing fee, which is paid directly to the credit card processor to cover transaction costs. There is no additional fee for e-checks, though you will need to provide your bank account and routing number.

The Academy uses a secure payment processing system, and credit card or account numbers are not saved or stored for security reasons.

Cash, Checks, and Money Orders

The Academy also accepts cash, checks, and money orders. Checks must be drawn on a U.S. bank and include the student's full name and the purpose of the payment (e.g., Fall tuition, Winter tuition). If mailing a physical check, please email a copy to the Admissions Office for record-keeping purposes.

Please make checks payable to: Lyme Academy of Fine Arts

Mail checks to:

Lyme Academy of Fine Arts

84 Lyme St.

Old Lyme, CT 06371

Late Payments

Any portion of tuition and/or other amounts owed by the Student to the Academy which are past due will accrue a late fee of \$50 per month until the full balance is paid.

- Students who have not made payment will have their security code revoked and will not have access to the campus studio buildings.
- Students' registrations will be held, and transcripts will not be available

- Hold will be put onto student account

Insufficient Funds

A \$50.00 fee will be assessed for checks returned by the bank.

Students in default of bursar payments may not attend classes or access their studios until the tuition for the current trimester is paid in full. A \$50.00 fee will be assessed each month until payment is made. Non-payment of tuition or mandatory fees can result in expulsion from the program. Students leaving the Academy for any reason are entitled to a refund according to the schedule indicated in the Tuition Refund Policy.

Core Tuition Payment in Arrears and Enforcement

Any Core student whose account is in arrears will be required to meet with their Program Director and Managing Director. Consequences include but are not limited to:

- Cannot take a workshop with an outstanding bill
- Student's security code will be turned off
- Student's ID will be turned off

Consequences of Non-Payment

If the student fails to pay the full tuition balance by the specified due date:

- The student's security access code will be deactivated and campus access denied.
- Registration for future classes will be withheld.
- Current grades and transcripts will not be released.
- A late fee of \$50 per month will be applied to any outstanding balance.

Student Portal Access

Once the payment plan is processed and posted to the student ledger, the student can view their payment schedule by logging into the "Make a Payment" section of the student portal.

Tuition Refund Policy

- Full refund (less \$1,000 Non-Refundable Deposit) - Withdrawal on or before the fourteenth (14th) day prior to the first day of class of any trimester
- 50% refund (less \$1,000 Non-Refundable Deposit) - Withdrawal for any reason on or between the thirteenth (13th) day prior to the first day of any trimester and the seventh (7th) day after the first day of any trimester
- No refund - Withdrawal or absence for any reason on or after the eighth (8th) day of the first day of any trimester
- All refunds will be made within thirty (30) days of the Student notifying the Academy of their withdrawal, or the last date of the Student's verifiable attendance.

Questions may be directed to the Director of Academic Affairs.

Workshops, Classes and Registrations

Core students can take workshops, classes. Registrations and enrollment operate on a first-come, first-served basis.

Full Payment Required:

Registration must be paid in full at enrollment to secure a spot in the workshop.

Workshop Refund Policy

Please review the following refund policy for workshops:

72-Hour Grace Period:

Students may request a full refund for workshop registrations within 72 hours of signing up, provided that the workshop has not yet started. The refund request must be made within this 72-hour period for consideration.

Non-Refundable Credit Card Fee:

A 3.5% processing fee will be added to credit card payments. This processing fee is non-refundable.

After the Grace Period:

After the 72-hour grace period, no refunds will be issued for workshop registrations under any circumstances.

We appreciate your understanding and encourage you to contact us promptly if you have any questions or concerns regarding your registration.

Continuing Education Class Refund Policy

Full Refund: Withdrawal 14 or more days before the first day of class.

- 50% Refund: Withdrawal 13 or fewer days before the first day of class.
- No Refund: On or after the first day of class.

Class and Workshop Minimum Enrollment and Cancellations

All classes and workshops are subject to minimum enrollment requirements.

If the minimum enrollment is not met, participants will be notified in advance. They will have the option to either transfer to another class or workshop (subject to availability) or receive a full refund.

If a refund is requested, it will be processed using the original payment method. Refunds will be issued within 5–7 business days of the refund request date.

Absences and Attendance

If a participant will be absent from a class or workshop, please notify the Academy in advance by emailing admissions@lymeacademy.edu.

Please note that no refunds or makeup sessions will be provided for missed classes due to illness, special events, vacations, or other personal commitments.

Withdrawals

Participants wishing to withdraw from a class must provide written notice via email to admissions@lymeacademy.edu.

VA Education Benefits (GI Bill®) Policies (pending approval)

The Lyme Academy of Fine Arts is approved by the Connecticut Office of Higher Education, Veterans Education Unit, to enroll students who are eligible to receive U.S. Department of Veterans Affairs (VA) education benefits. The following policies outline the responsibilities of both the student and the Academy to ensure compliance with VA regulations and support student success.

VA Pending Payment Compliance (38 USC 3679(e))

In accordance with 38 USC 3679(e)(1)(A) and (B), the Academy does not prohibit or prevent students using VA education benefits from attending or participating in courses while the Academy awaits payment from the U.S. Department of Veterans Affairs.

The Academy does not impose penalties, including late fees, denial of access to classes or facilities, or requirements to secure additional funding, due to delayed VA tuition or fee payments for Chapter 31 or Chapter 33 recipients.

Students must submit all required documentation—such as a Certificate of Eligibility (COE), Statement of Benefits, or other evidence of entitlement—to the Director of Academic Affairs by the published deadlines.

Student Responsibilities

Students using VA education benefits must:

- Provide a Certificate of Eligibility (COE), Statement of Benefits, or equivalent proof of entitlement.
- Submit the Academy's Request for VA Enrollment Certification form each term.
- Notify the Academy immediately of any changes in enrollment, including course adds/drops, withdrawals, or program changes.
- Understand that any tuition or fees not covered by the VA are the student's responsibility.
- Maintain accurate contact information with both the VA and the Academy.
- Meet all Academy policies regarding attendance, conduct, and academic progress.

Academy Responsibilities

The Academy will:

- Certify enrollment for eligible students to the VA.
- Report any enrollment changes, including withdrawals, non-attendance, or academic dismissal.
- Apply VA payments to the student's account as they are received.
- Comply with all requirements of 38 USC 3679(e) and other applicable regulations.

- The Academy does not determine benefit amounts; this is solely the responsibility of the VA.

Enrollment Status and Certification Timeline

Enrollment for students using VA education benefits is typically certified within two weeks prior to the start of the term, once required documents have been received.

Changes to a student's course load—including adds, drops, leaves of absence, and withdrawals—will be reported to the VA and may affect benefit payments.

Full-time academic status is defined above in in the Credits section of this Handbook.

Refunds and Tuition Adjustments for VA Students

The Academy follows its published Refund Policy for all students, including those using VA education benefits.

If a student becomes eligible for a refund based on the Academy's refund policy, the Academy will return the appropriate portion of tuition to the VA in accordance with VA regulations. Refunds are processed in the same manner for all students.

Students are responsible for:

- Any remaining balance after VA payments are applied,
- Any reduction in VA funding due to schedule changes, and
- Any overpayments or debts determined by the VA.

Overpayments and Student Debt

If the VA determines an overpayment has occurred, the VA may assign the resulting debt to either the Academy or the student. If the debt is assigned to the student, the student is fully responsible for repayment to the VA.

The Academy cannot adjust or appeal VA debt decisions on the student's behalf.

Attendance and Satisfactory Academic Progress (SAP)

Students using VA benefits must comply with all Academy policies regarding:

- Attendance
- Satisfactory Academic Progress (SAP)
- Conduct and professionalism

Failure to meet these standards may result in termination of VA enrollment certification and interruption of benefits.

SAP and Attendance policies are described in detail in the corresponding sections of this Handbook.

Verification Requirements for Certain VA Chapters

Students receiving benefits under Chapters 30 and 1606 may be required to verify monthly attendance directly with the VA through the WAVE or Ask VA portals.

It is the student's responsibility to complete these verifications on time.

Attendance is taken for each course and is available in the student portal.

Contact Information

For questions regarding VA education benefits or certification, students may contact:

Caitlin Perkins, Director of Academic Affairs
(860) 434-5232
caitlin@lymeacademy.edu

Students may also visit:

GI Bill® Hotline: 888-442-4551

VA Education Benefits Portal: www.va.gov/education

Financial Aid

If a student is in financial need and would like to be considered for scholarship or work-study opportunities, they may complete and submit an application. Scholarship and work-study applications are made available each year before the fall term begins.

For more details on Financial Aid and to apply visit: lymeacademy.edu/financial_aid

Payment Plans

Students who wish to set up a payment plan must schedule an appointment with the Director of Academic Affairs. Each payment plan is tailored individually and applied to the student's ledger. A promissory note will be issued by the Academy and must be signed by both the student and the Managing Director.

Payment plans are structured in installments, scheduled for a consistent day each month, and will appear on the billing statement in the student portal. Automatic email reminders will be sent for any missed payments.

Students may choose to distribute payments over a longer period—spanning the calendar year—to reduce individual payment amounts, or opt for a shorter-term plan, such as three installments leading up to each trimester. In either case, payment plans are designed to prepay tuition ahead of the balance due date.

Terms of the Payment Plan

- The promissory note outlines the total tuition amount due, payment schedule, and terms.
- Payments may be made via check, money order, cash, credit card, or e-check.

- The student is personally responsible for the full tuition amount, even when relying on external funding sources.
- The outstanding balance must be paid in full by [Final Due Date], 2025.
- The student has the right to prepay the balance in part or in full without penalty.
- Any requested changes must be submitted in writing and approved following a meeting with Academy staff.

Work-study

To apply for work-study visit: lymeacademy.edu/financial_aid/work-study/

As part of the Academy’s commitment to affordable art education and supporting students in their artistic pursuits, we offer a range of merit-based work-study opportunities during the Academic Year. Thanks to the support of our donors, the Lyme Academy of Fine Arts is able to provide work-study opportunities each trimester. Students become eligible for work-study positions after completing at least one trimester in the Core Program. Awarded funds are applied directly to tuition and cannot be used for housing, supplies, or other expenses.

Positions include teaching assistants, studio cleaners, studio assistants, social media assistants, photographers, and model coordinators. To qualify, students must maintain good academic standing as per Academy policies. The Academy reserves the right to revoke a work-study award if a student fails to perform their duties, is placed on probation, or has chronic absences.

Work-study Earnings & Tuition Credit

Work-study earnings are applied directly to a student’s account as a tuition credit and are not subject to refund in any form unless otherwise stated in the Work-Study Award Letter. Work-study credits must be used exclusively toward tuition and cannot be applied to other expenses.

If a student has a remaining work-study credit balance at the time of graduation—after all amounts due to the Academy are settled—a refund may be issued. Any refunded amount is subject to applicable taxes.

Eligibility Requirements

To qualify for work-study, students must meet the following criteria:

- Be enrolled full-time in a Core Program.
- Have completed at least one year in the Core Program, with a limited number of monitoring work-study available to a select few incoming Core students.
- Be in good academic standing (Students on Academic Probation are not eligible).
- Sign and agree to the Work-Study Award Agreement and comply with all related guidelines.

Work-study positions are awarded based on availability and the Academy’s needs.

Work-study and Program Changes: If a student transfers between Core Programs, their current Work-Study Award may be revoked. However, their Work-study application will still be considered for eligibility in the new program.

Work-Study Assignments

- Assignments will be determined based on skills, interests, and requirements.
- Students must adhere to scheduled work hours and complete assigned tasks diligently.
- Failure to meet work-study obligations may result in loss of eligibility for work-study.

Tracking Hours & Payment Process

Students are responsible for completing their tasks, and can do so under the schedule determined by the student and the staff person with oversight.

- Work-study tuition credits are applied once the award letter is signed, and before the term tuition deadline whenever possible.

Non-Transferability of Work Study Credits

- Work-study tuition credits are non-transferable and cannot be applied to another student's account.
- Credits are non-refundable, except as noted in the Work-Study Award Letter.
- Any unused credit will remain on the student's account for future tuition charges.
- If a credit balance remains on the student ledger after all amounts due to the Academy have been paid at graduation, a cash refund may be issued, subject to applicable taxes.

Student Emergency Grant Program

The Student Emergency Grant program at Lyme Academy of Fine Arts provides immediate, short-term financial support to Core Program students experiencing unexpected hardship. Grants are designed to help students continue their education without interruption due to temporary financial crises, such as:

- Medical expenses
- Emergency car repairs
- Housing or utility issues
- Bereavement or funeral costs
- Sudden job loss or reduced income
- Unexpected travel related to emergencies

Grant Amount

Individual emergency grants (not loans) of up to \$1,000 are available to Core Program students. Grants may be awarded once per calendar year.

Eligibility

- Must be a currently enrolled student in the Core Program
- Must be in good financial standing (current on tuition or on an active payment plan)

Application Process

Students must submit an Emergency Grant Application including:

- A description of the emergency
- The amount requested
- Documentation of the financial hardship (e.g., invoice, medical bill, repair estimate)
- Fill out a W9 if the amount is \$600 or more

Upon submission, the Managing Director will conduct an initial review and consult with the Artistic Director(s), Director of Student Engagement, and Director of Academic Affairs. A recommendation will then be presented to the Finance & Investment Committee for final decision. Students will be notified of the outcome as soon as possible.

[Link to Emergency Grant Application](#)

Follow-Up Requirement

- Recipients must provide proof of payment toward the emergency expense within 30 days of receiving the grant.
- **Note:** Grant awards totaling over \$600 in a calendar year require the issuance of a 1099 form and may be considered taxable income.

Student Art Award Purchases

Each year the Academy will select works by students to be purchased and added to the permanent collection. This collection will be displayed throughout the campus and used as a teaching tool in the classroom.

Students will have to provide a W9 and proceeds from sales are split 60/40 with the student.

Scholarships

As part of the Academy's commitment to making art education affordable and supporting Core Program students in the pursuit of their artistic goals, we offer a variety of merit-based work-study scholarship opportunities. Students must complete at least one year in the Core Program to be eligible for a scholarship or work-study with some exceptions.

To learn more about scholarships and to apply visit: lymeacademy.edu/financial_aid/

Student Services

Accommodations

The Lyme Academy of Fine Arts is committed to equal opportunity and equal treatment of every student.

It is the policy of the Lyme Academy of Fine Arts not to discriminate against individuals on the basis of race, color, sex, sexual orientation, gender, gender identity or expression, marital and civil partnership, pregnancy, age, religion or belief, national origin, or disability in the administration of its admissions policies, educational policies, employment practices, scholarship programs, and other Academy-related activities.

We embrace the Americans with Disabilities Act (ADA) and promote an atmosphere of equity and inclusivity. The Academy makes significant efforts to provide reasonable modifications of policies, practices and procedures, and every request is reviewed thoughtfully and thoroughly. We appreciate and believe that an ongoing dialogue and negotiation is beneficial to all.

For students that require accommodations we ask that the student submit a written letter with requests with specific modifications to our programs, policies and procedures and when appropriate along with a letter from your doctor disclosing your diagnosis and ongoing treatment.

Faculty Office Hours

While our faculty are not required to maintain office hours, many faculty regularly make themselves available for students outside of class. Critical to the mission of the Academy is that the majority of the instructors are professional working artists. Due to the faculty's teaching loads and their own professional art practice, students are asked to reach out directly to the instructor via email or in-person to arrange a mutually convenient time to meet.

Housing

Students who are accepted into the Academy and need housing assistance will be granted access to a network of available rooms and rentals in the local area. We work with our community to provide the best possible options for accommodations; however, securing acceptable housing is ultimately the student's responsibility. Please contact our Housing Coordinator, Cameron Paynter cameron@lymeacademy.edu.

Museum Admission

Florence Griswold Museum always allows Lyme Academy Students free admission.

North American Reciprocal Museum Association (NARM)

Lyme Academy is now a member of NARM! Your ID will include a NARM membership sticker, which grants you free or discounted entry to many museums across the country as long as your ID is current. You can explore participating museums using the following link: [NARM Participating Museums](#).

Helpful hint: you can often skip the lines, check with the museum in advance, for example when attending the Frick, you can go to the membership line to get in versus general entry line.

Mental Health and Wellness

The Academy staff will make a space on campus available to students in need of a temporary private/quiet space.

Resources

Need Help Now: If you or someone you know needs help immediately, you should take one of the following actions:

- **If it is an emergency, dial 9-1-1**

- **If non-emergency, dial 2-1-1.** 211 is a free, confidential information and referral service offering 24 hour/7 days a week crisis support. This service can connect you to essential health and human services 24 hours a day, seven days a week online and over the phone or online 211ct.org

Mental Health Care from 211:

- [Animal Assisted Therapy](#)
- [Benzodiazepine Drug Abuse Information](#)
- [Bullying](#)
- [Child Guidance Clinics](#)
- [Commcredity Care Teams \(CCT's\) and Related Care Coordination for Connecticut's Vulnerable Populations](#)
- [Coping with Violent/Traumatic Events](#)
- [Cutting – Self-Injury](#)
- [Family With Service Needs](#)
- [Gambling – Compulsive Gambling](#)
- [Hoarding](#)
- [Involuntary Admission – Connecticut](#)
- [Mental Health Crisis Intervention Services/Mobile Crisis Intervention Services – Connecticut](#)
- [Mental Health Information – Links](#)
- [Pastoral Counseling](#)
- [Perinatal Depression / Postpartum Depression](#)
- [Suicide](#)
- [Support Groups](#)
- [Warning Signs Of Youth Violence](#)

Pets on Campus

Until such time that Lyme Academy adopts a formal policy regarding pets/animals on campus, including for service animals, this interim policy shall be in place.

- All animals must be leashed indoors *at all times*
- All animals must be leashed outdoors *at all times* on campus property
- Animals are *not* allowed in classrooms
- Animals may not stay alone in any space on campus
- Animals may stay in approved spaces for extended periods of time with consent from management
- We welcome trained, properly badged service dogs (Canine Good Citizenship)

Alumni

Students who successfully complete all required courses in the Core Drawing and Painting or Sculpture program will receive a Diploma. These students are considered alumni of the Lyme Academy of Fine Arts.

Core Program Alumni benefits:

- 10% discount in art store
- \$10 Open Studio session (50% discount)

There are no discounts on classes or workshops at this time for Alumni.