

**PAIER COLLEGE OF ART, INC.  
ACADEMIC CALENDAR SPRING 2018**

Wednesday	January 17	New Student Orientation
Monday	January 22	First day of classes
Monday	February 5	Last day to add a class, or withdraw with no course grade
Monday	February 5	Last day to make-up "incompletes" from 2017 Fall Semester
Monday	February 19	PRESIDENTS' DAY COLLEGE CLOSED
Saturday Sunday	March 17 thru March 25	Spring Recess
Friday	March 30	Good Friday College Closed
Monday Friday	April 2 thru April 13	Fall '18 Registration (for current students only)
Tuesday	April 3	Last day to withdraw with transcript notation of "W" with partial refund
Friday, Saturday & Sunday	April 13, 14 & 15	Spring Student Art Show & Sale
Monday	May 14	Last day of classes
Tuesday Monday	May 15 thru May 21	Exam Week
Friday	May 18	Senior grades due
Tuesday	May 22	Final grades due
Wednesday	May 23	Commencement

\*Calendar subject to change

# Paier College of Art, Incorporated

## 2018 SPRING SCHEDULE

### GENERAL EDUCATION

Item	Title	Lab Fee	Course No	Sec No	SH/CH/CHS	Location	Day	Time	Instructor
001	Business Practices		AS250	01	2/2/30	20-Aud	M	3:00-4:50p	HOYER
002	Effective Speaking		AS267	01	3/3/45	20-Aud	M	12:00-2:50p	COOLEY
003	English II		AS102	01	3/3/45	20-Aud	M/W	10:00-11:15a	BOYNTON
004	General Psychology		AS210	01	3/3/45	20-Aud	TH	12:00-2:50p	POLLOCK
005	History of Contemporary Art		AH406	01	3/3/45	20-Aud	F	12:00-2:50p	PRIVITERA
006	History of Modern Art		AH430	01	3/3/45	TBA	TBA		COOLEY
007	History of Western Art II		AH106	01	3/3/45	20-Aud	F	3:00-5:50p	BISHOP
008	Intro to Philosophy		AS205	01	3/3/45	20-Aud	TH	4:00-6:20p	YANKS
009	Man and the Environment		AS258	01	3/3/45	20-Aud	T	3:00-5:50p	TOWN
010	Western Civilization II		AS322	01	3/3/45	20-Aud	M/W	8:30-9:45a	COOLEY
011	Western Civilization II		AS322	02	3/3/45	TBA	TH	8:30-11:20a	COOLEY
012	World Civilization		AS310	01	3/3/45	TBA	TBA	TBA	COOLEY
013	Developmental Learning		AS098	01	0/0/0			By Arrangement	

### FOUNDATION STUDIES

Item	Title	Lab Fee	Course No	Sec No	SH/CH/CHS	Location	Day	Time	Instructor
020	Color/Design		FO100	01	3/5/75	10-1	F	8:30-2:20p	GASIMOV
021	Drawing II		FO112	01	3/5/75	10-B	T	8:30-2:20p	ZAPPALORTI
022	Drawing II (ID Majors)		FO112	02	2/3/45	10-B	T	8:30-11:20a	ZAPPALORTI
023	Painting II: Oil		FO132	01	3/5/75	10-B	TH	8:30-2:20p	ZAPPALORTI
024	3-D Design		FO141	01	2/3/45	20-GrRm	TH	12:00-2:50p	SHPITALNIK

### FINE ARTS

Item	Title	Lab Fee	Course No	Sec No	SH/CH/CHS	Location	Day	Time	Instructor
040	Creative Processes II		FA384	01	3/5/75	10-B	M	8:30-2:20p	ZAPPALORTI
041	Fine Arts Thesis II	150	FA488	01	3/5/75	10-1	TH	8:30-2:20p	FALATO
042	Landscape Painting II		FA425	01	2/3/45	10-1	W	12:00-2:50p	FALATO
043	Life Drawing II	130	FA252	01	2/3/45	10-2	TH	8:30-11:20a	MONACO
044	Life Drawing IV	130	FA352	01	2/3/45	10-2	W	8:30-11:20a	FALATO
045	Painting III: Trompe L'Oeil		FA259	01	3/5/75	10-B	W	8:30-2:20p	ZAPPALORTI
046	Painting Watermedia		FA273	01	3/5/75	10-1	M	8:30-2:20p	FALATO

### GRAPHIC DESIGN

Item	Title	Lab Fee	Course No	Sec No	SH/CH/CHS	Location	Day	Time	Instructor
060	Advertising Design II		GD202	01	2/3/45	20-GrRm	F	8:30-11:20a	MISERENDINO
061	Advertising Design IV		GD302	01	2/3/45	14-205	T	12:00-2:50p	VAZ
062	Advertising Portfolio II		GD404	01	2/3/45	14-205	M	12:00-2:50p	VAZ
063	Art Direction II		GD412	01	3/4/60	20-CpRm	W	10:30-2:20p	VAZ
064	Computer Drawing	200	CG371	01	2/3/45	20-CpRm	T	8:30-11:20a	MISERENDINO
065	Graphic Design II		GD241	01	2/3/45	14-205	T	12:00-2:50p	VAZ
066	Graphic Design IV		GD341	01	2/3/45	20-CpRm	W	8:30-11:20a	MISERENDINO
068	Intro to Computer Graphics	200	CG160	01	2/3/45	20-CpRm	M	12:00-2:50p	MISERENDINO
069	Intro to Self Promotion		CG342	01	1/1/15	TBA	TBA	TBA	MISERENDINO
070	Painting on the Computer	200	CG370	01	2/3/45	14-CpRm	T	12:00-2:50p	MISERENDINO
071	Photo Digital Imaging	200	CG260	01	2/3/45	14-CpRm	W	12:00-2:50p	MISERENDINO
072	Publication Design II	150	GD422	01	2/3/45	20-CpRm	F	8:30-11:20a	MISERENDINO
073	Web Page Design II	200	CG389	01	2/3/45	20-CpRm	TH	3:00-5:50p	MAYER

### ILLUSTRATION

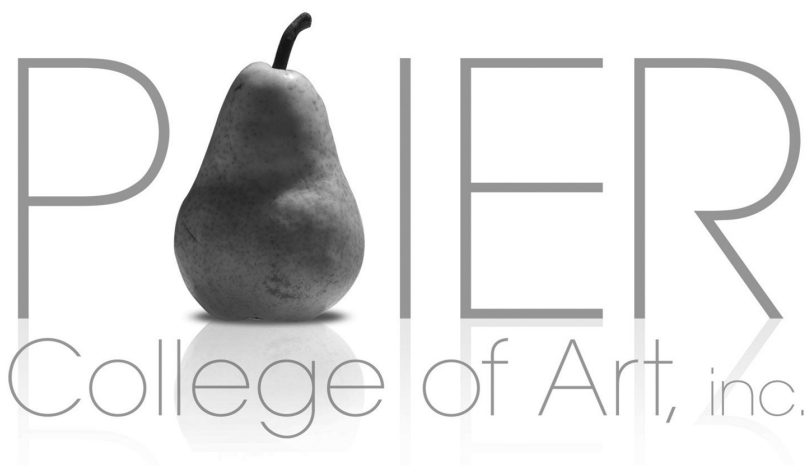
Item	Title	Lab Fee	Course No	Sec No	SH/CH/CHS	Location	Day	Time	Instructor
090	Art of the Cartoon		IL241	01	2/3/45	20-CpRm	T	8:30-11:20a	MISERENDINO
091	Children's Book Design		IL403	01	2/3/45	14-204	F	8:30-11:20a	SHPITALNIK
092	Comic Book Storytelling		IL245	01	2/3/45	20-CpRm	M	8:30-11:20a	MISERENDINO
093	Figure in Advertising II	130	IL328	01	2/3/45	10-2	T	8:30-11:20p	FALATO
094	Illustration II		IL208	01	2/3/45	14-204	T	12:00-2:50p	SHPITALNIK
095	Illustration Methods II	200	IL326	01	2/3/45	14-204	W	1:00-3:50p	SHPITALNIK
096	Illustrators Portfolio II	200	IL430	01	3/4/60	14-204	TH	8:30-12:20p	SHPITALNIK
097	Life Painting II	150	I:446	01	3/5/75	10-2	M	8:30-2:20p	PRENTICE
098	Painting IV: Clothed	150	IL341	01	3/5/75	10-2	T/TH	8:30-10:50a	GASIMOV
099	Painting V: Clothed	150	IL441	01	3/5/75	10-2	T	8:30-2:20p	FALATO

### INTERIOR DESIGN

Item	Title	Lab Fee	Course No	Sec No	SH/CH/CHS	Location	Day	Time	Instructor
105	Additions, Renovations & Reus		ID225	01	2/3/45	14-201	W	3:00-5:50p	STRAUCH
106	AutoCAD		CG150	01	2/3/45	14-202	TH	6:00-8:50p	JAMILKOWSKI
107	Construction I		ID245	01	2/3/45	14-201	TH	9:00-11:50a	BACCAR
108	History of Interiors II		ID426	01	3/3/45	14-204	T	3:00-5:50p	STRAUCH
109	Hospitality & Retail Design		ID418	01	2/3/45	14-201	T	6:00-8:50p	ADAMS
110	I.D. Concept Presentation		ID117	01	2/3/45	14-201	W	3:00-5:50p	STRAUCH
111	I.D. Rendering		ID274	01	2/3/45	14-201	W	6:00-8:50p	STRAUCH
112	Intro to Interior Design		ID121	01	2/3/45	14-201	W	12:00-2:50p	STRAUCH
113	Intro to Ornament		ID475	01	3/3/45	14-201/202	T	12:00-2:50p	STRAUCH
114	Kitchen & Bath Design II		ID445	01	2/3/45	14-201/202	T	12:00-2:50p	GEDNEY
115	Materials I		ID230	01	3/3/45	14-204	M	12:00-250p	STRYESKI
116	Materials II		ID331	01	2/3/45	14-204	M	12:00-2:50p	STRYESKI
117	Model Making of Interiors		ID229	01	2/3/45	14-201	W	12:00-2:50p	STRAUCH
118	Residential Planning		ID217	01	2/3/45	14-201	W	6:00-8:50p	STRAUCH
119	Senior Projects		ID443	01	4/6/90	14-202	W	12:00-5:50p	ROTH
120	Special Problems in Arch.		ID324	01	2/3/45	14-201/202	TH	9:00-11:50a	BACCAR
121	Technical Drafting on CAD		CG151	01	2/3/45	14-202	TH	6:00-8:50p	JAMILKOWSKI
122	Textile Application & Hist.		ID432	01	2/3/45	14-204	W	6:00-8:50p	SCINTO

### PHOTOGRAPHY

Item	Title	Lab Fee	Course No	Sec No	SH/CH/CHS	Location	Day	Time	Instructor
130	Color Photography I	250	PH111	01	3/5/75	14-CpRm	T	9:00-1:50p	BENSON
131	Digital Image Management	250	PH225	01	2/3/45	14-CpRm	TH	9:00-11:50p	BENSON
132	Digital Media II	250	PH252	01	3/5/75	14-CpRm	TH	9:00-1:50p	BENSON
133	Experimental Photography	200	PH362	01	3/5/75	14-PhSt	M	9:00-1:50p	HOYER
134	Historical Processes	250	PH247	01	3/5/75	14-PhSt	M	9:00-1:50p	HOYER
135	Photo Industry	150	PH461	01	2/3/45	14-PhSt	T	2:00 - 4:50p	BENSON
136	Photo Basics II	200	PH191	01	3/5/75	14-PhSt	W	8:30-2:20a	FALK
137	Photographers Portfolio	250	PH250	01	2/3/45	14-PhSt	W	11:30-2:20p	FALK
138	Photography for ID	200	ID103	01	2/3/45	14-201	M	9:00-11:50a	BENSON
139	Photo Science	150	PH209	01	3/4/60	14-PhSt	T	2:00-5:50p	BENSON
140	Product Photography	250	PH121	01	3/5/75	10-B	F	9:00-1:50p	BENSON



**STUDENT HANDBOOK**  
**2017–2018**

# WELCOME

Welcome to a new year at the Paier College of Art. It is our hope that each and every student receives a rich and satisfying educational experience that prepares them for a rewarding professional career. The administration, faculty and staff are determined to provide that experience through our passion for the arts, our devotion to teaching and our attentiveness to your needs.

As a Paier student you too have an opportunity to contribute to your educational experience by devoting yourself to your chosen art and rising up to face the challenges that will be put before you.

The student body at Paier is as diverse as the disciplines we teach. Each student has a different approach to work, study and student activities. This handbook provides information and standards set forth in collaboration with the Student Council and the Administration in order to assure that all students experience the mutual cooperation and respect deserving of a Paier student.

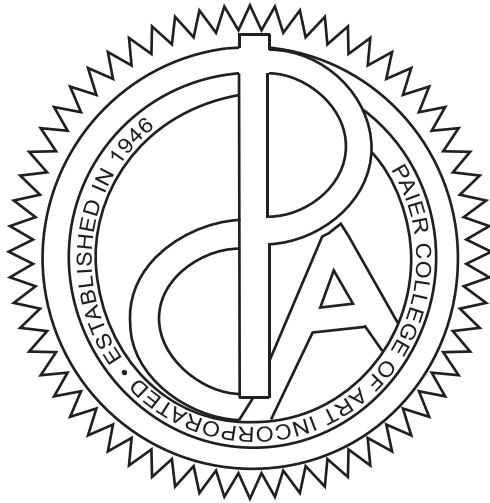
Once again, welcome to Paier!

A handwritten signature in black ink that reads "Jonathan E. Paier". The signature is written in a cursive style with a large, sweeping initial 'J'.

**Jonathan E. Paier**  
**President**

This Student Handbook was prepared by Paier College of Art, Incorporated, 20 Gorham Avenue, Hamden, CT 06514-3902 and was published in August 2017. The information contained within applies to Academic Year 2017–2018. The policies described in this handbook are subject to change as deemed necessary by the Administration of the College.

# STUDENT HANDBOOK



## PAIER COLLEGE OF ART INCORPORATED 2017–2018

Each student is responsible for knowing the information contained in this handbook and for the content of any notices posted throughout the semester on student bulletin boards and notifications via office emails.

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# ACADEMIC INFORMATION

## Academic Policy Responsibility

Students are responsible for being aware of and abiding by all academic and studio policies of the College as indicated in the Catalog, the Student Handbook, and any official notices posted during the year, including office emails. Academic and studio requirements govern the curricula and courses of the College, and also may be specified in the course outlines distributed to students at the outset of each course. Faculty advisors, the Division Directors, and the Dean of the College always are available to aid students in interpreting and meeting these requirements, but students are responsible for fulfilling them. At the end of a student's program of study, a review is made to determine that all College academic and studio requirements have been met. If they have not been satisfied, the degree, the diploma, or the certificate will be withheld pending proper completion of the requirements.

## Classification and Enrollment

Degree students are those, either full-time or part-time, who have been admitted (matriculated) into a program of study leading to an Associate or Bachelor of Fine Arts degree.

Non-degree students are those, either full-time or part-time, who have been admitted to a diploma or certificate program, or who have enrolled in courses without following a prescribed program of study. Should a non-matriculated student decide to enter a program, the procedures described for admission must be completed.

Full-time students are those who carry 12 semester hours or more per semester. Half-time students are those who carry 6–11 semester hours per semester.

## **Registration for Courses**

Students will pre-register during a two-week advising period in the second half of the preceding semester.

Specific dates will be determined by the Director of Student Records Services. The Director will provide Faculty Advisors with an Advising Sheet for each student currently registered.

Students must complete an Advising sheet in consultation with their Faculty Advisor during the Advising and Registration period.

It is the responsibility of students to arrange a time during the Advising and Registration period to meet with their Faculty Advisor.

The Advising Sheet must bear the following signatures: Student, Faculty Advisor, and the Librarian.

No one will be permitted to register without a completed Advising Sheet.

Freshmen and new students will be registered by the Director of Student Records Services for their first year, and will then be assigned to a Faculty Advisor for their following semesters. Students with transfer credits will be assigned to a Faculty Advisor at the end of their first semester.

Students returning to the College will have pre-registered during the prior semester; however, any adjustments to their schedules must be completed and documented in the Office of Student Records Services before the end of the second week of the semester.

All information concerning times, dates, and procedures shall originate from the Office of Student Records Services and shall be posted prominently on campus bulletin boards and via office email.



## **Late Registration**

For returning students, late registration is registration the day after the actual registration day (and after the two–week Advising and Registration period designated by the Office of Student Records Services in the preceding semester.)

For new students, late registration is registration on or after the first day of classes of the current semester.

It is the student’s responsibility to contact the appropriate registration staff, to complete all necessary forms, to pay required fees, and to meet any other requirements when registering late.

## **Schedule Changes by the Director of Student Records Services**

The college reserves the right to change individual schedules when it is necessary to control the size of classes. Although information is provided about names of instructors for courses and sections of courses, the College reserves the right to make instructional changes when they become necessary.

## **Add/Drop Procedures**

After registration, students wishing to adjust their schedules must use an Add/Drop Form.

Add/Drop Forms are available in the Office of Student Records Services. These forms must be completed and returned to the Office of Student Records Services before the adjustment can be processed.

Add/Drop Forms are validated by the signature of the Director of Student Records Services before the first day of classes of any semester.

During the first week of classes of any semester, the Add/Drop Form must be signed by the instructor(s) involved.

During the second week of classes of any semester, the Add/Drop Form must be signed by the instructor(s) involved and by the appropriate Division Director(s).

No student may add or drop a class after the end of the second week of classes of any semester without permission from the Office of Student Records Services.

## **Course Substitution**

In order to substitution of a course you must receive permission from the appropriate Department Head, and then be approved by the Dean. Students must complete a Course Substitution Form, and submit it to the Director of Student Records Services before attending the new class.

## **Program of Study Changes**

Students who wish to change their program of study must complete the required form in the Office of Student Records Services.

## **Continuation of Study**

Students wishing to continue their studies after completing a certificate or diploma program must fill out a Program of Study Change form from the Office of Student Records Services.

## **Course Withdrawals**

Students who wish to withdraw from a course must complete the required form available from the Office of Student Records Services.

This form must be completed and returned to the Office of Student Records Services for processing.

Students who withdraw within the first two weeks of a semester will receive no grade or entry of the course on their transcript of studies.

Students withdrawing by the end of the seventh week of a semester will receive an entry of "W" on their transcript of studies.

Students withdrawing after the seventh week of the semester, but before the beginning of the final examination period, will have entered on their transcript of studies:

- “WP” - withdraw, passing
- “WF” - withdraw, failing.

The indication of “WP” or “WF” will be made by the instructor of the course from which the student is withdrawing. The indication of:

- “WA” - withdraw, administrative will be entered on the transcript of a student by the College administration under the following conditions:
- the student has ceased to attend classes.
- the student has failed to withdraw properly.
- the student has been required to withdraw by the College.

## **Withdrawal from the College**

Students who find it necessary during the course of the year to withdraw from the College for any reason must notify the Office of Student Records Services and complete the required forms:

1. Students withdrawing must inform the Director of Student Record Services, in a letter–signed and dated, and
- 2 also complete a separate Withdrawal Form. There will be no refunds of any kind unless these forms are completed and returned to the Office of Student Records Services. The effective date of withdrawal shall be the last date of class attendance.

## **Academic Standing**

A student who has not maintained an overall average of C (2.0) by the end of the midpoint of their college program may be asked to withdraw. A student who does not earn credit in at least 75% of the courses taken will have their academic standing reviewed. To graduate, a student must earn a cumulative average of at least C (2.0).

# Academic Progress

In the middle of each semester faculty members will notify the Dean of the College of those students earning a grade of less than “C” (2.0) in their course.

The Dean of the College will send written warnings to the students concerned. A copy of this written warning will be placed in the file of the student.

Each student is required to consult with the appropriate faculty member on means to improve the course work.

Students should be aware that a specific percentage of their program must be completed each year in order to complete the program within the required time available. Failure to proceed satisfactorily will result in loss of matriculated status.

**Programs Completion Table**

Program Times:	1 year	2 years	3 years	4 years	5 years	6 years	7 years	8 years	9 years	10 years	11 years	12 years	
Typical BFA Full-time				100%									
Typical Diploma Full-time				100%									
Maximum BFA Full-time												100%	
Maximum Diploma Full-time												100%	
Maximum BFA Part-time													100%
Maximum Diploma Part-time													100%
Typical AFA Full-time		100%											
Maximum AFA Full-time			100%										
Maximum AFA Part-time												100%	
Accelerated Certificate Full-time	100%												
Typical Certificate Full-time		100%											
Maximum Certificate Part-time			100%										

# Academic Probation

All matriculated students receive an academic evaluation at the end of each semester; those who fall below a quality-point average of 2.00 will be placed on Academic Probation for the following semester.

Academic Probation for that semester is indicated on the transcript of the student.

Students on Academic Probation must meet with their Faculty Advisor to discuss methods of raising their quality-point average.

Students who are on Academic Probation may be subject to a reduced and adjusted program of studies.

Students with Financial Aid should realize that the amount of their aid may be affected by such status and should schedule an appointment with the Financial Aid Office.

Students on Academic Probation will not be given the option of an Incomplete grade.

Students on Academic Probation will not be allowed absences without the written permission of the Dean.

Academic Probation is for one semester only. Students who do not raise their quality-point average to 2.00 or above during the semester when they are on Academic Probation suffer the loss of matriculated status and Financial Aid, and will be withdrawn from their program of studies at the College.

## **Course Prerequisite Waiver**

Students may request the recommendation of the Instructor of a course and the appropriate Division Director to waive prerequisites. Students must demonstrate the required skill, knowledge, and command of the material as stated in the prerequisite course syllabus. Approval of the request shall rest with the Dean of the College. The Dean will not review a request unless it is signed by the student, the Instructor, and the appropriate Division Director.

Students will not receive credit for courses waived. The course will be listed on the student transcript followed by the word "Waived". The student must make up the credit necessary for graduation by taking another course.

## **Independent Study**

Independent study is reserved for Juniors and Seniors with advanced academic standing. A student wishing to register for a course in Independent Study must fulfill the following requirements:

1. meet with their academic advisor concerning a possible Independent Study. If the advisor determines an Independent Study is academically appropriate the student will be sent to the Director of Student Record Services for an Independent Study Form
2. an appropriate instructor must be approached by the student
3. if the instructor agrees to Independent Study, the student must fill out the Independent Study Form completely, sign the form in the required places, and forward it to the appropriate Division Director
4. the Division Director must review the completed form. The Division Director may require changes. When the Division Director approves of the Independent Study, it is signed, then the completed form is reviewed completed form is signed and sent to the Office of Student Records
5. students may NOT use the Independent Study to fulfill a required course in their program. Independent Study may be used for elective courses only, or for courses not available.

## **Reestablishment of Lost Matriculation**

Students who have lost matriculated status and wish to reestablish their matriculation in a program must visit the Office of Student Records for information.

## **Academic Year**

The academic year consists of two 15-week semesters. Each semester is followed by a one-week exam period.

## **Academic Credit**

One semester of credit is awarded for one clock hour of lecture, or for two hours of studio work per week, for a 15 week-semester. A clock hour is 50 minutes in length.

## **Termination**

Grounds for student termination prior to program completion include, but are not limited to, unsatisfactory achievement, excessive absence, irregular conduct, failure to meet financial obligations to the College, or violation of the Conduct Code or Enrollment Agreement.

## **Course Outlines**

At the first meeting of each class students will receive a Course Outline for each course in which they are enrolled. The content of each course is described in the Course Outline and students are responsible for understanding the specific course objective, topics, and policies for the course. The outline will also indicate instructor requirements such as attendance, due dates for assignments, examination and make-up policies, textbook, and general supply needs for the course.

## **Attendance**

Attendance is taken in all classes. Two absences are allowed in a two-semester-hour course, three in a three-semester-hour course, etc., any more will adversely effect your grade. Medical and all other valid excuses must be documented, or they will be treated as absences. Students are required to appear on-time for their classes. Arrival five minutes after the starting time will result in being marked tardy. Students leaving class early will result in being

marked tardy or absent by the Instructor. Three accumulated tardies per semester will count as one absence. Students unable to attend class on a particular day or days because of religious belief or other acceptable reasons shall be given the opportunity to make up work or examinations that were missed. Students with excessive absences, or unsatisfactory class performance may be referred to the appropriate Division Director, with possible further action including referral to the Dean of the College. Students on Academic Probation are not allowed any absences, beyond those allowed, without written approval from the Dean of the College.

## **Attendance at Other Colleges**

Approval in writing from the Dean of the College is required BEFORE current Paier students may take courses and receive transfer credit for work completed at other institutions. Program requirements at Paier are specific, and students are expected to meet all of them. For that reason, no more than 10% of any total program, (25% of academic courses) may be taken at other colleges while an enrolled student at Paier College.

While the Dean of the College is empowered to grant individual exceptions to stated requirements, petitions for such are approved only to meet unusual educational or personal needs. It is presumptuous for a student to plan a program on the assumption that the Dean is likely to grant an exception.

## **CLEP Exams**

Although Paier does not administer the tests themselves, up to 50% of the academic requirements of our diploma and degree programs may be met by submitting successful results from CLEP tests of appropriate subjects taken elsewhere.



# Computation of Grade Averages

For the computation of grade averages:

1. make a list of the numerical equivalents of your grades
2. multiply each numerical grade by the number of course credits that the grade receives. For most semester courses this will be
3. The grade of "A-"(3.7) in a 3-credit course will equal 11.1 add all products
4. divide the sum by the number of credits attempted including any course in which an "F" was given to obtain your grade average
5. if the resulting figure is below 2.0, you will automatically be on Academic Probation
6. grades of Pass do not have numerical equivalents and are not included in your grade average. Grades transferred from other institutions are not included in your Paier College of Art, Incorporated, grade average.

## Pass/Fail

A course may be elected for credit with a grade of pass/fail provided that all of the following conditions are met:

1. written permission is granted by the Office of Student Records
2. the instructor is advised of the student's choice by the end of the second week of classes
3. the course is taken in satisfaction of an Elective in the student's program of study
4. the course is in addition to a minimum of 12 semester hours of other study in the current semester
5. no more than three credits per semester are to be taken with the pass/fail option
6. no quality points will be awarded for a pass/fail course.

## Grade Reports

A final grade report for each semester indicating the official grades earned by the student in each credit course will be mailed to the student shortly after the end of the semester.

### Grades and Quality Points

The following grading system is used to indicate the performance of the student:

<b>Grade</b>	<b>Score</b>	<b>Quality Points</b>
A	93–100	4.0
A-	90–92	3.7
B+	87–89	3.3
B	83–86	3.0
B-	80–82	2.7
C+	77–79	2.3
C	73–76	2.0
C-	70–72	1.7
D+	65–69	1.3
D	60–64	1.0
F	0–59	0.0
P	Pass	0.0
F	Fail	0.0
W	Withdrawn	
WA	Withdrawn, Administrative.	
WP	Withdrawn, Pass	
WF	Withdrawn, Fail	
I	Incomplete	
Aud	Audited class	

### Transcripts

On written request from the student, the Office of Student Records Services will mail an official transcript to other institutions or potential employers. Students cannot be given official copies of their transcripts, however unofficial copies can be provided. Official Transcript copy fee: \$3.00.

## **Change of Grade**

A grade filed in the Office of Student Records Services of the College is a part of the official record of the College. It is subject to change only when a procedural error has been discovered in evaluation of student work or in the recording of the grade. Action to change a grade must be initiated before the end of the seventh week of the following semester. In no case will the grade be revised other than in accordance with criteria applied to all students of the class. If an instructor agrees that an error in grading has occurred, the grade will be changed upon the written authorization of the instructor of the course and upon the approval of the Dean of the College. The initials of the administrative staff member entering the grade change upon the record of the College shall be required.

## **Incomplete Grades**

A grade of Incomplete ("I") will be given only when the following requirements have been met:

1. the instructor has determined that 80% of the course work has been completed
2. extraordinary circumstances have arisen which prevent the students from completing course requirements within the prescribed time limits
3. the required form, completed and signed, is filed with the Office of Student Records Services by the instructor with the final grades for that course
4. students currently on Academic Probation will not be allowed to receive a grade of Incomplete. This is to insure that students will be informed of their status (i.e. removal from academic probation or loss of matriculation) before the start of the following semester.

## **Incomplete Form**

It is the responsibility of the student to contact the instructor of the course when the appropriate conditions arise requiring a grade of Incomplete to be filed:

1. an Incomplete must be completed before the end of the second week of the following semester
2. private arrangements to extend this deadline will not be recognized by the Office of Student Records Services
3. in exceptional circumstances, a request for extension, signed by both the student and the instructor, may be made in writing to the Division Director. The Division Director will then make a decision, sign the request, and forward it to the Office of Student Records Services. This request must include a final date for course completion and submission of a final grade to the Office of Student Records Services
4. if the required work is not completed by the contracted date, the grade given at the time the Incomplete was granted will become the final grade
5. upon fulfillment of the Incomplete, the instructor must submit a Change of Grade Form to the Office of Student Records Services.

## **Repeating a Course**

With permission of the Dean of the College and written consent of the instructor, students may repeat a course. Both grades will appear on the students' transcript. No more than the credit given to the course can be earned by the repetitions.

## **Dean's Probation**

The Dean of the College, upon written recommendation from a Division Director, has the authority to place a student on Dean's Probation for violation of any College regulation.

## Dean's List

Students qualify for the Dean's List if they:

1. complete at least 12 credits per semester in a Degree or Diploma Program
2. receive a grade of "C" (2.0) or better in all courses, and
3. have a quality-point average of 3.5 or better for the semester.

## Graduation Requirements

Students are required to attend Commencement ceremonies. Graduating seniors who cannot comply with the requirement must advise the Director of Student Record Services before the last day of exams.

In order to qualify for graduation, students must:

1. be matriculated in a program of study
2. have achieved a cumulative quality-point average of 2.0 or higher in the courses of the program in which they are matriculated
3. file with the Office of Student Records Services a completed Application for Graduation within the specified time, and in addition
4. have fulfilled all financial and other obligations to the College, including overdue library books
5. it is the student's responsibility to complete all graduation requirements.

## Honors List for Graduation

A minimum of thirty-two semester hours of study in an Associate's Degree program or sixty-four credits in a Bachelor's Degree program must be taken at the College to be considered for Graduation with Honors.

For students who entered the College before the 1990–1991 Academic Year the minimum is thirty-four and sixty-eight, respectively.

The Degree is conferred with honors based upon the total quality-point average for the student’s program:

- Cum Laude: 3.25 average or better
- Magna Cum Laude: 3.5 average or better
- Summa Cum Laude: 3.75 average or better

## **STUDENT SERVICES**

### **Academic Advising**

Students are assigned to a Faculty Advisor during their first semester of study. Program Division Directors and individual faculty members are also available to students for consultation concerning academic problems. Students are encouraged to take advantage of this aid as a means of realizing the most from their studies.

### **Faculty Office/Advisor Hours**

Faculty Office/Advisor Hours will be posted at the start of each semester. Additional hours when the faculty member will be free to consult with students during the Advising Period prior to registration will be posted on the door of the faculty member’s office.

### **Personal Counseling**

The College provides a counselor to aid students who are experiencing personal or college-related difficulties. When appropriate, referral may be made to agencies in the community. There is no charge for this service, however it

is available for current Paier students only. Appointments are recommended.

## **Career Planning and Placement**

The advising of students in career planning is a continuing activity with appropriate members of the College faculty and staff. The art faculty of the College are working professionals in their field, and can provide both career insight and referrals. Outside professional artists are also invited throughout the year to share experiences and guidance in their particular fields with Paier students.

### **Placement Office**

The Placement Office provides training designed to improve student-interview and resume-writing techniques and job-search strategies. The Career Resources Library provides current information on job availability, market-place conditions, graduate-school opportunities, and other materials useful for career planning. The office also provides a link with numerous agencies, studios, businesses and corporations, publishers, and other sources of employment for alumni and students. Through this office, the College sends questionnaires to former students to update their achievements and to gather information on positions and income. Such information is helpful in determining openings and evaluating the changing marketplace, and it provides added data for graduating students to better determine where to seek their initial positions.

### **Computer Product Discounts**

All Paier students, faculty and staff are eligible to receive discounted educational pricing on personal purchases of Apple hardware, software, and peripherals. To take advantage of these savings, visit the **Apple Store for Education**

online at [http://store.apple.com/us\\_edu\\_164657](http://store.apple.com/us_edu_164657), or call, toll-free, 24 hours a day, 7 days a week, **1 800-MY-APPLE** 1.800.780.5009.

Computer programs can be purchased with substantial student discounts through [www.JourneyEd.com/select](http://www.JourneyEd.com/select). Students and Faculty can obtain adobe program licensing with substantial discounts from [www.cdwg.com](http://www.cdwg.com).

## Part-time Employment

The Placement Office keeps up-to-date listings of part-time and free-lance openings available to qualified students. Many of these are art-related. Some are not. Students may check the Placement bulletin board in the snack area for current openings and information on posting procedures. Within the first week of school a link to our Job Board will be sent via e-mail to every student registered. This link is also available upon request. On this listing are employment opportunities offered specifically to Paier students and Graduates.

## Financial Aid

There are a variety of options for those students seeking assistance in financing their education. Students should contact the Financial Aid Office for information.

Students are encouraged to contact the Financial Aid Office at the earliest possible opportunity. Any student who receives Financial Aid and makes a change in the courses for which they registered **MUST** consult with the Financial Aid Office concerning any impact upon their aid package.



# Library

The Library hours will be posted at the beginning of each semester. Any request for additional times should be made with the Librarian. All Paier students and alumni are encouraged to use the Library. A Paier College Student Identification Card or Alumni Identification Card is required.

All books and files borrowed from the library must be charged out at the circulation desk. The person signing the book or file card is responsible for returning the material to the library and for knowing when the material is due.

Renewals are not automatic; they must be requested by the student, either in person or over the telephone. Requests are usually granted, but the Library reserves the right to limit or deny renewals for material that is in demand. Compliance with Library regulations is a part of each student's academic responsibility. Students are expected to pay for damaged or lost Library materials. Disregard or abuse of library privileges can result in disciplinary action.

Fines for overdue materials are assessed at 25¢ per item per day. Days are counted as those days that the Library is open. The usual Library fine will be charged for each day that lost material is overdue before it is reported missing. This charge will be added to the replacement cost for the lost material. Missing picture files are assessed at \$1.00. The Library encourages students to pay fines with canned food for distribution to local Food Banks.

Student will not be allowed to register, or graduate if they have any overdue library books.

## **Housing**

Because the College does not maintain dormitories of its own, appropriate housing is the responsibility of the student.

The Placement & Housing Office does have a list of apartments and rooms available in the area, but accepts no responsibility for the contractual arrangements of these listings.

The office bulletin board in the snack area often has notices of housing opportunities. Students should begin a search for housing early and check periodically for updates. Students should contact the the Housing Director directly, by phone, or via email for the latest information.

## **GENERAL**

### **Office Email Coorespondence**

Most business contact with students is done via email. This includes, all bills, grades and copies of grades, cancellations, and special announcements. Be sure to keep the office notified, when you have a change of email address.

### **Parking**

Students may park in the College parking lot on a first-come, first-served basis. Do not park in the lots of any banks near the campus. Students may park on side streets adjacent to the campus where permitted by law.

### **Classroom Demeanor**

Food and drink may never be brought into computer labs, photo labs, or the library. Pets of any sort are not allowed in any of the buildings. Use of pagers or cellphones is not allowed while in class. Food, and drink, may be allowed some general classes, but only when permitted by the instructor. No social networking or game playing on computers or cell phone usage during class.

## **Weather Closing**

Information on the closing of the College can be obtained by contacting the Voice Mailbox Line—203.287.3020. Keep us up to date with your email address, so the College can send you announcements. Also, announcements will be on radio stations WELI, WTIC, and WPLR. Channel 3, WFSB, reports delays and closings on TV and on their site, wfsb.com. WFSB offers a new service which sends instant notifications of school closings or delays to your cell phone or email by signing up at [wfsb.com/closingalerts/index.html](http://wfsb.com/closingalerts/index.html). Subscription is free. The College may adjust the Academic Calendar to make up cancelled days.

## **Death in the Family**

Students who find it necessary to be away from campus during the course of the year because of a death in the family should arrange for excused absences through the Office of the Director of Student Records Services.

## **Smoking**

Smoking is **prohibited** in all of the College buildings. Please use the receptacles provided outdoors.

## **Solicitation and Canvassing**

The sale or distribution of printed matter or articles of merchandise is not permitted on College property without the prior written approval of the President of the College. Recognized student organizations are expected to have gained this permission. Persons or organizations from outside the College normally will not be granted permission to sell or distribute material on campus.

## **Accidents on Campus**

Students who are injured on campus must file required forms with the Director of Student Records Services after the emergency is resolved.

## **Student Work**

The College expects to exhibit the work of students and to photograph it, and student activities, for possible use in catalogs and other visual communication. While the College takes reasonable care to protect student work, it does not accept responsibility for its loss or damage. Student work left on campus, or in the classroom buildings, will be discarded after the second week following the end of the semester. The College Administration reserves the right to reject inappropriate content in College Art Exhibitions.

## **Student Services**

While the development of creative and artistic skills is the major purpose of its programs, the College has concern also for problems relating to personal needs of its student body. It tries to prevent or lessen the effects of such problems by providing aid or advice or referral to professional counseling. These services and the activities of the Student Association are intended to create a more meaningful social and cultural environment and to provide guidance in academic areas and career planning.

## **Student Association and Activities**

Paier College of Art, Incorporated, encourages an active Student Association, for which the student body annually elects a president, vice-president, secretary, and treasurer. The officers act as liaison between the students and the College administration, and, in so doing, meet with it and with other staff members to discuss student interests. The student activity fee and some fund-raising activities create the support for the programs of the year. Activities fall into four categories: socials, exhibitions, field trips, and cultural presentations.

The social activities usually include a Fall get-together, which is designed to introduce the members of the

Freshman class to one another and to the faculty, the Halloween Dance, and other functions chosen by the student association.

The Student Art Shows and Sales are extremely popular and successful. These exhibitions are mounted twice annually: prior to the Thanksgiving Holiday, and during the Spring Semester. Faculty and visiting artists' exhibitions are also a part of the calendar of events.

Field trips serve all areas of the College's studies. Visits to New York and Boston museums, illustrators' and art directors' shows, painting and photography exhibitions, interior design installations, manufacturers, and studios are examples of these off-campus experiences.

## **Visitors**

All visitors must sign in and out at the Main Office.

# **RIGHTS AND POLICIES**

## **Privacy Rights of Students**

The Family Educational Rights and Privacy Act provides that post-secondary institutions must provide students with access to official records directly related to them. An opportunity to challenge such records on the grounds that they are inaccurate, misleading, or otherwise inappropriate will be provided if requested by the student. Students' grades are released only to them or, at their written request, to designated individuals or institutions.

## **Students' Rights and Conduct**

The following statement of Student Rights and Conduct represents approved policy of the College and is presented both for information and for guidance.

## **Section I. Rights of Students**

Paier College of Art, Incorporated, is dedicated to service as a learning center in which all students may develop their skills and knowledge. To encourage this purpose, the College expects students to respect the rights of others, to adhere to acceptable standards of personal conduct, and to exercise freedom with maturity and responsibility. Conduct which adversely affects the College as an educational community is unacceptable and will lead to disciplinary action. Unacceptable behavior includes but is not limited to academic dishonesty; damage to property; disorderly or disruptive conduct; or the use, sale, or possession of illegal drugs, alcohol, narcotics, or dangerous weapons. Possible sanctions include financial restitution, suspension, and dismissal from the College with due concern for the procedural rights of students.

## **Section II. Students' Rights**

It is the policy of the College that the educational offerings of the College be available to students without regard to their race, sex, color, national origin, handicap, sexual orientation, age, ancestry, religious creed, or political belief.

Students are entitled to an atmosphere conducive to learning and to impartial treatment in all aspects of the teacher-student relationship. They should not be forced by the authority inherent in the instructional role to make particular personal choices as to political action or their own part in society. Evaluation of students and the award of credit must be based on academic performance, professionally judged, and not on matters irrelevant to that performance, whether personality, race, religion, degree of political activism, or personal beliefs. Students are free to take reasonable exception to data or views offered in any course of study, but they are responsible for learning the content of the course of study as defined by official publications of the College.

Paier students are both citizens and members of the academic community. As citizens, they enjoy the same freedom of speech, peaceful assembly, and right of petition that other citizens enjoy, and as members of the academic community, they are subject to the obligations which accrue to them by virtue of this membership.

### **Section III. Proscribed Student Conduct**

The College may discipline a student in the following situations:

- A.) for conduct that damages or destroys, or attempts to damage or destroy, property of the College or property of others on College or College-related premises, including graffiti
- B.) for conduct which causes, attempts to cause, or constitutes a danger to the personal safety of other members of the College community, including guests of the College
- C.) for conduct that obstructs or seriously impairs or attempts to obstruct or seriously impairs College-sponsored or College-authorized activities on the College campus or other location where a College-sponsored or authorized activity is carried on
- D.) for unauthorized possession or attempted possession of property of the College or property of a member of the College community
- E.) for acts which violate College rules, regulations, or policies
- F.) for admission to knowingly false statement, either orally or in writing, to any employee or agent of the College with regard to a College-related matter
- G.) for forging, altering, or otherwise misusing any College document or record

- H.) for knowingly possessing, using, transmitting, selling or being under the influence of any dependency-producing drug, as that term is now defined or may hereafter be defined by law, 1. on the College campus, or 2. off the College campus at a College-sponsored activity, function, or event. Use or possession of a drug authorized by a medical prescription from a registered physician shall not be a violation of this provision
- I.) for the consumption of alcoholic beverages on
1. the College campus, or
  2. off the College campus at a College-sponsored activity, function, or event, except in specifically authorized situations and in accordance with Connecticut state law
- J.) for academic dishonesty, which shall, in general, mean conduct which has as its intent or effect the false representation of a student's academic performance, including but not limited to:
1. cheating on an examination
  2. collaborating with others in work to be presented, contrary to the stated rules of the course
  3. plagiarizing, including the submission of others' ideas or papers (whether purchased, borrowed, or otherwise obtained) as one's own
  4. stealing or having unauthorized access to examination or course materials
  5. falsifying records or other data
  6. submitting, if contrary to the rules of the course, work previously presented in another course
  7. knowingly and intentionally assisting another student in any of the above, including assistance in an arrangement whereby any work, classroom performance, examination, or other activity is submitted or performed by a person other than the student under whose name the work is submitted or performed.



## **Procedure for Filing a Complaint**

Any member of the College community may file a complaint dealing with alleged student misconduct or academic dishonesty. The complaint must be in writing and signed. Complaints dealing with student misconduct must be filed with the President; those dealing with academic dishonesty must be filed with the Dean of the College.

### **Receipt of a Complaint**

The Office of the President or Dean of the College as appropriate, will investigate and make a determination regarding the basis of the complaint. They will either dismiss the complaint or recommend that other more appropriate college authority pursue the complaint. Notification of the decision will be in writing.

### **Hearing of a Complaint**

In the event that a complaint warrants examination by another College authority, such authority will hold a hearing in the presence of the principals within 14 calendar days of the recommendation for review. This appropriate authority will determine the appropriate disciplinary penalty, if any. Notification of the decision will be in writing.

Should the decision be viewed as unacceptable, the student has the right to appeal the decision to the Office of the President of the College within 14 calendar days of the date of the decision.

### **Appeal of a Decision**

If a student exercises the right of appeal, then the President or Dean must appoint an Appeal Board of three full-time College personnel, which must exclude the President, Dean, or appropriate authority involved in the preliminary decision.

The Appeal Board may include a full-time student of the College. The Appeal Board shall be convened as soon as practical following receipt of the student's written notice of appeal and the final determination of its members. Prior to the commencement of the appeal hearing, the student appealing may challenge any such appointment on the grounds that the person(s) is not impartial. The challenge shall be made to the President of the College in writing. The decision of the President shall be final. The Appeal Board will make its recommendation to the President, who shall make the final determination of the complaint and any penalty. Notification will be in writing. If the complaint has been initiated by the President, the final determination shall be by the Board of Directors.

Pending determination following an alleged act of student misconduct and until final disposition of the charges, the status of a student shall be determined by the President, having in mind reasons relating to the student's physical or emotional safety; the well-being of other students, faculty, or College property; or reasons relating to the protection of the normal functioning of the College.

Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints considered by the Commission must be in written form, with permission from the complainant(s) for the Commission to forward a copy of the complaint for a response. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to:

Accrediting Commission of Career Schools and Colleges  
2101 Wilson Blvd., Suite 302, Arlington, VA 22201  
(703)247-4212 • [www.accsc.org](http://www.accsc.org)  
and/ or

State of Connecticut Office of Higher Education  
61 Woodland Street, Hartford, CT 06105-2326  
800.842.0229 • [www.ctohe.org/studentcomplaints.shtml](http://www.ctohe.org/studentcomplaints.shtml)

A copy of the Commission's Complaint Form is available at the College, and may be obtained from the President's Office.

## **Section IV. Disciplinary Penalties**

- A.) dismissal: Dismissal is permanent separation from the College involving denial of all student privileges, including entrance to the College premises
- B.) suspension: Suspension is temporary disciplinary separation from the College involving denial of all student privileges, including entrance to the College premises
- C.) restitution requires monetary repayment of any loss, injury, or damage suffered as a result of one's misconduct
- D.) other sanctions may include, but are not limited to disciplinary warning and donation of services to the College
- E.) Dean's Probation is removal of specific rights and privileges for a specific length of time.

## **Section V. Reinstatement after Suspension, Dean's Probation, or Dismissal**

A student who has been suspended for a violation of the Student Conduct Code or placed on Dean's Probation shall be entitled to rejoin the College community at the conclusion of the suspension or probation period without formal application.

A student who has been dismissed for violation of the Student Conduct Code may reapply for admission. Such application for readmission must be made no earlier than the equivalent of two college semesters prior to requested reentry. In making a decision upon the application, College personnel may consider all factors they deem relevant.

## **Policy Regarding Persons with Disabilities**

Paier College of Art, Incorporated, is committed to the goal of achieving equal educational opportunity and full participation for persons with disabilities. No qualified person with a disability shall be excluded by reason of such disability from participation in any program or activity on the campus.

The definition of the term “person with a disability” is one who “has a physical or mental impairment that substantially limits one or more of the major life activities of such individual: has a record of such impairment: or is regarded as having such an impairment.”

*Policy adopted 11/15/89*

## **Paier College of Art, Incorporated Drug-Free Workplace Statement**

Paier College of Art, Inc., promulgates this statement to notify its employees and students that, because it is and wishes to remain a Federal grantee, it is the policy of Paier College of Art, Inc., to maintain a drug-free workplace. All employees and students are hereby notified that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance \* is prohibited in the workplace. As a condition of employment or enrollment at Paier College of Art, Inc., every employee and student must:

1. abide by the terms of this statement
2. notify the President of any criminal drug-statute conviction for a violation occurring at the workplace no later than five (5) days after such a conviction. Upon such notification, Paier College of Art, Incorporated., must notify the U.S. Department of Education within ten (10) days and take one or more of the following actions with respect to any employee or student so convicted:
  - a. take appropriate personnel or disciplinary action up to and including termination or expulsion
  - b. require such employee or student to participate satisfactorily in a drug-abuse assistance or rehabilitation program approved for such purpose by the federal, state, or local health, law-enforcement, or other appropriate agency.

In addition to making a good-faith effort to maintain a drug-free workplace through implementation of all of the above, Paier College of Art, Inc., will establish and maintain a drug-free awareness program to inform and educate employees and students about:

1. the dangers of drug abuse in the workplace
2. the policy of Paier College of Art, Inc., of maintaining a drug-free workplace
3. any available drug counseling, rehabilitation, and employee and student–assistance program, and
4. the penalties that may be imposed on employees from drug-abuse violations occurring in the workplace.

For purposes of this statement, the site for performance of work done in connection with the grant, and thus the drug-free workplace, consists of the following location:

Paier College of Art, Incorporated,  
20 Gorham Avenue, Hamden, CT 06514-3902  
Entire Campus

Any site further described as a part of the workplace of Paier College of Art, Inc., by written notification, which becomes a site for performance of work done in connection with the grant.

\* Illegal drugs include the following non-prescription substances but are not limited to:

- a. Narcotics - opium, heroin, morphine, and synthetic substances
- b. Depressants - chloral hydrate, barbiturates, and methaqualones
- c. Stimulants - cocaine (and derivatives such as crack) ecstasy and amphetamines
- d. Hallucinogens - LSD, PC Pescalin, Peyote, psilocybin, and MDMA
- e. Cannabis - marijuana and hashish.

In furtherance of all of the above, it is the policy of Paier College of Art, Incorporated, to provide each employee and student engaged in the performance of the grant a copy of this statement.

## **Policy towards Alcohol**

Paier College of Art, Incorporated, maintains a “dry” campus. The consumption of alcohol on the premises is strictly prohibited. The college also does not sanction the consumption of alcohol at any of its off campus functions.

## **Policy Regarding Racism & Acts of Intolerance**

Paier College of Art, Incorporated, unequivocally is committed to extolling the worth of all persons in the College community. We consider all expressions of racism as threats to the concept of community that we are striving to create, and further, we deplore any acts of intolerance pertaining to race, religion, gender, sexual orientation, disability, ethnic or cultural origins, and age:

1. as a matter of policy, the above statement will be disseminated to all facets of the College community and inserted in the faculty and student handbooks
2. charges brought against an individual or group, in writing, will be investigated promptly by the Director of Counseling Services. If the allegations contain substance, a panel consisting of one representative each from the student body, faculty, and administration shall be convened for the purpose of recommending disciplinary action. The person who has been charged has the right to explain his/her position to the panel. Reports of such actions shall be submitted to the Department of Higher Education as per regulations
3. acts of racism and intolerance debilitate, disenfranchise, and promote feelings of impotence, exclusion, and anger, which undermine all that we seek to accomplish at the College.

*Policy adopted 11/15/89*

## **Policy Regarding Sexual Harassment**

Paier College of Art, Incorporated, unequivocally is committed to extolling the worth of all persons in the College community. We consider all expressions of sexual harassment as threats to the concept of community that we are striving to create, and further, we deplore any acts of harassment pertaining to race, religion, gender, sexual orientation, disability, ethnic or cultural origins, and age:

1. as a matter of policy, the above statement will be disseminated to all facets of the College community and inserted in the faculty handbooks
2. charges brought against an individual or group, filed in writing, will be investigated promptly by the Director of Counseling Services. If the allegations

contain substance, a panel consisting of one representative each from the student body, faculty, and administration shall be convened for the purpose of recommending disciplinary action. Persons who have been charged have the right to explain their position to the panel. Reports of such actions shall be submitted to the President of the College for further action.

Acts of sexual harassment debilitate, disenfranchise, and promote feelings of impotence, exclusion, and anger, which undermine all that we seek to accomplish at the College.

## **Computer Lab Policy**

**No food or beverages are allowed in the computer labs at any time. Violators will be suspended/expelled from the college labs.**

Students may not make copies of any programs on the College's computers, as this is a copyright violation. Also, loading software programs onto the College's computers, or modifying an existing program, without permission from the instructor, is not allowed.

Students must sign an Internet Policy wavier in order to use the lab computer computers for internet use. To use the campus wide internet, you need to register through the Office of the President.

Internet use is for College assignments only. Any other use is prohibited. Students should use good judgement in accessing web sites. Pornographic web sites or other inappropriate web sites are not to be accessed. Unlawful use of any and all copyright material on the web will not be tolerated. College Internet is not to be used for accessing chat rooms, for instant messaging, playing on line games, or accessing social networks. Failure to follow these policies may result in the student being expelled from the computer class, lab or use of the Internet.



## \* 2017 Fall Semester

Open Registration	Monday, April 10– Friday, August 25
New Student Orientation	Wednesday, August 23
First Day of Classes	Monday, August 28
Labor Day College closed	Monday, September 4
Office Deadline	Tuesday, September 12, last day to register, add a class, or withdraw with no course grade
Deadline to Make Up Grades	Tuesday, September 12, last day to make up “incompletes” from Spring '17
Withdrawal Deadline	Tues., Oct. 31, last day to withdraw with a transcript Notation of “W” and receive a partial refund
Current Student Registration Spring 2018	Monday, October 30 – Friday, November 17
Fall Student Art Show & Sale	Friday – Sunday November 10, 11 & 12
Open House & Open Portfolio Review	Saturday, November 11, 11am–3pm
Thanksgiving Recess College closed	Saturday, November 18 – Sunday, November 26
Last Day of Classes	Monday, December 18
Exam Week	Tuesday, December 19 – Thursday, December 21
Final Grades Due	Thursday, December 21
* Calendar subject to change	

## \* 2018 Spring Semester

Open Registration	Monday, Nov.20, 2017 – Friday, January 13, 2017
New Student Orientation	Wednesday, January 19
First Day of Classes	Monday, January 22
Office Deadline	Monday, February 5, last day to register, add a class, or withdraw with no course grade
Deadline to Make Up Grades	Monday, February 5, last day to make up “incom- pletes” from Fall '17
Presidents' Day College closed	Monday, February 19
Spring Recess	Saturday – Sunday March 17 – March 25
Withdrawal Deadline	Tuesday, April 3, last day to withdraw with a transcript. Notation of “W” and receive a partial refund
Current Student Registration for Fall 2016	Monday – Friday April 2– April 13
Spring Student Art Show & Sale	Friday – Sunday April 13, 14 & 15
Open House Open Portfolio Review	Sat., April 14, 11am–3pm
Good Friday, College Closed	Friday, April 13
Last Day of Classes	Monday, May 14
Exam Week	Tuesday – Monday, May 15 – 21
Final Grades Due	Wednesday, May 23
Commencement	Thursday, May 24

# PHONE NUMBERS & EMAIL ADDRESSES

<b>Main Number</b>	203-287-3031	
<b>Fax Machine</b>	203-287-3021	
<b>Voice Mail</b>	203-287-3020	
<b>URL</b>		<a href="http://www.paiercollegeofart.edu">www.paiercollegeofart.edu</a>
<b>Accounting/Finance Office</b>	203-287-3035	
<b>Administrative Services</b> Angela DeRose	203-287-3033	<a href="mailto:paier.admin@snet.net">paier.admin@snet.net</a>
<b>Admissions Office</b> Lynn Pascale	203-287-3031	<a href="mailto:paier.admission@snet.net">paier.admission@snet.net</a>
<b>Dean of Students/ VP</b> Daniel Paier	203-287-3022	<a href="mailto:dan.paier@snet.net">dan.paier@snet.net</a>
<b>Director of General Education</b> Francis Rexford Cooley	203-287-3029	<a href="mailto:paier.dean@snet.net">paier.dean@snet.net</a>
<b>Division Director of Fine Arts/Illustration &amp; Foundation</b> Robert Zappalorti	203-287-3028	
<b>Financial Aid Office</b> John DeRose	203-287-3034	<a href="mailto:paier.fad@snet.net">paier.fad@snet.net</a>
<b>Finance Director</b> Maureen E. Paier	203-287-3035	
<b>Graphic Design Department</b> Peter Miserendino	203-287-3036	
<b>Housing Info/Job Placement</b>	203-287-3031	<a href="mailto:paier.admission@snet.net">paier.admission@snet.net</a>
<b>Interior Design Department</b> Pierre Strauch	203-287-3018	
<b>Library</b> Beth Harris	203-287-3023	<a href="mailto:paierartlibrary@snet.net">paierartlibrary@snet.net</a>
<b>Model Coordinator</b> Wendell Jones	203-287-3025	<a href="mailto:wendellcjones@yahoo.com">wendellcjones@yahoo.com</a>
<b>Photography Department</b> Peter Benson	203-287-3017	
<b>Presidents Office</b> Jonathan Paier	203-287-3180	<a href="mailto:paier.jep@snet.net">paier.jep@snet.net</a>
<b>Recruiting &amp; Alumni Office</b>	203-287-3037	<a href="mailto:paier.recruit@snet.net">paier.recruit@snet.net</a>
<b>Student Records Office</b> Angela DeRose	203-287-3032	<a href="mailto:paier.admin@snet.net">paier.admin@snet.net</a>

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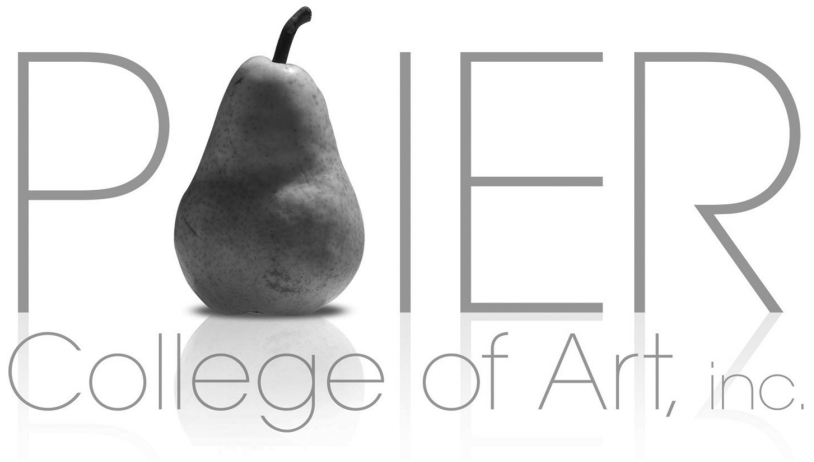
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# NOTES:


**Paier College of Art, Incorporated**  
**20 Gorham Avenue**  
**Hamden, CT 06514-3902**  
**203.287.3031**  
**[www.paiercollegeofart.edu](http://www.paiercollegeofart.edu)**



**FACULTY HANDBOOK**  
**2017–2018**

# FORWARD

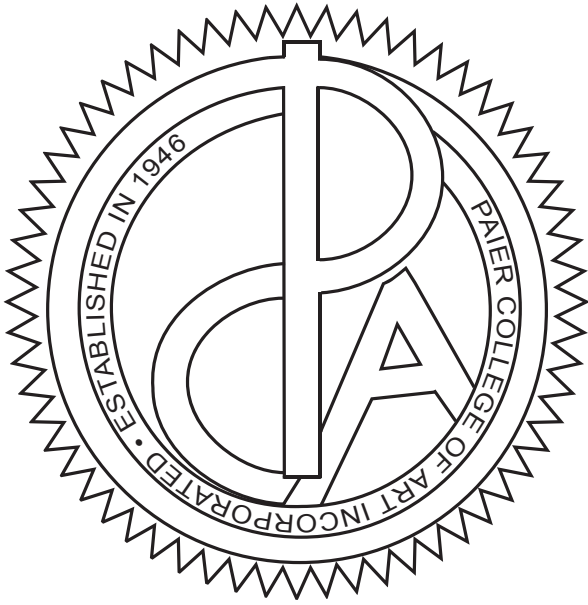
**These handbooks establish guidelines and a framework for all Paier College faculty and students. As faculty, yours is the primary level of contact, so you should become familiar with both the faculty section, as well as the student section. The intent of this material is to support you and the educational development of your students. Rely on these systems to help ease the administration of the mechanics of your semesters, so that you will have more productive time to meet the bigger challenge of helping your students achieve their creative goals.**



**Tammy Vaz**  
**Dean of the College**

**This Faculty & Student Handbook was prepared by Paier College of Art, Incorporated, 20 Gorham Avenue, Hamden, CT 06514-3902 and was published in December 2017. The information contained within applies to Academic Year 2017–2018. The policies described in this handbook are subject to change as deemed necessary by the Administration of the College.**

# FACULTY HANDBOOK



**PAIER COLLEGE OF ART  
INCORPORATED  
2017–2018**



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# INSTRUCTION

## The First Class

The first meeting of the class should occupy the full time the class is scheduled to meet. It is an opportunity to accomplish the items listed below, and to become acquainted with the students; to explain the Course Outline; to answer questions; and to set the stage for the semester ahead.

1. Check the initial class roster
2. Determine that all students have taken any prerequisite for the course
3. IMPORTANT: FOR EMERGENCY USE AND FOR MAIN ROSTERS IT IS VITAL THAT YOU OBTAIN THE FOLLOWING FROM THE STUDENTS IN EACH OF YOUR CLASSES:
  - a. name and address
  - b. home, cell phone, and business phone
  - c. working email address
  - d. matriculation status  
(program, year, Academic Probation)
4. Review Course Outline
5. Review the School's Attendance Policy
6. Review your Grading Policy
7. Provide students with information on how to contact you, should this become necessary

THE COLLEGE WILL NOT GIVE OUT  
FACULTY HOME PHONE NUMBERS,  
(unless approved by faculty member)

8. Inform students of your office hours

# ADMINISTRATIVE POLICIES

## Faculty Attendance

**Faculty Absences:** All members of the faculty are required to meet with their classes at, and for, the scheduled time. Faculty unable to meet with a class must notify the Division Director, and the Director of Administrative Services in sufficient time to communicate with students and possibly to provide a substitute instructor. Faculty substitution can be made only with prior approval. All cancelled classes must be rescheduled with the consultation and approval of the Division Director.

**Faculty Lateness:** Should circumstances prevent a faculty member from meeting a class on time, and no explanatory message is received, the students will be dismissed after 15 minutes, and the class will be rescheduled at the convenience of the students. Life classes are an exception. These will remain in session under the limited non-instructional supervision of a student monitor. This monitor should be appointed by the instructor at the beginning of the semester, and will be responsible for attendance, conduct, and model performance.

Providing a substitute does not replace the instructor's actual attendance. If a faculty member is not in attendance, that time will be counted against leave time.

## Recording Student Attendance

You are required to take daily attendance at every meeting of every class. This includes recording who is absent, as well as who is tardy (5 minutes after starting time). You must keep a permanent record for your own reference, and also you are responsible for checking-off that same information, **each week**, on computer-generated roster forms that will be provided for each class. Following your last class meeting of the week for that class, simply complete the form, and return it, at that time, to the mailbox designated.

## **On-Campus Social Functions**

We are concerned about the well-being of all members of the Paier College of Art community. In view of this, the following points are to be observed carefully at any social events held on campus:

- a.) no alcoholic beverages are to be consumed on campus, or in any of the College buildings, or at any College-sponsored, off-campus event
- b.) the time, nature, and place of the function must be submitted to the Student Council Advisor for prior approval. Advance notice of at least a week should be given for review before any publicity is given to the event
- c.) responsible faculty must be on hand during the whole time of the function and should take appropriate action and follow-up if someone becomes in need of aid
- d.) faculty in charge must see to the clean-up of the area after the event is over
- e.) the college administration reserves the right to reject inappropriate content in college art exhibitions.

## **ACADEMIC POLICIES**

### **Course Outlines**

Course outlines are provided for adjunct faculty. All full-time faculty members must prepare (or update existing) student course outlines in accordance with the requirements established by the College. These outlines are to be submitted for approval by the Division Director in sufficient time for typing and distribution. In the construction, modification, or revision of student course outlines, please be sure to consult the following check list and use it as a guide.

# Course Outline Guide

- Name of the College
- Course Title
- Course Number
- Semester and Year
- Semester Hours/Clock Hours Per Week
- Instructor's Name
- Description (*as stated in Catalog*)
- Course Objectives: Listed separately, specific statement of what the student will have gained or will be able to do as a result of taking the course.
- Topical Outline: Topical elements of the course in weekly time frames, assignments in general terms, and indications of dates of examinations and/or portfolio presentations.
- Textbook(s) if required.
- Course Materials: List of supplies with approximate cost.
- Academic Expectations: Attendance, attitude and participation, makeup procedures, and grading criteria based on assignment weights and other items in percentages.
- Bibliography

Course outlines must be based on the approved course syllabus and must be presented to the Division Director for review and approval.

# GENERAL INFORMATION

## Daily Routine

1. Check your faculty mailbox and your faculty phone mailbox for announcements and information.
2. Full-time instructors must initial weekly time sheets; failure to do so may result in delay of paychecks.
3. Read notices to students at the start of classes.
4. Verify each student listed on the computerized class roster provided at the beginning of each semester. Students who are attending but not on the roster after the two-week add/drop period must go to the Registrar's Office.

AFTER THE COMPLETION OF THE ADD/DROP PERIOD, YOU WILL RECEIVE A FINAL ROSTER. REVIEW IT CAREFULLY AND REPORT ANY AND ALL INACCURACIES TO THE DIRECTOR OF STUDENT SERVICES.

5. Classes must begin and be dismissed at the time published in the schedule, unless prior arrangements and office notification has been accomplished.
6. Classes will meet in assigned rooms unless a change is authorized in advance by the Division Director.
7. The use of other or additional classrooms or the moving of furniture for planned class activities must be authorized.
8. Leave the classroom in a condition that will not inconvenience the next class.
9. Turn off lights.
10. Return audio-visual equipment as soon as possible.
11. No audio-visual equipment or slide may leave the campus. All must be properly signed out of the Library.

12. Smoking and vaping is not allowed in any interior in the College.
13. Food and drink are not to be consumed in the class rooms unless authorized by the instructor. No food or drink is allowed in the computer & photo labs, nor the library.
14. Use of cellphones ipods, MP3s and other electronic devices are not allowed while in class, unless given prior permission by the instructor.
15. Pets are not to be brought into any of the College buildings.

## **Classroom Health and Safety**

In conducting classroom instruction, faculty members should be alert to potential threats to health and safety. Proper ventilation, adequate lighting, appropriate spacing of desks/chairs, proper use of equipment, and appropriate reminders are ways in which safety may be enhanced.

## **Faculty Evaluation**

During the middle of each semester, students in every class will be asked to fill out a Teacher and Course Evaluation form. The instructor will appoint a monitor to pass out the forms. After a reasonable time, the monitor will collect the forms, place them back in the envelope, seal the envelope, and deliver it to the office of the Director of Administrative Services.

## **Cancellation of Class**

No class may be cancelled without prior approval of the Division Director. If an emergency arises necessitating the instructor's absence, the Division Director and Director of Administrative Services should be contacted at once so that appropriate notification may be given to students.

## Class Substitution

On occasion, a faculty member may be unable to meet with a class or classes. The following guidelines are to be followed in such circumstances.

- a. Single class absence: A single class absence by a full-time faculty member, with sick or personal leave or other approved absence, may be covered by a class assignment. A single class absence by an adjunct faculty member, approved by the Division Director, may be covered by a class assignment or a class make-up.
- b. Second class absence: An absence of a second class in succession by a full-time faculty member shall be covered by another appropriate full-time faculty member, without pay, and assigned by the Division Director. A second class absence by an adjunct faculty member shall be covered by a substitute with pay.
- c. Further absence: Full-time and adjunct faculty providing substitution for the third class absence shall be compensated at 70% of their calculated hourly rate.
- d. Extended absence: Faculty members providing substitution services, either full-time or adjunct, shall be paid their full calculated rate after five weeks.



## **Field Trips**

An instructor desiring to conduct a field trip or to have a class meet away from the designated classroom must complete the required Field Trip Forms, available from the Director of Administrative Services, **two weeks** before the planned field trip. Out-of-state field trips require special authorization, and approval must be requested at least four weeks in advance. While students going on scheduled museum bus trips to other cities will receive an excused absence, it should be understood that instructors must be notified and assignments made up.

## **Final Examinations**

A final examination period is scheduled as the last week of the semester. All faculty members will conduct final examination or other appropriate evaluative activities during this final examination period.

## **Grade Books**

The Director of Administrative Services provides faculty members with grade books in which to enter grades for student work. Faculty may use any system of grading that they wish in assessing student progress through the semester, but final grades must be submitted in conformance with the official grading system of the College. The grading book will be the property of the faculty member and should be retained in a safe place for possible future reference.

## **Purchase Requisitions**

All intended purchases by faculty of materials to be used in a course must be authorized in advance on a purchase requisition form presented to the Division Director and then approved by the Finance Director. Reimbursement will not be made for unapproved purchases.

# SERVICES

## Audio-Visual Equipment

A variety of media equipment is available from the Library. Requests for audio-visual materials should be made several days in advance on an Audio-Visual Services Request form and should be left at the Library charge desk.

Pickup and return are the responsibility of instructors. All material requisitioned from the Library must be returned within three days from checkout.

## Library

When the College is in session, the Library hours will be posted for each semester. Please consult the Librarian for selection policy, services, requests for acquisitions of materials, and general circulation procedures. The Library has a reserve system that has proven very helpful to faculty who may request that the Library withhold specific books from circulation when they are going to be needed by several students during a short period of time, or by an entire class for regular reference during the semester. This is the only way to assure that the required material will be available to everyone when it is needed. Reserved material is put back into the general collection at the close of each semester unless the reserve request is renewed.

The faculty should become acquainted with the Library's collection and is encouraged to make requests for additional books that are supportive of the College curricula. Every effort will be made to fill such requests, either by purchase or by borrowing the material from other libraries through inter-library service; faculty should make requests well in advance of need. Faculty should include bibliographies in their course outlines, and the Librarian should receive a copy of any bibliography that includes material not in the collection of the College.

Special arrangements can be made for long-term loan of material required by faculty members for the preparation or conduct of their classes. However, unless prior arrangements are made, books are loaned for a period of one week.

## **GOVERNANCE OF THE COLLEGE**

Paier College of Art, Incorporated, is a proprietary institution, governed by a Board of Directors and its President. The Board of Directors is responsible for the review and approval of all matters affecting the College, but it delegates to the President the authority for directing the day-to-day affairs of the College and for developing both short-range and long-range plans for its review.

The President is supported by three advisory groups. Representing professional artists and community members interested in a career art education, the Advisory Council provides suggestion and discussion of issues in art, and art education, of importance to the College. A second group, representing the senior administration of the College, is the Cabinet, which reviews and recommends proposals to the President on subjects ranging from objectives, through maintenance of facilities, to curricular changes. The third group, representing faculty, professional staff, and students, is that of the standing committees of the College:

Academic Standards, Admissions, Curriculum, Exhibitions, Library, Presentation, Professional Development and Registration Committees submit their reports and recommendation to the Cabinet.

The President of the College is responsible for the supervision and development of financial/personnel and physical facilities/equipment services. The Dean of the College is responsible for the supervision of library and student services and federal, state, and regional relations.

The Dean of the College is responsible for the conduct of the student affairs and for Admissions. Assisting him in the selection of faculty, their evaluation, their assignment, and other academic matters, are the Division Directors and the Dean of Admissions.

Program directors are responsible for viewing potential incoming student work and determining entry on basis of the interview. After a report to the Admissions Committee the decision is then made by the Admissions Committee whether or not to accept the individual into the College. The Vice-President's responsibility to assist the President.

Faculty members interested in making recommendations on College affairs should consult with their Division Director concerning the proper avenue for review of their recommendations.

### \* 2017 Fall Semester

Open Registration	Monday, April 10 – Friday, August 18
New Student Orientation	Wednesday, August 16
First Day of Classes	Monday, August 21
Labor Day College closed	Monday, September 4
Office Deadline	Tuesday, September 5, last day to register, add a class, or withdraw with no course grade
Deadline to Make Up Grades	Tuesday, September 5, last day to make up “incompletes” from Spring '17
Withdrawal Deadline	Tues., Oct. 24, last day to withdraw with a transcript notation of “W” and receive a partial refund
Current Student Registration Spring'18	Monday, October 30 – Friday, November 17
Fall Student Art Show & Sale	Friday, November 10 – Sunday, November 12
Open House & Open Portfolio Review	Saturday, November 11 11am–3pm
Thanksgiving Recess College closed	Saturday, November 18 – Sunday, November 26
Last Day of Classes	Monday, December 11
Exam Week	Tuesday, December 12 – Monday, December 18
Final Grades Due	Tuesday, December 19

### \* 2018 Spring Semester

Open Registration	Monday, November 20, 2017 – Friday, January 19, 2018
New Student Orientation	Wednesday, January 17
First Day of Classes	Monday, January 22
Office Deadline	Monday, February 5, last day to register, add a class, or withdraw with no course grade
Deadline to Make Up Grades	Monday, February 5, last day to make up “incompletes” from Fall '18
Presidents' Day College closed	Monday, February 19
Spring Recess	Saturday, March 17 – Sunday, March 25
Good Friday College closed	Friday, March 30
Current Student Registration for Fall '18	Monday, April 2 – Friday, April 13
Withdrawal Deadline	Tuesday, April 3, last day to withdraw with a transcript notation of “W” and receive a partial refund
Spring Student Art Show & Sale	Friday, April 13 – Sunday, April 15
Open House & Open Portfolio Review	Saturday, April 14, 11am–3pm
Last Day of Classes	Monday, May 14
Exam Week	Tuesday – Monday, May 15– 21
Final Grades Due	Wednesday, May 23
Commencement	Thursday, May 24

# NOTES:

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