Suffolk University Academic Catalog, New England School of Art and Design (NESAD), 1984-1985

New England School of Art and Design

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THE NEW ENGLAND SCHOOL OF ART & DESIGN
# Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty</td>
<td>3</td>
</tr>
<tr>
<td>General Information</td>
<td>7</td>
</tr>
<tr>
<td>Programs of Study</td>
<td>15</td>
</tr>
<tr>
<td>Departments/ Course Requirements</td>
<td>19</td>
</tr>
<tr>
<td>Foundation</td>
<td></td>
</tr>
<tr>
<td>Graphic Design</td>
<td></td>
</tr>
<tr>
<td>Interior/Environmental Design</td>
<td></td>
</tr>
<tr>
<td>Fashion Illustration</td>
<td></td>
</tr>
<tr>
<td>Fine Arts</td>
<td></td>
</tr>
<tr>
<td>Portfolio</td>
<td>29</td>
</tr>
<tr>
<td>Course Descriptions</td>
<td>45</td>
</tr>
<tr>
<td>Academic Information</td>
<td>65</td>
</tr>
<tr>
<td>Financial Information</td>
<td>71</td>
</tr>
<tr>
<td>Financial Aid Information</td>
<td>77</td>
</tr>
<tr>
<td>Admissions</td>
<td>87</td>
</tr>
<tr>
<td>Calendar 1984-85</td>
<td>95</td>
</tr>
</tbody>
</table>
BOARD OF DIRECTORS

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FAculty 1984-85

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color
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BFA Tyler School of Art

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interior/environmental design
Tenant Coordinator, The Beacon Companies
Co-Chairperson, Department of Interior/Environmental Design
AAS Fashion Institute of Technology

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drawing
School of the Museum of Fine Arts
Gebhardt Art School

Sandee A. Carter
phototypesetting
Typographer, The Type Shop
St. Petersburg Junior College

Jane R. Coates
calligraphy
President, Jane R. Coates & Associates
AB College of New Rochelle

Albert G. Columbro
interior/environmental design
President, Albert G. Columbro Interior Design
BFA Massachusetts College of Art
AA Chamberlayne Junior College

John T. Cooney
advertising design
Art Director, Hill Holliday Connors Cosmopolis
BFA Massachusetts College of Art
BA Notre Dame University

Terry A. Cracknell
interior/environmental design
Architect, Huygens & DiMella
MArch Harvard University
BSCE Duke University

Linda Dalton
advertising design
Senior Art Director, Stone and Manning
BA C.W. Post College

Daniel A. Daly
illustration
Free-lance Illustrator
BFA Massachusetts College of Art
Marlboro College

Kathleen R. Dean
computer graphics
Senior Staff Analyst/Programmer,
The Gillette Company
BS Boston State College

Ernest S. Durb
interior/environmental design
Vice President and Chief Engineer,
M.L. Dee and Associates
Coyne Electrical and Technical School

Joe R. Eiler
production
Principal, Smith/Eiler Design
BFA Ohio University

Edward P. Germano
illustration
Illustrator, The Brockton Enterprise
Vesper George School of Art

Steven Gildea
pictorial space/drawing
MFA University of Illinois
BFA Massachusetts College of Art
BA Colorado University

Charles E. Giuliano
art history
PhD Candidate, Boston University
MA Boston University
AB Brandeis University
Audrey E. Goldstein  
drawing  
BFA Tufts University  
School of the Museum of Fine Arts

Gary M. Greenberg  
advertising design  
Principal, Rossin Greenberg Seronick & Hill  
Montserrat School of Visual Art  
Art Institute of Boston

Larry J. Grossman  
interior/environmental design  
Designer, Cambridge Seven Associates  
MArch North Carolina State University  
BArch University of Florida

James D. Haberman  
photography  
Free-lance Photographer  
MFA Goddard College  
BA University of Wisconsin

Jean O. Hammond  
book design  
Free-lance Graphic Designer  
The New England School of Art & Design  
MED Framingham State College  
BS Framingham State College

James E. Hanlon  
airbrush  
Free-lance Illustrator  
Lincoln College

Thomas D. Hazzard  
interior/environmental design  
Mechanical Engineer, Aldrich Company  
BMET Northeastern University  
AE Wentworth Institute

Marsha E. Hewitt  
graphic design  
Free-lance Graphic Designer  
Assistant Chairperson, Department of Graphic Design  
BFA University of Michigan  
MA University of Michigan  
BA University of Michigan

Corinne Hilcott  
advertising design  
Art Director, Hill Holliday Connors Cosmopolis  
BFA Syracuse University

Carl M. Jackson  
drawing  
BFA Rhode Island School of Design  
BS U.S. Naval Academy

Karl D. Johnson  
graphic design  
President, Karl Johnson Graphic Design  
New England School of Art

T. Thayer Johnson  
interior/environmental design  
Free-lance Rendering Artist  
BA University of California at Berkeley  
School of the Worcester Art Museum

Barbara G. Kingsbury  
interior/environmental design  
Architect, The Architects Collaborative  
Co-Chairperson, Department of Interior/Environmental Design  
BArch Syracuse University

John C. Kirkpatrick  
graphic design  
Art Director, John Kirkpatrick Design  
Carnegie-Mellon University

Karen A. Lindbo  
interior/environmental design  
Interior Designer, The Architects Collaborative  
New England School of Art

Robert H. Linsky  
advertising design  
Principal, Clark/Linsky Design  
Chairman, Department of Graphic Design  
The Art Institute of Boston

Richard A. List  
interior/environmental design  
Landscape Architect, Skidmore Owings & Merrill  
Harvard University  
BLA Syracuse University

Shayna W. Loeffler  
typography  
Manager, Graphic Design, Loeffler MacConkey Design  
BS Pratt Institute

Douglas W. MacElroy  
interior/environmental design  
Interior Designer  
The New England School of Art & Design  
BA Union College

Victoria M. Madara  
interior/environmental design  
Interior Designer, The Architects Collaborative  
BFA Moore College of Art
William Maynard
painting
Chairman, Department of Fine Arts
School of the Museum of Fine Arts
Massachusetts College of Art

Richard M. Merrill
calligraphy
President, Richard Merrill & Co.
School of the Museum of Fine Arts

Lois A. Orlando
graphic design
Free-lance Graphic Designer
BFA Massachusetts College of Art

Richard K. Papazian
business/advertising
President, Papazian Design
BS University of Rhode Island

John G. Parrillo
interior/environmental design
President, John G. Parrillo Architect
MS Columbia University
BS Rhode Island School of Design

Frank Raneo
fashion illustration
Free-lance Fashion Illustrator
Chairman, Department of Fashion Illustration
New England School of Art

Anne V. Robinson
interior/environmental design
Principal, Robinson Roth & Associates
New England School of Art

Louis G. Rossi
business/marketing
Marketing Director, Herman Communications
MFA Tufts University
BA University of Bridgeport

Carol A. Rusche
interior/environmental design
Designer, Don M. Hisaka & Associates
MArch North Carolina State University
AB Washington University

John K. Salozzo
airbrush
John Salozzo Airbrush Service
Rhode Island School of Photography
AA Mercer County Community College

Lawrence Santaw
broadcast advertising
President, Santaw & Company
Lowell Institute
BA Franklin College

Dorothea R. Sierra
illustration
Free-lance Illustrator
MFA Syracuse University
BFA Syracuse University

Robert M. Stewart
illustration
Free-lance Illustrator/Author
BA Sam Houston State Teachers College

Martha L. Swanson
typography
Free-lance Designer
BFA Tufts University
School of the Museum of Fine Arts

Christine H. Szydlo
reprographics/silkscreen
Free-lance Graphic Designer
The New England School of Art & Design

Renee Tietjen
interior/environmental design
Landscape Architect
MLA Harvard University
BLA Utah State University

Gregory C. Tocci
interior/environmental design
Partner, Cavanaugh Tocci Associates
MS Massachusetts Institute of Technology
BS Tufts University

James E. Trefethen
photography
Owner/Photographer, Hanover Studios
BS Northeastern University

Judith R. Tufts
fashion illustration
Free-lance Fashion Illustrator
BFA Massachusetts College of Art

Linda K. White
photography
BFA School of Visual Arts
ADJUNCT PROGRAM FACULTY

Gabrielle Barzaghi
drawing
School of the Museum of Fine Arts
School of the Worcester Art Museum

Teresa W. Crossland
interior/environmental design
Architect, Ellensweig Moore & Associates
MArch Washington University
BS Northern Illinois University

Richard M. Ender
advertising
Vice President/Creative Group Head,
Cabot Advertising
BS Boston University

Debra S. Filiurin
drawing
MA New York University
BS New York University

Ted T. Fillios
airbrush
Designer/Illustrator, Northlight Studio

James Jeas
interior/environmental design
Architect, The Architects Collaborative
BArch University of Michigan

Rainer Koch
interior/environmental design
Architect, The Architects Collaborative
Dip-Arch University College, London

Stephen Licare
production
Production Director, Gregory Fossella
Associates
BS Boston University

Mark M. Melton
copywriting
Copy Supervisor, Ingalls Associates
BS Southeastern Massachusetts University
AS Massasoit Community College

William L. Oakes
illustration
Free-Lance Illustrator/Author
Burnley School of Art
Cornish School of Art

Richard Sarno
magazine design
Art Director, Morgan-Grampian Publishing
The New England School of Art & Design

Brenda Standfield
interior/environmental design
Architect, The Architects Collaborative
MArch Washington University
BA University of Missouri

Manuel J. Tavares
interior/environmental design
Designer, Zayre Corporation
Pratt Institute
BS Philadelphia College of Art
EDUCATIONAL PHILOSOPHY
The New England School of Art & Design is a professional school of visual communications. It is our fundamental objective to provide students with an educational background which fosters the development of the artistic, intellectual and practical abilities which are necessary for the success of working professional artists and designers.

It is our conviction that true professionalism demands a literal union of theoretical knowledge and practical skills. We believe that it is no longer enough to educate students in principles and aesthetic theory while largely ignoring the impact which rapidly changing attitudes and technologies have had on the practical application of those principles. Neither is it enough to train students in specialized skills and techniques without providing them with an understanding of why they are learning such skills and how they can be applied creatively and effectively. In the contemporary world both are necessary for professionalism in visual communications: theory and practice; principles and techniques; understanding and skill.

Our society is changing rapidly and unpredictably, and we are committed to providing an education which will have meaning and value, whatever the changes. This demands almost continuous reassessment and frequent adjustments of programs, methods and attitudes. But we are willing to face these often difficult adjustments because we believe in the artist as a communicator, creator and innovator. Our programs are therefore specialized, yet designed to be flexible and adaptable.

In recent years programs and course offerings at The New England School of Art & Design have been expanded in both number and scope, thus providing a broad range of opportunities suitable to a wide variety of individual needs, circumstances and interests. For the student who is looking for an intensive professional education there are full-time Diploma Programs in four Major Departments. At the same time students whose personal, family or business commitments make the full-time programs inappropriate or impossible can take advantage of the more flexible involvement which is possible in the part-time Diploma Programs. And for those who are unable to make a major commitment at the moment, yet who would eventually like to pursue a professional goal, it is possible to enter as a Special Student and then at a later date make the transition to one of the Diploma Programs. Finally, the Adjunct Programs (Evening and Summer Divisions) offer opportunities for students whose commitments do not permit daytime or school year study.
While studying at NESA/D a student is bound to change—intellectually, artistically and personally. This is a natural, necessary growth process. We encourage experimentation, creativity and openness precisely because we believe this. But at the same time we also believe that structure, direction and a clearly defined sense of purpose are equally essential prerequisites for genuine growth and progress. At NESA/D we attempt at all times to maintain a productive balance of structure and flexibility, a balance which will encourage a sound professional background and purposeful striving.

The New England School of Art & Design is a relatively small school and because of its size is able to offer students the opportunity for a personalized, individually suitable education. Our student body is extremely diverse and has included students of widely varying age, background and nationality (see Students/Faculty).

Students enrolled in The New England School of Art & Design are responsible for their own progress through the School and will be held responsible for completing course, Departmental and School requirements, and for monitoring their own progress toward completion of such requirements. In addition, all students are responsible for knowing and adhering to currently published requirements, regulations and policies. On request students may obtain information and counsel relative to their progress and status from faculty, Department Chairpersons, or members of the Administration.

The New England School of Art & Design admits students of any race, color, sex, creed, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the School. It does not discriminate on the basis of race, color, sex, creed, national and ethnic origin in the administration of its educational policies, admissions policies, scholarships and loan programs, and other School administered programs.
**STUDENTS/FACULTY**

**LICENSING**

The New England School of Art & Design is licensed by the Commonwealth of Massachusetts, Department of Education.

**ACCREDITATION AND ASSOCIATIONS**

The New England School of Art & Design is an Accredited Member, National Association of Trade and Technical Schools.

The Interior/Environmental Design Program of The New England School of Art & Design is accredited as a three-year professional program by the Foundation for Interior Design Education Research (FIDER), a specialized accrediting body recognized by the Council on Post-Secondary Education and the United States Department of Education.

By agreement with University College of Northeastern University NESA/D graduates may transfer credits toward degree requirements at Northeastern.

**ELIGIBILITY**

The New England School of Art & Design is an eligible institution under the Pell Grant Program: is an eligible school under the Guaranteed Student Loan Program: is an eligible school under the Massachusetts State Scholarship Program.

The New England School of Art & Design is authorized under Federal Law to enroll non-immigrant alien students: approved by the Veterans Administration for the training of eligible veterans: approved by the Massachusetts Rehabilitation Commission for the training of persons under its auspices.

Enrollment in NESA/D Day Programs is approximately 230 and the Evening and Summer Divisions typically involve about 200 part-time students each semester. The average class size within the School is approximately 15 and no studio course may include more than 25 students. Foundation classes generally tend to be somewhat above the school average while upperclass courses are often lower.

While the majority of NESA/D students come from the New England region, our student body is quite varied and in the 1983-84 school year included students from ten foreign countries. The composition of the student body has changed substantially in the last decade and now includes many persons beyond the traditional college age level. Of the new full-time students entering between 1977 and 1983 over 60% came to NESA/D with previous post-secondary education and/or work experience. This, we believe, is due in large part to the essential integrity and quality of The New England School of Art & Design, its programs and its faculty. We are a school which demands discipline, motivation and professionalism: therefore we are attractive to somewhat older, more experienced students who have developed an appreciation of such qualities. This is not to suggest that we do not actively seek and welcome qualified students entering directly from high school, for we most certainly do. However, NESA/D clearly is not appropriate for the uncommitted or immature.

It is the policy of The New England School of Art & Design to draw its faculty from the ranks of currently practicing professional artists and designers. Thus, of the approximately 70 current faculty members, most teach on a part-time basis while maintaining active involvement in the art and design professions. They are men and women whose day to day work experience requires that they be highly competent, current and professional. Because of this they are able to bring a realistic, relevant point of view to the classroom. In brief, we see our student-faculty relationship as one of current professionals teaching future professionals. Please see Faculty for details regarding the work experience and educational background of individual faculty members.
The New England School of Art & Design was founded in 1923 as New England School of Art and for over sixty years has provided educational opportunities for students seeking to enter the professional world of art and design. Our graduates can be found in professional positions throughout New England, ranging from agency art directors and designers, to interior designers and space planners, to free-lance and in-house illustrators, to teachers and painters.

During the summer of 1975 the School moved to 28 Newbury Street in Boston, its current location. The purchase of the building at 28 Newbury Street greatly enhanced the School's learning and working environment and provided dramatic proof of our commitment to improvement and growth. That same spirit of commitment has continued over the ensuing years, as was most recently evidenced by the construction of a mezzanine level over the second floor during the summer of 1983. The creation of this new level provided significant new space which made it possible to relocate and totally refurbish our rapidly growing library, while at the same time creating a computer graphics classroom and an expanded interior design studio.

The NESA/D building was constructed in 1911-12 by the American Academy of Arts and Sciences and for many years served as the Academy's home. The building has a handsome brick and marble facade with large windows and is an outstanding example of Classical Revival/Federal style architecture. Located in Boston's Back Bay section, just one-half block from the Boston Public Gardens, the School is in the heart of the city's art gallery and design studio center. Public transportation is available only one block away and the School is easily accessible from almost anywhere in the greater Boston area.

The School has over 18,000 square feet of floor space and provides comfortable, well-equipped classroom and studio space. Specialized areas include: a computer graphics classroom; an audio-visual classroom for lecture and slide courses; graphic design and interior design studios equipped with parallel rules and drafting tables; a life drawing studio; a painting/airbrush studio; a darkroom; a reprographics room. The newly constructed mezzanine level houses the School library and its rapidly expanding collection of books, slides, periodicals and other resource materials. The library also provides private study carrels and equipment for slide viewing and storage. A first-floor gallery, Gallery 28, provides space for the regular exhibition of student and faculty artwork.

The School maintains up to date instructional and support equipment including: two computer graphics systems with color graphics and animation capabilities; a computerized phototypesetting system with video display/editing and composition/word management features; slide, film, overhead and opaque projectors; a videotape player; darkroom equipment for developing, printing and enlarging black and white photographs; equipment for cibachrome color printing; reprographics equipment including two photostat cameras for the reproduction of original art in black and white or color; compressors and outlets for airbrush work; silkscreen materials; an instant slide system; blueprint equipment.

The New England School of Art & Design does not provide or make available special facilities or services to handicapped persons. Handicapped persons are therefore advised to discuss the accessibility of the School's physical facilities with the Director of Admissions prior to making application to the School.
EMPLOYMENT AND THE NESA/D EDUCATION

It is the goal of The New England School of Art & Design to prepare students for professional employment in the field of art and design. This basic institutional objective is reflected in virtually all aspects of the School. The curriculum, from the content and format of individual courses to the organization and scope of the Major Departments, is designed to equip students with the skills and concepts expected in the professional world. School policies and standards regarding admissions, academic progress and graduation requirements are similarly designed to encourage and insure professional attitudes, conduct and performance. The professional qualifications of the faculty add yet another dimension to this design. In addition, the Work-Study Program provides senior students with opportunities to gain practical experience in the working professional world and is a valuable tool in preparing students (see Course Descriptions for details of this program).

The School also has a system of required senior portfolio reviews in all Major Departments which are designed both to simulate professional conditions and to guarantee professional quality portfolios. The senior portfolio reviews are an important part of the NESA/D education and are significant because the quality of the graduates' portfolios will be a major factor in determining their success in securing professional employment. The Fall reviews give students and departmental faculty members an opportunity to objectively evaluate portfolios and to plan corrective action where weaknesses exist. The Spring reviews are designed to give students an accurate, realistic evaluation of their readiness for professional employment.

Finally, the School has an active placement assistance program which is designed to help graduates find appropriate employment (see Student Resources). Clearly, however, the success of the placement effort is contingent on the quality of the educational programs. It is the purpose of the programs, policies and procedures described above to achieve such quality education.

Statistical information concerning the employment of graduates of The New England School of Art & Design may be obtained on request from the Admissions and Placement offices.

While it is the goal of the School to prepare students for professional employment, NESA/D is well aware that there are many factors involved in successful employment over which it has little or no control. The New England School of Art & Design cannot guarantee employment or salary levels to any individual and no implication of a guarantee is intended in or should be inferred from the above stated policies.
STUDENT RESOURCES

HOUSING
The New England School of Art & Design has itself no facilities for student housing. There are, however, both dormitory and apartment options available in close proximity to the School. There are a number of non-affiliated independent dormitories within walking distance of NESA/D which are much like any typical college dormitory except that they are privately owned and operated and accept students from a number of schools. In addition there are a number of Boston area colleges which make dormitory space available to students from other schools. The School will, on request, provide students with literature about dormitories, but persons seeking additional information will need to contact these organizations directly. The New England School of Art & Design has no interests, financial or otherwise, in any of these dormitories and assumes no responsibility for their operation. The rental of apartments is another option which many students choose, most often on a shared basis involving roommates. On request School staff members will offer suggestions about accessible neighborhoods, available rental agencies and services, and approximate costs. The School can also assist students in identifying and contacting other NESA/D students who are seeking roommates. In general the School can offer only limited housing assistance and housing should be considered primarily the responsibility of the student and/or his family.

HEALTH INSURANCE
Full-time students between the ages of 19 and 25 who are Massachusetts residents or who reside in Massachusetts while attending the School are eligible for participation in the Student Health Program of Blue Cross and Blue Shield of Massachusetts. Both Major Medical and Master Medical plans are available. General information and applications for this Student Health Program are available at the School. Students under the age of 19 may continue to be covered by their parents' Blue Cross and Blue Shield membership. The New England School of Art & Design does not itself offer any student health insurance and it is the responsibility of students and/or their families to see that appropriate coverage is provided.
PLACEMENT
The New England School of Art & Design has an active policy of assisting graduates in identifying and locating potential sources of employment whenever it is possible to do so. The School’s Placement Director maintains an Employment Opportunity File which is updated on a continuous basis. This file contains listings of opportunities of which the School has been informed by employers as well as listings from professional journals. In addition, alumni and faculty members make an extremely valuable contribution through personal referrals and suggestions. While designed primarily to assist recent graduates seeking full-time professional employment, the Employment Opportunity File also includes listings of part-time and free-lance opportunities which are often suitable for currently enrolled students. Qualified graduates and students are routinely notified of opportunities suitable to their expertise and interests. We encourage graduates and students seeking employment to register with the Placement Director in order that they may be kept informed and up to date. Graduates and students are welcome to make an appointment to speak with the Placement Director and review the Employment Opportunity File during normal office hours.

While the School will, on request, assist graduates in identifying and locating potential sources of employment, it cannot guarantee employment to any individual.

SCHOOL STORE
The NESA/D School Store carries a wide range of art supplies, equipment and books commonly used in course assignments and sells most items at a 20% discount. Supplies not generally stocked can in most cases be ordered or the School Store Manager can suggest alternate suppliers. The School Store is maintained and operated solely for the benefit and convenience of the NESA/D community.

STUDENT ASSOCIATION
The Student Association is the student government of The New England School of Art & Design and is comprised of elected representatives of the student body. The Student Association has been involved in a variety of activities including social events, public service projects, the publication of a student newspaper and the production of yearbooks.
PROGRAMS OF STUDY

DAY PROGRAMS
Full-Time Diploma Program
Part-Time Diploma Program
Part-Time Special Program

ADJUNCT PROGRAMS
Evening Division
Summer Division
DAY PROGRAMS

FULL-TIME DIPLOMA PROGRAM
The full-time Diploma Program involves three years of full-time study and is designed for committed students who are seeking an intense professional education over a relatively short period of time. A Diploma may be earned on a full-time basis in the following Major Programs:

Graphic Design
Interior/Environmental Design
Fashion Illustration
Fine Arts

Students wishing to pursue a particular professional goal not strictly within the scope of any single Major Program may earn a Diploma in General Art. Candidates for a Diploma in General Art design an interdepartmental program of courses to suit their individual career goals. The Administration and members of the faculty will assist in the design of such programs and no program may be instituted without the prior approval of the Committee on Academic Standing.

A full-time Diploma Program will include three years (six semesters) of full-time study comprised of one year (two semesters) of the Foundation Program and two years (four semesters) of the Major Program of the student’s choice. The completion of the Foundation Program or its equivalent is a prerequisite for entrance into any of the Major Programs. Full-time students in the Foundation Program will ordinarily select a Major Program (which they will follow for the next two years) during the second semester of their Foundation year. The course requirements for each of the Major Programs may be found in the descriptions of each of the Major Departments (see Departments/Course Requirements). Diplomas will only be awarded to students who have completed all Requirements for Graduation (see Academic Information).

The New England School of Art & Design defines a full-time student as one who is enrolled for 12 to 15 credits per semester. A Day Program semester consists of a minimum of 15 weeks or 75 school days and a school year is comprised of two such semesters, thus totalling a minimum of 30 weeks or 150 school days.

In the case of studio courses a credit is defined as a total of 30 clock hours of class time, or two class hours per week for a semester (15 weeks). All courses are studio courses unless otherwise indicated by the letter “A” (academic) following the course code. In the case of academic courses (i.e. those with the letter “A” following the course code) a credit is defined as a total of 15 clock hours of class time, or one class hour per week for a semester (15 weeks). Students may register for no more than 6 academic credits per semester and a maximum of 36 credits out of the 76 credits required for graduation may be earned in academic courses.

The above stated definition of a credit and the limitation on credits which may be earned in
academic courses means that a full-time Diploma Program will include 18 to 30 hours of class time per week. A semester will therefore consist of 270 to 450 class hours and a school year will include 540 to 900 hours of class time. Since a minimum of 76 credits is required for graduation, no more than 36 of which may be earned in academic courses, a full six semester Diploma Program will require 1740 to 2280 hours of class time. However, since full-time students may earn up to 90 credits, a full-time Diploma Program may include up to 2700 class hours. Credits and class hours in excess of graduation requirements are strictly optional.

While the above stated requirements for full-time students allow for individual variation, most students will find it necessary to carry semester credit loads in excess of the full-time minimum (12 per semester) since a minimum of 76 credits is required for graduation. Please see Academic Information for complete details of the requirements for earning a Diploma at NESA/D.

PART-TIME DIPLOMA PROGRAM

The part-time Diploma Program is appropriate for students who have a strong commitment to a professional design education, but whose personal or work commitments make full-time study inadvisable. In order to graduate, part-time Diploma Candidates must meet course and credit requirements identical to those required of students in the full-time Diploma Program (see Departments/Course Requirements and Academic Information), but may spread their studies over a longer period of time. Part-time Diploma Candidates may earn a Diploma in any of the Major Programs listed above under Full-Time Diploma Program.

In order to be eligible to apply for admission as a part-time Diploma Candidate, a student must have previously earned a minimum of 12 credits as a Special or Adjunct Student at NESA/D. Students who have met this credit requirement may apply to the Admissions Committee for recognition as a part-time Diploma Candidate and, if accepted, all credits previously earned at NESA/D may be applied toward Requirements for Graduation (see Admissions for details and requirements). Persons who wish to become part-time students, but who have not met this credit requirements should initially apply as Special Students or Adjunct Students (see Part-Time Special Program and Adjunct Programs following this segment).

A part-time student is defined as one who is enrolled for fewer than 12 credits per semester and a part-time Diploma Program will therefore involve more than the three years of study required of full-time students. While the length of time required to complete a part-time Diploma Program may vary widely, six years (12 semesters) is the recommended maximum. Total class hours required to complete a part-time Diploma Program are the same as those specified above for the full-time Diploma Program.

PART-TIME SPECIAL PROGRAM

Recognizing that not all students desire or are prepared to take on the long-term commitment required in the Diploma Programs, the School has created the part-time Special Program which is designed to permit students with specialized or tentative goals to take Diploma Program courses without making a commitment to an entire Diploma Program, provided they can demonstrate relevant qualifications. Students in this program are considered Special Students, not Diploma Candidates, and are not eligible to earn a Diploma while enrolled as Special Students.

Although the part-time Special Program does not constitute a vocational program, it is closely allied with NESA/D Diploma Programs and credits earned as a Special Student may subsequently be transferred to the Diploma Programs. Special Students take Diploma Program courses for credit, but credits earned may not be applied toward Requirements for Graduation until such time as the student has been accepted as a Diploma Candidate. Special Students may apply to the Admissions Committee for recognition as Diploma Candidates and, if accepted, all credits earned as a Special Student may be applied toward Requirements for Graduation (see Part-Time Diploma Program and Admissions for details and requirements.)

Special Students must meet admissions requirements similar to those required of Diploma Candidates except that they need only submit a portfolio relevant to the course or courses for which they have applied (see Admissions).
ADJUNCT PROGRAMS

It is the purpose of the Adjunct Programs (Evening and Summer Divisions) to make a selection of course offerings accessible to students who are unavailable for or unprepared for Day Program study. Thus the Evening and Summer Divisions include opportunities for beginners, for persons investigating new career directions, for students with previous art background, and for those with professional experience. Students in these programs are considered Adjunct Students, not Diploma Candidates, and are not eligible to earn a Diploma while enrolled as Adjunct Students.

Although the Adjunct Programs do not constitute a vocational program, they are closely allied with NESA/D Diploma Programs (courses and faculty are generally drawn from Day Programs) and credits earned as an Adjunct Student may subsequently be transferred to the Diploma Programs. Adjunct Students take Evening and Summer Division courses for credit, but credits earned may not be applied toward Requirements for Graduation until such time as the student has been accepted as a Diploma Candidate. Adjunct Students may apply to the Admissions Committee for recognition as Diploma Candidates and, if accepted, all credits earned as an Adjunct Student may be applied toward Requirements for Graduation (see Part-Time Diploma Program and Admissions for details and requirements).

Admissions requirements for the Adjunct Programs are kept to a minimum (most courses require only the submission of an application and an interview) and are detailed in the Evening and Summer Division catalogues.

EVENING DIVISION

The Evening Division consists of two ten-week semesters per school year, with the Fall semester beginning in early October and the Spring semester beginning in early March. Evening Division offerings include: 1) Basic and introductory courses designed to give students background and experience with which to test their abilities and interests, 2) Selected Major Department courses drawn directly from the Diploma Programs, 3) Specialized professional-level courses aimed at persons already employed in art and design related fields.

Evening Division classes are generally held between 6:00 p.m. and 9:00 p.m. with most courses meeting once per week. Students may enter in either the Fall or Spring semesters. The Evening Division catalogue for the Fall semester is available in August and the Spring semester catalogue is available in January.

SUMMER DIVISION

The Summer Division consists of one ten-week semester which begins in June and extends into the first part of August. As with the Evening Division, the Summer Division includes offerings of a beginning and introductory nature as well as selected courses from each of the Major Departments. The Summer Division provides new students with an opportunity to prove their abilities and better prepare themselves for Day Program study. It also gives students in the Diploma Programs the option of completing certain Major Department courses in advance of the regular school year.

The Summer Division includes both day and evening classes and most courses meet once or twice per week. The Summer Division catalogue is available in April and describes each course in the upcoming Summer semester.
DEPARTMENTS/ COURSE REQUIREMENTS

FOUNDATION
First Year Requirements

GRAPHIC DESIGN
Second Year Requirements
Third Year Requirements

INTERIOR/ENVIRONMENTAL DESIGN
Second Year Requirements
Third Year Requirements

FASHION ILLUSTRATION
Second Year Requirements
Third Year Requirements

FINE ARTS
Second Year Requirements
Third Year Requirements
The purpose of the Foundation Program is to provide students with the resources through which to learn the concepts, attitudes, tools and techniques which NESA/D believes are necessary for the development of professionalism in art and design. The Foundation Program is therefore designed to provide a comprehensive base of skills and experiences which in the long term will be of lasting value and which in the short term will prepare students to meet the specific demands of the Major Programs at the second and third year levels.

Within the Foundation Program we have developed a carefully structured approach to the study of visual communications, drawing skills, the structure and logic of design, the nature and use of color, the tools and techniques of various painting media, the design and use of letter forms, and the relation of the present world of art to its past: all with the goal of educating the student in the fundamental language of the visual arts. Through a required seminar course first year students are also exposed to elements of the Major Programs and related career opportunities in order that an informed choice of a major field of study may be made at the end of the Foundation year.

In our contemporary world there is substantial evidence to support the view that the graduate with a solid, yet diversified and adaptable background—one that is process and idea oriented—will be better able to function in the face of new problems than will his counterpart with a highly specialized, yet limited education. The first will be able to grow and change with the times; the second may find himself becoming obsolete. Thus the ability of the Foundation Program to provide an interdisciplinary approach to problem solving greatly enhances the value of its graduates to their future employers, to society and to themselves.

The completion of the Foundation Program or its equivalent is a prerequisite for entry into any of the Major Programs.
### First Year Requirements

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Fall Semester</strong></td>
<td><strong>Drawing Foundations I:</strong> Observational Drawing</td>
<td>2.0</td>
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<tr>
<td></td>
<td><strong>Drawing Foundations II:</strong> Drawing Systems</td>
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<tr>
<td></td>
<td><strong>Intro. to Lettering I</strong></td>
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<td></td>
<td><strong>Painting Foundations I</strong></td>
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<tr>
<td></td>
<td><strong>Color I: Principles &amp; Techniques</strong></td>
<td>1.5</td>
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<tr>
<td></td>
<td><strong>Basic Design I:</strong> Visualization &amp; Process</td>
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<tr>
<td></td>
<td><strong>Representational Drawing</strong></td>
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<tr>
<td></td>
<td><strong>Life Drawing I</strong></td>
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<tr>
<td></td>
<td><strong>Intro. to Lettering II</strong></td>
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<td></td>
<td><strong>Painting Foundations II</strong></td>
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<tr>
<td></td>
<td><strong>Color II: Image &amp; Design</strong></td>
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<tr>
<td></td>
<td><strong>Basic Design II:</strong> Application &amp; 3-D Design</td>
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<td></td>
<td><strong>Pictorial Space II:</strong> Post-Perspectival Systems</td>
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<tr>
<td></td>
<td><strong>Ideas of Western Art I</strong></td>
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<tr>
<td></td>
<td><strong>Seminar</strong></td>
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<tr>
<td></td>
<td><strong>Electives</strong></td>
<td>0.0 to 1.5</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td>13.5 to 15.0</td>
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</tbody>
</table>

| **Spring Semester** | **Drawing Foundations II:** Drawing Systems                            | 2.0     |
|                    | **Life Drawing I**                                                     | 2.0     |
|                    | **Intro. to Lettering II**                                             | 1.0     |
|                    | **Painting Foundations II**                                            | 1.5     |
|                    | **Color II: Image & Design**                                           | 1.5     |
|                    | **Basic Design II:** Application & 3-D Design                          | 2.0     |
|                    | **Pictorial Space II:** Post-Perspectival Systems                      | 2.0     |
|                    | **Ideas of Western Art II**                                            | 1.5     |
|                    | **Seminar**                                                            | 0.5     |
|                    | **Electives**                                                          | 0.0 to 1.0 |
| **Total**          |                                                                        | 14.0 to 15.0 |

*Indicates a one semester course which may be taken either semester.

**Credits:** A credit represents a total of 30 clock hours of class time, or two class hours per week for the semester, except in the case of academic courses (indicated by the letter "A" following the course code) where a credit represents a total of 15 clock hours of class time, or one class hour per week for the semester. Full-time students are required to add elective courses sufficient to bring their credit total to at least 12 credits per semester. Students may register for no more than 6 credits of academic courses per semester.

Graphic designers convert ideas, concepts and emotions into visual symbols and in this capacity have the ability to initiate, alter or reinforce the way our society perceives people, products and issues. Utilizing their design skills and their knowledge of typography, illustration, photography, printing and electronic media, graphic designers daily produce the visual communications which influence individual and group attitudes. The results of their efforts are seen in forms ranging from letterheads and logos, to newspaper and magazine advertisements, to television commercials, to books and catalogues, to packages and annual reports.

The Graphic Design Program is designed to equip students with the intellectual and practical abilities required of graphic communication professionals. Thus at the junior (second year) level there are survey courses which emphasize both the conceptual and the pragmatic aspects of design and advertising. In order that students may acquire fluency in the major "languages" of graphic design—typography, illustration, photography—there are specialty courses in all of these areas. There are also requirements in book design and art history, thus broadening students' abilities. In addition students study production processes in order that they may gain a practical means of preparing art work for reproduction.

Recognizing that in the professional world design for advertising is often practiced as a specialized discipline, in part distinct from other applications of graphic design, the Graphic Design Program has been structured so as to allow senior (third year) students the option of choosing an Advertising Concentration in order that they may devote a significant portion of their time to courses dealing with the specialized needs and concerns of the advertising field. Students who do not wish to concentrate on advertising may continue to develop graphic design skills of a more broadly applicable nature by following the Design Concentration. Students may also combine elements from both areas by electing individual courses from one Concentration while following the other Concentration in its totality. These two Concentrations are simply intended to allow for somewhat different directions within the graphic design profession and the NESA/D Graphic Design Department. Course requirements at the second year level are uniform for all Departmental Majors.
and third year students in both Concentrations are required to take a core of advanced level courses aimed at developing and refining the skills needed in all specialty areas within the graphic design field. Thus the Concentrations do not constitute separate majors, but rather variations within a single program.

The effectiveness of the Graphic Design Program is further enhanced by student access to support equipment that is comparable to that encountered in professional situations. The School maintains color key equipment: a darkroom with complete facilities for developing, printing and enlarging; two photostat cameras for the reproduction, enlargement and reduction of original art work; a computerized phototypesetting system, the Compugraphic Edit-Writer 7500, which comes complete with a video display/editing screen, a composition management keyboard and magnetic disc storage, thus giving students an opportunity to experience and use modern typographic/word management technology; computer graphics equipment, including a personal computer-based system and a more complex system, the Datamax UV-1, which has graphics, animation and video digitizing capabilities, thus providing students with a valuable introduction to the emerging field of computer graphics. Course requirements and elective options encourage Graphic Design Majors to develop an understanding of and familiarity with such equipment.

In terms of a student’s time, energy and talent the Graphic Design Program is a demanding one. It has as its goal the preparation of genuine professionals. The areas in which graduates may find employment are extremely diverse. The following are descriptions of some of these areas.

**Advertising Agencies:** Advertising agencies create promotional campaigns and support materials for products, corporations, institutions, issues and people. As such they almost always include sizable art departments whose job it is to conceive and produce visual materials which will support and enhance the work of copywriters, account executives and marketing specialists. Artists employed in advertising agencies range from creative art directors, to designers, illustrators and photographers, to mechanical artists.

**Design Studios:** These independent businesses are generally smaller than advertising agencies and specialize in such diverse areas as industrial design, package design, brochure and catalogue design, corporate design and architectural graphics. Such studios may do work for organizations such as stores, magazines, advertising agencies, and a wide variety of industrial and consumer companies. Independent studios have traditionally been a major source of employment for NESA/D graduates.

**Publishing:** There are several major book publishers in the Boston area which have substantial art departments requiring the diversified skills of graphic designers. The in-house designer must control the visible appearance of a book at all stages, from manuscript through final printing.

**Newspapers and Magazines:** Most newspapers and magazines have art departments which are responsible for creating an effective and attractive printed product. Designers with strong backgrounds in typography and graphic reproduction techniques are especially needed in this field.

**Television:** Television stations employ artists and designers on both a full-time and freelance basis. Art directors may be involved in live television, film production and promotions. Designers are frequently used to develop titles and news graphics.

**Industry:** Because of economic considerations and because of the desire for closer supervision and control of company literature, many larger corporations have their own in-house art departments. Such departments may deal with such wide ranging projects as annual reports, company advertising, sales presentations, newsletters, etc.

**Printing:** Large printing firms frequently supply design-related services for their clients. Such services range from simple paste-up and layout to total supervision of a project.

**Free-Lance:** Some designers work on what is called a free-lance basis—that is to say they supply their services to agencies, individuals, etc. on a project-by-project basis. Free-lance designers work for a variety of different clients (such as those listed above) and tend to specialize in particular aspects of design.
## Second Year Requirements

### Fall Semester Credits
- **G06** Graphic Design Production 1.0
- **G10** Typography for the Designer 1.0
- **G26** Illustration I 1.0
- **G40** Graphic Design I 1.5
- **G50** Basic Book & Magazine Design 1.0
- **G54** Advertising Design I 1.5
- **G60** Basic Photography 1.5
- **F88A** History of 19th Century Art 1.5
- Electives 2.0 to 5.0
- **Total** 12.0 to 15.0

### Spring Semester Credits
- **G07** Graphic Design Production 1.0
- **G11** Typography for the Designer 1.0
- **G27** Illustration I 1.0
- **G41** Graphic Design I 1.5
- **G51** Intermediate Book & Magazine Design 1.0
- **G55** Advertising Design I 1.5
- **G61** Intermediate Photography 1.5
- **F89A** History of 20th Century Art 1.5
- Electives 2.0 to 5.0
- **Total** 12.0 to 15.0

## Third Year Requirements

### Fall Semester Credits
- **G08** Production Workshop 1.5
- **G12** Advanced Typography 1.5
- **G28** Applied Illustration 1.5
- **G90A** The Business of Art 1.5
- Design Concentration* or 4.5
- Electives 1.5 to 4.5
- **Total** 12.0 to 15.0

### Spring Semester Credits
- **G09** Production Workshop 1.5
- **G13** Advanced Typography 1.5
- **G71** Art Direction for Photography 1.5
- **G91A** The Business of Art 1.5
- Design Concentration* or 4.5
- Electives 1.5 to 4.5
- **Total** 12.0 to 15.0

### *Design Concentration Requirements

#### Fall Semester Credits
- **G46** Package Design 1.5
- **G48** Graphic Design II: Print 1.5
- **G92** Corporate Design 1.5
- **Total** 4.5

#### Spring Semester Credits
- **G47** Package Design 1.5
- **G49** Graphic Design II: Print 1.5
- **G93** Corporate Design 1.5
- **Total** 4.5

### **Advertising Concentration Requirements

#### Fall Semester Credits
- **G56** Advertising Design II: Print 1.5
- **G58** Advertising Workshop 1.5
- **G96** Broadcast Advertising 1.5
- **Total** 4.5

#### Spring Semester Credits
- **G57** Advertising Design II: Print 1.5
- **G59** Advertising Workshop 1.5
- **G97** Broadcast Advertising 1.5
- **Total** 4.5

### Credits: A credit represents a total of 30 clock hours of class time, or two class hours per week for the semester, except in the case of academic courses (indicated by the letter "A" following the course code) where a credit represents a total of 15 clock hours of class time, or one class hour per week for the semester. Full-time students are required to add elective courses sufficient to bring their credit total to at least 12 credits per semester. Students may register for no more than 6 credits of academic courses per semester.
The objective of the Interior/Environmental Design Program is to provide students with the intellectual and practical background necessary for professional work in both commercial and residential design. The Program stresses the development of design concepts and methodology, technical competency and aesthetic awareness—all necessary ingredients for functional, creative design.

The faculty of the Interior/Environmental Design Department is comprised of a group of dedicated, practicing professionals whose interests and experience span the range of interior design concerns, including related disciplines such as architecture and engineering. They bring to the Program an intimate familiarity with the realities of the design profession.

The departmental curriculum includes both studio and academic courses. Studio courses involve the study and practice of design methodology, design process, space planning, architectural interiors, landscape design, lighting design and furniture construction, along with drafting and architectural rendering. Lecture courses cover interior structural systems, environmental controls, acoustics, and the history of furniture and architecture. In addition students are introduced to professional realities through a course in business practices.

While drawing from the material presented in the Foundation Program, the courses and faculty in the Interior/Environmental Design Department provide the student with a broad, flexible base from which to meet the exacting requirements of the profession. A number of career possibilities available to the graduate are listed below.

**Commercial Design:** Commercial designers deal with such public spaces as hotels, restaurants, hospitals, schools and retail stores, on either a free-lance or staff basis. Other commercial designers concentrate on office planning as many major corporations now include in-house planning departments. With the current emphasis on inner-city rehabilitation, the redesign of existing commercial structures for functions other than those originally intended has become more common.

**Residential Design:** In addition to the design of single-family homes, residential design includes the conversion of existing structures to apartments and condominiums, and the restoration of historically significant properties.

**Space Planning:** Space planners function as analysts and planners of efficient, functional interior space. Their goal is the optimum effective use of any given space based on the nature of the activity for which the space is intended and the specific requirements of that activity.

**Architectural Firms:** It is now common for architectural firms to employ interior designers as general assistants to architects with a specific emphasis on architectural interiors. These designers may involve themselves with a variety of jobs, from drafting and rendering, to lighting design and the coordination of materials and furniture systems.

**Rendering Artist:** A person capable of capturing the intended atmosphere, mood and setting of a particular interior space in the form of a comprehensive illustration. Oftentimes, when dealing with a lay client rather than a professional, a more illustrative, less technical version of the finished design is required.

**Special-Needs Designers:** Interior designers with specialized background in other areas may choose to design within the confines of those disciplines. For example, a designer who also has training in the care of handicapped children might choose to design educational, medical and residential spaces for such children.

**Free-Lance Designer:** A self-employed designer who prefers to work in a number of different disciplines, with the freedom inherent in being on one’s own, rather than a part of a larger organization. Such designers may concentrate on either commercial or residential design or may choose to deal with both areas.
## Second Year Requirements

<table>
<thead>
<tr>
<th>Fall Semester</th>
<th>Credits</th>
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<tbody>
<tr>
<td>E12A Environmental Control Systems: HVAC</td>
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<tr>
<td>E20 Interior Design Studio I</td>
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<tr>
<td>E22 Site Planning &amp; Landscape Design</td>
<td>1.0</td>
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<tr>
<td>E40 Contract Drafting I: Basic</td>
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<td>E44 Architectural Rendering I: Freehand Drawing</td>
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<td>E60A Interior Structural Systems: Basic Elements of Construction</td>
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<td>E62A Architecture: History &amp; Analysis I</td>
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<td>E64 Materials for the Interior Designer I</td>
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<tr>
<td>E82A History of Furniture I</td>
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<td>Electives</td>
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<tr>
<td><strong>Total</strong></td>
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<table>
<thead>
<tr>
<th>Spring Semester</th>
<th>Credits</th>
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<tbody>
<tr>
<td>E13A Environmental Control Systems: Electricity, Lighting, Plumbing</td>
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<tr>
<td>E21 Interior Design Studio II</td>
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<td>E23 Landscape Design &amp; Interior Plantings</td>
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<td>E41 Contract Drafting II: Intermediate</td>
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<td>E45 Architectural Rendering II: Design Drawing</td>
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<td>E63A Architecture: History &amp; Analysis II</td>
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<td>E65 Materials for the Interior Designer II</td>
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<td>E67A Interior Structural Systems: Structural Space</td>
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<td>E83A History of Furniture II</td>
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<td><strong>Total</strong></td>
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## Third Year Requirements

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<thead>
<tr>
<th>Fall Semester</th>
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<tbody>
<tr>
<td>E14A Lighting: Theory, Application &amp; Design I</td>
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<tr>
<td>E15A Acoustics: Theory, Application &amp; Design</td>
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<td>E24 Furniture Design &amp; Construction I</td>
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<td>E26 Interior Design Studio III: Commercial Design</td>
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<td>E28 Interior Design Studio IV: Residential Design</td>
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<td>E42 Contract Drafting III: Advanced</td>
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<td>E46 Architectural Rendering III: Mechanical Perspective</td>
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<td>E84 Graphics for Interior Design</td>
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<td><strong>Total</strong></td>
<td>12.5 to 15.0</td>
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<tr>
<td>E17A Lighting: Theory, Application &amp; Design II</td>
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<td>E25 Furniture Design &amp; Construction II</td>
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<td>E27 Interior Design Studio V: Commercial Design</td>
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<tr>
<td>E29 Interior Design Studio VI: Residential Design</td>
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<td>E43 Contract Drafting IV: Contract Documents</td>
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<td>E47 Architectural Rendering IV: Delineation</td>
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<td>E81A Business Orientation &amp; Professional Practice</td>
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<td>E85 Presentation Techniques</td>
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<td>Electives</td>
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<td><strong>Total</strong></td>
<td>12.0 to 15.0</td>
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Credits: A credit represents a total of 30 clock hours of class time, or two class hours per week for the semester, except in the case of academic courses (indicated by the letter "A" following the course code) where a credit represents a total of 15 clock hours of class time, or one class hour per week for the semester. Full-time students are required to add elective courses sufficient to bring their credit total to at least 12 credits per semester. Students may register for no more than 6 credits of academic courses per semester.
FASHION ILLUSTRATION

The Fashion Illustration Program is designed to prepare the student for work in a variety of fashion related fields. The Fashion Rendering and Fashion Layout courses form the specialized nucleus of the Program. In the Fashion Rendering course the student will receive instruction which emphasizes the development of drawing skills geared toward the special requirements of the fashion field. A heavy emphasis is placed on the human figure, both male and female, and the course also includes instruction in such specialized areas as shoe and accessory illustration and fabric renderings. The Fashion Layout course deals with layout and design for advertising purposes and considers the special problems of fashion advertising. In addition the Fashion Illustration Program includes requirements in graphic design in order that the student may gain a broader understanding of design and advertising. Since the fashion illustrator must deal constantly with the human figure there are also course requirements in life drawing.

The Fashion Illustration Program is a specialized one, yet it is broad enough in scope to prepare the student for a variety of possible positions. Employment opportunities in the fashion field come under four major categories: advertising, pattern, general sketching and display. Of these, advertising offers the largest range of possibilities, including work for department stores, specialty stores, catalogues, brochures, mailers and general advertising. Some of the fields in which NESAD graduates may find employment are described below.

**Department Store Advertising:** Involves working on advertisements which are the combined responsibility of many artists and designers, including layout artists. Some of the artists involved may be part of the regular staff of the store’s advertising department and some may work on a free-lance basis, depending on the store’s policy. Along with newspaper advertising, department stores send brochures and catalogues by direct mail to their charge customers.

**Advertising Agencies:** Larger agencies often hire fashion illustrators on a free-lance basis to produce work for clients involved in fashion related fields.

**Specialty Store Advertising:** Since few specialty stores can afford full-time advertising departments they often employ free-lance illustrators for art work appropriate to their advertising.

**Pattern Illustrating:** Pattern companies, located primarily in New York, have large staffs of artists to produce their catalogues, magazines and pattern envelopes. Such artists range from designers who plan the style to those who sketch the idea to those who do the finished drawing for reproduction in printed form.

**Poster and Display Work:** Display advertising includes posters and large background illustrations for window and floor display. As a rule these are one-shot sketches to be used as originals, not as the basis for reproduction in printed form. This type of work can be found in display firms or in department stores having display departments.
## Second Year Requirements

**Fall Semester**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>102</td>
<td>Fashion Rendering I</td>
<td>3.0</td>
</tr>
<tr>
<td>106</td>
<td>Fashion Layout I</td>
<td>1.5</td>
</tr>
<tr>
<td>G10</td>
<td>Typography for the Designer</td>
<td>1.0</td>
</tr>
<tr>
<td>G54</td>
<td>Advertising Design I</td>
<td>1.5</td>
</tr>
<tr>
<td>F60</td>
<td>Life Drawing II: Rendering</td>
<td>1.5</td>
</tr>
<tr>
<td>F68</td>
<td>Life Drawing II: Concepts</td>
<td>1.5</td>
</tr>
<tr>
<td>F88A</td>
<td>History of 19th Century Art</td>
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</tr>
<tr>
<td>Electives</td>
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<td>0.5 to 3.5</td>
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**Spring Semester**

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</thead>
<tbody>
<tr>
<td>103</td>
<td>Fashion Rendering I</td>
<td>3.0</td>
</tr>
<tr>
<td>107</td>
<td>Fashion Layout I</td>
<td>1.5</td>
</tr>
<tr>
<td>G11</td>
<td>Typography for the Designer</td>
<td>1.0</td>
</tr>
<tr>
<td>G55</td>
<td>Advertising Design I</td>
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</tr>
<tr>
<td>F61</td>
<td>Life Drawing II: Rendering</td>
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</tr>
<tr>
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## Third Year Requirements

**Fall Semester**

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</thead>
<tbody>
<tr>
<td>104</td>
<td>Fashion Rendering II</td>
<td>3.0</td>
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<tr>
<td>108</td>
<td>Fashion Layout II</td>
<td>1.5</td>
</tr>
<tr>
<td>G06</td>
<td>Graphic Design Production</td>
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<tr>
<td>G56</td>
<td>Advertising Design II: Print</td>
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</tr>
<tr>
<td>F62</td>
<td>Life Drawing III: Rendering</td>
<td>1.5</td>
</tr>
<tr>
<td>F70</td>
<td>Life Drawing III: Concepts</td>
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<tr>
<td>Electives</td>
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<td>2.0 to 5.0</td>
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<tr>
<td>G07</td>
<td>Graphic Design Production</td>
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<tr>
<td>G57</td>
<td>Advertising Design II: Print</td>
<td>1.5</td>
</tr>
<tr>
<td>F63</td>
<td>Life Drawing III: Rendering</td>
<td>1.5</td>
</tr>
<tr>
<td>F71</td>
<td>Life Drawing III: Concepts</td>
<td>1.5</td>
</tr>
<tr>
<td>Electives</td>
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The Fine Arts Program educates its students in the visual concepts of good design, drawing, painting and printmaking techniques by means of which the artist may make his/her statement. Instruction emphasizes the development of good craftsmanship in these major areas since NESA/D believes that it is not enough to ask the artist to express himself without giving him a spectrum of visual and technical vocabulary to enable him to do so in a professional, mature manner.

A balance between required courses and electives allows the student latitude to specialize in a particular discipline if he so chooses and ensures the scope of background necessary for the professional artist. Also available to the student in the Fine Arts Program are courses from the other Major Departments (Graphic Design, Fashion Illustration, Interior/Environmental Design) which can prove to be of immense value to the fine artist in these days of increasingly arbitrary distinctions between the fine arts and the commercial arts.

The most vital art of the future will not happen in isolation, nor will it be produced by an artist who is not positively interacting with his society. The Fine Arts Program of The New England School of Art & Design is designed to produce professionally educated artists who can take their rightful place as valuable members of our society.

**Second Year Requirements**

<table>
<thead>
<tr>
<th>Fall Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>F02 Drawing Techniques II</td>
<td>1.5</td>
</tr>
<tr>
<td>F24 Concepts &amp; Techniques of Painting I</td>
<td>1.5</td>
</tr>
<tr>
<td>F50 Basic Silkscreen Techniques</td>
<td>1.5</td>
</tr>
<tr>
<td>F60 Life Drawing II: Rendering</td>
<td>1.5</td>
</tr>
<tr>
<td>F68 Life Drawing II: Concepts</td>
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</tr>
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<tr>
<td>F25 Concepts &amp; Techniques of Painting I</td>
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<tr>
<td>F51 Intermediate Silkscreen Techniques</td>
<td>1.5</td>
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<tr>
<td>F61 Life Drawing II: Rendering</td>
<td>1.5</td>
</tr>
<tr>
<td>F69 Life Drawing II: Concepts</td>
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<table>
<thead>
<tr>
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<tbody>
<tr>
<td>F20 Non-Objective Painting</td>
<td>1.5</td>
</tr>
<tr>
<td>F26 Concepts &amp; Techniques of Painting II</td>
<td>1.5</td>
</tr>
<tr>
<td>F52 Advanced Silkscreen</td>
<td>1.5</td>
</tr>
<tr>
<td>F62 Life Drawing III: Rendering</td>
<td>1.5</td>
</tr>
<tr>
<td>F70 Life Drawing III: Concepts</td>
<td>1.5</td>
</tr>
<tr>
<td>F72 Life Painting Studio</td>
<td>1.5</td>
</tr>
<tr>
<td>Electives</td>
<td>3.0 to 6.0</td>
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<table>
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<td>F21 Non-Objective Painting</td>
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</tr>
<tr>
<td>F71 Life Drawing III: Concepts</td>
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<tr>
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PORTFOLIO

FOUNDATION
GRAPHIC DESIGN
ILLUSTRATION
PHOTOGRAPHY
INTERIOR/ENVIRONMENTAL DESIGN
FASHION ILLUSTRATION
FINE ARTS
Trompe L'Oeil
Michael Adley

Still Life
Michael Adley

Stamp Designs
Tracy Slater
Diane Gens

Figure/Ground Composition
Michele Hediger
Systems Drawings
Laurie Hoffman

Space Frame
Barbara Nelson

Pen & Ink Drawing
Michael Adley
Graphic Design

Advertising Layout
Cheryl Leger

Package Design
Maria Duridas

Advertising Layout
Maria Duridas

Package Design
John Hentz
EXHIBIT OF CONTEMPORARY WORKS ON DISPLAY AT THE MFA IN THE FOSTER GALLERY.

LINE 12 THROUGH JULY 9. MON.-SAT. 9-5, SUN. 1-5.

MUSEUM OF FINE ARTS
465 Huntington Ave. • Boston MA • (617)267-9300

Poster Design
Candy Wilson

Computer Graphic
Patricia Carey

Advertising Layout
Deanna LaChance

Logo Design
Craig Harrison

Logo Design
Barbara Spaulding

Logo Design
Paul Cornacchini

Logo Design
Frank Interrante
ILLUSTRATION

Political Cartoon
John Hentz

Stipple Illustration
Andrew Hobby

Illustrated Posters
Craig Harrison
Barbara Spaulding
Deanna LaChance
PHOTOGRAPHY

Interior
Ioanna Rallis

Figure Study
Ioanna Rallis

Documentary Photograph
Ruth Hagberg

PORTFOLIO
Isometric
Michael Balfe

Plan Oblique
Lee Jam

Plan Oblique
Tina Gregoris

Perspective Rendering
Maryann Mercer
Sections
Lee Jam

Axonometric
Tina Gregoris

Model
Mark Allen

Perspective Rendering
Tina Gregoris
Fashion Illustration

Watercolor/pencil
Velicia Gourdin

Marker Rendering
Velicia Gourdin

Wash Rendering
Irina Samoylova

Marker Rendering
Paula Slack
Life Drawing
Lisa Cipriano

Portrait
Craig Harrison

Life Drawing
Melissa Jones
Portrait Study
Melissa Jones

Watercolor
Barbara Spaulding

Portrait
Sherri Enoch
COURSE DESCRIPTIONS

GENERAL INFORMATION
FOUNDATION DEPARTMENT
GRAPHIC DESIGN DEPARTMENT
INTERIOR/ENVIRONMENTAL DESIGN DEPARTMENT
FASHION ILLUSTRATION DEPARTMENT
FINE ARTS DEPARTMENT

Research Tutorial
Work-Study
GENERAL INFORMATION

Course Codes: Within each Department courses are listed sequentially according to the assigned course code. In general, courses with even numbered course codes are offered during the Fall Semester and courses with odd numbered course codes are offered during the Spring Semester. Courses with course codes consisting of two numbers (e.g. G10, 11) will run for both Fall and Spring Semesters (i.e. the full school year).

Course Format: Information regarding semesters offered, credits, duration and frequency of class meetings, and total class hours is listed with each course description.

Prerequisites: Where applicable, specific course prerequisites are listed with individual course descriptions. Most courses in the Departments of Graphic Design, Interior/Environmental Design, Fashion Illustration and Fine Arts have as a prerequisite the completion of the Foundation Program or its equivalent. Exceptions to this provision may be made only with the permission of the course instructor and the appropriate Department Chairman. Courses listed under the Foundation Department have no specific prerequisites (except where noted) other than normal admissions requirements. Eligibility for registration in Major Department courses with specific prerequisites requires that a grade of C or better be earned in the prerequisite course.

Departmental Requirements: For information regarding course requirements within each Department, please see Departments/Course Requirements.

Course Schedule: A complete schedule of Day Program courses which includes information regarding the days and times of class meetings, and instructors assigned to courses is available by July 15 for the upcoming school year.

Course Offerings: Course offerings, content and format are subject to change, alteration or deletion in accordance with changing needs, course enrollment and the availability of qualified instructors. All such changes are subject to the approval of the Commonwealth of Massachusetts, Department of Education.
Please note: The completion of the Foundation Program or its equivalent is a prerequisite for entry into any of the Major Programs. Courses listed under the Foundation Department are first year courses and are not ordinarily elective for students enrolled in any of the Major Programs. However, part-time students, transfer students lacking specific courses and students required to repeat courses may elect courses from this list.

B02  
Drawing Foundations I: Observational Drawing  
This is a basic drawing course which will focus on the process of drawing from an observed situation—that is, making drawings of something that is seen, be it an object, a still-life or an environment. The course will approach drawing from a point of view which will emphasize accurately recording that which is observed and will introduce students to the concepts and procedures necessary for generating such drawings. Assignments and exercises will be aimed at developing three basic abilities: 1) Perceptual acuity—the ability to see accurately. 2) Motor control skills—the ability to get the hand (with the pencil) to go where you want it to. 3) Tool use and handling—the ability to use drawing tools proficiently and comfortably. The development and coordination of these three basic abilities will enable the student to generate drawings that correspond accurately with the observed world. That is the primary objective of the course.  
fall semester, 2 credits  
two 2 hour meetings per week  
60 class hours total

B04  
Drawing Foundations II: Drawing Systems  
This basic drawing course will focus on the various systems, methods and techniques which can be used to convey form and spatial information on a two-dimensional drawing surface. The course will approach drawing from a point of view which emphasizes accurately conveying information about the form of an object and the spatial relationships of one object to another, and will explore the variety of languages or systems which the artist may choose from to convey this kind of information. For example, a cross-contour system of lines can be used to describe the surface of an object, or the same object can be subjected to a light source and its form expressed in terms of light and shadow (chiaroscuro). Yet another possible approach would be to convey the form of the object as a function of uniform steps in space (topographical). This course will introduce students to these and other drawing systems and through assigned problems will develop a familiarity with each. In addition, the course will present specific techniques such as cross-hatching, pointillism and line-weight control which can be used within the drawing systems being studied. By learning to understand the various drawing systems and the particular aspects of form and space which they emphasize, the student will be better prepared to choose a system appropriate to the desired results.  
fall semester, 2 credits  
two 2 hour meetings per week  
60 class hours total

B05  
Representational Drawing  
prerequisite: B02  
The aim of this course is to establish proficiency in the skills involved in representational drawing and a corresponding refinement in the use of drawing materials. Attention will be given to strong resolution of problems and the quality of "finish" in drawings. In addition the issues of interpretation and expression within a representational context will be introduced. Materials to be used will include various artist's pencils, drawing pens and ink, and pastels.  
spring semester, 2 credits  
two 2 hour meetings per week  
60 class hours total

B07  
Life Drawing I  
prerequisite: B02  
An introductory course in drawing the human figure which will emphasize learning to judge proportions accurately and, through the use of basic drawing skills, developing a basic proficiency in adapting the three-dimensional reality of the figure onto the two-dimensional surface of the paper. The class will develop an understanding of anatomy and its influence on surface structure and form in order that the student may be better equipped to deal with both the observation and drawing of the model. It is the interaction of the figure observed and the process of drawing that observation that is the focus of this course. Use of an anatomical text and study of the drawing of past artists will aid the student in understanding the processes involved. Materials to be used will include charcoal, pencils, ink, chalks.  
spring semester, 2 credits  
two 2 hour meetings per week  
60 class hours total
Introduction to Lettering I
This course is an introduction to letters as graphic symbols, tracing their development from Imperial Roman Capitals to modern type faces. Students will become familiar with the traditional tools and materials used in hand lettering while developing skill in Roman and Italic letter forms. They will also explore the way in which weight, structure and spacing affect visual texture and readability through a series of design problems. The final project will be a small hand-bound and hand-lettered manuscript book.

fall semester, 1 credit
one 2 hour meeting per week
30 class hours total

Introduction to Lettering II
prerequisite: B08
This course will continue to develop lettering skills in Roman and Italic forms as well as in flourished Italic Capitals and Foundational Hand. Students will experiment with elongated and compressed forms as well as with less conventional tools. Such elements as letter spacing, line spacing, balance, proportion and negative space will be explored in a series of design problems using traditional and contemporary approaches.

spring semester, 1 credit
one 2 hour meeting per week
30 class hours total

Painting Foundations I
This is a basic painting course which will introduce students to the basic procedures, tools and materials necessary for acrylic and oil painting. Through a series of structured exercises and problems the student will learn sound technical approaches to the use of these media while exploring the surface, tactile and optical qualities of paint. Assignments will range from the representational to the abstract in order to encourage and foster basic proficiency in the handling of the form, spatial and plastic aspects of painting.

fall semester, 1.5 credits
one 3 hour meeting per week
45 class hours total

Painting Foundations II
prerequisite: B22
Building upon the experiences of Painting Foundations I, this course is aimed at establishing competence in the utilization of the oil paint media in conveying form and spatial information. Through both portrait and still life situations the special properties of the oil paint media will be explored. In addition watercolor will be introduced to familiarize the student with the qualities inherent in transparent painting media.

spring semester, 1.5 credits
one 3 hour meeting per week
45 class hours total

Color I: Principles & Techniques
The study of color is supportive of all other studio disciplines and is a vital prerequisite to any other visual medium with which the student may become involved. The course will answer the student's questions concerning this complex subject and will hopefully instill a curiosity for further investigation. Beginning with demonstrations in basic techniques for color applications, lectures will cover the qualities of paint and their logical organization. Color contrasts and relationships will be discussed with attention to general ideas of harmony and balance. The student's response through outside work is of primary importance and will be reviewed in terms of the degree of student comprehension and involvement, as well as excellence in craft and presentation. To aid in the transition from theoretical knowledge to practical application, projects will touch on the designer's outlook and process as well as that of the painter. It is expected that as the semester progresses students will begin to apply design and drawing skills gained in concurrent courses.

fall semester, 1.5 credits
one 3 hour meeting per week
45 class hours total

Color II: Image & Design
prerequisite: B30
This second semester course in color will take the student into more diverse areas of color exploration. Included will be: creation of spatial illusion through color; representation of the qualities of color through three-dimensional models; phenomena of light transmission, reception and perception; investigation of other color media including direct light (additive color), transparent and projected color. Also covered will be the psychological aspects of color and a study of both past and present views on the use of color in art.

spring semester, 1.5 credits
one 3 hour meeting per week
45 class hours total

Basic Design I: Visualization & Process
The ultimate goal of this course is to develop on the part of the student an understanding of and basic proficiency in the logic and structure of two-dimensional organization. All visual communications consist of the various
elements of the visual language (i.e., line, value, shape, texture, color, etc.), and to form an effective communication the divergent elements must be successfully combined resulting in a unified whole. This course will introduce the student to the constituent elements of this language and will provide the principles of organization by means of which the student can successfully create unified and exciting visual statements. Exercises and outside assignments will progress from the simple to the more complex in order to enable the student to handle the variables involved. Emphasis will be placed upon the "designing process" and various visualization techniques utilized in the development of solutions to problems of visual communication. In addition, basic tools, media and technical skills necessary for effective visual communication will be introduced.

fall semester, 2 credits
two 2 hour meetings per week
60 class hours total

B35
Basic Design II: Application & 3-D Principles
prerequisite: B34
A continuation of Basic Design I, this course will emphasize the application of principles, studied during the first semester in abstract terms, to a variety of applied situations ranging from the functional to the expressive. This course will also expand the principles of organization from the flat two-dimensional surface into the area of three-dimensional space and form. Additional tools and materials will be introduced throughout the semester. The student will also be encouraged to apply his/her developing critical faculties to the practical problem of analyzing and critiquing artwork.

spring semester, 2 credits
two 2 hour meetings per week
60 class hours total

B40
Pictorial Space I: Perspective
Perspective is a system of contour control developed at the beginning of the Renaissance which enables the artist to create a naturalistic illusion of three-dimensional space on a flat surface. The course will introduce the principles and practices of perspective and explore the relationship that these concepts have to the development of images from imagination, observation and plans. Both freehand and mechanical processes will be covered in the development of images where the student's primary focus is the effective control of the illusion of space.

fall semester, 2 credits
two 2 hour meetings per week
60 class hours total

B41
Pictorial Space II: Post-Perspectival Systems
prerequisite: B40
From the Renaissance through the 19th century the artist has been creating images that convey the illusion or look of space as we perceive it. As we entered the 20th century the artist found it necessary to create alternative systems for dealing with the conveyance of form and spatial information, and this course is aimed at introducing the student to these 20th century idioms. This course covers a variety of cubic approaches to the handling of form and space as well as introducing the student to self-referent or abstract spatial systems.

spring semester, 2 credits
two 2 hour meetings per week
60 class hours total

B70A,71A
Ideas of Western Art I & II
This is a two semester lecture course designed to acquaint the student with the major concepts and ideas of Western art. The role of the artist within a cultural context will be explored as it relates to the image making process. Emphasis will be placed on the interplay of the ideas of the past with the image making process of our contemporary society. The objective of this course is to provide a path by means of which the student may take the ideas and lessons extracted from the study of art history and turn these ideas into meaningful insights that are utilized in the studio.

fall and spring semesters
1.5 credits per semester
one 1.5 hour meeting per week
22.5 class hours per semester

B80
Seminar
A series of lectures, discussions and demonstrations by faculty members and guest speakers which is designed to expose the first year student to the career objectives of the Major Programs in order that an informed choice of a major field of study may be made at the end of the Foundation year.

fall or spring semester, .5 credit
one 1 hour meeting per week
15 class hours total
**G R A P H I C  D E S I G N  D E P A R T M E N T**

**G04  Reprographics**
This course is designed to familiarize students with a wide range of graphic arts processes through the study and practice of various methods involved in preparing original art (drawings, designs, photographs) for reproduction and printing. A major emphasis will be placed on learning to operate and control the photostat camera with a variety of image-receiving materials (films, papers, etc.). The course will also include an in-depth introduction to the half-tone through exercises with several types of contact screens (e.g. elliptical dot, line, mezzotint, etc.). Proofing systems such as halftone offset and contact techniques will be introduced. Techniques for using color transfers will also be used throughout the course, thus providing the student with valuable practical skills.

*Fall or spring semester. 1.5 credits*
*One 3 hour meeting per week*
*45 class hours total*

**G06.07  Graphic Design Production**
The principles and techniques used in the development of art work from design through to final printing. Layout, comprehensive, paste-up and mechanical preparation will be considered in relation to the various printing media. Field trips and lectures by individuals employed in the various areas of the graphic design production field will familiarize the student with a wide variety of techniques and operations. Also included will be an introduction to practical business aspects such as making estimates, quotations and contracts and adhering to a realistic schedule.

*Fall and spring semesters*
*1 credit per semester*
*One 2 hour meeting per week*
*30 class hours per semester*

**G08.09  Production Workshop**
*Prerequisite: G07*
This course will stress the practical application of the principles and techniques developed in Graphic Design Production. Emphasis will be placed on increasing sophistication in the use of tools and materials and increasing refinement in terms of the speed and accuracy of their application. Where possible, design problems encountered in other courses will be followed through to production stage and examined for practicability.

*Fall and spring semesters*
*1.5 credits per semester*
*One 3 hour meeting per week*
*45 class hours per semester*

**G10.11  Typography for the Designer**
The study and practical application of typography and typographic design as they relate to clear communication by the graphic designer. Major areas of study will include: the history and evolution of alphabets and typefaces; typographic terminology; type classification and identification; copyfitting; type selection and specification; typesetting equipment and technology; typographic design and legibility. The aim of this course is to develop in the student an awareness of the enormous impact typography has on design. In addition, the course seeks to develop practical skills which will enable the student to intelligently discuss, select, order and evaluate type and its appropriateness to a given task. Students in this course will also learn about modern computerized typesetting equipment and may have class projects set in type.

*Fall and spring semesters*
*1 credit per semester*
*One 2 hour meeting per week*
*30 class hours per semester*

**G12.13  Advanced Typography**
*Prerequisite: G11, G41*
A senior level course designed to reinforce and refine the skills developed in Typography for the Designer. It is the goal of this course to help the student understand that typography is an integral part of any design/advertising solution. Thus the course will involve projects relating directly to other Senior level courses such as Advertising Design II and Graphic Design II. Assignments will involve work in areas such as newspapers, magazines, billboards, packaging and tabular material such as charts and coupons.

*Fall and spring semesters*
*1.5 credits per semester*
*One 3 hour meeting per week*
*45 class hours per semester*

**G14  Introduction to Computerized Phototypesetting**
This course will provide an intensive, in-depth introduction to the practical use, operation and application of phototypesetting equipment. Hands-on time with computerized phototypesetting equipment (the School's Compugraphic EditWriter 7500) will form an integral part of the course and students will execute actual composition exercises throughout the course. In addition to covering typesetting functions the course will include lessons in computerized editing and file management. Basic typesetting terminology,
conventional rules of typography, and typeface classification and recognition will also be discussed. In order that students may have sufficient time to use the equipment enrollment will be limited to six persons.

fall or spring semester, 2 credits
one 1 hour class and one 2 hour lab per week
45 class hours total

G20
Advanced Calligraphy
prerequisite: B08
The study and practice of calligraphic techniques, tracing their development from the Paleographic era to the twentieth century, with emphasis on seven basic historical styles of lettering: Roman, Roman Rustica, Celtic, Gothic, Italic, 18th century Script and Bookhand. Particular emphasis will be placed on training the student to be aware of what constitutes good letter form and design; the practical uses of hand lettering, and their relationship to the graphic arts and type design through the hand rendering of letter forms.

fall or spring semesters, 1 credit
one 2 hour meeting per week
30 class hours total

G22.23
Cartooning
An explanation of basic cartooning media and techniques for a variety of applications, from gag panels to greeting cards and caricatures. The course will include an examination of professional practitioners such as Al Feldstein, Art Spiegelman, Milt Gross, Bill Mauldin and Harvey Kurtzman. Also studied will be periodicals such as Mad and National Lampoon.

fall and spring semesters
1 credit per semester
one 2 hour meeting per week
30 class hours per semester

G26.27
Illustration I
In this course students will learn to work in a variety of media used in professional illustration. The markets available to the illustrator and what media are appropriate for a specific market will be discussed. The course will concentrate on developing the ability to draw real objects and real people, often from a client’s specifications. Illustrating from a manuscript or from a layout will also be included. Several free projects will be included in the course, but the main emphasis will be learning the skills necessary for meeting a client’s specific illustration needs.

fall or spring semesters
1 credit per semester
one 2 hour meeting per week
30 class hours per semester

G28
Applied Illustration
prerequisite: G27
This senior level course will concern itself with the preparation of illustrations for specific markets within the advertising, graphic design and publishing fields. Areas covered will include illustration for trade and textbooks, newspapers, consumer and trade magazines, catalogues and brochures, and a range of advertising applications (products, people, issues, etc.). Special emphasis will be placed on developing proficiency in a wide variety of media (pencil, pen and ink, watercolor, airbrush, stipple) and on learning different methods of preparing artwork for reproduction. Developing a style appropriate to a particular market will be stressed throughout the course and an important feature of the course will be guest lectures and critiques from professional illustrators and artists’ representatives. Also included will be such practical considerations as the role of the art director in buying illustrations, working with a representative, developing a “clip file”, and shooting polaroid photos for quick reference.

fall semester, 1.5 credits
one 3 hour meeting per week
45 class hours total

G30
Introduction to Technical Illustration
prerequisite: B40
This course is designed to introduce students to the basic concepts and techniques used to produce technical illustrations. Students will learn to use basic drafting equipment and technical drawing pens as well as other aids such as acetate screens, transfer lettering and photostats. Three major methods for rendering objects will be covered: 1) Orthographics (plans and elevations) and related conventions for dimensioning, hidden lines, and sections. 2) Paraline drawings (specifically isometrics and obliques). 3) Perspective drawings (one and two-point). Exploded views will be developed in both perspective and paraline drawings. The course will also include a segment dealing with the production of charts and graphs suitable for business, presentation and publication uses. Design Graphics by C. Leslie Martin will be used as the primary text.

fall or spring semester, 1.5 credits
one 3 hour meeting per week
45 class hours total
G32.33  
**Editorial Graphics**  
This course will consist of the study and practice of newspaper and magazine editorial art. Areas considered will include the editorial cartoon, the editorial illustration and news illustrations. Assigned problems will be based on current news developments and on earlier events which still have an effect on contemporary life. Idea research, a creative approach to the problem, layout skills, production knowledge and a familiarity with the purposes of the publication will be stressed.  
*fall and spring semesters*  
1.5 credits per semester  
one 3 hour meeting per week  
45 class hours per semester

G34.35  
**Fantasy & Science Fiction Illustration**  
This course covers concepts central to science fiction and fantasy and strives for their concrete visualization. The evolution of science fiction in literature and film is examined along with trends in the visual interpretation of this material. A study of writers (Philip K. Dick, Ray Bradbury) and artists (Hannes Bok, Frank Frazetta, Virgil Finlay, Moebius) in this genre provides a model for imaginative student approaches. Assignments range from black and white Coquille shading for line reproduction to full-color paperback cover art.  
*fall and spring semesters*  
1 credit per semester  
one 2 hour meeting per week  
30 class hours per semester

G40.41  
**Graphic Design I**  
Emphasizing the creative process from thumbnail sketch to comprehensive, this course will introduce the student to the language, tools and techniques used by the professional graphic designer. Attention will be paid to both conceptualization and presentation in solving design problems, including logos, posters, brochures and mailers. As a survey and overview of graphic design, a goal of the course is to provide the student with sufficient information to allow him or her to choose an area of concentration at the senior level.  
*fall and spring semesters*  
1.5 credits per semester  
one 3 hour meeting per week  
45 class hours per semester

G46.47  
**Package Design**  
*prerequisite: G41, G55*  
This course will cover both the creative and practical aspects of designing for packages, and will stress the importance of three-dimensionality. The restrictions and requirements of a number of package types (including boxes, bottles, cans, tubes, blister-packs, etc.) will be examined. Emphasis will be placed on the effective use of typography, photography, illustration and color. Also studied will be basic aspects of marketing; the logic behind a design, product positioning, competitive brands, audience appeal, etc..  
*fall and spring semesters*  
1.5 credits per semester  
one 3 hour meeting per week  
45 class hours per semester

G48.49  
**Graphic Design II: Print**  
*prerequisite: G41*  
A senior level course for students majoring in Graphic Design, this course will emphasize creative solutions to a variety of typically encountered professional design problems. Areas covered will include design for catalogues, posters, brochures, product sheets, and direct mail pieces. Class time will be divided between lectures, critiques and in-class work.  
*fall and spring semesters*  
1.5 credits per semester  
one 3 hour meeting per week  
45 class hours per semester

G50  
**Basic Book & Magazine Design**  
A course in beginning book and magazine design for graphic designers which will focus on the skills necessary to create a text page. Topics covered will include the use of the haber rule, understanding picas, the importance of leading, and what type faces are suitable for text and display. Also covered will be sizing and positioning photographs and illustrations, and estimating the length of a book. In addition to the traditional method of preparing pencil layouts, students will be given the opportunity of setting up sample pages on the School's phototypesetting equipment. Two complete book designs incorporating illustration, graphics and photography (complete with layouts and specifications) will complete the semester.  
*fall semester, 1 credit*  
one 2 hour meeting per week  
30 class hours total
G51
Intermediate Book & Magazine Design
prerequisite: G50
A continuation of Basic Book & Magazine Design, this course will involve the student in practical, in-depth application of the principles and skills acquired during the first semester. Three major projects will be executed, each following a problem through from concept to completed design. Emphasis will be placed on the development of an increased sensitivity to book and magazine typography, the ability to create complex layouts, and the utilization of each student's talents (whether they be in graphics, illustration or photography). With the added ability to set type on the School's phototypesetter, the student will be able to prepare a professional book and magazine design portfolio.
spring semester, 1 credit
one 2 hour meeting per week
30 class hours total

G52,53
Advanced Book & Magazine Design
prerequisite: G51
This course is designed for those students who wish to develop a special expertise in book and magazine design in order that they can target their portfolios toward this discipline. Primary emphasis will be placed on long term projects which simulate professional situations and problems. Use of the student's own design, photography and illustration will be encouraged. Occasional field trips to publishers, printers and binders will be included.
fall and spring semesters
1 credit per semester
one 2 hour meeting per week
30 class hours per semester

G54,55
Advertising Design I
A broad introductory survey of typical problems encountered by the professional advertising designer. The course will stress the development of the methodology most commonly used in advertising design: i.e. the progression from concept to thumbnail, to roughs, to layout. Emphasis will be placed on print media, including newspaper and magazine advertising, direct mail, billboard and point-of-purchase.
fall and spring semesters
1.5 credits per semester
one 3 hour meeting per week
45 class hours per semester

G56,57
Advertising Design II: Print
prerequisite: G55
A survey of a broad range of typical advertising design problems which will stress sophistication in concept, development and execution. Projects will range from single ads to fully developed advertising campaigns and will include work for newspapers, magazines (both trade and consumer), billboards and point-of-purchase. The ultimate goal of the course is the preparation of a professional quality advertising art director's portfolio.
fall and spring semesters
1.5 credits per semester
one 3 hour meeting per week
45 class hours per semester

G58,59
Advertising Workshop
prerequisite: G55
This course will examine the role of the advertising art director and classes will simulate as closely as possible advertising agency situations. Design projects will be examined in terms of advertising and marketing theory and the course will cover trade and consumer advertising, hard-sell and soft-sell techniques, etc. Advertising concept, copy content and visual solution will be stressed as component parts of a successful whole.
fall and spring semesters
1.5 credits per semester
one 3 hour meeting per week
45 class hours per semester

G60
Basic Photography
open to freshmen
A thorough introduction to the basics of camera use and control, and darkroom procedures for developing and printing black and white photographs. Emphasis will be placed on learning by doing and the course will involve extensive use of the darkroom. An appreciation for aesthetic concerns will be developed by critiques of student work and class discussions of the work of influential photographers.
fall semester, 1.5 credits
one 3 hour meeting per week
45 class hours total

G61
Intermediate Photography
prerequisite: G60
This course is a continuation of Basic Photography and concerns itself with two major areas: advanced camera and darkroom techniques and the application of these techniques in communicating a personal message.
The format of the course will involve extensive use of the darkroom and will feature class critiques of student work and class discussions of the work of influential photographers.

**spring semester, 1.5 credits**

**G66,67**

**Advanced Photography**

**prerequisite: G61**

This course is intended to extend the student’s photographic skills to a higher technical and conceptual level. Areas to be covered include the zone system, studio work, documentary photography, various uses of color, and an introduction to view camera techniques. Emphasis will be on individual projects. A more conscious awareness of the technical and aesthetic choices available in photography is the aim of this course.

**fall and spring semesters**

**1.5 credits per semester**

**one 3 hour meeting per week**

**45 class hours per semester**

**G68**

**The Color Print**

**prerequisite: G61**

This course will introduce the basic techniques of color print making from slides. The Cibachrome process will be used because it is the simplest and most direct means of producing high-quality color prints. The focus of the course will be on darkroom procedures, including choice of chemicals for contrast control and various methods of diagnosing color printing problems.

**fall or spring semester, 1.5 credits**

**one 3 hour meeting per week**

**45 class hours total**

**G70**

**Commercial Photography**

**prerequisite: G61**

It is the goal of this course to provide the student with a first-hand working knowledge of the commercial photography process, the operation of large-format cameras, and the problems encountered in translating a designer’s sketch or layout into a finished photograph. The course will stress a hands-on approach with cameras and lighting. Both product and fashion photography will be covered and assignments will include studio and on-location work. Some classes will be held in a working commercial studio.

**fall or spring semester, 1.5 credits**

**one 3 hour meeting per week**

**45 class hours total**

**G71**

**Art Direction for Photography**

**prerequisite: G41 or G55, G61**

A senior level course for Graphic Design majors, this course is designed to familiarize students with photography for use in advertising and design. Emphasis will be placed on the art director’s role in planning and directing photographic sessions both in the studio and on location. Field trips and guest lectures from professional photographers and art directors will help the design student to understand the techniques, equipment and processes involved in order that they may creatively and intelligently design with photography.

**spring semester, 1.5 credits**

**one 3 hour meeting per week**

**45 class hours total**

**G72**

**Studio Photography**

**prerequisite: G61**

An advanced course designed to acquaint students with the practical experience of studio photography. Emphasis will be placed on designing and photographing studio-based scenes that fully explain an idea. This course differs from other courses in that it involves students working as a group to produce one photograph rather than as individuals.

**fall or spring semester, 1.5 credits**

**one 3 hour meeting per week**

**45 class hours total**

**G82**

**Introduction to Airbrush**

**prerequisite: G61**

This course will concentrate on mastering the basic airbrush techniques required to produce both commercial and fine art work. Areas explored will include rendering, photoretouching and production. Within the category of rendering the course will deal with advertising illustration, posters, animation, fine art painting and special effects. Production techniques will cover textiles, toys and ceramics, as well as more straightforward applications of the medium. The early portions of the course will emphasize the development of a working familiarity with airbrush equipment, materials and paints. This will be followed by exercises in line, solid form, brush and wash techniques. The latter portions of the course will progress through to finished renderings and retouching jobs.

**fall or spring semester, 1.5 credits**

**one 3 hour meeting per week**

**45 class hours total**
G84
Computer Graphics Workshop
This course is designed to provide an in-depth introduction to the field of computer graphics. Through a series of lectures, demonstrations and outside assignments, along with a sizeable commitment to hands-on time, the student will develop a familiarity with computer graphics technology in general and the School’s Datamax UV-1 system in particular. Areas to be covered include computer graphics paint programs, simple computer animation, the use of the video camera to input images and information, and the handling of software. Because of the nature of the course and the hands-on approach taken, students should be prepared to spend approximately four hours per week (outside of class) on the system. Enrollment will be limited to six persons.
fall or spring semester, 2 credits
two 2 hour meetings per week
60 class hours total

G85
Introduction to Computer Graphics
This course is designed to introduce students to the use of the computer as an artist’s tool. Topics of discussion will include basic computer concepts and systems, computer terminology, major applications of computer graphics in industry, and the role of the designer. Students will also be introduced to the School’s Datamax UV-1 computer graphics system and will be expected to complete outside assignments using this system. Field trips to manufacturers and users of computer graphics systems will also be included. Enrollment will be limited to 6 persons.
fall or spring semester, 1 credit
one 2 hour meeting per week
30 class hours total

G90A,91A
The Business of Art
It is the goal of this course to introduce senior students in the Graphic Design Program to business practices and procedures as they relate to the design and advertising industries. The course will show students how business and financial practices influence the creation of commercial art and how to properly manage those practices to insure financial success. It is the intent of the subject matter to prepare students to function successfully in a professional, business-like manner, whether they are designing under the supervision of a company or agency art director, or in a freelance capacity.
fall and spring semesters
1.5 credits per semester
one 1.5 hour meeting per week
22.5 class hours per semester

G92,93
Corporate Design
prerequisite: G41
This course will focus on the creation and application of designs within business and industry. Areas of study will include identification of client problems, definition of objectives to solve the problems, and the establishment of design strategies to accomplish the objectives. Specific emphasis will be placed on the analysis and development of corporate identity systems including the development of logotypes, stationery, signage systems, annual reports and forms. Also included will be graphic design applications to the various advertising, marketing and public relations pieces associated with corporate design. The course will expose the student to the unique aspects of design directed to identify, establish and promote the business community. Emphasis will be given to the role of the artist in the corporate design environment. Also stressed will be the interrelationships between the advertising, marketing, public relations and communications functions for which the designs are created.
fall and spring semesters
1.5 credits per semester
one 3 hour meeting per week
45 class hours per semester

G96,97
Broadcast Advertising
prerequisite: G55
This course will explore and examine the creation of graphics for telecommunications media. Television (including cable and closed circuit), videotape and film will be addressed and students will be made aware of the techniques and applications utilized in these broadcast media. Problems unique to this industry will be discussed and their impact on design solutions explored. Included will be field trips to studios and locations that will expose the student to the wide range of tools and techniques used by professional film, video and A/V producers. Students will thus be given an opportunity to see commercials followed through all stages of production from storyboarding through production to distribution. New technologies in broadcasting and their effect on design will also be discussed.
fall and spring semesters
1.5 credits per semester
one 3 hour meeting per week
45 class hours per semester
I N T E R I O R / E N V I R O N M E N T A L
D E S I G N  D E P A R T M E N T

E12A
Environmental Control Systems: HVAC
This course will provide the student, in a
lecture format, with a general background in
the control of interior environments by means
of heating, ventilation and air conditioning. A
study of the physiological effects and require­
ments relating to human comfort will
demonstrate the need for a controlled environ­
ment. Methods for achieving that control by
the application of engineered HVAC systems
and their integration into the overall building
design will follow.
fall semester, 1.5 credits
one 1.5 hour meeting per week
22.5 class hours total

E13A
Environmental Control Systems: Electricity,
Lighting & Plumbing
An introduction to the control systems which
regulate and nourish the built environment,
such as electricity, lighting, plumbing and
water systems. Issues relating to the quality
of space as affected by control systems and
the implications on design solutions will be
pursued through an examination of interior
design students' studio work as case studies.
spring semester, 1.5 credits
one 1.5 hour meeting per week
22.5 class hours total

E14A
Lighting: Theory, Application & Design I
An introduction to the art and science of
illumination. This lecture series will discuss
lighting principles, the state of the art, and
the application of lighting into interior
environments for aesthetic, functional and
spatial effects. A semester-long studio project
will be utilized for the discussion and prac­
tical application of lighting from conceptual
design to the specification of equipment and
sources.
fall semester, 2 credits
one 2 hour meeting per week
30 class hours total

E15A
Acoustics: Theory, Application & Design
Lectures on the practical applications of the
fundamentals of acoustics to building and
interior design. Topics covered include room
finish design for sound reverberation control,
sound transmission, speech privacy, mechan­
ical system noise control, etc.. Whenever
possible, studio problems are used for class
projects and for discussion.
fall semester, 2 credits
one 2 hour meeting per week
30 class hours total

E17A
Lighting: Theory, Application & Design II
prerequisites: E14A, E40
A continuation of the introductory course on
the art and science of illumination, with
greater stress on applications. This lecture
and workshop series will draw on the knowl­
dge obtained in Lighting: Theory, Applica­
tion & Design I, enabling the student to
become more familiar with the procedures for
designing, and the particular design criteria
for, specific types of residential and commer­
cial spaces.
spring semester, 2 credits
one 2 hour meeting per week
30 class hours total

E20
Interior Design Studio I
The first interior design studio in a series, this
course will address itself to the understanding
and meaning of three-dimensional, real space
or the "built environment". An objective of
the studio will be the student's ability to
develop a methodical and rational approach to
dealing with problems of light, shadow, color,
texture, rhythm, pattern and volume in
space. The elements of interior space and the
planning of that space will be discussed in
seminars and the design solutions particular
to individual problems will be investigated
through freehand drawing, drafting and
models. Projects will be short in duration,
sometimes complex in nature and dealing
with both commercial and residential
environmental situations.
fall semester, 3 credits
two 3 hour meetings per week
90 class hours total

E21
Interior Design Studio II
prerequisite: E20
This design studio will further the
investigations of Interior Design Studio I
through a more complex series of problems of
longer duration. Design methodology, spatial
planning, environmental systems, and con­
struction techniques will become of greater
importance in problems of commercial and
residential spaces. As in the first studio, the
objectives will be the student's understanding
of and ability to effectively deal with interior
problems of light, color, shadow, sound,
texture and volume.
spring semester, 3 credits
two 3 hour meetings per week
90 class hours total
E22
Site Planning & Landscape Design
A course intended to introduce students of interior/environmental design to the fundamental principles, theories and resources necessary to establish a working vocabulary of site planning and landscape design. Topics covered will include: history, site analysis techniques, selection of site elements such as plant materials, paving, street furnishings, sociology of space, city elements, environmental factors, etc..
fall semester, 1 credit
one 2 hour meeting per week
30 class hours total

E23
Landscape Design & Interior Plantings
prerequisite: E22
A continuation of the study and investigation of site planning and landscape design, this course is intended to further the student’s knowledge and understanding of the theory, application and practice of landscape design as it relates to interior environments. Included will be an overview of the requirements for indoor plant materials, their physical needs and design capabilities. Field trips, lectures and studio problems will enable the student to use plants in interior spaces for a variety of effects.
spring semester, 1 credit
one 2 hour meeting per week
30 class hours total

E24
Furniture Design & Construction I
prerequisite: E41
A seminar/studio which will investigate the various materials and techniques used in the fabrication of furniture, as well as drawing and presentation techniques appropriate to this study. Through a series of design problems the student will develop the design process from concept to presentation. Lectures, field trips and class critiques aid the student in developing a thorough knowledge of the furniture design industry.
fall semester, 1 credit
one 2 hour meeting per week
30 class hours total

E25
Furniture Design & Construction II
prerequisite: E24
A continuation of the studies of Furniture Design & Construction I, this course will allow the student to pursue the design of various pieces of cabinetry, furniture and accessories pertinent to particular projects undertaken in the design studios. Where desirable, this course will work in conjunction with drafting courses in developing informational detailing.
spring semester, 1 credit
one 2 hour meeting per week
30 class hours total

E26
Interior Design Studio III: Commercial Design
prerequisites: E21, E41
This senior (third year) level design studio concentrates on the beginning phases of the design process. Programming and schematic design are the particular phases that will be covered in the course. The programming phase covers the design problem definition through information gathering and research of a particular client type. It is a brief directive, outlining the course of actions and the criteria to be followed in both planning and design. The schematic design phase is the interpretation of the program requirements by studies and drawings to illustrate basic interior architectural concepts (i.e. space requirements and relationships, circulation, scale, general appearance and scope of the project). This will be accomplished by the following methods: lecture/slide/discussion, individual term projects, sketch problems, desk critiques, and formal presentations.
spring semester, 2.5 credits
two 2.5 hour meetings per week
75 class hours total

E27
Interior Design Studio V: Commercial Design
prerequisite: E26
This second semester course in commercial design will be a continuation of Interior Design Studio III and will concentrate on the processes of design development through working drawings and specifications. The design development phase follows the approval of schematic design. It includes the design determination and coordination of all interior architectural elements. This phase results in drawings and documentation, plus additional material as necessary to illustrate final development and insure that all significant design questions and problems have been answered. The working drawing and specifications phase transforms the preceding approved design development package into a set of detailed documents. This will be accomplished by the following methods: lecture/slide/discussion, individual term projects, sketch problems, desk critiques, and formal presentations.
spring semester, 2.5 credits
two 2.5 hour meetings per week
75 class hours total
E28
Interior Design Studio IV: Residential Design
prerequisite: E21, E41
This course will address itself to the planning and design of residential structures. A survey of American residential styles from Colonial to contemporary times will be undertaken in conjunction with field trips. Design problems will address adaptive reuse, multi-family and single family housing, using drawings and models as tools.

fall semester, 1.5 credits
one 3 hour meeting per week
45 class hours total

E29
Interior Design Studio VI: Residential Design
prerequisite: E28
A continuation of the studies of Interior Design Studio IV, this course will focus on contemporary residential buildings. The student will study and analyze a variety of current approaches to single family and multi-family residences. Two major design problems will be undertaken using previously acquired drawing and model-building skills.

spring semester, 1.5 credits
one 3 hour meeting per week
45 class hours total

E40
Contract Drafting I: Basic
A course designed to familiarize students with the basic concepts and equipment necessary for visualizing three-dimensional space and geometric objects in specific graphic illustrative terms known as plans, elevations and sections. In addition, the student will be introduced to the three-dimensional measured paralline drawing. The course aims to provide students with a working knowledge of the processes, graphic and reproductive, used to produce a basic set of contract drawings necessary in the planning and design of interior spaces for commercial or residential use.

fall semester, 1 credit
one 2 hour meeting per week
30 class hours total

E41
Contract Drafting II: Intermediate
prerequisite: E40
A continuation of the studies of Contract Drafting I with an emphasis on increasing sophistication in drawing techniques, the rendering of materials and finishes, and presentation skills. In addition to floor plans, elevations and sections the student will be introduced to production manuals; the problems of electrical, lighting, telephone and furniture requirements; working with typical specifications and finish schedules. Projects included will sometimes involve problems initially encountered in Interior Design Studios I and II.

spring semester, 1 credit
one 2 hour meeting per week
30 class hours total

E42
Contract Drafting III: Advanced
prerequisite: E41
This course will serve as an extension of the studies of Contract Drafting I and II. Its objectives are the production of professional quality work for presentation and portfolio purposes. Class problems will refine drafting skills and will work in conjunction with some problems from Interior Design Studios III and IV.

fall semester, 1 credit
one 2 hour meeting per week
30 class hours total

E43
Contract Drafting IV: Contract Documents
prerequisite: E42
Contract documents, which are perhaps better known as "working drawings," will be the focus of this course. Drawing on the student's prior background in drafting techniques, this course will continue the study of informational detailing in the pursuit of professional quality drawings which will document design work.

spring semester, 1 credit
one 2 hour meeting per week
30 class hours total

E44
Architectural Rendering I: Freehand Drawing
prerequisite: B40
A course designed to introduce students to fundamental concepts, tools and techniques necessary for visualizing and representing three-dimensional space. The course is directed toward developing the ability to draw with speed and accuracy in three dimensions as well as increasing the student's spatial awareness and sensitivity.

fall semester, 1 credit
one 2 hour meeting per week
30 class hours total

E45
Architectural Rendering II: Design Drawing
prerequisite: E44
A continuation of Architectural Rendering I which will concentrate on developing the principles of design drawing. Heavy emphasis will be placed on trace overlays as this course will act primarily as a workshop and will
enable the student to quickly describe a wide variety of design solutions. Specific areas of study include commercial and residential environments, and landscape design problems.

spring semester, 1 credit
one 2 hour meeting per week
30 class hours total

E46
Architectural Rendering III: Mechanical Perspective
prerequisite: E45
An introduction to the study of mechanical perspective, isometric drawing techniques and axonometric drawing techniques. This course will utilize Interior Design Studio problems and will strive to develop skills for describing designed space with a wide range of graphic possibilities in a highly refined and specific manner. The course will also consider delineation techniques, media and materials, and the technical method of rendering light, shade and shadow.

fall semester, 1 credit
one 2 hour meeting per week
30 class hours total

E47
Architectural Rendering IV: Delineation
prerequisite: E46
A course aimed at producing students capable of a high resolution of graphic presentation of space. The student will pursue several projects from concept through design drawing to finished presentation drawing. Specific areas of study include: hardline drawings; detailed renderings; media and materials; delineation techniques for interior materials, textures, glass, water, sky and ground cover.

spring semester, 1 credit
one 2 hour meeting per week
30 class hours total

E60A
Interior Structural Systems: Basic Elements of Construction
A lecture course intended to introduce the interior/environmental design student to the foundations of contemporary technology and methods as they apply to the preliminary investigations of residential and commercial structural environments. The aim of this course is to make the student aware of the resources available and the limitations of construction techniques which ultimately affect any design solution.

fall semester, 1.5 credits
one 1.5 hour meeting per week
22.5 class hours total

E62A
Architecture: History & Analysis I
This course is the first part of a two semester survey of the history of architecture and the analysis of architecture. In order to gain a full and usable understanding of history, it is important to study history in two ways: 1) in its historical context and 2) as an artifact from the past. In the spirit of its historical context, history will be studied as a survey course with illustrated lectures, readings and discussions. In order to study examples from history as artifact and to gain a means for using architecture for contemporary design needs, a formal analysis of architecture and discussion time will be allocated. The goal of the course is to develop the student’s critical abilities in the understanding of the significance of architecture in the age of its design as well as the ability to use the understanding of a building as we see it now in current design problems. The course will provide the student with a knowledge of major architectural developments from the ancient civilizations of Egypt, Greece and Rome through to the Baroque era.

fall semester, 1.5 credits
one 1.5 hour meeting per week
22.5 class hours total

E63A
Architecture: History & Analysis II
A continuation of Architecture: History & Analysis I, this course will review the major developments in architecture from the dawn of the modern world to the present day. This course will conclude with an examination of contemporary architecture and will attempt, through an historical survey and architectural analysis, to place current trends and thought in historical perspective.

spring semester, 1.5 credits
one 1.5 hour meeting per week
22.5 class hours total

E64
Materials for the Interior Designer I
A survey of the materials used in building construction and an in-depth study of materials used as finishes in commercial and residential interiors. Emphasis will be placed on research and comparative analysis leading to the appropriate selection and specification of interior finish materials. Through independent research assignments each student will present to the class a study of specific materials, both fixed and decorative, including history, development, compliance with building codes, and aesthetic characteristics.

fall semester, 1 credit
one 2 hour meeting per week
30 class hours total
E65  
Materials for the Interior Designer II  
Prerequisite: E64  
A continuation of the studies begun in Materials for the Interior Designer I, this course will begin with an in-depth examination of textiles, their history and application. The second half of the semester will focus on the relationship between interior designers and contractors and the importance of communication between the two, starting with specification sheets for fixed materials and ending with specification sheets for custom detailing. Field trips will supplement class discussions and lectures.  
Spring semester, 1 credit  
One 2 hour meeting per week  
30 class hours total  

E67A  
Interior Structural Systems: Structural Space  
Prerequisite: E60A  
An examination of constructional elements and their effect on interior/architectural space and design. Elements examined will include doors, windows, stairs, elevators, plumbing fixtures and finish work. Studies will be supplemented by readings from Building Construction Illustrated by Francis D.K. Ching.  
Spring semester, 1.5 credits  
One 1.5 hour meeting per week  
22.5 class hours total  

E81A  
Business Orientation & Professional Practice  
Prerequisite: Senior status  
A seminar/lecture course which addresses the realities of business practice in the interior design profession. The course will pursue topics which include contracts, business procedures and management, client relations and the basics of establishing and maintaining a business.  
Spring semester, 1 credit  
One 1 hour meeting per week  
15 class hours total  

E82A  
History of Furniture I  
A study of furniture history from ancient Egypt through the 1850’s. A major consideration will be the social, economic and political factors which influenced the development of furniture styles.  
Fall semester, 1.5 credits  
One 1.5 hour meeting per week  
22.5 class hours total  

E83A  
History of Furniture II  
A continuation of the studies of History of Furniture I, this course will cover furniture styles from the Victorian era through the 20th century. Again, a major consideration will be the social, economic and political factors which influenced the development of furniture styles.  
Spring semester, 1.5 credits  
One 1.5 hour meeting per week  
22.5 class hours total  

E84  
Graphics for Interior Design  
Prerequisite: Senior status  
This course is designed for Interior/Environmental Design seniors and will cover the basics of two and three-dimensional design as part of the total design environment. It will also review the basic elements of visual communication. This will be accomplished through the following methods: lectures and examples of graphic techniques, visual communication projects, individual reviews, formal presentations, and field trips.  
Fall semester, 1.5 credits  
One 3 hour meeting per week  
45 class hours total  

E85  
Presentation Techniques  
Prerequisite: E84  
This course will cover the numerous presentation techniques available to the interior architectural profession. Methods of presentation covered in this course will be applied to the senior level design studios and to student portfolios.  
Spring semester, 1.5 credits  
One 3 hour meeting per week  
45 class hours total  

COURSE DESCRIPTIONS
**Fashion Illustration**

**Department**

**102,03  Fashion Rendering I**
This course will emphasize the development of drawing skills as they relate to the special requirements of the fashion field. A heavy emphasis will be placed on the human figure, both male and female, and its interpretation for fashion and advertising purposes. Included are studies in anatomical proportion, movement, foreshortening, facial expression and hair styles. Exercises in fabric rendering will explore techniques for rendering textures (e.g. cotton, wool, leather, velvet, knits) and patterns (e.g. stripes, floral prints, plaids, paisley) commonly encountered in professional work. Fashion related products and accessories such as jewelry, handbags, cosmetics and shoes will also be dealt with. The execution of these exercises will involve the student in the practical application of a wide variety of drawing media and techniques, ranging from simple line art to full-color renderings. Throughout, the emphasis will be placed on the preparation of camera-ready art work.

*fall and spring semesters*

3 credits per semester

two 3 hour meetings per week

90 class hours per semester

**104,05  Fashion Rendering II**
*prerequisite: 103*
This course will continue the studies of *Fashion Rendering I* on a more sophisticated and professional level. A heavy emphasis will be placed on interpretive renderings of products and styles — i.e. learning how to effectively project both the literal reality and the desired image or impression simultaneously. Using life studies as a basis for anatomical understanding, each student will develop a series of line and wash drawings. The use of watercolor, gouache, color overlays, etc. will also be explored. The ultimate goal of the course is the preparation of a professional quality portfolio of fashion illustrations.

*fall and spring semesters*

3 credits per semester

two 3 hour meetings per week

90 class hours per semester

**106,07  Fashion Layout I**
This course will concern itself with the overall layout and design of fashion advertising pieces. Far more than good drawing is involved in the preparation of successful advertising and it is the goal of this course to make the student competent in dealing with these other elements. The course will therefore deal with problems which overlap with graphic design: problems in page organization, type measurement and specification, mechanicals and paste-up. Throughout the emphasis will be placed on the special problems encountered in fashion advertising. Such problems will include the effective arrangement of figures and products illustrated and the relationship between the illustration and other elements such as copy, logos and photographs.

*fall and spring semesters*

1.5 credits per semester

one 3 hour meeting per week

45 class hours per semester

**108,09  Fashion Layout II**
*prerequisite: 107*
A continuation of *Fashion Layout I*, this course will deal primarily with the practical application of the principles and skills learned in the prerequisite course. Assignments given will emphasize the production of finished layouts and will throughout stress an effective balance of drawing, type and space. Students will also be given an opportunity to expand their skills beyond the level of single page advertisements and into brochure and catalogue design. As with the senior level rendering course, this course will aim for the preparation of a professional quality portfolio.

*fall and spring semesters*

1.5 credits per semester

one 3 hour meeting per week

45 class hours per semester
FINE ARTS DEPARTMENT

F02.03 Drawing Techniques II
An in-depth continuation of the study of drawing. A wide range of materials for drawing with color will be explored, with emphasis on mixed-media possibilities. A major aspect of the course will be the search for personal methods of image-generation, using the self portrait, narrative sequences, collage, and the use of projected and grid images. Critique and ongoing class discussion will aid in developing the verbal skills necessary for appraising the visual elements and qualities of works produced by each student.

Fall and spring semesters
1.5 credits per semester
One 3 hour meeting per week
45 class hours per semester

F20.21 Non-Objective Painting
Through a study of several major schools of twentieth century painting students will develop an understanding of abstraction. Assignments will reflect the concepts being studied. The schools of painting included are Impressionism, the New York School, Cubism, Dada and Surrealism, Abstract Expressionism, Pop Art, Optical Art, Minimal Art and Conceptual Art.

Fall and spring semesters
1.5 credits per semester
One 3 hour meeting per week
45 class hours per semester

F24.25 Concepts & Techniques of Painting I
This course is designed to give the student, through a series of problems, an opportunity to gain additional knowledge of and proficiency in the use of watercolors, oils and acrylics. Assignments will include exercises in both representational and semi-abstract approaches. Each member of the class will be trained in sound technical approaches to the subject and the media.

Fall and spring semesters
1.5 credits per semester
One 3 hour meeting per week
45 class hours per semester

F26.27 Concepts & Techniques of Painting II
Prerequisite: F25
This course for senior students is designed to give the student a greater degree of flexibility in pursuing individual directions. Themes and concepts will be left largely to the student and the course will concentrate on the refined application of a variety of painting media, including oils, acrylics, watercolors, stains, collage, photographs and combinations of these.

Fall and spring semesters
1.5 credits per semester
One 3 hour meeting per week
45 class hours per semester

F32 The Portrait
This is a studio course in which students paint for development of personal style with an eye to the issues, past and present, that confront the portraitist. Psychological depth, anatomical accuracy, composition, narrative and control, and the role of the medium will be covered. In addition students will study and discuss the work of portrait painters such as Rembrandt, Gainsborough, Copley, Vigee-LeBrun, Sargent, Hockney, Neel, Warhol and others. The study of contemporary artists can be of special value to students developing painting skills today.

Fall or spring semester, 1.5 credits
One 3 hour meeting per week
45 class hours total

F50.51 Basic & Intermediate Silkscreen Techniques
The technical and aesthetic possibilities of a variety of silkscreen techniques will be explored in this introductory course. Fine arts and commercial uses of the medium will be considered, including cut paper stencils, cut film stencils, single and multi-color prints and an introduction to photographic techniques. Individual and group criticisms will evaluate the student's work and progress.

Fall and spring semesters
1.5 credits per semester
One 3 hour meeting per week
45 class hours per semester

F52.53 Advanced Silkscreen
Prerequisite: F51
Students will concentrate on the production of print editions of professional quality which are clear expressions of their personal application of the possibilities of the medium of silkscreen. In addition several new techniques
will be introduced: direct emulsion photostencils, lift transfers, drypoint positives, litho crayon and touche, halftones and halftone color separations.

fall and spring semesters
1.5 credits per semester
one 3 hour meeting per week
45 class hours per semester

F60,61
Life Drawing II: Rendering
Building on the Foundation Program course in life drawing, this course will continue to build insights and abilities in drawing from the nude and draped model. Proportion, foreshortening, the use of space, compositional problems and anatomical structure will all be considered in relation to a growing familiarity with a variety of drawing techniques and media.

fall and spring semesters
1.5 credits per semester
one 3 hour meeting per week
45 class hours per semester

F62,63
Life Drawing III: Rendering
prerequisite: F61 or F69
Designed for senior students who are pursuing fine arts or illustration, this course will stress independent yet disciplined studies based on the model. Emphasis will be placed on the application of a wide variety of media to a series of longer poses.

fall and spring semesters
1.5 credits per semester
one 3 hour meeting per week
45 class hours per semester

F68,69
Life Drawing II: Concepts
This course will focus on the study of the nude in relation to the history of the use of the nude in art. The styles of contemporary and past artists will be discussed in relation to the student's own progress in making use of the nude as a vehicle for expression. Both representational and more abstract techniques will be studied and practiced.

fall and spring semesters
1.5 credits per semester
one 3 hour meeting per week
45 class hours per semester

F70,71
Life Drawing III: Concepts
prerequisite: F61 or F69
This course is designed for senior students whose drawing abilities have reached an advanced level and will stress the use of the model as the starting point for interpretive drawing and illustration. A continuing historical study of the use of the figure will suggest styles and approaches to be explored.

fall and spring semesters
1.5 credits per semester
one 3 hour meeting per week
45 class hours per semester

F72,73
Life Painting Studio
Life Painting Studio is designed to explore basic technical and conceptual approaches as they apply to painting the figure from life. Using a direct, alia prima method, students will work on exercises in composition, light and shadow modeling, and with several alternative color systems on white and toned grounds. The model will be studied both clothed and nude, with attention given to texture and detail in drapery as well as anatomical construction. Ongoing critiques will address individual student progress while providing direction and inspiration for further development of paintings outside of class time. The course will foster a deeper understanding of the human form while allowing students to pursue personal painterly expression and interpretation. In addition, it can be of significant value to students of fashion and book illustration by offering them an opportunity to strengthen technique in line, color and brushwork.

fall and spring semesters
1.5 credits per semester
one 3 hour meeting per week
45 class hours per semester

F88A
History of 19th Century Art
An introduction to significant movements and artists in 19th century European and American art history. The course will consider the movements of Neoclassicism, Romanticism, Realism, Impressionism and Post-Impressionism in painting, architecture and sculpture from 1785 to 1900. Emphasis will be on painting and painters from Jacques Louis David to the early work of Pablo Picasso. Architecture and sculpture lectures will focus on American contributions. The course will rely heavily on slide lectures.

fall semester, 1.5 credits
one 1.5 hour meeting per week
22.5 class hours total
F89A
History of 20th Century Art
A survey of art history from 1900 to the present. This course will focus on the artistic realms of expressionism, abstraction, fantasy and realism, including such subgroups as the Fauves, the Stieglitz Group, Cubism, Dadaism, Surrealism, Abstract Expressionism, Pop art and Op art. Parallel developments in contemporary painting, sculpture and architecture will be discussed. The course will rely heavily on slide lectures and supplementary readings.

Spring semester, 1.5 credits
One 1.5 hour meeting per week
22.5 class hours total

RT2.3
Research Tutorial
The highly motivated, inquisitive student will sometimes find that a specific direction of study in which he or she is interested is not covered by an existing course at NESA/D. For example, an Interior/Environmental Design student may desire to develop his or her ability to photograph interior and architectural space, and although this area of photography may have been introduced in an existing photography course, no course is currently offered which covers the subject in depth. In order to accommodate such students NESA/D has developed the Research Tutorial. Working closely with a faculty advisor a student will write a clearly defined program of study, drawing on the resources available at NESA/D and elsewhere. Such a proposal will then be presented to the appropriate Department Chairman and the Administration. If found acceptable, the student may then pursue this individually designed program of study. At the end of the semester the student's work will be evaluated and appropriate credit given. Only full-time students in good standing may apply for Research Tutorial and a maximum of two credits per semester will be given. All Research Tutorial proposals must have clearly defined objectives, methods and schedules and must demonstrate significant professional/vocational relevance. All such proposals must be approved by a faculty advisor, the appropriate Department Chairman and the Administration.

WS
Work-Study
The Work-Study Program of The New England School of Art & Design is a program which is designed to give senior students experience in and exposure to the realities of the professional world of art and design. Under this program a student may be placed with an agency, studio, business firm, etc. whose work is directly related to the student's major field of study. In such settings students work on a part-time basis and function essentially as apprentice employees. Participating students receive credit for such work, the amount of credit being dependent on the amount of time devoted to Work-Study. This program is open to full-time students only and is ordinarily limited to seniors. Participating students may substitute Work-Study for elective courses, but may not be released from required courses of their Department. Students may earn no more than 6 credits for Work-Study and one credit will be given for every 45 hours of Work-Study. All Work-Study time must be confirmed in writing in order for credit to be given. All Work-Study arrangements must be approved by the appropriate Department Chairman and the School prior to student participation. The objectives of the Work-Study Program are purely educational in nature and therefore students may not be paid for their Work-Study time (i.e. that time for which they are receiving credit).
ACADEMIC INFORMATION

REQUIREMENTS AND POLICIES
Student Responsibility
Requirements for Graduation
Good Standing
Satisfactory Progress
Attendance
Prerequisites
Dean's List
Probation
Academic Dismissal
Disciplinary Dismissal
Committee on Academic Standing
Transcripts
Student Work

GRADES
Letter Grades
Numerical Values
Passing
Withdrawals
Incompletes
Grade Points
Grade Point Average

CREDITS
Course Credits
Credit Earned
REQUIREMENTS AND POLICIES

STUDENT RESPONSIBILITY
Students are responsible for their own progress through the School and will be held responsible for completing course, departmental and School requirements. In addition, all students are responsible for knowing and adhering to currently published requirements, regulations and policies. On request students may obtain information and counsel relative to their progress and status from faculty, Departmental Chairpersons, or members of the Administration.

REQUIREMENTS FOR GRADUATION
A minimum of 76 credits total is required for graduation, of which a minimum of 25 credits shall be earned in an approved Major at The New England School of Art & Design. In addition, students must have an overall grade point average of at least 2.0 and must have satisfied all course requirements of their approved Major Program. Substitutions for departmentally required courses may be made only with the prior written approval of the appropriate Major Department Chairman and the Administration. Senior students (students who have earned 48 or more credits) must maintain a senior year (i.e. non-cumulative) grade point average of at least 2.3 and must earn a grade of C (2.0) or better in all senior level courses required by their Major Department in order to be considered eligible for graduation. Please see Departments/Course Requirements for details regarding departmental requirements.

GOOD STANDING
In order to be considered in Good Standing students must maintain a semester grade point average of at least 1.7 and a cumulative grade point average of at least the following:

- **Freshmen** (students who have earned 0.0 to 21.5 credits): 1.7
- **Juniors** (students who have earned 22.0 to 47.5 credits): 2.0
- **Seniors** (students who have earned 48.0 or more credits): 2.0

Students placed on Probation for two consecutive semesters may not be considered in Good Standing until such time as they complete at least 6.0 credits beyond the date of the second semester of Probation with a grade point average of at least 2.3 for those credits. Dismissed students may not be considered in Good Standing until such time as they have successfully petitioned the Committee on Academic Standing for Reinstatement.
SATISFACTORY PROGRESS
Full-Time Students (students enrolled for 12.0 or more credits per semester) will be considered to be making Satisfactory Progress when they are in Good Standing, earn a minimum of 11.0 credits per semester, and complete all Requirements for Graduation within a maximum of 7 semesters of full-time study.

Three-Quarter-Time Students (students enrolled for 9.0 to 11.5 credits per semester) will be considered to be making Satisfactory Progress when they are in Good Standing, earn a minimum of 8.0 credits per semester, and complete all Requirements for Graduation within a maximum of 10 semesters of three-quarter time enrollment.

Half-Time Students (students enrolled for 6.0 to 8.5 credits per semester) will be considered to be making Satisfactory Progress when they are in Good Standing, earn a minimum of 5.5 credits per semester, and complete all Requirements for Graduation within a maximum of 14 semesters of half-time enrollment.

Students enrolled on less than a half-time basis are not eligible for Satisfactory Progress status.

ATTENDANCE
Attendance is the student's responsibility and will be considered a factor in determining final standing. Students with three or more absences from any one course in a single semester may be placed on Probation and students with five or more absences from any one course in a single semester will automatically be considered to have failed the course in question. Since this policy represents the absolute minimum acceptable attendance standard and since it often falls short of what is realistically appropriate for a particular course, individual instructors are permitted to apply more stringent attendance requirements to their individual courses, provided they have so notified their students and the Administration in advance. Faculty members are in general advised to consider three classes per semester the maximum acceptable number of absences in a single semester. Where scheduling permits, students may, with the permission of the instructor concerned, make up missed classes by attending other sections of the same course.

Students arriving one-half hour or more after the scheduled beginning of a class will be marked absent.

PREREQUISITES
Where applicable, specific course prerequisites are listed with individual course descriptions. Please see Course Descriptions for details. Most courses in the Departments of Graphic Design, Interior/Environmental Design, Fashion Illustration and Fine Arts have as a prerequisite the completion of the Foundation Program or its equivalent. Exceptions to this provision may be made only with the permission of the course instructor and the appropriate Major Department Chairman. Courses listed under the Foundation Department have no specific prerequisites (except where noted) other than normal admissions requirements. Please see Admissions for details. Eligibility for registration in Major Department courses with specific prerequisites requires that a grade of C (2.0) or better be earned in the prerequisite course. This provision may be waived only with the permission of the appropriate Major Department Chairman and the instructor concerned.

DEAN'S LIST
The Dean's List contains the name of students who have a grade point average of 3.3 or higher for the semester, with no grade below C. A student must be making Satisfactory Progress and be enrolled for a minimum of 12 credits to be eligible.

PROBATION
Students may be placed on Probation for failing to remain in Good Standing, for failure to maintain Satisfactory Progress, for receiving a grade of F in any course, for receiving a grade below C (2.0) in any departmentally required course, for having a semester grade point average below 2.0, for having three or more absences from any course in a single semester, or for overall poor performance which is judged to place the student in academic danger. Students placed on Probation will be required to maintain a perfect record of attendance and are liable to Academic Dismissal should they fail to observe this provision. When imposed during a semester the Probationary period will include the remainder of the semester and when imposed following the end of a semester the Probationary period will include the following semester.
ACADEMIC DISMISSAL
A student may be dismissed by majority vote of the Committee on Academic Standing for failure to remain in Good Standing, for failure to maintain Satisfactory Progress, for two consecutive semesters of Probation, for three semesters of Probation in any sequence, or for failure to observe the provisions of Probation. Dismissed students may, at the discretion of the Committee on Academic Standing, be permitted to continue as Special or Adjunct students, but not as Diploma Candidates, and credits earned after the date of Dismissal may not be applied toward Requirements for Graduation until such time as the dismissed student has successfully petitioned the Committee on Academic Standing for Reinstatement. A petition for Reinstatement may not be submitted for at least one full semester following the date of Dismissal or, if permission is granted to continue as a Special or Adjunct student, until such time as the dismissed student has completed at least 6.0 credits with a grade point average of at least 2.3 for those credits. All decisions regarding Reinstatement are subject to majority vote of the Committee on Academic Standing and the decision of the Committee, after hearing all parties concerned, will be final.

DISCIPLINARY DISMISSAL
Stealing, cheating and plagiarism will be considered grounds for Dismissal. In addition, the School reserves the right to withdraw the privilege of enrollment from any student whose activities or behavior are disruptive of the ongoing educational and professional life of the School, or from any student who fails to meet his or her financial obligations to the School in a timely manner.

COMMITTEE ON ACADEMIC STANDING
The Committee on Academic Standing is charged with administering, interpreting and applying academic policies and requirements. The Committee is the final authority in all matters pertaining to academic policy. No individual has the authority to change, alter, make substitutions for or grant exemptions from currently published requirements and policies without the expressed consent of the Committee. The Committee on Academic Standing is comprised of all Department Chairpersons (including Co-Chairpersons and Assistant Chairpersons), the President, the Vice President, the Director of Admissions, the Financial Aid Officer and an elected full-time senior student.

TRANSCRIPTS
Graduates, students and former students may receive one free transcript of grades for all courses taken at The New England School of Art & Design. There will be a charge of $2.00 for each additional copy. All requests for transcripts must be submitted in writing. Transcripts will not be issued to students with unsatisfied School accounts.

STUDENT WORK
The School reserves the right, with the permission of the student, to retain two pieces of each student's course related work annually without remuneration to the student. In addition, the School reserves the right to temporarily retain student work for reproduction, promotion and exhibition purposes.
**Grades**

**Letter Grades**

Students are graded in each course with one of the following letter grades: A (outstanding), B (good), C (average), D (poor), F (failing), P (passing), W (withdrew), WF (withdrew failing), INC (incomplete).

**Numerical Values**

The letter grades of A, B, C, D and F have numerical values of 4, 3, 2, 1 and 0 respectively. A "+" notation will add 0.3 to the numerical value of a letter grade (e.g. B+ equals 3.3) and a "-" notation will similarly subtract 0.3 (e.g. B- equals 2.7). Please see explanations below regarding P, W, WF and INC.

**Passing**

A grade of P (passing) may be issued for seminars, work-study or research tutorials. Courses in which a grade of P is received earn credit, but are not used in calculating grade points or grade point average since a grade of P has no assigned numerical value.

**Withdrawals**

Students may withdraw from any course at any time. Students withdrawing from a course or courses must so inform the School in writing. Withdrawal will in all cases be dated from the last date of actual attendance. If withdrawal occurs within the first 50% of the semester a grade of W (withdrew) will be issued for the course or courses concerned. W is a non-punitive grade and courses in which a W is received are not included in semester or cumulative totals of course credits, grade points or grade point average. If withdrawal occurs after 50% of the semester a grade of W or WF (withdrew failing) may be issued, depending on the student's standing in the course at the time of withdrawal. Students withdrawing in unsatisfactory standing will receive a grade of WF. WF is a punitive grade with a numerical value of 0 and courses in which a grade of WF is received are included in semester and cumulative totals of course credits, grade points and grade point average.

**Incompletes**

A grade of INC (incomplete) may be issued in cases where a student is unable to complete all required assignments on time due to extenuating circumstances (e.g. illness, emergencies). In such cases an extension of up to 30 days from the issuance of grades may be granted in order to permit the student to complete all course requirements. Failure to make up required assignments within the 30 day period will result in a grade of F (failing) being given. In order for a grade of INC to be issued students must submit a Petition for Incomplete Status together with a written explanation of the extenuating circumstances involved prior to the conclusion of the semester. All incompletes are subject to Administration approval. A grade of INC is temporary and will be changed to a final letter grade at the end of the 30 day extension period. Regardless of extenuating circumstances students who have not met minimum attendance requirements (see Attendance above) will not be eligible to receive a grade of INC.

**Grade Points**

Grade points are determined by multiplying course credits by the numerical value of the grade issued. Courses in which a grade of P or W is received are not included in grade points since no numerical values are assigned to these grades.

**Grade Point Average**

The semester grade point average is determined by dividing total grade points for the semester by total course credits for the semester. The cumulative grade point average is determined by dividing total grade points to date by total course credits to date. Courses in which a grade of P or W is received are not included in the grade point average since no numerical values are assigned to these grades. A grade point average is not calculated for students with outstanding incompletes.
CREDITS

COURSE CREDITS

In the case of studio courses a credit is defined as a total of 30 clock hours of class time, or two class hours per week for a Day Program semester (15 weeks). All courses are studio courses unless otherwise indicated by the letter "A" (academic) following the course code. In the case of academic courses (i.e. those with the letter "A" following the course code) a credit is defined as a total of 15 clock hours of class time, or one class hour per week for a Day Program semester (15 weeks). Students may register for no more than 6 credits of academic courses per semester and a maximum of 36 credits out of the 76 credits required for graduation may be earned in academic courses.

In addition to the class hours described above, a typical studio course will involve an estimated 15 hours minimum of outside preparation, research and practice time per credit, or one hour per week for the semester for each credit. A typical academic course will involve an estimated 30 hours minimum of outside preparation, research and practice time per credit, or two hours per week for the semester for each credit. Thus, in the case of both studio and academic courses, one credit represents 45 hours of course involvement (in-class instructional time plus outside preparation, research and practice time), or three hours per week for a Day Program semester. Concurrently, Work-Study/Laboratory credits represent 45 hours of Work-Study time per credit, or three hours per week for the semester. Work-Study/Laboratory time must be confirmed in writing for credit to be granted.

CREDIT EARNED

Credit earned is the credit awarded a student upon completion of a course and is equivalent to course credit when any of the following letter grades are issued: A, B, C, D, P. No credit is earned for courses in which a grade of F, W, WF or INC is received. Major Department required courses in which a grade below C (2.0) was received may be repeated once for credit. No other courses may be repeated for credit.
FINANCIAL INFORMATION

TUITION AND FEES 1984-85
Full-Time Diploma Program
Part-Time Day/Adjunct Programs
Application Fees
Penalty Charges
Terms and Conditions
Cancellation
Withdrawal
Refunds

ESTIMATED STUDENT EXPENSES
Full-Time Diploma Program
Part-Time Day/Adjunct Programs
Tuition and fees for a school year (2 semesters) will be double the semester amount or $4690.00.

Part-Time Day/Adjunct Programs
Tuition per credit:
- Studio Courses $230.00
- Academic Courses 175.00
Registration Fee (per semester) 20.00
Total tuition per semester for Part-Time Day and Adjunct students will depend on the course or courses for which the student is enrolled and may be determined by multiplying the above tuition charges by course credits. Please consult the Course Descriptions section of the appropriate School catalogue for individual course credits. Academic courses are courses with the letter "A" following the course code. All other courses are studio courses.

Application Fees
- Day Programs 825.00
- Adjunct Programs none

Penalty Charges
- Late Payment Charge:
  - Full-Time Students 825.00
  - Part-Time/Adjunct Students 10.00
- Charge for Withdrawal
  - Without Notification 25.00
  - Charge for Redeposit of Checks 10.00

TERMS AND CONDITIONS
Enrollment Contract: All students will receive a copy of the Enrollment Contract appropriate to the Program for which they are applying, registering or enrolling prior to paying any tuition or fees. The Enrollment Contracts specify in detail all terms, conditions, requirements and charges involved in enrollment in the Programs offered by The New England School of Art & Design. Full-time students will receive an Enrollment Contract for each school year of enrollment and students in Part-Time Day or Adjunct Programs will receive an Enrollment Contract for each semester of enrollment.
Application/Application Fee: All persons applying for admission to the School are required to complete the Application Form appropriate to the Program to which they are applying and submit it to the School. In addition, Day Program applicants must submit the $25.00 Application Fee which is payable at the time of initial application. Adjunct Program students pay no application fee, but are required to complete and submit an Application Form for each semester of enrollment. The School will not accept incomplete applications or Day Program applications submitted without the Application Fee.

Acceptance/Enrollment: Accepted students wishing to enroll in Programs offered by the School are required to read and sign the Enrollment Contract appropriate to the Program for which they are enrolling and submit it to the School prior to matriculation. If the student is not of legal age the student’s parent or guardian must also read and sign the Enrollment Contract. Day Program students must submit an Advanced Tuition Deposit of $100.00 with the Enrollment Contract. The Advanced Tuition Deposit is applicable toward tuition and is deducted from tuition due for the initial semester of enrollment in a school year. Newly accepted Day Program students are required to pay the Advanced Tuition Deposit within 30 days of written notification of acceptance in order to guarantee their enrollment in the semester for which they have been accepted. Currently enrolled Day Program students are required to pay the Advanced Tuition Deposit at least 15 days prior to the end of the current school year in order to guarantee their re-enrollment the following school year. Adjunct Program students are not required to pay an Advanced Tuition Deposit. The School will not accept tuition payments for students who have not signed an Enrollment Contract, nor will it accept unsigned Enrollment Contracts or Day Program Enrollment Contracts submitted without the Advanced Tuition Deposit.

Registration/Registration Fee: Accepted students wishing to register for courses offered by the School are required to submit a completed Registration Form appropriate to the Program for which they are registering and submit it to the School prior to matriculation. Day Program students may not submit a Registration Form and register for courses until such time as they have paid the
the Advanced Tuition Deposit (see the paragraph immediately above). Adjunct Program students may submit a Registration Form and register for courses at any time following acceptance. The School will not accept incomplete registrations or registrations submitted without the Registration Fee.

**General Fee:** The General Fee is required only of students in the Full-Time Diploma Program. Part-Time Day and Adjunct Program students do not pay the General Fee. The General Fee is charged in lieu of separate lab, library, departmental, graduation, etc. fees. The General Fee covers School expenditures for materials, services and equipment directly related to the programs and courses offered by The New England School of Art & Design. Items covered by the General Fee include: fees for models, lockers, diplomas, graduation, guest lecturers, portfolio reviews; library acquisitions and subscriptions; accrediting fees; the maintenance, repair and replacement of audio-visual equipment, photography equipment, reprographics devices, the computer systems, the blueprint machine; chemicals for photography, reprographics, silkscreen, blueprinting. In addition the General Fee covers Museum of Fine Arts passes for full-time students and identification cards for new full-time students. The General Fee does not cover art supplies and books required to complete course assignments (see Estimated Student Expenses). The General Fee is payable by the Payment Deadline of the semester for which the student is enrolling.

**Method of Payment:** Tuition and fees are charged on a semester basis. Tuition and fees for a semester must be paid on or before the Payment Deadline of the semester for which the student is enrolling.

**Payment Deadline:** The Payment Deadline for each semester of each Program is included in the catalogue and Enrollment Contract appropriate to the Program for which the student is enrolling. In addition the Payment Deadlines are included in Student Invoices and published as part of the School Calendar. Persons failing to make full payment on or before the applicable Payment Deadline will be required to pay a Late Payment Charge (see Penalty Charges).

**Matriculation:** Student who attend any class or classes are considered to have matriculated. Students may not attend classes until tuition and fees have been paid in full.

**Tuition and Fee Changes:** Tuition and fees are subject to change with 30 days prior notice. However, tuition and fees will not be changed during the course of a semester.

**Student Responsibility:** Students are responsible for the full and prompt payment of all tuition, fees and charges applicable to their enrollment in the School. Grades, transcripts and Diplomas will not be issued to students with unsatisfied School accounts and the School reserves the right to dismiss any student who fails to meet his or her financial obligations to the School in a timely manner.

**CANCELLATION**

Students may cancel their application, registration or enrollment at any time prior to matriculation (i.e. attendance at any class or classes). Students wishing to cancel must notify the School in writing by Certified Mail of such cancellation. Cancellation will be dated on the day such notice of cancellation is mailed. Students who fail to attend any classes within 15 days of the beginning date of the semester for which they have applied, registered or enrolled will be assumed to have cancelled as of the day immediately preceding the beginning date of the semester. Notice of cancellation must be mailed Certified to: The New England School of Art & Design, 28 Newbury Street, Boston, Massachusetts 02116.

**WITHDRAWAL**

Matriculated students (i.e. students who have attended any class or classes) may withdraw from any program or course at any time following matriculation. Students wishing to withdraw must notify the School in writing by Certified Mail of such withdrawal. Withdrawal will be dated from the last day of actual attendance by the student. Matriculated students who fail to attend any classes for 15 consecutive school days during a semester, and who fail to notify the School in writing of withdrawal, will be assumed to have withdrawn as of the last day of actual attendance and will be subject to a penalty charge of $25.00. Notice of withdrawal must be mailed Certified to: The New England School of Art & Design, 28 Newbury Street, Boston, Massachusetts 02116.
REFUNDS

Students cancelling or withdrawing will receive refunds of tuition and fees according to the following schedule within 30 days of the receipt of notice of cancellation or withdrawal. Refunds for students withdrawing following matriculation will be calculated on a semester basis (15 weeks of classes for Day Programs; 10 weeks for Adjunct Programs) and attendance time will be computed from the beginning of the semester until the last day of actual attendance by the student.

Application Fee: The Application Fee (applies to Day Programs only) will be refunded only if cancellation occurs within 3 days of signing the Application Form and paying the Application Fee. After 3 days or following matriculation it is not refundable. Adjunct Program students pay no application fee.

Registration Fee: The Registration Fee is refundable at any time prior to matriculation. Following matriculation it is not refundable.

General Fee: The General Fee (applies to full-time students only) is refundable according to the schedule specified below for tuition. Part-time Day and Adjunct students do not pay the General Fee.

Advanced Tuition Deposit: The Advanced Tuition Deposit (applies to Day Programs only) is refundable according to the schedule specified below for tuition. Payment of the Advanced Tuition Deposit constitutes a tuition payment. Adjunct Program students are not required to pay an Advanced Tuition Deposit.

Tuition:
1) If cancellation occurs within 3 days of signing the Enrollment Contract and making an initial tuition payment, but prior to matriculation, all tuition monies paid will be refunded.
2) If cancellation occurs more than 3 days after signing the Enrollment Contract and making an initial tuition payment, but prior to matriculation, the School will retain 5% of the semester tuition or $100.00, whichever is less.
3) If withdrawal occurs during the first week of classes the School will retain 10% of the semester tuition.
4) If withdrawal occurs after the first week of classes, but within the first 25% of the semester, the School will retain 30% of the semester tuition.
5) If withdrawal occurs after 25% of the semester, but within the first 50% of the semester, the School will retain 55% of the semester tuition.
6) If withdrawal occurs after the first 50% of the semester there will be no refunds.
ESTIMATED STUDENT EXPENSES

The expenses listed below are not included in tuition and fees and represent school related expenditures which a typical student may reasonably expect to incur. The amounts listed are estimates: actual amounts will vary widely according to the Program or course in which the student is enrolled and also according to student use and maintenance.

Full-Time Diploma Program per semester
Art Supplies* $500.00
Books 60.00
Total $560.00

*Students enrolled in the Foundation Program should, in general, allow approximately 25% more than this amount for art supplies (i.e. $625.00 per semester).

Part-Time Day/Adjunct Programs per semester
Art Supplies per Course $60.00
Books per Course 20.00
Total per Course $80.00

FINANCIAL INFORMATION
FINANCIAL AID INFORMATION

INTRODUCTION

APPLYING FOR FINANCIAL AID
General Guidelines
Eligibility
Financial Need
Financial Aid Forms
Student Aid Report (SAR)
Other Documents Needed

RECEIVING FINANCIAL AID
General Guidelines
Completion of Application
Validation
Diploma Candidate Status
Half-Time Enrollment
Satisfactory Progress

FINANCIAL AID PROGRAMS
Pell Grants
Guaranteed Student Loans (GSL)
PLUS Loans
Massachusetts State Scholarships
Veterans Benefits
Other Sources of Financial Aid
INTRODUCTION

Many students at The New England School of Art & Design receive one or more forms of financial aid—grants, scholarships or student loans—and in general we would encourage all persons who feel that they have a legitimate financial need to apply for financial aid. In spite of impressions to the contrary, the Federal government's commitment to financial aid remains sizeable. The current Federal budget includes more than $11.5 billion for Federal financial assistance targeted to those who need help to afford the cost of higher education. The state's commitment to financial aid is also substantial. The Massachusetts General Scholarship Program has a current annual appropriation of approximately $28 million.

While financial aid programs are intended to assist students in meeting educational costs, they usually are not intended to and seldom do cover all expenses. Most students and their families should therefore expect to pay for a portion of educational costs themselves.

Applying for financial aid can be a complex, sometimes exasperating process. While we can understand and sympathize with the frustration many people feel when confronted with the many requirements and regulations associated with financial aid programs, we would emphasize that it is vital that you follow through, that you not give up. For only by completing the process can you establish your eligibility and receive the aid for which you may be qualified.

The Financial Aid Information section is intended to help guide you through the complexities, to help you avoid common pitfalls. Please read this information carefully before filing your application for financial aid. At the same time please realize that because of the complexity of the material, no single source can begin to present all financial aid information in its entirety. Should you have questions (as you probably will) or need additional information, please call the School's Financial Aid Officer at (617) 536-0383, or write to: Financial Aid Office, The New England School of Art & Design, 28 Newbury Street, Boston, Massachusetts 02116.
APPLYING FOR
FINANCIAL AID

GENERAL GUIDELINES

Most financial aid awards are determined on the basis of a detailed needs analysis which takes into account many factors other than simple annual income (e.g., assets, debts, dependents, marital status, other family members in college, changes in financial status, etc.) and it is therefore inadvisable for one to assume that he does or does not qualify for financial aid. The simple fact is that there is only one definite way of determining whether or not a student is eligible for financial aid—and that is to apply.

Applying for financial aid involves far more than filling out a form, and it is primarily the student's responsibility to see that all necessary procedures are completed. It is the student's responsibility to file the correct application form (see Financial Aid Forms below), to complete it accurately, and to submit it on time to the right place. It is the student's responsibility to provide additional documentation required by the School (see Other Documents Needed below). And, when requested by the Financial Aid Officer or the agency to which the student has applied, it is the student's responsibility to provide verifications and corrections (see Validation in the Receiving Financial Aid segment).

Completing a financial aid application takes time. Processing of forms typically takes four to six weeks and it often takes another four to six weeks to obtain and process the additional documentation required. Errors, omissions and corrections will further delay completion and can drastically increase the time needed. NESA/D recommends allowing a minimum of three months for all financial aid applications.

Financial aid applicants are advised that the School cannot make a final determination of financial aid status or certify financial aid documents until the student has 1) been accepted, 2) read and signed the Enrollment Contract, 3) paid the Advanced Tuition Deposit. Please see the Admissions and Financial Information sections of this catalogue for detailed explanations of these steps.

ELIGIBILITY

Generally speaking, students applying for financial aid in order to attend The New England School of Art & Design must meet the following eligibility requirements:

• The student must be a U.S. citizen or eligible non-citizen.
• The student must show Financial Need determined on the basis of accepted needs analysis procedures (except for PLUS Loan applicants).
• The student must be a Diploma Candidate (except for Guaranteed Student Loan and PLUS Loan applicants).
• The student must be enrolled on at least a half-time basis.
• The student must maintain Satisfactory Progress as defined by the School.
• The student must sign a Statement of Registration Compliance indicating that he is either registered with the Selective Service or that he is not required to register.

Please note, however, that there are some exceptions to these criteria and that some programs have additional criteria. Please see the Financial Aid Programs segment for requirements specific to the various programs.
FINANCIAL NEED
For the purposes of most financial aid programs, Financial Need is defined as the difference between the student's Cost of Education and the student's Expected Family Contribution. In simple terms, the Cost of Education is what it will cost the student to attend school. This amount includes tuition, fees, room, board, supplies and books. Some programs may allow the inclusion of additional costs in determining the Cost of Education. The Expected Family Contribution is the amount the student and his/her family will be expected to pay according to the guidelines of the program to which the student has applied. This amount is determined by evaluating the family's financial resources (including assets, debts, benefits and income) according to a standard formula. This process is called a needs analysis. Because Financial Need takes into account many factors, it is generally advisable for one to apply rather than to assume that he does or does not qualify.

FINANCIAL AID FORMS
Students applying for financial aid in order to attend The New England School of Art & Design should file one of the following forms:

• Application for Federal Student Aid (AFSA): This form is from the U.S. Department of Education and is the form preferred by the School's Financial Aid Officer since it may be used to apply for all Federal financial aid programs. There is no charge for filing.

• Financial Aid Form (FAF): This form is from the College Scholarship Service and may be used provided the student also has this form sent to the U.S. Department of Education by checking "yes" in item 45 (for 1984-85) of the form. The basic charge for filing this form is $7.00 and there is an additional $5.00 charge for each other program or college you list.

• Massachusetts Financial Aid Form (MFAF): This form is also from the College Scholarship Service. Applicants for the Massachusetts State Scholarship Program must file this form. Persons using this form should also have it sent to the U.S. Department of Education by checking "yes" in item 45 (for 1984-85) of the form. Charges are the same as for the FAF, plus a $2.50 fee for sending it to the Massachusetts State Scholarship Program.

These forms are available from most high school guidance offices and college financial aid offices (including NESA/D's). Detailed instructions are included with all these forms as well as self-addressed envelopes for mailing them to the proper agency or service. Applicants are advised that leaving portions of these forms blank may impede processing. We suggest answering all questions on financial aid forms, even where the answer is zero ("O"), "No" or "Not Applicable".

• GSL and PLUS Applications: In addition to filing one of the forms listed above, students applying for a Guaranteed Student Loan (GSL) or PLUS Loan must also file separate applications for these programs. GSL and PLUS applications may be obtained from participating banks and lending institutions, and from the State Guarantee Agencies (in Massachusetts, the Massachusetts Higher Education Assistance Corporation). While persons applying only for GSL or PLUS loans are not required to file one of the other financial aid forms (AFSA, FAF, MFAF), they are urged to do so since they may be eligible for other forms of aid.
STUDENT AID REPORT (SAR)

Applicants who file an Application for Federal Student Aid (AFSA) will receive a Student Aid Report (SAR) from the U.S. Department of Education within four to six weeks after mailing the form. Applicants who file an FAF or MFAF will also receive an SAR within four to six weeks, provided they have had these forms sent to the U.S. Department of Education.

The SAR will ordinarily include a Student Aid Index (SAI) which is a number used by the U.S. Department of Education to determine the applicant's eligibility for a Pell Grant. The SAR may also include a request for additional information. If the SAR indicates that the student is eligible for a Pell Grant, then he or she should sign it and submit it to the School's Financial Aid Officer in order that the amount of the grant may be determined. Even if the student does not qualify for a Pell Grant the SAR should be submitted to the Financial Aid Officer since it contains information which may be used to help determine eligibility for other financial aid programs.

Financial aid applicants who do not receive an SAR within four to six weeks of filing their AFSA, FAF or MFAF should write to: Federal Student Aid Programs, P.O. Box 4104, Iowa City, IA 52244. They may also call the Pell Grant Processing Center at (319) 337-3788.

OTHER DOCUMENTS NEEDED

Filing a financial aid form is only the first step in applying for financial aid. In order to complete an application for financial aid students must also submit the following documents to the School's Financial Aid Officer:

• Student Aid Report (SAR): In general, all financial aid applicants should submit an SAR. However, persons applying only for GSL or PLUS loans are not required to submit an SAR.

• Federal Income Tax Returns: All financial aid applicants should submit signed copies of their form 1040, 1040A or 1040EZ as filed for the most recently completed year. Please see Validation in the following Receiving Financial Aid segment for additional details.

• Statement of Registration Compliance: All financial aid applicants must sign and submit a statement indicating either that they have registered with the Selective Service, or that they are not required to register. Students may sign the Statement of Registration Compliance which appears on the SAR or the GSL Needs Test, or they may sign a separate statement provided by the School.

• Financial Aid Transcript: Students with previous post-secondary (college level) education must submit Financial Aid Transcripts from all schools and colleges attended, regardless of whether or not financial aid was received. Requests for Financial Aid Transcripts should be made in writing to any and all post-secondary institutions attended.

• GSL Needs Test: All applicants for Guaranteed Student Loans must complete and submit a Needs Test. Persons not applying for a GSL loan are not required to submit this item. The Needs Test is ordinarily obtained from the bank to which the student is applying for a GSL loan.
Receiving financial aid

GENERAL GUIDELINES
Just as applying for financial aid involves responsibility for a number of procedures (see Applying for Financial Aid in the preceding segment), so too does receiving financial aid involve certain responsibilities. Major responsibilities are outlined below, but standards do vary between programs. Please see the Financial Aid Programs segment for requirements specific to the various programs.

Financial aid applicants should be aware that failure to comply with the procedures and standards outlined below may mean that they cannot receive financial aid, even if they are otherwise eligible. In addition, compliance with certain procedures (e.g. Validation) can take time and therefore delay the awarding of financial aid. The School cannot make a final determination of financial aid awards or credit student accounts until all applicable procedures have been completed.

In general, financial aid programs are intended to help students attain specific educational, professional or vocational goals, and the awarding of funds from such programs is contingent on the student's continued progress toward achieving those goals. Therefore most financial aid programs require that students maintain certain academic standards (e.g. Diploma Candidate Status, Satisfactory Progress, enrollment on at least a half-time basis). Failure to maintain these standards can result in the cancellation of financial aid.

Please read the information in this segment carefully. Should you have any questions, please contact the School's Financial Aid Officer.

COMPLETION OF APPLICATION
Financial aid funds cannot be awarded or credited until an application is complete. An application for financial aid is not complete until all applicable items specified in the preceding Applying for Financial Aid segment have been submitted to the School's Financial Aid Officer. Please note that financial aid does not automatically continue from one school year to the next. Students who have previously qualified for financial aid must reapply and complete all required procedures for each subsequent school year.
DIPLOMA CANDIDATE STATUS

Most financial aid programs require that students be working toward a diploma, degree or certificate. For students at The New England School of Art & Design this means that they must be Diploma Candidates currently enrolled in the full-time Diploma Program or the part-time Diploma Program. NESA/D students enrolled as Special Students in the part-time Special Program or as Adjunct Students in the Adjunct Programs are not ordinarily eligible to receive financial aid. (Except Guaranteed Student Loans and PLUS Loans. See Financial Aid Programs for details.) Failure to remain enrolled in the Diploma Programs or dismissal from Diploma Candidate status (see Academic Dismissal in the Academic Information section) can result in the cancellation of financial aid. Please consult the Programs of Study section of this catalogue for definitions and explanations of the Programs and enrollment status options possible at The New England School of Art & Design.

VALIDATION

All students applying for financial aid in order to attend The New England School of Art & Design are required to complete a process called Validation which involves verifying the information reported on their financial aid application form (AFSA, FAF, MFAF, GSL Needs Test and application).

As part of the Validation process, all financial aid applicants must submit signed copies of their Federal Income Tax returns (Form 1040, 1040A or 1040EZ) for the most recently completed year to the School’s Financial Aid Officer. Dependent students must submit copies of returns for both themselves and their parents or guardian. Independent students must submit copies of returns for themselves and their spouse (if applicable). Records of untaxed income such as Social Security benefits, Veterans benefits, AFDC, Welfare benefits, etc. must also be provided. Persons who were not required to file Federal Income Tax returns must report and document all income.

The Financial Aid Officer may also request other information and documents pertaining to items such as the applicant’s status as dependent or independent, household size, investments, medical and dental expenses. If there are discrepancies between the information reported on the student’s financial aid application and the information on any of these documents, the applicant will be required to provide additional information as proof. Failure to provide the information requested may make the student ineligible for financial aid. Financial aid funds cannot be awarded until the Validation process has been completed.
HALF-TIME ENROLLMENT
In general, financial aid programs require that students be enrolled on at least a half-time basis. For students at The New England School of Art & Design this means that they must be enrolled for and attending a minimum of 6.0 credits per semester. Failure to remain enrolled for at least 6.0 credits per semester can result in the cancellation of financial aid. Please note that the Massachusetts State Scholarship Program requires full-time enrollment (enrollment for 12.0 or more credits per semester). Changes in attendance status (half-time, three-quarter-time, full-time) can affect the amount of aid for which a student is eligible and it is the student's responsibility to notify the School of any such changes. Students should be aware that it is the policy of The New England School of Art & Design to consider students who fail to attend classes for 15 consecutive school days during a semester to be withdrawn as of the last day of actual attendance.

SATISFACTORY PROGRESS
In most cases receiving financial aid is contingent on meeting standards of Satisfactory Progress, which generally involves regular and continued progress toward completion of an educational program within a specified period of time. A detailed and explicit statement of Satisfactory Progress standards at The New England School of Art & Design appears in the Academic Information section of this catalogue and in the Enrollment Contracts. NESA/D students who fail to maintain Satisfactory Progress as defined by the School will be ineligible to receive most forms of financial aid, including Pell Grants, Guaranteed Student Loans, PLUS Loans and Massachusetts State Scholarships.
FINANCIAL AID PROGRAMS

PELL GRANTS
The Pell Grant Program is a Federal student aid program administered by the U.S. Department of Education which provides financial assistance for students who meet eligibility requirements. Awards are in the form of grants which need not be repaid. Awards for the 1983-84 school year ranged from $200 to $1800 and it is estimated that awards for the 1984-85 school year will be slightly higher. Pell Grants are awarded on a school year basis, but awards are disbursed on a semester basis, one half of the school year amount being credited to the qualifying student at the beginning of each semester. In addition to meeting the eligibility requirements described in the preceding Applying for Financial Aid segment, Pell Grant applicants must be undergraduate students who have not received a Bachelor's degree. Pell Grant applicants should follow the application procedures described under Applying for Financial Aid and will be required to meet the standards and guidelines described under Receiving Financial Aid.

GUARANTEED STUDENT LOANS (GSL)
The Guaranteed Student Loan program (the Massachusetts adjunct of which is called the Higher Education Loan Program or HELP) is a program which provides Federally guaranteed low interest loans of up to $2500 per school year for undergraduate students who meet eligibility requirements. Graduate and professional level students may borrow up to $5000 per year. Repayment does not begin until six months after a student has graduated or withdrawn and up to ten years are allowed for repayment. In addition to providing low interest rates (currently 8%) GSL loans provide a Federal interest subsidy which pays the interest on the loan while the student is in school. GSL applicants must meet all of the eligibility requirements described in the Applying for Financial Aid segment, except that they are not required to be Diploma Candidates. GSL applicants should follow the appropriate application procedures described under Applying for Financial Aid and will be required to meet the standards and guidelines described under Receiving Financial Aid (except that they are not required to be Diploma Candidates). In addition, GSL applicants must submit a certified Needs Test. If the Needs Test establishes that the student's family had adjusted gross income of less than $30,000 per year, the student will be considered eligible for a GSL loan. Students from families with adjusted gross income of more than $30,000 per year will be required to show financial need according to Federal Student Aid guidelines (please see Financial Need in the Applying for Financial Aid segment for details).

PLUS LOANS
The PLUS Loan program provides loans of up to $3000 per school year to the parents of dependent undergraduate students. Independent undergraduate students can also qualify for PLUS loans of up to $2500 per year, provided the combined total of their GSL and PLUS loans does not exceed the undergraduate GSL limits ($2500 per year). Graduate level students may borrow up to $3000 per year. PLUS loans are designed both as an alternative for students who may not qualify for other forms of aid, and as a supplementary source of funding for those who may require additional assistance. PLUS loans differ from GSL loans in three major respects: 1) PLUS applicants are not required to show financial need. 2) The interest rate on PLUS loans is 12%. 3) Repayment on PLUS loans begins within 60 days of the original date of the loan. There is no "origination fee" charged for PLUS loans. PLUS applicants must meet normal eligibility requirements (see Applying for Financial Aid), except they are not required to be Diploma Candidates or show financial need. The guidelines described under Receiving Financial Aid also apply, again with the exception of Diploma Candidate Status.
MASSACHUSETTS STATE SCHOLARSHIPS

The Massachusetts State Scholarship program is a State program administered by the Board of Regents of Higher Education which provides tuition assistance for students who meet eligibility requirements. Awards range up to $1200 and are in the form of scholarships which need not be repaid. In addition to meeting the eligibility requirements outlined under Applying for Financial Aid, applicants for this program must be Massachusetts residents enrolled as full-time undergraduate students. Please note also that applicants for this program must file the Massachusetts Financial Aid Form (MFAF) by March 1 in order to be considered candidates for the upcoming school year which begins in September. The standards and guidelines specified under Receiving Financial Aid also apply to Massachusetts State Scholarship recipients (except that they must be full-time students). Several other states now have similar scholarship programs for residents and out of state students are advised to contact their state scholarship office for information and appropriate application forms.

VETERANS BENEFITS

The New England School of Art & Design is approved for veterans training. Since eligibility requirements for veterans differ substantially from the requirements of the other programs described here, veterans planning to use their VA benefits to help finance their education are advised to contact the nearest Regional Office of the Veterans Administration for information regarding application procedures and requirements. Please note that although most VA benefits are paid to veterans on a monthly basis, the School requires full payment prior to the beginning of each semester and cannot accept monthly payments.

OTHER SOURCES OF FINANCIAL AID

Applicants for financial aid should be aware that in addition to the government sponsored programs described above, there are many private organizations which have programs designed to assist students and parents in financing educational expenses. Such organizations may include associations, clubs, fraternal orders, churches, trusts and foundations. Students are encouraged to research such possibilities, but the School can offer little assistance in identifying and locating sources appropriate to an individual student.
ADMISSIONS

ADMISSIONS POLICIES
Information and Visits
Application Forms
Admissions Objectives
Nondiscriminatory Policy
Eligibility
Foreign Students
Spring Semester Admissions
Application
Application Deadline
Acceptance/Rejection
Enrollment
Registration

ADMISSIONS PROCEDURES
Full-Time Diploma Program
Transfer Students
Part-Time Diploma Program
Part-Time Special Program
Adjunct Programs
A D M I S S I O N S  P O L I C I E S

INFORMATION AND VISITS
The Admissions Office welcomes the opportunity to provide interested persons with information about the School at any time. However, in order that you may be fully and accurately informed we strongly recommend that you personally visit the School and speak with a member of our staff. Applicants are also encouraged to allow time to speak with current students and/or faculty. To arrange an appointment please call the School at (617) 536-0383. It is not the School’s practice to review portfolios of non-applicants. Please address all requests for information to: Director of Admissions, The New England School of Art & Design, 28 Newbury Street, Boston, Massachusetts 02116.

APPLICATION FORMS
Individuals requesting the General Catalogue will also receive an Application Package which includes the Day Program Application Form, application instructions and facsimiles of the Day Program Enrollment Contracts. Additional copies of this Application Package may be obtained on request from the Admissions Office. The Adjunct Program Application Form is included in both the Evening and Summer Division catalogues.

ADMISSIONS OBJECTIVES
It is the fundamental objective of The New England School of Art & Design to provide students with a sound professional education in the intellectual, aesthetic and practical skills necessary for the success of working professional artists and designers. The School welcomes applications from persons whose goals are consistent with this basic institutional objective and whose abilities and background indicate the capacity to substantially benefit from NESA/D programs. The New England School of Art & Design is rigorously demanding of its students’ time, energy and talents and applicants must be prepared to meet such demands. The admissions policies and procedures outlined below are therefore designed to give applicants the opportunity to present and explain their goals and qualifications fully in order that the School may make a fair and reasonable decision regarding any applicant while insuring continued adherence to standards appropriate to a professional school of art and design.

NONDISCRIMINATORY POLICY
The New England School of Art & Design admits students of any race, color, sex, creed, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the School. It does not discriminate on the basis of race, color, sex, creed, national and ethnic origin in the administration of its educational policies, admissions policies, scholarships and loan programs, and other School administered programs.
ELIGIBILITY
All candidates for admission must be high school graduates or possess the equivalent of a high school education. Exceptions to this rule may be made for applicants of unusual motivation or ability at the discretion of the Admissions Committee. Such applicants may only be admitted as Special Students or Adjunct Students. However, they may apply at a later date for recognition as Diploma Candidates, provided they have in the meantime earned a high school diploma or its equivalent. Please see Admissions Procedures for additional information regarding requirements specific to the various Programs offered by the School.

FOREIGN STUDENTS
The New England School of Art & Design welcomes applications from qualified foreign students who can demonstrate adequate English language skills. Foreign applicants whose native language is not English are required to submit the results of the Test of English as a Foreign Language (TOEFL) with their application. 500 is the minimum acceptable TOEFL score. A Certificate of Eligibility for Non-Immigrant Student Status (I-20) can only be issued to applicants who have 1) been accepted as full-time Diploma Candidates, 2) paid the Advanced Tuition Deposit and signed the Enrollment Contract, 3) submitted to the School documentation verifying financial resources sufficient to cover expenses for a full school year. Foreign applicants should be aware that foreign nationals are not ordinarily eligible to receive Federal financial aid.

SPRING SEMESTER ADMISSIONS
Candidates for admission as Diploma Candidates are ordinarily accepted only for the Fall semester since the Spring semester programs in all departments presume the background of the Fall semester programs. However, students with comparable background from other art schools or colleges may be considered for Spring semester admission. Special and Adjunct Students may be accepted for either the Fall or Spring semesters.

APPLICATION
All persons applying for admission to the School are required to complete the Application Form appropriate to the Program to which they are applying and submit it to the School. Day Program applicants are required to pay a $25.00 Application Fee. Adjunct Program students pay no application fee, but are required to complete and submit an Application Form for each semester of enrollment.

APPLICATION DEADLINE
Applications for admission in a specific semester may be submitted at any time prior to the beginning of that semester. Space limitations, however, make it highly advisable that applications for admission to the Diploma Programs be submitted at least two full months in advance of the beginning of the semester.

ACCEPTANCE/REJECTION
Day Program applicants will receive written notification of acceptance or rejection within 30 days of the date of completion of the appropriate admissions procedures outlined in this catalogue. No Day Program admissions decision can be made until all admissions procedures, including the interview and portfolio review, have been completed. Exceptions can be made only in cases where there are legitimate extenuating circumstances which make completion of the normal admissions procedures impossible. In such cases the Director of Admissions may waive or make substitutions for certain requirements. Adjunct Program applicants will receive verbal notification of acceptance from an Admissions Officer, usually at the time of the interview. Persons who fail to complete all required procedures within 120 days of submitting the Application Form will be considered to have cancelled their application.
ENROLLMENT
Accepted applicants wishing to enroll in Programs offered by the School are required to read and sign the Enrollment Contract appropriate to the Program for which they are enrolling and submit it to the School. Accepted Day Program applicants are required to submit a $100.00 Advanced Tuition Deposit with the Enrollment Contract within 30 days of written notification of acceptance in order to guarantee their enrollment in the semester for which they have been accepted. An extension of one month may be granted with the permission of the Director of Admissions. Please see Financial Information for details regarding payment of the Advanced Tuition Deposit. Adjunct Program students are not required to pay an Advanced Tuition Deposit and may enroll at any time following acceptance.

REGISTRATION
Accepted students wishing to register for courses offered by the School are required to submit a completed Registration Form appropriate to the Program for which they are registering together with the $20.00 Registration Fee. Please see Financial Information for details regarding payment of the Registration Fee. Day Program students may not submit a Registration Form and register for courses until such time as they have paid the Advanced Tuition Deposit (see the paragraph immediately above entitled Enrollment). Adjunct Program students may submit a Registration Form and register for courses at any time following acceptance. Appropriate course and schedule information is made available to students approximately six weeks before the beginning of each semester.
ADMISSIONS PROCEDURES

FULL-TIME DIPLOMA PROGRAM
Candidates for admission to the full-time Diploma Program must submit the following documents to: Director of Admissions, The New England School of Art & Design, 28 Newbury Street, Boston, Massachusetts 02116.

1. A completed copy of the Day Program Application Form together with the $25.00 Application Fee.
2. A transcript of grades from:
   a. High School (results of the high school equivalency test may be substituted where applicable).
   b. Any post-secondary schools attended.
3. Two letters of recommendation, preferably from:
   a. Present or former teachers.
   b. Present or former employers
   c. Other persons familiar with the applicant's art and/or school background and performance.

In addition to the documents listed above, each applicant for the full-time Diploma Program must submit a portfolio of original art work and have an interview with a member of the Admissions staff. The portfolio should be submitted at the time of the interview. Applicants who live beyond a 300 mile radius of Boston are not required to have an interview (although it is strongly recommended) and may present their portfolio in the form of slides sent to the School. The Admissions Office will contact all applicants directly concerning the time and date of the interview.

The applicant's portfolio, whether sent to the School or presented at the time of the interview, should include the items listed below and must consist entirely of original art work executed by the applicant. Copies of photographs and pieces based on the work of others will not be considered valid portfolio material.

2. Two drawings of a chair, in any drawing media. The two drawings should be done from different angles or points of view.
3. A drawing, in any drawing media, which includes a full human figure.
4. A carefully detailed drawing of a plant together with a free design based on this plant form. Both drawing and design should be presented in a format of the same size. Any media may be used.
5. A non-figurative (i.e. "abstract") design in black and white together with a color version of the same design, executed in the same scale or size.
6. A sketchbook of unfinished work, idea sketches, etc. Applicants who have not previously kept such a sketchbook are not required to submit this item.
7. A least five additional pieces which the applicant feels will best demonstrate his abilities and background. Please do not feel limited to five additional pieces: the more of your work we can see, the better picture we can get of you and your talents.

Please do not submit three-dimensional objects or works larger than standard portfolio size. These may be presented by means of slides or prints.

In the vast majority of cases an applicant's portfolio will be returned to him at the conclusion of the interview. However, the School reserves the right to retain the portfolio for one week should further evaluation or additional opinions appear advisable. Portfolios mailed to the School will be returned by mail, provided return postage is forwarded by the applicant.

TRANSFER STUDENTS
Students with previous post-secondary art education who wish to enter the Diploma Programs should follow the procedure outlined above, except that they should supplement normal portfolio requirements with as broad a selection as possible of the work done in previous art courses. It is extremely important that transfer applicants present as complete a picture as possible of their previous background and experience. In the case of studio courses, transfer credits are based largely on the evidence of the portfolio. It is therefore vital that all relevant material be submitted. In the case of relevant or comparable academic courses a grade of C or better is required for the granting of transfer credit. All decisions regarding transfer credit are subject to the approval of the appropriate Major Department Chairman and the Director of Admissions.
PART-TIME DIPLOMA PROGRAM

In order to be eligible to apply for admission as a part-time Diploma Candidate, a student must have previously earned a minimum of 12 credits as a Special or Adjunct Student at NESA/D. Persons who wish to become part-time students, but who have not met this credit requirement should initially apply as Special Students or Adjunct Students (see Part-Time Special Program and Adjunct Programs immediately following this section).

Part-time students who have met the minimum credit requirement specified above may apply to the Admissions Committee for recognition as part-time Diploma Candidates by submitting the following documents to the Director of Admissions:

1. A completed copy of the Day Program Application Form together with the $25.00 Application Fee.
2. A transcript of grades for:
   a. All courses taken at NESA/D.
   b. All courses taken at other post-secondary schools.
3. Two letters of recommendation, preferably from present or former NESA/D faculty members.

In addition to the documents listed above, applicants for the part-time Diploma Program must submit a portfolio and have an interview with the appropriate Major Department Chairman and the Director of Admissions.

The portfolio submitted should consist of examples of work from all courses taken at NESA/D and any additional material which the applicant feels will be evidence of artistic achievement and commitment to professional art goals. Part-time students not accepted as Diploma Candidates may reapply for Diploma Candidate Status after a wait of at least one semester from the date of the original submission.

PART-TIME SPECIAL PROGRAM

All persons making initial application to the School as part-time Day Program students should make application to the Part-Time Special Program. Students in this program are considered Special Students, not Diploma Candidates, and are not eligible to earn a Diploma while enrolled as Special Students. Special Students may, however, subsequently apply for recognition as Diploma Candidates and, if accepted, all credits earned as a Special Student may be applied toward Requirements for Graduation (see Part-Time Diploma Program immediately preceding this section for details).

Candidates for admission to the Part-Time Special Program must submit the following documents to: Director of Admissions, The New England School of Art & Design, 28 Newbury Street, Boston, Massachusetts 02116.

1. A completed copy of the Day Program Application Form together with the $25.00 Application Fee. Applicants should indicate on the Application Form the course or courses for which they are making application.
2. A transcript of grades from:
   a. High School (results of the high school equivalency test may be substituted where applicable).
   b. Any post-secondary schools attended.
3. Two letters of recommendation, preferably from present or former teachers or employers.

In addition to the documents listed above, applicants for entry as Special Students must submit a portfolio of original art work and have an interview with a member of the Admissions staff.

The portfolio submitted should consist of a minimum of five pieces of original art work relevant to the course or courses for which application has been made. In the case of academic courses (those with the letter "A" following the course code), no portfolio is required.
**ADJUNCT PROGRAMS**

Applicants for the Adjunct Programs (Evening and Summer Divisions) must complete the following application procedures:

1. All applicants must complete an Adjunct Program Application Form (included in the Evening and Summer Division catalogues) and submit it to the School for each semester of enrollment. Applicants should indicate on the Application Form the course or courses for which they are applying. There is no application fee for the Adjunct Programs.

2. All persons making initial application to the Adjunct Programs are required to schedule an interview with a member of the Admissions staff. Previously enrolled students in good standing are not required to schedule an interview.

3. Most Evening and Summer Division courses do not require the submission of a portfolio. However, where indicated in the course description as it appears in the Evening or Summer Division catalogue, a portfolio or original artwork relevant to the course or courses for which the student has applied must be presented at the time of the interview. No portfolio is required unless so indicated in the course description.

Complete details of the admissions requirements for the Adjunct Programs are contained in the Evening and Summer Division catalogues.
CALENDAR 1984-85

DAY PROGRAMS

1984
Aug. 1  Fall Semester registration period begins
Aug. 15 Payment Deadline, Fall Semester
Aug. 29 Orientation, new students
Aug. 30 Orientation, returning students
Sept. 4 Fall Semester classes begin
Nov. 22 Thanksgiving recess begins
Nov. 26 Classes resume
Dec. 3 Spring Semester registration period begins
Dec. 19 Payment Deadline, Spring Semester
Dec. 21 Fall Semester classes end

1985
Jan. 7  Spring Semester classes begin
Feb. 18 Spring vacation begins
Feb. 25 Classes resume
May 3  Spring Semester classes end
May 19 Graduation

1985 Summer Division
Apr. 16 Summer Semester registration period begins
June 5  Payment Deadline, Summer Semester
June 10 Summer Semester classes begin
Aug. 22 Summer Semester classes end

HOLIDAYS
In addition to the recesses and vacations previously listed, all Programs will observe the following holidays.

1984
July 4 Independence Day
Sept. 3 Labor Day
Oct. 8 Columbus Day
Nov. 12 Veterans Day

1985
Jan. 15 Martin Luther King Day
Feb. 18 Washington's Birthday
April 15 Patriots Day
May 27 Memorial Day

ADJUNCT PROGRAMS

1984 Even Division
Aug. 15 Fall Semester registration period begins
Sept. 26 Payment Deadline, Fall Semester
Oct. 1 Fall Semester classes begin
Nov. 22 Thanksgiving Day, no classes
Dec. 17 Fall Semester classes end

1985 Even Division
Jan. 8 Spring Semester registration period begins
Feb. 27 Payment Deadline, Spring Semester
March 4 Spring Semester classes begin
May 9 Spring Semester classes end
DESIGN/PHOTOGRAPHY
This catalogue was conceived, designed and produced during the 1983-84 school year by a team of students under the direction of Book Design instructor Jean Hammond. Design team members were:

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TYPE
All type for this catalogue was set on the School's Compugraphic EditWriter 7500.

PRINTING
Speed Impressions

EDITOR
William Davis
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