The Joe Kubert School of Cartoon and Graphic Art, Inc. offers a 3-year residential program in Cartoon-Graphics/Sequential Art, taught by professionals for aspiring professionals.
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THE JOE KUBERT SCHOOL OF CARTOON AND GRAPHIC ART, INC. is an eligible institution under Government Insured Student Loans and Grant Programs. is approved by the New Jersey Department of Labor and Workforce Development. is authorized under Federal Law to enroll non-immigrant alien students. is approved for the training of Veterans and Eligible Persons. is accredited by the Accrediting Commission of Career Schools and Colleges.
Over the past years since its formation, THE JOE KUBERT SCHOOL OF CARTOON AND GRAPHIC ART, INC., has continued to hone its focus, direction and curriculum in preparing our students for the profession towards which they have dedicated themselves.

The objective of the school has not altered since its inception. We will continue to bring the finest professional practitioners to compose our faculty of instructors, all of whom give unstintingly of their own time, understanding and knowledge. They afford the aspiring cartoonists of tomorrow an unequalled source of experience, and provide them with a solid foundation upon which the students may build a satisfying career.

Cartoon-Graphics® continues to grow, offering limitless opportunities for those professionals properly prepared to take advantage of the various media to which the art of cartooning may be applied.

It is the aim and purpose of this institution to add to the ranks of our profession those people whose work and attitude reflects the highest level of the art. Recognizing the goal, application of a sustained effort makes the goal attainable.
The history of the Joe Kubert School

What was originally only an idea, based on a lifetime of experience in his selected profession, was implemented in the form of a school in 1976 by Joe Kubert and his wife, Muriel. In addition to his own experience, Joe sought knowledge from intimates in his profession, those who are and have been considered top-echelon practitioners.

The idea became an actuality with the first group of students who were accepted for the class beginning September, 1976. They numbered a total of 22.

Joe Kubert began drawing from the time he could hold a pencil, but his career began in 1939 when his first work was published at age 12. His work appeared nationally as well as internationally, and is recognized throughout the world. He was Editor, Publisher, Artist, Writer, Producer, and Creator of many periodicals and publications currently in print. Among his roster of titles are “Sgt. Rock”, “Flash”, “Tor”, “Hawkman”, “Winnie Winkle”, “Green Berets” along with hundreds of others too numerous to mention. He was the winner of many awards as well as being a past vice-president of the National Cartoonists Society. He was one of the premier illustrators executing covers for DC Comics (Time-Warner Communications), as well as other publishers. Mr. Kubert is the author-illustrator of the award-winning graphic novels “Fax from Sarajevo”, “Yossel, April 19, 1943” and “Jew Gangster”.

As of 2000, Kubert became the editor and producer for "PS Magazine", a monthly U.S. military publication magazine, with comic-book elements, that stresses the importance of preventive maintenance of vehicles, arms, and other ordnance.


In his many years as a cartoonist/illustrator, Joe Kubert also applied himself to almost every area of Cartoon-Graphics, as well as Cinematic Animation and Computer Generated Graphics. Mr. Kubert passed away on August 12, 2012.

Muriel Kubert was a graduate of Rider College and held a B.S. degree in Business Administration. She was the school vice-president. Mrs. Kubert passed away on July 8, 2008.

The school is the result of Joe Kubert’s perception of a recognized need. Having been asked by many young and aspiring artists the means by which one may attain a position in the profession of Cartoon-Graphics© and Illustration, and realizing the lack of any formal schools educating in this specific area, THE JOE KUBERT SCHOOL was born.

Although the institution began as a two-year school, the courses of study were extended to 3 years in September, 1978. The school’s attempt to indoctrinate professional acumen within a 2-year span was soon recognized as being too demanding. Presently the 3-year course requires that a student be at his drawing board 8 to 10 hours a day.

Motivation and commitment are the prime factors for attending students to acquire the benefits the school offers. Ability (talent) alone does not answer the requisite for becoming a professional cartoonist.

As a result of the school’s continued growth, additional physical space was needed. In 1983, the former Dover High School building was acquired. The number of classrooms that the building contains is sufficient for expansion. In 2006 it was extensively renovated and is approved as Handicap Accessible.

The original building (“The Mansion”), in which classes were taught, is now used as a student’s residence. It is a 23-room facility located on several acres of picturesque landscaping within walking distance of the school.

In 1980, the Joe Kubert School started a full program of Cinematic Animation. The current curriculum still contains a basic introduction to Cinematic Animation, although the full course has no longer been available since 2008.

The school continues to join with publishers, artists, and agencies in the fields of cartooning and illustration in its quest to determine contemporary needs and qualitative requirements deemed necessary by the profession. An Advisory Board composed of representatives of the field’s elite publishers keeps the school abreast of current needs in the profession.

The instructors continue to be selected from the highest ranks of the profession. As a general rule, our instructors teach those courses in which they are involved professionally, on a day to day basis. The school may be compared to an atelier where an aspirant is selected for an internship program in which both master and intern learn from each other. The most effective measure by which the success of our programs may be evaluated is the high job placement ratio of our graduates, and the recognition afforded our graduates throughout the profession of Cartoon-Graphics, commercial illustration, animation and graphic novels.

Some of our most effective instructors are those students who have become professionals after graduation, and eventually return to teach on a part-time basis. Their ability to convey their knowledge is enhanced by their having experienced the same rigors and learning problems through which the present day students must pass. All of this helps in strengthening the Administration’s and Instructors’ dedication for every graduate student to be fully employed.

A scholarship in the amount of $2,000 a year will be awarded in the name of Norman Maurer, a lifelong friend of Joe Kubert. Norman was an outstanding cartoonist, writer, movie director and producer during his professional life. The student to receive this scholarship will be selected by Joan Maurer, or her designated representative. The Norman Maurer Scholarship is open to 1st year students advancing into the 2nd year. The scholarship is awarded and judged on the quality of the student’s portfolio. Other scholarships are also available sponsored by a number of publishers and allied businesses, and are awarded annually.
admissions

Applications for enrollment in Cartoon Graphics I are accepted anytime during the year for the following school year. Since instruction is based on an individual student’s own capabilities and potentials, upon receipt of the application arrangements will be made for the interview procedure and submission of a portfolio. Individual classrooms are generally limited to 13 students and applicants are urged to apply early.

An applicant must be a high school graduate or have received a high school equivalency diploma for initial acceptance into The Kubert School. An official high school transcript must be sent to the school prior to enrollment.

Interviews (personal or telephone) are scheduled upon receipt of application and application fee. Interviews will not be scheduled until all of the preceding requirements are fulfilled. An applicant who resides a considerable distance from the school may be accommodated with a telephone interview. In such instances, the school must receive the portfolio prior to the scheduled telephone interview. It is the responsibility of the applicant to place the call at the scheduled time of the interview.

To be admitted to the Cartoon-Graphics II program, the student must have successfully completed the Cartoon-Graphics I program. To be admitted to the Cartoon-Graphics III program, the student must have successfully completed the Cartoon-Graphics II program.

Requests for transcripts must be made by the applicants to their respective high schools and post secondary schools and colleges.

admission for advanced training

Students who have previous art training or experience may request advanced standing provided a certified transcript, course description, and portfolio are submitted. A proficiency examination may be required. Credit for tuition for any part or period of the program of training not required to be taken by the student will be adjusted by pro-rating the tuition.

Experienced instructors train the students in a variety of media including computers.
facilities

The school is based in Dover, New Jersey, which is a forty-five minute trip by bus, train or automobile from New York City. Within minutes of lakes and farmland, the small town still maintains its warmth and hospitality. The building was originally utilized as the Dover High School. Three stories tall, it contains 40,000 square feet of space reflecting its art deco origin. A connecting parking area satisfies the need for student parking. The acquisition of the building fulfills projections of required space for future growth and facilities.

Ample lighting, drawing tables, and tabolets are available for each student. Easels, chairs, black boards or dry-erase boards, scanners, cintiq tablets, display cases, life drawing facilities, and other teaching aids as required. The school maintains an extensive reference library of books, magazines and videos. Computers are also available in the library for student use in pursuit of additional reference information. Wi-Fi is available throughout the building.

The use of computers in graphics, coloring, color separations and publishing is taught to and required of all students. Computer laptops are mandatory of all first year students.

The maximum classroom size in all courses is 15.
attendance

The school year consists of two semesters. The first semester commences the beginning of September and ends in December. The second semester begins in January and continues to the middle of May.

The work of the school is intensive. Therefore, prompt and regular attendance is required. If at any time a student has a legitimate reason for not being in attendance, immediate notification must be made to the Administrative office. It is the policy of the school that there shall be 7 1/2 days absence allowed for illness or other excusable reasons per semester. If a student is absent for more than 3 days, a written medical excuse is required. Three excused tardy days equal 1/2 absent day. A student is considered absent if he is more than 30 minutes late for class. Unexcused tardiness and early departure from class will be translated into equivalent full period absences. If absences exceed 7 1/2 days per semester, the student may be liable for a reduction in any given grade and/or a grade of Incomplete, Probation, or Involuntary Withdrawal (dismissal). The school reserves the right to request the withdrawal of students who do not maintain the required standard of scholarship and attendance. The same right is reserved in the instance of students neglectful of their financial obligations. A student that has attended one day in a week is considered to have attended a full week.

re-entrance

If a student has been dismissed for unsatisfactory progress, he or she may, at the discretion of the Administration, be considered for re-entrance the following school year, if the student demonstrates that the conditions or problems contributing to the unsatisfactory progress have been resolved. The school considers unsatisfactory progress as it relates to academic, disciplinary, or attendance problems.

school calendar

Excluding holiday and snow days, the school is in session from 8:30 AM to 4:00 PM five days a week. See attached fee schedule and calendar.

A specific calendar for each year which includes all holidays pertaining to school closing is issued at the beginning of each current year.

calendar

First Semester: begins Beginning of September, after Labor Day
School Closed: Thanksgiving
School Closed: Christmas
End of First Semester: December
Second Semester: January
School Closed: Middle of February (Mid-Winter Vacation), Middle of April (Spring Vacation)
End of Second Semester: Middle of May

portfolio

A portfolio must be presented for evaluation by the applicant at the time of a personal interview, or must be received by the school prior to a telephone interview. Sizes of the pieces are restricted to 14" x 17". Larger pieces may be sent in form of 35mm slides, 8 1/2" x 11" photocopies or hardcopies, CD-ROMs, DVDs or flash drives with scans in .JPG format and at a maximum of 300 DPI. In general, the portfolio should represent the scope, range and depth of an applicant’s work, both current and past.

A minimum of 15 pieces and a maximum of 25 pieces is required, and examples of color and mixed media should be included as well as cartoon illustrations. Finished artwork is preferred but not required.

Portfolios submitted by mail (for telephone interviews) will be returned via mail or United Parcel Services at the expense of the applicant. The school exercises all reasonable care in handling of portfolios, but assumes no liability for loss or damage to them. All portfolios sent to the school must be plainly marked with the name and complete address of the owner.

enrollment procedure

for accepted applicant

When notified of acceptance, students will receive enrollment agreements, housing agreements, and financial aid information. A $100 registration fee is required to confirm the intention to attend the school and to reserve a place in the entering class. The registration fee and the signed enrollment agreement are due one month (or sooner) after notification of acceptance. Since enrollment is limited, enrollment agreements received after the due date will be accepted only if the quota of students has not been filled. The registration fee is non-refundable and is applied toward the tuition charges. Housing fees and housing regulations are so stated on the housing agreement.
Flash Gordon, art by Jim Keefe

Fanstastic Four, color art by Morry Hollowell

Reaper by Cliff Rathburn
registration procedures

Tuition statements and any additional fees will be due as described in the current Fee Schedule Calendar. Orientation information will be mailed in August to each enrolled student. Every student must register on or before the dates indicated in the school calendar. Registration procedures are completed by payment of all fees to the Administration.

tuition

Tuition must be paid on time for the school year (see dates on enclosed calendar). Students with delinquent accounts will not be permitted to attend classes and may be subject to dismissal. See attached schedule of fees.

art supplies

The amount that a student can expect to spend for art supplies during the year is listed on the calendar. All new students are required to purchase specific art supplies prior to attendance in the school. Substitutions or omissions are not permitted. An initial art supply bill, if applicable, will be mailed to each student in June, preceding the Fall semester. All fees must be paid according to the dates listed in the school calendar.

student i.d. cards

1" x 1 1/2", face only photos are required for the Student I.D. Cards.

returning students

Students returning for second or third year studies will be required to complete current applicable enrollment agreements during the Spring semester. Registration fees for the following year must be paid at this time. The registration fee of $100 is deducted from the annual tuition bill and is non-refundable.

proficiency study

Proficiency study is available for a student who has completed the three-year course of study, but has not been awarded a diploma due to a grade of C- (Failing), or Inc. (Incomplete) in one or a maximum of two courses during the second semester of the third year. A student may attend the class for that particular course (or courses) in the following year in order to attain a passing grade. Assignments and studio work must be maintained and will be monitored by the instructor. The student will have the use of the school’s facilities to the extent of his course of study. In addition, the student must adhere to all rules and regulations of the school. Upon successful completion of the Proficiency Study Course, the student will be eligible for the diploma. The tuition fees for proficiency study will be pro rata based on the number of required courses being taken.
refund policy

The refund policy of this school shall be in accordance with the New Jersey Department of Labor and Workforce Development Regulations for Private Vocational Schools and the U.S. Department of Education’s Federal Refund Policy. It is noted that the following apply:

1. Right to Cancel:
The student has the right to cancel the agreement within three business days after signing the agreement even if instruction has begun. Upon notification, all monies paid, less the application fee and registration fee, will be refunded. Students who have not visited the school prior to enrollment can withdraw without penalty within three days following either the regularly scheduled orientation or a tour of the school facilities and equipment.

2. Other Cancellation:
An applicant subsequently requesting cancellation prior to starting training shall be entitled to a refund of all tuition monies paid minus a registration fee of 15% of the contract price of the course, but in no event may the school retain more than $100.00.

3. Dismissal
The student understands that he/she may be terminated from the school for having more than 7 1/2 days absences per semester; for not having met the standards of conduct; for not fulfilling the financial obligations; or for not maintaining a minimum grade of 2.0 in each course. If a student receives a grade of C- or Incomplete, he may be placed on probation the following semester. If a student is on probation in more than one subject, the school reserves the right to request the withdrawal of that student. Students who are dismissed will be governed by the same refund policy as students who interrupt training voluntarily.

4. Student Termination:
The student may terminate training at any time by giving written notice to the school office of the intention to terminate enrollment subject to the school’s refund policy.

5. Rejection:
An applicant rejected by the school shall be entitled to a refund policy of all monies paid minus any stated application fee, not to exceed $50.00.

6. Three-Day Cancellation:
All monies paid by an applicant will be refunded, if requested, within three days after signing an enrollment agreement and making an initial payment, even if instruction has begun.

7. Refund Policy:
The school will refund not less than that portion of the tuition, lab fee and equipment fee assessed the student by the school equal to the portion of the period of enrollment for which the student has been charged that remains on:

A. For Pell Grant recipients
   i. On the last recorded day of attendance or

B. Student Financial Aid Assistance recipients and all other non-financial aid students, within 30 calendar days of the earliest of these dates:
   i. The date the student notifies the school of withdrawal or the date of withdrawal specified by the student, whichever is later.
   ii. The date on which the school makes its determination that the student has withdrawn.
   iii. The expiration of the semester in which the student withdrew, as determined by the school.
   iv. The expiration of the enrollment period for which the loan was made.

The following refund calculation will apply to all students. This refund does not apply after the 60% point (in time) in the period of enrollment. All refunds shall be processed within thirty days. Tuition is refunded according to the following schedule:

<table>
<thead>
<tr>
<th>Percentage of Weeks Completed</th>
<th>Percent of Refund</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>100%</td>
</tr>
<tr>
<td>0.0 – 10</td>
<td>90%</td>
</tr>
<tr>
<td>10.1 – 20%</td>
<td>80%</td>
</tr>
<tr>
<td>20.1 – 30%</td>
<td>70%</td>
</tr>
<tr>
<td>30.1 – 40%</td>
<td>60%</td>
</tr>
<tr>
<td>40.1 – 50%</td>
<td>50%</td>
</tr>
<tr>
<td>50.1 – 60%</td>
<td>40%</td>
</tr>
<tr>
<td>Over 60%</td>
<td>0%</td>
</tr>
</tbody>
</table>

An Administrative Fee equal to the lesser of 10% or 5% of school charges assessed the student will be retained by the school.

All fees are non-refundable. Emergency leaves of absence may be granted upon written request.

v. The school will refund tuition and fees according federal and state policies, whichever is more beneficial to the student regardless of the source of funds used to pay student tuition, related fees, and other educational costs.
placement assistance

Prior to graduation, selected representatives of publishers, art directors, editors, greeting card companies, advertising agencies, and other affiliated businesses may review portfolios of senior students.

All graduate students have an opportunity to take advantage of the school’s affiliations with various professional associates in order to attain gainful employment on an entry level in their chosen profession; however, the school does not guarantee placement.

The placement office of the school is in contact with local agencies, art studios, printers, magazine and newspaper publishers, and a variety of industries and manufacturers who have internal art departments. The curriculum taught to students over the three-year period, including Cartoon Illustration, Graphic Arts and Animation, is made available to all potential employers on a continually updated basis.

The placement department will notify potential employers of the availability of students upon completion of first year, second year, and upon graduation. In many instances potential employers contact the school during the school year, relative to “extracurricular” work availability.

Before a student makes an appointment for a job interview, his portfolio is refined and re-evaluated by an instructor to ensure that the work contained applies specifically to the type of job sought and at the quality level required.

Students have access to advice or information from the Administration as well as the faculty beyond the time they have received their first year certificates, second year certificates, or diplomas. Since the first job can be critical and the first few weeks at the first job even more so, the school attempts to retain communication with students to ease them over that initial period of time.

advisory board

The Joe Kubert School boasts an advisory board of outstanding professionals in our field.

- **Kris Adams Stone**, Exec. SVP Producer of Digital Content and Print/Agent of Continuity Studios
- **Neal Adams**, Founder & President of Continuity Studios
- **Karen Berger**, former Executive Editor of DC Comics’ Vertigo imprint
- **Richard Bruning**, former SVP/creative director of DC Comics; cartoonist, graphic designer, & writer
- **Víctor Gorelick**, Editor-in-Chief of Archie Comics
- **Paul Levitz**, former President of DC Comics; writer
- **Nick Lowe**, Senior Editor of the X-Men titles at Marvel Comics
- **Stan Madaloni**, President of Studio 2pt0
- **Nick Napolitano**, VP - Manufacturing Administration at DC Comics
- **Mike Pellerito**, President of Archie Comics
- **Jean Scrocco**, Manager of Spiderwebart Gallery; artists representative

Our students benefit greatly from this relationship. The board is directly involved with the day-to-day activities that affect our graduates’ careers. The board’s input of current requirements is implemented into the school’s curriculum.

In addition, prior to graduation, third year students have personal interviews with the editors and art directors of these companies for the purpose of critiques, contacts, and possible future employment.

complaint/grievance policy and procedure

Student concerns or complaints should first be brought to the attention of the instructor. Complaints that are not satisfactorily resolved at this level should be submitted in writing to the Office. Written responses will be given within five (5) working days.

If a student does not feel that the school has adequately addressed a concern of complaint, the student may consider contacting the New Jersey Department of Labor and Workforce Development or the Accrediting Commission of Career Schools and Colleges. Their website is [www.accsc.org](http://www.accsc.org) Their address is 2101 Wilson Boulevard, Suite 302, Arlington, Virginia 22201. Complaint forms are available at the Office. The Complaint/Grievance Policy and Procedure can be found on our website: [http://www.kubertschool.edu/student-life/student-services.html](http://www.kubertschool.edu/student-life/student-services.html)
leave of absence policy

A student may apply for a short Leave of Absence, 1-2 weeks, by requesting it in writing from the school.

If the leave is for a short period, 1-2 weeks, the student is in good academic standing with a C or better and the student is capable of making up the work, the leave of absence will be granted.

If the leave of absence lasts longer than 2 weeks, the student will be able to repeat the year starting in the following fall semester and withdraw from the school as per the school’s withdrawal policy.

grading system

Students receive a grade report at the end of each semester. Those who received a QUALITY POINT AVERAGE of 3.7 (A- or better, with no grade below B+), qualify for the Dean’s List.

All courses are evaluated in terms of credit hours. One credit hour is earned for each 30 hours of normally scheduled class time.

A temporary grade of Incomplete may be given by the instructor after consultation with the Administration. It is used when a student, because of some unavoidable circumstances, has been unable to complete the course or has not handed in assignments related to the course. The instructor must certify that the student’s work is passing at this point.

The grade of Incomplete shall revert to a permanent Incomplete if the student does not complete all work by the end of the four (4) week make-up period. A CQPA will not be assigned a student receiving a permanent Incomplete grade.

Before annual promotion and prior to receiving a Certificate of Completion or Diploma, a student must complete all assigned work in each course, attain a minimum grade of 2.0 in each course, meet the standards of attendance and conduct, and fulfill all financial obligations to the school.

In addition, a student may be placed on probation at the discretion of the Administration when a student’s work falls below the grade of C. Such probation shall last only until the student is able to raise his grades to a passing level.

If a student is on probation with either a C- or Incomplete at the end of the semester in more than one subject, he may be liable for dismissal for unsatisfactory progress. The probationary period for make-up of an Incomplete or Failure grade begins on the last day of each semester. A maximum of four weeks will be permitted for the make-up of an Incomplete or Probationary grade. Financial Aid will not be disbursed to students until satisfactory progress has been demonstrated. All probationary periods may be lifted when the student provides adequate make-up work as approved by his instructor in that specific subject and the Administration.

All new students are on probation for the first semester following enrollment. Students who have attained satisfactory grades in all courses may continue with their studies.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
<th>Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Superior</td>
<td>4.0</td>
</tr>
<tr>
<td>A-</td>
<td></td>
<td>3.7</td>
</tr>
<tr>
<td>B+</td>
<td>Good</td>
<td>3.3</td>
</tr>
<tr>
<td>B</td>
<td></td>
<td>3.0</td>
</tr>
<tr>
<td>B-</td>
<td></td>
<td>2.7</td>
</tr>
<tr>
<td>C+</td>
<td></td>
<td>2.3</td>
</tr>
<tr>
<td>C</td>
<td>Passing</td>
<td>2.0</td>
</tr>
<tr>
<td>C-</td>
<td>Failing</td>
<td>1.5</td>
</tr>
<tr>
<td>I.</td>
<td>Incomplete</td>
<td>0.0</td>
</tr>
<tr>
<td>A.T.</td>
<td>Advanced Training</td>
<td>0.0</td>
</tr>
</tbody>
</table>
homework

It is necessary for students to allot sufficient time for homework in order to satisfactorily complete their assignments. If a student fails to turn in an assignment, a “zero” will be noted in the student’s record. This assignment must be made up before credit can be granted for that class. The student’s assignment grade will be lowered for not submitting the assignment by the posted deadline. If there is an inadequate reason for the non-completion of the assignment, the student will be notified of a probationary status. At the end of the probationary period, the student’s effort and progress will be reviewed to determine whether or not he/she will be allowed to continue their education or to be subject to involuntary withdrawal (dismissal). The maximum time frame in which training must be completed shall not exceed 1.5 times the normal duration or number of clock or credit hours required to complete the program.

professional orientation

This program was instituted as a result of commercial work offered to attending students in their senior year. Due to requirements of class assignments, the possibility of accepting “outside work assignments” is a challenging decision for attending students to make. This program allows students to work while studying under the guidance and supervision of their instructors. Only the students who obtain permission from their instructors and the school administration may qualify for this program.

This program acts as a bridge between the student’s responsibilities for school work and his introduction to the commercial and professional world with positive results. The school will endeavor to make arrangements whereby a portion of the curriculum will be devoted to study and field trips with professional companies, organizations and individuals. This will enable the students to have direct contact with job situations and be better prepared for eventual employment in their chosen field.

A Special Projects program has been enacted by the school in which a student may participate under certain criteria:
- This program is generally limited to Third Year students in their last semester.
- The program must not interfere with normal school hours and assignments in classes not directly involved in the program.
- The program may be awarded upon request of the student, and is permitted only for students who qualify. Qualifications are determined by the student’s instructors.
- Student’s work related to this program is designed by the student in terms of schedules, deadlines and esthetic career values. Described schedules must be maintained, as well as levels of quality.

housing

Housing is available for students who live beyond normal commuting distance. For information, contact the Administration Office.

standard of conduct

All students are expected to conduct themselves in a proper manner according to the general regulations of the school (available upon request from the Administration). Activities or conduct, such as, but not limited to, inefficiency, lack of interest, excessive absenteeism or tardiness, or disregard of regulations which shall be deemed by the Administration to be detrimental to the school or to the accomplishment of student work shall be considered cause for dismissal.

reports

A progress report will be issued to each student at the end of each semester. The school maintains all academic records on file indefinitely. Reports will be made available to interested parties upon authorization of the student.

retention of student work

The school reserves the right each year to select for its permanent files one piece of each student’s work. A photocopy of the work retained will be given to the student.

academic advising

Academic advice is provided to students. Appointments may be made at the office of the Administrator.
financial aid

Qualified students are eligible to receive a Federal PELL Grant and a Federal SEOG Grant. THE JOE KUBERT SCHOOL is an eligible institution under the Federal Stafford Loan Program and Federal Parents Plus Loan Program. For further information please contact the Financial Aid Officer at the school for financial aid information and request the Financial Aid Consumer Booklet. Non-institutional scholarships may be awarded by the school to matriculating students who will be continuing their studies at THE JOE KUBERT SCHOOL. For further details, consult the Financial Aid office.

Difference between a Grant and a Loan: Generally, a grant is money to be used for educational expenses and does not have to be repaid, unless there are extenuating and mitigating circumstances. An educational loan (Federal Stafford or Federal Parents PLUS) is the responsibility of the student or parent to repay.

general information

A discount art supply store whereby students may purchase materials is maintained on the premises. The telephone number is 973-328-3266.

The school is not responsible for injuries to students occurring on or off premises.

It is suggested that every student maintain his or her own medical and hospital insurance coverage.

A reference library with videos, books, magazines, comic books, graphic novels, manga, scanners, photocopier, and computers (with Internet access) is maintained in the school building and is available to the students. Smoking is not permitted in the building.

Lunches may only be eaten in the designated student lunchroom. The lunchroom has vending machines and microwave ovens for the students' use.

The school provides each student with a professional work station. It is the responsibility of every student to keep this work area clean and undamaged.

Only emergency telephone calls from family members will be transmitted to the student from the office.

Bulletin boards: Located on the first floor. Used for display of student work and notices of general or specific interest. It is the student's responsibility to periodically check the bulletin board.

Banking: It is advisable that out of town students make banking arrangements at one of the conveniently located Dover banks to ease check-cashing restrictions. The school is not equipped to cash personal checks.

Visitors: Students may not be visited by their friends or have friends in class. No visitors are permitted above the main floor of the school building unless on an official visit or tour, and accompanied by school personnel.

Changes: The school reserves the right to make changes in faculty, tuition, fees, or to withdraw any course listed if circumstances warrant. The payments and the total program costs in this catalog and addenda are based on the tuition rates presently in effect. Tuition rates are subject to change, subject to the approval of the New Jersey Department of Labor and Workforce Development upon 60 days advance notice. The new rate will be effective with the payment due following the 60 day notification.

In the event of an unannounced school closure, students enrolled at the time of the closure must contact the Department of Labor and Workforce Developments Training Evaluation Unit within ninety (90) calendar days of the closure. Failure to do so within the ninety (90) days may exclude the student from any available form of assistance. The contact number to call is (609) 292-4287.
The Joe Kubert School offers a three year course in Cartoon-Graphics involving a variety of areas in which professional cartoonists may apply themselves. Intensive studies focus on methods and materials utilized in the profession as well as the honing of artistic and creative abilities. Methods and Materials and the Business of Cartoon Art are also high on the list of requirements during the three years of the ten-course curriculum. All courses must be taken and passed by all attending students in the Cartoon-Graphics program.

The availability of comparable program information related to tuition and program length may be obtained from the Accrediting Commission of Career Schools and Colleges (ACCSC), 2101 Wilson Blvd., Suite 302, Arlington, VA 22201, (703) 247-4212.
cartoon-graphics I
first year curriculum

1125 HOURS – 37.5 CREDIT HOURS
(1 cr. hr. equals 30 clock hours)

101. Basic Drawing I
112.5 cl. hr – 3.75 cr. hr.
Instruction and application of principles of sketching, drawing, composition and perspective in relation to basic illustration. This will include study of forms and objects.

102. The Human Figure I
112.5 cl. hr – 3.75 cr. hr.
Fundamentals of figure drawing and anatomy including perspective, foreshortening and proportion.

103. Narrative Art I
112.5 cl. hr – 3.75 cr. hr
Basics of sequential storytelling and communication by means of graphic illustration.

104. Methods and Materials I
112.5 cl. hr – 3.75 cr. hr
Instruction in uses and varieties of materials and media used in preparation and techniques of graphics on a broad scale.

105. Layout
112.5 cl. hr – 3.75 cr. hr.
Introduction to initial steps in proper sizing, balance, and proportions in relation to graphic communication in commercial illustration.

106. Design
112.5 cl. hr – 3.75 cr. hr.
Principles of design as applied to Cartoon-Graphics®, stressing imagination, impact, originality and clarity.

107. Humor/Caricature I
112.5 cl. hr – 3.75 cr. hr.
Approaches to development and characterization of humor as it applies to animation, panel cartoons, magazine illustration, and representational cartoon art.

108. Lettering
112.5 cl. hr – 3.75 cr. hr.
Principles of hand lettering and typography including materials, tools and uses.

109. Digital Production I
112.5 cl. hr – 3.75 cr. hr.
Introduction to principles of professional prepress techniques prior to print reproduction and publication.

110. Introduction to Animation
112.5 cl. hr – 3.75 cr. hr.
An introduction into the art of Cinematic Animation. Basic principles of movement, timing, color and background are studied as well as theory concerning the origins of animation.

*Must pass before moving up to Cartoon-Graphics II

cartoon-graphics II*
second year curriculum

*Prerequisite – Cartoon-Graphics I.

1125 HOURS – 37.5 CREDIT HOURS
(1 cr. hr. equals 30 clock hours)

201. Basic Drawing II
112.5 cl. hr – 3.75 cr. hr.
Extensive and intensive study in sketching and drawing varieties of representational and imaginative forms concentrating particularly on Cartoon-Graphics®.

202. The Human Figure II
112.5 cl. hr - 3.75 cr. hr.
Continued concentration on anatomy and drawing utilizing varieties of materials and color as applied to commercial illustration and reproduction.

203. Narrative Art II
112.5 cl. hr – 3.75 cr. hr.
Essentials in graphic communication concerning multiple phases of cartooning, animation and commercial/ advertising art.

204. Methods and Materials II
112.5 cl. hr – 3.75 cr. hr.
In-depth studies of multipurpose materials and varieties of uses in contemporary Cartoon-Graphics® fields of illustration.

205. Color Illustration I
112.5 cl. hr – 3.75 cr. hr.
Adaptation of color in its various forms in illustration and reproduction as applied in the cartoon/commercial art field.

206. Digital Production II
112.5 cl. hr – 3.75 cr. hr.
Intermediate use of computer software and hardware in the formation of those traditional elements which comprise the proper balance of illustration, storytelling and design.

207. Humor/Caricature II
112.5 cl. hr – 3.75 cr. hr.
Approaches to communication and illustration from the standpoint of humor and its relation to Cartoon-Graphics® in general.

208. Advertising Illustration
112.5 cl. hr – 3.75 cr. hr.
Utilization of varieties of media in commercial advertising and illustration including books, magazines, and greeting cards.

209. Story Adaptation
112.5 cl. hr – 3.75 cr. hr.
Studies in procedure of converting stories and ideas from text forms into illustrated narratives.

210. Business of Cartoon Art
112.5 cl. hr – 3.75 cr. hr.
Concentration on acquiring a professional attitude toward the field of cartoon and commercial art, and an understanding of the business aspects involved in the profession of commercial art.
cartoon-graphics III
third year curriculum

*Prerequisites – Cartoon-Graphics I and II.

1125 HOURS – 37.5 CREDIT HOURS
(1 cr. hr. equals 30 clock hours)

301. Sketching and Layout
112.5 cl. hr. – 3.75 cr. hr.
Advanced application and study of illustration related to the various fields of cartooning, commercial and advertising art.

302. The Human Figure III
112.5 cl. hr. – 3.75 cr. hr.
Theory and lab involved in exaggeration and stylization of figures.

303. Sequential Storytelling
112.5 cl. hr. – 3.75 cr. hr.
In-depth study of serialistic forms of graphic illustration, media application of visual and illustrative communication utilized in movies, and television and cartoon illustration.

304. Digital Production III
112.5 cl. hr. – 3.75 cr. hr.
Advanced instruction in layout approach, execution and completion as applied to varieties of publications through the use of computer software and hardware.

305. Humor/Caricature III
112.5 cl. hr. – 3.75 cr. hr.
Intensive study of distortion and exaggeration as it relates to caricature and humor including media and sources.

306. Methods and Materials III
112.5 cl. hr. – 3.75 cr. hr.
Advanced study and assignments utilizing ink, pastel and other materials involved in accomplishing professional cartoons and illustrations.

307. "On-The-Job"/Business of Art
112.5 cl. hr. – 3.75 cr. hr.
Concentration on a "bridge" whereby the student may have the opportunity of obtaining direction and advice on actual commercial work.

308. Writing: Imaginative Drawing
112.5 cl. hr. – 3.75 cr. hr.
Intensive study concerning writing as directed toward picture and illustration usage including wider latitude focusing on the individual student’s imagination, originality and creativity.

309. Advanced Technique & Style:
Digital Painting
112.5 cl. hr. – 3.75 cr. hr.
Portfolio-oriented on specific techniques indicated for various areas in the field of commercial illustration including usage of methods and materials acquired.

310. Color Illustration II
112.5 cl. hr. – 3.75 cr. hr.
Focus on utilization of color in media variety towards completion of "professional-level" portfolio pieces.
first year • certificate of completion and educational objectives

FIRST YEAR CERTIFICATES OF COMPLETION will be awarded to students who complete all assigned work in each course, attain a minimum grade of 2.0 in each course (SAP), meet the standards of attendance and conduct, and fulfill all financial obligations to the school. A student who is awarded a FIRST YEAR CERTIFICATE OF COMPLETION (1125 clock hours) may be eligible for entry-level employment in prepress production; basic hand lettering & digital lettering for comic strips, comic books and graphic novels; basic logo and branding design; basic layout & design for cartoon illustrations; basic character design & inbetweening for animation; and basic storyboarding for TV, film and video.

second year • certificate of completion and educational objectives

Prerequisite – Cartoon-Graphics I

SECOND YEAR CERTIFICATES OF COMPLETION will be awarded to students who complete all assigned work in each course, attain a minimum grade of 2.0 in each course (SAP), meet the standards of attendance and conduct, and fulfill all financial obligations to the school. A student who is awarded a SECOND YEAR CERTIFICATE OF COMPLETION (2250 clock hours) may be eligible for entry-level employment in intermediate prepress production; traditional & digital coloring for comic strips, comic books and graphic novels; advertising imagery for magazines, books, newspapers and commercial packaging; and gag cartoons and comic strips.

third year • graduation • diploma and educational objectives

Prerequisites – Cartoon-Graphics I & II

The graduating students will be awarded a DIPLOMA after three years upon successful completion of all assigned work in each course, attain a minimum grade of 2.0 in each course (SAP), meet the standards of attendance and conduct, and fulfill all financial obligations to the school. A student who is awarded a DIPLOMA (3375 clock hours) will be qualified to enter the professional field of cartooning at an entry-level as a comic book artist, syndicate cartoonist, editorial cartoonist, book illustrator, concept designer, caricaturist, portrait artist, greeting card designer, art director, or any of the other numerous areas in the commercial art field where the techniques of cartoon illustration are used.
The Joe Kubert School prides itself on the fact that ours is a professional school, taught by professionals to those who aspire to be professionals. Our graduates have attained estimable positions in the field and have gained the respect of their fellow artists. The illustrations contained throughout the pages of this catalog are a small sampling of the work done by our alumni.
foreign applicants

THE JOE KUBERT SCHOOL OF CARTOON & GRAPHIC ART, INC. IS AUTHORIZED UNDER FEDERAL LAW TO ENROLL NON-EMIGRANT ALIEN STUDENTS

The following application procedure shall apply to all applicants from foreign countries:

1. Application form
2. Application fee of $50.00 (U.S.)
3. All applicants must fulfill the personal or telephone interview requirements.
   The same portfolio requirements set forth for U.S. citizens apply. (Samples of at least fifteen (15) pieces of original work must be presented for interview.)
4. All foreign applicants, as part of the initial application process must also complete the two (2) essay questions, in English, that appear on the back of the application.
5. Foreign applicants must demonstrate sufficient command of the English language in written and spoken English to pursue the established program successfully. This may be accomplished by presenting: (a) an English Proficiency Certificate, available at any United States Embassy or Consulate; or (b) by presenting the results of their Test of English as a Foreign Language (TOEFL); or (c) by completing a program of English in a secondary school (submit certified transcript).

If a student's performance at THE JOE KUBERT SCHOOL is hindered by language difficulties, the advisability of further study at THE JOE KUBERT SCHOOL will be reviewed by the administration and attendance at the school will be terminated.

6. All applicants who have studied in a foreign country must submit certified English translations of their academic work.
7. The U.S. Bureau of Immigration requires that foreign applicants submit to the school a detailed statement of support documenting that the applicant has sufficient funding for his/her educational and living expenses during his/her stay in the United States.

Upon acceptance and payment of all fees in full, a statement of support will be sent along with the Immigration Form I-20. Only the statement of support needs to be returned to the school. The school cannot assume any responsibility for the preparation of applications, legal sponsorship of alien students, or fulfillment of government regulations pertaining to foreign students in the United States.

SUMMARY OF APPLICATION POLICY FOR FOREIGN STUDENTS

Submission of Documents Prior to Acceptance

1. Application
2. Application Fee (U.S. Funds)
3. Photographic Portfolio
4. Essay
5. Proof of English Proficiency
6. Records of Academic Study (translated in English)
7. Proof of Financial Capability
   All tuition fees are listed on the school calendar enclosed

NOTE:
ALL FEES ARE TO BE PAID IN U.S. DOLLARS THROUGH A NEW YORK AGENCY OF YOUR BANK OR WIRE TRANSFER.
CALL FOR DETAILS.
PER THE UNITED STATES DEPARTMENT OF EDUCATION, FINANCIAL AID IS ONLY AVAILABLE TO UNITED STATES CITIZENS.

summer cartoon sketch sessions

Learn the secrets of cartooning from comic book professionals. Enroll by the week or by the month! Each 1-week sketch session includes FREE art kit (available only upon initial registration for the program) and a limited edition Joe Kubert Summer Cartoon Sketch Sessions tee-shirt. Sketch sessions are held Monday - Friday, from 9 AM - 12 PM and are for ages 10 and up, and 9 AM - 3PM for adults. Registration is open and enrollment is limited.

Course subjects include: manga, penciling, inking, character design, and sequential storytelling

Art kit supplies can include:
• 14” x 17” sketch pad
• packet of pro blue-line comic book art pages
• pencils: HB, 2H and 2B
• magic rub eraser
• twin-tip Sharpie black marker
• package of Micron markers: sizes .01, .03, and .05
• 18” metal ruler

For further information, contact the School:
phone: 973-361-1327
e-mail: info@kubertschool.edu
special courses

In addition to full-time day classes, the Joe Kubert School occasionally offers special evening workshops on a non-matriculating basis. Due to the fact that the special courses, evening courses, and Saturday cartoon sketch classes are not geared toward occupational training, and they do not require approval by the New Jersey Department of Labor and Workforce Development.

saturday cartoon sketch class

Available on Saturdays from 9:00 A.M. to 12:00 P.M. Noon throughout the year. This class is open to everyone from the age of 10 years and over. For information on our special courses and schedules, please contact us by mail:

The Joe Kubert School of Cartoon and Graphic Art, Inc.
37 Myrtle Avenue
Dover, New Jersey 07801
or by telephone:
(973) 361-1327
or by email:
info@kubertschool.edu
website:
www.kubertschool.edu

correspondence courses

Joe Kubert’s World of Cartooning offers a non-accredited opportunity to learn cartooning at home at your own pace.

For further information, please contact us by mail:

Joe Kubert’s World of Cartooning
37B Myrtle Avenue
Dover, New Jersey 07801
or by telephone:
1-877-JK-WORLD or (973) 537-7760
or by email:
info@kubertschool.edu

art store

Specializing in art supplies for cartooning as well as providing a full line of fine art supplies, the Joe Kubert Art Store offers online ordering at www.kubertartstore.com

For further information, please contact us by mail:

Joe Kubert Art Store
37A Myrtle Avenue
Dover, New Jersey 07801
or by telephone:
1-800-343-4792 or 973-328-3266
or by email:
jkartstore@kubertschool.edu

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