



CATALOG & STUDENT HANDBOOK

2014-2015

Pennsylvania College
of Art & Design 



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ACADEMIC CALENDAR

2013-2014

FALL 2014 SEMESTER

<i>Aug.</i> 01	Fall Semester Tuition Due
20-22	Faculty Days
26, 28-29	Registration/Orientation
30-Sept.1	Labor Day (<i>closed</i>)
<i>Sept.</i> 02	1st Day of Fall Semester
15	Add/Drop Period Ends
16	Student Council Election of Representatives
19	NYC Bus Trip
27	Admissions Open House
<i>Oct.</i> 06-10	Upperclass registration For Spring 2015
16	Board Meeting
20	Last Day to Drop Class with No Penalty
31	Halloween Party
<i>Nov.</i> 15	Admissions Open House
20	Thanksgiving Feast
25-30	Thanksgiving Break
<i>Dec.</i> 12	Last Day of Semester

SPRING 2015 SEMESTER

<i>Jan.</i> 05-06	Faculty Days
06	New Student Orientation
07	First Day of Semester
17	Admissions Open House
19	Martin Luther King, Jr. Day (<i>closed</i>)
20	Add/Drop Period Ends
<i>Feb.</i> 02-06	Preregistration and Declaration of Majors for Fall 2015
10	All-School Lunch
19	Board Meeting
24-Mar.1	Spring Break
<i>Mar.</i> 03	Last Day to Drop Courses with No Penalty
21	Admissions Open House
27	Student Council Election of Officers
<i>Apr.</i> 11	Meet & Greet
16	Graduation Rehearsal
21	Last Day of Classes for Spring Semester
22	All School Spring Picnic/Senior Show & Celebration Installation Day 1
<i>May</i> 01	Senior Show & Celebration
02	Graduation
09	Meet & Greet
21	Board Meeting
<i>June</i> 26	Admissions Open House

THE PENNSYLVANIA COLLEGE OF ART & DESIGN CATALOG & HANDBOOK

Pennsylvania College of Art & Design's Catalog & Handbook provides comprehensive information regarding what students can expect from a PCA&D education, including an overview of the college's history, mission, and vision; current tuition and fees, as well as estimates for supplies and living/commuting expenses for the academic year; and in-depth information about all college policies and services, from the application and admissions process to the annual Senior Show & Celebration. There are also details about the structure of PCA&D's academic program and of each particular major; a comprehensive listing of courses, including credit loads and descriptions of each; lists of all college accreditations and associations; and a complete listing of college faculty and staff. The catalog/handbook is updated annually, and each enrolled student is provided with a current copy at registration and a copy of the current year's edition at the beginning of each subsequent year of attendance. All students sign for their catalog/handbook, acknowledging both the receipt of the publication and responsibility for understanding and remaining in full compliance with all college policies.

HISTORY

Pennsylvania College of Art & Design began as the result of the closure of the York Academy of Arts (located in York, Pennsylvania) in 1982. Key members of its faculty decided to continue the vision of offering a visual arts education and spent that summer, along with supporters and other volunteers, preparing a new school for classes in the fall. In eight short weeks, the nonprofit Pennsylvania School of the Arts (PSA) opened. Pennsylvania School of the Arts offered a three-year diploma program, which consisted of classes in fine arts, interior and environmental design, and communication arts. The school thrived and soon outgrew its facility in Marietta. In 1987, school officials announced that PSA would move to its current North Prince Street location in Lancaster and would change its name to Pennsylvania School of Art & Design. The move to the city of Lancaster provided students and staff with more space, better facilities, room to expand, plentiful city housing, and a campus—downtown Lancaster itself. In the fall of 1999, Pennsylvania School of Art & Design was approved as a college and awarded degree-granting privileges by the Pennsylvania Department of Education, welcoming the first BFA freshman class the following year. In 2003, the school changed its name to Pennsylvania College of Art & Design and established itself as a major anchor in downtown Lancaster. Today, the college is a leader in central Pennsylvania's educational and visual arts communities.

ACCREDITATION

The college is accredited by the National Association of Schools of Art and Design (NASAD) and the Middle States Commission on Higher Education, 3624 Market Street, Philadelphia, PA 19104 (267-284-5000). The Middle States Commission on Higher Education is an institutional accrediting agency recognized by the U.S. Secretary of Education and the Council for Higher Education Accreditation.

MISSION

Pennsylvania College of Art & Design is a professional art college offering a BFA degree, certificates, credentials, and curricula that enable students of all ages to pursue art as their life's work.

EDUCATIONAL PHILOSOPHY

Communication as Currency in the Curriculum

Creating influence through adaptive thinking, effective making, and an articulate voice.

The PCAD learning experience teaches students adaptive thinking techniques and effective making skills that result in a deliberate and influential artistic voice. Students engage with an interactive process of concept, construction, critique, and redesign in an immersive experiential environment. Because visual, verbal, and virtual communication are increasingly valued in a global society, PCAD's curriculum emphasizes the relationships among thinking, making, and communicating. We transform our students by challenging them to cultivate expansive points-of-view and create sophisticated visual output. The ability to continue to learn and create extends beyond the college experience.

CORE VALUES

- Art has value.
- Encourage observation, experimentation, and evaluation.
- Expect and foster individual initiative and creativity.
- Educate, inspire, and transform.

STATEMENT OF EDUCATIONAL GOALS AND OUTCOMES (BFA PROGRAM)

Pennsylvania College of Art & Design offers a professional education in the visual arts. Graduates of the college will be able to:

- Enter a profession in the visual arts.
- Research, analyze, interpret, and judge information.
- Demonstrate a basic knowledge of the liberal arts.

OUR PROMISE (BFA PROGRAM)

- Your place to prepare for a life in art.
- Pennsylvania College of Art & Design provides an immersive experience in an intimate environment where the curriculum successfully prepares its students for a career in art.

At Pennsylvania College of Art & Design, we promise to:

- Affirm the value of art and the unique calling to a career in the visual arts.
- Use our intimate size to provide one-on-one instruction and guidance from dedicated faculty and staff who are passionate about our mission.
- Pursue innovation and excellence in all of our programs and endeavors.
- Foster students' growth through the real-life experience of living independently in a community that embraces the arts.
- Prepare our students with extensive and meaningful real-world experience so they graduate ready to succeed in the visual arts.

ADMISSIONS REQUIREMENTS

Pennsylvania College of Art & Design's admissions process is designed to achieve two objectives: to acquaint potential students and their families with our college and its programs, and to learn about each student's individual interests, abilities, and intent to pursue higher education in the visual arts. Each student is assigned an admissions counselor, who assists in the admissions process, answers questions, and processes file materials. Admissions counselors are helpful, friendly, and knowledgeable and will make the transition to college as smooth as possible. The admissions department looks to enroll students who understand the value of art, who want an intimate and supportive environment with ample opportunities for one-to-one instruction from our faculty of professionals, and who wish to engage in the professional training for a career in the arts. These students are expected to be artistically and academically sound and also show potential for growth and exploration. Applications are welcome from all qualified students. The admissions department assesses students on a nondiscriminatory basis and does not exclude the recruitment or enrollment of students based on financial background, color, religion, gender, sexual orientation, gender identity, national or ethnic origin, age, disability, or veteran status and does not discriminate against members of protected classes under the law.

First-time foundation-year students may enter as full-time students in the fall semester or as part-time students in the spring semester. Transfer students may enter in either the fall or spring semesters; international students may only enter in the fall semester. All applicants are encouraged to apply as early as possible as the college operates on a rolling admissions policy; international students must apply one year prior to the fall semester in which they plan on starting in order to process all needed paperwork and documentation. It is also recommended that students pursue an early application if they plan on taking advantage of the college's housing referral process. Admissions decisions are based on a careful review of all materials submitted by each applicant. Candidates are evaluated on artistic potential and personal commitment to excel in a competitive learning environment with high academic standards. Excellent attendance records from high school and an overall ability to benefit from the degree curricula are important admissions criteria for first-time students.

HOW TO APPLY

All applicants (full-time, part-time, and transfer) for the BFA program must complete the following:

1. *Application and Fee*

Complete an application for admission and return it to the admissions office accompanied by the \$40 application fee (\$110 for international applicants). Students may also complete an online application through the college's website at www.pcad.edu/BFAapply. The application fee is nonrefundable.

2. *Personal Statement*

All applicants are required to submit a 250- to 500-word, typed personal statement that describes their reasons for choosing a visual arts education, any influences that led to this choice, visual art experiences they have had in and outside of the classroom, any involvement in clubs or jobs, and their current career goals. In the personal statement, we are looking for an expression of the student's passion and commitment to art. Applicants should list their full name and mailing address on the statement. The statement may be printed and mailed or e-mailed to the admissions department.

3. *Transcripts*

An official high school transcript is required of all applicants. Students currently completing their senior year of high school must also submit their most recent senior grades along with their transcripts. Applicants not holding a high school diploma must submit an official GED transcript as well as high school transcripts. Pennsylvania State GED transcript request forms are available on the web at [www.portal.state.pa.us/portal/server.pt/community/adult_basic_and_literacy_education_\(able\)/8703](http://www.portal.state.pa.us/portal/server.pt/community/adult_basic_and_literacy_education_(able)/8703). Transfer applicants must forward official transcripts from all previously attended colleges or postsecondary institutions. PCA&D does not consider applications for students who do not have a high school diploma or equivalency.

4. *Test Scores*

SAT or ACT scores are not a requirement for admission to PCA&D, but students are strongly encouraged to submit them with their application. Our College Board code is 2681, and our ACT code is 3569.

5. *Recommendations*

Two recommendation forms are required for students who have a cumulative GPA below 2.5. One form must be completed by a guidance counselor or a teacher in an academic discipline; the other form must be completed by a studio art instructor. Contact the admissions office or visit PCA&D's website, www.pcad.edu, for a downloadable PDF of our form. Recommendations are optional for students who have earned a GPA of 2.5 or above. The admissions decision committee gains insight into an applicant's character, commitment, and background from recommendations. Additional letters may be written by high school art teachers, employers, or others who have had contact with the student and can attest to his or her abilities and level of commitment to higher education. Recommendations should be sent directly to the admissions office. Please contact the admissions office with any questions regarding these forms.

6. *Portfolio Review*

Building a portfolio requires careful planning. Students will want to show work that not only reflects their current abilities but also their potential to handle the challenges of a professional art college.

- Students applying to PCA&D should present 10 to 15 pieces of finished work.
- A minimum of three of the 10 to 15 pieces should be drawings from direct observation. Examples: self-portraits, landscapes, perspective work, figure work, and still life. Drawings or paintings made from secondary sources (such as photographs) should be avoided.
- It is useful to show work in a variety of media. Some examples include paintings, sculpture, jewelry, sketchbooks, photographs, graphic design work, printmaking, and animation. All work in a portfolio should effectively illustrate how a student thinks, sees, and makes decisions as an artist.
- It is not necessary to mount or mat examples of work.
- Do NOT present pieces that have been copied from work, such as paintings, cartoons, or photographs done by other professional artists.
- Choose work that has been created within the last 18 months.
- Avoid choosing pieces that have been damaged.
- Students who have pieces created digitally that require a DVD player or computer to view should contact their admissions counselor in advance. The admissions office encourages students to present their portfolios in person whenever possible.

7. Interview

Students are strongly encouraged to have a personal interview with their admissions counselor. The interview enables the college to assess each applicant's artistic background, intent, level of commitment, and ability to benefit from advanced study in the arts.

ONLINE PRESENTATION INSTRUCTIONS

Students living more than three hours from PCA&D or students with pieces that cannot be transported may submit their portfolio online through the PCA&D SlideRoom. Students will need to register to download their work and pay a small fee in order to submit their work to the college. Applicants should contact their admissions counselor for more information.

PERSONAL VISITS

PCA&D encourages individuals with a passion for the visual arts to visit the college. A personal visit is the best way to learn firsthand about our programs, facilities, faculty, and students. A visit can include an interview, portfolio review, tour, or meeting with our financial aid director. Tours can be scheduled by contacting the admissions office. Weekly tours are held during the school year and involve PCA&D's admissions counselors and student ambassadors. Art teachers and guidance counselors are encouraged to bring small groups of high school students to visit the college. For more information, please contact the admissions office.

OPEN HOUSE

Open houses are a great way to experience the artistic excitement found at PCA&D. These one-day events are spaced throughout the year and feature portfolio reviews, informational sessions, and the opportunity to talk with faculty, current students, the dean of students, the housing referral service coordinator, and the financial aid director. Contact the admissions office or visit the website to inquire about the next open house.

ADMISSIONS DEADLINES

The college's rolling admissions process allows applications to be reviewed year-round. Applicants are strongly encouraged to complete their admissions process early, as spaces in the BFA degree program are limited.

Note: Transfer applicants for the spring semester must complete all admissions requirements prior to December 1 to be considered for spring admission. Application materials from international applicants must be postmarked no later than September 15th prior to the year in which they wish to start in order to be considered for fall admission.

NOTIFICATION OF ADMISSIONS DECISIONS

Applicants will be notified by letter of the admissions committee's decision within three weeks of receipt of all required admissions materials. Applicants who are offered admission and wish to enroll in Pennsylvania College of Art & Design are required to submit a signed enrollment reservation and a \$200 tuition deposit within two weeks of the offer of admission to confirm their commitment to attend PCA&D. The tuition deposit is credited to the student's first-semester tuition and may be refunded if enrollment is canceled in writing prior to May 1 (for fall admission) or December 1 (for spring admission). Requests for a refund of the enrollment deposit postmarked after these dates cannot be honored. Students accepted after these dates are asked to submit a \$200 tuition deposit within two weeks of the offer of admission to confirm their commitment to attend.

PART-TIME APPLICANTS

PCA&D welcomes students who wish to pursue their studies on a part-time basis. Admissions procedures for part-time applicants are exactly the same as for full-time applicants. Part-time students establish their class schedules through individual counseling with the dean of students.

NON-MATRICULATED APPLICANTS

If space permits, a limited number of students not pursuing a degree at PCA&D may register for courses with permission of the dean of students and the appropriate department chair. A nonmatriculated student must complete the admissions process before registering for classes. Class registration occurs on a space-available basis. Tuition and fees must be paid in full in advance of the semester for which a student wishes to register. A student interested in this option should contact the admissions office.

DUAL ENROLLMENT APPLICANTS

Students attending area high schools participating in high school dual-enrollment programs that have an agreement with PCA&D may register for designated courses with permission of the dean of students. Dual-enrollment students must complete an abbreviated admissions process before registering for classes. Class registration occurs on a space-available basis.

INTERNATIONAL APPLICANTS

International students are encouraged to apply to the college at least one year prior to the academic year they plan to attend and may only begin in the fall semester. International students attending PCA&D on the F-1 VISA should maintain frequent contact with the registrar. United States immigration regulations require periodic reports on nonimmigrant aliens' progress and location. In addition to the regular admissions procedures, these applicants must:

1. Demonstrate command of the English language by submitting an English Proficiency Certificate (available from any U.S. embassy or consulate), official score results from the TOEFL exam, or official score results from the International English Language Testing System (IELTS). PCA&D's school code for the TOEFL exam is 8180. The minimum score accepted for the TOEFL paper examination is 550. A minimum score of 79–80 is required on the TOEFL iBT. The minimum score required for the IELTS test is 6.0.
2. Show evidence that sufficient financial support exists for attending a U.S. institution of higher education. An affidavit of support must be received when filing Form I-134 with the U.S. Citizenship and Immigration Services. International applicants should be aware that federal regulations do not permit the awarding of federal funds to foreign students.
3. Forward certified English translations of all academic records from all previously attended schools/colleges. NOTE: The college strongly recommends including a fax number and/or e-mail address with international application materials to expedite the admissions process.

ADVANCED (AP) STANDING

CEEB Advanced Placement Program: PCA&D may award one-and-a-half credits toward general humanities distribution requirements for a score of “4” or better in any CEEB Advanced Placement Examination in an academic subject. Scores of “5” in studio exams (drawing and studio art) may result in the awarding of one-and-a-half elective credits in studio. An official report of scores must be submitted to the college directly from the College Board, Advanced Placement Program, Princeton, NJ. Students are notified of AP credits awarded prior to registration.

TRANSFER APPLICANTS

The college welcomes applicants who have attended accredited colleges, universities, or postsecondary institutions and completed collegiate coursework relevant to PCA&D’s degree programs and course content. The regular admissions procedures apply to all transfer applicants. Transfer applicants should plan to apply well in advance of the semester in which they wish to enroll.

TRANSFER STUDENTS ENROLLING AT PCA&D FOR THE FIRST TIME

As part of the admissions process, students transferring to the college must have official transcripts sent to PCA&D from all previously attended postsecondary schools. Transfer students must also submit course descriptions of all courses taken. PCA&D, in its sole discretion, may accept credits from other institutions primarily on equivalent course content and final course grades of “C” or better. If the course content is in doubt, students may be asked to present additional information (samples of work, a course syllabus) and meet or communicate with PCA&D department chairs through the dean of students. Transfer credits will be accepted from postsecondary institutions with one or more of the following types of accreditation: regional, state, or professional. Students may transfer up to 60 eligible credits toward completion of the BFA degree at PCA&D. A minimum of 60 credits must be completed in residence in order to graduate from the college’s degree program. Transfer portfolios should reflect the requirements listed above under the “How to Apply” section. The quality of work can influence the level at which you will begin your studies at the college. A transfer credit evaluation will be prepared, using course descriptions submitted by the student, once the student has completed the application process. Only grades of “C” (2.0) or better can be considered for transfer.

TRANSFER STATUS OF FORMER STUDENTS HOLDING THE AA, AST, OR DIPLOMA FROM PSA OR PSA&D

In 1999, PCA&D received authorization from the Pennsylvania Department of Education to award the BFA degree. Authorization to award previously offered associate degrees and the diploma ended in 2003. Therefore, all alumni holding the AA, the AST, or the Diploma from PSA or PSA&D must now be evaluated as transfer students if admission to the BFA program is sought. A maximum of 60 credits of eligible coursework successfully completed at PSA/PSA&D with grades of “C” or better can be transferred into the BFA degree program at PCA&D. The remaining 60 degree credits must be taken at PCA&D in the degree program. Registration may be for full- or part-time. Contact the admissions office for more information.

UNITS OF CREDIT

One credit in a studio class is equivalent to two hours of class time per week for 15 weeks. One credit in an academic class is equivalent to one hour of class time per week for 15 weeks. At Pennsylvania College of Art & Design, an academic year consists of two 15-week semesters. To retain full-time status at PCA&D, students must be registered for a minimum of 12 credits per semester. Students receive credit for courses in which a grade of “D-” or better is earned. However, a literal accumulation of credits does not constitute satisfactory progress toward the degree. Students must also successfully complete (as defined by the major department and the institution) all appropriate degree requirements in sequence and consistently achieve and maintain appropriate academic standards. All credit-bearing courses completed at PCA&D (day or evening) will show on the student’s final transcript. If a failed course is successfully repeated and passed, both listings will appear on the student transcript.

VO-TECH ARTICULATION AGREEMENTS

The college maintains articulation agreements with several vocational-technical school programs. Students participating in these programs will receive three elective transfer credits from the college if they earn a high school diploma with a minimum 2.5 cumulative GPA and can demonstrate mastery of high school art/design competencies in a portfolio.

READMISSION

Students who once attended Pennsylvania College of Art & Design and withdrew in good standing may be readmitted within one academic year (two consecutive semesters) by contacting the dean of students to register. Students who have not attended the college for longer than two semesters and wish to return must reapply and be readmitted through the admissions office.

DEFERRED ADMISSION

Students who need to defer enrollment for one or two semesters must send written notification to the admissions office prior to new student orientation. The letter must clearly state:

1. The semester for which the applicant was accepted.
2. The semester in which the applicant plans to begin the degree program.
3. The reason(s) for deferral. The college does not refund the enrollment deposit of students who choose to defer enrollment. This deposit is applied to tuition for the semester in which they enroll.

REAPPLICATION

The college maintains the admissions files of former applicants for a period of two years. Students may apply for reconsideration by contacting the admissions office to determine the status of their application materials. After two years, applicants must repeat the entire admissions process.

PRE-COLLEGE PROGRAMS FOR HIGH SCHOOL STUDENTS

Pennsylvania College of Art & Design’s precollege studio classes offer aspiring young artists an important “foundation” in college-level art instruction. Students participating in these classes will emerge more confident and better prepared for the art college experience and college-level studio coursework. In addition to precollege classes, high school students can take adult noncredit or credit-bearing courses through the Continuing Education & Youth Classes Program. Each course offers concentrated studio instruction, which will assist students in developing their technical and creative abilities as artists. Students should contact the admissions office if they have any questions about precollege coursework or would like to talk with someone about course recommendations.

FOUNDATION

The first-year program is the basis for all studio majors at Pennsylvania College of Art & Design. Courses are structured to teach students the fundamental principles of art making—the skills, techniques, historical context, and critical thinking that support all work in the arts at every stage in an artist’s career. The foundation curriculum is composed of intensive courses in drawing, two- and three-dimensional design, digital imaging, art history, and verbal communications. PCA&D’s first-year studio faculty are working artists. They will teach students how to recognize and produce good ideas and how to communicate about making art in ways that are traditional, personal, and professional.

STATEMENT OF GOALS AND OUTCOMES: FOUNDATION DEPARTMENT

Students who successfully complete the foundation year studio curriculum will be able to:

1. Demonstrate through class assignments the ability to use basic thinking strategies to develop ideas and seek conceptually based solutions while incorporating global historical and contemporary influences.
2. Demonstrate foundational making skills by creating work that strives to unify the concept, medium, and craft.
3. Demonstrate the beginning of effective communication skills through the visual impact of their work, evaluating that work, and critiquing the work of others in an informed and constructive manner.
4. Demonstrate professional work habits and the ability to meet deadlines.

FOUNDATION YEAR REQUIREMENTS

- FD 101 Drawing I | 3.0 CR
- FD 103/104 2-D Design I/II | 6.0 CR
- FD 106 3-D Design* | 3.0 CR
- FD 109 Digital Imaging* | 3.0 CR
- FD 102 Drawing II (*for graphic design, fine art, and illustration majors*) or PH 102 Survey of Light: An Introduction to Black-and-White Photography (*for photography majors*) | 3.0 CR
- FVC 101/102 Foundations of Verbal Communications I/II | 6.0 CR
- AH 105 Introduction to Western Art I (Prehistory to Giotto) | 3.0 CR
- AH 106 Introduction to Western Art II (Renaissance to Contemporary) | 3.0 CR

Total Credits: 30.0 CR

**These courses are taken in separate (fall or spring) semesters, allowing students to take two 15-credit semesters.*

DIGITAL MEDIA

Digital media is the most pervasive medium of connection and communication in today's world. Mobile devices, the Internet, and social and interactive media are a part of every aspect of daily life. Students majoring in digital media will receive introductory and advanced training in this integrative and technology-driven medium. Through lectures and studio work, students gain mastery in the principles of 3D modeling, digital animation, digital audio production, time-based media, application design, and production skills. Students will participate in internship programs in related professional environments. A senior thesis project and participation in the Senior Show & Celebration is a requirement for graduation. This degree, with a focus on career-oriented projects and developing a professional skill set, will prepare students to meet the demands of a diverse and expanding job market.

STATEMENT OF GOALS AND OUTCOMES: DIGITAL MEDIA DEPARTMENT

Students who successfully complete the program will be able to:

1. Demonstrate the ability to judge, adapt, and incorporate historical and/or contemporary influences and perspectives in their creative and intellectual processes.
2. Demonstrate a range of appropriate skills in the creation of work that is an effective union of concept, medium, and craft.
3. Demonstrate deliberate and effective communication through an informed and influential visual and verbal language unique to the digital media industry and its related fields, such as animation and gaming.
4. Engage in the business and practical realities of the digital media industry and its related fields while developing an influential body of work that adheres to appropriate trends and standards.

SOPHOMORE YEAR

Fall Semester

- DGI 201 Visual Communication | 3.0 CR
- DGI 203 Time Based Media | 1.5 CR
- DGI 205 Typography | 1.5 CR
- DGI 217 Digital I | 1.5 CR
- DGI 221 Intro. to Interactive Design | 1.5 CR
- Liberal Arts | 6.0 CR*

Spring Semester

- DGI 218 Digital II | 1.5 CR
- DM 202 History of Digital Media & Emerging Trends | 3.0 CR
- DM 204 Sound Design | 1.5 CR
- DM 206 Motion & Story | 3.0 CR
- Liberal Arts | 6.0 CR*

JUNIOR YEAR

Fall Semester

- DI 313 Visual Development I | 3.0 CR
- DM 310 Digital Compositing | 3.0 CR
- DM 315 Computer Animation I | 3.0 CR
- Liberal Arts | 6 CR*

Spring Semester

- DI 314 Visual Development II | 3.0 CR
- DM 316 Computer Animation II | 3.0 CR
- DM 322 Gaming | 3.0 CR
- Studio Elective | 3.0 CR
- Liberal Arts | 3.0 CR*

- Summer Internship (required, non-credit)

SENIOR YEAR

Fall Semester

- DM 407 Senior Studio I | 3.0 CR
- DGI 405 Social Media Marketing & Communications | 1.5 CR
- DM 423 Advanced Gaming | 3.0 CR
- Digital Media Core Elective | 3.0 CR
- Studio Elective | 3.0 CR
- Liberal Arts | 6.0 CR*

Spring Semester

- DM 408 Senior Studio II | 3.0 CR
- DM 412 Entertainment Production Skills | 3.0 CR
- DM 418 Professional Practices | 1.5 CR
- Digital Media Core Elective | 3.0 CR
- Studio Elective | 3.0 CR
- Liberal Arts | 3.0 CR*

* Liberal arts course requirements are as follows:

- AH 204 Non-Western Art & Architecture (taken in the sophomore year)
- FVC 201/211 Communicating through the Arts (must be taken by fall of the junior year)
- Two additional art history courses (one 200-level course, not including AH 204, and one 300-level course)
- One course in the science/mathematics distribution area
- One course in the social/behavioral distribution areas
- Four courses in the general humanities distribution area

With the exception of AH 204 and FVC 201/211, liberal arts courses may be taken in the sophomore, junior, or senior years. Refer to the liberal arts section for more information

FINE ART

Becoming a fine artist is a process of personal development that takes a high level of motivation, independent thinking, sophisticated manual skills, and a commitment to lifelong learning. Fine art majors at Pennsylvania College of Art & Design work with a faculty of exhibiting artists to develop relevant skills and abilities through required courses in drawing, painting, printmaking, sculpture, and digital imaging. Electives will allow students to engage with specific materials, processes, and topics. Students will expand their knowledge and experience as professionals in the arts through required internships on successful completion of the junior portfolio review. Practical information about the business of art is taught in the fourth-year Professional Practices courses. These courses include content that will assist the students/artists in functioning and thriving as independent professional artists. All courses are designed to hone the skills of each student as an artisan, to augment students' ability to conceptualize as visual thinkers, and to assist in their consideration of complex contemporary issues while becoming creative problem solvers.

STATEMENT OF GOALS AND OUTCOMES: FINE ART DEPARTMENT

Students who successfully complete the program will be able to:

1. Demonstrate the ability to use a range of technical and technological processes and materials commonly employed in studio art practices and understand the formal concepts that accompany materials and techniques.
2. Formulate and apply concepts in their work via formal expression, conceptual development, and contextual dialogue.
3. Formulate and apply critical analysis toward their work and the work of others.
4. Demonstrate an understanding of the visual arts and the relevancy of their work in the context of art history and the broader culture.
5. Further their education at the graduate level and/or engage in the business and practical realities of exhibiting and marketing their art and art-related skills.

SOPHOMORE YEAR

Fall Semester

- FA 281 Drawing from Observation: Form and Space I | 3.0 CR
- FA 283 Painting from Observation: Color, Form, and Space I | 3.0 CR
- FA 313 Digital Media: Image | 1.5 CR
- FA 385 Observational Sculpture | 3.0 CR
- Liberal Arts | 6.0 CR*

Spring Semester

- FA 282 Drawing from Observation: Form and Space II | 3.0 CR
- FA 284 Painting from Observation: Color, Form, and Space II | 3.0 CR
- FA 286 Relief Printmaking | 3.0 CR
- FA 314 Digital Mixed Media: Time, Motion, and Sequence | 1.5 CR
- Liberal Arts | 6.0 CR*

JUNIOR YEAR

Fall Semester

- FA 381 Drawing the Perceived Image: Observation and Invention | 3.0 CR
- FA 383 Painting: Observation, Memory, and Synthesis | 3.0 CR
- Fine Art Core Elective | 3.0 CR
- General Elective | 1.5 CR
- Liberal Arts | 6.0 CR*

Spring Semester

- FA 318 Directions in Contemporary Art | 1.5 CR
- FA 320 Media, Form, and Concept | 3.0 CR
- FA 382 Drawing: Theme and Variation | 3.0 CR
- FA 384 Painting: Theme and Variation | 3.0 CR
- Liberal Arts | 3.0 CR*

- Summer Internship (required, non-credit)

SENIOR YEAR

Fall Semester

- FA 409 Professional Practices I | 1.5 CR
- FA 411 Senior Studio I | 3.0 CR
- FA 421 Drawing Portfolio | 1.5 CR
- Fine Art Core Elective | 3.0 CR
- Liberal Arts | 3.0 CR

Spring Semester

- FA 410 Professional Practices II | 1.5 CR
- FA 412 Senior Studio II | 3.0 CR
- FA 422 Thesis and Critique | 3.0 CR
- General Elective | 1.5 CR
- Liberal Arts | 6.0 CR

* Liberal arts course requirements are as follows:

- AH 204 Non-Western Art & Architecture (taken in the sophomore year)
- FVC 201/211 Communicating through the Arts (must be taken by fall of the junior year)
- Two additional art history courses (one 200-level course, not including AH 204, and one 300-level course)
- One course in the science/mathematics distribution area
- One course in the social/behavioral distribution areas
- Four courses in the general humanities distribution area

With the exception of AH 204 and FVC 201/211, liberal arts courses may be taken in the sophomore, junior, or senior years. Refer to the liberal arts section for more information.

GRAPHIC DESIGN

Graphic design is effective visual communication that meets the needs of clients, delivering information about products, services, organizations, companies, and events. Graphic design students are visual problem solvers, working with text and images for commercial, social, public, and political services by creating functional design objects and images to convey a message. Designers have an impact on the look of almost everything you see—books, billboards, brochures, magazines, smart phone apps, websites, CD covers, posters, advertisements, logos, and packaging, as well as sophisticated motion graphics. At PCA&D, three years of conceptual and technical courses lead to regular involvement with clients through competitive assignments. Students whose work is chosen for use by clients will have published pieces added to their portfolios while they are still in college. Having worked with “real” clients and learned both manual and digital means of accomplishing work, PCA&D’s graphic design majors are prepared to take on a wide range of client projects or employment at graduation. A required internship occurs between the third and fourth years in graphic design. It is an important opportunity to demonstrate skills to potential employers. The fourth year is a concentrated effort to prepare a professional digital and print portfolio, resume, and self-promotional materials. PCA&D’s graphic design program teaches students how to work successfully in this highly competitive and varied field.

STATEMENT OF GOALS AND OUTCOMES: GRAPHIC DESIGN DEPARTMENT

Students who successfully complete the program will be able to:

1. Demonstrate the ability to judge, adapt, and incorporate historical and/or contemporary influences and perspectives in their creative and intellectual processes.
2. Demonstrate a range of traditional and digital skills in the creation of design that is an effective union of concept, medium, and craft.
3. Demonstrate deliberate and effective communication through an informed and influential visual and verbal language unique to the graphic and interactive design industry.
4. Engage in the business and practical realities of the graphic and interactive design industry business trends and standards.
5. Develop a portfolio of work that meets entry-level professional standards in the graphic and interactive design industries.

SOPHOMORE YEAR

Fall Semester

- CA 204 Time-Based Media | 1.5 CR
(Beginning F2015 CA 204 becomes DGI 203)
- CA 205 Typography | 1.5 CR
(Beginning F2015 CA 205 becomes DGI 205)
- CA 208 Visual Communication | 3.0 CR
(Beginning F2015 CA 208 becomes DGI 201)
- CA 217 Digital I | 1.5 CR
(Beginning F2015 CA 217 becomes DGI 217)
- CA 224 Intro to Interactive Design | 1.5 CR
(Beginning F2015 CA 208 becomes DGI 201)
- Liberal Arts | 3.0 CR*

Spring Semester

- CA 218 Digital II | 1.5 CR
(Beginning F2015 CA 218 becomes DGI 218)
- GD 206 Typography II | 1.5 CR
- GD 216 History of Graphic Design & Emerging Trends | 3.0 CR
- GD 217 Digital Design Production | 3.0 CR
- Liberal Arts | 6.0 CR*

JUNIOR YEAR

Fall Semester

- GD 252 Art of Copywriting | 1.5 CR
- GD 311 Design Studio I | 3.0 CR
- GD 314 Interaction Design | 3.0 CR
- GD 321 Advertising | 1.5 CR
- Graphic Design Core Elective | 1.5 CR
- Liberal Arts | 6.0 CR*

Spring Semester

- GD 312 Design Studio II | 3.0 CR
- GD 316 Motion Graphics | 3.0 CR
- GD 319 Advanced Web Design | 3.0 CR
- Graphic Design Core Elective | 1.5 CR
- Liberal Arts | 3.0 CR*

- Summer Internship (required, non-credit)

SENIOR YEAR

Fall Semester

- GD 406 Professional Practices/Portfolio Preparation | 1.5 CR
- GD 409 Senior Design Studio I | 3.0 CR
- GD 417 Packaging | 3.0 CR
- GD 431 Web Studio I | 1.5 CR
- Graphic Design Core Elective | 1.5 CR
- General Elective | 1.5 CR
- Liberal Arts | 3.0 CR*

Spring Semester

- GD 405 Social Media Marketing & Communications | 1.5 CR
- GD 410 Senior Design Studio II | 3.0 CR
- GD 432 Web Studio II | 1.5 CR
- Graphic Design Core Elective | 1.5 CR
- General Elective | 1.5 CR
- Liberal Arts | 6.0 CR*

* Liberal arts course requirements are as follows:

- AH 204 Non-Western Art & Architecture (taken in the sophomore year)
- FVC 201/211 Communicating through the Arts (must be taken by fall of the junior year)
- Two additional art history courses (one 200-level course, not including AH 204, and one 300-level course)
- One course in the science/mathematics distribution area
- One course in the social/behavioral distribution areas
- Four courses in the general humanities distribution area

With the exception of AH 204 and FVC 201/211, liberal arts courses may be taken in the sophomore, junior, or senior years. Refer to the liberal arts section for more information.

ILLUSTRATION

At PCA&D, illustration majors develop their own style by learning to make still and kinetic images based on solid drawing skills and well-researched concepts while employing techniques that are currently being used in the illustration industry and related fields. All PCA&D illustration faculty are professionals working in formats from graphic novels and children's books to concept art for the film and television markets to digital, photographic, and print media. Illustration requires an artist's work to have a personal but highly marketable style. Artists working successfully in the illustration industry and related fields must balance their own artistic vision with the needs of the client or project. Getting to work directly with real clients is one of the most valuable and meaningful experiences a student can have. By their third year in the program, illustration majors are regularly competing to produce projects for external clients. If their work is chosen, it can mean published portfolio pieces while they are still students. Rising fourth-year illustration students are required to participate in an internship or mentorship program by contacting an employer, studio, or professional artist working in the illustration industry and establishing a collaborative working relationship. Courses in business practices and portfolio preparation teach students what they need to know about effective self-promotion, finding clients, pricing, ethical guidelines, and how to manage their business, whether it is a small independent concern or working for a major studio. Illustration at PCA&D prepares students to be working artists in the ever-changing industry of illustration and its related fields.

STATEMENT OF GOALS AND OUTCOMES: ILLUSTRATION DEPARTMENT

Students who successfully complete the program will:

1. Demonstrate the ability to judge, adapt, and incorporate historical and/or contemporary influences and perspectives in their creative and intellectual processes.
2. Demonstrate a range of traditional and digital skills in the creation of illustrations that are an effective union of concept, medium, and craft.
3. Demonstrate deliberate and effective communication through an informed and influential visual and verbal language unique to the illustration industry and its related fields.
4. Engage in the business and practical realities of the illustration industry and its related fields while developing an influential body of work that adheres to appropriate trends and standards.

SOPHOMORE YEAR

Fall Semester

- CA 204 Introduction to Time-Based Media | 1.5 CR
(Beginning F2015 CA 204 becomes DGI 203)
- CA 205 Typography | 1.5 CR
(Beginning F2015 CA 205 becomes DGI 205)
- CA 208 Visual Communication | 3.0 CR
(Beginning F2015 CA 208 becomes DGI 201)
- CA 217 Digital I | 1.5 CR
(Beginning F2015 CA 217 becomes DGI 217)
- CA 224 Introduction to Interactive Design | 1.5 CR
(Beginning F2015 CA 224 becomes DGI 221)
- Liberal Arts | 3.0 CR*

Spring Semester

- CA 218 Digital II | 1.5 CR
(Beginning F2015 CA 218 becomes DGI 218)
- IL 204 Materials & Techniques | 3.0 CR
- IL 205 Intro to Figure Anatomy | 1.5 CR
- IL 213 History of Illustration & Emerging Trends | 3.0 CR
- Liberal Arts | 6.0 CR*

JUNIOR YEAR

Fall Semester

- IL 303 Advanced Figure I | 3.0 CR
(Beginning F2015 IL 303 is replaced by IL 333 Figure Anatomy I at 1.5 CR)
- IL 325 Illustration Studio I | 3.0 CR
- IL 327 Digital Painting | 1.5 CR
- IL 345 Visual Development I | 3.0 CR
(Beginning F2016 IL 345 becomes DI 313)
- Liberal Arts | 6.0 CR*

Spring Semester

- IL 304 Advanced Figure II | 3.0 CR
(Beginning F2015 IL 304 is replaced by IL 334 Figure Anatomy II at 1.5 CR)
- IL 326 Illustration Studio II | 3.0 CR
- IL 330 3D Rendering | 1.5 CR
- IL 346 Visual Development II | 3.0 CR
(Beginning S2017 IL 346 becomes DI 314)
- Liberal Arts | 3.0 CR*
- Summer Internship (required, non-credit)

SENIOR YEAR

Fall Semester

- IL 407 Senior Illustration Studio I | 3.0 CR
(Beginning F2017 IL 407 becomes DGI 405)
- IL 409 Social Media Marketing & Communications | 1.5 CR
- Illustration Core Elective | 3.0 CR
(Core electives will be eliminated beginning F2015)
- IL 423 Figure Painting Concepts I | 3.0 CR
(IL 423 will be required beginning F2015)
- Studio Elective | 1.5 CR
- Liberal Arts | 6.0 CR*

Spring Semester

- IL 408 Senior Illustration Studio II | 3.0 CR
- IL 410 Professional Practices (Illustration) | 1.5 CR
- Illustration Core Elective | 3.0 CR
(Core electives will be eliminated beginning F2015)
- IL 424 Figure Painting Concepts II | 3.0 CR
(IL 424 will be required beginning F2015)
- Studio Elective | 1.5 CR
- Liberal Arts | 3.0 CR*

* Liberal arts course requirements are as follows:

- AH 204 Non-Western Art & Architecture (taken in the sophomore year)
- FVC 201/211 Communicating through the Arts (must be taken by fall of the junior year)
- Two additional art history courses (one 200-level course, not including AH 204, and one 300-level course)
- One course in the science/mathematics distribution area
- One course in the social/behavioral distribution areas
- Four courses in the general humanities distribution area

With the exception of AH 204 and FVC 201/211, liberal arts courses may be taken in the sophomore, junior, or senior years. Refer to the liberal arts section for more information

PHOTOGRAPHY

Understanding the photographic image is central to understanding contemporary culture. Students in the photography department will explore multiple aspects of photographic practice including:

- Client-driven photography, meeting the image needs of business, popular culture, and design.
- Documentary and news photography, informing us of current events and preserving culture.
- Fine art photography, expressing the artist's personal vision and interacting with contemporary issues.

Photography majors learn to control materials and use the technical, expressive, and communicative aspects of the medium to make visually and conceptually powerful work. PCA&D's photography program teaches students traditional and current practices, attitudes, and competencies in preparation for defining their own vision and taking their place in the changing landscape of new imaging systems. The curriculum includes courses in photo history and integrates contemporary critical issues and theory into all studio classes.

In addition to still photography, contemporary professional photographers increasingly need competency in video production and theory for both client-driven and personal work. Students in the department take several courses in video, developing the versatility they will need to succeed in the field.

A rotating series of electives in client-driven and fine art topics are offered in the junior and senior years. These classes allow students to pursue photographic and/or video topics that coincide with their individual interests and strengths.

The department offers students a variety of opportunities that allow them to reach beyond the classroom experience. These include fieldtrips for studio visits, exhibits and professional conferences to New York, Philadelphia, and Washington DC; regular interaction with prestigious guest speakers and visiting artists; and extracurricular weekend shooting trips. A required internship, which is researched and secured as part of the junior year Professional Practices class, is performed during the summer between the third and fourth year. The internship experience provides students the opportunity to exercise their skills in a professional setting and to begin to establish a network, which is critical to thriving in a highly competitive field.

STATEMENT OF GOALS AND OUTCOMES: PHOTOGRAPHY DEPARTMENT

The photography department provides an educational experience that guides students toward creative and intellectual growth, while preparing them to work as professionals in the field and/or to continue their education at the graduate level.

Specifically, graduates of the department will be able to:

1. Demonstrate the ability to judge, adapt, and incorporate global, historical, and/or contemporary influences and perspectives in their creative and intellectual processes.
2. Integrate technique, form, content, and context in the service of making persuasive and well-crafted work in both film-based and digital technologies, which meets professional standards for fine art and client-driven photography.
3. Demonstrate deliberate and effective communication through an informed and influential visual and verbal language unique to the photography industry and be able to articulately present and critique their own work and the work of others orally and in writing.

Curriculum below is for the class of 2017 only; students in the classes of 2015 and 2016 should refer to the 2013–2014 PCA&D catalog.

SOPHOMORE YEAR

Fall Semester

- PH 205 History of Photography I: 1800 – 1925 | 1.5 CR
- PH 207 Photographic Techniques I: B&W Craft and Image | 3.0 CR
- PH 209 B&W Digital Capture and Production | 3.0 CR
- PH 221 Fundamentals of Lighting | 1.5 CR
- Studio Elective | 1.5 CR
- Liberal Arts | 6.0 CR*

Spring Semester

- PH 206 History of Photography II: 1925 to the present | 1.5 CR
- PH 214 Color Digital Capture and Production | 3.0 CR
- PH 215 Photographic Techniques II: Color Craft and Image | 3.0 CR
- PH 220 Intro to Video | 1.5 CR
- Liberal Arts | 6.0 CR*

JUNIOR YEAR

Fall Semester

- PH 312 Digital Color Management | 1.5 CR
- PH 313 Large Format Photography: Description and Contemplation | 3.0 CR
- PH 315 Intro to Sound for Video | 1.5 CR
- PH 317 Intermediate Video | 1.5 CR
- PH 318 Advanced Lighting for Studio and Video | 3.0 CR
- Liberal Arts | 6.0 CR*

Spring Semester

- PH 307 Advanced Color: Theory & Practice | 3.0 CR
- PH 311 Professional Practices I | 1.5 CR
- PH 314 Photo / Video Installation | 3.0 CR
- PH 316 Photo Montage and Manipulation | 1.5 CR
- Photography Core Elective | 1.5 CR
- Liberal Arts | 3.0 CR*

- *Summer Internship (required, non-credit)*

SENIOR YEAR

Fall Semester

- PH 401 Senior Thesis I | 3.0 CR
- PH 425 Web-Arts: Self-Promotion to Self-Expression | 1.5 CR
- PH 427 Video Projects | 1.5 CR
- Photography Core Elective | 1.5 CR
- Studio Elective | 1.5 CR
- Liberal Arts | 3.0 CR

Spring Semester

- PH 402 Senior Thesis II | 3.0 CR
- PH 407 Professional Practices II | 1.5 CR
- PH 426 Sequence and the Book | 3 CR
- Photography Core Elective | 1.5 CR
- Studio Elective | 1.5 CR
- Liberal Arts | 6.0 CR

* Liberal arts course requirements are as follows:

- AH 204 Non-Western Art & Architecture (taken in the sophomore year)
- FVC 201/211 Communicating through the Arts (must be taken by fall of the junior year)
- Two additional art history courses (one 200-level course, not including AH 204, and one 300-level course)
- One course in the science/mathematics distribution area
- One course in the social/behavioral distribution areas
- Four courses in the general humanities distribution area

With the exception of AH 204 and FVC 201/211, liberal arts courses may be taken in the sophomore, junior, or senior years. Refer to the liberal arts section for more information

LIBERAL ARTS

The liberal arts curriculum provides a foundation for lifelong learning by building critical thinking skills and examining the creative process in a wide range of subjects. Through their liberal arts coursework, students learn effective writing, research, and analysis skills and establish the framework to think globally. Students are required to take courses in art history, verbal communications, life and physical sciences or mathematics, and behavioral and social sciences, as well as a rotation of electives in the humanities. Advancing in difficulty with level, these classes will give students the necessary historical background and cultural context for the specialized training students receive in their majors.

STATEMENT OF GOALS AND OUTCOMES: LIBERAL ARTS DEPARTMENT

Students who successfully complete the program will be able to:

1. Demonstrate the ability to incorporate cultural and historical context into their analytical process then demonstrate the ability to choose when and how this critical thinking should be applied to intellectual and creative problems presented in their coursework.
2. Demonstrate the ability to apply information literacy and research techniques to course projects, assignments, and classroom discussion.
3. Demonstrate the ability to deliberately compose and effectively communicate their informed ideas and viewpoints through oral and written projects and assignments as well as classroom discussion.
4. Demonstrate a broad knowledge of visual culture as well as a proficiency in art historical analysis and theory through course projects, assignments, and classroom discussion.

REQUIREMENTS

Degree students at PCA&D are required to complete 42 liberal arts credits: 15 credits in art history, 9 credits in verbal communications, 3 credits in the life and physical sciences and mathematics distribution area, 3 credits in the behavioral and social sciences distribution area, and 12 credits in the humanities distribution area.

Writing Workshop Placement: Entering Foundation Students

During orientation, all entering students must compose a placement essay. A review committee of writing instructors from the department of liberal arts will evaluate this essay. All committee members must assign it a passing grade. Entering students will also be asked to take a brief quiz to determine overall grammar proficiency. If a student does not receive a passing grade on the essay and quiz, attending PCA&D's Writing Workshop (FVC 001) will be required for two consecutive semesters. Students required to attend the workshop must then pass both semesters of the course as a requirement for graduation. The exception to this will be written notification to the registrar from the workshop instructor that a student required to attend FVC 001 is being excused from the second semester as a result of successful work.

Writing Workshop Placement: All Students

Requests to enroll a student in the workshop may be made by any faculty member at PCA&D or by the student. The request must be in writing to the liberal arts department chair and will be considered on the basis of student need and space availability. Students will be asked to compose a referral essay and complete a grammar quiz, which will be evaluated by a review committee of writing instructors from the department of liberal arts. If all instructors on the committee do not pass the essay and quiz, a student will be required to attend FVC 001 for two semesters and must receive a passing grade in both semesters before being cleared for graduation. The exception to this will be written notification to the registrar from the workshop instructor that a student required to attend FVC 001 is being excused from the second semester as a result of successful work. Any student who wishes to challenge placement in the workshop must write a challenge essay, which will be reviewed following the same procedure as for the placement and referral essays. The prompts for all essays will be equivalent in degree of difficulty but not identical. The department chair of liberal arts will determine all placements in FVC 001.

FOUNDATION YEAR REQUIREMENTS

Fall Semester

- AH 105 Introduction to Western Art I (Prehistory to Giotto) | 3.0 CR
- FVC 101 Foundations of Verbal Communications I | 3.0 CR

Spring Semester

- AH 106 Introduction to Western Art II (Renaissance to Contemporary) | 3.0 CR
- FVC 102 Foundations of Verbal Communications II | 3.0 CR

Liberal arts course requirements after the foundation year are as follows:

- AH 204 Non-Western Art & Architecture (taken in the sophomore year) | 3.0 CR
- FVC 201/211 Communicating through the Arts (must be taken by fall of the junior year) | 3.0 CR
- Two additional art history courses | Total 6.0 CR
- One 200-level course, not including AH 204 (AH 203, AH 210, AH 211, AH 212, AH 213, AH 214, AH 215, AH 216) | 3.0 CR
- One 300-level course (AH 310, AH 311, AH 312, AH 313, AH 314, AH 315, AH 316, AH 317, AH 318) | 3.0 CR
- One course in the science/mathematics distribution area | 3.0 CR
- One course in the social/behavioral distribution areas | 3.0 CR
- Four courses in the general humanities distribution area | Total 12.0 CR

With the exception of AH 204 and FVC 201/211, liberal arts courses may be taken in the sophomore, junior, or senior years.

Note: All liberal arts distribution area courses are not available every semester. Refer to the course listings published by the registrar's office prior to each registration period for current offerings.

CONTINUING EDUCATION

MISSION STATEMENT

Continuing education and youth classes at Pennsylvania College of Art & Design provide educational opportunities in the visual arts to students of all ages and levels of ability.

EDUCATIONAL GOALS & OUTCOMES

The goal of continuing education classes at PCA&D is to teach skills-based art courses that apply to employment, education, or personal enrichment.

CONTINUING EDUCATION AND YOUTH CLASSES

The college's continuing education program (CE) offers a wide variety of credit and noncredit studio and digital design classes for adults and youth. Over 800 students attend evening and weekend classes in continuing education each year. Designed for all ages and backgrounds and for beginning to advanced students, these courses are open to the community at large. For more information on continuing education and youth classes, please contact the continuing education office. Students in the continuing education program are subject to all academic and student policies in this Catalog & Student Handbook.

CERTIFICATE PROGRAMS

PCA&D recognizes the need for continuing education throughout one's career. Whether enhancing skills to increase marketability, gaining new skills for job promotion, or taking a completely new track for a career change, the college offers a variety of professional programs that address the needs of the adult student. Certificate programs are offered in digital photography, social media marketing and communications, print design, and web design. These programs are structured with the adult student's lifestyle and commitments in mind. Certificate program students receive the highest quality education from instructors who are working professionally in their field. In addition, the college credits earned through these programs can be applied toward a college degree if desired. For additional information on any of the college's certificate programs, please contact the continuing education office.

DIGITAL PHOTOGRAPHY CERTIFICATE PROGRAM

The digital photography certificate program provides in-depth instruction in basic camera skills, composition, printing, color management, and lighting techniques. Courses are taught by professional photographers working in the fields of commercial, advertising, portrait, event, and wedding photography. This enables students to gain valuable insight into the expectations of the photography industry. Through this program, students develop both artistic and technical skills.

SOCIAL MEDIA MARKETING & COMMUNICATIONS CERTIFICATE PROGRAM

Social media has revolutionized the way we do business. In the twenty-first century, mastery of social media and online marketing tools and strategies is essential to successful business operations. Reaching far beyond traditional marketing media, businesses today must open the lines of communication with customers and potential customers to develop valuable interactive online relationships using tools unheard of as recently as ten years ago. Through this program, students learn how to optimize use of popular and emerging social media platforms, develop content and strategies, and evaluate the effectiveness of social media efforts.

DIGITAL DESIGN SERIES: PRINT CERTIFICATE PROGRAM

The digital design series in print teaches students the basic skills needed to produce print design projects. Students learn to use state-of-the-art graphic software programs current in the industry. The Design Principles & Typography course teaches students the foundation for design work done on the computer. Students learn graphic software programs for drawing (Adobe Illustrator), page layout (Adobe InDesign), and image editing (Adobe Photoshop).

DIGITAL DESIGN SERIES: WEB CERTIFICATE PROGRAM

PCA&D has developed a certificate program that teaches students the basic principles of design and composition essential to effective design for the web. Skills and competencies students gain through this program include designing and building a website and scanning, storing, and protecting images for use on the web.

CERTIFICATE PROGRAM TUITION

Certificate programs are offered through the college's continuing education program, which operates with three semesters a year, making the per-credit fee and expenses different from those in the BFA programs. Information on these programs and their costs can be obtained by contacting the continuing education office.

FINANCIAL AID

Financial aid is a supplement to a family's contribution and is to be used for educational expenses only. It can consist of gift aid in the form of grants and scholarships and self-help aid in the form of loans or employment. Pennsylvania College of Art & Design has a lot of experience helping students finance their education. Our financial aid office will work with students and their families to identify various sources of aid and help them to determine the options that best meet each family's needs.

ELIGIBILITY

In general, to be eligible for most Title IV (federal) and state student financial aid, a student must be enrolled at least half-time (six credits) in a degree program leading to a recognized educational credential; have a high school diploma or equivalent; be a citizen, national, permanent resident, or other eligible noncitizen; maintain satisfactory academic progress as established by the college; not be in default on Stafford, PLUS, or Perkins Loans, or owe a repayment of Pell, SEOG, or SSIG at any institution; if required, be registered with the Selective Service; not have borrowed in excess of loan limits; have need, as defined by individual program requirements; not be convicted of possession or sale of drugs (federal programs only); and meet any other program-specific criteria. Violation of any federal or state law involving the possession or sale of illegal drugs will result in the loss of eligibility for any Title IV HEA grant, loan, or work-study assistance (HEA Sec. 484(r)(1)); (20 U.S.C. 1091(r)(1)).

To continue receiving financial aid, students must maintain certain academic standards as outlined under the heading Academic Standards for Renewal of Student Financial Aid.

TYPES OF AID AVAILABLE

The college participates in the following state and federal student financial aid programs:

GRANTS

Grants are "gift aid" awarded on the basis of financial need and do not require repayment. Students who have already received a bachelor's degree are ineligible for grants.

Pell Grant:

A federally funded program awarding amounts to students demonstrating financial need, ranging from \$595 to \$5,730 per academic year.

Supplemental Educational Opportunity Grant (SEOG):

A federally funded program administered by the financial aid office for students demonstrating extreme financial need. Award amounts at PCA&D are usually \$200 per academic year for full-time students.

Pennsylvania State Grant:

A state-funded program awarded by the Commonwealth of Pennsylvania through AES/PHEAA (American Education Services/Pennsylvania Higher Education Assistance Agency) to Pennsylvania resident applicants who demonstrate financial need. Award amounts range from \$640 to \$3,670 per academic year. Visit www.pheaa.org for more information.

Pennsylvania College of Art & Design Grants:

PCA&D grants are awarded based on demonstrated financial need as determined by the FAFSA. Funds are limited and priority is given to those students who submit their FAFSA by March 15.

LOANS

Loans are monies borrowed at a low interest rate that require repayment. Repayment times vary depending on loan programs and amount borrowed.

Federal Direct Stafford Loans (subsidized and unsubsidized):

A low-interest loan program operated through the Department of Education. Eligible students may borrow each academic year. The loan amounts are determined by prior credits earned. Repayment begins six months after the recipient ceases to be enrolled in a college or university at least half-time. Consult the PCA&D website financial aid section for information on applying online, or contact the director of financial aid for more information. Visit www.studentaid.ed.gov for up-to-date interest rates and fees.

Federal Direct Parent Loans for Undergraduate Students (PLUS):

A loan program for parents of dependent undergraduate students operated through the Department of Education. Creditworthy parents of dependent students may borrow up to the cost of education, minus other aid, per academic year. The interest rate is fixed at 7.21%, and in most cases repayment begins 60 days after disbursement of loan funds. Parent borrowers will be subject to credit approval. Consult the PCA&D website financial aid section for information on applying online, or contact the director of financial aid for more information. Visit www.studentaid.ed.gov for up-to-date interest rates and fees.

Employment (FWS)

A limited amount of part-time work is available at the college through Federal Work-Study, a program administered by the college and funded by the federal government and the college. During the academic year, eligible students may work an average of 5–12 hours per week and up to 20 hours per week during the summer. Average pay rate is minimum wage.

Financial Aid Application Process

All financial aid programs require students to complete a current Free Application for Federal Student Aid (FAFSA) each year whether or not aid was awarded in previous years. Apply online at www.fafsa.ed.gov.

FOR GRANTS (PELL, PHEAA [PENNSYLVANIA STATE], SEOG):

Electronically submit a current Free Application for Federal Student Aid (FAFSA) at www.fafsa.ed.gov, or for a paper copy, contact PCA&D's financial aid office. PCA&D's financial aid office recommends that students who need aid apply by March 15. Pennsylvania residents must submit a FAFSA by May 1 for Pennsylvania State Grant consideration.

FOR LOANS (STAFFORD/PLUS):

For Direct Stafford loans, first submit a completed current Free Application for Federal Student Aid (FAFSA). Next, see the PCA&D website financial aid section for information on applying for a loan online. The loan application is only completed one time per school and remains valid for ten years. Please contact the financial aid office for more information. For PLUS loans, first submit a completed current Free Application for Federal Student Aid (FAFSA). See the PCA&D website financial aid section for information on how to apply online.

Additional Information Needed to Complete Financial Aid Forms

Students, students' spouses (if married), and/or students' parents (if dependent according to federal aid requirements) must gather the following records:

- Current U.S. (federal) income tax return (IRS form 1040, 1040A, or 1040EZ) and W-2s
- Records of untaxed income such as child support received and veterans' noneducational benefits
- Business and farm records
- Current bank statements
- Records of stocks, bonds, and other investments

FINANCIAL AID APPLICATION DEADLINE

Applications for financial aid must be completed and submitted each year. The college strongly recommends that students apply early. The FAFSA is available annually in December and may be submitted after January 1. The sooner students apply, the earlier a financial aid determination can be made. You need not be accepted to Pennsylvania College of Art & Design or any other institutions to apply for financial aid—APPLY EARLY! We recommend having your FAFSA completed by March 15 for consideration for institutional need-based scholarships. Direct Stafford Loan applications should be submitted by May 1.

PENNSYLVANIA STATE GRANT DEADLINE (PHEAA)

For Pennsylvania residents, the FAFSA must be submitted by May 1. After May 1, students are still eligible to apply for federal and the college's financial aid programs, but consideration will depend upon available funding.

FINANCIAL AID DETERMINATION AND NOTIFICATION

Most financial aid is awarded on the basis of financial need. Need is defined as the difference between your cost of education (such as tuition, fees, housing, food, books, supplies, and other related expenses) and the amount you and/or your family are expected to contribute toward your education. A standard formula, the Expected Family Contribution (EFC), is used for all applicants to determine this amount. The information you report on your FAFSA is used in calculating your contribution. Factors such as income, assets, benefits, and number in household are all considered in the calculation. The amount remaining after subtracting your expected contribution from the cost of education is considered your financial need. First-year applicants who submit complete and accurate information as outlined in the application process will be notified starting in April of their award amounts. Upperclass student notification will begin in June.

TITLE IV FINANCIAL AID CODE

The College's Title IV Financial Aid Code for FAFSA is 016021.

OUT-OF-STATE APPLICANTS

Non-Pennsylvania residents should apply for any grants awarded by their home state's higher education agency. Out-of-state students must also complete the FAFSA. Through reciprocal agreements with the state of Pennsylvania, some out-of-state residents (please check with your state department of education) may use grant money from their home states in Pennsylvania.

VETERANS

Students receiving assistance from the Veterans Administration should maintain periodic contact with the director of financial aid.

ALTERNATIVE FINANCIAL AID RESOURCES

PCA&D encourages students to explore alternative sources of financial assistance. Additional grants and scholarships are often available through civic and social organizations as well as churches and high schools in your community. There are also a variety of free scholarship search services to be found on the Internet. For more information, please contact the financial aid office. Veterans and members of the armed forces should investigate the educational resources available to them. Eligible applicants should also explore special programs offered through the Offices of Vocational Rehabilitation (OVR). Various types of alternative loans are also available. For more information, see the director of financial aid.

PENNSYLVANIA COLLEGE OF ART & DESIGN MERIT SCHOLARSHIPS

The college awards a limited number of merit-based scholarships to incoming students. All admitted students are automatically considered. Merit scholarships are awarded on the basis of academic and artistic achievement. Most scholarships are renewable provided that a student maintains satisfactory academic progress throughout his or her period of enrollment. Priority consideration is given to applicants who complete all admission requirements by March 15.

Pfaltzgraff Scholarship

This endowed scholarship is awarded to an incoming student from York County. Contact the admissions office for application.

SCHOLARSHIPS/AWARDS FOR RETURNING STUDENTS

The Brenda Swain Memorial Scholarship

This merit-based scholarship is awarded to a student, entering his or her fourth year, who has demonstrated academic excellence during his or her first three years at the college. For scholarship requirements, contact the financial aid office.

The Melissa Clark Freeman Scholarship

This merit-based scholarship is awarded to one full-time foundation student entering the second year based on faculty recommendation and GPA. Scholarship candidates must have achieved an overall GPA of 3.50 or higher and been rated as an outstanding student by all faculty in their foundation group. The Melissa Clark Freeman finalist will receive a \$1,500 award applied to second-year tuition at PCA&D.

UPS Scholarship

This merit-based scholarship(s) is awarded to the full-time BFA student(s) with the highest GPA of those who applied.

FINANCIAL AID REFUND POLICY

The Higher Education Amendments of 1998 changed the formula for calculating the amount of aid a student and college can retain when the student withdraws from all classes. Students who withdraw from all classes prior to completing more than 60% of an enrollment term will have their eligibility for aid recalculated based on the percent of the term completed.

ACADEMIC STANDARDS FOR RENEWAL OF FINANCIAL AID

All students enrolled at PCA&D are subject to the academic standards of the college, which are printed in the Academic Requirements section of this PCA&D Catalog & Student Handbook. In addition, federal regulations require that institutions limit Title IV federal financial aid to those students who, according to institutional policy, are maintaining normal academic progress toward earning their degree. These regulations can be found in The Education Amendments of 1976 (Pub. L. 94-482). The primary intent of the regulations is to have reasonable satisfactory academic progress standards established by institutions to ensure the best and most equitable use of Title IV Student Financial Assistance funds. To comply with these regulations, PCA&D has established the following standards of satisfactory academic progress for its students:

Full-Time Students (at least 12 credits per semester)

A full-time student must meet the following standards:

- Pass at least 24 credits of study in an academic year to be eligible to receive financial aid. Course incompletes and withdrawals are not counted as earned credits. Summer credits may be taken to make up credit deficits from the prior two academic semesters.
- Maintain at least the minimum cumulative academic requirements of the institution. Please refer to this PCA&D Catalog & Student Handbook for academic requirements under the Academic Requirements section, listed as Required Minimum Grade-Point Averages for the BFA.

Part-Time Students (less than 12 credits per semester)

Part time students must meet the following standards:

- A part-time student must complete 66% of the credits they attempt in order to be making satisfactory academic progress. For example, if a student enrolls part-time for both semesters of an academic year (or full-time one semester and part-time another semester), the student must complete 66% percent of the credits taken during those two semesters. Summer credits may be used to make up credit deficits from the prior two academic semesters. Course incompletes and withdrawals are not counted as earned credits.
- Maintain at least the minimum cumulative academic requirements of the institution. Please refer to this PCA&D Catalog & Student Handbook for academic requirements under the Academic Requirements section, listed as Required Minimum Grade-Point Averages for the BFA.

Failure to Meet Academic Standards

Students who fail to successfully complete the minimum number of credits, or who fail to achieve the minimum cumulative grade-point average, will be placed on financial aid probation. This allows one additional semester of coursework to bring the academic record up to the minimum standards. Students are eligible to receive federal and institutional aid during this probationary semester. Official notification of financial aid probation will be made by the financial aid office.

Students who fail to meet the stated minimums after the probation semester may not receive further financial aid until standards are met. In some circumstances, additional probationary semesters may be warranted. Official notification of suspension of financial aid will be made by the financial aid office.

Frequency of Progress Checks

PCA&D will measure a student's progress at the end of each semester.

Maximum Time Frame

Under federal regulation, the maximum time frame that a student may have to complete an undergraduate program is 150% of the published length of the educational program for a full-time student. PCA&D has chosen to make this measurement on a time basis. At PCA&D, a student must earn 120 credits to complete the BFA program (an average of 30 credits earned per academic year). Full-time students are expected to complete the 120 credits in no more than six years, with the above rules in effect. Financial aid will be limited to 12 semesters for the BFA degree. No extra allowance will be given to students who change majors during their studies. Please note that Pennsylvania State Grant and PCA&D institutional aid is limited to eight full-time semesters. Students who do not complete their programs within this time frame can continue to attend, but they will not receive financial aid.

Waiver

The requirements of this satisfactory academic progress policy can be waived due to injury, personal illness, family emergency, or other circumstances beyond the student's control. If a student wishes to request a waiver, he or she should submit a written request explaining the circumstances to the director of financial aid who, with the dean of students, will then determine whether or not a waiver should be granted.

Miscellaneous

The financial aid office will notify in writing any student who has received financial assistance and has not made satisfactory academic progress. The notice will be sent to the student's most current address on file. It is the responsibility of the student to keep the college informed of a correct mailing address at all times.

Special Note:

It takes 120 credits to obtain a bachelor of fine art degree at PCA&D. To graduate in four years, a student must enroll in a minimum of 15 credits per semester. Enrolling for 12 credits per semester (minimum for full-time) would extend the time it takes to graduate. Some financial aid programs are only available for a maximum of eight semesters, possibly making financing a fifth year difficult. Receipt of any amount of institutional aid in a given semester counts as one semester for all forms of institutional aid.

Additional information concerning the impact of course withdrawals, incompletes, and repeats can be obtained in the Academic Requirements section of the PCA&D Catalog & Student Handbook or from the director of financial aid.

BFA TUITION

Annual full-time tuition: \$20,500 (12-18 credits/semester)

Full-time students may take coursework through our continuing education program as part of their 18 credits per semester after consulting with the dean of students. Part-time students are billed at \$854 per credit for the courses they plan to take. Course credit hours are listed in the Course Descriptions section of the PCA&D Catalog & Student Handbook.

Special Note:

Pennsylvania College of Art & Design reserves the right to review and adjust costs at the end of each academic year. Students are informed of all changes a minimum of two months prior to their effective date.

FEES

Application Fee: \$40 (non-refundable)

International Application Fee: \$110 Payable with application and non-refundable.

Enrollment Deposit: \$200 Payable upon notification of acceptance and credited toward the first semester's tuition.

General Fees/Technology Fee:

The nonrefundable general fee provides for educational, cultural, and college-sponsored activities, as well as lab costs, and also helps to defray the costs of maintaining all technology facilities throughout the college. A current version of Adobe Creative Suite is included with your fee.

Students greater than half-time (7 or more credits): \$1,500 per year

Half-time and below students (1 to 6 credits): \$1,100 per semester

Part-time students (1 to 6 credits): \$175 per semester

Lab fees of \$30 per semester per course will be charged to part-time students (1 to 6 credits) for classes involving photography, computers, graphic technology, printmaking, and three-dimensional design and for studio courses using live models. This fee is used to purchase special tools and chemicals and to defray the cost of professional models. This fee is nonrefundable.

Transcript Fee: \$5

Graduation Fee: \$150, payable in the spring of the senior year

Late Payment Fee: \$30, penalty fee if payment of tuition and fees is made after the established due dates

Returned Check Fee: \$20, penalty fee assessed for any check returned by the bank for insufficient funds

Check Reissue Fee: \$20

The first check reissue is free for all students. This fee is charged after the first, free check reissue while a student at PCA&D.

ADDITIONAL EXPENSES

Student Parking Plan: \$440 per year

Student parking is available at the Water Street Parking Garage. PCA&D students who wish to participate in this plan can opt to have it included in their tuition bill.

Art Supplies and Textbooks: \$1,468 per year (estimated)

All supply/book costs are approximate and will be paid by the student. Student discounts are available at local art suppliers on presentation of a current PCA&D student ID card. Textbooks are available at the Barnes & Noble bookstore or on the campus of nearby Franklin & Marshall College. Supply lists for studio classes are included with student schedules, if applicable.

Students are strongly urged to purchase art supplies prior to the first day of class. Expect foundation art supplies to cost approximately \$820 over the course of an academic year.

Living Expenses: \$9,000 per year (estimated)

The college does not own housing or dining facilities, but the college's housing referral service will assist students in locating housing. This estimate is based on a one-year lease with two students sharing an apartment and includes rent, food, utilities, phone, and miscellaneous living costs. Living expenses vary for every student.

Commuter Expenses: \$3,330 per year (estimated)

This estimate is based on a student traveling 25 miles a day, paying \$220 per semester for parking, purchasing lunches, and incurring other miscellaneous expenses. Costs vary depending on each student's travel and parking needs. The college organizes and furnishes car pool lists to encourage commuting students to share transportation costs.

Laptop Computer, Digital Camera, and Software Expenses:

As a function of the college's current strategic plan, the digital demands of the industry, and the evolving structure of our curriculum, PCA&D is requiring ALL incoming students to acquire and own a Mac laptop, a digital camera, and all appropriate software by the first day of classes in September. To see a list of the currently required computer hardware, digital camera, and software, please visit the Degree Program section of www.pcad.edu. Students should check this requirements page before purchasing any new software. Software requirements published by July 1 can be considered final and accurate to support coursework in the immediately pending academic year. If you have any questions, please feel free to contact the dean of students or the academic dean.

TUITION PAYMENT

Payments for tuition and fees may be mailed or made in person in the business office. Semester bills are mailed to students at least one month prior to the start of each semester. Students are charged tuition according to their enrollment status (number of credits). Students assume responsibility for the payment of their account by the required due dates. The business office will only mail bills to a student's permanent home address.

Fall semester tuition due: August 1

Spring semester tuition due: December 1

All financial obligations to the college must be in good order for a student to:

1. Receive a schedule and attend class
2. Receive semester grades and transcripts
3. Obtain a degree
4. Withdraw in good standing
5. Re-enroll

PAYMENT PLANS

The college offers payment plan options for full-time students to assist them and their families with educational expenses. Payment plan information is included with regular tuition billing.

REFUND POLICY

The Higher Education Acts of 1992 require each institution participating in a Title IV aid program to have a "fair and equitable" refund policy in effect. When a student officially withdraws, or officially changes from full-time to part-time status, the college refunds tuition on the following basis depending on the date of receipt of the written notice of withdrawal:

1. Prior to the first day of class: 100%
2. The first seven calendar days of the semester: 75%
3. The eighth through 14th calendar days of the semester: 50%
4. The 15th through 28th calendar days of the semester: 25%

Refunds will be made within 30 business days of receipt of an appropriately dated written notice of withdrawal. Note that this refund policy does not apply to continuing education courses.

WITHDRAWAL POLICY FOR FINANCIAL AID RECIPIENTS

Title IV Financial Aid is federal aid, which includes Pell Grants, Supplemental Educational Opportunity Grants (SEOG), Federal Work-Study (FWS), Stafford subsidized and unsubsidized loans, and Parent Loans for Undergraduate Students (PLUS) loans. According to federal regulations, PCA&D must calculate the percentage and amount of assistance a student with Title IV financial aid did not earn as of that student's withdrawal date. For students who do not notify the institution of the intent to withdraw, the last recorded date of attendance will be the withdrawal date of record. Unearned funds must be returned by the institution or the student, or both, to the appropriate financial aid program in the following order: unsubsidized federal Stafford loans; subsidized federal Stafford loans; PLUS loans; federal Pell Grants; federal SEOG. The exact provisions of this regulation are available in PCA&D's financial aid office. PHEAA state grant refunds will be calculated according to PCA&D's institutional refund policy and appropriate amounts will be returned to PHEAA. Students who want to retain state grant eligibility for the future may request that the entire semester grant be returned to PHEAA. A student who is withdrawing from college must go to the registrar's office and complete the proper paperwork to be officially withdrawn.

FACILITIES & SERVICES

Pennsylvania College of Art & Design is housed in two buildings on North Prince Street in Lancaster and has nearly 90,000 square feet of well-maintained work and study space.

COLLEGE OFFICE HOURS

College office hours are 8:00 am to 4:30 pm, Monday through Friday (except holidays); building hours are posted by the student mailboxes and on the college website.

CLASSROOMS AND STUDIOS

All PCA&D facilities offer Wi-Fi Internet access. All classrooms and easel studios have overhead-mounted digital projectors. Handdrawing in animation courses is supported by a tabletop classroom equipped with portable light box/animation tables.

PHOTOGRAPHY LABS

The college's three darkrooms are equipped with 39 black-and-white and color enlargers, a color processing room, several archival print washers, developing sinks, and an ultraviolet light source for working with historic processes. A photo-shooting studio with lights, large format cameras, and backdrops is also available for student use. In addition, students can work in the computer imaging labs, which have equipment for digital imaging. A fee will be charged for all printing.

THE SUZANNE H. AND RONALD D. SCHROTBERGER DESIGN CENTER

The Suzanne H. and Ronald D. Schrotberger Design Center is intended to support students and faculty as they integrate digital technologies in their learning, teaching, and professional lives.

THE SUZANNE H. AND RONALD D. SCHROTBERGER DESIGN CENTER - COMPUTER IMAGING LABS

PCA&D has two computer labs, each equipped with 20 Macintosh workstations that have DVD-RW capabilities. Both labs are fully networked and contain laser printers and scanners. Students have access to the college's academic server to store their files during each semester, and all workstations have Internet access. Software (upgraded regularly by the college) accurately supports all courses in digital media, illustration, graphic design, fine art, photography, and animation.

THE SUZANNE H. AND RONALD D. SCHROTBERGER DESIGN CENTER - DIGITAL PRINTING AND SCANNING AREA

The digital printing annex is equipped with eight photo-quality color printers and scanners. All scanners process both reflective and transparent imagery. Mat cutters and a coda mounting press are available so students can prepare work for critique, exhibition, and portfolios.

THE SUZANNE H. AND RONALD D. SCHROTBERGER DESIGN CENTER - DIGITAL IMAGING STUDIO

Containing 20 (24") flat-panel, LED cinema displays, this lab is organized around a central conference area suited for group critique, conversation, planning, and display.

SENIOR STUDIO SPACE

PCA&D provides senior studio space for fourth year students.

DIGITAL COPY STAND ROOM

The copy stand room has one digital copy stand for animation and one traditional copy stand for still work.

3D/SCULPTURE LAB

Our 3D/Sculpture Lab is a two-room facility with double-doors and windows connecting the lecture room to the newly equipped machine room. The lab features a SawStop table saw, sanders, drill press, band saws, a shaper, and compound sliding miter saw. All the machines are connected to an industrial dust collection system complemented by eight overhead air filters. In addition to class time, students have outside-of-class access to the lab during monitored studio hours.

PRINTMAKING LAB

The college's printmaking lab is equipped for monoprint, relief, silkscreen, and intaglio printmaking. Available presses include two Charles Brand etching presses, a letterpress, relief and monoprint presses, and an American French Tool intaglio press. A granite-topped inking station, a stainless steel worktable, numerous flat files, print drying racks, and a NuArc exposure system (for burning plates) complete a highly functional studio space. The print lab is also equipped with new vertical etching tanks and a Mac workstation. An air-exchange system and low-toxin etching fluids are in constant use.

LIBRARY

The library fully supports the curriculum at PCA&D with a wide range of print, audio-visual, electronic, and media resources. Complete information about the PCA&D library, including policies and procedures, can be accessed at www.pcad.edu/library.

GALLERIES

The Main Gallery exhibits works of nationally and regionally known artists and designers. The student gallery areas on the third floor of the north building and the second floor of the south building regularly feature student artwork selected by department faculty. Extensive exhibition space on each floor showcases student work from current class assignments.

STUDENT LOUNGE

The college has student lounge areas in the atrium and on the second and third floors of the north building. The third-floor student lounge area contains vending machines, microwaves, a refrigerator, and washing facilities. The third-floor lounge and the atrium are where students meet, relax, and talk with friends.

ROOMMATES AND APARTMENTS

At PCA&D, our students live off-campus, guaranteeing an education that goes well beyond the classroom and prepares them for their professional life after they graduate. Every year, over half of each incoming class uses our housing referral service to connect with roommates and secure affordable apartments within walking distance of the college. This service is provided through weekly listings of available roommates and apartments, as well as special events for foundation, transfer, and returning students to get to know one another and share important information about the apartment search process. The college's director of student life & housing collects information from students to generate the roommate listings and maintains contact with local landlords to compile listings of available housing in the area.

PCA&D makes no representation whatsoever regarding the housing or the landlords listed through its housing referral service. The properties listed are at the request of the landlords to assist students in locating possible off-campus housing opportunities. Students are responsible to inspect the property and negotiate lease terms with any landlord.

PCA&D has no responsibility to inspect or investigate these listings or landlords and is not endorsing any specific properties or landlords for students by this listing. PCA&D disclaims any responsibility, among other things, for the condition of any premises, terms of any leases, treatment by any landlord, or compliance with any applicable local zoning ordinances.

PCA&D supports local, state, and federal fair housing laws and regulations.

Pennsylvania College of Art & Design has facilitated a rental option for entering first-year PCA&D students. The Steinman Lofts on West King are located on the second and third floors of the first block of West King Street—in the heart of downtown Lancaster with easy access to shopping, dining, galleries, public transportation, and Lancaster's historic Central Market. This property features nine furnished apartments that offer one-, two-, three-, and four-bedroom options and provide each student with a private bedroom. The college's preferred leasing agreement with the landlord of Steinman Lofts ensures that PCA&D students have appropriate, affordable housing coordinated through the college's semester billing cycle.

All students living in the city of Lancaster are required to sign a Social Responsibility Contract. This contract reinforces the college's expectations that students will be good neighbors and provides notice that consequences for PCA&D students may be implemented should behavioral violations occur.

COMMUTERS

Our housing referral service helps students who commute from home to PCA&D by maintaining a list of students hoping to share transportation costs. This list will help commuters locate other students who travel from their areas. Our service also provides information about public transportation.

STUDENT PARKING

Parking is available in the Water Street Parking Garage, which is located directly behind PCA&D. This garage offers 24-hour access for students wishing to purchase semester-long passes.

PCA&D RIDE HOME PROGRAM

This service is for PCA&D BFA students who are working after class hours and would feel more comfortable taking a cab home within Lancaster City limits instead of walking. This service is free and may only be used for transport to a local home address. Students must notify the on-duty security guard at least one hour prior to planned departure and/or one hour before the building is scheduled to close and present a valid student ID.

STUDENT AND FACULTY EMAIL

PCA&D provides e-mail accounts for students, faculty, and staff. The purpose of pcad.edu e-mail is to improve the interaction between faculty and students by creating a consistent and predictable means of communication. Students are required to use their pcad.edu accounts for all academic and business communications with the college. Important information regarding events, such as registration and class assignments, will be distributed via pcad.edu e-mail accounts. Student pcad.edu e-mail accounts may not be used to distribute unsolicited mailings of any kind. Other policies for e-mail use fall under PCA&D's Information Systems Policy.

STUDENT MAILBOXES

All PCA&D students will be assigned mailboxes on the first floor of the 204 N. Prince Street building. These mailboxes are used by college faculty and staff to send important campus-related messages to students. Students may use these mailboxes to leave messages for other students, but they are not intended for confidential material. Mailboxes are officially assigned by the end of the first week of the fall semester, and a list of assignments is posted next to them. Mailboxes are emptied after the last day of classes in the spring semester and all unclaimed materials are discarded.

LOCKERS AND COMPUTER WORK STATIONS (CWS)

Lockers and computer work stations are assigned to students during the orientation periods that proceed the fall and spring semesters. To sign up for lockers at other times, students should talk to the dean of students. Students are required to provide their own combination locks (for lockers and for the cabinets built into CWS). The combination must be filed with the dean of students on a locker assignment card that is completed and signed when lockers or CWS are assigned. A student's signature on this card indicates acceptance of the responsibility for reading, understanding, and agreeing to all terms and conditions of PCA&D's full locker policy. Students should remember that lockers and locking cabinets are property of the college, which retains the right to open and inspect them and their contents as specified in the locker policy. Locker assignments are made by the academic year or semester. Locker clean-out dates will be circulated via the PCA&D e-mail system at the end of each academic year. All locks still in place and all items left inside lockers or CWS after the posted clean-out date will be discarded.

STUDENTS DIRECTING SHIPMENTS TO THE COLLEGE

PCA&D does not have mailroom facilities but recognizes that, from time to time, students need to have certain program-related items shipped to the college's address.

Students planning to receive shipments of art supplies, books, or personal items at PCA&D's 204 N. Prince Street address must take the following actions:

1. Inform the security guard of a pending shipment by presenting a current PCA&D ID card and entering the following information into a logbook:

- Name, academic year, major, and e-mail address
- Vendor or source of the shipment
- Description of items expected
- Approximate arrival date

PCA&D is under no obligation to notify students who have received personal mail for which these prearrangements have not been made. At no time are students permitted to receive packages at the college containing contents in violation of state or federal law or college rules.

2. Students will be notified by e-mail when packages addressed to them have arrived at the front desk. Students must respond to e-mail notification and arrange to pick up all shipments within five business days of their arrival at the college. After five business days, PCA&D will not be able to retain mail received on behalf of students and it will be returned to sender. If there is a charge to return mail, it will be billed to the student. (Unpaid mailing charges, like unpaid library fines or prox card fees, will place a hold on grade reports and official transcripts.)

3. All items sent to the college must be mailed "attention to" the student's name and be insured for replacement value by students. PCA&D is not responsible for packages delivered to the school that are subsequently lost or misplaced.

4. The college will not accept delivery of C.O.D. packages.

5. The college shall have the right to inspect any packages when the academic dean, dean of students, and/or the facilities director reasonably believes it is necessary to prevent, impede, or substantially reduce the risk of:

- (a) An interference with college purposes or an educational function,
- (b) A physical injury or illness to any person,
- (c) Damage to personal or college property, or
- (d) A violation of state law or college rules.

FACULTY MAILBOXES

Students needing to contact an instructor should leave a message in the faculty member's mailbox or e-mail him or her directly. Faculty mailboxes are located near the library on the mezzanine level of the 202 N. Prince Street building. All faculty at the college have pcad.edu e-mail addresses, which students are encouraged to use.

BULLETIN BOARDS

Notices posted on the bulletin boards require a date stamp (postings are for 30 days at a time) obtained from the director of student life & housing. Items without date stamps will be removed. Students are asked to respect everything on the boards by not removing or posting over other bulletins.

STUDENT COUNCIL

The purpose of Student Council is to create and implement student involvement and opportunities in school functions and activities and to support the mission of PCA&D. The election of officers occurs in the month of March for the upcoming academic year. Elections of the representatives take place during the month of September. Students who wish to stand for election may secure a blank petition from the director of student life & housing. Any student standing for election must be a matriculated BFA student of PCA&D.

STUDENT CLUBS

Any student who is interested in forming a club must complete a club registration form and submit it to the director of student life & housing for review. Clubs will be given consideration based on the number of club members and availability of appropriate meeting space. Student clubs are not funded by the college, and members are subject to adherence to all policies contained in the PCA&D Catalog & Student Handbook.

STUDENT BODY DIVERSITY STATISTICS DISCLOSURE

(As required under the Higher Education Act of 1965 [HEA], as amended by the Higher Education Opportunity Act of 2008 [HEOA]; all statistics taken from most recent IPEDS Survey results.)

STUDENT GENDER (FALL 2010):

62% Female

38% Male

STUDENT RACE/ETHNICITY (FALL 2010):

1% American Indian or Alaska Native

3% Asian

4% Black non-Hispanic

4% Hispanic

0% Native Hawaiian or Pacific Islander

80% White/White non-Hispanic

3% Two or more races

5% Race or ethnicity unknown

0% Non-resident alien

PERCENTAGE OF STUDENTS RECEIVING GRANT AID BY TYPE:*

56% Total Received Grants

33% Federal

33% Pell

33% Other Federal

47% State/Local

17% Institutional

*First-time, full-time degree-seeking students during the 2010-11 academic year

ACADEMIC STANDARDS AND POLICIES

Pennsylvania College of Art & Design students must successfully complete all college and major department requirements, achieve a total of 120 credits, and earn a minimum cumulative grade-point average of 2.0 to graduate with the BFA degree. For additional graduation requirements, see the immediately following Graduation Checklist and the Academic Standing information further on in this section of the handbook.

GRADUATION

A graduation ceremony with degrees conferred takes place once a year in the spring.

GRADUATION CHECKLIST

To participate in the graduation ceremony and receive the diploma, students must fulfill the following requirements:

1. Successfully complete 120 credits, including all college and department course requirements appropriate to the degree and major. At least half of this coursework (60 credits) must be completed in residence.
2. Successfully complete and document the internship program required in digital media, fine art, graphic design, and photography or the mentorship program required in illustration. Documentation must include a presentation about the internship experience to colleagues and faculty in a student's Professional Practices course.
3. Have a cumulative grade-point average of 2.0 at the end of the senior year.
4. Participate in the Senior Show & Celebration exhibition.
5. Satisfy all financial obligations to the college.
6. Submit a digital file of 8–10 samples of work from the final portfolio to the appropriate department chair for the college's permanent records.
7. If participation was required, a student must be able to show successful completion of two semesters of the Writing Workshop course with "pass" grades on the transcript.

NOTE: Students who meet graduation requirements 3 through 7 but are three or fewer credits away from the 120 credits required for the degree—and/or students who have not documented successful completion of the required internship/mentorship—will need clearance from the dean of students to participate in the graduation ceremony. Students participating in graduation with either of these requirements not fully met will have their diplomas held by the college until credits are completed and/or internship documents are received by the dean of students. Additionally, until all requirements are met, the registrar's office will not be able to verify graduation for anyone who may contact the college with an inquiry, such as a potential employer.

PORTFOLIO REVIEWS

The review and critique of student work in all studio courses at PCA&D is continuous. However, several key portfolio reviews occur at intervals that allow students time to address deficiencies in their work while still enrolled at the college. Note that portfolio reviews in the third and fourth years can include external professional evaluators.

1st Year

The mid-term student evaluations required in both semesters of the foundation year are prepared in writing by each instructor. Recommendations for improvement in key skills areas are made as warranted. Copies are distributed to foundation students. The evaluations are also reviewed by the dean of students and foundation department chair who request meetings with students whose reviews indicate they are experiencing serious, overall difficulties with the curriculum. Students whose evaluations describe specific course-related areas for improvement are responsible for scheduling meetings with faculty to discuss means of correcting these problems as soon as possible.

2nd Year

The second year in each major is an additional skills-building year in the BFA curriculum but one that addresses skills as specifically used by each discipline. Second-year students in all majors participate in a skills-based evaluation by department faculty and receive written summaries of these reviews. Students are responsible for scheduling meetings with the department chair and/or faculty to discuss efforts they should make or courses that should be taken to improve skill deficiencies identified at this point. The second-year review gives students valuable insights into areas of their work that must show improvement before the third-year departmental review takes place.

3rd Year

Third-year students in all majors participate in an in-depth portfolio evaluation by department faculty and receive individual written summaries of these reviews. Students who do not successfully pass a third-year portfolio review with an overall rating of 3 or better (on a 5-point scale) will not be permitted to participate in the internship or mentorship program required for graduation by their department. Students may resubmit portfolios only once, on a date set by the department. Failure of a second third-year portfolio review will render a student ineligible to graduate from PCA&D by permanently closing access to the required internship/mentorship program. Additionally, failure to participate at all in the initial third-year review may mean a student is no longer eligible to continue in that major and/or graduate.

4th Year

All fourth-year students are required to complete the Portfolio Preparation/Professional Practices course (or courses). Critique and review of progress goes on all year in core studio requirements in preparation for mounting a successful Senior Show. In order to graduate, students must be approved by the department to participate in the year-end Senior Show & Celebration exhibition, a process that requires final review of each student's work by the chair and faculty of the department. All faculty in the major and the department chair are individually available to students for comment and advice.

INTERNSHIP/MENTORSHIP PROGRAM PROCESS AND TIMELINE

1. The third-year portfolio review in a student's major department must be successfully passed with an overall department evaluation of "3" or better.
2. Third-year reviews that are not successfully passed must be repeated on a date set by the department.
3. Third-year reviews that are not successfully passed at the second review end a student's eligibility for participation in the internship/mentorship program. Students in this situation become permanently ineligible to graduate from PCA&D.
4. On successful completion of the third-year portfolio review, students receive a packet of evaluations for their reference, a set of forms used by their department to document the internship/mentorship experience, and a copy of this timeline.
5. Students must notify their department chair or internship coordinator in writing of their internship site or mentor by the end of June. The department chair or internship coordinator will contact the site or mentor and verify. Department chairs must give final approval to all internship/mentorship arrangements before students can begin to work. Chairs and internship coordinators will periodically check with the internship site supervisor or mentor throughout the internship/mentorship period.

6. Students must keep a record or journal of their internship experiences as the basis of a required presentation in the fourth-year Professional Practices course. The presentation will be included on the syllabus as an assignment and will be a grade for this course.
7. All internships/mentorships should be completed by August of the summer between the third and fourth years or, at the latest, by December of the fourth year.
8. Students who have not completed an internship/mentorship with a supervisor's rating of 3 or better; submitted all verifying documentation to their department chair or internship coordinator, and made the required presentation in Professional Practices will not be able to walk at graduation, even if all other graduation requirements have been met.

SENIOR SHOW & CELEBRATION EXHIBITION

All matriculated PCA&D seniors in digital media, fine art, graphic design, illustration, and photography must participate in the year-end Senior Show & Celebration exhibition. Department chairs have full and final responsibility for curating the senior exhibition for their departments. All work to be exhibited must have been accomplished in the core studio requirements in the student's major at PCA&D.

All pending BFA degree candidates within 3 credits of graduation may exhibit with their current classmates unless the credit shortage is in a senior thesis course. BFA students who are missing the senior thesis course and/or more than 3 credits for graduation may exhibit with their class only with written permission from the department chair. Written permission must be submitted to the dean of students and placed in the student's file in the registrar's office. At their discretion, department chairs may require BFA students who are short more than 3 credits to wait and exhibit with the next year's senior class. When the missing credits are primarily in studio coursework and the chairperson decides that completing these credits will have an impact on the quality of the student's final portfolio, participation in the senior exhibition will be postponed until the academic year in which all degree credits are completed.

The annual Senior Show & Celebration uses all of the gallery and classroom space within the college to display the work of its seniors. BFA graduating students in digital media, fine art, graphic design, illustration, and photography work alongside faculty in a two-day installation exercise that provides insight into the process of being an exhibiting artist. While every senior must exhibit with his or her department, a related exhibition in the college's main gallery will be composed of the department chairs' selections of the best work from the portfolios of pending graduates. The Senior Show opening reception is a major college event, often hosting more than 1,500 guests and visitors in a single day.

ACADEMIC HONORS

DEAN'S LIST

Students in the BFA program who complete 12 or more credits in a semester and achieve a semester grade-point average of 3.50 or higher are recognized on PCA&D's Dean's List.

GRADUATION HONORS

Graduation honors are awarded to seniors who have completed PCA&D's BFA degree programs with academic excellence. Graduation honors are given for the following cumulative GPAs:

- 3.85 or higher Summa Cum Laude
- 3.75-3.84 Magna Cum Laude
- 3.50-3.74 Cum Laude

GRADUATION RECOGNITION

One senior from each major—digital media, fine art, graphic design, illustration, and photography—is recognized during the graduation ceremony for outstanding visual arts achievement. Recognition is determined by all faculty within the department. The senior who has achieved the highest cumulative GPA collegewide is recognized for this outstanding academic achievement.

GRADING SYSTEM

Through the college's Student Information System, students are able to see online reports of their grades at the end of each semester. Grade reports are no longer mailed to students' permanent addresses. Letter grades are assigned point values (see below), which are then averaged to produce both a semester and a cumulative grade-point average (GPA). The numerical values of letter grades assigned to individual course projects are determined by faculty. These are described in the syllabus for each course. All students have online access to syllabi for courses in which they are currently enrolled.

NUMERICAL VALUE OF LETTER GRADES FOR GPA INTERPRETATION ONLY

Letter	Quality	Interpretation
A	4.00	Excellent
A-	3.67	
B+	3.33	
B	3.00	Good
B-	2.67	
C+	2.33	Average
C	2.00	
C-	1.67	
D+	1.33	Below Average
D	1.00	
D-	0.67	Failure
F	0.00	
I	0.00	Incomplete
W		Withdrawal

INCOMPLETES

Incompletes are given at the discretion of faculty members (with signature approval from the dean of students) on a Declaration of INC form. Students able to document events beyond their control—e.g., personal illness, injury, hospitalization, or family crisis—which made it impossible for them to complete all required coursework on time, will be allowed to carry an Incomplete (I) temporarily. An Incomplete may not be given to provide extra time to complete coursework a student should and could have completed during the semester.

Students who are given Incompletes have a maximum of 30 days after the last day of the semester to make up work as described and agreed to in writing on the Declaration of INC form. Declarations of INC forms are available from the dean of student's office. While an Incomplete is unresolved, it has the same GPA impact as an F. If the classwork is not completed before the end of the 30-day period, the Incomplete will automatically revert to an F. Upon completion of all coursework, a student's transcript will be revised to remove the Incomplete and to recalculate the semester grade and cumulative grade-point average.

Special Notes:

1. *Incomplete grades may not be assigned to students who are on probation or completing the second semester of their senior year without approval from the dean of students.*
2. *Incompletes assigned to the fall semester of sequenced requirements must be made up by the first day of classes in the spring semester, a period of time shorter than 30 days.*
3. *Students who do not successfully complete the fall semester of a sequenced requirement are removed from the roster of the spring course by the registrar.*
4. *Final grades of F (or W) on the transcript frequently have graduation and financial aid implications in terms of overall credit or requirement shortfalls and cumulative GPA. Students should make appointments with the dean of students and the director of financial aid to discuss academic progress and financial aid eligibility when a semester's grade report includes an F or a W.*

GRADE CHANGES

Students have 30 days after the last day of any semester to request a grade change when a passing grade is lower than anticipated and a student believes it may have been assigned in error. All arrangements must be handled through the faculty member involved. The registrar must be informed of any grade changes in writing by the instructor, but it is the student's responsibility to follow up and make sure the grade change has been properly recorded with the registrar.

GRADE APPEALS

A student who thinks that a final course grade is unfair has 30 days from the last day of the semester to appeal it. The appeal process consists of the following steps:

1. Consult with the faculty member who assigned the grade and discuss it. No further action can be taken until this step is complete.
2. If consultation with the faculty member does not resolve the situation, a student must submit a written grade appeal request to the dean of students. The request must explain why the grade is being appealed and contain evidence supporting the appeal request. Evidence must include original assignments from the course with the instructor's markings on it or original grading rubrics.
3. The dean of students will submit the appeal letter to the appropriate department chair and to the faculty member involved. A written response is generated by the department and returned to the dean of students. NOTE: All online attendance, grading, and assignment records for the course in question will be reviewed jointly by the department chair and the faculty member at this point.
4. The dean of students discusses the department's written response with the student, who must request in writing that the grade appeal process end or continue to the Faculty Review Committee. This written request must be received by the dean of students within five (5) business days after the student has received the department's response to the grade appeal.
5. If the appeal continues to the Faculty Review Committee, it is with the understanding that the decision of this committee will be final. The Faculty Review Committee may:
 - a. Refuse the appeal based on the written and/or visual evidence presented, and the grade will stand.
 - b. Hear the appeal and decide to let the grade stand.
 - c. Decide in favor of the student and request that faculty (with relevant expertise in the subject matter) meet, review all supporting information, and assign a new grade for the course.

ACADEMIC HONESTY AND PLAGIARISM

The student of the visual arts must be continuously aware of what takes place in the arts, both historically and currently. This knowledge is what the artist draws upon to solve visual problems. It also leads to influences or has the ability to affect one's ideas. Being influenced by an idea or artist is considerably different from taking or copying an image from an artist or a colleague and using it as your own. Taking, copying, or sharing the visual work of another person and presenting it as your own is plagiarism and it is a very serious offense. The act of facilitating this process for another person in any way is plagiarism and is also a very serious offense.

Because contemporary practice in all the visual arts has evolved to include the strategy of "appropriation," it is necessary to more fully define what constitutes plagiarism in this specific instance. Appropriation is the practice of using all or part of an existing image and, by recontextualizing it, changing its meaning and forming a basis for the meaning or impact of the new artwork. For appropriation not to be considered plagiarism, the process must always be acknowledged by the artist when the work is presented in any way (e.g., exhibition, publication, competition, sale, critique, course assignment). The process of making collaborative work (anytime it is necessary or desirable to involve other people in the execution of the project) can also raise questions of plagiarism. The basic questions students should ask of themselves before submitting collaborative work as their own are:

1. Am I totally responsible for the concept and look of this work?
2. If the input of another artist is critical to its meaning or execution, have I given clear and appropriate credit?

In all cases, students are responsible for consulting with faculty before submitting work as their own if they have even the slightest question about the honesty of doing so and should always give credit to outside sources. During critique, students should acknowledge the presence of appropriated, copied, or collaborative imagery or text and be able to attribute authorship and source as well as describe what role it has in the work being shown. (NOTE: Submitting one's own work to satisfy assignments in two separate courses is dishonest and qualifies as a form of plagiarism for purposes of this policy. At an instructor's discretion, an act of "double submission" can result in course or project failure or a full letter reduction of the final course grade.)

Plagiarism of the written word is every bit as serious as visual plagiarism. In any type of written or spoken communication (research paper, exam, report, verbal presentation), copying material word-for-word from a source such as a book, periodical, Internet site, or a classmate's writing without proper acknowledgement constitutes plagiarism of the written word. Borrowing facts, concepts, conceptual methods, analogies, or opinions without proper credit is also plagiarism. If a paper is written in a student's own words and includes only occasional direct quotations or paraphrases, these quotations or paraphrases must still be properly cited to prevent plagiarism. Papers referencing sources should conform to Modern Language Association (MLA) format, citation, and documentation guidelines, including the use of in-text, parenthetical citations and a Works Cited page. Again, students are responsible for consulting with faculty before submitting work as their own if they have even the slightest question about the honesty of doing so.

NOTE: It should be understood that in situations in which two or more students have submitted work of any sort (exam, paper, visual assignment, etc.) that is later determined to be plagiarized, all students involved will be penalized for plagiarism.

To grow professionally and artistically, it is essential that students at Pennsylvania College of Art & Design are solely responsible for their own work. An act of plagiarism will result in automatic failure of the course in which the act is committed. A second act of plagiarism will result in dismissal from Pennsylvania College of Art & Design. Any questions or concerns about this policy should be discussed with an instructor, department chair, academic dean, or the dean of students.

FIRST-DAY COURSE READINESS POLICY

All new and returning students are required to own laptops, software, cameras, and any other technology or equipment as published on the PCA&D website by the first day of classes in all academic years and semesters. Any student beginning an academic year or semester without the required technology and/or equipment will have until the second class meeting of any course in which content delivery relies periodically or continually on their use to make these required purchases. After the second class meeting without the proper technology and/or equipment, a student can be involuntarily withdrawn from the course at the instructor's request. Students should note that involuntary withdrawal from a sequenced required course can add up to a year to completion of the degree. The First-Day Course Readiness Policy also applies to courses for which general supply or textbook requirements have been made available to students in advance of the first course meeting via mail, e-mail, the course home page, or the PCA&D website.

ACADEMIC ACCOMMODATIONS

The mission of the college is to provide an opportunity for all its students to gain a professional-level education in the visual arts. PCA&D does not unlawfully discriminate against otherwise qualified students with disabilities in its admissions procedures or educational programs. Students with present disabilities who need academic or other accommodations must identify themselves in writing to the dean of students as soon as possible after acceptance to the college or after the need for an accommodation becomes known to a student already engaged in the curriculum. All requests for reasonable accommodations will be considered. However, students requesting accommodations must demonstrate the existence of a present disability by engaging in a documentation process, which can be involved. Students with disabilities are responsible for timely requests for accommodations. A full description of the college's process for accepting professionally recommended accommodations for its students is published in the Students with Disabilities Policy, available directly through the dean of student's office or by mail or e-mail from this office.

ACADEMIC PROGRESS

Each student's academic progress will be reviewed by the dean of students at the end of each semester. Students deficient in overall credits (one of the criteria for maintaining academic progress) must take additional coursework to make up any deficit. Summer courses are recommended and may be necessary for making up certain types of credit loss. Students who need to make up credits by taking courses elsewhere must have prior approval of course content from the dean of students. Grades of "C" or better and an official transcript sent to the college are required to complete transfer of content-approved courses from other colleges. Students who need to make up sequenced courses must consult with the dean of students.

ACADEMIC STANDING

Satisfactory academic standing is determined at the end of each semester. To remain a degree candidate, full-time students must progressively achieve the required minimum grade-point averages listed below. Successful completion of 30 credits per year will keep BFA students numerically on track to graduate in four years. These 30 credits must, however, consistently include all appropriate college and department requirements. Part-time BFA degree candidates must maintain the same grade-point averages required of full-time candidates, but successful completion of credits and requirements may be spread out over a longer period of time.

REQUIRED MINIMUM GRADE-POINT AVERAGES FOR THE BFA

Credits Attempted and GPA Requirements:

- 0-30 1.75
- 31-60 1.90
- 61-90 2.00
- 91 and above 2.00

ACADEMIC PROBATION AND DISMISSAL/INVOLUNTARY WITHDRAWAL

All full- and part-time students at PCA&D must meet the specified minimum GPA requirements of each "credits-attempted" range (see above) or face probation and/or academic dismissal as described below:

1. Students who fail to earn the required minimum GPA for the appropriate credits-attempted range by the end of the fall semester will be placed on probation for the spring term. If the required minimum GPA is not achieved at the end of the spring term, academic dismissal will result.
2. All students who fail to achieve the required minimum GPA for the appropriate credits-attempted range at the end of the spring semester will be academically dismissed.
3. Transfer and returning students* enrolling in PCA&D at the beginning of a spring semester must achieve the GPA for the appropriate credits-attempted range by the end of the spring term or academic dismissal will result. In the case of transfer students, transfer credits are added to credits attempted at PCA&D when determining the current credits-attempted range. However, course grades from another institution do not have an impact on the overall GPA at PCA&D.
4. Foundation students whose fall semester grades are low enough that it is mathematically impossible to achieve the required 1.75 cumulative GPA in a normal 15-credit spring semester schedule will be dismissed at the end of the fall semester. (All mathematical computations of this sort are generated by the registrar's office.)

*Students re-enrolling at PCA&D after a leave of absence or voluntary or involuntary withdrawal are considered "returning" students.

ACADEMIC WARNING

Students whose cumulative GPA at the end of any semester is precisely on or just above the minimum cumulative GPA required of them will receive an academic warning letter from the dean of students. While it is possible to successfully complete the BFA degree by consistently earning the required minimum cumulative GPA in each credits-attempted range, it is also important for students to remember—as a new semester begins—that earning a cumulative GPA even a point or two below the required minimum will cause probation or even dismissal. Students receiving academic warning letters will be urged to make appointments with appropriate department chairs and the dean of students to talk about their situation and see what efforts can be made to strengthen their GPAs going forward.

IMMEDIATE APPEAL OF ACADEMIC DISMISSAL

The dean of students will notify students of academic dismissal status once the registrar has received all grades and grade-point average calculations have been completed. Students may immediately appeal a dismissal in writing to the dean of students if the cumulative GPA earned is considered close to the cumulative GPA that was actually required (e.g., a 1.70 was earned but a 1.75 was required). The letter of appeal must:

- Explain the reasons behind the poor academic semester(s) at the college.
- Discuss how the situation has changed and what the plan is for achieving and maintaining good academic standing in the future.
- Be received no later than 14 calendar days after the date of the original dismissal letter.

The appeal will mean that the student may continue to be enrolled for the following semester on probation. If a student fails to achieve the appropriate minimum grade-point average by the end of this additional semester, a second and final academic dismissal will occur. (Immediate appeal is a process eligible students may use one time in their progress toward the degree.) Students' dismissal appeals will be reviewed by the dean of students, registrar, and director of financial aid. The decision to grant a student an additional semester's enrollment after dismissal will be made at the discretion of this group of senior administrators. Once the decision has been made, it cannot be appealed.

READMISSION AFTER DISMISSAL

Degree students who have been academically dismissed (and who do not meet the criteria for an immediate appeal of dismissal) must successfully complete and transfer a minimum of 6 credits of coursework from another institution of higher education before being allowed to return to PCA&D. The content of the 6 credits of coursework must be approved by the dean of students in advance. Final grades from these courses must be "C" or better and documented by submission of an official transcript to the dean of students before readmission can be considered. While this provision allows students an opportunity to demonstrate and reaffirm commitment to their studies, there are additional implications that should be considered before pursuing these required transfer credits. Transfer credits do not have an impact on a student's GPA. Colleges nationwide accept each others' credits but there is no reciprocity of grades. However, for credits to transfer from college to college, the generally applied standard corresponds to PCA&D's requirement that transfer credits carry at least a grade of "C." On reentering PCA&D, students have one semester to achieve the cumulative GPA required for academic progress at the next level. For example, a student dismissed at the end of the foundation year with less than a 1.75 cumulative GPA must achieve the 1.90 cumulative GPA required of second-year students by December of the academic year of readmission. If the cumulative GPA cannot be brought up as required, a second and final academic dismissal will result. The registrar can provide examples of the types of grades necessary in a normal 15-credit semester for a student to achieve the cumulative GPA that is needed.

It is important to note that academically dismissed students may only go through the readmission process one time. A second academic dismissal from PCA&D will be final. Satisfactory academic and financial aid progress are closely linked. Academically dismissed students with financial aid must meet with the director of financial aid about their aid status in the first semester after returning to the college. It is often the case that students returning to PCA&D after academic dismissal need to be prepared with alternative tuition resources for at least one semester. (See also: Academic Standards for Renewal of Financial Aid in the Financial Aid section of this handbook.)

ACADEMIC FORGIVENESS POLICY

Any student wishing to be considered for academic forgiveness of an entire semester's grades must petition the dean of students and director of financial aid in writing. The petition must explain the reasons behind the poor academic semester(s) at the college. The petition must also discuss circumstances that have altered the original problem and the student's plans for achieving and maintaining good academic standing in the future. The student cannot select which PCA&D courses are forgiven. Academic forgiveness is "semesterwide." The decision to grant academic forgiveness is at the discretion of the dean of students, the registrar, and the director of financial aid. Once the decision has been made, it cannot be appealed. Grades earned during the semester or academic year for which academic forgiveness is granted will continue to appear on the student's final transcript but will not affect the cumulative grade-point average. Academic forgiveness may be granted only once and will be noted on the transcript for the semester to which it applies.

GENERAL POLICIES

Pennsylvania College of Art & Design operates on a nondiscriminatory basis and admits students, receives visitors, and employs personnel without regard to financial background, color, religion, gender, sexual orientation, gender identity, national or ethnic origin, age, disability, or veteran status and does not discriminate against members of protected classes under the law.

STUDENT CODE OF CONDUCT

All students are subject to appropriate rules of proper conduct. PCA&D reserves the right to suspend or dismiss a student whose attendance, academic performance, or conduct, whether on or off college premises, is judged unsatisfactory.

GENERAL GRIEVANCES POLICY

Unless otherwise noted in this handbook, students who have complaints, problems, or concerns about PCA&D educational programs, policies, procedures, or facilities should speak to the dean of students. Students who have complaints about faculty should first talk to the instructor involved and then to the department chair. If the problem is not resolved by these means, or in situations that a student believes cannot be discussed with an instructor, department chair, or the dean of students, concerns should be taken to the academic dean or the president. As an institution, PCA&D values an open-door environment where concerns and issues are heard and everything possible is done to resolve them.

NOTICE OF AVAILABILITY OF ANNUAL SECURITY REPORT

PCA&D's Annual Security Report is available online at pcad.edu in the Current Student section or as a print or digital document by contacting the dean of students or the registrar in writing, by phone (717) 396-7833 or by e-mail: prichardson@pcad.edu (dean of students) or fgaddie@pcad.edu (registrar). The college's mailing address is: ATTENTION: Dean of Students or Registrar, 204 N. Prince Street, P.O. Box 59, Lancaster, PA 17608-0059.

PCA&D's Annual Security Report contains the college's compliance information for federal Titles IX and II. Title IX of the Education Amendments of 1972, and its implementing regulations, prohibits discrimination on the basis of sex in education programs or activities operated by recipients of federal financial assistance. Sexual harassment of students, which includes acts of sexual violence, is a form of sex discrimination. PCA&D's Sexual Harassment policies and procedures reflecting Title IX compliance are located in the Annual Security Report. Additionally, PCA&D's goal is compliance with all provisions of federal Title II (the Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics Act, 2009). The college's Annual Security Report includes federal Title II and Pennsylvania Act 73 statistics for the previous three years concerning reported crimes that occurred on-campus (e.g., within the 204–202 N. Prince Street facilities owned by PCA&D) and on public property immediately adjacent to and accessible from college facilities. Refer to the Annual Security Report index for page numbers where these statistics can be found.

The Annual Security Report also includes institutional policies and procedures concerning student conduct and, as appropriate, federal and state laws concerning drugs and alcohol. A college resource directory identifies the Title IX coordinators for students and employees and provides information about assistance with personnel and human resource matters within PCA&D. Contact information for local, regional, and national resources for assistance with prevention, intervention, evaluation, and/or treatment of drug and/or alcohol abuse, sexual abuse, and assault are also listed in the report's resource directory.

STUDENT RECORDS & TRANSFER POLICY

Confidentiality

This policy complies with the Pennsylvania Right To Know Law of 1957 and the federal Family Education Rights and Privacy Act of 1974 as amended. PCA&D collects and retains information about students for certain periods of time. The college recognizes the privacy rights of individuals in exerting control over what information may be disclosed and, at the same time, attempts to balance that right with the college's need for information. Student information considered part of public record (directory information) includes name, address (local and permanent), telephone number, date and place of birth, major and concentration, student activities, dates of attendance, awards received, date of graduation, enrollment status, credit load, and most recent educational institution attended. Students who do not want this information to be made public must notify the registrar in writing as soon as this decision is made.

A student has the right to:

- inspect and review his/her own education record
- request an amendment to the record
- request a hearing with the dean of students and registrar (if the request for an amendment is denied) to challenge the contents of the education record on the grounds that the record is inaccurate, misleading, or violates the rights of the student

Transfer Credits for Currently Enrolled Students

Students who need to make up coursework and credit loss by taking courses during the summer or evenings at other institutions must receive prior approval of course content from the dean of students. Students should note that grades lower than "C" are not transferable to PCA&D and that transfer credits do not have any effect, positive or negative, on the grade-point average earned at PCA&D.

Transferring PCA&D Credits to Another College

Students considering transfer to another college should not assume that credits earned at PCA&D will automatically be accepted in transfer elsewhere. Individually determined college or university policies, course content, and final course grades all play important parts in the transfer of credits. Students should contact the admissions office of the receiving institution to determine if any PCA&D credits will be eligible for transfer. Students who wish to transfer should request transcript service in writing from the registrar's office.

ATTENDANCE/DEADLINES/MINIMUM GRADE POLICIES

Attendance Policy/Institutional

Regular attendance by students is mandatory in all courses in the curriculum. Lateness is both determined by the instructor (read each course syllabus for details) and added accordingly to class absences. Overall, students are permitted two full class-session absences in any course, in any semester, without penalty. (NOTE: In the liberal arts, a full class session is equal to a single 1½-hour unit of a course that meets twice a week.) At the discretion of the department or individual instructor, the third full absence in any course may:

1. Be allowed with no penalty
2. Result in lowering of the final course grade by one letter (e.g., a final grade of "B" reduces to a "C")
3. Result in failure of the course

Students are responsible for understanding and adhering to all attendance policies set by their major department and/or as published in each instructor's syllabus. The fourth recorded absence in any course in the curriculum automatically results in failure. Students are responsible for making up all work missed during absences from class. Making up missed work is necessary to avoid falling too far behind, but it does not erase a recorded absence. Students with more than two absences in a course due to extraordinary personal circumstances (e.g., extended or chronic illness, hospitalization, physical injury, family crisis) should discuss the situation with the instructor involved and the dean of students. In some instances, it may be possible to be withdrawn from a course with no penalty rather than receive a reduced letter grade or an "F" due to excessive absences. Required courses that are dropped in this way must be retaken and passed in their proper sequence before graduation. (See also: Sequenced Requirements policy in this handbook.)

Deadlines Policy/All PCA&D Departments and Programs

Completing assignments that meet or exceed instructor specifications and submitting them on time is an expectation that underlies the structure of every department and program at PCA&D. In all professions, but particularly the arts professions, the ability to meet deadlines is key to success. Therefore, students should be aware that consistent failure to meet assignment deadlines in any course will have a negative impact on final project and/or course grades, regardless of the quality of the work produced. Determining whether or not work has been submitted late is the sole province of the instructor and/or the instructor in consultation with the department chair.

Deadlines Policy/Graphic Design and Illustration

Students in digital media, graphic design, and illustration need to be aware that it is possible to fail a course in these majors due solely to missed deadlines. Deadlines policy information is available to digital media, graphic design, and illustration students on entering any of these programs in the second year or on transfer from another college. The digital media, graphic design, and illustration departments' policies state that missing three deadlines in a core required studio course will result in an "F" for that course. The quality of work submitted late is not an ameliorating factor.

REGISTRATION

A majority of the PCA&D curriculum exists in block schedules. Block scheduling means that students in all years take the same required courses in a single schedule specific to the foundation year or to one of the studio majors. When sectioning does occur, however, the sections usually meet on the same day and at the same time. Students are assigned to a section by the registrar in consultation with the appropriate department chair. Switching sections of a course requires submitting written permission from the department chair to the registrar.

During each academic semester, there is a registration period for the following semester in which students choose studio elective and liberal arts distribution courses. Part-time and transfer students must meet with the dean of students before every registration period to adjust block schedules to meet and advance individual academic progress. All outstanding bills, charges, and library fines must be satisfied before any student will be permitted to register for classes. Students with any outstanding financial obligations to the college from a previous semester will have all future courses dropped from their schedule and will not be permitted to attend classes.

Course Load

The typical average full-time course load at PCA&D is 15 credits a semester. A student who enters PCA&D as a first-year student and successfully completes a 15-credit schedule every semester, which must include all departmental and institutional requirements and reflect appropriate levels of academic progress, can graduate in four academic years.

NOTE: Because of the sequencing of requirements from academic year to academic year, carrying extra credits in one or a number of semesters does not shorten the average time it takes to complete the BFA degree.

Course Selection: Electives and Liberal Arts

Foundation students continuing into the second year pre-register and declare a major during the spring semester of their first year. In the sophomore and junior years, students will complete the following liberal arts requirements: FVC 201 or 211 Communicating through the Arts (placement determined by the final grade in FVC 102 or equivalent or by FVC instructor recommendation), three art history courses (one 200-level course and AH 204 Nonwestern Art in the sophomore year as well as one 300-level course in the junior year), one course in the behavioral and social science distribution area, one course in the life and physical science and mathematics distribution area, and one course in the humanities distribution area. The distribution area requirements not fulfilled in the second year must be taken in the third and fourth years. In most cases, students complete two or three courses in the humanities distribution area in their senior year. Part-time, transfer, and students with particular scheduling needs should arrange to meet with the dean of students prior to each registration period for individualized course selection.

Rising second year students choose general electives (studio) credits in spring of the freshman year. Third and fourth year students choose liberal arts distribution requirements and/or general electives during the fall semester for the spring term and, in the third year, during the spring semester for the fall term. Full-time matriculated degree students' tuition normally covers a course load totaling between 12 and 18 credits per semester.

Students enrolling in credit-bearing Continuing Education program courses do so tuition free as long as the combined BFA degree and CE program credit load does not exceed 18. Beyond 18 credits, per-credit tuition is applied. However, it is important to note that CE employs a "bumping" policy, which gives preference to paying students from the Lancaster community over degree students taking courses tuition-free. The bumping policy is applied to CE courses that become fully enrolled after degree students have signed up for them. Degree students will be notified by the director of continuing education or the dean of students in the event that bumping occurs. The policy is not applied once a course begins to meet for the semester. Degree students subject to bumping will still have time to choose another general elective in the day school if they want or need to do so.

Sequenced Requirements

The foundation program (including its liberal arts and art history components) and all studio majors at PCA&D rely on sequencing of information in courses to ensure as thorough and accurate a preparation of students as possible. Sequencing also means that all core requirements in one year must be successfully completed (or accounted for in transfer) before a student may enter core requirements in the next level of study. Sequenced courses occur in a fall-to-spring configuration. If the first semester of a sequenced course is not successfully completed, a student is automatically removed from the second semester of the course by the registrar. If the second semester of a sequenced requirement is not successfully completed, a student may not go forward into the requirement that builds on the failed course in the next academic year. Though some academic progress can continue, students must wait to repeat a failed, sequenced requirement until the course is offered again in the next academic year. Making up failed sequenced requirements will add time to the completion of the BFA degree at PCA&D. Students who want information about the possibility of making up a sequenced requirement at another college must consult with the dean of students.

DROP/ADD: PROCESSES AND IMPLICATIONS

Students interested in dropping or adding courses must do so during the first two weeks of classes. All additions and drops are handled by the dean of students or the registrar. There is no drop/add fee at PCA&D. Full-time students who drop below 12 credits should refer to the college's refund policy. Students adding courses in the second week of a semester must realize that any missed class meetings count as recorded absences. Part-time students adding courses will pay the full tuition and fee costs for the courses, even if the first class meeting has been missed.

Change of Major

Foundation students select a major course of study during their first year. Questions about selecting a major are handled by the departments through yearly presentations to first-year students during the foundation year and by encouraging student discussions with individual faculty members and upperclass students. Changes of major prior to the beginning of the second year only require modifying a student's fall semester schedule and altering the declared major in the official student records. Changes of major at any point after the end of the second week of classes in the fall of the second year must be made in consultation with the dean of students, the department chair, and the director of financial aid. Any change of major after the second year has begun will lengthen the overall amount of time required to earn the BFA at PCA&D by at least one academic year. (See also: Sequential Requirement policy.)

Voluntary Withdrawal from a Course

Before the end of the seventh week of classes in any semester, students who wish to voluntarily withdraw from a course must go to the dean of students or registrar's office and fill out an official course-drop form. Withdrawals before the end of the seventh week of classes result in a "W" on the student's record. This "W" does not affect the grade-point average. Voluntary withdrawal after the end of the seventh week results in an automatic "F," which will have the normal impact on the grade-point average.

Involuntary Withdrawal from a Course

An involuntary withdrawal is initiated by an instructor in consultation with the dean of students and/or the department chair and can occur at any point during the semester. An instructor may request a student be withdrawn from a course for excessive absences, failure to submit a significant number of assignments, or failure to show up for exams to the extent that it is impossible for the student to meaningfully complete the course. A student may also be involuntarily withdrawn for being disruptive, disrespectful, or obstructive to the extent that the progress of the course is interrupted or compromised for the instructor and other students. An involuntary withdrawal at any point in the course will result in an "F" at the end of the semester, which will have the normal impact on the grade-point average.

Late-Semester Withdrawal from a Course

Occasionally, the need arises to withdraw or allow a student to withdraw from a course or courses after the seventh week of the semester with no negative impact on the transcript. The grade of "W" is also used for withdrawal from a course in these circumstances. However, documentation of the circumstances affecting a student's ability to finish the course must be submitted to the dean of students who requests in writing that the registrar permit a "W" after the seventh week of the semester. Late-semester "W" grades are initiated by the dean of students but are only given in consultation with the registrar and the instructor of the course in question. Examples of situations to which the late-semester "W" could apply include documented accidents, illnesses, or personal or family emergencies. PCA&D decides whether or not a late-semester "W" grade is appropriate on a case-by-case basis.

Repeat of a Failed Course

Degree students who have failed a course have the option to repeat that course one time. If the repeated course is a requirement and it is failed the second time, the student will no longer be eligible to graduate from PCA&D. Enrollment may only continue on a nonmatriculated student basis.

Repeat of a Passed Course

With permission of the appropriate department chair or the dean of students, students may repeat a successfully completed course one time. A course repeated for this reason will count as elective credits. Both the new and original grades for any repeated courses will appear on the student's transcript and will be calculated in the grade point average. Students repeating a course will be charged the full current tuition and fee costs of the course.

Leave-of-Absence

Students wishing to interrupt their education at PCA&D must speak with the dean of students or the registrar and complete a withdrawal/leave-of-absence form. During a withdrawal/leave of absence (a maximum of two semesters in succession), all files will remain active and students will remain on all mailing lists. Students on withdrawal/leave of absence who want to return to the college only need to create an enrollment through the dean of students before the third semester of absence begins. Students whose withdrawal/leave of absence extends to a third semester or longer must reapply and be readmitted to PCA&D. Contact the admissions office for the appropriate procedures. For students with financial aid, the implications of a leave of absence of any length should be discussed with the director of financial aid.

Withdrawal from College

Students wishing to withdraw from PCA&D should contact the dean of students or the registrar. All withdrawals must be in writing. Students who stop attending classes but do not withdraw officially during the course of a semester will receive failing grades in all courses for that term. The refund policy is described in the Financial Information section of this handbook. Students who wish to be readmitted to PCA&D after voluntary withdrawal must contact the admissions office for the appropriate procedures.

TRANSCRIPT REQUESTS

Students interested in obtaining a PCA&D transcript or having an official transcript sent to another college or any other authorized recipient must first sign an Authorization to Release School Records form available from the registrar or printed from the alumni page at www.pcad.edu/transcript. A request in writing from the student will suffice if it is not possible to come in to complete the authorization form or to download the online form. Students should submit a signed request with the following information: name (at time of attendance), current address, Social Security number, date of birth, dates of attendance, and name of individual and/or school and a corresponding address to which the transcript should be sent. The fee for each transcript is \$5; payable to PCA&D. Students will receive one complimentary transcript upon graduation. Grades and transcripts will not be released unless all outstanding bills, charges, and library accounts have been satisfied.

JOB OPPORTUNITIES PRIOR TO COMPLETION OF A PROGRAM

PCA&D strives for placement of its graduates without jeopardizing its mission to educate artists. Students will not be excused from any classes (in part or in full) for employment purposes and will not be able to accept employment and expect to graduate without first having fulfilled all degree credit obligations.

DRESS CODE

Students are required to wear appropriate footwear and clothing at all times in the college buildings.

PERSONAL PROPERTY

PCA&D does not assume responsibility for loss of or damage to students' personal property, including belongings left in classrooms, studios, or exhibitions. At the close of each semester, students are required to remove from studios all valued artwork. Artwork not picked up by the last day of classes in any spring semester will be discarded.

THEFT/DAMAGES

The college will exercise reasonable care of students' personal property but cannot be responsible for theft, loss, or damage. Students are expected to protect the equipment and possessions of the college, other students, and all employees. Theft, vandalism, and property damage should be reported by filing an Incident Report, available in the registrar's or dean of students' offices, or online at www2.pcad.edu/Facilities. Theft, vandalism, or damage to and loss of PCA&D property are all grounds for dismissal. Payment of billable charges is required. As long as there is any type of balance due on a student's account, college records, grade reports, transcripts, and/or a student's diploma will not be released.

SMOKING

PCA&D is a smoke-free environment. Smoking is prohibited inside and outside the college buildings. This includes all offices, classrooms, lounges, hallways, galleries, entrances, the front of the school, sidewalks, bathrooms, The Art Garden, stairwells, and all other areas. Neighboring businesses will not tolerate loitering, and police may be called if their policies are not respected. PCA&D's policy applies to all employees, students, visitors, vendors, and tenants. Students and employees violating this policy may be subject to disciplinary probation. It should be understood that the college will be aggressive in its enforcement of this policy. Anyone found smoking in violation of this policy will be asked to leave the property immediately.

IMMUNIZATION POLICY

The college does not require students to have a prescribed series of immunizations to apply, enroll, or remain enrolled in any of its programs. PCA&D does encourage students to see a physician for regular check-ups and follow his or her professional advice concerning regular, recommended immunization or booster programs. A Medical Information Form required of all accepted students asks for information about the most recent immunization against tetanus. All medical information is confidential and is maintained in separate, secured locations from general student information.

STUDENT INFORMATION CHANGES

PCA&D students assume responsibility at all times for keeping the college informed of changes in last name, address, e-mail address, and telephone number. Changes should be handled immediately with the registrar. Changes to a student's name must be accompanied by documentation such as a marriage certificate or court order. In addition, notification to the PCA&D library of the above changes is the responsibility of the student.

USE OF STUDENT ARTWORK

PCA&D reserves the right to use student artwork for reproduction in digital, video, or slide programs and for exhibits, admissions recruitment, accreditation assessment, or any other form of electronic or printed materials prepared in support of the college's Mission and Statement of Educational Goals and Outcomes. This includes work produced by former students and alumni during their time as PCA&D students. Students will be notified by the college to submit works requested for such use, and on completion of that use, students will be notified where and when their work can be picked up. The college also reserves the right to permanently retain artwork submitted for course credit.

USE OF IMAGES OF STUDENTS

For promotional purposes, PCA&D reserves the right to use any photographs, film, or video taken of students during routine classes or events at the college without consent from or compensation to those pictured. These images may appear in PCA&D's catalog, website, social media sites/pages, advertisements, magazines, newsletters, or any other form of electronic or printed promotional materials.

PETS

Animals are not permitted on college property unless they are service animals or animals that will be models in a classroom project or assignment.

VISITORS

Students may not receive or bring guests to class meetings unless they obtain the consent of the instructor involved in advance. All visitors must register with the security guard in the gallery area and prominently display an assigned visitor's pass. No unauthorized visitors are allowed in the college buildings at any time.

INFORMATION SYSTEMS POLICY

The PCA&D information systems include all desktop computers, networks, wireless access points, servers, Internet access, printers, copiers, telephone, e-mail, and voice mail systems. These are facilities, property, and resources of the college. This policy sets forth the appropriate use of technology for PCA&D. The institution reserves the right to modify this policy at any time. Questions regarding this or future policy changes should be directed to the director of institutional technology.

ACCEPTABLE USE

It is important that consistency is maintained in all software and hardware systems. Individuals who have a need to change or update software, hardware, or network capabilities on an institutional system must have written approval from the IT department. Any and all changes to hardware, software, or network access must be supervised by the IT department. Modifying or disrupting the network infrastructure (such as unauthorized connecting or disconnecting of devices to hubs, switches, access points, or wireless devices to the network) is not permitted. The PCA&D information systems are not to be used in a way that is disruptive, offensive to others, or harmful to morale. Accessing or transmitting sexually oriented, racist, or otherwise offensive material and/or use of computer, Internet, and electronic resources, including desktop computer and phones, in violation of state and federal law and/or PCA&D policies will subject offenders to disciplinary action up to and including dismissal.

COPYRIGHTS AND LICENSING

PCA&D will comply with copyright laws and enable technology to enforce the correct licensing of software for each desktop computer or network onto which it is loaded. Software will not be copied for use on another computer, whether at the college or at home, and illegally copied software may not be brought into the college. Only software approved and/or acquired through PCA&D is authorized for use on college networks and computers. PCA&D will not tolerate illegal downloading or other sharing of copyrighted materials, including (but not limited to) music, pictures, videos, and literature. The college will monitor for and fully cooperate with law enforcement regarding illegal downloading and/or redistribution of protected material. Offenders will be subject to legal prosecution and/or appropriate PCA&D disciplinary action.

INDIVIDUAL RESPONSIBILITY

PCA&D is not responsible for lost information or work for any reason. It is the responsibility of each student to ensure that work is safeguarded. For this reason, PCA&D strongly recommends all assignments and class-related work be stored in multiple locations (e.g., laptop, external hard drive, USB drive, the server) and that these devices be kept secure. All student files stored on network resources may be deleted one week after the end of each semester.

PRINTER USAGE

PCA&D provides printing services for academic purposes only. The IT department deploys PaperCut print management software to monitor and manage academic printing across the institution. Students receive printing credit each semester in an individual print account for use within the semester. Students must log in to the print client software to send a print job, view details of usage and balance, or request a refund for a failed job. Usage of laser printers, large format ink printers, and copiers each incur a cost per print job, which is subtracted from an individual's given credit balance after confirming the cost and location of printing. Making use of grayscale or double-sided printing or small test-prints reduces the total job cost. Students who exhaust their credit during the semester may continue to print after adding funds to their print account. Contact IT about any trouble with printers.

SECURITY AND PRIVACY

Passwords are to be used by individuals to provide restricted access to personal information. System access to servers or changes to system access must be requested through the IT department. Passwords must not be shared in order to prevent unauthorized access. You may not use another person's password or access other people's accounts or information. The confidentiality of PCA&D's computer, Internet, and electronic resources cannot be guaranteed. Users should exercise extreme caution in employing PCA&D electronic resources to communicate confidential and/or sensitive information. Unauthorized local or remote access to any of PCA&D's systems, including servers, voicemail, phone, e-mail, or other infrastructure, will not be tolerated. Such intrusion or attempted intrusion will be considered trespassing, and offenders will be subject to legal prosecution and appropriate PCA&D disciplinary action. Students may be asked from time to time to sign an acknowledgement of the college's Acceptable Use policies. Violators shall be subject to discipline, up to and including dismissal.

SAFETY AND SECURITY POLICY

EMERGENCIES/SECURITY

I. Statement of Intent

This plan is to go into effect any time that an emergency impacts Pennsylvania College of Art & Design. In the event that a crisis situation occurs that has not been covered in the safety and security policy section, common sense and good judgment should be used in responding to the situation. The safety of students, staff, and visitors shall be the top priority during any emergency situation. Please be certain that the facilities director, the VP for finance and operations, the dean of students, or the academic dean is aware of any unusual incidents and the circumstances involved.

II. Emergency Contact Numbers

PCA&D (717) 396-7833 | After Hours (717) 396-7890 | 9-1-1 is ALWAYS an option.

III. Elevator Emergencies

If the alarm button is pressed or bumped, however briefly, an alarm bell will ring and an emergency signal will be sent to our alarm monitoring company (Siemens Building Technologies, Inc.). This company will contact the facilities director to reset the alarm and elevator. Posted inside the elevator is an ELEVATOR EMERGENCY PROCEDURES guide listing steps to be taken. Note that the “after hours” telephone number is (717) 396-7890 and will be answered at the front desk when it is staffed.

IV. Serious Injury/Suicide/Sudden Death

Immediately call 9-1-1 and then contact the dean of students, academic dean, or VP for finance and operations and notify them of the situation. It is imperative that the PCA&D administrative staff be notified if anyone is injured at school.

V. TMI/Radiological/Utility Emergencies

In the event of an unusual incident at Three Mile Island or Peach Bottom Power facilities, recommendations for an evacuation or a shelter in place will be provided by the County Emergency Management Agency (717-664-1200 or 800-808-5236). PCA&D is not within the five- or ten-mile evacuation zones. During a power outage, if possible, all electrical equipment should be unplugged and all lights should be turned off. If they are not turned off, when the power returns there may be a surge that will damage the equipment.

VI. Chemical Spills

Attempt to contain the spill if it does not endanger anyone. Contact the maintenance department at ext. 1023 to assist with cleanup. Evacuate the room and provide ventilation if necessary.

VII. Fire/Flood/Snowstorm

When the fire alarm sounds, students should proceed promptly to the nearest emergency exit, close all doors behind them, and leave the buildings. At no time should the elevator be used to leave either building. After leaving the buildings, students should assist in verifying that everyone is out. Everyone must leave the building. If possible, faculty members should determine if all students have exited the buildings from their classes. No one should return to the buildings until fire department officials declare the area safe. In the event that reentry is not possible, students should check with WGAL TV Channel 8 for an announcement concerning the status of the situation.

In the event of floods or snowstorms, dismissal or delays will be broadcast by the president's office. Cancellation of school and events will be announced by WGAL TV Channel 8 and announced throughout the building when classes are in session. You may also call the college at (717) 396-7833 to access regularly updated announcements on the answering machine.

VIII. Earthquakes/Tornadoes/Building Collapse

In the event of an earthquake or tornado, if indoors, remain indoors. Seek protection from falling debris; remain away from windows and glass. Doorframes may be bent by moving walls and may jam doors shut. Moving walls may bend windows, causing glass to shatter. Evacuate the buildings immediately after the ground stops shaking, or in the event of a building collapse, follow the fire evacuation guidelines. Take a class roster and account for students if possible. Avoid all power, telephone, and overhead lines. Do not smoke and do not reenter the buildings until emergency authorities give clearance. To provide an effective plan of action in the event of a tornado alert or an actual tornado, the following information and procedures are hereby set forth:

- *Definition of Terms*

Tornado Watch (may also be stated as Severe Weather Warning)

Severe weather conditions, which could possibly produce tornadoes. A Tornado Watch or Severe Weather Warning generally covers a large geographic area.

- *Tornado Warning*

Very severe weather conditions that have produced an actual tornado or a funnel cloud, which, if it touches the ground, becomes a tornado. A Tornado Warning is usually for a more specific and localized area than a Tornado Watch. The facilities director monitors reports of severe weather and will issue a collegewide announcement only if the area around the college is in an imminent threat.

IX. Bomb Threat

Bomb threats are usually received by telephone, note, or letter. Most bomb threats are made by someone who wishes to create an atmosphere of anxiety and panic, but ALL bomb threats are taken SERIOUSLY and handled as if there may be an explosive in either building. If you receive a bomb threat call, stay calm and follow these steps:

1. Ask questions: Where is the bomb? When is it going to detonate? What does it look like? Permit the caller to say as much as possible without interruption.
2. Take notes on everything said and on your observations about background noise, voice characteristics, etc.
3. Keep the caller on the line as long as possible.
4. After the call, discreetly notify the president, the VP for finance and operations, the dean of students, the academic dean, or the facilities director. In the event no one can be reached, call 9-1-1.

X. Intruder(s)/Violence

Anyone observing an unauthorized visitor on the premises should contact either the facilities director, the VP for finance and operations, the dean of students, or the academic dean. All visitors must wear identification indicating that they have permission to be on-site, e.g., badge or identification. In the event that an intruder or violent act is observed, faculty should lock the doors to their room and move students to a safe area in the room. Everyone should try to remain calm and consider the possible consequences of their actions.

XI. Terrorism

Devastating acts, such as the terrorist attacks on the World Trade Center and the Pentagon, have left many concerned about the possibility of future incidents and their potential impact. The following recommendations from the Federal Emergency Management Agency and the Red Cross have been enacted to help prepare for the unexpected and reduce stress levels.

1. If it becomes necessary for the school to “shelter in place,” essential supplies have been compiled and Rooms 103A/103B have been designated as the meeting place for the entire college.
2. The library will be set up as a media/information unit should a terrorist attack happen outside of the immediate area.

PCA&D recommends that all students:

1. Create an emergency communication plan. Choose an out-of-town contact that your family or household will call or e-mail to check on each other should a disaster occur.
2. Establish a meeting place. Having a predetermined meeting place away from your home will save time and minimize confusion should your home be affected or the area evacuated.

Personal Injury

While PCA&D exercises great care with regard to student safety, the college is not responsible for personal injury occurring on the college’s property or in connection with college-related activities.

Medical Emergencies

If a student on college property is rendered unconscious or otherwise unable to participate fully in decisions about emergency medical attention, institutional procedure is as follows:

- NEVER MOVE ANYONE who has been injured in a fall or who is unconscious or exhibiting unresponsive behavior.
- CALL 9-1-1. ASK FOR AN AMBULANCE OR THE POLICE. Request transfer of the ill or injured person to the emergency room at LANCASTER GENERAL HOSPITAL.
- Once the 9-1-1 operator assures you that help is on the way, return to the emergency situation and stay there until the ambulance arrives.
- As soon as possible in this process, notify one of the following administrative personnel of the emergency (in this order): the academic dean, the dean of students, the VP of finance and operations, the registrar, the director of continuing education, the security guard.

IMPORTANT: Note that in emergency medical situations, PCA&D will request ambulance or police personnel to take injured or ill persons to Lancaster General Hospital’s emergency room. Our goal will always be to provide the most immediately available professional care, even if this goal may occasionally produce an overreaction to an apparent emergency.

Costs arising from all emergency medical attention initiated by the college on behalf of an ill or injured student will subsequently be the responsibility of the ill or injured student or his or her family. Students should be aware that PCA&D does not provide medical insurance for students. Students covered by their parents’ medical plans should consider some form of supplemental health insurance if there is concern that the family’s medical plan might not be liable for all expenses incurred in emergency situations.

Classroom Safety

Hazardous equipment or materials are used in courses at PCA&D only when there are no reasonable substitutes for learning or becoming proficient with a process necessary to the content of the course. All faculty members discuss the hazards of materials or equipment to be employed in their courses, in their syllabi, and in class instruction. Students are responsible for reading and following instructions posted in classrooms where hazardous equipment or materials are used. Students are also responsible for reading and understanding all information, both academic and procedural, about classroom hazards when presented. Hazardous equipment may not be used unless an instructor is present in the classroom. Material safety data sheets for hazardous materials used in the classrooms may be found on the facility’s website at www2.pcad.edu/Facilities. In all other nonhazardous but safety-related matters, students are responsible for following best practices for safety.

ID Cards and Prox Card Entry

All students, faculty, and staff are issued ID cards with an access tag that allows access to the building during regular business hours. Students, faculty, and staff are required to have their cards with them whenever they are in the building. A lost ID/Prox card should be immediately reported to the director of the physical plant, so that the lost card can be locked out and a new card can be issued. There is a fee charged for a replacement card. Students are not permitted in college buildings after closing hours.

COURSE DESCRIPTIONS

Descriptions refer to the upcoming 2014–2015 Academic Year.

In all majors and the foundation (or first year, two-semester required studio courses (e.g., Drawing I & II) are sequenced. Sequencing means students must successfully complete the first semester of the course before being allowed to enter the second.

FOUNDATION

DRAWING I & II

FD 101/102 2 semesters/6 credits

In Drawing I, students will learn the fundamentals of drawing from observation. “Seeing” and recording accurately through repeated exercises in drawing objects, environments, and the human figure are core goals of the curriculum. In Drawing II, students will learn the process of giving form to ideas and the use of composition and media as means of expression. Drawing from the nude figure is a major component of Drawing II.

Students will learn the use of drawing to:

- Develop and communicate ideas in a nonverbal format.
- Use observation as a means to challenge learned perceptions of visual information.
- Produce preliminary “studies” for other works in various media.
- Create finished works in drawing media.

2D DESIGN I & II

FD 103/104 2 semesters/6 credits

In 2D Design I & II, students will learn to use the fundamental formal elements and principles of two-dimensional design through a process of reducing image making to the abstract principles that underlie all art making. Students will be given visual problems to solve in both black-and-white and color, integrating purely aesthetic intentions with complex problem solving. Students will learn how decisions regarding formal relationships influence content and how content focuses formal thinking.

3D DESIGN

FD 106 1 semester/3 credits

In this course, students will learn the fundamental elements of design and the design process as they apply to the ordering of space. 3D Design will also teach the students ways in which the physical character of materials can formally and conceptually direct the design process.

DIGITAL IMAGING

FD 109 1 semester/3 credits

Students will learn how digital technology will expand their image-making abilities both formally and conceptually. They will use the digital camera, scanner, and web to acquire images for a variety of purposes. Students will learn how to document their own work and organize, format, and save digital files to support creative and professional activities.

SURVEY OF LIGHT: AN INTRODUCTION TO BLACK-AND-WHITE PHOTOGRAPHY

PH 102 1 semester/3 credits

Survey of Light is an introductory level black-and-white darkroom photography course in which students explore a variety of methods for creating photographic images. They will build their own cameras and make photogram and cliché-verre images. They will learn to control exposure and focus using lensed cameras. They will learn basic darkroom techniques, including developing and printing black-and-white film and using filters to control contrast. Students will concentrate on using the elements of “seeing photographically” while they learn to control materials and technology. Throughout the course, students will be encouraged to discuss and evaluate images both in classroom presentations and critiques.

DIGITAL MEDIA

HISTORY OF DIGITAL MEDIA & EMERGING TRENDS

DM 202 1 semester/3 credits

An introduction to the evolution of digital media through the many cultural, technological, and economic influences that have shaped its development, this course will teach students about the major artists, trends, and movements that helped to shape this industry. Specifically keyed studio projects will give students a hands-on understanding of the changing visual vocabulary of this vast and ever-changing field.

VISUAL COMMUNICATION

DGI 201 1 semester/3 credits

This is an entry-level, concept-based studio class stressing concept, process, and creative problem solving. Throughout the course, students will use these skills in a variety of theoretical and practical applications. Emphasis will be placed on learning the process that takes an idea through a linear progression of refinements to a finished piece.

INTRODUCTION TO TIME-BASED MEDIA

DGI 203 1 semester/1.5 credits

This course introduces students to the software, language, and principal elements of time-based media. Through lecture, demonstration, and step-by-step exercises, students will learn the basic skills necessary to plan and create interactive solutions while developing the foundational knowledge needed to explore these areas in greater depth later in the curriculum.

TYPOGRAPHY*DGI 205 1 semester/1.5 credits*

Whether it is the title on a book cover, the headline of a web banner ad, or the rolling credits of a film, type is an important and essential element in illustration, graphic design, and digital media that can greatly affect the quality of the final project. In this class, students will initially work manually with letterforms to gain a craft-based aesthetic knowledge of type and eventually move toward a digital application of type and typographic design. Projects will stress the importance of appropriate type usage, while addressing issues of craft, readability, message, and style. The software of the Adobe Creative Suite will also be explored.

DIGITAL I & II*DGI 217/218 2 semesters/3 credits*

While good design and creativity will be expected, the goal of this two-semester course is to teach students how to use the computer as a production tool. Software of the Adobe Creative Suite, including but not limited to InDesign, Illustrator, Photoshop, Flash, and After Effects, will be taught in order to address current industry standards and requirements. Utility programs, prepress and web issues, and file preparation and management skills will also be taught.

INTRODUCTION TO INTERACTIVE DESIGN*DGI 221 1 semester/1.5 credits*

This course introduces students to the concepts and practices necessary for creating functional websites and interactive designs while considering the importance of the user experience. Students will learn about linkage, optimizing images, and appropriate layout considerations as they create effective interactive designs. Emphasis is placed on competency with HTML and CSS.

MOTION & STORY*DM 206 1 semester/3 credits*

This class is an introduction to the fundamentals of design and storytelling as relevant to the field of motion design. In this class, students will develop sensitivities and skills essential to communication for the screen.

SOUND DESIGN*DM 204 1 semester/1.5 credits*

This course will introduce students to ways of thinking about sound and listening while learning to produce professional-sounding effects and soundtracks with sophisticated recording, looping, mixing, and instrumental tools.

DIGITAL COMPOSITING*DM 310 1 semester/3 credits*

This course introduces students to the skills and production values needed throughout the DM curriculum by using current editing and compositing software, to combine live action footage with 2D and 3D animation and graphics.

COMPUTER ANIMATION I & II*DM 315/316 2 semesters/6 credits*

The first semester of this course will explore contemporary 2D and 3D animation techniques and genres while keeping a strong focus on traditional techniques and aesthetics. Students will combine image, type, sound, and motion to satisfy a variety of projects. The second semester of this course advances the students' knowledge of contemporary animation while focusing primarily on 3D animation, rendering, and special effects. Students are encouraged to explore, experiment, and develop new animation techniques to create original and compelling imagery. An appropriate body of work commensurate with an advanced-level class will be expected.

GAMING*DM 310 1 semester/3 credits*

This course will teach students the concepts and fundamentals of creating two- and three-dimensional assets for games and how those assets are implemented. The students will also learn what software and techniques are used with different games and the concepts of how to apply those techniques in the current video game industry. Projects focus on developing higher-level skills in model building, animation, color, and lighting with an emphasis on implementing those assets in a game engine environment.

VISUAL DEVELOPMENT I & II*DI 313/314 2 semesters/6 credits*

The innovative curriculum in both semesters of Visual Development teaches the skills needed to succeed as visual storytellers. In the first semester, students will become skilled at the full range of tasks related to 2D visual development from concept art to production art, while enhancing their creativity, problem solving, and professionalism. In the second semester, focus will be placed on building 3D assets, using hand skills as well as some of the industry standard 3D software. Individual expression and collaborative team projects will be explored. (In the spring semester, DM students present their concepts for their senior thesis to the department for review and approval.)

SENIOR STUDIO I & II*DI 407/408 2 semesters/6 credits*

In the fall semester, students begin working on content for their senior thesis project. Students will be required to plan and execute a body of work appropriate to a professional exhibition for digital media based on student proposals from the previous semester. In the spring semester, students complete work for their senior thesis exhibition. The work should represent a cohesive, aesthetically unified and technically accomplished body of work appropriate for the senior thesis project in digital media.

ADVANCED GAMING*DM 423 1 semester/3 credits*

This course explores advanced concepts in designing and producing 3D-generated art, assets, and animation for the gaming environment. Students begin production of a game prototype as part of a group project that demonstrates creativity, the ability to work collaboratively, and the knowledge of sophisticated production techniques.

ENTERTAINMENT PRODUCTION SKILLS

DM 412 1 semester/3 credits

Through group projects and individual contributions, students will tackle real-world projects while learning the skills, tricks, software, and technologies required for professional digital media productions.

SOCIAL MEDIA MARKETING & COMMUNICATIONS

DCI 405 1 semester/1.5 credits

Students will engage in social media practices in meaningful ways to enhance their career, whether they seek to promote themselves and their own work or seek a position in a company that includes social media as part of its marketing mix.

PROFESSIONAL PRACTICES

DM 418 1 semester/1.5 credits

Through lecture and class assignments, students learn current business practices while engaging in an ongoing review of each student's current body of work. Students will be required to produce an individual, viable, and cohesive body of work and demo reel appropriate to the area of digital media the student wishes to pursue. Relevant business and market issues to be discussed include billing, market trends, contracts, copyrights and intellectual property, self-promotion, and the business-practice standards utilized by the professional world.

DIGITAL MEDIA CORE ELECTIVES**DIGITAL MATTE PAINTING**

DM 442 1 semester/3 credits

This course focuses on matte painting techniques used in backgrounds and establishing shots. Students are encouraged to employ traditional painting tools and concepts and apply them in the digital world.

MAYA

DM 444 1 semester/3 credits

The course is a thorough and intensive course stressing a solid understanding of 3D concepts and exploring the software Maya—the premiere 3D program being used in high-end DM production.

DIGITAL MOTION CAPTURE

DM 443 1 semester/3 credits

The course teaches students techniques to digitize motion, edit sequences, and develop an understanding of simulated motion. Students gain an understanding of motion capture setup and shooting.

BROADCAST GRAPHICS

DM 445 1 semester/3 credits

Students learn to create TV broadcast promos from concept to design as they learn how to build compelling broadcast graphics by using the power of simulation effects, 3D assets, and live footage.

FINE ART**DRAWING FROM OBSERVATION: FORM AND SPACE I**

FA 281 1 semester/3 credits

This course will reinforce observational drawing practices learned in the foundation year with an emphasis on discipline and increased ability. Using subjects such as still life, interior space, and the human figure, students will explore form, space, and composition, which will teach students an integrated view of drawing, seeing, and design.

DRAWING FROM OBSERVATION: FORM AND SPACE II

FA 282 1 semester/3 credits

This course will reinforce observational drawing practices learned in the previous course while providing students the opportunity to learn, study, and organize forms occupying a deeper space. Students will continue to study the human figure and will learn to integrate the human form into a variety of contexts. Students will be able to apply the principles of linear and atmospheric perspective and alternative spatial concepts to a range of compositional problems.

PAINTING FROM OBSERVATION: COLOR, FORM, AND SPACE I

FA 283 1 semester/3 credits

Students will learn the characteristics, techniques, and applications of oil and water-based paints and accompanying media, which will reinforce observational drawing and design skills. Using still life, interior space, and the human figure, students will explore the concepts of form, space, and color and will learn an integrated view of painting, seeing, and composition. Historic and contemporary relevancies will be addressed.

PAINTING FROM OBSERVATION: COLOR, FORM, AND SPACE II

FA 284 1 semester/3 credits

This course will reinforce observational painting and drawing practices learned in FA 283 with an emphasis on the study of the human figure and space relationships. In an ongoing study of the human form, students will learn the complexities of color, proportion, and space in a variety of compositional contexts. Historic and contemporary relevancies will be addressed.

RELIEF PRINTMAKING

FA 286 1 semester/3 credits

Students will learn to develop images applied to linoleum or wood plates, hand and press editioning, and proper use of materials and the print shop. Techniques will include single color and color reduction relief prints and monotype and collagraph prints developed singularly and in combination with other processes.

DIGITAL MEDIA: IMAGE

FA 313 1 semester/1.5 credits

This course will introduce digital technology as a tool for developing imagery and concepts. Emphasis will be placed on how digital media can be used for idea development, for interdisciplinary applications, and as an independent medium. Multiple processes to input and manipulate imagery along with printing techniques will be taught. Historic and contemporary relevancies will be addressed.

DIGITAL MIXED MEDIA: TIME, MOTION, AND SEQUENCE

FA 314 1 semester/1.5 credits

This course builds upon concepts and techniques used in FA 313 Digital Media: Image. Students will learn the skills necessary to produce video and flash animation while exploring the concepts of time, motion, and sequence. Historic and contemporary relevancies will be addressed.

DIRECTIONS IN CONTEMPORARY ART

FA 318 1 semester/1.5 credits

The pluralistic nature of contemporary art and the theoretical and critical environment that it inhabits will be taught through selected readings and images. The goal of this course is to make students more conversant in the theoretical and philosophical roots of contemporary art making and apprise them of issues in contemporary art that will affect them as working artists.

MEDIA, FORM, AND CONCEPT

FA 320 1 semester/3.0 credits

This course encourages cross-discipline thinking through a set of advanced visual and conceptual problems. Students will explore the relationship among various media, working in two- and three-dimensional formats.

DRAWING THE PERCEIVED IMAGE: OBSERVATION AND INVENTION

FA 381 1 semester/3 credits

Students will explore the relationship between drawing from direct observation and invention, utilizing memory, alternate sources, and formal experimentation. Students will learn to construct or invent images based on their observational work from landscape, figure, still life, interior, and/or other sources. Emphasis will be on creative development, critical thinking, and relationship to materials, processes, and subjects.

DRAWING: THEME AND VARIATION

FA 382 1 semester/3 credits

Students will develop and sustain an examination of technical, formal, and conceptual ideas and produce a thematic body of drawings. Students will develop independence through projects with broad creative parameters. Various preparatory drawing practices will be utilized to promote critical thinking and creative problem solving.

PAINTING: OBSERVATION, MEMORY, AND SYNTHESIS

FA 383 1 semester/3 credits

This course will explore the synthesis of painting directly from observation, intuition, and invention. Utilizing memory, alternate sources, and formal experimentation, students will learn to construct images based on their observational work. Emphasis will be on creative development, critical thinking, and relationship to materials, processes, and subjects. Historic and contemporary relevancies will be addressed.

PAINTING: THEME AND VARIATION

FA 384 1 semester/3 credits

Students will develop new directions in their work through sustained examination of technical, formal, and conceptual ideas resulting in a thematic body of paintings. Various preparatory painting practices will be utilized to promote critical thinking and creative problem solving. Students will be expected to recognize historic and contemporary relevancies in relation to their own work.

SCULPTURE: OBSERVATION AND INTERPRETATION

FA 385 1 semester/3 credits

Students will produce sculpture using additive and subtractive processes with a variety of materials by recording and interpreting observed subjects, most often associated with two-dimensional media. The process of building physical form based on observed visual relationships will be applied to objective accuracy as well as creative interpretation. Historic and contemporary relevancies will be addressed.

PROFESSIONAL PRACTICES I & II

FA 409/410 2 semesters/3 credits

Professional Practices will take a clinical but creative look at the fine art marketplace. Students will be taught to set goals, promote themselves as professionals, and research employment opportunities, art markets, and graduate schools. Students will learn to properly document their work for duplication for exhibitions, print/press, and web sources. Skills related to the business of art—e.g., communicating, presenting and exhibiting work, contract negotiations, insurance, taxes, finding studio space, and other “nuts and bolts” information important to the working artist’s life—will also be taught. Organizing, installing, and promoting an exhibition through collaboration with the exhibition site and each other will be an important course outcome for students.

SENIOR STUDIO I & II

FA 411/412 2 semesters/6 credits

Senior Studio I & II are regarded as the capstone courses in the fine art curriculum. They are the vehicle through which students are expected to bring all previous studio experiences to bear on the task of identifying and developing an individual artistic path or vision. Students will devise and sustain long-term working strategies to achieve stated conceptual goals. The immediate outcome of these two courses is the senior thesis exhibition, but the independent organization demanded of students in the process will remain a valuable career asset in the future.

DRAWING: PORTFOLIO

FA 421 1 semester/1.5 credits

This course supports the goal of the senior year through development of artistic voice. Students will produce both preparatory drawings as well as a portfolio of exhibition-quality drawings by sustained examination of technical, formal, and conceptual ideas.

THESIS AND CRITIQUE

FA 422 1 semester/3.0 credits

This course augments the objectives of Senior Studio II. Through a combination of research, writing, and critical discourse, students will learn to recognize and articulate the broader aesthetic and conceptual positions of their studio work. In addition to the critical component, students will work in their studios to prepare for the senior thesis exhibition.

FINE ART CORE ELECTIVES**SILKSCREEN PRINTMAKING**

FA 387 1 semester/3 credits

Students will learn the fundamental techniques and materials of silkscreen printmaking. Processes will include stencils, wax crayon resist, drawing fluid, screen filler, and photo emulsion used in combination with drawn and digitally produced imagery. These will be used to create editions of prints that focus on formal elements and idea development.

INTAGLIO PRINTMAKING

FA 388 1 semester/3 credits

This course introduces students to traditional and contemporary approaches of intaglio printmaking. Students will develop a working understanding of drypoint, engraving, mezzotint, hardground, softground, aquatint, sugarlift, chine cole, a la poupe, hand coloring, and monoprinting. Students will learn proper usage of the print shop, materials, and techniques to create prints that address issues of drawing, design, color, craft, and concept.

SCULPTURE: CONCEPT, FORM, AND MATERIALS

FA 389 1 semester/3 credits

Students will gain understanding of the relationships between properties of materials, means of fabrication, and sculptural form and concepts. Project assignments will challenge students to approach these relationships from two directions: 1) Students will utilize material and process experimentation to achieve sculptural form. 2) Students will learn to fabricate objects through processes that encourage visualization, demand planning, and promote critical-thinking skills. Historic and contemporary relevancies will be addressed.

SCULPTURE: SITE-SPECIFIC

FA 390 1 semester/3 credits

Students will learn about the interconnected relationship between sculpture and environment. Various media and materials will be used to create sculptures that conceptually respond to specific sites, whether interior, exterior, or invented. Historic and contemporary relevancies will be addressed.

GRAPHIC DESIGN**INTRODUCTION TO TIME-BASED MEDIA**

CA 204 1 semester/1.5 credits

This course introduces students to the software, language, and principal elements of time-based media. Through lecture, demonstration, and step-by-step exercises, students will learn the basic skills necessary to plan and create interactive solutions while developing the foundational knowledge needed to explore these areas in greater depth later in the curriculum. *(replaced by DGI 203 beginning F2015)*

TYPOGRAPHY I

CA 205 1 semester/1.5 credits

Whether it is the title on a book cover, the headline of an ad, the story in a graphic novel, or text in an annual report, typography in graphic design, digital media, and illustration can greatly affect the quality of the final project. In this class, students will initially work manually with letterforms to gain a craft-based aesthetic knowledge of type and eventually move toward a digital application of type and typographic design. Projects will stress the importance of appropriate type usage, while addressing issues of craft, readability, message, and style. *(replaced by DGI 205 beginning F2015)*

VISUAL COMMUNICATION

CA 208 1 semester/3 credits

An entry-level, concept-based studio stressing creative problem solving. Throughout the course, students will be challenged to create artwork that is an effective union of concept, medium, and craft while addressing theoretical and practical applications. Emphasis will be placed on developing the best concept for each assignment and then learning the process that takes an idea through a linear progression of refinements to a finished piece. *(replaced by DGI 201 beginning F2015)*

DIGITAL I & II

CA 217/218 2 semesters/3 credits

While good design and creativity will be expected, the goal of this two-semester course is to teach students how to use the computer as a production tool. Software of the Adobe Creative Suite, including but not limited to InDesign, Illustrator, Photoshop, Flash, and After Effects, will be taught in order to address current industry standards and requirements. Utility programs, prepress and web issues, and file preparation and management skills will also be taught. *(replaced by DGI 217/218 beginning F2015)*

INTRODUCTION TO INTERACTIVE DESIGN

CA 224 1 semester/1.5 credits

The web is a useful tool for communication and promotion and is a source of employment for many artists. This course introduces students to the concepts and practices necessary for creating functional websites. Students will learn how to link pages and documents, optimize images, and lay out web pages. Emphasis is placed on competency with HTML and CSS as a necessary foundation for effective web design. *(replaced by DGI 221 beginning F2015)*

VISUAL COMMUNICATION

DGI 201 1 semester/3 credits

An entry-level, concept-based studio stressing creative problem solving. Throughout the course, students will be challenged to create artwork that is an effective union of concept, medium, and craft while addressing theoretical and practical applications. Emphasis will be placed on developing the best concept for each assignment and then learning the process that takes an idea through a linear progression of refinements to a finished piece.

INTRODUCTION TO TIME-BASED MEDIA

DGI 203 1 semester/1.5 credits

This course introduces students to the software, language, and principal elements of time-based media. Through lecture, demonstration, and step-by-step exercises, students will learn the basic skills necessary to plan and create interactive solutions while developing the foundational knowledge needed to explore these areas in greater depth later in the curriculum.

TYPOGRAPHY I

DGI 205 1 semester/1.5 credits

Whether it is the title on a book cover, the headline of an ad, the story in a graphic novel, or text in an annual report, typography in graphic design, digital media, and illustration can greatly affect the quality of the final project. In this class, students will initially work manually with letterforms to gain a craft-based aesthetic knowledge of type and eventually move toward a digital application of type and typographic design. Projects will stress the importance of appropriate type usage, while addressing issues of craft, readability, message, and style.

DIGITAL I & II

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INTRODUCTION TO INTERACTIVE DESIGN

DGI 221 1 semester/1.5 credits

The web is a useful tool for communication and promotion and is a source of employment for many artists. This course introduces students to the concepts and practices necessary for creating functional websites. Students will learn how to link pages and documents, optimize images, and lay out web pages. Emphasis is placed on competency with HTML and CSS as a necessary foundation for effective web design.

TYPOGRAPHY II

GD 206 1 semester/1.5 credits

Typography II deals with type as a “volume” and in multipage productions such as newsletters, magazines, and annual reports. Projects will stress the importance of grids, style sheets, master pages, etc., while exploring the nuances of the software Adobe InDesign.

HISTORY OF GRAPHIC DESIGN & EMERGING TRENDS

GD 216 1 semester/3 credits

This studio stresses composition, process, and creative problem solving with projects that draw on the language and practice of graphic design through the important artists, movements, and technological changes from the cave paintings of Lascaux to the present.

DIGITAL DESIGN PRODUCTION

GD 217 1 semester/3 credits

This course teaches students web design concepts through lessons in composition, color, and typography. Through lectures and practical assignments, students will learn effective user interface strategies to create usable designs in a wide range of resolutions and devices and then implement those designs as functional websites.

THE ART OF COPYWRITING

GD 252 1 semester/1.5 credits

This course teaches students how to improve their visual work through the art of copywriting. Through practical design projects, students will learn how to incorporate effective writing into branding, advertising, marketing, and websites.

DESIGN STUDIO I & II

GD 311/312 2 semesters/6 credits

These mid-level design studios build on the skills and knowledge obtained in typography and visual thinking. These courses provide extended study of applying graphic design principles to issues of branding and design consistency while students establish their own identity package and solve other identity-based projects. In the spring, students will tackle increasingly more complicated design problems and issues of branding and identity while they learn to work collaboratively as part of a design team. Experimentation, research, conceptual thinking, and process are emphasized.

INTERACTION DESIGN

GD 314 1 semester/3 credits

This course teaches students the concepts and principles of interaction design. Through lectures and practical assignments, students will learn how to define interactive projects in terms of purpose, audience, task flows, and layout. User experience strategies will be addressed to encourage the expected emotional and behavioral responses required for each project. Students will employ design concepts using tools and frameworks to create usable and engaging interactive experiences.

MOTION GRAPHICS

GD 316 1 semester/3 credits

Using software such as After Effects, Adobe Premiere, and Final Cut Pro, students will learn to create motion graphics and visual effects like those seen in the TV, film, web, video, and advertising industries. Students will learn both the versatility and limitations of these software tools as they solve increasingly more complex design problems. Issues of concept, typography, editing, timing, syncing, and motion paths will be addressed.

ADVANCED WEB DESIGN

GD 319 1 semester/3 credits

Building on the concepts taught in Introduction to Interactive Design, Digital Design Production, and Interaction Design, this course teaches students how to create advanced websites using sophisticated HTML and CSS techniques. Students will learn progressive, cutting-edge web design concepts along with proven theories in search engine optimization, user experience, and accessibility. Designing for various browsers and devices will also be covered.

ADVERTISING

GD 321 1 semester/1.5 credits

This course will teach students about the principles of advertising design from creative and business perspectives. Through a variety of industry-specific projects, students will learn about the varied and ever-changing issues that arise while working in the fast-paced world of advertising. Both print and multimedia design solutions will be incorporated for complete advertising campaigns.

SOCIAL MEDIA MARKETING & COMMUNICATIONS

GD 405 1 semester/1.5 credits

Facebook, Twitter, YouTube—we visit these and other virtual communities every day, but do we really understand the value and power they have for employment, marketing, and other business-related opportunities? This course will require active participation from the students to engage in social media practices in meaningful ways to enhance both their education and their career, whether they seek to promote themselves and their own work or seek a position in a company that includes social media as part of its marketing mix.

PROFESSIONAL PRACTICES/PORTFOLIO PREPARATION

GD 406 1 semester/1.5 credits

Professional Practices/Portfolio Preparation will meld informed guidance through the business of graphic design with the ongoing evaluation and creation of finely tuned portfolio pieces. The goal of the course is for each student to produce a professional quality design portfolio. A fully developed, polished final portfolio is a course, graduation, and graphic design industry requirement. Relevant business issues to be discussed include basic business ethics and procedures, presentation theory, artist representation, copyright law, taxes, and self-employment (finding work, negotiating project specifications, and getting paid). An introductory relationship to professional organizations and other professional resources will be established.

SENIOR DESIGN STUDIO I & II

GD 409/410 2 semesters/6 credits

Senior Design Studio is an intensive learning experience structured to teach students how to function in the real-world graphic design environment. The instructor will bring client-based projects into the classroom, and the students will execute them on a competitive basis. Professional business issues and their relationship to creative issues will be demonstrated and discussed. Work for the required senior exhibition will be produced during the spring semester of the Studio II course.

PACKAGING

GD 417 1 semester/3 credits

This course will teach students about designing in three dimensions. Students will learn about packaging, point-of-purchase displays, and other dimensional materials through packaging/brand design projects specific to retail consumer products. Students will produce object-oriented prototypes as well as electronic packaging mechanicals. Issues of brand identity, function, construction, and labeling will be discussed.

WEB STUDIO I & II

GD 431/432 2 semesters/3 credits

Senior Web Studio introduces students to design for mobile experiences. Through lecture, demonstration, and step-by-step exercises, students will learn cutting-edge design methods and processes geared toward websites that display on mobile devices as well as investigate the latest theories and techniques that will take their websites to a new level.

GRAPHIC DESIGN CORE ELECTIVES**MULTIMEDIA WEB APPS**

GD 420 1 semester/1.5 credits

This course will teach students how to utilize HTML5 and JavaScript for advanced website interactivity. Through lectures and practical assignments, students will learn how to implement audio, video, interactivity, and animation into new and existing website projects.

MULTIMEDIA ADVERTISING

GD 421 1 semester/1.5 credits

This course will advance students' knowledge about the principles of advertising design from creative and business perspectives. Through a variety of industry-specific projects, students will learn about the varied and ever-changing issues that arise while working in the fast-paced world of advertising. Both print and multimedia design solutions will be incorporated for complete advertising campaigns.

EXPERIMENTAL PACKAGE DESIGN

GD 422 1 semester/1.5 credits

This course will draw upon a student's creativity and vision in order to produce experimental and conceptual works in packaging, while also allowing for discussions on alternative printing techniques, complex printer specifications and templates, and historic and contemporary case studies and developing a greater comprehension of how far printed matter can be taken.

WEB SOFTWARE

GD 423 1 semester/1.5 credits

This course introduces students to industry-leading web authoring and editing software, as well as the latest web standards without writing code.

ILLUSTRATION**INTRODUCTION TO TIME-BASED MEDIA**

CA 204 1 semester/1.5 credits

This course introduces students to the software, language, and principal elements of time-based media. Through lecture, demonstration, and step-by-step exercises, students will learn the basic skills necessary to plan and create interactive solutions while developing the foundational knowledge needed to explore these areas in greater depth later in the curriculum. *(replaced by DGI 203 beginning F2015)*

TYPOGRAPHY

CA 205 1 semester/1.5 credits

Whether it be the title on a book cover, the headline of an ad, the story in a graphic novel, or text in an annual report, typography is an important and essential element in digital media, graphic design, and illustration that can greatly affect the quality of the final project. In this class, students will initially work manually with letterforms to gain a craft-based aesthetic knowledge of type and eventually move toward a digital application of type and typographic design. Projects will stress the importance of appropriate type usage, while addressing issues of craft, readability, message, and style. The software Adobe InDesign and Illustrator will also be explored. *(replaced by DGI 205 beginning F2015)*

VISUAL COMMUNICATION

CA 208 1 semester/3 credits

This is an entry-level, concept-based studio class stressing hand skills, process, and creative problem solving. Throughout the course, students will use these skills in theoretical and practical applications. Emphasis will be placed on learning the process that takes an idea through a linear progression of refinements to a finished piece. *(replaced by DGI 201 beginning F2015)*

DIGITAL I & II

CA 217/218 2 semesters / 3 credits

While good design and creativity will be expected, the goal of this two-semester course is to teach students how to use the computer as a production tool. Software of the Adobe Creative Suite, including but not limited to InDesign, Illustrator, Photoshop, Flash, and After Effects, will be taught to address current industry standards and requirements. Utility programs, prepress and web issues, and file preparation and management skills will also be taught. *(replaced by DGI 217/218 beginning F2015)*

INTRODUCTION TO INTERACTIVE DESIGN

CA 224 1 semester/1.5 credits

The web is a powerful tool for communication and promotion, while being a valuable source of, and resource for, employment for many artists. This course introduces students to the concepts and practices necessary for creating functional websites. Students will learn how to link pages and documents, optimize images, and lay out web pages. Emphasis is placed on competency with HTML and CSS as a necessary foundation for effective web design. *(replaced by DGI 221 beginning F2015)*

VISUAL COMMUNICATION

DGI 201 1 semester/3 credits

This is an entry-level, concept-based studio class stressing hand skills, process, and creative problem solving. Throughout the course, students will use these skills in theoretical and practical applications. Emphasis will be placed on learning the process that takes an idea through a linear progression of refinements to a finished piece.

INTRODUCTION TO TIME-BASED MEDIA*DGI 203 1 semester/1.5 credits*

This course introduces students to the software, language, and principal elements of time-based media. Through lecture, demonstration, and step-by-step exercises, students will learn the basic skills necessary to plan and create interactive solutions while developing the foundational knowledge needed to explore these areas in greater depth later in the curriculum.

TYPOGRAPHY*DGI 205 1 semester/1.5 credits*

Whether it be the title on a book cover, the headline of an ad, the story in a graphic novel, or text in an annual report, typography is an important and essential element in digital media, graphic design, and illustration that can greatly affect the quality of the final project. In this class, students will initially work manually with letterforms to gain a craft-based aesthetic knowledge of type and eventually move toward a digital application of type and typographic design. Projects will stress the importance of appropriate type usage, while addressing issues of craft, readability, message, and style. The software Adobe InDesign and Illustrator will also be explored.

DIGITAL I & II*DGI 217/218 2 semesters / 3 credits*

While good design and creativity will be expected, the goal of this two-semester course is to teach students how to use the computer as a production tool. Software of the Adobe Creative Suite, including but not limited to InDesign, Illustrator, Photoshop, Flash, and After Effects, will be taught to address current industry standards and requirements. Utility programs, prepress and web issues, and file preparation and management skills will also be taught.

INTRODUCTION TO INTERACTIVE DESIGN*DGI 221 1 semester/1.5 credits*

The web is a powerful tool for communication and promotion, while being a valuable source of, and resource for, employment for many artists. This course introduces students to the concepts and practices necessary for creating functional websites. Students will learn how to link pages and documents, optimize images, and lay out web pages. Emphasis is placed on competency with HTML and CSS as a necessary foundation for effective web design.

SOCIAL MEDIA MARKETING & COMMUNICATIONS*DGI 405 1 semesters/1.5 credits*

Facebook, Twitter, YouTube—we visit these and other virtual communities every day, but do we really understand the value and power they have for employment, marketing, and other business related opportunities? This course will help students establish appropriate promotional materials as they are introduced to the benefits of social media marketing. This course will require active participation from the students to engage in social media practices in meaningful ways to enhance both their education and their career.

VISUAL DEVELOPMENT I & II*DI 313/314 2 semesters/6 credits*

Both semesters of Visual Development teaches the skills needed to succeed as visual storytellers. In the first semester, students will become skilled at the full range of tasks related to 2D visual development from concept art to production art, while enhancing their creativity, problem solving, and professionalism. In the second semester, focus will be placed on building 3D assets, using hand skills as well as some of the industry standard 3D software. Individual expression and collaborative team projects will be explored.

MATERIALS AND TECHNIQUES*IL 204 1 semester/3 credits*

Materials and Techniques is an exercise-oriented class that teaches students to use a variety of traditional materials, media, and techniques most often used by illustrators to sketch, comp, and create finished illustrations. Working first in black and white and then color, students will learn about line quality, value, light and shadow, and color theory.

INTRO TO FIGURE ANATOMY*IL 205 1 semester/1.5 credits*

This “bones-out” course is an introduction to drawing skeletal anatomy and understanding the skeleton’s affect on surface anatomy. Through lectures and drawing exercises, this course will teach students the correct structure and proportions of the figure based on skeletal anatomy and to visually analyze the human figure through the continuous refinement of drawing skills.

HISTORY OF ILLUSTRATION & EMERGING TRENDS*IL 213 1 semester/3 credits*

An introduction to the evolution of illustration through the many cultural, technological, and economic influences that have shaped its development, this course will teach students about the major artists, trends, and movements that helped to shape the illustration industry into what it is today. Specifically keyed studio projects will give students a hands-on understanding of the changing visual vocabulary of this vast and ever-developing field.

ADVANCED FIGURE I & II*IL 303/304 2 semesters/6 credits*

Advanced Figure I & II build on the drawing skills and the bones-out study of anatomy addressed in the sophomore year. The medium transitions from drawing to painting as students tackle issues of race, gender, age, lighting, adornment, and context as they apply to the figure in longer and longer studio poses. While more academic observation and interpretation is stressed in the fall semester, individual exploration is encouraged in the spring with the goal of helping students learn to experience and record the essence of a character’s attitude, movement, and emotion. (replaced by IL 333/334 beginning F2015)

ILLUSTRATION STUDIO I & II

IL 325/326 2 semesters/6 credits

The overriding goal of both semesters of the Studio I & II requirement is to reinforce and teach strong work habits while guiding students through the various processes of illustration. As the course progresses, the fundamentals of thumbnail drawing proceed to more refined sketches, black-and-white value studies, or color comps. The course culminates in students' production of finished artwork in a variety of media, while tackling increasingly more complex industry-appropriate problems and encouraging personal style. Both semesters of this sequenced course will address traditional markets such as editorial and book illustration, while also tackling the growing need for kinetic images and motion in the varied markets of advertising and entertainment.

DIGITAL PAINTING

IL 327 1 semester/1.5 credits

Through lecture, demonstration, and a variety of projects, this class teaches students the industry-standard digital painting software such as Corel Painter, Adobe Illustrator, and Adobe Photoshop while building on traditional painting skills developed in previous semesters. The primary focus will be on gaining competency with the software, while at the same time challenging the students to find visual solutions to appropriate aesthetic problems. File management and digital output will also be covered.

3D RENDERING

IL 330 1 semester/1.5 credits

This course focuses on the practice, concepts, and theories associated with 3D rendering as it applies to illustration. The course will creatively explore the key issues associated with three-dimensional digital visualization, assuming no prior knowledge. Students will work through a series of theoretical and practical projects in order to develop essential skills and knowledge necessary to critically evaluate and produce 3D-rendered illustrations.

FIGURE ANATOMY I & II

IL 333/334 2 semesters/3 credits

Advanced Figure Anatomy I & II build on the drawing skills and the bones-out study of anatomy addressed in the sophomore year. Students learn the main muscle groups and how they work, as well as how they influence the surface anatomy of the body. Later, students will tackle issues of race, gender, age, lighting, adornment, and context as they apply to the figure.

VISUAL DEVELOPMENT I & II

IL 345/346 2 semesters/6 credits

Both semesters of Visual Development teaches the skills needed to succeed as visual storytellers. In the first semester, students will become skilled at the full range of tasks related to 2D visual development from concept art to production art, while enhancing their creativity, problem solving, and professionalism. In the second semester, focus will be placed on building 3D assets, using hand skills as well as some of the industry standard 3D software. Individual expression and collaborative team projects will be explored. *(replaced by DI 313/314 beginning F2016)*

SENIOR ILLUSTRATION STUDIO I & II

IL 407/408 2 semesters/6 credits

In Senior Illustration Studio I, students will be challenged by actual client-based projects that will bring art directors and other professionals who buy illustration into the classroom. As a result of these "outside" assignments, students may have the opportunity to add published work to their portfolio before graduation. In Senior Illustration Studio II, students are fully exploring personal style. The spring semester of the course focuses on creating and presenting work for the required senior thesis exhibition.

SOCIAL MEDIA MARKETING & COMMUNICATIONS

IL 409 1 semester/1.5 credits

Facebook, Twitter, YouTube—we visit these and other virtual communities every day, but do we really understand the value and power they have for employment, marketing, and other business related opportunities? This course will help students establish appropriate promotional materials as they are introduced to the benefits of social media marketing. This course will require active participation from the students to engage in social media practices in meaningful ways to enhance both their education and their career. *(replaced by DGI 405 beginning F2017)*

PROFESSIONAL PRACTICES

IL 410 1 semester/1.5 credits

Professional Practices will teach students about the business of illustration and related fields while engaging in an ongoing review of each student's current portfolio. Students will develop promotional materials and finalize their professional portfolios. Ultimately, the goal of this course is to create a viable and cohesive body of work appropriate to the area or market the student wishes to pursue. Relevant business issues to be discussed include billing, pricing, contracts, copyrights, taxes, self-promotion, artists' representatives, and the business-practice standards utilized by the professional world.

FIGURE PAINTING CONCEPTS I & II

IL 423/424 2 semesters/6 credits

Figure Painting Concepts I & II build on the drawing skills and anatomical study of the figure addressed in the previous semesters. The medium transitions from drawing to painting as students tackle increasingly more complex issues of context, concept, race, gender, age, lighting, and adornment as they apply to the figure in longer and longer studio poses. While more academic observation and interpretation is stressed in the fall semester, individual exploration and personal style is encouraged in the spring with the goal of helping students learn to experience and record the essence of a character's attitude, movement, and emotion. *(replaces Illustration Core Electives beginning F2015)*

ILLUSTRATION CORE ELECTIVES*(replaced by IL 423/424 beginning F2015)***COMIC BOOK & GRAPHIC NOVEL***IL 439 1 semester/3 credits*

This course will advance students' knowledge of how to create and integrate literary and visual forms of communication while dealing with issues of the visual narrative, page composition, character consistency, etc. The technical and business aspects of comic books and graphic novels will also be addressed. An appropriate body of work, commensurate with an advanced, senior-level class as well as a completed book, will be expected.

CHILDREN'S BOOK ILLUSTRATION*IL 441 1 semester/3 credits*

This course teaches students how to create and integrate literary and visual forms of communication while dealing with issues of the visual narrative, page composition, character consistency, etc. The technical and business aspects of children's book illustration will also be addressed. An appropriate body of work, commensurate with an advanced, senior-level class as well as a completed book, will be expected.

ANIMATION FOR ILLUSTRATORS*IL 442 1 semester/3 credits*

This course will advance students' knowledge of contemporary 2D and 3D animation techniques and genres while keeping a strong focus on traditional animation techniques and aesthetics. Students will be expected to implement the animation techniques and drawing skills necessary to re-create, enhance, and exaggerate the movement of a variety of characters and objects. An appropriate body of work, commensurate with an advanced, senior-level class, will be expected.

GAMING ASSETS*IL 444 1 semester/3 credits*

This course will teach students how art assets for games are created and implemented. They will learn the concepts and fundamentals of two-dimensional images and three-dimensional objects. Students will create storyboards, characters, objects, and environments while addressing the collaborative nature of this industry as they may be asked to work in teams. Students will learn how to build 3D objects, figures, and environments and apply surfacing techniques, modeling, and shading. They will also learn what software and techniques are used with different games and the concepts of how to apply those techniques in the current video game industry. An appropriate body of work, commensurate with an advanced, senior-level class, will be expected.

PHOTOGRAPHY**HISTORY OF PHOTOGRAPHY I: 1800–1925***PH 205 1 semester/1.5 credits*

History of Photography I: 1800–1925 introduces students to photographic practice in the nineteenth and early twentieth centuries. Students will learn about chemical and technological advancements and how they influenced stylistic movements in the medium. They will also learn to place photography in the larger context of the general history of the period. In addition to looking at and writing about images and photographers, students will complete a series of “visual dialogue” projects in which they respond to concepts and images covered in the class.

HISTORY OF PHOTOGRAPHY II: 1925 TO THE PRESENT*PH 206 1 semester/1.5 credits*

History of Photography II: 1925 to the Present continues the study of the medium through the twentieth and into the twenty-first century. Students will learn about chemical and technological advancements and discover how they influenced stylistic movements in the medium. They will also learn to place photography in the larger context of the modern and post-modern movements as well as the history of the period. In addition to looking at and writing about images and photographers, students will complete a series of “visual dialogue” projects in which they respond to concepts and images covered in the class.

PHOTOGRAPHIC TECHNIQUES I: BLACK-AND-WHITE CRAFT AND IMAGE*PH 207 1 semester/3 credits*

Photographic Techniques I: Black-and-White Craft and Image is a technically intense course that teaches students the classic method of exposure and contrast control for black-and-white image making. This process forms the basis for the understanding of all other methods of exposure and tonal control utilized by both digital and film-based technologies. Students learn the Zone System, the use of a medium format camera and light meter, and to work with a variety of photosensitive materials. Readings on relevant critical issues in photography provide context and inspiration for image making. The goal of the course is to have students learn both a refined and precise craft as well as to be able to enter into the intellectual conversation surrounding the medium. Visiting artists, museum visits, and group and individual critiques will provide additional direction.

BLACK-AND-WHITE DIGITAL CAPTURE AND PRODUCTION*PH 209 1 semester/3 credits*

Black-and-White Digital Capture and Production along with PH 207 form coordinate studio studies for the first semester sophomore year. Both are technically intense and emphasize the importance of control over materials, machine, and concept. Students will learn to use digital editing and printing methods to control tonal relationships and to successfully communicate complex ideas. Skills taught include film scanning, image manipulation using Adobe Photoshop and Lightroom, archival black-and-white digital printing, retouching, and optimized workflow. Readings on relevant critical issues in photography provide context and inspiration for image making.

COLOR DIGITAL CAPTURE AND PRODUCTION*PH 214 1 semester/3 credits*

Color Digital Capture and Production and Photographic Techniques II: Color Craft and Image form coordinate studio studies for the second semester of the sophomore year in that they emphasize color theory and the importance of control over material, machine, and concept. Students will learn to make sound decisions about color correction using film scanners, digital cameras, and image editing software in order to produce images that successfully communicate complex ideas. Readings on relevant critical issues in photography provide context and inspiration for image making. Visiting artists, museum visits, and group and individual critiques will provide additional direction.

PHOTOGRAPHIC TECHNIQUES II: COLOR, CRAFT, AND IMAGE*PH 215 1 semester/3 credits*

Photographic Techniques II: Color Craft and Image, an introductory-level class and PH 214 form the coordinate studio studies for the second semester of the sophomore year. Both courses emphasize color theory and the importance of control over materials, machine, and concept. Students will learn to work with a variety of color films and paper, creating proper exposure and color balancing prints. They will learn color theory and apply its principles to the formal and expressive content of their work. Readings on relevant critical issues in photography provide context and inspiration for image making. Visiting artists, museum visits, and group and individual critiques will provide additional direction.

INTRODUCTION TO VIDEO*PH220 1 semester/1.5 credits*

This course introduces photography students to the basic theory and practice in the creation of video and explores moving vs. still photography. Topics include introductory-level video techniques to control exposure, focus, basic camera movement, and white balance; intro-level editing using Final Cut Pro; and an exploration of concepts of editing including why we cut, what does it mean to cut, and different types of cutting. Students will also learn basic sound, including recording sound, frequencies, and diegetic vs. nondiegetic sound, and basic screenwriting.

FUNDAMENTALS OF LIGHTING*PH 221 1 semester/1.5 credits*

Fundamentals of Lighting introduces students to a variety of lighting techniques and practices that are applicable to both applied and fine art photography. Using digital cameras, they will learn to manipulate natural and artificial light, including on camera and fill flash, hot lights, and strobes. Students will learn to evaluate appropriate techniques and concepts for various audiences. Visiting artists, museum visits, and group and individual critiques will provide additional direction.

ADVANCED COLOR: THEORY & PRACTICE*PH 307 1 semester/3 credits*

Advanced Color: Theory & Practice teaches students to pursue personal image sources while expanding their technical abilities in both color analogue and digital image making. The first part of the course will be devoted to building upon the aesthetic and technical color skills learned in the sophomore year. Students will experiment with a variety of color materials and techniques, including various filters, camera formats, lenses, processing options, films, papers, and software. They will move from the production of a series of short conceptual assignments that require the use of specific methods to a self-generated extended project for which they are required to select appropriate materials. Readings on relevant critical issues in photography provide context and inspiration for image making. Visiting artists, museum visits, and group and individual critiques will provide additional direction. Students will be required to write an artist's statement to accompany their extended project.

PROFESSIONAL PRACTICES I*PH 311 1 semester/3.0 credits*

Professional Practices I begins the process of preparing students for careers in photography by teaching them about the variety of options open to them. Students research the field through participation in studio visits and interviews with professionals, including commercial and advertising photographers, picture editors, and gallery and museum curators. They compile a list of potential internship sites, learn interview skills and create cover letters, resumes, and portfolios that are appropriate to gaining an internship at one of these sites as required for graduation. Students will create their own professional websites. By the completion of the course, students will have secured an internship for the summer between their junior and senior years. Students are required to successfully pass their junior portfolio review before starting their internships.

DIGITAL COLOR MANAGEMENT*PH 312 1 semester/1.5 credits*

Digital Color Management will teach students, based on their preferred camera, techniques, general color management theory, device profiling, advanced use of image editing software such as Photoshop and NIK, and fine digital printing. This course will teach students the theoretical knowledge that will allow them to adjust to changes in the field after graduation. Practices and processes available at several regional service bureaus and studios will be covered.

LARGE FORMAT PHOTOGRAPHY: DESCRIPTION AND CONTEMPLATION*PH 313 1 semester/3 credits*

Large Format Photography: Description and Contemplation teaches students how to operate a large format camera, including cameras movements, exposure control, and black-and-white film processing. Assignments include problems in still life, portrait, and landscape photography and build upon skills learned in PH 207, PH 215 and PH 212. Readings on relevant critical issues in photography, interaction with visiting artists, museum visits, and group and individual critiques provide context and inspiration for image making.

PHOTO/ VIDEO INSTALLATION & NEW MEDIA*PH 314 1 semester/3 credits*

Photo/Video Installation & New Media teaches students to expand their use of photography beyond the two-dimensional single print. Students learn about the art and working processes of contemporary installation artists and will use this knowledge as inspiration to work on a semester-long project. This project will require that they, in consultation with the faculty member, problem-solve a number of issues related to craft, media, and presentation. Final projects may include but are not limited to video, interactive web, and projected or illuminated images. Students will learn the process required to propose, design, and install successful pieces that have applications for both fine and applied uses and that demonstrate the students' ability to control method and material while supporting meaning. Readings on relevant critical issues in photography provide context and inspiration for image making. Visiting artists, museum visits, and group and individual critiques will provide additional direction. Students will be required to write an artist's statement.

INTRO TO SOUND FOR VIDEO*PH 315 1 semester/1.5 credits*

Building upon basic sound concepts and techniques learned in PH 220, students will be taught to create a soundscape from scratch. They will learn proper sound recording techniques, sound mixing, and creating a layered environment, as well as receiving an introduction to Foley and ADR.

PHOTO MONTAGE AND MANIPULATION*PH 316 1 semester/1.5 credits*

Contemporary photographic practice incorporates a variety of techniques and strategies that are used by photographic artists to extend their vision beyond the single “straight” image. In this course, students learn various techniques, including digital, for combining, manipulating, and repurposing single photographs into larger pieces. Topics will include exploration of the changing relationship between the photographic image and its perceived veracity brought on by the shift from analogue to digital. Emphasis is on the formal and conceptual elements of montage while camera techniques, digital stitching, and other craft issues are being learned. Readings on relevant critical issues in photography provide context and inspiration for image making.

INTERMEDIATE VIDEO*PH 317 1 semester/1.5 credits*

Building upon basic video skills learned in PH 220, students will be taught more complex camera movement, blocking, advanced editing techniques such as montage editing and nonlinear editing, documentary forms, creating a narrative arc in terms of more advanced screenwriting, incorporating sound from PH 315 into videos, and color correction for video.

ADVANCED LIGHTING FOR STUDIO AND VIDEO*PH 318 1 semester/3 credits*

Using digital video and still cameras, Advanced Lighting for Studio and Video will teach students to solve lighting problems through a series of simulated job assignments for both still and video solutions. Topics covered include the use of portable lighting for location, advanced studio lighting for advertising product/still life. Video problems include lighting to anticipate movement, lighting cues with practical lights, using outdoor lighting and changing lighting within the same scene. The course emphasizes the process of collaboration from conceptualization through execution.

SENIOR THESIS I & II*PH 401/402 2 semesters/6 credits*

This two-semester course requires students to pursue a self-generated project with the goal of producing work for their senior exhibition and portfolio. Rigorous critiques led by faculty, guest artists, and others in the field teach students what is needed to refine their work to the professional level. Over the course of the year, students create an annotated bibliography for and research and write a thesis paper. This paper, along with their final body of work, is defended before their thesis committee at the end of the second semester.

PROFESSIONAL PRACTICES II*PH 407 1 semester/3.0 credits*

Professional Practices II continues the process of preparing students for careers in photography begun in Professional Practices I. Students learn how to identify their audience and effectively market their work. They create professional CD portfolio/CV, business cards, and leave-behind pieces. They learn about a wide variety of practices, including writing grant and job proposals, granting reproduction rights, approaching clients, fundraising, industry trends, and building a photography business. Students will learn about professional business practices and the guidelines established by the American Society of Media Photographers.

WEB-ARTS: SELF PROMOTION TO SELF-EXPRESSION*PH 425 1 semester/1.5 credits*

In this course, students learn to create interviews, documentaries, and other online art. Emphasis is placed on design, concept, and the use of interactivity while teaching the technical aspects of creating a website. In addition, students create their own professional website. All students will take their sites live at the end of the course.

SEQUENCE AND THE BOOK*PH 426 1 semester/3 credits*

In this course, students learn theories and techniques used for sequencing images and creating books. They make handmade, digital, and web-published photographic books. Skills in design and editing will be taught. Emphasis will be on personal vision as it applies to the creation of monographs and artists' books.

VIDEO PROJECTS*PH 427 1 semester/1.5 credits*

Students in this course create video projects, generated in conjunction with the faculty member, that go through the full stages of development in pre- and postproduction, including full sound design, thoughtful camera movement, scripting that has subtext and meaning, and a post process that includes, editing, color correction, and sound-sweetening. Narrative, documentary, experimental, or commercial projects are acceptable depending on the student's interest. Readings on relevant critical issues in video provide context and inspiration for projects.

PHOTOGRAPHY CORE REQUIRED ELECTIVES

Juniors and seniors may select from a rotating set of two core electives offered each semester.

EDITORIAL PHOTOGRAPHY: THE ART FOR THE STORY

PH 414 1 semester/1.5 credits

In this digital photography course, assignments will simulate the kind given by photo editors for magazine and newspaper work. Students will learn to create images for both spot illustration and longer documentary projects. Aspects of the business that relate to the freelance photographer will be taught.

IMAGES OF DESIRE: FASHION

PH 430 1 semester/1.5 credits

This course teaches students the components of contemporary fashion photography from concept to realization. Learning from historical and contemporary practitioners, students will create images that incorporate personal vision, concept, and cultural impact.

PHOTO AS FICTION

PH 431 1 semester/1.5 credits

Photography, by its nature, has long been defined by its enigmatic relationship with visual truth. Photographers from Rejlander to Wall have arranged the image to meet their own personal vision and in so doing taken advantage of this ambiguity. Students in this class will make images that explore contemporary photographic strategies related to cinema and painting. Readings on relevant critical issues in photography provide context and inspiration for image making.

PURE SEDUCTION: THE ADVERTISING IMAGE

PH 432 1 semester/1.5 credits

This course teaches students the components of contemporary advertising photography from concept to realization. Learning from historical and contemporary practitioners, students will create images that incorporate personal vision, concept, and cultural impact.

THE PORTRAIT: REPRESENTING THE OTHER

PH 433 1 semester/1.5 credits

Photographic portraits have played an important role in visual culture since the invention of the process, providing status and a visual record of ancestry to middle- and working-class families that had theretofore only been available through painting to the upper class. Students in this course will learn about historic and contemporary strategies for making portraits and study the portraits of photographers from Nadar and Carjet, to Ruff and Dijkstra. Each student will create a portfolio of portraits that are visually and conceptually consistent. Visual solutions may be produced in any photographically based process including video.

THE DOCUMENTARY: OBJECTIVITY AND INFLUENCE

PH 435 1 semester/1.5 credits

Documentary photographers record the socio/political world from their own point to view. Students in this class will study the work of contemporary and historic practitioners of the genre and explore the profound effect their work has had. Visual work for this course includes a semester-long documentary project. Visual solutions may be produced in any photographically based process including video.

ARCHITECTURAL PHOTOGRAPHY: DOCUMENTING THE BUILT ENVIRONMENT

PH 436 1 semester/1.5 credits

Students will learn to manipulate large format camera movements, film, and print to satisfy a variety of users for architecture images. Students use a 4x5 film camera and output digitally in this class.

LIBERAL ARTS

Liberal Arts Art History Distribution Area (15 credits)

NOTE: Successful completion of AH 105, AH 106, AH 204, an additional 200-level AH course, and a 300-level AH course is required for a student to receive the BFA degree in any major. All liberal arts distribution area courses are not available every semester. Refer to the course listings published by the registrar's office prior to each registration period for current offerings.

INTRODUCTION TO WESTERN ART I (PREHISTORY TO GIOTTO)

AH 105 1 semester/3 credits

This course is the first of a two-part survey examining the major monuments of Western art and the philosophical foundations of Western art history. AH 105 investigates the major styles and movements in architecture, painting, sculpture, and the decorative arts created in Europe and North America from the prehistoric period to 1300 within their historical context. The course is a requirement for first-year students.

INTRODUCTION TO WESTERN ART II (RENAISSANCE TO CONTEMPORARY)

AH 106 1 semester/3 credits

This course is the second of a two-part survey examining the major monuments of Western art and the philosophical foundations of Western art history. AH 106 investigates the architecture, painting, sculpture, and decorative arts created in Europe and North America from 1300 to the present as well the societies that produced this art. Successful completion of AH 105 is required for enrollment in AH 106. This course is a requirement for first-year students.

AMERICAN ART

AH 203 1 semester/3 credits

This survey investigates major developments in American art from the colonial period to the present. Students will be asked to examine important artists and works of art within the historical context of the United States.

NON WESTERN ART & ARCHITECTURE

AH 204 1 semester/3 credits

This survey introduces students to the major artistic and architectural monuments created in the non-Western cultures of Asia, Africa, Oceania, and the Americas. Students will investigate how visual culture relates to religion, social practices, historical events, and contact with foreign influences. AH 204 is required for second-year students.

CLASSICAL ART

AH 210 1 semester/3 credits

This survey introduces students to the major artistic monuments of the classical world of Greece and Rome. Students will examine the beginnings of aesthetic theory while studying the advances in technique and form found during this era.

MEDIEVAL ART

AH 211 1 semester/3 credits

In this introductory survey, students will investigate the artistic achievements of the medieval world in Western Europe, the Byzantine Empire, and Islamic Spain from the beginnings of Christian art to 1400. The religious, historical, and cultural contexts will be emphasized as students study the styles and processes of medieval art and architecture.

RENAISSANCE ART

AH 212 1 semester/3 credits

Michelangelo, Leonardo, Durer, and van Eyck—these artists all have shaped how many view the development of Western art. This survey explores the artistic styles of European art from 1400 to 1600, focusing on major monuments and artists. Students also will examine how historical and cultural changes affected the development of art during this period.

BAROQUE ART

AH 213 1 semester/3 credits

This course provides students with an introduction to the major artistic monuments and artists of the Baroque period (1600–1800) in both northern and southern Europe. Students will study how economic, religious, and social shifts helped to create a vibrant visual culture.

NINETEENTH CENTURY

AH 214 1 semester/3 credits

This course is a survey of the art and architecture produced in the nineteenth century and will focus on the academic aesthetic as well as the impact new technologies, philosophies, and materials had on the making of art.

ART IN THE TWENTIETH CENTURY & BEYOND

AH 215 1 semester/3 credits

What is modernism? What is contemporary art? This survey introduces students to the artists and movements that have dominated the art world since 1900 while providing a theoretical framework to understand the thought behind the “-ism.”

DESIGN & VISUAL CULTURE

AH 216 1 semester/3 credits

This survey will introduce works of art and design that generally fall outside of the traditional canon of art history. Students will investigate the intersections of art, design, manufacturing, popular culture, and global trade.

ROME

AH 310 1 semester/3 credits

The visual culture of Rome was vibrant and extremely varied with influences from Etruscan, Greek, Egyptian, and Persian artistic styles. A wide range of cultures with differing social practices, philosophical outlooks, and religious beliefs coalesced to form the Roman Empire. In this course, students will critically examine the artistic contributions of the Roman Empire, with a special focus on the capital city.

CULTURAL CONTACTS IN THE MIDDLE AGES

AH 311 1 semester/3 credits

This course examines areas of cultural contact and the resulting art created during the medieval period (450–1300). Although the course will follow artistic development chronologically, this is not a general survey. Students will investigate topics through art historical writings and primary source material as well as lectures and class discussions.

RENAISSANCE IN NORTHERN EUROPE

AH 312 1 semester/3 credits

Notable social, economic, religious, and technological changes developed north of the Alps during the fifteenth and sixteenth centuries. Students will examine how historical context affected individual style, iconography, and naturalism through discussion, research, and art historical writings.

EIGHTEENTH CENTURY

AH 313 1 semester/3 credits

The eighteenth century saw major upheavals in social order, political structure, religious beliefs, and scientific thought as well as an expansion of Western culture across the globe. These events all deeply affected the production of art in style, form, and technique. In this course, students will analyze the eighteenth century through its visual culture.

AFRICAN AMERICAN ART

AH 314 1 semester/3 credits

Artistic contributions by African Americans are a significant part of American visual culture. This course will provide students with a close study of the major monuments produced by African-American artists and an understanding of the history that affected those works of art.

WOMEN IN VISUAL CULTURE

AH 315 1 semester/3 credits

While women are the subjects of many famous works of art, women artists are rarely as well-known. This course will provide a background to the history of women artists. Students will also critically assess the role of women in visual culture through an in-depth study of current feminist art history and art criticism as well as the writings of women artists themselves.

IMPRESSIONISM

AH 316 1 semester/3 credits

This course focuses on the period of 1869–1926 and closely examines the major trends and artists of the Impressionist movement as well as their impact. Students will focus on artists' individual contributions in the light of changing materials and patronage. This course is not a general survey but a more in-depth investigation of the movement.

ART BETWEEN THE WARS

AH 317 1 semester/3 credits

This course is a close investigation into the artistic movements that dominate the mid-twentieth century (1907–1947). Students will examine the impact of politics, economics, and technology on art as well as the effect of the art on society. Topics will also include patronage, criticism, and reception.

PHOTOGRAPHY

AH 318 1 semester/3 credits

The introduction of photography has deeply affected the production of traditional forms of art as well as the assumptions of art theory. This course will study how photography developed and how it has found a place in the history of art. Students will also examine what art historians, social critics, and cultural commentators all say about the medium of photography.

LIBERAL ARTS VERBAL COMMUNICATIONS DISTRIBUTION AREA**WRITING WORKSHOP**

FVC 001

This is a noncredit workshop designed to improve basic writing and composition skills. Students are required to attend the workshop if referred via testing during orientation in the foundation year or by instructor recommendation and departmental review. Workshop participants must receive a “pass” to enroll or continue in upper-level liberal arts requirements and/or be cleared for graduation. See the liberal arts department section of this Catalog & Handbook for details about referral to this course.

FOUNDATIONS OF VERBAL COMMUNICATIONS I & II

FVC 101/102 2 semesters/6 credits

FVC 101/102 is a two-semester, first-year requirement that teaches students how to communicate effectively. Students will be trained in academically acceptable practices and will be able to demonstrate progress in reading, writing, listening, speaking, research, and analysis skills at the successful completion of this course. Students will learn time management and organization strategies for completing college coursework and will produce essays conforming to Modern Language Association (MLA) format, citation, and documentation guidelines. Coursework focuses on reflective, analytical, informative, and persuasive writing and speaking.

COMMUNICATING THROUGH THE ARTS

FVC 201 (or 211) 1 semester/3 credits

This is a sophomore or first-semester junior year required course that continues the technical training of FVC 101/102 with a particular focus on communicating through the arts. It is designed to strengthen core communication and composition skills through the study of verbal and visual texts in multiple media and genres. FVC 211 is the advanced section of this course. Placement in FVC 201 or FVC 211 is determined by students' grades in FVC 102, or the equivalent, or by instructor recommendation.

LIBERAL ARTS LIFE & PHYSICAL SCIENCES AND MATHEMATICS DISTRIBUTION AREA (3 credits)

NOTE: First-time, full-time students in all majors must complete their Life & Physical Sciences and Mathematics Distribution Area requirement by the end of the fall semester of their junior year. All liberal arts distribution area courses are not available every semester. Refer to the course listings published by the registrar's office prior to each registration period for current offerings.

FOUNDATIONS OF MATHEMATICS

MAT 101 1 semester/3 credits

What patterns underlie our experience? How can we explore and express those patterns objectively? Students in this course will learn the basics of quantitative investigation of the universe.

EARTH SCIENCE

NAS 102 1 semester/3 credits

How does the physical earth shape our understanding of the world? This course is designed to expose students to important concepts and principles in the fields of geology, geography, paleontology, anthropology, meteorology, oceanography, and astronomy. The course will incorporate direct field observation, assigned readings, and classroom discussion.

BIOLOGICAL SCIENCE

NAS 103 1 semester/3 credits

We are surrounded by all types of living creatures. This course investigates the living world by introducing students to principles and theories in biology, botany, zoology, paleontology, and genetics. Assignments will include field studies, readings, and classroom discussions.

LIBERAL ARTS: BEHAVIORAL AND SOCIAL SCIENCES DISTRIBUTION AREA (3 credits)

NOTE: First-time, full-time students in all majors must complete their Behavioral & Social Sciences Distribution Area requirement by the end of the fall semester of their junior year. All liberal arts distribution area courses are not available every semester. Refer to the course listings published by the registrar's office prior to each registration period for current offerings.

INTRODUCTION TO PSYCHOLOGY

PSY 101 1 semester/3 credits

Why do people behave the way they do? What is "normal" behavior? When does the psychological life of a person need correction and how can that be done? Students in this course will learn about the inner workings of a human being as understood by major schools of psychological analysis and treatment.

ABNORMAL PSYCHOLOGY

PSY 201 1 semester/3 credits

How do we distinguish normal behavior from abnormal behavior? How is abnormal behavior defined, classified, and adjusted in contemporary mental health practice? Students in this course will learn the historical and current, research-based theories of mental health functioning, along with the evolving classification structures and treatment approaches to dysfunction.

DEVELOPMENTAL PSYCHOLOGY

PSY 301 1 semester/3 credits

This course examines the physical, emotional, social, and cognitive changes that occur throughout the life span. Students will learn to evaluate the major theories and methods of study inherent to developmental psychology, to identify the opportunities and vulnerabilities of each phase of life, and to understand the key factors that influence the developmental process.

FOUNDATIONS OF SOCIOLOGY

SOC 101 1 semester/3 credits

Do we shape society, or does society shape us? Students will examine the social structures and institutions that provide the foundation for our lives and explore the many ways of interpreting them.

GENDER STUDIES

SOC 404 1 semester/3 credits

Students will examine how gender and human sexuality shape individuals, social institutions, and cultural practices. Through classroom discussion, research, and personal reflection, we will explore the historical relationship between gender and power.

LIBERAL ARTS: HUMANITIES DISTRIBUTION AREA (ELECTIVES) (12 credits)**TOPICS IN ART HISTORY**

AH 404 1 semester/3 credits

This elective seminar provides an in-depth study of a specific artist, genre, or theme in the history of art. This course is designed for upperclassmen with a background in art history. Students will study scholarly writings, research primary source materials, and provide their own analysis of the topic.

FOLKLORE

AMS 301 1 semester/3 credits

From myth to music, we are the product of rich tradition. This course will explore the many ways cultures maintain these traditions through fairy tales, urban legends, ghost stories, food ways, and other verbal and nonverbal methods. Students will learn the history of folklore and, through ethnographic research, understand their own folk experience.

INTRODUCTION TO LITERATURE

ENG 201 1 semester/3 credits

In this survey of Western literature, students will examine selected works of fiction, poetry, and drama. Students will practice critical reading and analysis skills as they investigate the themes and concepts behind the texts.

CREATIVE WRITING*ENG 302 1 semester/3 credits*

How do we express ourselves artistically through written language? What is the best approach to composing a short story, a poem, and other styles of creative prose? The forms, techniques, and content of creative writing are considered through analysis of published works, practice, critiques, and revision of students' own works.

INTRODUCTION TO CHILDREN'S LITERATURE*ENG 304 1 semester/3 credits*

From chapbooks and school primers to contemporary picture books, children's literature has changed dramatically over time. By examining key texts and major genres in this important and dynamic field, students will consider the form and function of children's literature within its cultural and historical context.

POETRY*ENG 402 1 semester/3 credits*

What is poetry? How is it written? What makes a poem a work of art? Exploring questions like these and studying the work of major poets and poetic movements, students will compose a variety of poems in multiple styles to gain a deeper appreciation for this unique, creative process.

WESTERN CIVILIZATION I*HIS 201 1 semester/3 credits*

This course provides a comprehensive introduction to the major ideas, figures, and events from ancient Greece to the eighteenth century. Topics will include the development of philosophical, intellectual, religious, cultural, and political trends in Western culture.

WESTERN CIVILIZATION II*HIS 202 1 semester/3 credits*

This course provides a comprehensive introduction to the major ideas, figures, and events from the eighteenth century to the present. Topics will include the political trends, intellectual and philosophical movements, religious beliefs, and cultural practices of the last 300 years.

INTRODUCTION TO THEATRE*MDS 201 1 semester/3 credits*

Introduction to Theatre is a survey course designed to increase students' understanding, appreciation, and critical perceptions of the theatrical event as an art form and a social phenomenon. Readings, lectures, and interactive activities will focus on the history of world theatre, the journey from script to stage, and the elements of practice.

ACTING AND PLAY PRODUCTION*MDS 202 1 semester/3 credits*

This course will take the students deeper into the crafts of acting and play production. Students will explore script analysis, monologue, scene work, improvisation, direction, and script writing. Focusing on the value of process, not product, students will perform or present their creations for the class to experience the importance of the audience in the artistic equation.

CULT CINEMA*MDS 302 1 semester/3 credits*

Why are some film masterpieces buried alive? Why do some B-movies refuse to die? Students will spend a semester exploring good, bad, and ugly celluloid as they learn about cult cinema. This course will examine the history, technique, and themes of cult films.

POPULAR CULTURE & THE AMERICAN EXPERIENCE*MDS 304 1 semester/3 credits*

Using a thematic and multidisciplinary approach, students will explore how activities and artifacts produced for mass consumption express Americans' convictions, values, and beliefs throughout recent centuries.

MYTHOLOGY*MDS 305 1 semester/3 credits*

This course approaches the study of myth in a systematic way, attempting to define myth—its origins and uses—and determine whether or not myths are still a part of our everyday lives.

FILM HISTORY*MDS 401 1 semester/3 credits*

The history, theory, technique, and thematic interests of cinematic art will be taught through the viewing and analysis of significant films. Students will learn how cinema is like and unlike other forms of art and what special conditions need to be applied in order to understand it.

CONSTRUCTING SECONDARY WORLDS*MDS 403 1 semester/3 credits*

What really exists; what is primary reality? Do the past and the future exist, and if so, how? What is the role of imagination based on our present experience in creating the reality of time? To examine these metaphysical questions, students will learn about various ways of constructing secondary worlds, worlds of history and prediction, and worlds of fantasy intended in some way to reflect and comment upon the present moment.

GREAT ARTISTS*MDS 405 1 semester/3 credits*

This course provides a close investigation of a specific artist or group of artists from a range of media such as literature, film, theatre, music, or architecture. Students will analyze both the content of the artists' work and the context of their process.

SURVEY OF WESTERN MUSIC*MUS 201 1 semester/3 credits*

This course is a survey of the great composers and their major compositions from the Renaissance to the present. Students will learn to analyze the music listened to in class.

HISTORY OF ROCK & ROLL*MUS 301 1 semester/3 credits*

This course traces the development of rock music from its roots in the 1940s through the present. Students will examine both the musical and cultural contributions of this influential and popular genre. They will explore subgenres, their development, instruments, and representative artists in their geographical, social, and cultural contexts.

OVERVIEW OF PHILOSOPHY*PHL 201 1 semester/3 credits*

Students will learn about the main branches of philosophy, examining classic arguments and their contemporary applications to fundamental philosophical questions.

FUNDAMENTALS OF LOGIC*PHL 203 1 semester/3 credits*

Why do arguments sometimes persuade without being correct? What distinguishes a good argument from a bad one? What is the difference between argument and contradiction? These and other basic concerns of logic are considered and taught in this course.

CONTEMPORARY ISSUES IN ETHICS AND MORALITY*PHL 204 1 semester/3 credits*

Modern society is consumed with the idea of right vs. wrong. This course investigates the issues that touch on questions of morality and ethics in our culture through careful research and balanced discussion.

EASTERN PHILOSOPHIES*PHL 302 1 semester/3 credits*

This course offers an introduction to the major philosophical and religious traditions of China, Japan, and India, including Hinduism, Buddhism, Taoism, and Confucianism. Students will explore these philosophies in their historical context and also consider their contemporary relevance.

OVERVIEW OF WORLD RELIGIONS*REL 201 1 semester/3 credits*

In this course, students will investigate the central beliefs of the world's major religions, while considering their common and divergent myths, symbols, rituals, ideas, and ethical beliefs. They will also consider how religions have and continue to shape civilizations.

GENERAL ELECTIVES

General studio electives at Pennsylvania College of Art & Design are included in the required curriculum of each major and are listed as either studio or general electives in the curricula. The total number of general studio elective credits students must complete for the degree varies by major. All general studio electives are one semester in length and each carries 1.5 credits. Electives are offered in a rotation and do not all occur every semester.

MODULAR SCULPTURE*GE 201*

This elective will explore the possibilities of repeating form in a sculptural context. Organic and geometric form, scale change, and point of view will be taught. Formats will include mold-made, ready-made, and wood fabrication.

FANTASY PAINTING*GE 202*

This class will focus on the various requirements and skills needed for creating fantasy/sci-fi paintings appropriate for today's fantasy market. Past and present fantasy artists will be discussed and critiqued, and students will develop fantasy artwork from pencil roughs to finished color, either in traditional media or digital. Students will be encouraged to be as imaginative as possible.

INTRODUCTION TO BLACK-AND-WHITE PHOTOGRAPHY

GE 203

This introductory level black-and-white darkroom class teaches students the fundamentals of exposure, processing, and printing. Students build pinhole cameras, make photograms and cliché-verre images, and learn to use simple plastic cameras. Special emphasis will be placed on the formal and conceptual elements of the photographic image.

FIGURE IN MOTION

GE 205

By studying the structure of the human form in a simplified way, students will use their knowledge of anatomy to learn to draw figures in motion poses and from various angles without reference. Course emphasis will be on learning to visualize figures from all viewpoints in various action poses.

PRINTMAKING: MONOTYPE, MONOPRINT & COLLAGRAPH

GE 206

This elective will investigate the similarities and differences between these three printmaking techniques. The unique characteristics of each process and potential for hybridization will be taught.

ART & AGITATION

GE 207

Whether it is stirring agitation through sociopolitical means or the act of doing good by giving a voice to the voiceless, art can be a force to be reckoned with. On a worldwide scale—covering topics ranging from war, peace, religion, health, human rights, animal rights, corruption, and beyond—artists have and continue to produce iconic posters, advertising, websites, books, publications, clothing, accessories, and more that play an integral part in how the stories of our time unfold in the public forum. In this course, students will draw upon current topics as inspiration for their own unique campaigns while discussing case studies of past movements, individual works, and legendary artists in this field.

INTRODUCTION TO COLOR PHOTOGRAPHY

GE 208

This introductory level color darkroom class teaches students the fundamentals of exposure and printing color images from negatives. Working with simple plastic, pinhole, or small format cameras, students will learn the formal and conceptual elements of the color photographic image.

HUMOR IN ART

GE 209

This course will address the types of markets for cartooning and humorous drawing. Through studio projects, students will explore editorial cartooning, magazine gag cartoons, satire, greeting cards, etc. An emphasis will be placed on finding your own personal cartoon style.

COLLAGE/MIXED MEDIA

GE 210

Students will learn to combine various materials and media while being conscious of surface quality and craft and the effect it has on formal and conceptual elements.

ILLUSTRATOR

GE 211

This course is a complete survey of the Adobe Illustrator software—its features, capabilities, and uses. Students will learn to create and manipulate vector-based images through a series of hands-on exercises. Students will also learn the tools and skills necessary to create sophisticated images for both print and the web.

FIGURE WORKSHOP: FIGURE & ANATOMY

GE 212

This course will use the nude or semi-draped human figure as a means of teaching students design, structure, form, and anatomy.

EDITORIAL PORTRAITURE

GE 214

This course explores the use of portraiture in magazine, newspaper, and editorial venues. Caricature, as well as representational, symbolic, and expressive styles of portrait interpretation, is analyzed as students develop the drawing skills necessary to capture, emphasize, and meld likeness with associative content.

ALTERNATIVE PROCESSES IN PRINTMAKING

GE 215

This course will teach students to make images using a variety of light sensitive materials and chemical and hand altering techniques. Special emphasis will be placed on experimentation and risk taking.

FIGURE WORKSHOP: CLAY MODELING & SCULPTURE

GE 217

Through the use of clay and other media, this course will further develop visual knowledge of the human form and its expressive potential in sculpture.

WILDLIFE PAINTING

GE 219

This course is an introductory study of wildlife as content in painting. How to place animals in environments with emphasis on anatomy, gesture, and movement will be taught.

LENSLESS PHOTOGRAPHY

GE 220

In this course, students will learn to build and make photographic negatives with pinhole cameras. They will then scan and print these digitally. Special emphasis will be placed on the formal and conceptual aspects of the image while teaching the technical elements of exposure, scanning, and digital printing.

3D RENDERING

GE 221

Students interested in flying logos, 3D film animation, or graphics for computer games will learn about the concepts and software used to create them. Appropriate industry-driven software such as Maya, LightWave, or Blender will be discussed and explored. Some assignments will be self-directed according to student interest. Computer literacy is required. Experience with Photoshop, Illustrator, or Flash is suggested but not required. While this course is open to students in all majors, it is recommended for graphic design and illustration majors who are interested in animation or motion graphics.

FIGURE WORKSHOP: PAINTING

GE 222

The figure will be placed in environments that introduce context, narrative, and metaphor. Students will strengthen their painting and composition skills and knowledge of the human form.

TYPE AS ART

GE 223

This course takes typography above and beyond marketing and advertising, challenging each student to generate stimulating, contemporary art. Considering type as language, message, and museum-quality art, this class blurs the lines between all five majors, opening the art of type to all media and uniting us as artisans of the visual alphabet. Projects will stress the importance of type selection, while addressing the issues of aesthetics, form, function, composition, style, and message.

GREETING CARD

GE 224

Create your own greeting cards. Learn about the production and merchandising of greeting cards while preparing your own line of cards. Discover ways to create cards utilizing many media and styles. Concept development, contracts, how to charge, and copyright laws will all be discussed in this class. Information on card and paper companies will be provided.

SCULPTURE: SITE-SPECIFIC

GE 225

Students will devise sculptural concepts that integrate with a specific interior or exterior environment through a variety of media and materials. An overview of the history of this sculptural concept will be taught.

ALTERNATIVE TECHNIQUES

GE 226

Traditional picture-making projects will be solved using untraditional media and techniques. Students will learn techniques for making three-dimensional, collage, and found-object artwork.

PRINTMAKING: PHOTO SCREEN PRINT & INTAGLIO PROCESS

GE 227

This elective will teach students to apply photo-based screen print and intaglio printmaking techniques to produce a series of print editions using original imagery and content.

DYNAMIC PERSPECTIVE

GE 228

This course will give students the ability to create realistic scenes entirely from their imagination without the need for reference material. Students will learn to draw scenes from varying viewpoints and incorporate figures into the scenes in a believable way following the rules of linear perspective. Dynamic compositions will be achieved with the use of diagonal design elements, and proper cropping and focusing of scenes will be explored.

PRINT TOPICS: POSTER

GE 229

This course explores the poster as an art form and printmaking as a graphic solution in poster design. Students will combine images and typography with relief, silkscreen, and digital print techniques to produce a poster.

SUBVERSIVE STYLE

GE 230

In this class, students will create the edgy, subversive paintings that they can't (or are afraid to) utilize in other classes. Focus will be on the satirical and surreal, both conceptually and stylistically. Artists such as Philip Burke, Sebastian Kruger, Steve Brodner, Mark Ryden, Steve Kroninger, Chris Buzelli, Anita Kunz, Rudy Gutierrez, Brad Holland, and others will be viewed and discussed.

THE BOOK FORMAT*GE 231*

Combining traditional and digital print processes, students will learn to present reproducible images in a book format. Basic bookbinding techniques will be taught.

ALTERNATIVE DRAWING PROCESSES*GE 232*

This course will broaden the concept and perception of drawing from the standpoint of subject, media, surface, scale, and presentation. Contemporary artists who practice an interdisciplinary approach to drawing will be studied to provide inspiration and context.

LANDSCAPE*GE 233*

Working on-site and in the studio, students will address the interpretive and formal elements associated with the genre of landscape painting and drawing. Students will be expected to travel to nearby locations when class sessions involve working off campus.

RETHINKING STILL LIFE*GE 234*

Students will be challenged to rethink still life as a conceptual, narrative, and expressive motif while strengthening their knowledge of form and composition.

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ACCREDITATION & MEMBERSHIPS

Pennsylvania College of Art & Design is approved as a college and for degree granting privileges by the Pennsylvania Department of Education and is an accredited institutional member of the National Association of Schools of Art and Design (NASAD). PCA&D is also accredited by the Middle States Commission on Higher Education, 3624 Market Street, Philadelphia, PA 19104 (267-284-5000). The Middle States Commission on Higher Education is an institutional accrediting agency recognized by the U.S. Secretary of Education and the Council for Higher Education Accreditation (3/08). PCA&D is also a member of the Association of Independent Colleges of Art and Design (AICAD), which is a nonprofit consortium of 36 leading art schools within the U.S. For more information, please visit www.aicad.org.

MEMBERSHIPS AND AFFILIATIONS

- Access Pennsylvania
- Ad Club of Central Pennsylvania
- American Association of Collegiate Registrars and Admissions Officers
- AIGA, the professional organization for design
- American Library Association
- Art Libraries Society of North America
- Association of College & Research Libraries
- Association of Fundraising Professionals
- Association of Governing Boards
- Association of Independent Colleges and Universities of Pennsylvania
- College and University Public Relations Association of Pennsylvania (CUPRAP)
- Collegiate Council for Continuing Education
- Delaware Valley Chapter—Art Libraries Society of North America
- Eastern Association of College and University Business Officers
- Lancaster Chamber of Commerce and Industry
- Lancaster City Alliance
- Lancaster County Higher Education Working Group
- Middle States Association of College Registrars and Officers of Admission
- National Art Education Association
- National Association of College and University Business Officers
- National Association of Student Financial Aid Administrators
- National Portfolio Day Association
- Pennsylvania Art Education Association
- Pennsylvania Association for College Admissions Counseling
- Pennsylvania Association of Student Financial Aid Administrators
- Pennsylvania Dutch Convention & Visitors Bureau
- Pennsylvania Library Association
- Poetry Paths
- Public Relations Society of America
- Society of Illustrators
- Visual Resources Association

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Art Direction & Layout: Tom Bejgrowicz

Typographic Formatting: Nick Belcher

Proofreader: Carol Cool

This catalog was produced on an iMac using Adobe InDesign and Adobe Illustrator.

The End.