

# CATALOG & STUDENT HANDBOOK 2019-2020



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# ACADEMIC CALENDAR

## FALL 2019 SEMESTER

### JULY

- 4 July 4th Holiday - College Closed
- 8 Continuing Education Summer Session Begins

### AUGUST

- 1 Fall 2019 Tuition Due
- 25 Check-In at Steinman Lofts
- 19-20 Fall Colloquium
- 26-30 Registration/Orientation

### SEPTEMBER

- 2 Labor Day Holiday - College Closed
- 2 End of 100% Tuition Refund Period
- 3 Fall 2019 Courses begin
- 9 End of 75% Tuition Refund Period
- 16 Add/Drop Period Ends
- 16 End of 50% Tuition Refund Period
- 21 Admissions Open House

### OCTOBER

- 1 End of 25% Tuition Refund Period
- 11 Foundation Trip to New York
- 16 Upperclass Course Registration, Spring '20
- 21 Last Day to Withdraw from a Course
- 25 Annual PCA&D Halloween Party

### NOVEMBER

- 14 Thanksgiving Feast
- 16 Admissions Open House
- 26-29 Thanksgiving Break
- 28-Dec 1 Thanksgiving Holiday - College Closed

### DECEMBER

- 2 Spring 2020 Tuition Due
- 13 Last Day of the Fall Term
- 24-25 Christmas Holiday - College Closed
- 31 New Year's Eve Holiday - College Closed

## SPRING 2020 SEMESTER

### JANUARY

- 1 New Year's Holiday - College Closed
- 2 Spring Colloquium
- 3 New Student Orientation
- 5 End of 100% Tuition Refund Period
- 6 Spring 2020 Courses begin
- 11 Admissions Open House
- 13 End of 75% Tuition Refund Period
- 20 MLK Jr. Holiday - College Closed
- 20 End of 50% Tuition Refund Period
- 21 Last Day to Add/Drop a Course

### FEBRUARY

- 3 End of 25% Tuition Refund Period
- 11 Annual PCA&D Community Lunch
- 24-28 Spring Break

### MARCH

- 3 Last Day to Withdraw from a Course
- 9 Foundation Students Declare Majors
- 11 Fall '20 Course Registration Begins
- 19 Student Council Election of Officers
- 28 Admissions Open House

### APRIL

- 4 Meet & Greet
- 14 Study Day
- 16 Graduation Rehearsal
- 21 Last Day of the Spring Term
- 22 All College Picnic

### MAY

- 1 Graduation and Senior Show & Celebration
- 25 Memorial Day Holiday - College Closed

### JUNE

- 26 Admission Open House

# THE PENNSYLVANIA COLLEGE OF ART & DESIGN CATALOG & STUDENT HANDBOOK

Pennsylvania College of Art & Design's Catalog & Student 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, electronic copy in their My PCA&D (or SIS) account and a copy of each subsequent year's edition at the beginning of every academic year of attendance. All students sign for their catalog/handbook online, acknowledging both their electronic access to the publication and their 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, along with supporters and other volunteers, spent that summer preparing a new school for classes in the fall. In eight short weeks, the nonprofit Pennsylvania School of the Arts (PSA) opened in Marietta, Pennsylvania. 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 a regional, 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 PCA&D 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, PCA&D'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)

PCA&D is your place to prepare for a life 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 [pcad.edu/BFAapply](https://pcad.edu/BFAapply). The application fee is nonrefundable.

*NOTE: Students who respond affirmatively to the PCA&D application question: "Have you ever been convicted of a misdemeanor, felony, or other crime?" must participate in the college's Preadmission, Reenrollment, and Continued Enrollment Review process at this point. Please refer to the full description of the Preadmission Review Policy in the Academic Standards and Policies section of this handbook for further information.*

#### 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 emailed 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 may also be asked to submit their most recent senior grades along with their transcripts. Applicants not holding a high school diploma must submit an official GED completion certificate. Pennsylvania and/or Maryland State GED transcript requests are available on the web at <https://www.diplomasender.com/>. 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

Pennsylvania College of Art & Design is a test-optional college. SAT or ACT scores are not a requirement for admission to PCA&D, but students are encouraged to submit them with their application. Our College Board code is 002681, and our ACT code is 3569.

#### 5. 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 (3) 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 and plan to present their portfolio in-person should contact their admissions counselor in advance. The admissions office encourages students to present their portfolios in person whenever possible.

Other Items:

### **6. Recommendations**

Recommendations are optional, but may be required based on a student's previous academic performance. The admissions decision committee gains insight into an applicant's character, commitment, and background from recommendations. Letters may be written by high school art teachers, employers, or others who have had contact with the student and can attest to their abilities and level of commitment to higher education. Recommendations should be sent directly to the admissions office.

### **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 PORTFOLIO 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 at [www.pcad.slideroom.com](http://www.pcad.slideroom.com). 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 Director of Student Life, 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 15 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.

## **ADMISSION DECISION APPEAL**

During the PCA&D admission process each applicant is reviewed in depth to insure that every candidate is evaluated with full and careful attention paid to the student's particular strengths and talents. Decisions are made only after thoughtful weighing of all the evidence provided by each candidate and with careful consideration given to the applicant's demonstrated potential for success at PCA&D and the overall balance we seek in our programs.

Since our selection process involves the careful individual reading of each application it is very unlikely that we will choose to reverse a decision. We strongly discourage appeals unless the candidate can provide significant and compelling new information for us to consider. Disagreement with the decision is not a valid reason for an appeal. Therefore, for an appeal to have merit it must bring to light new academic and personal information, as well as information pertaining to extenuating circumstances, that had not been present in the application—information that clearly shows the student to be stronger than had been earlier evidenced. The appeals process is not a re-review of an existing applicant file and appeals will not be accepted from applicants who are not submitting new information. Applicants may only appeal once and the resulting decision is final. For more information on the admission decision appeal process, please contact [admissions@pcad.edu](mailto:admissions@pcad.edu).

## **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 non-matriculated 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 email address with international application materials to expedite the admissions process.

## HOMESCHOOLED APPLICANTS

PCA&D welcomes and encourages applications from students who have pursued alternative learning options, particularly in a homeschool environment. Students from such educational experiences are reviewed with the same care and attention to detail as all other applicants.

Admission decisions for all applicants, homeschool or traditional, are based primarily on the following elements of the admission application:

- Application
- Academic achievement
- Portfolio of artwork
- Personal essay
- Optional recommendation
- Optional standardized test scores (SAT or ACT)

Homeschooled applicants are encouraged to provide us with complete documentation of the courses studied and all the evaluations presented from a homeschool evaluator, or supervisor in cooperation with the local school district, or an outside teacher utilized by the family under their state home education law. Please note that recommendations from family members for homeschooled applicants will be considered in addition to a recommendation from an unrelated individual.

All students who are offered admission must provide proof of secondary school graduation prior to enrollment in PCA&D. This may be in the form of:

- A final transcript indicating graduation or a high school diploma granted through a local high school.
- A diploma granted from an organization governed by a State Board of Education or other nonprofit organizations recognized by a State Board of Education to issue diplomas to homeschoolers or a form applicable under the student's state home education law.
- A GED is also acceptable proof of graduation.

## ADVANCED (AP) STANDING

CEEB Advanced Placement Program: PCA&D may award three 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. AP credits in studio are never applied toward first-year Foundation requirements. The total number of AP credits a student may receive at PCA&D for both academic and studio examinations may not exceed 9 credits. An official report of scores must be submitted to the college directly from the College Board, Advanced Placement Program, Princeton, New Jersey. 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 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.

## **COLLEGE ARTICULATION AGREEMENTS**

The college maintains articulation agreements with several colleges. More information about these agreements may be found on the college's website in the admission section.

## **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 may request deferment of admission for up to two semesters. A written request of deferral must be sent 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.

## **PRECOLLEGE 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.



## DEGREE REQUIREMENTS

### FOUNDATION

The first year (or Foundation Year) courses are structured to teach the fundamentals of art making. High level of craft, attention to detail, technique, historical context, and critical thinking are paramount at every stage of an artist's career. Foundation classes teach students how to cultivate sophisticated ideas, producing work that is visually articulate, concise, and in line with an artist's intention. It is here that first year students begin effective creative practices and rehearsing skills to communicate about art in ways that are both personal and professional.

#### STATEMENT OF GOALS AND OUTCOMES: FOUNDATION DEPARTMENT

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

- 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.
- Demonstrate foundational making skills by creating work that strives to unify the concept, medium, and craft.
- 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.
- Demonstrate professional work habits and the ability to meet deadlines.

#### FOUNDATION-YEAR REQUIREMENTS

- FD 101/102 Drawing I & II | 6.0 CR
- FD 103/104 2D Design I & II | 6.0 CR
- FD 106 3D Design\* | 3.0 CR
- FD 109 Digital Imaging\* | 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 and interactive entertainment are the most pervasive and popular modes of connection, influence, and communication in today's fast changing world. The digital media field encompasses a vast array of careers including animation, 3-D modeling, visual effects, motion graphics, video production, gaming and more. Professionals in this field possess a wide variety of skills, many of which are rooted in the fundamental principles of art, design, and visual storytelling but are ultimately applied through digital and technological means. The digital media professional is well-equipped to meet the demands of a diverse and expanding job market that is increasingly changing and impacting the way in which we live, interact, learn, connect and heal.

### STATEMENT OF GOALS AND OUTCOMES: DIGITAL MEDIA DEPARTMENT

**Students who successfully complete the program will be able to:**

- Demonstrate the ability to judge, adapt, and incorporate historical and/or contemporary influences and perspectives in their creative and intellectual processes.
- Demonstrate a range of appropriate skills in the creation of work that is an effective union of concept, medium, and craft.
- 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.
- 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

- DM 207 Traditional Animation | 3.0
- DM 215 Computer Animation I | 3.0
- DM 205 Intro to Time-Based Media | 1.5
- DM 203 New Media: Origins and Methods | 1.5

#### Spring Semester

- DM 210 Computer Animation II | 3.0
- DM 208 Drawing for Animation | 1.5
- DM 209 Digital Sculpting | 1.5
- DM 206 Story & Screen | 3.0

### JUNIOR YEAR

#### Fall Semester

- DI 313 Visual Development I | 3.0
- DM 312 Advanced Gaming | 3.0
- DM 316 Computer Animation II | 3.0

#### Spring Semester

- DM 314 Visual Development II | 1.5
- DM 317 Advanced Computer Animation | 3.0
- DM 301 Preproduction | 3.0
- DI 301 Professional Practices I | 1.5

**Summer Internship (required, noncredit)**

### SENIOR YEAR

#### Fall Semester

- DM 407 Senior DM Studio I | 3.0
- DI 402 Professional Practices II | 1.5
- DM 411 Visual Effects | 3.0

#### Spring Semester

- DM 408 Senior DM Studio II | 3.0 CR
- DM 402 Post Production Techniques | 3.0 CR

*All BFA students are required to complete 42 credits (fourteen 3-credit courses) in liberal arts distribution areas and 9 credits (six 1.5-credit courses) in general electives to successfully complete the degree. Distribution area coursework in liberal arts is explained on p. 13 of this publication. Liberal arts course descriptions begin on p. 51. General electives are taken in the sophomore, junior, and senior years. General elective course descriptions begin on p. 57.*

## 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:**

- Demonstrate the ability to use a range of media and processes, perceive their impact on the experience of form, and understand the aesthetic theories that accompany them.
- Formulate and develop a personal creative direction that results in artwork that is a union of concept, form, medium, and craft.
- Formulate and apply critical and contextual analysis to their work and the work of others, while demonstrating an understanding of the visual arts and the relevancy of their work in the context of historic and contemporary art and the broader global culture.
- Demonstrate deliberate and effective communication through an informed and influential visual and verbal language.

### SOPHOMORE YEAR

#### Fall Semester

- FA 295 Drawing from Observation: Form and Space I | 3.0 CR
- FA 288 Printmaking I | 3.0 CR
- FA 216 Digital Mixed Media: Time, Motion & Sequence | 1.5 CR
- FI 201 Painting: Materials and Methods | 1.5 CR

#### Spring Semester

- FA 287 Making & Meaning | 3.0 CR
- FA 283 Painting from Observation | 3.0 CR
- FA 280 Sculpture: Observation & Interpretation | 3.0 CR

### JUNIOR YEAR

#### Fall Semester

- FA 382 Drawing: Theme & Variation | 3.0 CR
- FA 383 Painting: Observation, Memory & Synthesis | 3.0 CR
- FA 389 Sculpture: Concept, Form & Materials | 3.0 CR

#### Spring Semester

- FA 320 Media, Form & Concept | 3.0 CR
- FA 393 Printmaking II | 3.0 CR
- FA 394 Painting: Theme & Variation | 1.5 CR
- FA 360 Professional Practices I (Fine Art) | 1.5 CR

**Summer Internship (required, noncredit)**

### SENIOR YEAR

#### Fall Semester

- FA 418 Directions in Contemporary Art | 1.5 CR
- FA 411 Senior Studio I | 3.0 CR
- FA 460 Drawing: MultiMedia | 3.0 CR

#### Spring Semester

- FA 410 Professional Practices II (Fine Art) | 1.5 CR
- FA 412 Senior Studio II | 3.0 CR
- FA 422 Thesis & Critique | 3.0 CR

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## GRAPHIC DESIGN

A professional in the field of graphic design must be able to produce work that effectively meets the communication needs of others. Successful design must balance concept, style, craft, research, and analysis with meaningful and arresting delivery of information. Design that attracts and holds a viewer's attention or compels one to a call for action sets itself apart because of the specialized education, strong visual concept, and innovative thinking that informs this practice. For designers, the ability to combine multiple complex or even the simplest of ideas into a visual tool, is—and will continue to be—the hallmark of the best and most successful designers today.

### STATEMENT OF GOALS AND OUTCOMES: GRAPHIC DESIGN DEPARTMENT

**Students who successfully complete the program will be able to:**

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

### SOPHOMORE YEAR

#### Fall Semester

- DGI 201 Visual Communication | 3.0 CR
- DGI 205 Typography | 1.5 CR
- DGI 217 Digital I | 1.5 CR
- DGI 221 Introduction to Interactive Design | 1.5 CR

#### Spring Semester

- GD 216 History of Graphic Design & Emerging Trends | 3.0 CR
- GD 206 Typography II | 1.5 CR
- DGI 218 Digital II | 1.5 CR
- GD 217 Digital Design Production | 3.0 CR

### JUNIOR YEAR

#### Fall Semester

- GD 311 Design Studio I | 3.0 CR
- GD 314 Interaction Design | 3.0 CR
- GD 325 Publication Design | 3.0 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

***Summer Internship (required, noncredit)***

### SENIOR YEAR

#### Fall Semester

- GD 409 Senior Design Studio I | 3.0 CR
- GD 417 Packaging | 3.0 CR
- GD 431 Web Studio I | 1.5 CR
- GD 434 Advertising/Copywriting | 1.5 CR

#### Spring Semester

- GD 406 Professional Practices/Portfolio Preparation | 1.5 CR
- GD 410 Senior Design Studio II | 3.0 CR
- GD 432 Web Studio II | 3.0 CR

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## ILLUSTRATION

At PCA&D, Illustration majors develop their own visual voices by learning to make still and kinetic images with use of solid drawing skills and well-researched concepts. Their work may be based in narrative or conceptual problem solving for the publication, product, and/or entertainment industry. All PCA&D Illustration faculty are professionals who currently work in the industry and bring their practices into the classroom. Artists working successfully in the illustration industry and related fields must balance their own artistic vision with the needs of their clients while also embracing the spirit of entrepreneurship. 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 professional practices teach students what they need to know about effective self-promotion, finding clients, pricing and 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 be able to:**

- Utilize their ability to judge, adapt and incorporate historical and/or contemporary influences and perspectives in their creative and intellectual processes.
- Establish a range of traditional and digital skills in the creation of illustrations that are an effective union of concept, medium and craft.
- Demonstrate deliberate and effective communication through an informed and influential visual and verbal language unique to each student and the Illustration industry.
- 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.
- Maintain a professional portfolio to market their work for the illustration and related industries while embracing and promoting self-generated projects.

### SOPHOMORE YEAR

#### Fall Semester

- GI 205 Typography (DGI) | 1.5 CR
- GI 201 Visual Communication | 3.0 CR
- GI 217 Digital I | 1.5 CR
- FI 201 Painting: Materials and Methods | 1.5 CR
- IL 205 Intro to Figure Anatomy | 1.5 CR
- Liberal Arts | 6.0 CR

#### Spring Semester

- IL 213 History of Illustration & Emerging Trends | 3.0 CR
- GI 218 Digital II | 1.5 CR
- IL 216 Illustration Construction | 3.0 CR
- IL 215 Advanced Figure Anatomy | 1.5 CR
- Liberal Arts | 6.0 CR

### JUNIOR YEAR

#### Fall Semester

- IL 325 Illustration Studio I | 3.0 CR
- IL 323 Intro to Time-Based Media | 1.5 CR
- IL 327 Digital Painting | 1.5 CR
- DI 313 Visual Development I | 3.0 CR
- Liberal Arts | 6.0 CR

#### Spring Semester

- IL 326 Illustration Studio II | 3.0 CR
- IL 336 3D Head & Figure | 3.0 CR
- IL 321 3D Design in Illustration | 3.0 CR
- DI 301 Professional Practices I | 1.5 CR
- Liberal Arts | 3.0 CR

**Summer Internship (required, noncredit)**

### SENIOR YEAR

#### Fall Semester

- IL 407 Senior Illustration Studio I | 3.0 CR
- IL 414 Observational Figure Workshop | 3.0 CR
- DI 402 Professional Practices II | 1.5 CR
- Liberal Arts | 6.0 CR

#### Spring Semester

- IL 408 Senior Illustration Studio II | 3.0 CR
- IL 412 Figure Utilization II | 3.0 CR
- Studio Elective | 1.5 CR
- Studio Elective | 1.5 CR
- Liberal Arts | 6.0 CR

*In the sophomore and junior years, students will complete the following liberal arts requirements: FVC 201 Communicating through the Arts, three art history courses (one 200-level course and AH 204 Non-western Art in the sophomore year as well as one 300-level course in the junior year), one course each in the science/mathematics and social/behavioral distribution areas, and one course in the humanities distribution area. In the senior year, students will complete any remaining general humanities distribution area credits, usually two or three 3-credit courses. Refer to the liberal arts section for more information.*

## PHOTOGRAPHY & VIDEO

Understanding the photographic still and moving image is central to our contemporary culture. Students in the Photography & Video department will explore multiple aspects of lens-based practice including:

- Fashion, product and other commercial photography and video: meeting the image needs of business, popular culture and design.
- Documentary photography and video, and Photojournalism: informing the world of current events and critically examining culture.
- Fine art photography and video: creatively engaging with the contemporary world through expressive and aesthetic image-making modes.

Photography & Video majors learn to use the technical, expressive, and communicative potential of the medium to develop visually and conceptually powerful work. PCA&D's Photography & Video program deepens student knowledge of traditional and current practices, attitudes, and competencies in image making, as preparation for defining their own vision and taking their place in the changing landscape of contemporary visual culture. The program includes courses in photography history, and integrates contemporary critical issues and theory throughout the curriculum.

In addition to still photography, contemporary photographers need competency in video production and theory, for both commercial and fine art work. Students in the department take numerous courses in video, developing a technical foundation and expressive versatility necessary in today's field.

The department engages students in a variety of educational opportunities beyond the classroom. These include field trips for studio visits, exhibitions and professional conferences in New York, Philadelphia, and Washington, DC, and regular interaction with visiting artists and critics. During the summer before the fourth-year students are required to complete a professional internship, which they research and secure as part of the third-year Professional Practices I class. 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 & VIDEO DEPARTMENT

**Students who successfully complete the program will be able to:**

- Demonstrate the ability to integrate form, content, and context in the service of clear visual communication.
- Demonstrate the technical skills needed to produce a body of work in still and time-based digital technologies, as well as film-based processes, that meet professional standards for fine art and applied photography.
- Demonstrate knowledge of historic and contemporary issues in the practice of the medium and understand its relevance to their work.
- Demonstrate the ability to work as professionals both in class and in preparation for careers in photography and video.

### SOPHOMORE YEAR

#### Fall Semester

- PH 207 Photographic Techniques I: Black & White Craft and Image | 3.0 CR
- PH 221 Fundamentals of Lighting | 1.5 CR
- PH 224 Digital Photo I | 3.0 CR
- PH 226 Photo History I | 1.5 CR

#### Spring Semester

- PH 220 Introduction to Video | 1.5 CR
- PH 223 Photographic Techniques II: Color Craft & Image | 3.0 CR
- PH 225 Digital Photo II | 3.0 CR
- PH 227 Photo History II | 1.5 CR

### JUNIOR YEAR

#### Fall Semester

- PH 317 Intermediate Video | 1.5 CR
- PH 323 Large Format Photography: Description & Contemplation | 3.0 CR
- PH 325 Introduction to Sound for Video | 1.5 CR
- PH 326 Advanced Digital Photography | 3.0 CR

#### Spring Semester

- PH 307 Advanced Color: Theory & Practice | 3.0 CR
- PH 311 Professional Practices I (Photography) | 1.5 CR
- PH 318 Advanced Lighting for Studio & Video | 1.5 CR
- PH 328 Media, Form & Concept | 3.0 CR

**Summer Internship (required, noncredit)**

### SENIOR YEAR

#### Fall Semester

- PH 401 Senior Thesis I | 3.0 CR
- PH 427 Video Projects | 3.0 CR
- PH 431 The Documentary: Objectivity and Influence | 1.5 CR

#### Spring Semester

- PH 402 Senior Thesis II | 3.0 CR
- PH 407 Professional Practices II (Photography) | 1.5 CR
- PH 425 Web-Arts: Self-Promotion to Self-Expression | 3.0 CR

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## 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:**

- Demonstrate the ability to incorporate cultural and historical context into their analytical process and then demonstrate the ability to choose when and how this critical thinking should be applied to intellectual and creative problems presented in their coursework.
- Demonstrate the ability to apply information literacy and research techniques to course projects, assignments, and classroom discussion.
- 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.
- 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 Assessment Testing

All entering students are required to take a writing evaluation before the start of classes. This evaluation is an essay based on a standard prompt and assesses competency in several key areas, including content, organization, and writing mechanics. The results of this assessment will be used to strategically place students into sections of Foundations of Verbal Communications (FVC 101 and FVC 102). Results will also be used to recommend participation in Writing Roundtables peer writing assistance sessions.

### 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 | 3.0 CR
- FVC 201 Communicating through the Arts | 3.0 CR
- Two 200- or 300-level AH courses, not including AH 204 (AH 203, AH 205, AH 211, AH 212, AH 213, AH 214, AH 215, AH 216, AH 220, AH 301, AH 305, AH 306, AH 311, AH 312, AH 320, AH 321, AH 322) | 6.0 CR
- One course in the life & physical sciences/mathematics distribution area | 3.0 CR
- One course in the behavioral & social sciences distribution areas | 3.0 CR
- Four courses in the humanities distribution area | Total 12.0 CR

*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. To fulfill the Art History and Humanities distribution area credit requirements, students must take at least one 300- or 400-level Art History or Humanities course. Equivalent transfer credits may be substituted to meet Art History required credits.*

## CONTINUING EDUCATION

Continuing Education at PCA&D brings creativity to life for students of all ages through a range of classes, workshops and certificate programs. Our vision is to be a regional leader in the creative processes through: providing exceptional educational experiences in visual arts and design; functioning as a center for creative influence in the region; helping students develop 21st century career skills; nurturing innovative thinking and imagination by helping individuals and groups tap into their creative potential; enrolling students of all ages, backgrounds, and experience levels; and providing offerings ranging from personal growth and enrichment to professional development.

### 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 daytime, 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 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.

### 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 the 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.

### DESIGN PROFESSIONAL PROGRAM

PCA&D's design professional certificate teaches students the basic skills of both print design and web design while also providing a foundation for students interested in business in the creative industry. Students learn the principles of design, the three major design software programs (Photoshop, Illustrator & InDesign), current best practices in HTML & CSS coding for modern web design, and the business practices necessary to run an effective design business.

### DIGITAL MARKETING PROFESSIONAL

The digital marketing professional certificate teaches students digital marketing strategies and basic skills in web design while also providing a foundation for students interested in business in the creative industry. Students learn how to effectively leverage social media and digital marketing tools, the principles of design, current best practices in HTML & CSS coding for modern web design, and the business practices necessary to run an effective business in the creative industry.

### ENTREPRENEUR: DESIGN & DIGITAL MARKETING

In the Pennsylvania College of Art & Design's creative entrepreneur certificate program, students will learn the principles of design, major design software, HTML & CSS coding for contemporary web design, the business practices necessary to run an effective business as well as the theory and methodology behind design thinking. In Design Principles/Typography, students will develop the problem-solving skills critical to functioning in the design industry. In Business Practices for Creatives students will better understand the best methods for creating, managing, and maintaining a design company. In Design Thinking Methodology, students will learn the critical thinking necessary to solve problems and provide clients with innovative solutions.

Beyond the three required courses, certificate students must complete two additional credits in each of three other subject areas: print design, web design and social media marketing.

### 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. Students currently enrolled full-time in the BFA program may enroll in credit or noncredit Continuing Education classes during the fall and spring semesters without paying any related tuition. 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 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, Direct, 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 as determined by the FAFSA, ranging from \$636 to \$6,195 per academic year. As of July 1, 2012, a student can receive the Federal Pell Grant for no more than 12 semesters or the equivalent of (roughly) six years.

##### **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 \$450 per academic year for full-time students demonstrating highest financial need.

##### **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 amount maximum is \$4,122 per academic year. Visit [www.pheaa.org](http://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 Loans (subsidized and unsubsidized):**

A low-interest loan program operated through the U.S. 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 financial aid office for more information. Visit [www.studentaid.ed.gov](http://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 U.S. 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 7.6%, 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](http://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. FWS applications are available on our website at [www.pcad.edu/finaid](http://www.pcad.edu/finaid) under "Forms". Average pay rate is above current 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](http://www.fafsa.ed.gov). The FAFSA becomes available for the next academic year on October 1. Pennsylvania College of Art & Design's FAFSA code is 016021.

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

Electronically submit a current Free Application for Federal Student Aid (FAFSA) at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). 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 (FEDERAL DIRECT/PLUS ):**

For Federal Direct loans (subsidized and unsubsidized), first submit a completed current Free Application for Federal Student Aid (FAFSA). Next, see the PCA&D website financial aid section for information on completing the online Master Promissory Note (MPN) and Entrance Counseling. The MPN 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. The MPN and Plus Loan applications are completed at [www.studentloans.gov](http://www.studentloans.gov).

### **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:

- Prior Year 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' non-educational 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 for completing October 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. Finalize Direct loan MPNs and Entrance Counseling by July 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. For additional information about Pennsylvania Higher Education Assistance Agency's (PHEAA) State Grant Program, visit [www.pheaa.org](http://www.pheaa.org).

### **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 (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. To receive benefits, you must apply through the Department of Veterans Affairs. Veterans Affairs determines the amount of benefits a student can receive; therefore, we cannot estimate benefit amounts. Please contact Veterans Affairs at [www.gibill.va.gov](http://www.gibill.va.gov) or call 1-888-442-4551 (888-GI-BILL) if you are in need of VA advisement, or for additional information. The submission of electronic applications using their VONAPP process is strongly encouraged. The VA will process your application and send you a letter notifying you of their decision. Please be aware that it may take the VA several weeks to process your claim. If you are approved to receive benefits, you will receive a Certificate of Eligibility letter from the VA. The VA also has an electronic version. Students can print the eBenefits page as proof of eligibility in lieu of a Certificate of Eligibility at [www.vets.gov](http://www.vets.gov). Pennsylvania College of Art & Design works with our Veterans: we will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet their financial obligations to the institution due to the delayed disbursement of funding from VA under chapter 31 or 33. We do however require that students produce the VA's Certificate of Eligibility by the first day of class, provide written request to be certified, and provide additional information needed to properly certify.

## 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 INSTITUTIONAL AID

### Institutional 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 their period of enrollment. Priority consideration is given to applicants who complete all admission requirements by March 15.

### Institutional Scholarship/Grants

Institutional aid is credited to a student's account at the beginning of each semester. Terms and conditions vary and can be found on selection letters. Most merit-based scholarship awards/grants are awarded through our admissions office. Renewal of institutional need-based awards is contingent upon the student's annual submission of a FAFSA application, evidence of need, maintaining satisfactory progress toward a degree, and remaining in attendance for the full period for which the grant is awarded. These grants/scholarships do not have to be repaid.

### 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 their fourth year who has demonstrated academic excellence during their first three years at the college. For scholarship requirements, contact the financial aid office.

### The Mary Colleen Heil Presidential Scholarship

This merit-based scholarship is awarded to an exceptional rising junior student who has been identified by the Provost in consultation with the Department Chair of their major. The Mary Colleen Heil Presidential Scholarship winner will be notified of the award amount which will be applied to their third-year tuition at PCA&D.

### 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 is awarded to the full-time BFA student(s) with the highest GPA of those eligible to apply. Detailed information will be emailed to current students.

## 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)

Full-time students 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 Standards and Policies section (Academic Standing), listed as Required Minimum Grade-Point Averages for the BFA.

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

- 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 Standards and Policies section (Academic Standing), 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 state or institutional 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 aid in a given semester counts as one semester's worth of aid.*

*Additional information concerning the impact of course withdrawals, incompletes, and repeats can be obtained in the Academic Standards and Policies section of the PCA&D Catalog & Student Handbook or from the Director of Financial Aid.*



# ACADEMIC EXPENSES

## BFA TUITION

### Annual full-time tuition: \$25,000 (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 \$1042 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 (nonrefundable)

**International Application Fee:** \$110, payable with application and nonrefundable

**Enrollment Deposit:** \$200, payable upon notification of acceptance and credited toward the first semester's tuition

### Comprehensive Fee:

The nonrefundable comprehensive 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): \$1,600 per year. Half-time and below students (1 to 6 credits): \$550 per semester.

Lab fees of \$45 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:** \$200, payable in the spring of the senior year

**Late-Payment Fee:** \$45, 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: \$1,550 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 noted on course homepages, if applicable.

Students are strongly urged to purchase art supplies prior to the first day of class. Expect foundation art supplies to cost approximately \$850 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: \$3,650 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 [pcad.edu](http://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 Provost.

## TUITION PAYMENT

Payments for tuition and fees may be mailed, paid online, called in, or made in person in the Bursar's office. Semester bills are posted to student accounts and an email notification is sent at least two months 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.

**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. Reenroll.

## 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), Direct 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 Direct loans; subsidized federal Direct 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 on the College's Building Hours calendar.

### CLASSROOMS AND STUDIOS

All PCA&D facilities offer Wi-Fi internet access. All classrooms and easel studios have overhead-mounted digital projectors.

### 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. All 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) supports all courses in digital media, illustration, graphic design, fine art, and photography & video.

### 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 twenty flat-panel, 24-inch LED cinema displays, this lab is organized around a central conference area suited for group critique, conversation, planning, and display.

### DIGITAL MEDIA SPACE

An additional lab equipped with 20 Apple iMac workstations with a WACOM 22" Cintiq Touch Pen Tablet. The space is designed to accommodate learning for varying disciplines. Adjacent rooms include a sound booth for capturing high quality sound recordings and a green screen studio for visual effects.

### SENIOR STUDIO SPACE

PCA&D provides studio space for fourth-year students. Students working electronically are provided digital workstations in the Schrotberger Design Center.

### 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 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 [pcad.edu/library](http://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 COMMON AND LEARNING AREAS

The college student common areas are located in the atrium and on the third floor of the north building. The third-floor student common area is the home to the Ave. C Market Place where PCA&D community members can relax and grab a bite to eat. In addition, Ave. C. hosts microwaves, a refrigerator, and washing facilities. The atrium is another common space where students meet, relax, and talk with friends.

In addition to the common areas, students can utilize collaborative student learning areas (SLA) on the 2nd and 3rd floors of the south building. The SLAs feature work space, comfy seating and a great opportunity to connect with other students.

## 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 Coordinator of 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 for inspecting the property and negotiating lease terms with any landlord.

PCA&D has no responsibility for inspecting or investigating 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.

### PCA&D has two rental options specific 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 owner of Steinman Lofts ensures that PCA&D students have appropriate, affordable housing coordinated through the college's semester tuition billing cycle. The Apartments at Lancaster Seminary are located just blocks from downtown. Nestled in the west end of Lancaster's downtown, the Apartments at Lancaster Seminary offer a small, close-knit community of first year PCA&D students. Five furnished apartments house ten students with a live-in, upper class Community Assistant available as a resource, community builder and crisis support. Each unit has a full kitchen, living space and bathroom. Two twin beds, two desks and two dressers are provided in the bedroom. Wi-Fi, electric and utilities are all included. Students will have access to the library at Franklin and Marshall College (F&M), may be offered a meal plan to use at F&M's dining facility, can utilize PCA&D's free ride home program, and will receive additional support from F&M's public safety department in the event of emergency. The college's preferred leasing agreement with the Lancaster Theological Seminary ensures PCA&D students have appropriate, affordable housing with all payments coordinated through the college's semester billing cycle. PCA&D also offers rental housing options for upper-class students. North Market Street Housing is located in the adaptive reuse of an historic tobacco warehouse with modern amenities just three blocks from the college. The property features six furnished 3 & 4 bedroom apartments and provides each student with a private bedroom and offers year round housing (12 months leases). The college's preferred leasing agreement with the owner of North Market Street ensure PCA&D students have appropriate, affordable housing with all payments coordinated through the college's semester billing cycle.

## 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. On weekdays, students can begin to request a ride home starting at 6:45 PM. On weekends, students can begin to request a ride home starting one hour prior to the close of the building. To request a ride home, 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 email accounts for students, faculty, and staff. The purpose of pcd.edu email is to improve the interaction between faculty and students by creating a consistent and predictable means of communication. Students are required to use their pcd.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 pcd.edu email accounts. Student pcd.edu email accounts may not be used to distribute unsolicited mailings of any kind. Other policies for email use fall under PCA&D's Information Systems Policy.

## LOCKERS AND DIGITAL WORK STATIONS (DWS)

Registration for lockers and DWSs takes place online prior to Fall or Spring Orientation. 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 DWS).

During this online registration process, students provide their locker combination. Submission of a locker or DWS registration form 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 DWS 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.

## 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 email 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 ID 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 Provost, 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 email them 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 pcam.edu email addresses, which students are encouraged to use.

## BULLETIN BOARDS

Notices posted on the bulletin boards should be date stamped (postings are for 30 days at a time). 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, as well as to support the mission of PCA&D. With more than 12 student-run clubs and organizations, Student Council offers extra-curricular learning through social events, peer-to-peer critiques, community service, fundraising and more. The election of officers occurs in the month of March for the upcoming academic year. Each major is encouraged to have a student representative attend the bi-weekly Student Council meetings. Students who wish to stand for election of Officer or Representative may secure a blank petition from the Director of Student Life. 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 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 2017):

69% Female  
31% Male

### STUDENT RACE/ETHNICITY (FALL 2017):

0% American Indian or Alaska Native  
4% Asian  
6% Black Non-Hispanic  
4% Hispanic  
74% White/White Non-Hispanic  
6% Two or More Races  
6% Race or Ethnicity Unknown

### PERCENTAGE OF STUDENTS RECEIVING GRANT AID BY TYPE:\*\*

97% Total Received Grants  
43% State/Local  
40% Pell  
37% Federal  
29% Other Federal  
97% Institutional

*\*Although PCA&D's population includes individuals who do not identify as either female or male, the Student Handbook uses data collected in conjunction with the requirements of the U.S. Department of Education, which requires all individuals be reported as either female or male.*

*\*\*First-time, full-time degree-seeking students during the 2016-17 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, illustration, and photography & video, or the mentorship program option available only in illustration. Documentation must include a presentation about the internship experience to colleagues and faculty in a student's fourth-year 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.

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, such as a potential employer, who may contact the college with an inquiry.

## 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 electronically distributed to foundation students via the pcad.edu email system. 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 professional practices course (or courses) required in their major. 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.

## SENIOR EXPERIENCE 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. If a student does not successfully pass their third-year review upon a second review, the student will enter into a Program Review Committee led by the Department Chair, which could result in the student being financially responsible for additional instructional support.
4. On successful completion of the third-year portfolio review, students receive a copy of the evaluations for their reference. These forms are used by their department as one part of documentation needed for completing the Senior Experience.
5. Students must notify their department chair or Senior Experience coordinator in writing to get approval for their chosen Senior Experience by the end of June after their third year. Department chairs or their faculty designees must give final approval to all Senior Experience arrangements before students can begin to work. Chairs and Senior Experience coordinators will periodically check student progress with the Senior Experience site supervisor or mentor throughout the Senior Experience period.
6. Students must keep a record or journal of their Senior Experience as the basis of a required presentation in their fourth-year. The presentation is required in order to complete and pass the Senior Experience.
7. All Summer Experiences should be completed by August of the summer between the third and fourth years or, at the latest, by December of the fourth year unless the department chair or faculty Summer Experience coordinator authorizes an extension.
8. Students who have not completed a Summer Experience with a supervisor's rating of "3" or better, submitted all verifying documentation to their department chair or Summer Experience coordinator, and made the required presentation in a professional practices course will need clearance from the Dean of Students to participate in the graduation ceremony.

## SENIOR SHOW & CELEBRATION EXHIBITION

All matriculated PCA&D seniors in digital media, fine art, graphic design, illustration, and photography & video 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 successfully completed.

The annual Senior Show & Celebration uses all of the gallery and classroom space within the college to display the work of seniors. BFA graduating students in digital media, fine art, graphic design, illustration, and photography & video 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 signature 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 & video—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 college-wide is recognized for this outstanding academic achievement.

### GRADING SYSTEM

Through the college's Student Information System (aka, My PCA&D), students are able to see online reports of their grades at the end of each semester. Grade reports are not 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. Grades will be made available to students seven working days from the end of the semester.

## 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	
C	2.00	Average
C-	1.67	
D+	1.33	
D	1.00	Below Average
D-	0.67	
F	0.00	Failure
I	0.00	Incomplete
W		Withdrawal

### INCOMPLETES

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. Incompletes are given at the discretion of faculty members to students for reasons that are acceptable to the faculty, and for a student who has completed a good portion of their coursework.

A Declaration of INC form must be agreed upon and submitted by both the student and faculty member to the registrar with signature approval from the dean of students. Students who are given an Incomplete(s) must complete the remaining coursework as stated in the INC form within one calendar year, or within the time allotted by the faculty, after the last day of the semester. Declaration of INC forms are available from the dean of students' 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 agreed upon time 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:

- 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.*
- Incompletes assigned to the fall semester of sequenced requirements must be made up one week prior to the start of classes in the spring semester, a period of time shorter than 30 days.*
- 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.*
- 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:

- Consult with the faculty member who assigned the grade and discuss it. No further action can be taken until this step is complete.
- 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.
- 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.
- 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.
- 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:
  - Refuse the appeal based on the written and/or visual evidence presented, and the grade will stand.
  - Hear the appeal and decide to let the grade stand.
  - 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, Provost, or the Dean of Students.

## FIRST-DAY COURSE READINESS POLICY

All new and returning students are required to own laptops 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 email, 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. Students requesting accommodations must demonstrate the existence of a present disability by engaging in a documentation process. 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 Students' office or by mail or email from that 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 reenrolling at PCA&D after a leave of absence or voluntary or involuntary withdrawal are considered “returning” students. In some circumstances, reenrolling students may need to participate in the college’s Preadmission, Reenrollment, and Continued Enrollment Review. The purpose of this policy appears at the end of this section of this handbook. A full copy of the Preadmission Review policy may be requested from the Dean of 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 be 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.) Depending on extenuating circumstances surrounding a dismissal, academically dismissed students who reenroll may need to participate in the college's Preadmission, Reenrollment, and Continued Enrollment Review before being able to return to PCA&D. The purpose of this policy is stated at the end of this section of this handbook. A full copy of the Preadmission Review policy may be requested from the Dean of Students.

## 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.

## PREADMISSION, REENROLLMENT AND CONTINUED ENROLLMENT REVIEW POLICY

In order for the Pennsylvania College of Art & Design ("PCA&D" or "college") to facilitate a safe and collegial teaching and learning environment for all members of our community, the college requires a high standard of conduct for current members of its community and for anyone seeking admission, reenrollment, or continued enrollment.

Therefore, PCA&D applicants for admission, reenrollment, or continued enrollment with a history of conduct-related issues will be subject to a required review. PCA&D's policy and procedure for addressing applicants for admission and enrolled students with a criminal history and/or criminal or behavioral issues that are not addressed in the Student Code of Conduct is as follows:

A review will be required when an applicant or enrolled student either self-reports or PCA&D receives a credible report that an applicant or current student has engaged in conduct that may endanger the health and safety of any member of the PCA&D community, adversely affect the college's educational mission, or jeopardize college property or the property of any member of the PCA&D community or its visitors.

If PCA&D is informed that an applicant for admission or reenrollment or a continuing student has been incarcerated or has been involved in illegal conduct, the college reserves the right to determine the acceptability of the applicant and/or the continued enrollment of the student.

The review process will be administered by college representatives who can include (but are not limited to) the Provost, Dean of Students, and college advisor. Review of individuals with conduct issues in accordance with this policy shall be initiated in connection with requests for admission, reenrollment, or continued enrollment in any degree, certificate, or non-degree program at PCA&D.

This policy shall not be interpreted to limit any applicable provision of the college's Code of Student Conduct.

Copies of the full Preadmission, Reenrollment, and Continued Enrollment Review Policy must be requested from or will be sent by the Dean of Students to current, reenrolling, or prospective students on a situation-specific basis.



## 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 classes protected 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.

### ANTI-HAZING STATEMENT

Pennsylvania College of Art and Design is committed to fostering an environment that values art, artists and the relationship between people. The belief that all students have a place in art is rooted in respect and integrity. Hazing of any kind is antithetical to this commitment and is prohibited by the College and all its members.

Any student or student group who uses any form of hazing is subject to review by the Student Affairs and Academic Standing Committee. This review may result in the suspension or dismissal of the student(s) involved and/or the banning of the student organization from the PCA&D campus. Any act of hazing may also be handled by Law Enforcement under the classification of a misdemeanor of third degree if it results in injury or creates the likelihood of injury, or a felony of third degree if it is aggravated hazing.

All student groups are required to read and agree to the PCA&D Anti-Hazing Statement.

### 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 Provost 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](http://pcad.edu). On the home page, click on Student Life, choose College Safety, and then scroll down to the Annual Security Report. The Annual Security Report is also available as a print or digital document by contacting the Dean of Students or the Registrar in writing, by phone (717) 396-7833 or by email: [jedonick@pcad.edu](mailto:jedonick@pcad.edu) (Dean of Students) or [Registrar@pcad.edu](mailto:Registrar@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 prohibit 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. Beginning with the 2014–2015 academic year, crime statistics related to the Steinman Lofts apartment units—exclusively rented by PCA&D foundation-year students—will be included in the Annual Security Report. Refer to the Annual Security Report index for page numbers where Clery and Act 73 crime 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 field of study, 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" (including 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 or by using the "transcript requests" tab in their My PCA&D account online.

**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 absences in any course, in any semester, without penalty.

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").

Recorded absences beyond the 3rd could result in automatic failure of the course. Please be reminded to check each course syllabi for more specific details on this specific attendance policy.

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. 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 alone. 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/Digital Media, 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, 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 Communicating Through the Arts, three art history courses (one 200-level course and AH 204 Non-Western 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 general humanities distribution area. The specific distribution area requirements not fulfilled in the second year must be taken in the third or fourth years. In most cases, students complete two or three courses in the general 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 and 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. Information about selecting a major is electronically presented by the departments through yearly digital presentations to first-year students and by encouraging student discussions with individual faculty members and upper-class 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 in fine art or photography & video has begun will lengthen the overall amount of time required to earn the BFA at PCA&D by at least one academic year. Changes of major among the digital media, graphic design, or illustration programs can be made without lengthening degree-completion time if they are made no later than the end of the fall semester of second year. (See also: Sequenced Requirements 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 non-matriculated 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 Academic Expenses 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 [pcad.edu/pcad-alumni/request-a-transcript](http://pcad.edu/pcad-alumni/request-a-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. 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 Student's offices, or online at [www2.pcad.edu/Facilities](http://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.

**TOBACCO USE AND VAPING**

PCA&D is a tobacco-free environment. Tobacco use (whether smoking or smoke-free tobacco products) and vaping are prohibited inside and outside the college buildings. This includes all offices, classrooms, lounges, hallways, galleries, entrances, the front of the school, sidewalks, bathrooms, 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 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, email 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 documented and prescribed service or assistance 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.

## STUDY DAY

Classes do not meet on Study Day, and the student Study Day is not to be used as a date on which papers are to be turned in, examinations are to be given, quizzes are to be scheduled, mandatory review sessions are to be held, or for any other class-related activities. Faculty may conduct voluntary review sessions at which no new material is presented on these days so long as attendance is not required. Student Services and Academic Departments may schedule department or school-wide events that would be optional.

## FERPA

The Family Educational Rights and Privacy Act (FERPA) afford eligible students certain rights with respect to their education records. (An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution.) These rights include:

1. The right to inspect and review the student's education records within 45 days after the day Pennsylvania College of Art & Design ("School") receives a request for access. A student should submit to the Registrar a written request that identifies the record(s) the student wishes to inspect. The Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask the school to amend a record should write to the Registrar, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If the school decides not to amend the record as requested, the school will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before the college discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The school discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by Pennsylvania College of Art & Design in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of Pennsylvania College of Art & Design who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the school.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Pennsylvania College of Art & Design to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202

FERPA permits the disclosure of PII from students' education records, without consent of the student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, §99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. Pennsylvania College of Art & Design may disclose PII from the education records without obtaining prior written consent of the student –

- To other school officials, including teachers, within the school whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))
- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the college's State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- Information the school has designated as "directory information" under §99.37. (§99.31(a)(11))
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of §99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§99.31(a)(13))
- To the general public, the final results of a disciplinary proceeding, subject to the requirements of §99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school's rules or policies with respect to the allegation made against him or her. (§99.31(a)(14))
- To parents of a student regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15))

For more information, please visit <https://ed.gov/policy/gen/guid/fpco/ferpa/index.html>.

## INFORMATION SYSTEMS POLICY

The PCA&D information systems include all desktop computers, networks, wireless access points, servers, internet access, printers, copiers, telephone, email, 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 submit a request directly to the Director of IT for consideration. Regular maintenance and all changes to hardware, software, or network access will 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 credits each semester in an individual print account for use within the semester. Seniors receive an additional printing credit per semester due to additional requirements. All accounts are reset at the end of each academic year. (Note: There are no cash refunds on the balance of each account or carryovers to the next academic year. Students should verify their printing credit amounts with the IT department if they are in doubt as to what they are allotted for any given semester or year.) 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, email, 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 Director of Operations, the Dean of Students, or the Provost 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, Provost, or Director of Operations and notify them of the situation. It is imperative that the PCA&D administrative staff be notified if anyone is injured at the college.

### 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 or the front desk at ext. 0 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, dismissals or delays will be broadcast by the President's office. Cancellation of school and events will be announced by the Rave Alert System, 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. 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 college-wide 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 Director of Operations, the Dean of Students, the Provost, 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 Director of Operations, the Dean of Students, or the Provost. 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 and staff should proceed with prudent safety measures as outlined in the mandatory ALICE Training completed by all employees. Everyone should try to remain calm and consider the possible consequences of their actions.

**XI. Shelter in Place**

If it becomes necessary for the college to "Shelter in Place," essential supplies have been compiled and Rooms 103A/103B have been designated as the meeting place for the entire college. The library will be set up as a media/information unit should a major event happen outside of the immediate area.

**XII. Emergency Communications**

In the case of a serious event (including weather-related incidents), the college will communicate with the college community to provide accurate information for the general safety and security of everyone. The college will, at its discretion, use the following methods to communicate campus-related incidents:

- PCA&D email
- Rave Alert System
- SMS/text-messaging to cell phones
- College website
- External media outlets, as deemed necessary

Email will be the primary method of communication for "Timely Warning" notifications. "Timely Warning" notifications are required for incidents that may be significant but do not require immediate action (e.g. vandalism, threats of violence, burglary, etc.). "Emergency" notifications will be delivered through the Rave Alert System. "Emergency" notifications are required for incidents that necessitate immediate action on the part of the recipient (e.g., power outage, weather incidents, shelter in place, etc.). Each member of the college community will be enrolled in the Rave Alert System at the beginning of each semester. The college requires that everyone verify his/her information each semester to ensure accurate delivery of notifications.

**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 email 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.

**XIII. 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.

**XIV. 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 Provost, the Dean of Students, the Director of 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.

**XV. 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 that is 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](http://www2.pcad.edu/Facilities). In all other nonhazardous but safety-related matters, students are responsible for following best practices for safety.

**XVI. ID Cards and Access 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 card should be immediately reported to the Facilities Director, 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 2019 - 2020 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

*FD 101 1 semester/3 credits*

This course exposes students to the fundamentals of drawing from observation, "seeing" and recording accurately through repeated exercises in drawing objects, environments, and the human figure. Exercises will stress analyzing proportional relationships and perspective, as well as value and tonal rendering. The formal elements of drawing will be emphasized. Students will be encouraged to use those skills to support conceptual development.

### DRAWING II

*FD102 1 semester/3 credits*

This course continues the goals of Drawing I by exposing students to the fundamentals of drawing from observation, "seeing" and recording accurately through repeated exercises in drawing objects and environments. Drawing from the figure will be a major component of this course. Color will be introduced with an emphasis on the use of color to model form. Students will learn the process of giving form to ideas and the use of composition and media as means of expression.

### 2D DESIGN I

*FD 103 1 semester/3 credits*

In this course students will learn to use the fundamental formal elements and principles of two-dimensional design through a process of reducing image making to abstract principles. Students will be given visual problems to solve in achromatic values, integrating purely aesthetic intentions with complex problem solving. Students will learn how decisions regarding formal relationships influence content and how content focuses formal thinking. Students will engage in active ideation, researching and consultation throughout the developmental stages of the design, and will effectively critique the end result. Assignments will connect hand and digital tools with conceptual thinking and communication skills.

### 2D DESIGN II

*FD 104 1 semester/3 credits*

2D Design II continues the goals of 2D Design I, using fundamental formal elements and principles of two-dimensional design to create compositions. Color theory is covered in various aspects: how to mix pigments, color harmonies derived from the color wheel, color schemes of other cultures or historical eras, color as it pertains to the illusion of space, optical mixture of color, and color meanings or symbolism. Motion art color will also be introduced. Students will engage in active ideation, researching and consultation throughout the developmental stages of the design, and will effectively critique the end result. Assignments will connect hand and digital tools with conceptual thinking and communication skills.

### 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*

This course will center on the formal and conceptual aspects of lens-based image making such depth of field, control of perspective and use of light. Best practices of using photo references in art making will also be covered. Students will learn to use a digital SLR camera, flat-bed scanners, and inkjet printers as tools to expand their image-making abilities. They will use Adobe Photoshop, InDesign and Bridge to develop photographic images for a variety of purposes including self-promotion. Students will learn how to document their own work and develop best practices in organizing, formatting, and saving of digital files to support creative and professional activities.

## DIGITAL MEDIA

### PROFESSIONAL PRACTICES I & II

*DI 301/DI 402 2 semesters/3.0 credits*

Professional Practices will teach students about the business of illustration and related fields while engaging in internship research and preparation. Students will develop resumes, cover letters, promotional materials and finalize their professional online and printed portfolios. Ultimately, the goal of these courses is to create a viable and professional on-site and online presence 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.

**VISUAL DEVELOPMENT I & II**

*DI 313/DM 314 2 semesters/6 credits*

The Visual Development courses explore elements and processes involved in the production of visual development artwork in the animation, film, and gaming industries. Students will be presented with assignments that require the generation of character, environment, vehicle and prop design that have strong story and/or gaming potential. The course will stress a variety of approaches to design and idea generation, as well as the use of traditional and digital tools. Students will develop portfolio quality pieces, as well as appropriate presentation skills, for the film, television and entertainment industries. Class sessions will consist mainly of studio work, but will be supplemented by lectures, demonstrations, critiques, and discussions focusing on student objectives. Course assignments will become more advanced and specific moving into the second semester with emphasis on creating the visual assets for the senior project concepts being developed in the Preproduction course.

**NEW MEDIA: ORIGINS & METHODS**

*DM 203 1 semester/1.5 credits*

This course will provide an overview of the history and progression of digital technology and its impact on the arts. Emerging trends, tools, aesthetics, and forms of communication will be explored, along with their role in closing the gap between art and technology. Pioneering artists and scientists and their contributions to these advancements will be introduced.

**TIME-BASED MEDIA**

*DM 205 1 semester/1.5 credits*

This course introduces students to the software, language, and principal elements of animation and motion. 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.

**STORY & SCREEN**

*DM 206 1 semester/3 credits*

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

**TRADITIONAL ANIMATION**

*DM 207 1 semester/3 credits*

This course introduces and explores the 12 principles of animation through hand-drawn animation exercises using digital tools. Both physical and theatrical fundamentals will be addressed.

**DRAWING FOR ANIMATION**

*DM 208 1 semester/1.5 credits*

A figure drawing course which focuses on the communication of attitude, emotion, and personality expressed through gesture drawing. Proportion, motion, volume, balance, and basic anatomy will be addressed. (Foundational material for anyone pursuing a career in character animation and/or illustration). Students will draw from nude and clothed models.

**DIGITAL SCULPTING**

*DM 209 1 semester/1.5 credits*

This course addresses both the technical and conceptual aspects of 3D modeling. Students will learn the key distinctions between creating 3D models for films and video games, and professional workflows for creating both high- and low-poly models will be introduced.

**GAMING**

*DM 211 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.

**COMPUTER ANIMATION I & II**

*DM 215/210 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, sound, and motion with importance placed on timing and performance. The focus will be applying foundational animation techniques using the industry-standard 3D software, Maya. The second semester of this course will continue the exploration of the 3D software package, and will introduce joint based animation and rigging. Students are expected to build on the existing knowledge of computer graphics and rendering to create a 3D character, environment and props. They will also build on their fundamentals of storytelling and design.

**PREPRODUCTION**

*DM 301 1 semester/1.5 credits*

This course will build upon the techniques and principles introduced in the Story & Screen course with emphasis on the development of concepts and material for senior thesis projects. Idea generation, shot lists, storyboards, production schedules, and scripts will be completed and organized into cohesive senior project proposal packages.

**ADVANCED GAMING***DM 312 1 semester/3 credits*

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

**ADVANCED COMPUTER ANIMATION***DM 317 1 semester/3 credits*

This course explores advanced concepts in designing and producing 3D computer-generated art and animation with an emphasis on performance. Students will explore some of the more advanced nuances of character animation such as facial rigging, lipsync, etc.

**POST-PRODUCTION TECHNIQUES***DM 402 1 semester/3 credits*

This course explores the processes involved in the final stage of the animation and gaming pipelines. Rendering, editing, final effects, and sound will be addressed.

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

In the fall semester, students begin working with the instructor one-on-one to develop 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.

**VISUAL EFFECTS***DM 411 1 semester/3 credits*

This course is an introduction to various professional concepts and techniques of video compositing, motion tracking, 3D graphics, titling, color correction and 3D manipulation that bring videos, movies, games and animation to life. Students will explore industry-standard visual effects and editing software in the production and post-production process.

**FINE ART****DIGITAL MIXED MEDIA: TIME, MOTION & SEQUENCE***FA 216 1 semester/1.5 credits*

Students will learn the skills necessary to produce video and other time based media, while exploring the concepts and creative possibilities of time, motion and sequence. Through learning the various outlets for time-based media, students will accelerate their conceptual development by finding new ways to apply critical and contextual analysis to their work. Historic and contemporary relevancies will be addressed.

**SCULPTURE: OBSERVATION & INTERPRETATION***FA 280 1 semester/3 credits*

Coupled with many of the objectives of the 200-level painting and drawing courses, this course strengthens students' visual acuity and knowledge of form through building sculpture based on direct observation of the human figure and inanimate objects. Additive and subtractive processes in a variety of materials will be explored. A deeper examination of materials and building process will follow the work done from direct observation and lead to more creative interpretations of the figure and/or other forms. Historic and contemporary examples of sculpture developed from direct observation will be studied to illustrate technical, formal, and aesthetic concepts.

**PAINTING FROM OBSERVATION: COLOR, FORM, AND SPACE***FA 283 1 semester/3 credits*

This course shares many of the objectives of FA 295 Drawing from Observation, but in the medium of paint. Students will learn the characteristics, techniques, and applications of oil and water-based paint and mediums utilizing still life, interiors, and the human figure as subjects. Students will be taught an integrated approach to accurate seeing, response to materials, construction of form, and design. Historic and contemporary examples of painting from direct observation will be studied to illustrate technical, formal, and aesthetic concepts.

**MAKING & MEANING***FA 287 1 semester/3 credits*

Utilizing a wide range of media, in both two and three dimensions, students will investigate the relationship between what an image or art object communicates and how that work was crafted. Studio assignments will guide this investigation from two directions. One direction will challenge students to identify, explore, and implement technical and creative strategies that various materials and tools present. The other will start from conceptual or thematic challenges that ask students to choose media and technical processes that best communicate or express their interpretive concept. Emphasis is placed on the creative process, conceptual and formal inquiry, interdisciplinary thinking, and technical refinement.

**PRINTMAKING I: AN INTRODUCTION***FA 288 1 semester/3 credits*

This course introduces a range of printing methods including relief, intaglio and silkscreen. The multiple, the unique image, variation, and layering will be explored. Students will consider the physicality of the printed image in relation to creative intent. Emphasis is placed on technical understanding and experimentation as they relate to the fundamentals of drawing, design and concept development.

**DRAWING FROM OBSERVATION: FORM AND SPACE***FA 295 1 semester/3 credits*

This course continues to reinforce the skills and drawing practices learned in the foundation year with an emphasis on greater discipline and a deeper examination of direct observation as a drawing process, a source of formal elements, and an expressive means. Students will explore a variety of drawing media utilizing still life, interiors, and the human figure as subjects. Students will be taught an integrated approach to accurate seeing, response to materials, construction of form, and design. Students will explore the relationship between drawing from direct observation and invention, utilizing memory, alternate sources, and formal experimentation.

**MEDIA, FORM & CONCEPT***FA 320 1 semester/3 credits*

Media, Form & Concept is a cross-listed course in both the Fine Art and Photography & Video departments building on traditional two- and three-dimensional art making methods to include a range of new media and emergent strategies increasingly prevalent in contemporary art. Topics include sculptural installation, the spatial and temporal possibilities of painting and photography, sound installation, video installation, electronic media, and site-responsive work. Through critical encounters with artworks, topical readings, group discussion, and written analyses, students establish a foundational knowledge of new media practices. Students are challenged with visual and conceptual problems that require them to choose materials and strategies that are effective vehicles for investigating given thematic propositions. Individual and group critique, field trips, and artist visits help shape the development of this work. The independent problem-solving that this requires provides an introduction and preparation for the goals and structure of thesis development in the senior year.

**PROFESSIONAL PRACTICES I & II***FA 360/410 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.

**DRAWING: THEME & VARIATION***FA 382 1 semester/3 credits*

This course challenges students to sustain an examination of a set of technical, formal, and conceptual parameters through the development of a thematically related body of drawings. Students will develop creative independence through interpreting broadly defined visual and conceptual problems. Various preparatory drawing practices will be utilized to promote technical experimentation, critical thinking, and creative problem solving.

**PAINTING: OBSERVATION, MEMORY & 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.

**SCULPTURE: CONCEPT, FORM & MATERIALS***FA 389 1 semester/3 credits*

This course covers the relationships between choice of material, means of fabrication and the resulting conceptual effects in sculpture. Through project-based assignments, students will be challenged to approach these relationships from multiple perspectives: choice of material as visual communicator, fabrication process as conceptual strategy, and form as evidence of idea. Work will be evaluated within the active contemporary perspective on sculpture.

**PRINTMAKING II: FURTHER INVESTIGATIONS***FA 393 1 semester/3 credits*

The printmaking processes of relief, intaglio, and silkscreen will be re-examined through more advanced technical challenges. Complex color planning, multi-plate printing, combined printing techniques, and experimental approaches will be explored. Emphasis is placed on independent investigation. Students will identify a conceptual theme from which they will develop a body of work.

**PAINTING: THEME & VARIATION***FA 394 1 semester/1.5 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.

**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 and the experience of a concentrated studio practice will form the basis for continued success after graduation.

**DIRECTIONS IN CONTEMPORARY ART***FA 418 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.

**DRAWING: MULTIMEDIA***FA 421 1 semester/3 credits*

This course refines the student's ability to develop and interpret a concept in a manner that explores diverse media. Students will initiate an idea and carry it to completion through the creation of a series of exhibition ready works. An outside exhibition of the student's work will be included, that reinforces the student commitment to their concept and professional practice. Drawing will be emphasized as both a preliminary tool for conceptual development and potentially as final media. Technical approaches to combining traditional media and digital methods in an experimental fashion will be explored. Emphasis will be placed on the development of an individualized technical narrative. This course will explore a variety of historical and contemporary working methods, materials, and concepts.

**THESIS & CRITIQUE***FA 422 1 semester/3 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.

**PAINTING: MATERIALS AND METHODS***FI 201 1 semester/1.5 credits*

This course focuses on providing students with a technical foundation in the craft of painting. Students will be taught methods of constructing and preparing their own painting supports as well as the uses of painting materials. Historical and contemporary examples of painting will be utilized to increase the student's understanding of painting methods. Emphasis will be placed on the use of classical modeling techniques and the advanced understanding of value and color.

**GRAPHIC DESIGN****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.

**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*

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, and Photoshop 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.

**TYPOGRAPHY II***GD 206 1 semester/3 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 Adobe InDesign software.

**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/1.5 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.

**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 build 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 function collaboratively as part of a design team. Experimentation, research, conceptual thinking, and process are stressed.

**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 & COPYWRITING***GD 323 1 semester/1.5 credits*

Advertising and Copywriting is a conceptual and practical studio stressing the importance of creative problem solving. Throughout the course, students will be challenged to merge the creative writing process with visual concepts to create unified and holistic projects. Emphasis will be placed on the process of crafting clear and concise verbal concepts through a variety of projects. Both print and interactive projects will be incorporated for integrated advertising campaigns.

**PUBLICATION DESIGN***GD 325 1 semester/3.0 credits*

In Publication Design, students will discuss how to develop engaging and effective design compositions for multipage documents. The main goal is to learn how to clearly communicate the client's intended story or message—by integrating concept, photography, illustration, copy, headlines, graphic or other typographical elements, structural/organizational document elements, and multiple page layout patterns. An additional focus will be on print publication with conversion of documents into EPUB presentation.

**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 thesis 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**

*GD 431 1 semester/1.5 credits*

Senior Web Studio I introduces students to design for mobile experiences. Through lecture, demonstration, and step-by-step exercises, students will learn design methods and processes geared toward websites that display on mobile devices.

**WEB STUDIO II**

*GD 432 1 semester/3 credits*

Senior Web Studio II teaches students cutting-edge theories for taking their websites to a new level. Students will learn to take command of the latest techniques in web design as they apply them to their required senior thesis exhibition.

**ILLUSTRATION****VISUAL DEVELOPMENT I**

*DI 313 1 semester/3 credits*

The innovative curriculum in Visual Development teaches the skills needed to succeed as visual storytellers. 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. Toward the end of the first semester, focus will be placed on building 3D assets using hand skills. Individual expression and collaborative team projects will be explored.

**PROFESSIONAL PRACTICES I & II**

*DI 401 & DI 402 2 semesters/3.0 credits*

Professional Practices will teach students about the business of illustration and related fields while engaging in internship research and preparation. Students will develop resumes, cover letters, promotional materials and finalize their professional online and printed portfolios. Ultimately, the goal of these courses is to create a viable and professional on site and online presence 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.

**PAINTING: MATERIALS AND METHODS**

*FI 201 1 semester/1.5 credits*

This course focuses on providing students with a technical foundation in the craft of painting. Students will be taught methods of constructing and preparing their own painting supports as well as the uses of painting materials. Historical and contemporary examples of painting will be utilized to increase the student's understanding of painting methods. Emphasis will be placed on the use of classical modeling techniques and the advanced understanding of value and color.

**VISUAL COMMUNICATION**

*GI 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.

**TYPOGRAPHY**

*GI 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 both 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**

*GI 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.

**INTRO TO FIGURE ANATOMY AND ADVANCED FIGURE ANATOMY**

*IL 205/215 2 semester/3 credits*

Figure Anatomy I & II builds on the drawing skills from bones to muscle in these consecutive courses. Students learn the skeletal system and main muscle groups and how the work and influence the shape of the body. Using skeletons, busts and live models the students begin to create a visual language of their own while addressing issues of sight size and anatomical measurements. Later, students will tackle issues of race, gender, age, lighting, costuming, and context as they apply to the figure in longer and longer studio poses.

**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 to 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-changing field.

**ILLUSTRATION CONSTRUCTION***IL 216 1 semester/3 credits*

While strong concept and successful aesthetics will be expected, this class focuses on the process that takes place in between in order to build more effective illustrations. Issues of composition, scale, perspective, page layout, research, context, atmospheric perspective, audience, etc. will be addressed as students learn to use a variety of traditional materials, media, and techniques most often used by illustrators to sketch, comp, and create finished illustrations. Through a series of problems and exercises, students increase their understanding of visual language, composition and picture building skills.

**DESIGN IN ILLUSTRATION***IL 312 1 semester/3 credits*

Illustration and design is a marriage that exists in everything from self-promotion to packaging and product creation. This course teaches illustrators illustrative typography, pattern creation, illustration prototypes and product design while touching on licensing industry standards. Students will leave the course with a well-rounded knowledge of both illustration and design focusing on shape language and trending themes.

**INTRODUCTION TO TIME BASED MEDIA***IL 323 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.

**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 and 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 target marketing, utilizing online presence, client driven portfolio pieces and preparation for contacting future clients.

**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 FIGURE & HEAD***IL 336 1 semester/3 credits*

This course focuses on the practice, concepts and theories associated with 3D rendering as it applies to the human body specifically, and the illustration industry in general. The course will initially explore the key issues associated with "seeing" and interpreting form three-dimensionally – first with traditional hand-building methods, but quickly moving to digital visualization of the head and body. 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, while exploring industry-standard 3D software such as Sculpttris and ZBrush.

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

In Senior Illustration Studio I, students will be building upon their target marketing experience and creating a portfolio of work which will direct them towards prospective clients. Utilizing existing online illustration challenges, real world job opportunities, specifications for professional companies and conversations with industry professionals the students will tailor each project to fit the needs of a client. 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.

**FIGURE UTILIZATION***IL 412 1 semesters/3 credits*

The focus of this course will include issues of gender, age, ethnicity, multiple figures, and figure interaction as they apply to conceptual and narrative problem solving skills within each student's individual portfolio building assignment. Students continue to develop and hone their personal style while addressing increasingly more difficult figure-centric illustration problems.

**OBSERVATIONAL FIGURE WORKSHOP**

IL 414 1 semester/3 credits

Incorporating a variety of traditional and digital techniques, students will use their knowledge of anatomy to develop expressive drawings and paintings using live models and photo reference. Students will continue to survey classical lighting, anatomical movement and illustrative color theory to produce their own personal statement about the observational figure. This course will focus on creating narrative illustrations while studying both animal and the human form, nude and costumed.

**PHOTOGRAPHY & VIDEO****PHOTOGRAPHIC TECHNIQUES I: BLACK & WHITE CRAFT AND IMAGE**

PH 207 1 semester/3 credits

This intensive technical course teaches students the classic method of exposure and contrast control for black-and-white image making through the use of film-based technologies, including 35mm cameras, pinhole cameras and lens-less processes. This forms the basis for understanding of exposure and tonal control utilized by both digital and film image capture. Students learn to work with a variety of photosensitive materials and cameras. 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.

**INTRODUCTION TO VIDEO**

PH 220 1 semester/1.5 credits

This course introduces 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 Adobe Premiere, 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, diegetic vs. non-diegetic sound, and basic screenwriting.

**FUNDAMENTALS OF LIGHTING**

PH 221 1 semester/1.5 credits

This course 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.

**PHOTOGRAPHIC TECHNIQUES II: COLOR CRAFT & IMAGE**

PH 223 1 semester/3 credits

This introductory level class emphasizes 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.

**DIGITAL PHOTO I & II**

PH 224/225 2 semesters/6 credits

This two-semester course places emphasis on ideas and techniques in the service of sophisticated concept development and portfolio execution. Learning topics include an understanding of photographic exposure and tonal relationships, color theory, pixel-based imaging, bit depth, raw files, compressed file options, histograms, and control of tone, contrast, and color. Skills include methods for in-camera digital capture, film scanning, workflow optimization, image manipulation and retouching, and best practices for screen and print output. Studies on relevant photographers and critical issues in photography provide research context and inspiration for image making. Visiting artists, museum visits, and group and individual critiques will provide additional support for studio development.

**PHOTO HISTORY I & II**

PH 226/227 2 semesters/3 credits

This two-semester course takes a thematic look at the history of photography. 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.

**ADVANCED COLOR: THEORY & PRACTICE**

PH 307 1 semester/3 credits

In this course, students pursue personal image sources while expanding their technical abilities in both color analog 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/1.5 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.

**INTERMEDIATE VIDEO***PH 317 1 semester/1.5 credits*

Building upon basic video skills learned in PH220, students will be taught more complex camera movement: blocking, advanced editing techniques such as montage editing, non-linear editing, documentary forms, creating a narrative arc in terms of more advanced screenwriting, and color correction for video.

**ADVANCED LIGHTING FOR STUDIO & VIDEO***PH 318 1 semester/1.5 credits*

Using digital video and still cameras, Advanced Lighting for Studio & 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 and 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.

**LARGE FORMAT PHOTOGRAPHY: DESCRIPTION & CONTEMPLATION***PH 323 1 semester/3 credits*

Students learn large format photography in this course, including how to operate a large format view camera, and utilize the unique image-making possibilities of 4x5 inch camera movements. Technical attention is placed on learning the Zone System method of exposure, development and printing. Assignments include problems in still life, portrait and landscape photography, and build upon skills learned in PH207 and PH221. 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.

**INTRODUCTION TO SOUND FOR VIDEO***PH 325 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 to incorporate in their video works. They will learn proper sound recording techniques, sound mixing, and creating a layered environment, as well as receiving an introduction to Foley and ADR.

**ADVANCED DIGITAL PHOTOGRAPHY***PH 326 1 semester/3 credits*

This course incorporates techniques and strategies that are used by photographic artists to extend their vision within the digital photography environment. In this course students learn various techniques, including digital, for combining, manipulating and repurposing single photographs into larger pieces. Emphasis is on the formal and conceptual elements of montage while camera techniques, digital stitching, color management and other craft issues are being learned. Readings on relevant critical issues in photography provide context and inspiration for image making.

**MEDIA, FORM & CONCEPT***PH 328 1 semester/3 credits*

Media, Form & Content, a cross-listed course in both the Fine Art and Photography & Video departments, builds on traditional two- and three-dimensional art making methods to include a range of new media and emergent strategies increasingly prevalent in contemporary art. Topics include sculptural installation, the spatial possibilities of painting and photography, sound installation, video installation, electronic media, and site-responsive work. Through critical encounters with artworks, topical readings, group discussion, and written analyses, students establish a foundational knowledge of these new media practices. Students are challenged with visual and conceptual problems that require them to choose materials and strategies that are effective vehicles for investigating given thematic propositions. Individual and group critiques, field trips, and artist visits help shape the development of this work. The independent problem-solving that this requires provides an introduction to, and a preparation for, the goals and structure of thesis development in the senior year.

**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/1.5 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/3 credits*

In this course students will explore the internet and social media as both mediums for the dissemination of creative work, and as a technological landscape of raw material to be mined, refined and recast into the artwork of the 21st century. Students will respond to, and take advantage of, the specific nature and cultural uses of cyberspace. The idea of the democratization of information will be addressed, and students will engage in conversations about accessibility and distribution of content in print versus virtual formats. Students will study contemporary web artists and practices, and incorporate that knowledge into web-based final projects.

**VIDEO PROJECTS***PH 427 1 semester/3 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.

**THE DOCUMENTARY: OBJECTIVITY AND INFLUENCE***PH 431 1 semester/1.5 credits*

Documentary photographers record the sociopolitical world from their own point of 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.

**LIBERAL ARTS**

*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.*

**LIBERAL ARTS: ART HISTORY DISTRIBUTION AREA (15 credits)****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. Students will be introduced to the basic foundations of visual analysis and art historical theory. 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. Students will continue their introduction to art historical theory. 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 course is a survey of major developments in American art from the colonial period to the present. It examines the important artists, movements, and works of art within the historical context of the United States. Students will be asked to demonstrate research and written communication skills within the context of the course.

**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. It investigates how visual culture relates to religion, social practices, historical events, and contact with foreign influences.

**INTRODUCTION TO AFRICAN-AMERICAN ART***AH 205 1 semester/3 credits*

Artistic contributions by African Americans are a significant part of American visual culture. This course provides students with a survey of the major monuments produced by African-American artists from the colonial period to the present as well as an understanding of the history that affected those works of art. Students will be asked to demonstrate research and written communication skills within the context of the course.

**MEDIEVAL ART***AH 211 1 semester/3 credits*

This course investigates 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 course emphasizes the religious, historical, and cultural context as students study the styles and processes of medieval art and architecture. Students will be asked to demonstrate research and written communication skills within the context of the course.

**RENAISSANCE ART**

AH 212 1 semester/3 credits

This course offers a comprehensive survey of the painting, sculpture and architecture of Italy from the 13th through the 15th centuries, focusing on major works and artists. It examines how this period has shaped how many view the development of Western Art, and how the historical, cultural and religious changes of the time affected the development of art during this period. Students will be asked to demonstrate research and written communication skills within the context of the course.

**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 style in the seventeenth century. The course emphasizes art and architecture produced in Europe and its colonial outposts in Asia, Africa, the Americas and investigates how economic, religious, and social shifts helped to create a vibrant visual culture. Students will be asked to demonstrate research and written communication skills within the context of the course.

**NINETEENTH CENTURY**

AH 214 1 semester/3 credits

The nineteenth century was a period of great change in all aspects of life. This course provides a survey of the art and architecture produced in the nineteenth century. It examines the impact of social, economic, political, scientific, and technological change on style, technique and materials, and the art world itself. Students will be asked to demonstrate research and written communication skills within the context of the course.

**ART IN THE TWENTIETH CENTURY & BEYOND**

AH 215 1 semester/3 credits

This course provides students with a comprehensive yet critical understanding of art from the late 19th century to the present. It examines how artists broke free from the limits of “academic art” and analyzes the contradictions and parallels in the successive avant-garde movements and artistic trends within its larger sociocultural and historical context. Students will be asked to demonstrate research and written communication skills within the context of the course.

**DESIGN & VISUAL CULTURE**

AH 216 1 semester/3 credits

This course is an introduction to the major artistic monuments that contribute to the history of modern design from 1700 to the present. It examines architecture, advertising, fashion, sculpture, painting, metalwork, and the decorative arts with a consideration of the historical and cultural contexts as well as an in-depth investigation of the styles and processes of modern design aesthetics. Students will be asked to demonstrate research and written communication skills within the context of the course.

**INTRODUCTION TO FILM STUDIES**

AH 220 1 semester/3 credits

This course introduces students to the fundamentals of film study with the analysis of film narrative and cinematic techniques, a survey of film genres, and a basic overview of aesthetically and/or historically significant films. Students will be asked to demonstrate critical thinking, analysis, research, and communication skills within the context of this course.

**MEMORIALS, MONUMENTS, AND MUSEUMS**

AH 301 1 semester/3 credits

This course investigates the role of the public display of art in visual culture from the Enlightenment to the present-day. It explores the memorials, monuments, and museums of modern societies as well as the critical theory related to display and public art. The course presents topics through an analysis of scholarly writings and primary source documents with an emphasis on demonstrating research and communication skills. Field trips and on-site lectures will be an important component of this course.

**GENDER, SEXUALITY, AND IDENTITY IN VISUAL CULTURE**

AH 305 1 semester/3 credits

This course examines media and art through the lens of gender and sexuality studies. It asks how gender identities and sexuality have been constructed in visual culture. Students will investigate topics through the critical analysis of scholarly works and the research of works of art and/or artists with an emphasis on demonstrating communication skills.

**MEDIA LITERACY & VISUAL CULTURE**

AH 306 1 semester/3 credits

Media literacy is the ability to access, analyze, evaluate, and create media. This course deconstructs visual media in order to examine both how and why media messages are constructed. It explores how individuals interpret messages differently, how values and points of view are included or excluded, and how media can influence identity, values and beliefs. The course will emphasize research, the analysis of scholarly writing, and communication skills.

**CULTURAL CONTACTS IN THE MIDDLE AGES**

AH 311 1 semester/3 credits

This course explores 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. It investigates the period thematically with a focus on research, analyzing art historical writings, and discussing primary source material as well as the demonstration of communication skills.



**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. This course examines how historical context affected the construction of the artist in the Northern Renaissance with an emphasis placed on the function of the workshop in terms of business and artistic practices through discussion, research, and reading art historical writings.

**CINEMA AS ART***AH 320 1 semester/3 credits*

This course is an in-depth investigation of contemporary films with an emphasis on foreign, independent, and art-house cinema as well as the auteur filmmaker. It examines the roots of today's contemporary cinema, analyze film narrative, explore different schools of avant-garde filmmaking, and examine the impact of new technologies with a focus on the elements that make film an art form. Students will be asked to demonstrate critical thinking, analysis, research, and communication skills within the context of this course.

**CULT CINEMA***AH 321 1 semester/ 3 credits*

Why are some film masterpieces buried alive? Why do some B-movies refuse to die? This course explores the good, bad, and ugly celluloid of cult cinema. The course investigates a variety of aesthetic sensibilities from Midnight and B-Movie genres to art-house films with an emphasis on the critical analysis of both films and the theory surrounding them. Students will be asked to also demonstrate research and communication skills within the context of this course.

**PAINTING WITH LIGHT: CINEMA AND THE VISUAL ARTS***AH 322 1 semester/3 credits*

Beginning with present-day artists, like the British street artist Banksy, and moving backward in time from Pop Art through 400 years of art history, this course investigates how the moving image has illuminated some of the most famous images in the history of art and the lives of the artists who created them. This course examines both documentary films and fictionalized film accounts of art movements, artists, and specific works of art. Students will be asked to demonstrate the ability to analyze scholarly writings as well as both research and communication skills.

**LIBERAL ARTS VERBAL COMMUNICATIONS DISTRIBUTION AREA (9 credits)****FOUNDATIONS OF VERBAL COMMUNICATIONS I***FVC 101 1 semester / 3 credits*

Offered in the fall semester, this is a first-year requirement focusing on the fundamentals of oral and written communication such as the planning, writing, and revising of a thesis-driven essay following guidelines and standards of the Modern Language Association (MLA), information literacy skills, and extemporaneous discussion and public speaking skills. Students will demonstrate college-level critical thinking and analysis skills through the close examination of and response to selected works of nonfiction, literature, and poetry.

**FOUNDATIONS OF VERBAL COMMUNICATIONS II***FVC 102 1 semester / 3 credits*

Offered in the spring semester, this required course continues to focus on building oral and written communication skills and to expand upon critical thinking and analysis skills introduced in FVC 101. Students will demonstrate their acquired skills through oral and written communication assignments as well as the close examination of and response to literature and nonfiction, including current affairs topics.

**COMMUNICATING THROUGH THE ARTS***FVC 201 1 semester / 3 credits*

The technical training of FVC 101-102 is continued in this course with a focus on communicating through the arts. This course is designed to strengthen core oral and written communication and composition skills through the analysis of verbal and visual texts in multiple media and genres.

**LIBERAL ARTS LIFE & PHYSICAL SCIENCES AND MATHEMATICS DISTRIBUTION AREA (3 credits)****FOUNDATIONS OF MATHEMATICS***MAT 101 1 semester/3 credits*

This course explores the theoretical basis and history of mathematics with a focus on the connection between mathematics and the visual world, both man-made and natural.

**BUSINESS MATHEMATICS***MAT 102 1 semester/3 credits*

An artist or designer must understand the fundamentals of business-related mathematics in order to successfully function after college. This course introduces the basic calculations and procedures related to accounting, interest, payroll and taxes, insurance and loans, and other real-world applications.

**EARTH SCIENCE***NAS 102 1 semester/3 credits*

How does the physical earth shape our understanding of the world? This course introduces 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 and introduces important principles and theories in the fields of 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)****INTRODUCTION TO PSYCHOLOGY***PSY 101 1 semester/3 credits*

This course presents an overview of the key topics in psychology including learning, motivation, perception, social psychology, systems and personality theory with the goal of understanding human behavior. This course provides a general knowledge base of psychological insights and research while further preparing the student with successful research, communication and study skills.

**ABNORMAL PSYCHOLOGY***PSY 201 1 semester/3 credits*

This course explores historical and current research-based theories of mental health with a focus on the evolving classification structures and treatment approaches to dysfunction. The course investigates models of abnormal behaviors, ways in which biological and social factors can affect behavior, and how abnormal behaviors are evaluated and treated in American society. Students will demonstrate research and communication skills within the context of the course.

**DEVELOPMENTAL PSYCHOLOGY***PSY 202 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. Students will demonstrate research and communication skills within the context of the course.

**FOUNDATIONS OF SOCIOLOGY***SOC 101 1 semester/3 credits*

Does identity shape society or society shape identity? This course examines the social structures and institutions that provide the foundation for modern life. The course investigates the modes of interpreting social conditions in the field of sociology. Students will demonstrate research and communication skills within the context of the course.

**WORLD REGIONAL GEOGRAPHY***SOC 102 1 semester/3 credits*

This course introduces students to the basic physical and human geography of the world. By focusing on specific world regions and employing geographic concepts, the course examines spatial patterns of uneven development and cultural diversity in a globalizing world. We move beyond memorizing geographic facts and place names. Instead, this course encourages thinking critically about the structural forces that are actively reshaping today's world regions, thus providing a framework to better understand contemporary world events. Students will demonstrate critical thinking, analysis, research, and communication skills within the context of this course.

**GENDER AND SEXUALITY***SOC 201 1 semester/3 credits*

Gender and sexuality define every aspect of identity from behavior and self-expression to social interactions. This course examines the history of gender and sexuality as well as how gender and sexuality have interacted with socioeconomic, racial, age-related, and political situations in contemporary cultures. Students will demonstrate the ability to analyze scholarly writing as well as research and communication skills in the context of this course.

**CONTEMPORARY TRENDS IN SOCIOLOGY***SOC 202 1 semester/3 credits*

This course investigates the impact of contemporary social issues through the perspective of sociology as well as current trends in the discipline itself. Topics may vary from semester to semester to reflect shifts in current events. Students will demonstrate the ability to analyze scholarly writings and primary documents as well as demonstrate research and communication skills in the context of this course.

**LIBERAL ARTS: HUMANITIES DISTRIBUTION AREA (ELECTIVES) (12 credits)****INTRODUCTION TO FOLKLORE***AMS 201 1 semester/3 credits*

From myth to music, we are the product of rich tradition. This course explores 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.

**AMERICAN POPULAR CULTURE***AMS 302 1 semester/3 credits*

Using a thematic and multidisciplinary approach, this course explores how activities and artifacts produced for mass consumption express Americans' convictions, values, and beliefs throughout recent centuries. Students will demonstrate critical thinking, analysis, research, and communication skills within the context of the course.

**HEROES & VILLAINS IN AMERICAN CULTURE**

*AMS 401 1 semester/3 credits*

From allegory to epic, folklore to film, American culture is riddled with notable “good guys” and “bad guys.” This course bravely journeys into the world of heroes and superheroes, villains and super villains and investigates how they were created and why they matter so much. Red capes not required. Students will demonstrate the ability to analyze critical theory and primary texts as well as demonstrate research and communication skills within the context of the course.

**LANCASTER COUNTY**

*AMS 402 1 semester/3 credits*

This course explores Lancaster County, Pennsylvania with its rich history of First Nations tribes and European colonial settlers to the present. The course investigates the impact of religion, food and cultural practices, historical events, and the land itself in the construction of Lancaster, as we know it today. Students will demonstrate primary and secondary research, critical thinking, analysis, and communication skills within the context of the course. Field trips, guest speakers, and on-site lectures will be important components of this course.

**INTRODUCTION TO FANTASY LITERATURE**

*ENG 203 1 semester/3 credits*

This course introduces works of literature in the fantasy and magic realism genres, including fantasy young adult literature. The course focuses primarily on the analysis of selected novels and short stories with texts considered within their cultural and historical contexts. Students will demonstrate analysis and communication skills within the context of this course.

**INTRODUCTION TO SCIENCE FICTION AND HORROR LITERATURE**

*ENG 204 1 semester/3 credits*

This course introduces works of literature in the science fiction and horror genres with a focus on the analysis of selected novels and short stories. The course investigates these texts within their cultural and historical contexts. Students will demonstrate analysis and communication skills within the context of this course.

**DIVERSE VOICES IN LITERATURE**

*ENG 205 1 semester/3 credits*

This course provides students with an introduction to notable works of literature written by authors outside of the traditional Western literary canon. The focus will be on writers who have been notably underrepresented in traditional literary genres because of their ethnic, religious, or gender identities. Students will demonstrate analysis and communication skills within the context of this course.

**NONFICTION WRITING**

*ENG 303 1 semester/3 credits*

This course examines self-expression in the form of nonfiction writing such as essays, memoirs, journalism, and creative nonfiction. The course will investigate key texts from the Enlightenment to the modern era in order to understand the philosophy and practices of expository writing. Students will demonstrate critical thinking and analysis skills and will be expected to produce their own works of nonfiction writing.

**INTRODUCTION TO CHILDREN'S LITERATURE**

*ENG 304 1 semester/3 credits*

From chapbooks and school primers to contemporary picture books, literature written for children has changed dramatically over time. This course explores current and historical practice in the major genres of children's literature, focusing primarily on the traditions in English. Students will engage in the close reading and analysis of notable works of children's fiction, nonfiction, drama, and verse. Students will also demonstrate research and communication skills within the context of the course.

**SHAKESPEARE FROM STAGE TO SCREEN**

*ENG 305 1 semester/ 3 credits*

The plays of William Shakespeare have been performed almost continuously for the last 400 years. No medium has had more impact on their reach and popularity than film. This course examines the Shakespeare's best (and least) known works as they are translated by actors, directors, and artists into cinematic versions of the Bard's vast legacy with an emphasis on the transformation of narrative from this visual art form. Students will read original texts and scholarly writings as well as demonstrate research and communication skills.

**CREATIVE WRITING**

*ENG 310 1 semester/3 credits*

This course explores creative and fiction writing as a means of artistic expression through multiple styles and genres. The course examines approaches to the composition of short stories, poetry, spoken word, and other forms of fiction writing. Students will demonstrate critical analysis skills and be expected to produce their own works of creative writing.

**POETRY**

*ENG 402 1 semester/3 credits*

This course analyzes the important 20th and 21st century poetry and poetic movements in order to recognize and employ techniques for writing compelling contemporary poetry. Exploring varying approaches to composition, students will produce an anthology of original, finished work. Students will demonstrate critical, thinking, analysis, research, and communication skills within the context of this course.

**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. Students will demonstrate analysis and communication skills within the context of this course.

**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. The course explores 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. Students will demonstrate analysis and communication skills within the context of this course.

**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. Students will demonstrate critical thinking, analysis, research, and communication skills within the context of the course.

**LINGUISTICS**

*MDS 306 1 semester/3 credits*

Language is central to defining both individuals and societies. This course explores the ways in which speech and sound patterns are made, how words are formed and organized, and how language is understood, changed, and learned. Students will demonstrate the ability to analyze critical theory as well as demonstrate research and communication skills. Students will demonstrate analysis and communication skills within the context of this course.

**CONSTRUCTING SECONDARY WORLDS**

*MDS 403 1 semester/3 credits*

This course challenges students to create unique and original secondary worlds. Readings, assignments, and class discussions provide students with models found in artistic and popular culture as well as a survey of esoteric speculative and fantasy literature in order to prepare students for the creation of their own detailed world or culture. Group critiques, workshops, and other participatory activities are critical to the course. Students will demonstrate critical thinking, analysis, research, and communication skills within the context of the course.

**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. Students will demonstrate research and communication skills within the context of the 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. It examines both the musical and cultural contributions of this influential and popular genre. The course explores subgenres, their development, instruments, and representative artists in their geographical, social, and cultural contexts. Students will demonstrate critical thinking, analysis, research, and communication skills within the context of the course.

**MUSIC IN THE CINEMA**

*MUS 305 1 semester/3 credits*

This course investigates the history and aesthetics of the music-cinema relationship from its origins in the late nineteenth century to the present. The course explores the role of music in early cinema, musicals, the use of the soundtrack, and more. Students will demonstrate critical thinking, analysis, research, and communication skills within the context of this course.

**OVERVIEW OF PHILOSOPHY**

*PHL 201 1 semester/3 credits*

This course introduces the main branches of philosophy as well as examines classic arguments and their contemporary applications to fundamental philosophical questions. Students will demonstrate critical thinking and communication skills within the context of 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. Students will demonstrate critical thinking and communication skills within the context of this course.

**OVERVIEW OF WORLD RELIGIONS**

*REL 201 1 semester/3 credits*

This course investigates the central beliefs of the world's major religions while considering their common and divergent myths, symbols, rituals, ideas, and ethical beliefs. The course examines how religion has affected culture. Students will demonstrate critical thinking, research, and communication skills within the context of this course.

## 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.

### 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.

### 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.

### 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.

### 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, Stephen 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.

**ART FOR SOCIAL GOOD***GE 237*

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.

**CREATE YOUR OWN WEBSITE WITHOUT USING CODE***GE 238*

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

**COMIC & SEQUENTIAL IMAGERY***GE 239*

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.

**INTRO TO ANIMATION***GE 240*

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 recreate, enhance, and exaggerate the movement of a variety of characters and objects.

**INTRO TO GAMING***GE 241*

This course will teach students how art assets for games are created and implemented. They will learn the concepts and fundamentals of two-dimensional and three-dimensional images and objects. Students will have the opportunity to create storyboards, characters, objects, and/or environments while addressing the collaborative nature of this industry as they may be asked to work in teams. Students will be introduced to the software and techniques that are used with different games and the concepts of how to apply those techniques in the current video game industry.

**ANIMATION DEVELOPMENT***GE 242*

This class is designed to expose students to the real-world animation experience while in the classroom. Learn to function as a team member in a fast-paced, forward-looking animation production pipeline. Students will interface with professionals and learn what it takes to produce animation by actually doing it.

**CHILDREN'S BOOK ILLUSTRATION***GE 243*

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 picture book illustration will also be addressed.

**INTRO TO ANATOMY***GE 245*

This class is the beginner's class for anatomy. An introduction to bones, muscles, movement and portraiture will be explored. Tailored for students who have not had prior experience in anatomy drawing the class will introduce the basics in life drawing and painting utilizing nude and clothed models. Use of traditional mediums will be introduced with concentration on charcoal and graphite. Lessons are open for advanced students to hone skills and create polished figurative pieces for portfolio exploration.

**DIGITAL MATTE PAINTING***GE 246*

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.



**MOBILE APP DESIGN***GE 247*

Learn the basics of designing a mobile app, from initial idea, wireframes to user interface design. You will create the design for a diary app while learning how to write an application design specification, user experience, right through to creating assets for development.

**DIGITAL MOTION CAPTURE***GE 248*

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***GE 249*

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.

**ALTERNATIVE PROCESS I***GE 250*

Students are introduced to the basic techniques of historic photographic printmaking by building images with layers of brushed-on light-sensitive solutions or emulsions. Light-resists can range from photogram objects to drawings and paintings, to film, paper, and digital negatives. The processes covered in Alternative Processes I are Cyanotype, Van Dyke and Gum Bichromate prints.

**ALTERNATIVE PROCESS II***GE 251*

Students are introduced to the basic techniques of historic photographic printmaking by building images with layers of brushed-on light-sensitive solutions or emulsions. Light-resists can range from photogram objects to drawings and paintings, to film, paper, and digital negatives. The processes covered in Alternative Processes II are Palladium, Kallitype and Salted prints. Students do not need to have taken Alternative Processes I. The two courses are non-sequential.

**PAINTING WITH PHOTOS***GE 253*

This course teaches students how to make successful use of photographic references in the painting process. The class will demonstrate the short-comings of the photograph as a tool for painters, and discover how to work around them. The class will identify strategies for utilizing valuable information the photograph has to offer and challenge the students to develop a place for these options within their own studio practice.

**GREETING CARD AND SURFACE DESIGN***GE 254*

Creating greeting cards and design motifs are beneficial for all art and design industries. Students learn about the production and merchandising of artwork for the licensing industry while preparing your own line of cards and product collections for product development. Discover ways to create cards, patterns for fabric, artwork for home products and imagery for apparel by utilizing many media and styles. Concept development, spotting upcoming trends and the art of mass marketing will be explored.

**BEARING WITNESS***GE 257*

Using all mediums, students will create work relevant to their own lives. This is a class about documenting contemporary life through an empathetic, socially-concerned lens. Three main themes will be stressed: The Personal, The Political, and The Other. There will be weekly assignments, and class time will be devoted mainly to critique and discussion of artists who create work on these topics.

**POCKET-SIZED PULP FICTION***GE 259*

This class explores the visual narrative experience in small publication form. Students will learn a simple process by which to create, print and publish their own stories, with an emphasis on concise visual storytelling and rigorous thumbnail development.

**ART OF ADAPTATION***GE 260*

This class will explore the adaptation of an existing story into a full animatic. Students will learn broad visual storytelling techniques and take a narrative from concepts to storyboards to motion and sound all while putting their own unique spin on a classic tale.

**PURE SEDUCTION: THE ADVERTISING IMAGE***GE 261*

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

**DRAWING FOR ANIMATION***GE 262*

A figure drawing course which focuses on the communication of attitude, emotion, and personality expressed through gesture drawing. Proportion, motion, volume, balance, and basic anatomy will be addressed. (Foundational material for anyone pursuing a career in character animation and/or illustration). Students will draw from nude and clothed models.

**DIGITAL ANALYSIS***GE 263*

Students will research various methods used to study industry animations and video games in ways that painters have studied master copies. Techniques such as reverse storyboarding, animation rotoscoping, character deconstruction, and research assessments will be used to allow students an in-depth opportunity to breakdown the digital media pipeline without the boundaries of technical softwares. The course will conclude with a final research assessment on a specialized topic of the student's interest which can range from visual development to rendering simulations. Students leaving the course will gain an understanding of the vast capabilities of digital media as a base for future studio work.

**HAND LETTERS***GE 264*

Letterforms express more than information, they can also convey sensibilities, ideas, and emotions. This class gives students basic language on letterforms and, through a series of drawing workshops, prepares students for directed lettering projects from the legible to the abstract. Designed to provide an informative initiation into the discipline of hand-lettering, this course includes information on the history of hand-lettering, and instruction and demonstration of traditional and digital techniques. Students learn to be adept at variety of media and styles, become problem-solvers, symbol-makers, and social/ cultural reporters.

**ARTISTS' ENTREPRENEURSHIP***GE 265*

Harness your personal brand and discover your audience! Creative freedom is possible when you are able to share your work and connect with the outside world. During the first half of the semester, students will be challenged to think about their goals as artists and will be given weekly assignments to create brand consistency: color stories, images, writing voice, etc. on web platforms and promotional materials. The second half of the semester will be dedicated to the creation of a final project that allows the artist to connect with their target audience. Example projects include: a collection of products the can be sold in an online store, a weekly newsletter with a weekly comic, a gallery. Whatever the project it should highlight the artist's strengths, be consistent with their brand, and connect with the target audience. The goal is to create a strong foundation for a relationship to grow organically while the artist pursues their work. Throughout the course of the semester students will learn through lectures, class discussions, assignments, and success secrets from local creatives.

**PORTRAITURE***GE 266*

Learn how to portray the human face in classical painting and drafting techniques used by the classical masters. Traditional materials are used in this class by way of direct observation as the student studies facial anatomy and expression from models and references.

**LETTERPRESS***GE 267*

An entry level hands-on letterpress course to learn about the art of letterpress, from basics of handset type to polymer, linoleum and making your own plates from CNC routed wood and plexiglass. Utilizing a variety of presses we'll create products including broadsides, invites, and a project of your choice. Average material cost per student will be \$60. Class will be held on campus for the first couple of classes and then a 420 Grant Street, Lancaster, PA. This is the studio/business of Megan Zettlemyer, Typothecary Letterpress.

**ZINE CREATION***GE 268*

Students will create a zine concentrating on the techniques of writing, illustrating, and self-publishing. Students will create finished, printed books while drawing on their own stories and experiences for content. Skills covered include book binding, pagination, sequential narrative, and self-publishing.

**PRINTMAKING: SCREEN PRINTING***GE 269*

Students will learn the processes and techniques involved in making their own hand-pulled screen prints. Students will create work in multiples and editions which will enable them to explore new and entrepreneurial avenues of their discipline.

**VIDEO EDITING***GE 270*

Students will learn video editing techniques using Adobe Premiere. Both technical and artistic editing principles will be addressed as students learn how to choose or discard scenes to make a compelling final sequence. Assignments will cover the integration of video, sound, text, and effects in cinemagraphic sequences. Personal external hard drive required.

**ART & DESIGN IN THE COMMUNITY***GE 271*

Art and design empowers and shapes the community in which you live. Students will engage with a local non-profit in a creative process that will allow them to learn about client-based projects, business practices, entrepreneurship, design-thinking, and visual problem solving while enhancing the work of the selected non-profit.

## FACULTY

### EMILY ARTINIAN

Adjunct Instructor  
Fine Art  
MA, Yale University  
BA, Columbia University

### PAMELA BARBY

Assistant Professor  
Graphic Design  
Chair, Graphic Design  
BFA, Kutztown University

### GREG BERTOTI

Adjunct Instructor  
Liberal Arts  
MA, West Chester University  
BA, Millersville University

### SHWARGA BHATTACHARJEE

Adjunct Instructor  
Foundation  
MFA, Tyler School of Art  
BFA, Faculty of Fine Arts, University of Dhaka, Bangladesh

### CAITLYN BISHOP

Adjunct Instructor  
Fine Art  
BFA, York College of Pennsylvania  
MFA, Edinboro University

### BECKY BLOSSER

Assistant Professor  
Fine Art  
MFA, Rutgers University  
BFA, Millersville University

### LINDA KING BROWN

Assistant Professor  
Liberal Arts  
Chair, Liberal Arts  
MSJ, Medill School of Journalism, Northwestern University  
BA, Hobart & William Smith Colleges

### JIM CASTANZO

Adjunct Instructor  
Graphic Design and Illustration  
BFA, Wilkes University  
Post-Grad Coursework, Syracuse University  
Certificate of Interactive Strategy, University of San Francisco

### MATT CHAPMAN

Adjunct Instructor  
Foundation  
MFA, Penn Academy of Fine Arts  
BFA, Pennsylvania College of Art & Design

### MARIA CUMMINGS-MILLER

Full-Time Instructor  
Graphic Design  
BFA, Pennsylvania School of Art & Design

### ALYSSA DEVILLE

Adjunct Instructor  
Fine Art and Illustration  
MFA, Pennsylvania Academy of the Fine Arts  
BFA, California College of the Arts

### ADAM DI ANGELO

Adjunct Instructor  
Graphic Design  
MS, Rensselaer Polytechnic Institute  
BA, Temple University

### JON DI VENTI

Assistant Professor  
Department Chair, Digital Media  
BFA, Ringling College of Art & Design

### CAITLIN DOWNS

Adjunct Instructor  
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MA, Arcadia University  
BA, Pennsylvania State University

### BILL DUSSINGER

Part-Time Instructor  
Graphic Design and Illustration  
BS, Kutztown University

### JOSIAS FIGUEIRIDO

Adjunct Instructor  
Fine Art and Foundation  
MFA, Pennsylvania Academy of Fine Art  
BA, London Metropolitan University

### MICHELLE FOGEL

Adjunct Instructor  
Liberal Arts  
MHS, Capella University  
BA, Millersville University

### ERIC N. FOWLER

Part-Time Instructor  
Illustration  
BFA, Pratt Institute

### JEREMY FRIEND

Adjunct Instructor  
Graphic Design  
BFA, Minneapolis College of Art and Design

### HENRY GEPFER

Adjunct Instructor  
Fine Art  
MFA, Edinboro University of Pennsylvania  
BSE, Millersville University

### MEGAN HALSEY

Adjunct Instructor  
Illustration  
BA, Montclair State University  
MA, Marywood University

### MIKE HAWTHORNE

Adjunct Instructor  
Illustration  
BFA, Tyler School of Art, Temple University

### CHRISTINA HESS

Assistant Professor  
Illustration  
Chair, Illustration  
BFA, University of the Arts

### TROY HOLLEMAN

Adjunct Instructor  
Photography & Video  
MFA, Tyler School of Art, Temple University  
BFA, Herron School of Art and Design

### JEFFREY HOWE

Adjunct Instructor  
Liberal Arts  
MS, University of Vermont  
BS, Michigan State University

### EVAN JAMES

Adjunct Instructor  
Digital Media  
MFA, California Institute of the Arts  
BFA, New York University

**DAVID JOHANSON**

Part-Time Instructor  
Photography & Video  
MFA, Ohio University  
BA, Wheaton College

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**The End.**