Pennsylvania
College of
Art & Design

ACADEMIC ADVISING HANDBOOK
FOR
UNDERGRADUATE STUDENTS

2024-2025

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Welcome Letter

It is my honor as your Provost to welcome our new and returning students to the PCA&D community.

As members of this creative community, you understand the importance of obtaining advanced training through a higher education degree or credential. Your education will provide you with:

- More employment opportunities - your degree speeds up the pace at which you accumulate experience and expertise
- Stronger earning potential - a college education can increase your earnings over the span of your career by almost 3 million dollars[1]
- Ability to switch career tracks - comprehensive degrees, like associate and bachelor's degrees, allow you to switch career pathways and combine disciplines in unique ways to improve your market value
- Enhanced credibility - successful completion of a PCA&D degree or credential verifies that you have essential skills and qualities employers are looking for, such as creative problem solving, taking initiative, and being open to critique
- A network of highly successful and skilled faculty artists and designers who support your learning now and your career success well into the future

To get the most out of your education, it is important that you are equipped with the knowledge and resources to succeed. It is also important that you are an active agent in this process. Whether you are ready to start your first day at PCA&D or your last year as a senior, taking an active role in planning your academic journey is an important responsibility. In fact active planning, like you do in finding the right path for you in College, is also a critical skill in finding success after graduation.

PCA&D faculty and staff are here to support you. This handbook is one resource among many designed to bring the best information and tools to you to support your success.

Warm regards,

Dr. Carissa Massey
Provost

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[1] Michael Nietzel "New Study: College Degree Carries Big Earnings Premium, But Other Factors Matter Too," Forbes.com, October 2021.

1.   Introduction to Academic Advising at PCA&D

A. Purpose

Academic advising is a periodic process that supports student success and degree completion, and it ensures that academic progress is monitored regularly. Advising typically involves a student and an Academic Affairs staff member collectively reviewing student progress toward degree or credential completion. It exists so students:

- Understand their academic program requirements,
- Keep track of and their academic progress, and
- Are enabled to make informed decisions when registering for classes.

Academic advising is overseen by the Office of the Registrar and is supported by Academic Affairs leadership and staff. Advising is typically connected with the registration period for the following semester, with the application for graduation, and new student orientation during Welcome Week - although advising may occur any time. Advising is often conducted in person in one-on-one sessions, but cohort or group advising has also been an effective strategy.

The purpose of this Handbook is to provide undergraduate students with a one-stop reference guide for advising and registration that compiles information from several sources, including the Academic Catalog and the College website.

B. Academic Advising Process and Steps

New Students

Although new students are expected to begin reviewing academic program requirements before they matriculate at PCA&D, PCA&D's academic advising process starts with new and transfer student Welcome Week & Orientation advising.

Students registering for the first time during Welcome Week & Orientation will do the following:

- Visit the Academic Catalog to review program of study and degree requirements
- Develop an outline for their schedule and create a calendar for completing their coursework
- Receive an Academic Plan of Study (APS) digital advising workbook with how-to training
- Confirm Official Transcripts have been received by the Office of the Registrar. Official transcripts must be received by the Office of the Registrar before any transfer college credits are awarded

- Work with an Academic Affairs staff member to review the educational record and confirm whether and how transfer credits may be applied
- Work with Academic Affairs staff members to identify first, second, and third choice preferences for course schedules. All Foundation students must take the same core requirements. Staff work with students to provide flexibility in choosing course sections
- Receive their final draft schedule at the end of Welcome Week & Orientation

Returning Students

In preparation for the semesterly Registration Period for the following semester, returning students will:
- Update academic schedule and calendar, using the Academic Catalog and APS to identify requirements
- (Foundation Students) Work with an Academic Affairs staff member to review the educational record and update APS to reflect any summer classes the student may have completed off campus
- (Upperclass Students) Work with Department Chairperson to review educational record and degree progress
- Attend group advising meetings hosted by Departments and the Office of the Registrar
- Select classes in Self Service during Registration period
  - Please refer to "Using Self Service" in the PCA&D Student Portal for a step-by-step tutorial for using Self Service. This tutorial is also included in this Handbook for reference.
- Contact Career Services Team for career guidance and for assistance in identifying internship opportunities

Policies and additional procedures related to advising and registration can be found below in Sections 6 and 7.

Additional step-by-step guidance for using the Self Service web portal can be found below in Section 8.

C. Academic Plan of Study (APS)

The Academic Plan of Study (APS) is a digital tool that allows students to track their academic progress toward degree completion. The APS includes all major and degree requirements along with optional minors. The tool is administered by the Registrar's office, and it includes space for advising session questions and notes as well as other information related to academic progress and registration. The following screenshots provide examples of the tool:

**Welcome to the
PCA&D Academic Plan of Study (APS)
Workbook**

If you have questions or need help with your APS,
contact the Registrar at hwarner@pcad.edu

This workbook contains a blank APS for you to map out your time
at PCA&D - THE LEFT SIDE IS A BLANK
SEMESTER-BY-SEMESTER BREAKDOWN FOR YOU TO CHART
YOUR PROGRESS WHILE THE RIGHT SIDE IS A CHECKLIST OF
REQUIREMENTS. This workbook contains an "ADVISING NOTES"
section that the Registrar will use to keep track of advising
sessions, conversations, and changes in your APS. There is also
space for you to include notes and questions.

START HERE

1. Select *MY APS* from the tabs below

🔒 START HERE ▾ | MY APS ▾ | 🔒 Example APS ▾

2. Select a major from the drop down menu on the *MY APS*
page – minors and certificates can also be selected

ACADEMIC PLAN OF STUDY

ILLUSTRATION (Classical Track) ▾	← ← ← SELECT MAJOR
ESPORTS MANAGEMENT | 18.0 CR ▾	← ← ← SELECT MINOR (1)
LITERATURE | 18.0 CR ▾	← ← ← SELECT MINOR (2)
PACKAGING DESIGN | 12.0 CR ▾	← ← ← SELECT CERTIFICATE (1)
UX/UI DESIGN | 9.0 CR ▾	← ← ← SELECT CERTIFICATE (2)
CREDIT TOTAL	0

| CR | COURSE TITLE | | CR | COURSE TITLE | | CR | COURSE TITLE | | CR |

3. Your choices from step two will change the tables seen
under the color-coded headings – red is for major
requirements while green and purple are for minor and
certificate requirements, respectively

CORE MAJOR REQUIREMENTS CHECKLIST

TITLE	CR
GI 201 Visual Communication | 3.0 | F	
IL 205 Figure Anatomy I | 1.5 | F	
GI 205 Typography I | 1.5 | F	
GI 217 Digital I | 1.5 | F	
FI 201 Painting Methods | 1.5 | F	
IL 280 Process and Production | 3.0 | S	
IL 281 Expressive Figure | 3.0 | S	
IL 216 Illustration Construction | 3.0 | S	
IL 348 Conceptual Thinking | 3.0 | F	
ILCL 320 Creating Visual Mood	
IL 327 Digital Painting | 1.5 | F	
AGI 303 Visual Development | 3.0 | F	
IL 349 Portfolio Preparation | 3.0 | S	
ILCL 319 Digital Sculpture | 3.0 | S	
IL 314 History of Illustration | 1.5 | S	
AGI 306 Professional Practices I | 1.5 | S	
IL 407 Senior Senior Studio I | 3.0 | F	
AGI 402 Professional Practices II | 1.5 | F	

LITERATURE | 18.0 CR

TITLE	CR	
*See All course in LITERATURE (see NOTES → →) | 3.0 CR		*Click for c
course in LITERATURE (see NOTES → →) | 3.0 CR		*Click for c
course in LITERATURE (see NOTES → →) | 3.0 CR		*Click for c
course in LITERATURE (see NOTES → →) | 3.0 CR		*Click for c
course in LITERATURE (see NOTES → →) | 3.0 CR		*Click for c
course in LITERATURE (see NOTES → →) | 3.0 CR		*Click for c
		*Click for c
		*Click for c
		*Click for c
		*Click for c
TOTAL CREDITS	0	

PACKAGING DESIGN | 12.0 CR

TITLE	CR
219 Digital Technology | 3.0 CR	
256 Typography | 3.0 CR	
257 Introduction to Package Design | 1.5 CR	
417 Package Design | 3.0 CR	
422 Experimental Packaging | 1.5 CR	

FOUNDATION CHECKLIST

TITLE	CR	CURRICULAR & TRANSFER NOTES	ADVISING NOTES
FD 101 Drawing I | 3.0 CR			
FD 113 Narrative Dr, FD 114 Figure Dr, or FD 111 Cam Bas. Ob | 3.0 CR			*FD 111 is intended for Photography & Video majors
FD 103 2D Design I | 3.0 CR			
FD 104 2D Design II | 3.0 CR			
FD 106 3D Design | 3.0 CR			
FD 109 Digital Imaging or FD 112 Digital Media | 3.0 CR			*FD 109 is intended for Photography & Video majors
18 TOTAL CREDITS IN FOUNDATION	0		

LIBERAL ARTS CHECKLIST

TITLE	CR	CURRICULAR & TRANSFER NOTES	ADVISING NOTES
Life & Phys. Sciences (MAT or NAS courses) | 3.0 CR			*Math, Sciences *MAT 102 Business Math counts toward the Business in Creative Industry Minor
Behav. & Social Sciences (SOC or PSY courses) | 3.0 CR			*Psychology, Sociology
Humanities Distribution Area (See NOTES → →) | 3.0 CR			*Click for classes in the HUMANITIES DISTRIBUTION AREA
Humanities Distribution Area (See NOTES → →) | 3.0 CR			*Humanities electives at PCA&D begin with the prefixes ENG, AMS, MDS, PHL, MUS, and REL
Humanities Distribution Area (See NOTES → →) | 3.0 CR			*One BUS or additional MAT, NAS, SOC, PSY, or FVC 200-level course may replace one HUM elective
Humanities Distribution Area (See NOTES → →) | 3.0 CR			*At least 2 Art History/Humanities electives must be at the 300/400-level
Liberal Arts Open Elective (Any LA distribution area course) | 3.0 CR			*For open elective, students may choose any AH, HUM, PSY/SOC, NAS/MAT or FVC 200-level course
21 TOTAL CREDITS IN LIBERAL ARTS	0		

ART HISTORY CHECKLIST

TITLE	CR	CURRICULAR & TRANSFER NOTES	ADVISING NOTES
AH 110 Intro. to the History of Art & Visual Culture | 3.0 CR			*AH 110 required first semester of FD year
AH 222 World Art Survey: Cultural Contacts | 3.0 CR			*AH 222 recommended 2nd semester of FD year or first semester of sophomore year
AH XXX AH Elective | 3.0 CR			*At least 2 Art History/Humanities electives must be at the 300/400-level
AH XXX AH Elective | 3.0 CR			
12 TOTAL CREDITS IN ART HISTORY	0		

COMMUNICATION CHECKLIST

TITLE	CR	CURRICULAR & TRANSFER NOTES	ADVISING NOTES
FVC 101 Foundations of Verbal Communication I | 3.0 CR			*Required first semester of FD year
FVC 102 Foundations of Verbal Communication II | 3.0 CR			*Required second semester of FD year
FVC 201 Comm Arts, FVC 202 Pub Spkng, or FVC 203 Prof Writing Arts | 3.0 CR			*Recommend sophomore year or first semester junior year
9 TOTAL CREDITS IN COMMUNICATION	0		

GENERAL STUDIO ELECTIVE CHECKLIST

TITLE	CR	CURRICULAR & TRANSFER NOTES	ADVISING NOTES
1.5 Credits in General STUDIO Electives (GSE)			*Click for classes that count toward GSE
1.5 Credits in General STUDIO Electives (GSE)			
1.5 Credits in General STUDIO Electives (GSE)			
1.5 Credits in General STUDIO Electives (GSE)			
1.5 Credits in General STUDIO Electives (GSE)			
1.5 Credits in General STUDIO Electives (GSE)			
9 TOTAL CREDITS IN GENERAL STUDIO ELECTIVE	0		*If you are majoring in LXD you only need to take 7.5 CR of GSE

ACADEMIC PLAN OF STUDY

GRAPHIC DESIGN	← ← ← SELECT MAJOR
ILLUSTRATION | 18.0 CR ▾	← ← ← SELECT MINOR (1)
CHOOSE MINOR FROM THE DROPDOWN MENU | 18.0 CR ▾	← ← ← SELECT MINOR (2)
CHOOSE CERTIFICATE FROM THE DROPDOWN MENU ▾	← ← ← SELECT CERTIFICATE (1)
CHOOSE CERTIFICATE FROM THE DROPDOWN MENU ▾	← ← ← SELECT CERTIFICATE (2)

FOR TRANSFER STUDENTS ONLY

NAME:		DATE OF EVALUATION:

1:		2:		3:		← ← TRANSFER INSTITUTIONS	
COURSE TITLE	**CR**	**COURSE TITLE**	**CR**	**COURSE TITLE**	**CR**	**COURSE TITLE**	**CR**
							TOTAL TRANSFERRED CREDITS	0

YOU WILL ENTER PCA&D AS A	ENTER YEAR ▾	APPROVALS

HANNAH WARNER |

BONNIE KERN |

I acknowledge that I have recieved a transfer credit evaluation, and I understand and acknowledge the estimated number of semesters it will take to graduate from PCA&D with my BFA in my chosen major.

SIGN: DATE:

YEAR 1	2022/2023 ▾	← ← SELECT YEAR YOU ENTERED PCA&D

FALL 2022		WINTER 2022		SPRING 2023		SUMMER 2023	
COURSE TITLE	**CR**	**COURSE TITLE**	**CR**	**COURSE TITLE**	**CR**	**COURSE TITLE**	**CR**
TOTAL SEMESTER CREDITS	0	TOTAL SEMESTER CREDITS	0	TOTAL SEMESTER CREDITS	0	TOTAL SEMESTER CREDITS	0

2. Academic Programs

A. Degree and Credential Types and Requirements

Each credential and degree program has a set of requirements students must complete in order to formally complete a program of study. Those requirements vary according to the length of the credential or diploma and major field of study. This section provides descriptions of credential and degree types along with their general requirement as well as the requirements with each major. Additional information can be found in the [Academic Catalog](#).

What is a Bachelor's Degree?

The Bachelor's Degree is the highest undergraduate credential offered at PCA&D. This degree is designed to be completed in 4 years, or 8 semesters, with an average of 15 credit hours per semester for a total of 120 credit hours.

PCA&D offers six majors that lead to the **Bachelor of Fine Art (BFA) Degree**. The BFA is widely recognized as a professional degree with significantly more time in the major field of study and professional practice.

PCA&D also offers a **Bachelor of Arts (BA) Degree** in Design Thinking. The BA degree allows students to place their creative practice into a broader context with other creative practices as well as the liberal arts program.

Bachelor of Fine Arts Degree Requirements

To earn a Bachelor of Fine Arts degree from PCA&D, complete the following requirements:

❏ 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.

Credit requirements typically break down into the following categories:
   - ❏ 18 credits in Foundation Year studio courses
   - ❏ 6 credits in the Communication Distribution Area *during* the foundation year
   - ❏ 3 credits in the Communication Distribution Area *after* the foundation year
   - ❏ 6 credits in the Art History Distribution Area *during* the foundation year
   - ❏ 6 credits in the Art History Distribution Area *after* the foundation year
   - ❏ 21 credits in the Liberal Arts Distribution Area
   - ❏ 51 credits in BFA Major studio courses*
   - ❏ 9 credits in General Elective studio courses**

❏ Successfully complete and document an internship. Documentation must include a presentation about the internship experience to colleagues and faculty in a student's fourth-year professional practices course. Complete an internship during the summer after their year-three coursework
❏ Earn a cumulative 2.0 grade-point average at the conclusion of their course work
❏ Participate in the Senior Show & Celebration exhibition
❏ Submit a digital file of 8-10 samples of work from their final portfolio to the appropriate department chair
❏ Satisfy all financial obligations to the College

Students who pursue a major in Live Experience Design will take 52.5 credits in major studio courses and only 7.5 in General Studio Elective courses.
**Students who pursue a minor will take studio-based minor courses in lieu of General Elective Studio courses.*

Bachelor of Arts Degree Requirements

To earn a Bachelor of Arts in Design Thinking from PCA&D, complete the following requirements:
- ❏ Successfully complete 120 credits, including all college and department course requirements appropriate to the degree and major.

  Credit requirements typically break down into the following categories:
    - ❏ 6 credits in Design Thinking
    - ❏ 21 credits in studio area #1
    - ❏ 21 credits in studio area #2
    - ❏ 18 credits in Foundation Year studio courses
    - ❏ 6 credits in the Communication Distribution Area during the foundation year
    - ❏ 3 credits in the Communication Distribution Area after the foundation year
    - ❏ 3 credits in the Art History Distribution Area during the foundation year
    - ❏ 18 credits in the Liberal Arts Distribution Area
    - ❏ 24 credits in electives, general studio electives, or lecture courses

- ❏ Successfully complete and document an internship. Documentation must include a presentation about the internship experience to colleagues and faculty in a student's fourth-year professional practices course. Complete an internship during the summer after their year-three coursework
- ❏ Earn a cumulative 2.0 grade-point average at the conclusion of their course work
- ❏ Submit a digital file of 8-10 samples of work from their final portfolio to the appropriate department chair
- ❏ Satisfy all financial obligations to the college

What is an Associate Degree?

An Associate Degree is a two-year undergraduate credential offered at PCA&D. This degree is designed to be completed in 2 years, or 4 semesters, with an average of 15 credit hours per semester for a total of 60 credit hours.

PCA&D offers two majors that lead to an Associate of Arts Degree. These degrees include the Foundation Year, introductory Liberal Arts requirements, and introductory courses in the major field of study.

Associate of Fine Art Degree Requirements

To earn an Associate of Fine Arts degree in **Animation & Game Art, Fine Art, Graphic Design, Illustration, or Photography & Video** from PCA&D, complete the following requirements:

- ❏ Successfully complete 63 credits, including all college and department course requirements appropriate to the degree and major. Credit requirements typically break down into the following categories:

    - ❏ 18 credits in Foundation Year studio courses
    - ❏ 3 credits in the Art History Distribution Area
    - ❏ 9 credits in the Communication Distribution Area
    - ❏ 6 credits in the Science/Math, Behavioral Science, and/or Humanities Distribution Areas
    - ❏ 9 credits in Business in Creative Industry - BUS 101 Introduction to Business, BUS 300 Entrepreneurship, BUS 301 Professional Practices
    - ❏ 18 credit hours in studio major

- ❏ Earn a cumulative 2.0 grade-point average at the conclusion of their course work
- ❏ Submit a digital file of 8-10 samples of work from their final portfolio to the appropriate department chair
- ❏ Satisfy all financial obligations to the college

Associate of Arts Degree Requirements

To earn an Associate of Arts degree in **Design Thinking** from PCA&D, complete the following requirements:

- ❏ Successfully complete 60 credits, including all college and department course requirements appropriate to the degree and program. Credit requirements typically break down into the following categories:
    - ❏ 3 credits in Design Thinking
    - ❏ 21 credits in one studio area
    - ❏ 18 credits in Foundation Year studio courses
    - ❏ 6 credits in the Communication Distribution Area *during* the foundation year
    - ❏ 3 credits in the Communication Distribution Area *after* the foundation year
    - ❏ 3 credits in the Art History Distribution Area *during* the foundation year
    - ❏ 6 credits in the Liberal Arts Distribution Areas
- ❏ Earn a cumulative 2.0 grade-point average at the conclusion of their course work
- ❏ Submit a digital file of 8-10 samples of work from their final portfolio to the appropriate department chair
- ❏ Satisfy all financial obligations to the college

To earn an Associate of Arts from PCA&D in **Live Experience Design & Production**, complete the following requirements:
- ❏ Successfully complete 60 credits, including all college and department course requirements appropriate to the degree and major.

    Credit requirements typically break down into the following categories:
    - ❏ 15 credits in Foundation Year studio courses
    - ❏ 9 credits in the Communication Distribution Area
    - ❏ 9 credits in the Art History Distribution Area
    - ❏ 6 credits in the Science and/or Humanities Distribution Area (+3 cross listed with LEX)
    - ❏ 21 hours in LEX major (3 hours "doubled dip" for an additional 3 hours of the Humanities Distribution)

- ❏ Successfully complete and document an internship. Documentation must include a presentation about the internship experience to colleagues and faculty in a student's fourth-year professional practices course. Complete an internship during the summer after their year-three coursework
- ❏ Earn a cumulative 2.0 grade-point average at the conclusion of their course work
- ❏ Submit a digital file of 8-10 samples of work from their final portfolio to the appropriate department chair
- ❏ Satisfy all financial obligations to the college

What are Certificates and Microcredential Badges?

A certificate is a focused or specialized credential that can be completed in a year or less by a full-time student. At PCA&D, they range from 10.5 to 18 credit hours. They often contain introductory to intermediate classes within a major without extensive prerequisite knowledge or skill in the major field of study, and they often focus on professional application.

Undergraduate degree certificates may be completed as standalone credentials. These certificates are also part of advanced degree programs, which means certificates are stackable and certificate courses may count toward a bachelor's degree program.

PCA&D also offers Microcredential Badges that are 9 credit hours in length. These credentials require the competition of a 3 course series to complete a digital badge. Microcredentials are focused credentials designed to provide skills and experience in order for the student to achieve basic proficiency in a new practice or field of study. All Microcrendial Badges are stacked within existing curricula, which means that they are an excerpt of an existing certificate program.

Certificate Requirements

To earn an undergraduate certificate from PCA&D, complete the following requirements:

- ❏ Successfully complete all required courses for each undergraduate certificate program:
    - ❏ Advanced Photography & Video - 12 credits
    - ❏ Animation - 16.5 credits
    - ❏ Business in Creative Industry - 18 credits
    - ❏ Communication Design - 18 credits
    - ❏ Data Visualization - 18 credits
    - ❏ Digital Photography - 18 credits
    - ❏ Esports Management - 18 credits
    - ❏ Fashion Merchandising - 18 credits
    - ❏ Filmmaking - 16.5 credits
    - ❏ Game Art - 16.5 credits
    - ❏ Live Experience Design & Production - 18 credits
    - ❏ Package Design - 10.5 credits
    - ❏ UX/UI Design - 18 credits
- ❏ Earn a cumulative 2.0 grade-point average at the conclusion of their course work
- ❏ Satisfy all financial obligations to the College

Microcredential Badge Requirements

To earn an undergraduate Microcredential Badge from PCA&D, complete the following
requirements:

- ❏ Successfully complete all required courses for each Microcredential Badge program
    - ❏ Business Marketing - 9 credits
    - ❏ Data Wrangling - 9 credits
    - ❏ Esports Business - 9 credits
    - ❏ Fashion Forecasting - 9 credits
    - ❏ Interactive Visualization - 9 credits
- ❏ Earn a cumulative 2.0 grade-point average at the conclusion of their course work
- ❏ Satisfy all financial obligations to the College

B. Major Requirements - Bachelor Degrees

Please refer to the [Academic Catalog](#) for additional information about each major.

Animation & Game Art (BFA)

SOPHOMORE YEAR | 18.0 CR IN MAJOR
Fall Semester
AGA 201 Traditional Animation | 3.0 CR
AGA 203 Story & Screen I | 3.0 CR
AGA 205 Computer Animation I | 3.0 CR
Spring Semester
AGA 204 Story & Screen II | 3.0 CR
AGA 206 Computer Animation II | 3.0 CR
AGA 210 Drawing for Animation | 1.5 CR
AGA 211 Character & Creature Design | 1.5 CR

JUNIOR YEAR | 19.5 CR IN MAJOR
Fall Semester
AGA 301 Game Art I **OR** AGA 307 Computer Animation III | 3.0 CR
AGA 311 Story & Screen III | 3.0 CR
AGI 303 Visual Development I | 3.0 CR
Spring Semester
AGA 302 Game Art II **OR** AGA 308 Computer Animation IV | 3.0 CR
AGA 312 Preproduction | 6.0 CR
AGI 306 Professional Practices I | 1.5 CR

SENIOR EXPERIENCE | REQUIRED, NON-CREDIT
*Satisfies BFA Internship Requirement. Facilitated by the Department. Other opportunities available via Career Services.

SENIOR YEAR | 13.5 CR IN MAJOR
Fall Semester
AGA 401 Senior Senior Studio I | 6.0 CR
AGA 403 Professional Practices II | 1.5 CR
Spring Semester
AGA 402 Senior Studio II | 6.0 CR

In addition, all Animation & Game Art BFA students are required to complete 42 credits (fourteen 3-credit courses) in the Liberal Arts program and 9 credits (six 1.5-credit courses) of General Elective studio courses. More information on these requirements is found below in the Liberal Arts Program and Course Description sections. To complete the Bachelor of FIne Arts degree in Animation & Game Art, students must successfully complete the [BFA graduation requirement checklist](#) as seen in the academic standards and policies section of the 2024-2025 academic catalog.

Design Thinking (BA)

SOPHOMORE YEAR | 24.0 CR IN MAJOR
Fall Semester
Studio Conc. Area I Course #1 | 3.0 CR
Studio Conc. Area I Course #2 | 3.0 CR
Studio Conc. Area I Course #3 | 3.0 CR
DTH 200 Design Thinking Seminar I | 3.0 CR
FVC 201, 202, or 203 | 3.0 CR

Spring Semester
Studio Conc. Area I Course #4 | 3.0 CR
Studio Conc. Area I Course #5 | 3.0 CR
Studio Conc. Area I Course #6 | 3.0 CR
Studio Conc. Area I Course #7 | 3.0 CR
Liberal Arts Distribution Course | 3.0 CR

JUNIOR YEAR | 21.0 CR IN MAJOR
Fall Semester
Studio Conc. Area II Course #1 | 3.0 CR
Studio Conc. Area II Course #2 | 3.0 CR
Studio Conc. Area II Course #3 | 3.0 CR
Elective Course: Studio or Lecture | 3.0 CR
Liberal Arts Distribution Course | 3.0 CR

Spring Semester
Studio Conc. Area II Course #4 | 3.0 CR
Studio Conc. Area II Course #5 | 3.0 CR
Studio Conc. Area II Course #6 | 3.0 CR
Studio Conc. Area II Course #7| 3.0 CR

Elective Course: Studio or Lecture | 3.0 CR

SENIOR YEAR | 3.0 CR IN MAJOR
Fall Semester
Elective Course: Studio or Lecture | 3.0 CR
Elective Course: Studio or Lecture | 3.0 CR
Elective Course: Studio or Lecture | 3.0 CR
Liberal Arts Distribution Course | 3.0 CR
Liberal Arts Distribution Course | 3.0 CR

Spring Semester
Elective Course: Studio or Lecture | 3.0 CR
Elective Course: Studio or Lecture | 3.0 CR
Elective Course: Studio or Lecture | 3.0 CR
Liberal Arts Distribution Course | 3.0 CR
DTH 400 Design Thinking Studio | 3.0 CR

To complete the Bachelor of Arts degree in Design Thinking, students must successfully complete the BA graduation requirement checklist as seen in the academic standards and policies section of the 2024-2025 academic catalog.

Fine Art (BFA)

SOPHOMORE YEAR | 18.0 CR IN MAJOR
Fall Semester
FA 216 Digital Mixed Media | 1.5 CR
FA 288 Printmaking I | 3.0 CR
FA 295 Drawing from Observation: Form & Space | 3.0 CR
FI 201 Painting Methods | 1.5 CR
Spring Semester
FA 280 Sculpture I | 3.0 CR
FA 283 Painting from Observation | 3.0 CR
FA 287 Making & Meaning | 3.0 CR

JUNIOR YEAR | 18.0 CR IN MAJOR
Fall Semester
FA 382 Drawing: Theme and Variation | 3.0 CR
FA 383 Painting: Observation, Memory, & Synthesis | 3.0 CR
FA 389 Sculpture: Content, Form, & Material | 3.0 CR
Spring Semester
FA 320 Media, Form, & Concept | 3.0 CR
FA 360 Professional Practices I | 1.5 CR
FA 384 Painting: Theme and Variation | 1.5 CR
FA 393 Printmaking II | 3.0 CR

Internship | REQUIRED, NON-CREDIT and FOR-CREDIT OPPORTUNITIES*
*Facilitated by Career Services.

SENIOR YEAR | 15.0 CR IN MAJOR
Fall Semester
FA 411 Senior Studio I | 3.0 CR
FA 418 Directions in Contemporary Art | 1.5 CR
FA 460 Drawing and Multimedia | 3.0 CR
Spring Semester
FA 410 Professional Practices II| 1.5 CR
FA 412 Senior Studio II | 3.0 CR
FA 422 Thesis & Critique | 3.0 CR

In addition, all Fine Art BFA students are required to complete 42 credits (fourteen 3-credit courses) in the Liberal Arts program and 9 credits (six 1.5-credit courses) of General Elective studio courses. More information on these requirements is found below in the Liberal Arts Program and Course Description sections. To complete the Bachelor of FIne Arts degree in Fine Art, students must successfully complete the BFA graduation requirement checklist as seen in the academic standards and policies section of the 2024-2025 academic catalog.

Graphic Design (BFA)

SOPHOMORE YEAR | 16.5 CR IN MAJOR
Fall Semester
GD 205 Typography I: Art and History of Letterform | 3.0 CR
GD 217 UX/UX Design | 1.5 CR
GI 201 Visual Communications | 3.0 CR
GI 217 Digital I | 1.5 CR

Spring Semester
GD 206 Typography II: Type as Volume | 3.0 CR
GD 216 History of Graphic Design & Emerging Trends | 3.0 CR
GD 221 Introduction to Web Design | 1.5 CR
GI 218 Digital II | 1.5 CR

JUNIOR YEAR | 18.0 CR IN MAJOR
Fall Semester
GD 311 Junior Design Studio I | 3.0 CR
GD 324 Web Design: Process and Production | 1.5 CR
GD 325 Publication Design | 3.0 CR
Spring Semester
GD 312 Junior Design Studio II | 3.0 CR
GD 316 Motion Graphics | 3.0 CR
GD 319 Advanced Web Design | 3.0 CR

SUMMER INTERNSHIP | REQUIRED, NON-CREDIT and FOR-CREDIT OPPORTUNITIES
*Facilitated by the Department. Other opportunities available via Career Services.

SENIOR YEAR | 16.5 CR IN MAJOR
Fall Semester
GD 323 Advertising/Copywriting | 1.5 CR
GD 409 Senior Design Studio I | 3.0 CR
GD 417 Packaging | 3.0 CR
GD 431 Web Studio I | 1.5 CR
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

In addition, all Graphic Design BFA students are required to complete 42 credits (fourteen 3-credit courses) in the Liberal Arts program and 9 credits (six 1.5-credit courses) of General Elective studio courses. More information on these requirements is found below in the Liberal Arts Program and Course Description sections. To complete the Bachelor of FIne Arts degree in Graphic Design, students must successfully complete the BFA graduation requirement checklist as seen in the academic standards and policies section of the 2024-2025 academic catalog.

Illustration (BFA)

SOPHOMORE YEAR | 18.0 CR IN MAJOR

Fall Semester

FA 295 Drawing From Observation: Form and Space | 3.0 CR

IL 282 Sophomore Illust. Studio I | 3.0 CR

IL 284 Illustration: Materials & Methods | 3.0 CR

Spring Semester

IL 281 Expressive Figure | 3.0 CR

IL 283 Sophomore Illust. Studio II | 3.0 CR

IL 285 Digital Illustration | 3.0 CR

IL 286 Professional Practices I | 1.5 CR

JUNIOR YEAR | 19.5 CR IN MAJOR

Fall Semester

AGI 303 Visual Development I | 3.0 CR

IL 334 Junior Illustration Studio I | 3.0 CR

ILCL 320 Creating Visual Mood **OR** ILCN 310 Illustrated Word | 3.0 CR

Spring Semester

IL 300 Visual Development II | 3.0 CR

IL 335 Junior Illustration Studio II | 3.0 CR

ILCL 319 Digital Sculpture **OR** ILCN 321 Design in Illustration | 3.0 CR

Internship | REQUIRED, NON-CREDIT and FOR-CREDIT OPPORTUNITIES

*Facilitated by Career Services

SENIOR YEAR | 13.5 CR IN MAJOR

Fall Semester

IL 407 Senior Senior Studio I | 3.0 CR

IL 416 Professional Practices II | 1.5 CR

ILCL 420 Visual Storytelling **OR** ILCN 410 Thematic Creation | 3.0 CR

Spring Semester

IL 408 Senior Studio II | 3.0 CR

IL 415 Creative Launch | 3.0 CR

In addition, all Illustration BFA students are required to complete 42 credits (fourteen 3-credit courses) in the Liberal Arts program and 9 credits (six 1.5-credit courses) of General Elective studio courses. More information on these requirements can be found in the LA Program and Course Description sections. To complete the Bachelor of FIne Arts degree in Illustration, students must successfully complete the BFA graduation requirement checklist as seen in the academic standards and policies section of the 2024-2025 academic catalog.

Live Experience Design & Production (BFA)

FOUNDATION YEAR | 3.0 CR IN MAJOR
Spring Semester
LEX 101 Intro. to Live Experience Design | 3.0 CR

SOPHOMORE YEAR | 15.0 CR IN MAJOR
Fall Semester
LEX 206 Intro. to Performance Studies | 3.0 CR
LEX 221 Staging Design & Production 1 | 3.0 CR
LEX 222 Visual Design & Production 1 | 3.0 CR
Spring Semester
LEX 223 Sound Design & Production 1 | 3.0 CR
LEX 224 Lighting Design & Production 1 | 3.0 CR
LEX 225 Research Methods & Professional Practices | 3.0 CR

JUNIOR YEAR | 16.5 CR IN MAJOR
Choose 2 of 4 Course Core Subjects to Focus In
Fall Semester
BUSX 225 The Business of Live Events: Implementation | 3.0 CR
LEX 323 Sound Design & Production 2 | 3.0 CR
LEX 324 Lighting Design & Production 2 | 3.0 CR
LEX 325 Professional Practices 2 | 3.0 CR

Spring Semester
LEX 304 Experiential Studio 1 | 3.0 CR
LEX 321 Staging Design & Production 2 | 3.0 CR
LEX 322 Visual Design & Production 2 | 3.0 CR
LEX Internal Course Option Rotation TBD | 3.0 CR

Internship | REQUIRED, FOR-CREDIT OPPORTUNITIES
***Satisfied by LEX 399 and Takes place over summer**
LEX 399 LiveX Capstone Internship | 3.0 CR

SENIOR YEAR | 15.0 CR IN MAJOR
Choose Same 2 of 4 Course Core Subjects to Focus In
Fall Semester
BUSX 226 Business of Live Events: Planning | 3.0 CR
LEX 421 Staging Design & Production 3 | 3.0 CR
LEX 422 Visual Design & Production 3 | 3.0 CR
LEX Design Internal Course Option Rotation TBD | 3.0 CR

Spring Semester
LEX 404 Experiential Studio 2 | 6.0 CR
LEX 423 Sound Design & Production 3 | 3.0 CR
LEX 424 Lighting Design & Production 3 | 3.0 CR

Rotating LEX Electives
LEX 331 Digital Fabrication | 3.0 CR
LEX 332 Sensory Design | 3.0 CR
LEX 333 Extended Realities | 3.0 CR
LEX 334 Video Projection Mapping | 3.0 CR
LEX 335 Multimedia Installation | 3.0 CR

To complete the Bachelor of FIne Arts degree in Live Experience Design & Production, students must successfully complete the BFA graduation requirement checklist as seen in the academic standards and policies section of the 2024-2025 academic catalog.

Photography & Video (BFA)

SOPHOMORE YEAR | 18.0 CR IN MAJOR
Fall Semester
PHV 210 Photo Dialogues | 3.0 CR
PHV 223 Photo Techniques: Color, Craft & Image | 3.0 CR
PHV 239 Digital Photo: Windows | 3.0 CR
Spring Semester
PHV 200 Introduction to Lens-Based Motion Production | 3.0 CR
PHV 215 Lighting for Lens-Based Media | 3.0 CR
PHV 240 Digital Photo: Mirrors | 3.0 CR

JUNIOR YEAR | 18.0 CR IN MAJOR
Fall Semester
PHV 300 Advanced Lens-Based Motion Production | 3.0 CR
PHV 323 Large Format: Description & Contemplation | 3.0 CR
PHV 326 Advanced Digital Photography | 3.0 CR
Spring Semester
PHV 307 Advanced Color: Theory & Practice | 3.0 CR
PHV 311 Professional Practices I | 1.5 CR
PHV 327 The Documentary: Objectivity & Influence | 1.5 CR
PHV 328 Medium, Form & Concept | 3.0 CR

Internship | REQUIRED, NON-CREDIT and FOR-CREDIT OPPORTUNITIES
*Facilitated by Career Services

SENIOR YEAR | 15 CR IN MAJOR
Fall Semester
PHV 401 Senior Thesis I | 3.0 CR
PHV 417 Emerging Lens Based Technologies | 1.5 CR
PHV 425 Web Arts: Self-Promotion to Self-Expression | 3.0 CR
Spring Semester
PHV 402 Senior Thesis II | 3.0 CR
PHV 403 Lens-Based Motion Projects | 3.0 CR
PHV 407 Professional Practices II | 1.5 CR

In addition, all Photography & Video BFA students are required to complete 42 credits (fourteen 3-credit courses) in the Liberal Arts program and 9 credits (six 1.5-credit courses) of General Elective studio courses. More information on these requirements is found below in the Liberal Arts Program and Course Description sections. To complete the Bachelor of FIne Arts degree in Photography & Video, students must successfully complete the BFA graduation requirement checklist as seen in the academic standards and policies section of the 2024-2025 academic catalog.

C.   Major Requirements - Associate Degrees

Please refer to the [Academic Catalog](#) for additional information about each major.

Animation & Game Art (AFA)

SOPHOMORE YEAR | 18.0 CR IN MAJOR
Fall Semester
AGA 201 Traditional Animation | 3.0 CR
AGA 203 Story & Screen I | 3.0 CR
AGA 205 Computer Animation I | 3.0 CR
Spring Semester
AGA 204 Story & Screen II | 3.0 CR
AGA 206 Computer Animation II | 3.0 CR
AGA 210 Drawing for Animation | 1.5 CR
AGA 211 Character & Creature Design | 1.5 CR

To complete the Associate of Arts degree in Animation & Game Art, students must successfully complete the [AFA in Animation & Game Art graduation requirement checklist](#) as seen in the academic standards and policies section of the 2024-2025 academic catalog.

Design Thinking (AA)

SOPHOMORE YEAR | 26.0 CR IN MAJOR
Fall Semester
Studio Area Course #1 | 3.0 CR
Studio Area Course #2 | 3.0 CR
Studio Area Course #3 | 3.0 CR
DTH 200 Design Thinking Seminar I | 3.0 CR
Spring Semester
Studio Area Course #4 | 3.0 CR
Studio Area Course #5 | 3.0 CR
Studio Area Course #6 | 3.0 CR
Studio Area Course #7 | 3.0 CR

To complete the Associate of Arts degree in Design Thinking, students must successfully complete the [AA in Design Thinking graduation requirement checklist](#) as seen in the academic standards and policies section of the 2024-2025 academic catalog.

Fine Art (AFA)

SOPHOMORE YEAR | 18.0 CR IN MAJOR
Fall Semester
FA 216 Digital Mixed Media | 1.5 CR
FA 288 Printmaking I | 3.0 CR
FA 295 Drawing from Observation: Form & Space | 3.0 CR
FI 201 Painting Methods | 1.5 CR

Spring Semester
FA 280 Sculpture I | 3.0 CR
FA 283 Painting from Observation | 3.0 CR
FA 287 Making & Meaning | 3.0 CR

To complete the Associate of Arts degree in Fine Art, students must successfully complete the [AFA in Fine Art graduation requirement checklist](#) *as seen in the academic standards and policies section of the 2024-2025 academic catalog.*

Graphic Design (AFA)

SOPHOMORE YEAR | 16.5 CR IN MAJOR
Fall Semester
GD 205 Typography I: Art and History of Letterform | 3.0 CR
GD 217 UX/UX Design | 1.5 CR
GI 201 Visual Communications | 3.0 CR
GI 217 Digital I | 1.5 CR
Spring Semester
GD 206 Typography II: Type as Volume | 3.0 CR
GD 216 History of Graphic Design & Emerging Trends | 3.0 CR
GD 221 Introduction to Web Design | 1.5 CR
GI 218 Digital II | 1.5 CR

To complete the Associate of Arts degree in Graphic Design, students must successfully complete the [AFA in Graphic Design graduation requirement checklist](#) *as seen in the academic standards and policies section of the 2024-2025 academic catalog.*

Illustration (AFA)

SOPHOMORE YEAR | 18.0 CR IN MAJOR

Fall Semester
FA 295 Drawing From Observation: Form and Space | 3.0 CR
IL 282 Sophomore Illustration Studio I | 3.0 CR
IL 284 Illustration: Materials and Methods | 3.0 CR
Spring Semester
IL 281 Expressive Figure | 3.0 CR
IL 283 Sophomore Illustration Studio II | 3.0 CR
IL 285 Digital Illustration | 3.0 CR
IL 286 Professional Practices I | 1.5 CR

To complete the Associate of Arts degree in Illustration students must successfully complete the [AFA in Illustration graduation requirement checklist](#) *as seen in the academic standards and policies section of the 2024-2025 academic catalog.*

Live Experience Design & Production (AA)

SOPHOMORE YEAR | 18.0 CR IN MAJOR

Fall Semester

LEX 206 Introduction to Performance Studies | 3.0 CR

LEX 210 Visual Design & Production I | 3.0 CR

LEX 221 Staging Design & Production I | 3.0 CR

Spring Semester

LEX 223 Sound Design & Production I | 3.0 CR

LEX 224 Lighting Design & Production I | 3.0 CR

LEX 225 Research Methods & Professional Practices | 3.0 CR

To complete the Associate of Arts degree in Design Thinking, students must successfully complete the [AA in Live Experience Design & Production graduation requirement checklist](#) *as seen in the academic standards and policies section of the 2024-2025 academic catalog.*

Photography & Video (AFA)

SOPHOMORE YEAR | 18.0 CR IN MAJOR

Fall Semester

PHV 210 Photo Dialogues | 3.0 CR

PHV 223 Photo Techniques: Color, Craft & Image | 3.0 CR

PHV 239 Digital Photo: Windows | 3.0 CR

Spring Semester

PHV 200 Introduction to Lens-Based Motion Production | 3.0 CR

PHV 215 Lighting for Lens-Based Media | 3.0 CR

PHV 240 Digital Photo: Mirrors | 3.0 CR

To complete the Associate of Arts degree in Photography & Video, students must successfully complete the [AFA in Photography & Video graduation requirement checklist](#) *as seen in the academic standards and policies section of the 2024-2025 academic catalog.*

D.   Associate of Arts Degree Major Requirements

For more information about these programs, please refer to the [academic catalog](#).

Design Thinking (AA)

SOPHOMORE YEAR | 24.0 CR IN MAJOR

Fall Semester

Studio Area Course #1 | 3.0 CR

Studio Area Course #2 | 3.0 CR

Studio Area Course #3 | 3.0 CR

DTH 200 Design Thinking Seminar I | 3.0 CR

Spring Semester

Studio Area Course #4 | 3.0 CR
Studio Area Course #5 | 3.0 CR
Studio Area Course #6 | 3.0 CR
Studio Area Course #7 | 3.0 CR

Live Experience Design & Production (AA)

FOUNDATION YEAR | 3.0 CR IN MAJOR
Spring Semester
LEX 101: Introduction Live Experience Design | 3.0 CR

SOPHOMORE YEAR | 18.0 CR IN MAJOR
Fall Semester
LEX 206 Introduction to Performance Studies | 3.0 CR
LEX 210 Visual Design & Production I | 3.0 CR
LEX 221 Staging Design & Production I | 3.0 CR
Spring Semester
LEX 223 Sound Design & Production I | 3.0 CR
LEX 224 Lighting Design & Production I | 3.0 CR
LEX 225 Research Methods & Professional Practices | 3.0 CR

E.   Minor Requirements

PCA&D offers the following 10 minor programs that more directly correspond with BFA degree programs or Liberal Arts Distribution Areas:

Animation & Game Art | 18 CR
18 credits in a single concentration
12 of those 18 credits in courses at the 200 level
6 of those 18 credits in courses at the 300 or 400 level

Art History & Visual Culture | 18 CR
AH 110 Introduction to Art History and Visual Culture | 3.0 CR
AH 222 World Art History: Cultural Contacts| 3.0 CR
4 AH electives, 2 at the 300- or 400-level, 1 at the 100-level or above, 1 at the 200-level or above | 12.0 CR

Creative Writing | 18 CR
ENG 310 Creative Writing | 3.0 CR **(required)**
FVC 201 Communicating Through the Arts 3.0 CR **(required)**
Select four:
AMS 401 Heroes and Villains in American Culture | 3.0 CR
ENG 300 Journalism | 3.0 CR
ENG 303 Nonfiction Writing | 3.0 CR

ENG 304 Introduction to Children's Literature | 3.0 CR
ENG 305 Shakespeare from Stage to Screen | 3.0 CR
ENG 401 The Short Story | 3.0 CR
ENG 402 Poetry | 3.0 CR
ENG 420 Longform and Writing at Length | 3.0 CR
MDS 202 Acting and Play Production | 3.0 CR
MDS 205 The Graphic Novel | 3.0 CR
MDS 303 Storytelling | 3.0 CR
MDS 403 Constructing Secondary Worlds | 3.0 CR

Business In Creative Industry | 18 CR
BUS 101 Introduction to Business I | 3.0 CR
BUS 102 Introduction to Business II | 3.0 CR
BUS 200 Accounting and Finance for Non-Majors | 3.0 CR
BUS 201 Principles of Marketing | 3.0 CR
BUS 300 Entrepreneurship | 3.0 CR
BUS 301 Professional Practices | 3.0 CR
MAT 102 Business Math or BUS 203 Understanding Users may be taken in place of BUS 200 Accounting and Finance for non-majors

Esports Management | 18 CR
BUS 101 Introduction to Business I | 3.0 CR
BUS 102 Introduction to Business II | 3.0 CR
BUS 200 Accounting and Finance for Non-Majors | 3.0 CR
ESP 101 Introduction to Esports | 3.0 CR
ESP 200 Esports Events & Gaming Technology | 3.0 CR
ESP 300 Sports Analytics | 3.0 CR

Fine Art | 18 CR
18 credits in a single concentration
12 of those 18 credits in courses at the 200 level
6 of those 18 credits in courses at the 300 or 400 level

Fashion Merchandising | 18 CR
FAME 101 Introduction to Fashion Merchandising I 3.0 CR
FAME 200 Fashion Trend Forecasting I 3.0 CR
FAME 201 History of Costume in the Fashion Industry I 3.0 CR
FAME 300 Retail Sustainable Buying I 3.0 CR
FAME 400 Textiles in the Global Fashion Market I 3.0 CR
FAME 401 Fashion Product Development I 3.0 CR

Filmmaking |
Required Courses
GE 280 Introduction to Filmmaking | 1.5 CR
GE 288 Filmmaking Field Work | 1.5 CR

PHV 215 Lighting for Lens-Based Media | 3.0 CR
PHV 200 Introduction to Lens-Based Motion Production | 3.0 CR
PHV 300 Advanced Lens-Based Motion Production | 3.0 CR
PHV 403 Lens-Based Motion Projects | 3.0 CR
Select one:
AH 220 Introduction to Film Studies | 3.0 CR
AH 320 Cinema as Art | 3.0 CR

General Humanities | 18 CR
18 credits within the General Humanities Distribution
General Humanities courses begin with the prefixes AMS, ENG, MDS, MUS, PHL, REL

Graphic Design | 18 CR
18 credits in a single concentration
12 of those 18 credits in courses at the 200 level
6 of those 18 credits in courses at the 300 or 400 level

Illustration | 18 CR
18 credits in a single concentration
12 of those 18 credits in courses at the 200 level
6 of those 18 credits in courses at the 300 or 400 level

Literature | 18 CR
Select 18 hours from:
ENG 203 Introduction to Fantasy Literature | 3.0 CR
ENG 204 Introduction to Science Fiction and Horror Literature | 3.0 CR
ENG 205 Diverse Voices in Literature | 3.0 CR
ENG 206 Young Adult Literature | 3.0 CR
ENG 304 Introduction to Children's Literature | 3.0 CR
ENG 305 Shakespeare from Stage to Screen | 3.0 CR
ENG 306 Book to Screen: Adapting Literature | 3.0 CR
ENG 310 Creative Writing | 3.0 CR
ENG 401 The Short Story | 3.0 CR
ENG 402 Poetry | 3.0 CR
ENG 420 Longform and Writing at Length | 3.0 CR
MDS 205 The Graphic Novel | 3.0 CR
MDS 301 1920s Paris | 3.0 CR
MDS 403 Constructing Secondary Worlds | 3.0 CR

Live Experience Design & Production | 18 CR
18 credits in a single concentration
12 of those 18 credits in courses at the 200 level
6 of those 18 credits in courses at the 300 or 400 level

Project Management | 18 CR

BUS 101 - Introduction to Business I I 3.0 CR
BUS 102 - Introduction to Business II I 3.0 CR
BUS 203 - Understanding Users I 3.0 CR
PM 101 - Introduction to Project Management I 3.0 CR
PM 200 - Project Leadership & Strategy I 3.0 CR
PM 300 - Project Management for Corporate Social Responsibility I 3.0 CR

Photography & Video | 18 CR

18 credits in a single concentration
12 of those 18 credits in courses at the 200 level
6 of those 18 credits in courses at the 300 or 400 level

F.   Certificate Requirements

Advanced Photography & Video | 12 CR
PHV 215 Lighting for Lens-Based Media 3 credits
PHV 300 Advanced Lens-Based Motion Production 3 credits
Or
PHV 403 Lens-Based Motion Projects 3 credits
PHV 323 Large Format: Description & Contemplation 3 credits
PHV 326 Advanced Digital Photography 3 credits

Animation | 16.5 CR
AGA 210 Drawing for Animation | 1.5 CR
AGA 203 Story & Screen I | 3.0 CR
AGA 204 Story & Screen II | 3.0 CR
AGA 205 Computer Animation I | 3.0 CR
AGA 206 Computer Animation II | 3.0 CR
FD112 Digital Media | 3.0 CR

Business In Creative Industry | 18 CR
BUS 101 Introduction to Business I | 3.0 CR
BUS 102 Introduction to Business II | 3.0 CR
BUS 200 Accounting and Finance for Non-Majors | 3.0 CR
BUS 201 Principles of Marketing | 3.0 CR
BUS 300 Entrepreneurship | 3.0 CR
BUS 301 Professional Practices | 3.0 CR

Communication Design | 18.0 CR
GD 206 Typography II | 3.0 credits
GD 217 UX/UI Design | 1.5 credits
GD 311 Design Studio I | 3.0 credits
GD 312 Design Studio II | 3.0 credits
GI 201 Visual Communication | 3.0 credits
GI 205 Typography I | 1.5 credits
GI 217 Digital Technology I | 1.5 credits
GI 218 Digital Technology II | 1.5 credits

Data Visualization | 18 CR
DATA 101 Foundations for Information Design | 3.0 CR
DATA 102 Data Analytics Methodologies | 3.0 CR
DATA 301 Information Design Project Studio | 3.0 CR
Select 3 of the following 4 courses | 9.0 CR
DATA 201 Data Manipulation and Documentation | 3.0 CR

DATA 202 Interactive Visualization | 3.0 CR
DATA 203 Information as Material, Form, and Installation | 3.0 CR
DATA 204 Spatial Analysis, and Map Making | 3.0 CR

Digital Photography | 18 CR
FD 109 Digital Imaging 3 credits
PHV 200 Introduction to Lens-Based Motion Production | 3.0 CR
PHV 215 Lighting for Lens-Based Media | 3.0 CR
PHV 239 Digital Photo: Windows | 3.0 CR
PHV 240 Digital Photo: Mirrors | 3.0 CR
PHV 326 Advanced Digital Photography | 3.0 CR

Esports Management | 18 CR
BUS 101 Introduction to Business I | 3.0 CR
BUS 102 Introduction to Business II | 3.0 CR
BUS 200 Accounting and Finance for Non-Majors | 3.0 CR
ESP 101 Introduction to Esports | 3.0 CR
ESP 200 Esports Events & Gaming Technology | 3.0 CR
ESP 300 Sports Analytics | 3.0 CR

Fashion Merchandising I 18 CR
FAME 101 Introduction to Fashion Merchandising I 3.0 CR **(required)**
FAME 200 Fashion Trend Forecasting I 3.0 CR **(required)**
FAME 201 History of Costume in the Fashion Industry I 3.0 CR **(required)**
FAME 300 Retail Sustainable Buying I 3.0 CR **(required)**
FAME 400 Textiles in the Global Fashion Market I 3.0 CR **(required)**
FAME 401 Fashion Product Development I 3.0 CR **(required)**

Filmmaking | 16.5 CR
PHV 215 Lighting for Lens-Based Media | 3.0 CR **(required)**
PHV 200 Introduction to Lens-Based Motion Production | 3.0 CR **(required)**
PHV 300 Advanced Lens-Based Motion Production | 3.0 CR **(required)**
PHV 400 Lens-Based Motion Projects | 3.0 CR **(required)**
Select One:
GE 280 Introduction to Filmmaking 1.5 CR
GE 288 Filmmaking Field Work | 1.5 CR
Select One:
AH 220 Introduction to Film Studies | 3.0 CR
AH 320 Cinema as Art 3.0 CR

Game Art | 16.5 CR
AGA 210 Drawing for Animation | 1.5 CR
AGA 205 Computer Animation I | 3.0 CR

AGA 206 Computer Animation II | 3.0 CR
AGA 301 Game Art I | 3.0 CR
AGA 302 Game Art II | 3.0 CR
FD 112 Digital Media | 3.0 CR

Live Experience Design & Production | 18 CR
LEX 101 Introduction to Live Experience Design & Production | 3.0 CR
LEX 221 Staging Design & Production 1 | 3.0 CR
LEX 222 Visual Design & Production 1 | 3.0 CR
LEX 223 Sound Design & Production 1 | 3.0 CR
LEX 224 Lighting Design & Production 1 | 3.0 CR
LEX 225 Research Methods & Professional Practices | 3.0 CR

Packaging Design | 10.5 CR
GD 219 Digital Technology | 3.0 CR
GD 256 Typography for Packaging | 3.0 CR
GD 417 Package Design | 3.0 CR
GD 422 Experimental Packaging | 1.5 CR

Project Management | 18 CR
BUS 101 - Introduction to Business I I 3.0 CR
BUS 102 - Introduction to Business II I 3.0 CR
BUS 203 - Understanding Users I 3.0 CR
PM 101 - Introduction to Project Management I 3.0 CR
PM 200 - Project Leadership & Strategy I 3.0 CR
PM 300 - Project Management for Corporate Social Responsibility I 3.0 CR

UX/UI Design | 16.5 CR
GD 206 Typography II | 3.0 CR
GD 217 UX/UI Design | 1.5 CR
GD 221 Introduction to Web Design | 1.5 CR
GD 314 Web Design | 3.0 CR
GD 319 Advanced Web Design | 3.0 CR
GI 205 Typography I | 1.5 CR
GI 217 Digital Technology I | 1.5 CR
GI 218 Digital Technology II | 1.5 CR

G. Microcredential Badge Requirements

Business Marketing | 9 Cr
BUS 101 Introduction to Business I | 3.0 CR
BUS 102 Introduction to Business II | 3.0 CR
BUS 201 Principles of Marketing | 3.0 CR

Data Wrangling | 9 Cr
DATA 101: Foundations for Information Design | 3.0 CR
DATA 102: Data Analytics Methodologies | 3.0 CR
DATA 201: Data Manipulation and Documentation | 3.0 CR

Esports Business | 9 Cr
BUS 101 Introduction to Business I | 3.0 CR
ESP 101 Introduction to Esports | 3.0 CR
ESP 200 Esports Events and Gaming Technology | 3.0 CR

Fashion Forecasting I 9 Cr
FAME 101 Introduction to Fashion MerchandisingI | 3.0 CR
FAME 200 Fashion Trend Forecasting | 3.0 CR
FAME 201 History of Costume in the Fashion Industry | 3.0 CR

Interactive Visualization | 9 Cr
DATA 101: Foundations for Information Design | 3.0 CR
DATA 102: Data Analytics Methodologies | 3.0 CR
DATA 202: Interactive Visualization | 3.0 CR

3. What is the Foundation Year?

The Foundation Year curriculum, a set of required classes taken by all first-year students, is structured to teach the fundamentals of art making. A high level of craft, attention to detail, technique, historical context, and critical thinking are paramount at every stage of an artist's career. Foundation Year classes do just that, helping students build a solid base from which their work can grow. The Foundation Year teaches 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 communicate about art in ways that are both personal and professional. Your Foundation Year will consist of six foundation-year studio courses, two courses in the communication distribution area, and two courses in the art history and visual culture distribution area.

FOUNDATION YEAR | 30.0 CR
Fall Semester
Foundation-Year Studio Courses
FD 101 Drawing I/FD 115 Drawing Concepts | 3.0 CR
FD 103 2-D Design | 3.0 CR
FD 109 Digital Imaging/FD112 Digital Media OR FD 106 3-D Design | 3.0 CR
Art History Distribution Area Courses
AH 110 Introduction to the History of Art & Visual Culture | 3.0 CR
Communication Distribution Area Courses
FVC 101 Foundations of Verbal Communication I | 3.0 CR

Spring Semester
Foundation-Year Studio Courses
FD 104 2-D Design II | 3.0 CR
FD 106 3-D Design OR FD 109 Digital Imaging/FD112 Dgital Media | 3.0 CR
FD 114 Figure Drawing, FD113 Narrative Drawing OR FD 111 Camera-Based Observ. | 3.0 CR
Art History Distribution Area Courses
AH 222 World Art Survey: Cultural Contacts | 3.0 CR
Communication Distribution Area Courses
FVC 102 Foundations of Verbal Communication II | 3.0 CR

4. Why Liberal Arts?

PCA&D's new Values statement includes this passage: "we balance critical thinking and effective communication with creativity." PCA&D is committed to delivering a robust liberal arts education that complements its creative majors. The skills and knowledge learned and developed in the liberal arts are indispensable elements that students and alumni draw upon both in their creative practices and as lifelong learners.

The Liberal Arts Program, required for all BFA degree programs, consists of 5 distribution areas and 42 total credit hours:

- Art History   12 Credit Hours
- Verbal Communication   9 Credit Hours
- Life & Physical Sciences and Mathematics   3 Credit Hours
- Behavioral & Social Sciences   3 Credit Hours
- Humanities   12 Credit Hours
- Pick any additional Distribution   3 Credit Hours

Because of the organization of each major's coursework throughout a student's time at PCA&D, the liberal arts requirement is typically spread out evenly over four years.

NOTE: Below is a suggested/sample timeline for completing Liberal Arts requirements, but selecting courses beyond the Foundation Year is flexible. While there is a lot of choice when it comes to scheduling and taking courses that work toward the Liberal Arts requirement, there are some courses that must be taken at specific times; these courses are noted with an asterisk (*). You can work with the Registrar and the Chair of the Liberal Arts Department to explore your options, especially if you would like to pursue a Liberal Arts Department minor.

FOUNDATION YEAR | 12 CR
Fall Semester
Art History & Visual Culture Distribution Area Course
*AH 110 Introduction to the History of Art & Visual Culture | 3.0 CR
Verbal Communication Distribution Area Course
*FVC 101 Foundations of Verbal Communication I | 3.0 CR
Spring Semester
Art History & Visual Culture Distribution Area Course
*AH 222 World Art Survey: Cultural Contacts | 3.0 CR
Verbal Communication Distribution Area Courses
*FVC 102 Foundations of Verbal Communication II | 3.0 CR

SOPHOMORE YEAR | 12 CR
Fall Semester
Life & Physical Sciences and Mathematics Distribution Area Course

ANY Life & Physical Sciences and Mathematics distribution area course (MAT or NAS) | 3.0 CR

Verbal Communication Distribution Area Course

*FVC 201 Communicating through the Arts, FVC 202 Fundamentals of Public Speaking, or FVC 203 Professional Writing in the Arts | 3.0 CR

Spring Semester

Behavioral & Social Sciences Distribution Area Course

ANY Behavioral & Social Sciences distribution area course (PSY or SOC) | 3.0 CR

Humanities Elective 200-level

ANY Humanities Elective (any 200-level course that begins with the prefix ENG, MDS, MUS, PHL, AMS, or REL)

JUNIOR YEAR | 9 CR

Fall Semester

Art History & Visual Culture Distribution Area Course

ANY 200- or 300-level art history course | 3.0 CR

Humanities Elective Course 200- or 300-level

**ANY Humanities Elective (any 200- or 300-level course that begins with the prefix ENG, MDS, MUS, PHL, AMS, or REL) | 3.0 CR

Spring Semester

Humanities Elective Course 200- or 300-level

ANY Humanities Elective (any 200- or 300-level course that begins with the prefix ENG, MDS, MUS, PHL, AMS, or REL) | 3.0 CR

SENIOR YEAR | 9 CR

Fall Semester

Art History & Visual Culture Distribution Area Course

ANY 200- or 300- level art history course | 3.0 CR

Humanities Distribution Area Courses

ANY Humanities Elective (any 200- or 300-level course that begins with the prefix ENG, MDS, MUS, PHL, AMS, or REL)

Spring Semester

Liberal Arts Department Open Elective Course

ANY course offered in any of the Liberal Arts Department distribution areas | 3.0 CR

*Required courses. FVC 101 and AH 110 are taken in the first semester of the Foundation year. FVC 102 is taken in the second semester of the Foundation year. AH 222 is taken in the second semester of the Foundation year or the first semester of the Sophomore year. Students typically take FVC 201, FVC 202, or FVC 203 in their sophomore year; this can be done in either semester. Only one 200-level FVC course is required.

**All students must take at least two 300-level or 400-level art history or humanities distribution area courses before they graduate. Though typically taken in the junior or senior year, these courses can be taken in the sophomore year in consultation with the Liberal Arts Department chair.

5. 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) 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, BA, AFA, or AA degrees.

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, BA, AFA, or AA degrees.

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 in coordination with the Dean of Faculty & Academic Affairs.

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 and BA programs (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 and BA degrees. 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 Faculty & Academic Affairs, 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 PCA&D email address in coordination with the Dean of Faculty & Academic Affairs.

5. Additional Academic Policies and Procedures Related to Advising and Registration

Additional information on these policies can be found in the [Academic Catalog](#).

A. Adding and Dropping

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 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.

B. Block Schedules

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 and the Dean of Faculty & Academic Affairs. Switching sections of a course requires submitting written permission from the department chair to the Registrar. The following image shows the block schedule system:

Time	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
8 AM						
9 AM	STUDIO (Part 1) 2.5 Hours 9 – 11:30 AM	LIBERAL ARTS 1.25 Hours 8:30 – 9:45 AM	STUDIO (Elective) 2.5 Hours 9 – 11:30 AM Optional: Non-Foundation Liberal Arts	LIBERAL ARTS 1.25 Hours 8:30 – 9:45 AM	STUDIO (Part 1) 2.5 Hours 9 – 11:30 AM	OPTIONAL Liberal Arts, Studio, Certificate Class 2.5 Hours 9 – 11:30 AM
10 AM		BREAK 30 Min		BREAK 30 Min		
11 AM		LIBERAL ARTS 1.25 Hours 10:15 – 11:30 PM		LIBERAL ARTS 1.25 Hours 10:15 – 11:30 PM		
12 PM	BREAK 1 Hour	BREAK 1 Hour	BREAK 1 Hour	BREAK 1 Hour	BREAK 1 Hour	BREAK 1 Hour
1 PM	STUDIO (Part 2) 2.5 Hours 12:30 – 3 PM	STUDIO (Part 1) 2.5 Hours 12:30 – 3 PM	STUDIO (Elective) 2.5 Hours 12:30 – 3 PM Optional: Non-Foundation Liberal Arts	STUDIO (Part 1) 2.5 Hours 12:30 – 3 PM	STUDIO (Part 2) 2.5 Hours 12:30 – 3 PM	OPTIONAL Liberal Arts, Studio, Certificate Class 2.5 Hours 12:30 – 3 PM
2 PM						
3 PM	BREAK 30 Min	BREAK 30 Min	BREAK 30 Min	BREAK 30 Min	GUEST SPEAKERS & EVENTS 3 – 5 PM	
4 PM	LIBERAL ARTS 1.25 Hours 3:30 – 4:45 PM	STUDIO (Part 2) 2.5 Hours 3:30 – 6 PM	LIBERAL ARTS 1.25 Hours 3:30 – 4:45 PM	STUDIO (Part 2) 2.5 Hours 3:30 – 6 PM		
5 PM	BREAK 45 Minutes		BREAK 45 Minutes			
6 PM	LIBERAL ARTS 1.25 or 2.5 Hours 5:30 – 6:45 or 8 PM	BREAK 30 Min	LIBERAL ARTS 1.25 or 2.5 Hours 5:30 – 6:45 or 8 PM	BREAK 30 Min		
7 PM		OPTIONAL Liberal Arts, Studio, Certificate Class 1.25 or 2.5 Hours 6:30 – 7:45 or 9 PM		OPTIONAL Liberal Arts, Studio, Certificate Class 1.25 or 2.5 Hours 6:30 – 7:45 or 9 PM		
8 PM						

*5-hour, 3-Credit studio classes are split into two parts and separated with either a 30- or 60-minute break

C.   Changing Majors

Foundation students declare 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 Provost, 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 or BA at PCA&D by at least one academic year. Changes of major among the animation and game art, 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.

D.   Course Load

The typical or average full-time course load is 15 credit hours per semester. A student who enters PCA&D as a first-time, full-time student, who averages 15 credit hours per semester, who makes satisfactory academic progress, and who meets all academic program, financial, and institutional requirements can graduate in four years.

Full-time status in a given semester requires a minimum of 12 credit hours. Students may take up to 18 credit hours at the full-time tuition rate. Per-credit tuition is applied beyond 18 credit hours.

In most cases, failure to maintain full-time status will affect student financial aid. Full-time students should consult with the Director of Financial Aid before changing to part-time enrollment.

E.   Financial Obligations

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.

F.   Graduation Applications

In order to be eligible for graduation, students must complete the [Application for Graduation](#) form. Students must complete the form no later than three months prior to Graduation in order for the Office of the Registrar to order diplomas, caps, and gowns. The form can be found on the Advising & Registration section of the Student Portal and will also be sent out by the Office of the Registrar before the start of a student's final semester.

G.   Independent Studies

Independent study courses are individualized courses and are based on existing courses in the Academic Catalog. For example, a student who cannot enroll in the regularly scheduled AGA 201 course may, with the approval of the Department Chairperson, enroll in a special section of that course as INDS 399: AGA 201. The faculty member and student co-develop an alternative meeting schedule in order to complete course content

Independent study courses are only an option when a student's timeline for degree or credential completion requires a course be offered on an individualized basis in order to meet program

requirements in a timely manner and a student has a documented reason that requires them to enroll in an alternative version of a regularly scheduled course.

H. Internships

Pennsylvania College of Art & Design students earning a bachelor of fine arts degree are required to complete an internship, apprenticeship, fellowship, or mentorship program as a component of their graduation requirements. Students must successfully complete and document an internship. Documentation must include a presentation about the internship experience to colleagues and faculty in a student's fourth-year professional practices course. It is recommended that students complete an internship during the summer after their year-three coursework.

There are two areas in which internship opportunities are coordinated. The first area is within each major program. Some academic departments with a major program have a designated faculty member who serves as the internship coordinator. Coordinators overseas student placement in their respective fields of study.

For internship experiences coordinated at the department level, department internship coordinators oversee and document the internship process and, upon the conclusion of a department approved internship, students must complete the appropriate form: Fine Arts Form, Graphic Design Form, Illustration Form, or Photography Form.

The second area is through Career Services. The Career Services team provides access to internship opportunities to students, assists with employers becoming approved internship sites for the College, and assists instructors of record and site supervisors with various requirements for participation and completion in the College's Internship Program.

Students are to consult with their Department Chairperson and the Career Services team during their Sophomore year to initiate their internship plan.

The College offers opportunities for students to earn credits for Internships. There are two levels for for-credit internships for credit EXINT 199 Exploratory Internship and PFINT 399 Professional Internship. Exploratory Internships allows students to pursue internship experiences through College-approved internship sites and partnerships for credit. Students obtain experience at the exploratory level. Professional Internships allow students to obtain deeper experience in field work, making, creative entrepreneurship, and industrial and graphic design work. Museum, curatorial, gallery, studio apprenticeships are also options for students. In order to enroll in EXINT 199 or PFINT 399, students must contact Career Services in order to identify a site approved by the College for earning credits for internship experience. For every internship course credit hour, 40 hours of work occurs at the approved internship site.

I.   Leave of Absence

Students wishing to interrupt their education at PCA&D must speak with the Provost and submit a withdrawal/leave-of-absence form to the Registrar. 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 Registrar 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.

J.   Repeating a Course

Repeat of a Failed Course
Students who have failed a course have the option to repeat that course one time. The higher of the two grades will be retained and will replace the lower grade; only the higher grade will count toward the grade-point average. Credit will only be awarded once for the class. Students repeating a course will be charged the full current tuition and fee costs of the course. If the repeated course is failed a second time, the department chair, in consultation with the Dean of Faculty & Academic Affairs and the Provost, will review the case to determine options for the student's academic progress.

Repeat of a Passed Course
Students may retake a course that they have passed if they receive a grade of C- or lower. If students wish to retake a course for which they received a grade of C or above, it must be approved through a review conducted by the Department Chair in consultation with the Dean of Faculty & Academic Affairs and the Provost. If this request is granted, then the higher of the two grades will replace the lower grade; only the higher grade will count towards the grade-point average. Credit will only be awarded once for the class. Students repeating a course will be charged the full current tuition and fee costs of the course.

K.   Sequenced Requirements and Prerequisites

The foundation program (including its communications 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 Faculty & Academic Affairs and the Registrar.

L.   Transfer Credit

More information can be found in the Admissions and Academic Standards and Policy sections of the [Academic Catalog](#).

For students who have matriculated at another accredited college or university but who wish to transfer to PCA&D are encouraged to visit the transfer student [webpage](#) for more information. Students will be personally guided through the process, which includes an explanation of PCA&D standards and policies for evaluating transfer credit.

Key transcript credit policies include the following:
- Credit is awarded based on an evaluation of all college transcripts and courses taken, provided the student earned a grade of "C" (2.0) or better in all 100 level or higher courses.
- After a student's application is accepted, PCA&D reviews all course descriptions for courses taken to build a Transfer Credit Evaluation (TCE). This evaluation will determine the level at which they will enter into PCA&D's educational structure and will identify which transferred courses are analogous to / will substitute for PCA&D courses. The Registrar, the Admissions Transfer Coordinator, and Department Chairs collaborate in this process.

M.   Withdrawal from a Course

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 submit the course-drop form to the Registrar. 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 Faculty & Academic Affairs and 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 Faculty & Academic Affairs, 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 Faculty & Academic Affairs but are only given in consultation with the Registrar, the instructor of the course in question, and the Provost. 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.

N.   Withdrawal from the College

Students wishing to withdraw from PCA&D should contact the Provost and 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

O.   Institution Attendance Policy

Attendance is mandatory for all students regardless of modality. All courses have a predesignated modality (on campus or online) and a scheduled meeting time, which can be found in a student's schedule in MyPcad (ss.pcad.edu). Students are responsible for attending class sessions as designated and may not elect to change modalities for all or part of a class session. Students are permitted two full absences for each course they are enrolled in. Beyond the two allowable absences, academic department attendance policies are applicable (see chart below). Students are responsible for understanding each department's absence and lateness policies, which are printed in the course syllabus.

Absences may be marked excused or unexcused, depending on the circumstances. Absences marked as excused are only applicable for qualifying excused absences, such as illness, isolation, quarantine, emergencies, bereavement, or circumstances beyond one's control (acts of God). In order for an absence to be marked excused, students must notify a professor by email within 24 hours of the absence about circumstances that may qualify as an excused absence, but students are not expected to reveal confidential health information or details about personal circumstances.

In all cases, including the first two absences, it is the responsibility of the student to 1) notify the professor through email within 24 hours of the absence, 2) ask the professor what they must do to make up any missed work due to the absence, and 3) complete that missed work as instructed. These three steps must be followed in order for a qualifying absence to be marked as excused.

To notify the College about potential extended absences due to extraordinary circumstances, students should send a joint email to their instructors and to the Dean of Faculty & Academic Affairs and Interim Dean of Student Affairs, Linda King Brown, at lbrown@pcad.edu. Professors will send an Academic Progress Report to the student when a student reaches 3 absences, excused or unexcused; the department chair and deans are copied.

ATTENDANCE GUIDE

2 absences	allowable in each class
3 or 4 unexcused absences	3 or 4 **unexcused** absences may impact a student's academic status in the course, including a reduction in grade; refer to each department's policy
4 unexcused absences	4 **unexcused** absences may result in failure of the course; refer to each department's policy
5 absences, excused or unexcused	5 absences, **excused or unexcused**, may result in failure of the course; refer to each department's policy
excused absence	student has notified the professor by email within 24 hours of the qualifying absence, has made arrangements to make up missed work, and has completed the missed work as directed by the instructor; all 3 steps must be taken for an absence to be considered excused
qualifying excused absence	illness, isolation or quarantine, bereavement, emergency, circumstances beyond one's control (acts of God)
extended absences	extended absences due to extraordinary circumstances should be reported promptly to instructors and the Dean of Faculty & Academic Affairs
lateness & early departures	**unexcused** lateness or early departures may add up to an **unexcused** absence; refer to each department's policy

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).

6. Self Service Tutorial

Step 1: Go to https://ss.pcad.edu in your browser and sign in.

Step 2: Select the Register Tab, Traditional Courses. Then select the period to register.

If you see a message stating, 'You are not eligible to register at this time', or 'Account is on Stop List', see Figures 1 and 2 at the end of this document.

Step 3: Click on Section Search to find courses.

Refer to your **Academic Plan of Study (APS)** sent to you by the Registrar in your PCA&D email to select ALL of your classes for the term. For the best accuracy in your search results, enter the **Course ID** or the first couple letters as in the example below. The letter portion will be 2-3 letters followed by a number, which are 3 characters long. **Registration Type** should always be **Traditional** and select the correct Year/Term. Click on **Search** to view your results.

Step 4: Results from Section Search. Click on the Add button of the desired class to add it to your cart. Classes that are closed will appear red and will not have an add button.

Step 5: After clicking on the add button, a pop-up notification appears stating a course has been added to your cart. If you are done adding classes, click View Cart to verify the classes are in your cart, or click on Proceed to Registration to finalize submission.
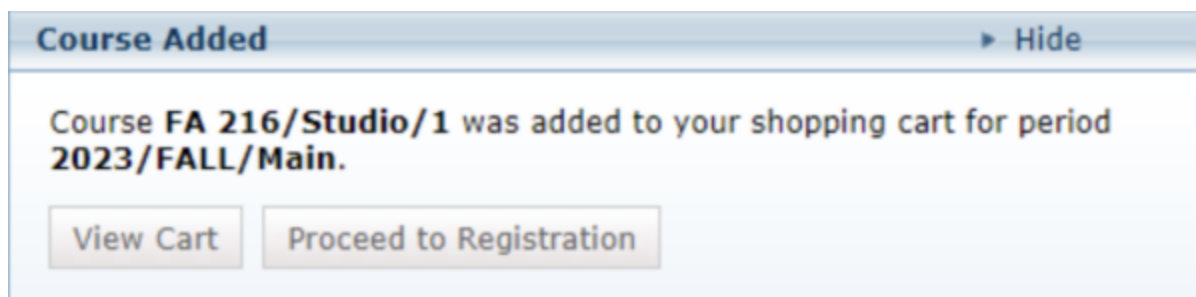
Step 6: From your cart, you will have the following options:
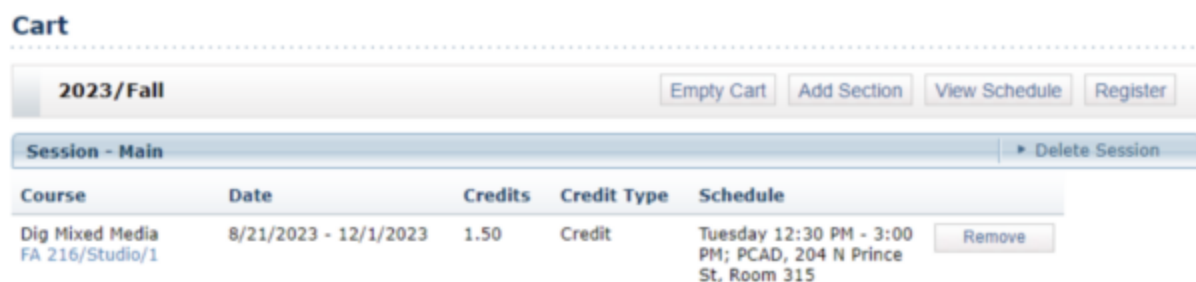
1. Empty Cart – (start over).
2. Add Section – will direct you back to Step 3 to add more classes.
3. View Schedule – pops-up a grid view of classes added so far.
4. Register – review and finalize class selection.

Click Register to confirm your classes (Step 7) and follow this example, or **Add Section** to navigate back to step 3.

Step 7: Review your schedule and click Next, or click Remove button to remove the class from your cart.

Traditional Courses - 2023/Fall

✓ Select Period ▶ Review Schedule Finalize Complete

Courses to Add

➕	Course	Date	Session	Credits	Credit Type	Schedule	Location	Status	
☑	Dig Mixed Media - FA 216 / Studio / 1	8/21/2023 - 12/1/2023	Main	1.50	Credit	Tuesday, 12:30 PM - 3:00 PM;	Pennsylvania College of Art and Design, 204 N Prince St, Room 315	In Cart	Remove

Instructors: Troy Holleman

Previous   Next

Step 8: You have now registered a class and may click next to finalize your registration.

Traditional Courses - 2023/Fall

✓ Select Period ✓ Review Schedule ▶ Finalize Complete

Updated Schedule

Course	Date	Session	Credits	Credit Type	Schedule	Location	Status
Dig Mixed Media - FA 216 /Studio /	8/21/2023 - 12/1/2023	Main	1.50	Credit	Tuesday, 12:30 PM - 3:00 PM	Pennsylvania College of Art and Design, 204 N Prince St, Room 315	Registered

Instructor: Troy Holleman

Previous   Next

Step 9: Your submission is finalized.

Traditional Courses - 2023/Fall

✓ Select Period ✓ Review Schedule ✓ Finalize ✓ Complete

Congratulations! You have completed your Registration for: 2023/Fall

Step 10: To confirm the registration of classes: Navigate to the Register tab–>Traditional Courses–>Select Period. Classes that have been successfully registered will appear in the Registered Courses section.

Traditional Courses - 2023/Fall

✓ Select Period ▶ Review Schedule Finalize Complete

Courses to Add

Your cart is empty.

You must add courses to your cart before proceeding with registration.

Use the Section Search to find courses to add to your cart.

You can review your degree requirements and find required courses using the Academic Plan.

Registered Courses

Drop	Course	Date	Session	Credits	Credit Type	Schedule	Location	Status
☐	Dig Mixed Media - FA 216 / Studio /	8/21/2023 - 12/1/2023	Main	1.50	Credit	Tuesday, 12:30 PM - 3:00 PM;	Pennsylvania College of Art and Design, 204 N Prince St, Room 315	Registered

7. Academic Support Resources

PCA&D student success is the highest priority for the College. PCA&D offers many academic support services to help students achieve their academic goals, ranging from group sessions to individualized tutoring for work in any class. All support and training resources are hosted in the Learning Commons, but led by three divisions: the Center for Teaching & Learning, the Writing Center, and Career Services. In addition to the advising process detailed by this handbook, PCA&D services include the following resources:

The Writing Center
Writing Center services include tutoring, instruction, guided research, and the review of materials in order to strengthen writing abilities. Students can request writing tutors through the Academic Support Services Request form or by emailing writing@pcad.edu.

Career Services
Career Services helps students find internship and job opportunities, tighten resumes, practice elevator pitches, and improve financial literacy through workshops or one-on-one meetings. The Office also provides programming, including Business Boot Camps - where students finesse and present their entrepreneurial ideas to a panel of "sharks," and Career Day, where students engage in intensive study of career options and connect with employers and experts in the creative sector. More information can be found on the Career Services webpage.

Center for Teaching & Learning Resources and Programming
Individualized support is offered for students through the Center for Teaching & Learning. Faculty Studio Mentors and Alumni Studio Mentors host drop in and sessions by appointment to support student success in the studio and classroom. More information can be found at the CTL webpage.

Tutoring and Study Tables
Students may request and schedule individualized tutoring services, or they can also drop in on Study Table sessions without making an appointment. Visit the Center for Teaching & Learning's webpage on for more information.

Faculty and Alumni Studio Mentors
Faculty and Alumni Studio Mentors offer students expert guidance and insights regarding techniques, materials, and time management strategies and also assist students in completing incomplete work in essential courses (such as a senior studio course). Faculty Studio Mentors provide principle-based guidance in a supplemental and supporting role helping students achieve artistic growth and academic success. Faculty are in a special position in their ability to assist students in reflecting on the relevance and importance of their program completion as it relates to the field of study and practice and supporting their professional career pathway. Alumni studio mentors are uniquely positioned to assist students in navigating hurdles encountered in skill

development and also offering mentorship in understanding the student experience. These mentors are available to all students. In order to request this assistance, complete the [Academic Support Services Referral](#) form found on the Student Portal.

New Student Support

All students new to PCA&D will receive support from the Bridge Mentor, who provides early academic and onboarding support for students throughout their first year at PCA&D. The Bridge Mentor:

- Hosts small group sessions with all incoming students to review resources with them in the first two weeks of the semester
- Assists students with developing academic success plans through Career Services
- Provides resources to assist students in developing educational goals and identifying methods for achieving goals

Programming

The Center for Teaching & Learning offers workshops to all students in time management, financial literacy, professional development, and information literacy.

8. Academic Calendar

The Academic Calendar can be accessed online at www.pcad.edu/academic-calendar/.

FALL 2024

August

1   Fall Tuition Due
12-13 Colloquium
18 Move-In New Students
22 Move-In Returning Students
19-23 Welcome Week
25 100% Tuition Refund Ends
26 First Day of Classes

September

1   75% Tuition Refund Ends
2   Closed for Labor Day
6   Last Day to Add/Drop
9   50% Tuition Refund Ends
23 25% Tuition Refund Ends

October

11-15 Fall Break
15 Midterm Grades Due
17 Board of Trustees Meeting
18 Last Day to Withdraw

November

5-8 Registration for Spring
27-29 Thanksgiving Break

December

1   Spring Tuition Due
6   Last Day of Classes
13 Fall Grades Due
16 Winter Term Begins

SPRING 2025

January

8   Colloquium
10 Winter Term Ends
10 Spring Orientation
11-12 Move-In
12 100% Tuition Refund Ends
13 First Day of Classes
19 75% Tuition Refund Ends
20 Closed for MLK Day
24 Last Day to Add/Drop
26 50% Tuition Refund Ends

February

9   25% Tuition Refund Ends
20 Board of Trustees Meeting
24-28 Mid-Winter Break

March

3 Declaration of Major Day
4 Midterm Grades Due
7 Last Day to Withdraw
26-28 Registration for Fall

April

25 Last Day of Classes
28 Senior Grades Due

May

1   Beret Ceremony
2   Commencement
2   Senior Show Opens
5   Grades Due All Students
15 Board of Trustees Meeting
26 Closed for Memorial Day

SUMMER 2025

May

27 Summer A & B Begin

June

3   50% Refund Ends A&B
20 Summer B Ends
23-27 Summer A Break
27 Summer B Grades Due
30 Summer C begins

July

2   Summer C 50% Refund
4   Closed for Holiday
17 Board of Trustees Meeting
25 Summer A & C Ends

August
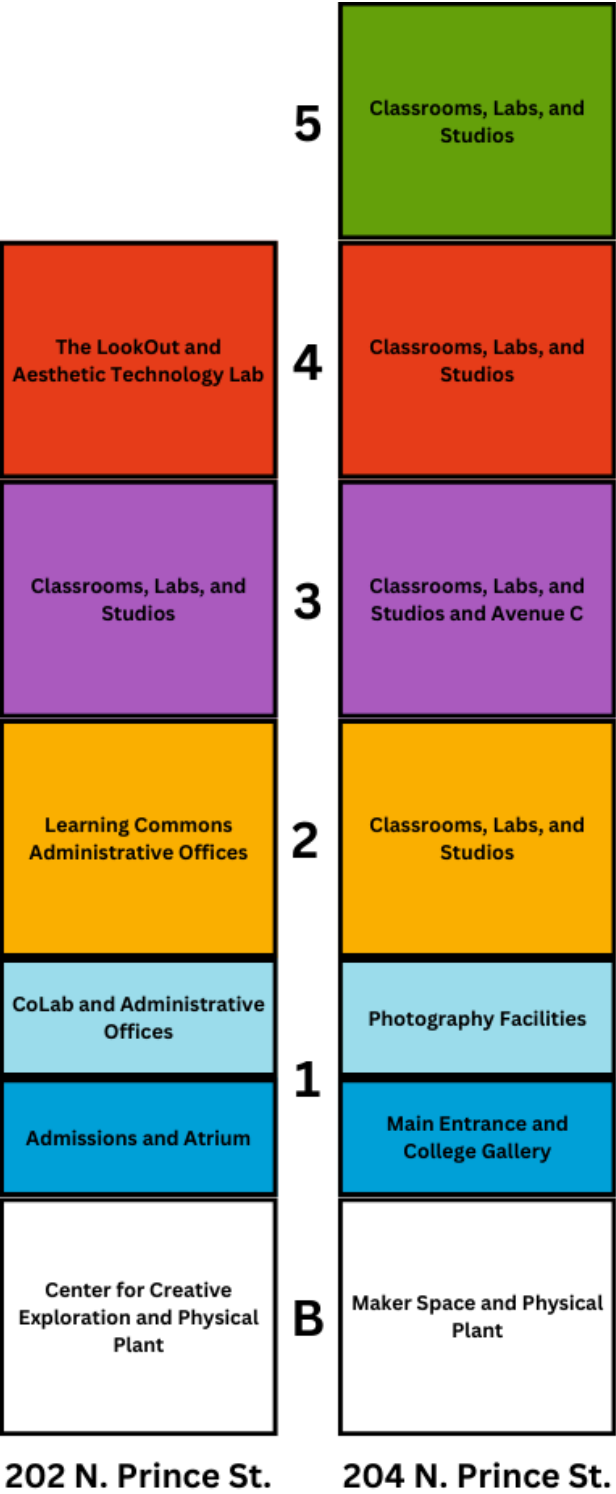
1   Summer A & C Grades Due

9. College Staff Directory

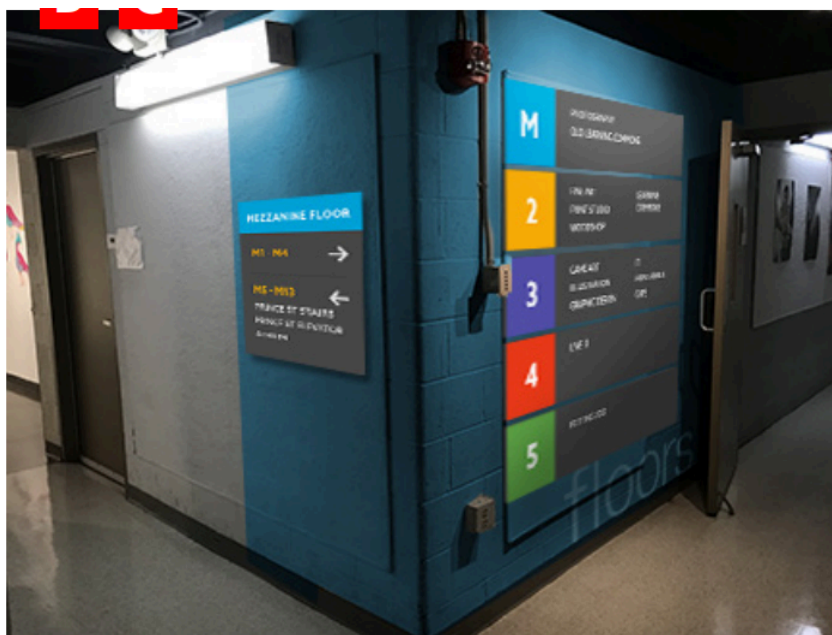The Directory can be accessed online at www.pcad.edu/college-directory/.

Name	Email	Title	Phone Ext.
Audry Carter	Email Audry Carter	Interim President	x 1011
Amy Gaston	Email Amy Gaston	Executive Assistant to the President and Secretary of the Corporation	x 1020
Carissa Massey	Email Carissa Massey	Provost	x 1049
Jason Hartz	Email Jason Hartz	Steinman Dean of the Institute	x 1088
Toddy Gettys	Email Todd Gettys	Interim CFO	x 1015
Daina Savage	Email Daina Savage	Vice President of Strategic Communications	x 1017
Dan Helwig	Email Dan Helwig	Vice President of Development	
Bob Beener	Email Bob Beener	Dean of Admissions	x 1035
Linda King Brown	Email Linda King Brown	Dean of Faculty & Academic Affairs and Interim Dean of Student Affairs	x 1053
CJ Crossett	Email CJ Crossett	Assistant Dean of Student Affairs	
Justin Phillips	Email Justin Phillips	Assistant Dean of Academic Affairs	X1054
Caitlin Downs	Email Caitlin Downs	Writing Programs Coordinator	x 1094
Caitlyn Bishop	Email Caitlyn Bishop	3D Technician and Maker Space Coordinator	
TBD	Email	Student Success Advisor	
Rebecca Adey	Email Rebecca Adey	Assistant Director of Admissions	x 1027
Benjamin Farley	Email Benjamin Farley	Student Engagement Coordinator	

Osmyn Oree	Email Osmyn Oree	Admissions Coordinator	x 1039
Jackson Fogel	Email Jackson Fogel	Admissions Counselor	
Maria Provencher	Email Maria Provencher	Assistant Dean of Career Development and Internships	
Natalie Lascek	Email Natalie Lascek	Executive Director of the Center for Creative Exploration	x 1036
Salina Almanzar-Oree	Email Salina Almanzar	Assistant Director of the Center for Creative Exploration	x 1019
Vincent Frank	Email Vincent Frank	Director of Financial Aid	x 1013
Hannah Warner	Email Hannah Warner	Registrar	x 1099
Lynnea Holler	Email Lynnea Holler	Assistant Registrar	x 1091
Eliud Diaz	Email Eliud Diaz	Bursar	x 1016
Alexandra Schaufele	Email Alexandra Schaufele	Director of Exhibitions	x 1079
Adam Harris Smith	Email Adam Smith	Director of the Center for Teaching & Learning and the Learning Commons	x 1021
Michael Parks	Email Michael Parks	Director of Housing & Residential Life	
Michele Wherley	Email Michele Wherley	Human Resources and Administration Manager	x 1033
Jen Kopf	Email Jen Kopf	Digital & Social Media Manager	x 1087
Alex Leonhart	Email Alex Leonhart	Director of Aesthetic Technologies	x 1095
Caroline Ulrich	Email Caroline Ulrich	Digital Marketing Manager	x 1087
Dan Freiler	Email Dan Freiler	Director of Physical Plant	x 1023
Yashiro Toro	Email Yashiro Toro	Controller	x 1034
Tim Geiter	Email Tim Geiter	Information Technology Specialist	x 1050

Curry Beaugris	Email Curry Beaugris	Information Technology Specialist	x 1012

10. Campus Map

5 — Classrooms, Labs, and Studios

4 — The LookOut and Aesthetic Technology Lab | Classrooms, Labs, and Studios

3 — Classrooms, Labs, and Studios | Classrooms, Labs, and Studios and Avenue C

2 — Learning Commons Administrative Offices | Classrooms, Labs, and Studios

1 — CoLab and Administrative Offices | Photography Facilities | Admissions and Atrium | Main Entrance and College Gallery

B — Center for Creative Exploration and Physical Plant | Maker Space and Physical Plant
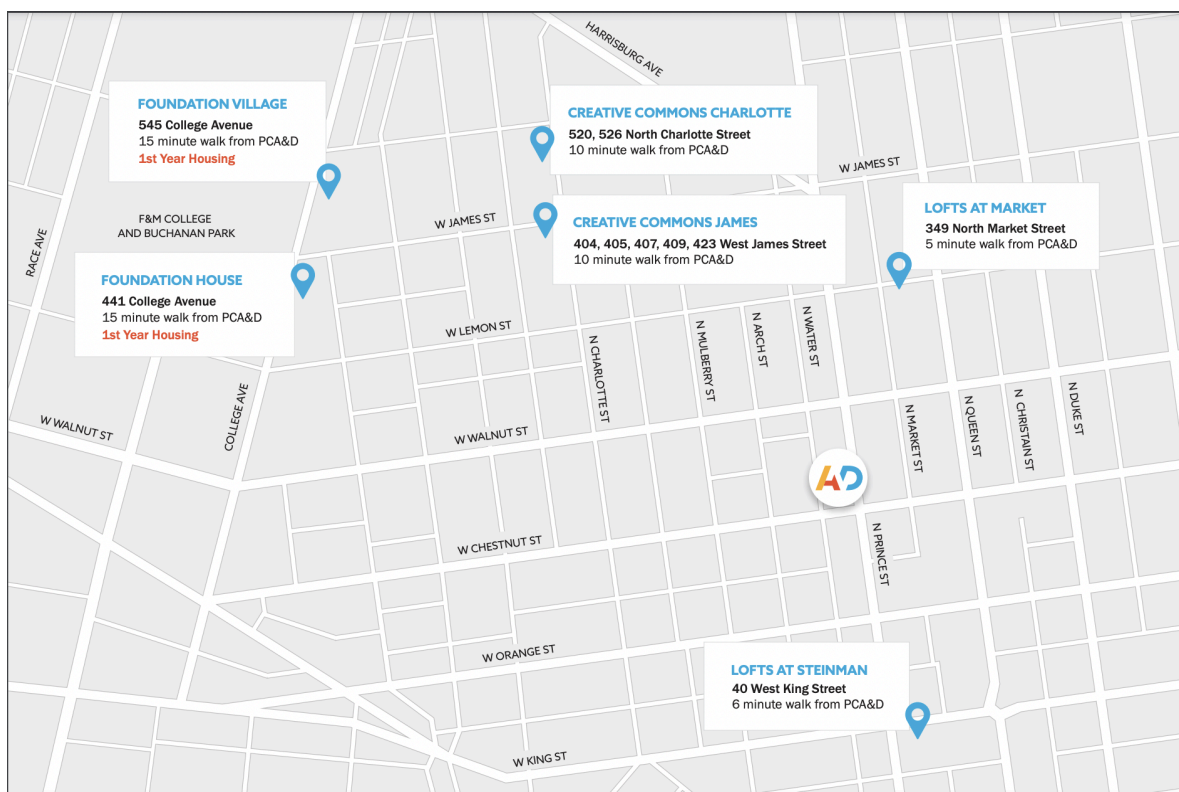
202 N. Prince St.   204 N. Prince St.

MAIN CAMPUS: Each floor is color-coded,
and maps are located at key locations outside elevators and stairwells

11. PCA&D HOUSING COMMUNITIES

PCA&D Housing Communities: Foundation Village, Foundation House, Lofts at Market, Lofts at Steinman, Creative Commons Charlotte, and Creative Commons James.