CATALOG & STUDENT HANDBOOK
2016-2017

Pennsylvania College of Art & Design

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ACADEMIC CALENDAR

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AUGUST/SEPTEMBER
30, 1-2	Registration/Orientation

SEPTEMBER
5	Labor Day (closed)
5	End of 100% Tuition Refund Period
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20	Student Council Election of Representatives
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DECEMBER
1	Spring Semester Tuition Due
16	Last Day of Semester

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JANUARY
5-6	Faculty Days
10	New Student Orientation
10	End of 100% Tuition Refund Period
11	First Day of Semester
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16	Martin Luther King, Jr., Day (closed)
17	End of 75% Tuition Refund Period
24	Add/Drop Period Ends
24	End of 50% Tuition Refund Period

FEBRUARY
7	End of 25% Tuition Refund Period
8-12	Preregistration and Declaration of Majors for Fall 2018
14	All-School Lunch

FEBRUARY/MARCH
28–3	Spring Break

MARCH
1	Last Day to Drop Courses with No Penalty
23	Student Council Election of Officers
25	Admissions Open House

APRIL
8	Meet & Greet
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MAY
5	Graduation & Senior Show & Celebration
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THE PENNSYLVANIA COLLEGE OF ART & DESIGN CATALOG & STUDENT HANDBOOK

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

HISTORY

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

ACCREDITATION

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

MISSION

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

EDUCATIONAL PHILOSOPHY

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

CORE VALUES

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

STATEMENT OF EDUCATIONAL GOALS AND OUTCOMES (BFA PROGRAM)

Pennsylvania College of Art & Design offers a professional education in the visual arts. Graduates of the college will be able to:
· Enter a profession in the visual arts.
· Research, analyze, interpret, and judge information.
· Demonstrate a basic knowledge of the liberal arts.

OUR PROMISE (BFA PROGRAM)

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

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

ADMISSIONS REQUIREMENTS

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

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

HOW TO APPLY

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

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

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

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

3. Transcripts
An official high school transcript is required of all applicants. Students currently completing their senior year of high school may also be asked to submit their most recent senior grades along with their transcripts. Applicants not holding a high school diploma must submit an official GED transcript as well as high school transcripts. Pennsylvania State GED transcript request is available on the web at www.ged.ed.state.pa.us/GEDOnline/TranscriptRequestsOL/wfTranscriptRequest1.aspx. Transfer applicants must forward official transcripts from all previously attended colleges or postsecondary institutions. PCA&D does not consider applications for students who do not have a high school diploma or equivalency.

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

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

· Students applying to PCA&D should present 10 to 15 pieces of finished work.
· A minimum of three (3) of the 10 to 15 pieces should be drawings from direct observation. Examples: self-portraits, landscapes, perspective work, figure work, and still life. Drawings or paintings made from secondary sources (such as photographs) should be avoided.
· It is useful to show work in a variety of media. Some examples include paintings, sculpture, jewelry, sketchbooks, photographs, graphic design work, printmaking, and animation. All work in a portfolio should effectively illustrate how a student thinks, sees, and makes decisions as an artist.
· It is not necessary to mount or mat examples of work.
· Do NOT present pieces that have been copied from work, such as paintings, cartoons, or photographs done by other professional artists.
· Choose work that has been created within the last 18 months.
· Avoid choosing pieces that have been damaged.

Students who have pieces created digitally that require a DVD player or computer to view and plan to present their portfolio in-person should contact their admissions counselor in advance. The admissions office encourages students to present their portfolios in person whenever possible.

ONLINE PORTFOLIO PRESENTATION INSTRUCTIONS

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

Other Items:

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

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

PERSONAL VISITS

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

OPEN HOUSE

Open houses are a great way to experience the artistic excitement found at PCA&D. These one-day events are spaced throughout the year and feature portfolio reviews, informational sessions, and the opportunity to talk with faculty, current students, the Dean of Student Services, the Housing Referral Service Coordinator, and the Financial Aid Director. Contact the admissions office or visit the website to inquire about the next open house.

ADMISSIONS DEADLINES

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

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

NOTIFICATION OF ADMISSIONS DECISIONS

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

ADMISSION DECISION APPEAL

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

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

PART-TIME APPLICANTS

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

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

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

INTERNATIONAL APPLICANTS
International students are encouraged to apply to the college at least one year prior to the academic year they plan to attend and may only begin in the fall semester. International students attending PCA&D on the F-1 VISA should maintain frequent contact with the Registrar. United States immigration regulations require periodic reports on nonimmigrant aliens' progress and location. In addition to the regular admissions procedures, these applicants must:
1. Demonstrate command of the English language by submitting an English Proficiency Certificate (available from any U.S. embassy or consulate), official score results from the TOEFL exam, or official score results from the International English Language Testing System (IELTS). PCA&D's school code for the TOEFL exam is 8180. The minimum score accepted for the TOEFL paper examination is 550. A minimum score of 79–80 is required on the TOEFL iBT. The minimum score required for the IELTS test is 6.0.
2. Show evidence that sufficient financial support exists for attending a U.S. institution of higher education. An affidavit of support must be received when filing Form I-134 with the U.S. Citizenship and Immigration Services. International applicants should be aware that federal regulations do not permit the awarding of federal funds to foreign students.
3. Forward certified English translations of all academic records from all previously attended schools/colleges. NOTE: The college strongly recommends including a fax number and/or email address with international application materials to expedite the admissions process.

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

Admission decisions for all applicants, homeschool or traditional, are based primarily on the following elements of the admission application:
· Application
· Academic achievement
· Portfolio of artwork
· Personal essay
· Optional recommendation
· Optional standardized test scores (SAT or ACT)

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

All students who are offered admission must provide proof of secondary school graduation prior to enrollment in PCA&D. This may be in the form of:
· A final transcript indicating graduation or a high school diploma granted through a local high school.
· A diploma granted from an organization governed by a State Board of Education or other nonprofit organizations recognized by a State Board of Education to issue diplomas to homeschoolers or a form applicable under the student's state home education law.
· A GED is also acceptable proof of graduation.

ADVANCED (AP) STANDING
CEEB Advanced Placement Program: PCA&D may award three credits toward general humanities distribution requirements for a score of "4" or better in any CEEB Advanced Placement Examination in an academic subject. Scores of "5" in studio exams (drawing and studio art) may result in the awarding of one-and-a-half elective credits in studio. AP credits in studio are never applied toward first-year Foundation requirements. The total number of AP credits a student may receive at PCA&D for both academic and studio examinations may not exceed 9 credits. An official report of scores must be submitted to the college directly from the College Board, Advanced Placement Program, Princeton, New Jersey. Students are notified of AP credits awarded prior to registration.

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

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

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

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

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

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

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

DEFERRED ADMISSION
Students may request deferment of admission for up to two semesters. A written request of deferral must be sent to the admissions office prior to new student orientation. The letter must clearly state:
1. The semester for which the applicant was accepted.
2. The semester in which the applicant plans to begin the degree program.
3. The reason(s) for deferral. The college does not refund the enrollment deposit of students who choose to defer enrollment. This deposit is applied to tuition for the semester in which they enroll.

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

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

FOUNDATION

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

STATEMENT OF GOALS AND OUTCOMES: FOUNDATION DEPARTMENT

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

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

FOUNDATION-YEAR REQUIREMENTS

· FD 101/102 Drawing I & II| 6.0 CR
· FD 103/104 2D Design I & II | 6.0 CR
· FD 106 3D Design* | 3.0 CR
· FD 109 Digital Imaging* | 3.0 CR
· FVC 101 or 101-B/102 or 102-B Foundations of Verbal Communications I & II | 6.0 CR
· AH 105 Introduction to Western Art I (Prehistory to Giotto) | 3.0 CR
· AH 106 Introduction to Western Art II (Renaissance to Contemporary) | 3.0 CR

Total Credits: 30.0 CR

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

DIGITAL MEDIA

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

STATEMENT OF GOALS AND OUTCOMES: DIGITAL MEDIA DEPARTMENT

Students who successfully complete the program will be able to:

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

SOPHOMORE YEAR

Fall Semester
· DGI 201 Visual Communication | 3.0 CR
· DGI 205 Typography (DGI) | 1.5 CR
· DGI 217 Digital I (DGI) | 1.5 CR
· DGI 203 Introduction to Time-Based Media | 1.5 CR
· DGI 221 Introduction to Interactive Design | 1.5 CR

Spring Semester
· DM 202 Media & Manipulation | 3.0 CR
· DM 206 Motion & Story | 3.0 CR
· DGI 218 Digital II (DGI) | 1.5 CR
· DM 204 Sound Design | 1.5 CR

JUNIOR YEAR

Fall Semester
· DI 313 Visual Development I | 3.0 CR
· DM 315 Computer Animation I | 3.0 CR
· DM 310 Special Effects | 3.0 CR

Spring Semester
· DI 314 Visual Development II | 3.0 CR
· DM 316 Computer Animation II | 3.0 CR
· DM 322 Gaming | 3.0 CR

Summer Internship (required, noncredit)

SENIOR YEAR

Fall Semester
· DM 407 Senior Studio I (DM) | 3.0 CR
· DGI 405 Social Media Marketing & Communications | 1.5 CR
· DM 411 Maya | 3.0 CR

Spring Semester
· DM 408 Senior Studio II (DM) | 3.0 CR
· DM 418 Professional Practices (DM) | 1.5 CR
· DM 422 Advanced Gaming | 3.0 CR

All BFA students are required to complete 42 credits (fourteen 3-credit courses) in liberal arts distribution areas and 9 credits (six 1.5-credit courses) in general electives to successfully complete the degree. Distribution area coursework in liberal arts is explained on p. 13 of this publication. Liberal arts course descriptions begin on p. 50. General electives are taken in the sophomore, junior, and senior years. General elective course descriptions begin on p. 55.

FINE ART

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

STATEMENT OF GOALS AND OUTCOMES: FOUNDATION DEPARTMENT

Students who successfully complete the program will be able to:

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

SOPHOMORE YEAR

Fall Semester
· FA 385 Sculpture: Observation & Interpretation | 3.0 CR
· FA 288 Printmaking I: An Introduction | 3.0 CR
· FA 291 Drawing from Observation: Form and Space I | 1.5 CR
· FA 285 Painting: Materials and Methods | 1.5 CR

Spring Semester
· FA 287 Making & Meaning | 3.0 CR
· FA 314 Digital Mixed Media: Time, Motion & Sequence | 1.5 CR
· FA 391 Drawing: Perception & Invention | 1.5 CR
· FA 283 Painting from Observation: Color, Form, and Space I | 3.0 CR

JUNIOR YEAR

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

Spring Semester
· FA 318 Directions in Contemporary Art | 1.5 CR
· FA 320 Media, Form & Concept | 3.0 CR
· FA 393 Printmaking II: Further Investigations | 3.0 CR
· FA 394 Painting: Theme & Variation | 1.5 CR

Summer Internship (required, noncredit)

SENIOR YEAR

Fall Semester
· FA 409 Professional Practices I (Fine Art) | 1.5 CR
· FA 411 Senior Studio I | 3.0 CR
· FA 421 Drawing: Portfolio | 1.5 CR

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

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GRAPHIC DESIGN

Graphic Design is visual communication and creative problem solving using color, typography, imagery, and composition for print, interactive and motion applications. Coursework begins with important foundational concepts and progresses quickly with advanced learning methods for creating a variety of visual messaging applications, including branded logos, brochures, editorial layouts, websites and advertisements. Students apply these creative problem-solving abilities in exciting competitive assignments and real client work as they progress into a required internship after their junior year. In their final year, students create a branded thesis project and learn key professional practices to prepare themselves and their portfolio for graduation, and the start of an exciting career in the fast-growing field of design and visual communication.

STATEMENT OF GOALS AND OUTCOMES: GRAPHIC DESIGN DEPARTMENT

Students who successfully complete the program will be able to:

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

SOPHOMORE YEAR

Fall Semester
· DGI 201 Visual Communication | 3.0 CR
· DGI 203 Introduction to Time-Based Media | 1.5 CR
· DGI 205 Typography | 1.5 CR
· DGI 217 Digital I | 1.5 CR
· DGI 221 Introduction to Interactive Design | 1.5 CR

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

JUNIOR YEAR

Fall Semester
· GD 311 Design Studio I | 3.0 CR
· GD 314 Interaction Design | 3.0 CR
· GD 323 Advertising/Copywriting | 1.5 CR

Spring Semester
· GD 312 Design Studio II | 3.0 CR
· GD 316 Motion Graphics | 3.0 CR
· GD 319 Advanced Web Design | 3.0 CR

Summer Internship (required, noncredit)

SENIOR YEAR

Fall Semester
· GD 406 Professional Practices/Portfolio Preparation | 1.5 CR
· GD 409 Senior Design Studio I | 3.0 CR
· GD 417 Packaging | 3.0 CR
· GD 431 Web Studio I | 1.5 CR

Spring Semester
· GD 433 Social Media Marketing & Communications | 1.5 CR
· GD 410 Senior Design Studio II | 3.0 CR
· GD 432 Web Studio II | 3.0 CR

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ILLUSTRATION

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

STATEMENT OF GOALS AND OUTCOMES: ILLUSTRATION DEPARTMENT

Students who successfully complete the program will be able to:

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

SOPHOMORE YEAR

Fall Semester
· DGI 205 Typography (DGI) | 1.5 CR
· DGI 201 Visual Communication | 3.0 CR
· DGI 217 Digital I | 1.5 CR
· DGI 221 Introduction to Interactive Design | 1.5 CR
· DGI 203 Introduction to Time-Based Media | 1.5 CR

Spring Semester
· IL 213 History of Illustration & Emerging Trends | 3.0 CR
· DGI 218 Digital II | 1.5 CR
· IL 205 Intro to Figure Anatomy | 1.5 CR
· IL 220 Materials, Methods & Techniques | 3.0 CR

JUNIOR YEAR

Fall Semester
· IL 333 Figure Anatomy | 1.5 CR
· IL 325 Illustration Studio I | 3.0 CR
· IL 327 Digital Painting | 1.5 CR
· DI 313 Visual Development I | 3.0 CR

Spring Semester
· IL 326 Illustration Studio II | 3.0 CR
· IL 336 3D Head & Figure | 3.0 CR
· DI 314 Visual Development II | 3.0 CR

Summer Internship (required, noncredit)

SENIOR YEAR

Fall Semester
· IL 407 Senior Illustration Studio I | 3.0 CR
· IL 411 Figure in Motion | 3.0 CR
· DGI 405 Social Media Marketing & Communications | 1.5 CR

Spring Semester
· IL 408 Senior Illustration Studio II | 3.0 CR
· IL 412 Figure Utilization II | 3.0 CR
· IL 410 Professional Practices (Illustration) | 1.5 CR

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

PHOTOGRAPHY

Understanding the photographic image is central to understanding contemporary culture. Students in the photography department will explore multiple aspects of photographic practice including:
· Client-driven photography, meeting the image needs of business, popular culture and design.
· Documentary and news photography, informing us of current events and preserving culture.
· Fine art photography, expressing the artist's personal vision and interacting with contemporary issues.

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

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

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

STATEMENT OF GOALS AND OUTCOMES: PHOTOGRAPHY DEPARTMENT
Students who successfully complete the program will be able to:
1. Demonstrate the ability to integrate form, content, and context in the service of clear visual communication.
2. Demonstrate the technical skills needed to produce a body of work in still and time-based digital technologies, as well as film-based processes, that meet professional standards for fine art and applied photography.
3. Demonstrate knowledge of historic and contemporary issues in the practice of the medium and understand its relevancy to their work.
4. Demonstrate the ability to work as professionals both in class and in preparation for postgraduate careers in photography.

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

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

JUNIOR YEAR
Fall Semester
· PH 317 Intermediate Video | 1.5 CR
· PH 318 Advanced Lighting for Studio & Video | 1.5 CR
· PH 323 Large Format Photography:
  Description & Contemplation | 3.0 CR
· PH 326 Advanced Digital Photography | 3.0 CR

Spring Semester
· PH 307 Advanced Color: Theory & Practice | 3.0 CR
· PH 319 Professional Practices I (Photography) | 1.5 CR
· PH 322 Photo/Video Installation & New Media | 3.0 CR
· PH 325 Introduction to Sound for Video | 1.5 CR

Summer Internship (required, noncredit)

SENIOR YEAR
Fall Semester
· PH 401 Senior Thesis I | 3.0 CR
· PH 427 Video Projects | 3.0 CR
· PH 431 The Documentary: Objectivity and Influence | 1.5 CR

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

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LIBERAL ARTS

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

STATEMENT OF GOALS AND OUTCOMES: LIBERAL ARTS DEPARTMENT

Students who successfully complete the program will be able to:

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

REQUIREMENTS

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

Writing Assessment Testing

All entering students are required to take a writing evaluation before the start of classes. This evaluation is an essay based on a standard prompt and assesses competency in several key areas, including content, organization, and writing mechanics. The results of this assessment will be used in advising.

FOUNDATION-YEAR REQUIREMENTS

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

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

Liberal arts course requirements after the foundation year are as follows:
· AH 204 Non-Western Art & Architecture (taken in the sophomore year) | 3.0 CR
· FVC 201 Communicating through the Arts (taken in the sophomore year) | 3.0 CR
· One 200-level AH course, not including AH 204 (AH 203, AH 210, AH 211, AH 212, AH 213, AH 214, AH 215, AH 216) | 3.0 CR
· One 300-level AH course (AH 310, AH 311, AH 312, AH 313, AH 314, AH 315, AH 316, AH 317, AH 318) | 3.0 CR
· One course in the life & physical sciences/mathematics distribution area | 3.0 CR
· One course in the behavioral & social sciences distribution areas | 3.0 CR
· Four courses in the humanities distribution area | Total 12.0 CR

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

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

CONTINUING EDUCATION

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

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

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

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

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

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

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

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

CERTIFICATE PROGRAM TUITION
Certificate programs are offered through the college's continuing education program, which operates with three semesters a year, making the per-credit fee and expenses different from those in the BFA programs. Students currently enrolled full-time in the BFA program may enroll in credit or noncredit Continuing Education classes during the fall and spring semesters without paying any related tuition. Information on these programs and their costs can be obtained by contacting the continuing education office.

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

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

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

TYPES OF AID AVAILABLE
The college participates in the following state and federal student financial aid programs:

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

Pell Grant:
A federally funded program awarding amounts to students demonstrating financial need as determined by the FAFSA, ranging from $591 to $5,815 per academic year. As of July 1, 2012, a student can receive the Federal Pell Grant for no more than 12 semesters or the equivalent of (roughly) six years.

Supplemental Educational Opportunity Grant (SEOG):
A federally funded program administered by the financial aid office for students demonstrating extreme financial need. Award amounts at PCA&D are usually $200 per academic year for full-time students.

Pennsylvania State Grant:
A state-funded program awarded by the Commonwealth of Pennsylvania through AES/PHEAA (American Education Services/Pennsylvania Higher Education Assistance Agency) to Pennsylvania resident applicants who demonstrate financial need. Award amount maximum is $3,594 per academic year. Visit www.pheaa.org for more information.

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

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

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

Federal Direct Parent Loans for Undergraduate Students (PLUS):
A loan program for parents of dependent undergraduate students operated through the U.S. Department of Education. Creditworthy parents of dependent students may borrow up to the cost of education, minus other aid, per academic year. The interest rate is fixed at 6.84%., and in most cases repayment begins 60 days after disbursement of loan funds. Parent borrowers will be subject to credit approval. Consult the PCA&D website financial aid section for information on applying online, or contact the Director of Financial Aid for more information. Visit www.studentaid.ed.gov for up-to-date interest rates and fees.

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

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

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

FOR LOANS (STAFFORD/PLUS):
For Direct Stafford loans, first submit a completed current Free Application for Federal Student Aid (FAFSA). Next, see the PCA&D website financial aid section for information on completing the Master Promissory Note (MPN). The MPN is only completed one time per school and remains valid for ten years. Please contact the financial aid office for more information. For PLUS loans, first submit a completed current Free Application for Federal Student Aid (FAFSA). See the PCA&D website financial aid section for information on how to apply online. The MPN and Plus Loan application are completed at www.studentloans.gov

Additional Information Needed to Complete Financial Aid Forms
Students, students' spouses (if married), and/or students' parents (if dependent according to federal aid requirements) must gather the following records:
· Current U.S. (federal) income tax return (IRS form 1040, 1040A, or 1040EZ) and W-2s
· Records of untaxed income such as child support received and veterans' noneducational benefits
· Business and farm records
· Current bank statements
· Records of stocks, bonds, and other investments

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

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

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

TITLE IV FINANCIAL AID CODE
The College's Title IV Financial Aid Code for FAFSA is 016021.

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

VETERANS
Students receiving assistance from the Veterans Administration should maintain periodic contact with the Director of Financial Aid.

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

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

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

Renewal of need-based grants is contingent upon the student's annual submission of a FAFSA application, evidence of need, maintaining satisfactory progress toward a degree, and remaining in attendance for the full period for which the grant is awarded.

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

SCHOLARSHIPS/AWARDS FOR RETURNING STUDENTS

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

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

UPS Scholarship
This merit-based scholarship is awarded to the full-time BFA student(s) with the highest GPA of those eligible to apply. Detailed information will be emailed to current students.

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

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

Full-Time Students (at least 12 credits per semester)
Full-time students must meet the following standards:
· Pass at least 24 credits of study in an academic year to be eligible to receive financial aid. Course incompletes and withdrawals are not counted as earned credits. Summer credits may be taken to make up credit deficits from the prior two academic semesters.
· Maintain at least the minimum cumulative academic requirements of the institution. Please refer to this PCA&D Catalog & Student Handbook for academic requirements under the Academic Standards and Policies section (Academic Standing), listed as Required Minimum Grade-Point Averages for the BFA.

Part-Time Students (less than 12 credits per semester)
Part-time students must meet the following standards:
· Complete 66% of the credits they attempt in order to be making satisfactory academic progress. For example, if a student enrolls part-time for both semesters of an academic year (or full-time one semester and part-time another semester), the student must complete 66% percent of the credits taken during those two semesters. Summer credits may be used to make up credit deficits from the prior two academic semesters. Course incompletes and withdrawals are not counted as earned credits.
· Maintain at least the minimum cumulative academic requirements of the institution. Please refer to this PCA&D Catalog & Student Handbook for academic requirements under the Academic Standards and Policies section (Academic Standing), listed as Required Minimum Grade-Point Averages for the BFA.

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

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

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

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

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

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

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

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

ACADEMIC EXPENSES
BFA TUITION
Annual full-time tuition: $22,300 (12–18 credits/semester)
Full-time students may take coursework through our continuing education program as part of their 18 credits per semester after consulting with the Dean of Student Services. Part-time students are billed at $929 per credit for the courses they plan to take. Course credit hours are listed in the Course Descriptions section of the PCA&D Catalog & Student Handbook.

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

FEES
Application Fee: $40 (nonrefundable)
International Application Fee: $110, payable with application and nonrefundable
Enrollment Deposit: $200, payable upon notification of acceptance and credited toward the first semester's tuition

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

Students greater than half-time (7 or more credits): $1,500 per year. Half-time and below students (1 to 6 credits): $550 per semester.

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

Transcript Fee: $5
Graduation Fee: $150, payable in the spring of the senior year
Late-Payment Fee: $30, penalty fee if payment of tuition and fees is made after the established due dates
Returned-Check Fee: $20, penalty fee assessed for any check returned by the bank for insufficient funds
Check-Reissue Fee: $20. The first check reissue is free for all students. This fee is charged after the first, free check reissue while a student at PCA&D.

ADDITIONAL EXPENSES
Student Parking Plan: $440 per year
Student parking is available at the Water Street Parking Garage. PCA&D students who wish to participate in this plan can opt to have it included in their tuition bill.

Art Supplies and Textbooks: $1,500 per year (estimated)
All supply/book costs are approximate and will be paid by the student. Student discounts are available at local art suppliers on presentation of a current PCA&D student ID card. Textbooks are available at the Barnes & Noble bookstore or on the campus of nearby Franklin & Marshall College. Supply lists for studio classes are noted on course homepages, if applicable.

Students are strongly urged to purchase art supplies prior to the first day of class. Expect foundation art supplies to cost approximately $850 over the course of an academic year.

Living Expenses: $9,000 per year (estimated)
The college does not own housing or dining facilities, but the college's housing referral service will assist students in locating housing. This estimate is based on a one-year lease with two students sharing an apartment and includes rent, food, utilities, phone, and miscellaneous living costs. Living expenses vary for every student.

Commuter Expenses: $3,550 per year (estimated)
This estimate is based on a student traveling 25 miles a day, paying $220 per semester for parking, purchasing lunches, and incurring other miscellaneous expenses. Costs vary depending on each student's travel and parking needs. The college organizes and furnishes car pool lists to encourage commuting students to share transportation costs.

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

TUITION PAYMENT

Payments for tuition and fees may be mailed, paid online, called in, or made in person in the Bursar's office. Semester bills are posted to student accounts and an email notification is sent at least two months prior to the start of each semester. Students are charged tuition according to their enrollment status (number of credits). Students assume responsibility for the payment of their account by the required due dates.

Fall semester tuition due: August 1
Spring semester tuition due: December 1

All financial obligations to the college must be in good order for a student to:
1. Receive a schedule and attend class.
2. Receive semester grades and transcripts.
3. Obtain a degree.
4. Withdraw in good standing.
5. Reenroll.

PAYMENT PLANS

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

REFUND POLICY

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

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

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

WITHDRAWAL POLICY FOR FINANCIAL AID RECIPIENTS

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

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

COLLEGE OFFICE HOURS
College office hours are 8:00 am to 4:30 pm, Monday through Friday (except holidays); building hours are posted on the Zimbra calendar.

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

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

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

THE SUZANNE H. AND RONALD D. SCHROTBERGER DESIGN CENTER—COMPUTER IMAGING LABS
PCA&D has two computer labs, each equipped with 20 Macintosh workstations. All labs are fully networked and contain laser printers and scanners. Students have access to the college's academic server to store their files during each semester, and all workstations have Internet access. Software (upgraded regularly by the college) supports all courses in digital media, illustration, graphic design, fine art, and photography.

THE SUZANNE H. AND RONALD D. SCHROTBERGER DESIGN CENTER—DIGITAL PRINTING AND SCANNING AREA
The digital printing annex is equipped with eight photo-quality color printers and scanners. All scanners process both reflective and transparent imagery. Mat cutters and a coda mounting press are available so students can prepare work for critique, exhibition, and portfolios.

THE SUZANNE H. AND RONALD D. SCHROTBERGER DESIGN CENTER—DIGITAL IMAGING STUDIO
Containing twenty flat-panel, 24-inch LED cinema displays, this lab is organized around a central conference area suited for group critique, conversation, planning, and display.

DIGITAL MEDIA SPACE
An additional lab equipped with 20 Apple iMac workstations with a WACOM 22'' Cintiq Touch Pen Tablet. The space is designed to accommodate learning for varying disciplines.   Adjacent rooms include a Sound Booth for capturing high quality sound recordings and a Green Screen Studio for visual effects.

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

DIGITAL COPY STAND ROOM
The copy stand room has one digital copy stand for animation and one traditional copy stand for still work

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

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

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

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

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

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

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

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

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

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

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

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

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

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

PCA&D RIDE-HOME PROGRAM
This service is for PCA&D BFA students who are working after class hours and would feel more comfortable taking a cab home within Lancaster City limits instead of walking. This service is free and may only be used for transport to a local home address. On weekdays, students can begin to request a ride home starting at 6:45 PM. On weekends, students can begin to request a ride home staring 1 hour prior to the close of the building.

To request a ride home, students must notify the on-duty security guard at least one hour prior to planned departure and/or one hour before the building is scheduled to close and present a valid student ID.

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

STUDENT MAILBOXES
All PCA&D students will be assigned mailboxes on the first floor of the 204 N. Prince Street building. These mailboxes are used by college faculty and staff to send important campus-related messages to students.

Students may use these mailboxes to leave messages for other students, but they are not intended for confidential material. Mailboxes are officially assigned by the end of the first week of the fall semester, and a list of assignments is posted next to them. Mailboxes are emptied after the last day of classes in the spring semester and all unclaimed materials are discarded.

LOCKERS AND DIGITAL WORK STATIONS (DWS)
Registration for lockers and DWSs takes place online prior to Fall or Spring Orientation. To sign up for lockers at other times, students should talk to the dean of student services. Students are required to provide their own combination locks (for lockers and for the cabinets built into DWS).

During this online registration process, students provide their locker combination. Submission of a locker or DWS registration form indicates acceptance of the responsibility for reading, understanding, and agreeing to all terms and conditions of PCA&D's full locker policy. Students should remember that lockers and DWS locking cabinets are property of the college, which retains the right to open and inspect them and their contents as specified in the locker policy.

STUDENTS DIRECTING SHIPMENTS TO THE COLLEGE
PCA&D does not have mailroom facilities but recognizes that, from time to time, students need to have certain program-related items shipped to the college's address. Students planning to receive shipments of art supplies, books, or personal items at PCA&D's 204 N. Prince Street address must take the following actions:
1. Inform the security guard of a pending shipment by presenting a current PCA&D ID card and entering the following information into a logbook:
   · Name, academic year, major, and email address
   · Vendor or source of the shipment
   · Description of items expected
   · Approximate arrival date

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

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

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

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

5. The college shall have the right to inspect any packages when the academic dean, dean of student services, and/or the facilities director reasonably believes it is necessary to prevent, impede, or substantially reduce the risk of:
   (a) An interference with college purposes or an educational function,
   (b) A physical injury or illness to any person,
   (c) Damage to personal or college property, or
   (d) A violation of state law or college rules.

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

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

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

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

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

STUDENT GENDER (FALL 2010):
62% Female
38% Male

STUDENT RACE/ETHNICITY (FALL 2010):
1% American Indian or Alaska Native 3% Asian
4% Black Non-Hispanic
4% Hispanic
0% Native Hawaiian or Pacific Islander 80% White/White Non-Hispanic
3% Two or More Races
5% Race or Ethnicity Unknown
0% Nonresident Alien

PERCENTAGE OF STUDENTS RECEIVING GRANT AID BY TYPE:*
56% Total Received Grants
33% Federal
33% Pell
33% Other Federal
47% State/Local
17% Institutional

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

ACADEMIC STANDARDS AND POLICIES

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

GRADUATION

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

GRADUATION CHECKLIST

To participate in the graduation ceremony and receive the diploma, students must fulfill the following requirements:
1. Successfully complete 120 credits, including all college and department course requirements appropriate to the degree and major. At least half of this coursework (60 credits) must be completed in residence.
2. Successfully complete and document the internship program required in digital media, fine art, graphic design, illustration, and photography or the mentorship program option available only in illustration. Documentation must include a presentation about the internship experience to colleagues and faculty in a student's fourth-year professional practices course.
3. Have a cumulative grade-point average of 2.0 at the end of the senior year.
4. Participate in the Senior Show & Celebration exhibition.
5. Satisfy all financial obligations to the college.
6. Submit a digital file of 8–10 samples of work from the final portfolio to the appropriate department chair for the college's permanent records.

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

PORTFOLIO REVIEWS

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

1st Year
The mid-term student evaluations required in both semesters of the foundation year are prepared in writing by each instructor. Recommendations for improvement in key skills areas are made as warranted. Copies are electronically distributed to foundation students via the pcad.edu email system. The evaluations are also reviewed by the dean of student services and foundation department chair who request meetings with students whose reviews indicate they are experiencing serious, overall difficulties with the curriculum. Students whose evaluations describe specific course-related areas for improvement are responsible for scheduling meetings with faculty to discuss means of correcting these problems as soon as possible.

2nd Year
The second year in each major is an additional skills-building year in the BFA curriculum but one that addresses skills as specifically used by each discipline. Second-year students in all majors participate in a skills-based evaluation by department faculty and receive written summaries of these reviews. Students are responsible for scheduling meetings with the department chair and/or faculty to discuss efforts they should make or courses that should be taken to improve skill deficiencies identified at this point. The second-year review gives students valuable insights into areas of their work that must show improvement before the third-year departmental review takes place.

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

4th Year
All fourth-year students are required to complete the professional practices course (or courses) required in their major. Critique and review of progress goes on all year in core studio requirements in preparation for mounting a successful Senior Show. In order to graduate, students must be approved by the department to participate in the year-end Senior Show & Celebration exhibition, a process that requires final review of each student's work by the chair and faculty of the department. All faculty in the major and the department chair are individually available to students for comment and advice.

INTERNSHIP/MENTORSHIP PROGRAM PROCESS AND TIMELINE

1. The third-year portfolio review in a student's major department must be successfully passed with an overall department evaluation of "3" or better.
2. Third-year reviews that are not successfully passed must be repeated on a date set by the department.
3. Third-year reviews that are not successfully passed at the second review end a student's eligibility for participation in the internship/mentorship program. Students in this situation become permanently ineligible to graduate from PCA&D.
4. On successful completion of the third-year portfolio review, students receive a packet of evaluations for their reference, a set of forms used by their department to document the internship/mentorship experience, and a copy of this timeline.
5. Students must notify their department chair or internship coordinator in writing of their internship site or mentor by the end of June after their third year. The department chair or internship coordinator will contact the site supervisor or mentor and verify. Department chairs or their faculty designees must give final approval to all internship/mentorship arrangements before students can begin to work. Chairs and internship coordinators will periodically check student progress with the internship site supervisor or mentor throughout the internship/ mentorship period.
6. Students must keep a record or journal of their internship experiences as the basis of a required presentation in their fourth-year professional practices course. The presentation will be included on the syllabus as an assignment and will be a grade for this course.
7. All internships/mentorships should be completed by August of the summer between the third and fourth years or, at the latest, by December of the fourth year unless the department chair or faculty internship/ mentorship coordinator authorizes an extension.
8. Students who have not completed an internship/mentorship with a supervisor's rating of "3" or better, submitted all verifying documentation to their department chair or internship coordinator, and made the required presentation in a professional practices course will need clearance from the dean of student services to participate in the graduation ceremony.

SENIOR SHOW & CELEBRATION EXHIBITION

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

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

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

ACADEMIC HONORS

DEAN'S LIST

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

GRADUATION HONORS

Graduation honors are awarded to seniors who have completed PCA&D's BFA degree programs with academic excellence. Graduation honors are given for the following cumulative GPAs:
· 3.85 or higher Summa Cum Laude
· 3.75–3.84 Magna Cum Laude
· 3.50–3.74 Cum Laude

GRADUATION RECOGNITION

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

GRADING SYSTEM

Through the college's Student Information System (aka, My PCA&D), students are able to see online reports of their grades at the end of each semester. Grade reports are not mailed to students' permanent addresses. Letter grades are assigned point values (see below), which are then averaged to produce both a semester and a cumulative grade-point average (GPA). The numerical values of letter grades assigned to individual course projects are determined by faculty. These are described in the syllabus for each course. All students have online access to syllabi for courses in which they are currently enrolled. Grades will be made available to students seven working days from the end of the semester.

NUMERICAL VALUE OF LETTER GRADES FOR GPA INTERPRETATION ONLY

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

INCOMPLETES

Students able to document events beyond their control—e.g., personal illness, injury, hospitalization, or family crisis—which made it impossible for them to complete all required coursework on time, will be allowed to carry an Incomplete (I) temporarily. An Incomplete may not be given to provide extra time to complete coursework a student should and could have completed during the semester.

Incompletes are given at the discretion of faculty members to students whose work-to-date in the course is passing and a good portion of their coursework is completed. A Declaration of INC form must be agreed upon and submitted by both the student and faculty member to the registrar with signature approval from the dean of student services.

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

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

GRADE CHANGES

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

GRADE APPEALS

A student who thinks that a final course grade is unfair has 30 days from the last day of the semester to appeal it. The appeal process consists of the following steps:
1. Consult with the faculty member who assigned the grade and discuss it. No further action can be taken until this step is complete.
2. If consultation with the faculty member does not resolve the situation, a student must submit a written grade appeal request to the dean of student services. The request must explain why the grade is being appealed and contain evidence supporting the appeal request. Evidence must include original assignments from the course with the instructor's markings on it or original grading rubrics.
3. The dean of student services will submit the appeal letter to the appropriate department chair and to the faculty member involved. A written response is generated by the department and returned to the dean of student services. NOTE: All online attendance, grading, and assignment records for the course in question will be reviewed jointly by the department chair and the faculty member at this point.
4. The dean of student services discusses the department's written response with the student, who must request in writing that the grade appeal process end or continue to the Faculty Review Committee. This written request must be received by the dean of student services within five (5) business days after the student has received the department's response to the grade appeal.
5. If the appeal continues to the Faculty Review Committee, it is with the understanding that the decision of this committee will be final. The Faculty Review Committee may:
   a. Refuse the appeal based on the written and/or visual evidence presented, and the grade will stand.
   b. Hear the appeal and decide to let the grade stand.
   c. Decide in favor of the student and request that faculty (with relevant expertise in the subject matter) meet, review all supporting information, and assign a new grade for the course.

ACADEMIC HONESTY AND PLAGIARISM

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

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

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

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

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

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

FIRST-DAY COURSE READINESS POLICY

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

ACADEMIC ACCOMMODATIONS

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

ACADEMIC PROGRESS

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

ACADEMIC STANDING

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

REQUIRED MINIMUM GRADE-POINT AVERAGES FOR THE BFA

Credits Attempted and GPA Requirements:
0–30 1.75
31–60 1.90
61–90 2.00
91 and above 2.00

ACADEMIC PROBATION AND DISMISSAL/INVOLUNTARY WITHDRAWAL

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

Students reenrolling at PCA&D after a leave of absence or voluntary or involuntary withdrawal are considered "returning" students. In some circumstances, reenrolling students may need to participate in the college's Preadmission, Reenrollment, and Continued Enrollment Review. The purpose of this policy appears at the end of this section of this handbook. A full copy of the Preadmission Review policy may be requested from the dean of student services.

ACADEMIC WARNING

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

IMMEDIATE APPEAL OF ACADEMIC DISMISSAL

The dean of student services will notify students of academic dismissal status once the registrar has received all grades and grade-point average calculations have been completed. Students may immediately appeal a dismissal in writing to the dean of student services if the cumulative GPA earned is considered close to the cumulative GPA that was actually required (e.g., a 1.70 was earned but a 1.75 was required). The letter of appeal must:
· Explain the reasons behind the poor academic semester(s) at the college.
· Discuss how the situation has changed and what the plan is for achieving and maintaining good academic standing in the future.
· Be received no later than 14 calendar days after the date of the original dismissal letter.

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

READMISSION AFTER DISMISSAL

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

It is important to note that academically dismissed students may only go through the readmission process one time. A second academic dismissal from PCA&D will be final. Satisfactory academic and financial aid progress are closely linked. Academically dismissed students with financial aid must meet with the director of financial aid about their aid status in the first semester after returning to the college. It is often the case that students returning to PCA&D after academic dismissal need to be prepared with alternative tuition resources for at least one semester. (See also: Academic Standards for Renewal of Financial Aid in the Financial Aid section of this handbook.) Depending on extenuating circumstances surrounding a dismissal, academically dismissed students who reenroll may need to participate in the college's Preadmission, Reenrollment, and Continued Enrollment Review before being able to return to PCA&D. The purpose of this policy is stated at the end of this section of this handbook. A full copy of the Preadmission Review policy may be requested from the dean of student services.

ACADEMIC FORGIVENESS POLICY

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

PREADMISSION, REENROLLMENT AND CONTINUED ENROLLMENT REVIEW POLICY

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

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

A review will be required when an applicant or enrolled student either self-reports or PCA&D receives a credible report that an applicant or current student has engaged in conduct that may endanger the health and safety of any member of the PCA&D community, adversely affect the college's educational mission, or jeopardize college property or the property of any member of the PCA&D community or its visitors.
If PCA&D is informed that an applicant for admission or reenrollment or a continuing student has been incarcerated or has been involved in illegal conduct, the college reserves the right to determine the acceptability of the applicant and/or the continued enrollment of the student.

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

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

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

GENERAL POLICIES

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

STUDENT CODE OF CONDUCT

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

GENERAL GRIEVANCES POLICY

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

NOTICE OF AVAILABILITY OF ANNUAL SECURITY REPORT

PCA&D's Annual Security Report is available online at pcad.edu. On the home page, click on Student Life, choose College Safety, and then scroll down to the Annual Security Report. The Annual Security Report is also available as a print or digital document by contacting the Dean of Student Services or the Registrar in writing, by phone (717) 396-7833 or by email: jedonick@pcad.edu (Dean of Student Services) or registrar@pcad. edu (Registrar). The college's mailing address is: ATTENTION: Dean of Student Services or Registrar, 204 N. Prince Street, P.O. Box 59, Lancaster, PA 17608-0059.

PCA&D's Annual Security Report contains the college's compliance information for federal Titles IX and II. Title IX of the Education Amendments of 1972 and its implementing regulations prohibit discrimination on the basis of sex in education programs or activities operated by recipients of federal financial assistance. Sexual harassment of students, which includes acts of sexual violence, is a form of sex discrimination. PCA&D's Sexual Harassment policies and procedures reflecting Title IX compliance are located in the Annual Security Report. Additionally, PCA&D's goal is compliance with all provisions of federal Title II (the Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics Act, 2009). The college's Annual Security Report includes federal Title II and Pennsylvania Act 73 statistics for the previous three years concerning reported crimes that occurred on-campus (e.g., within the 204–202 N. Prince Street facilities owned by PCA&D) and on public property immediately adjacent to and accessible from college facilities. Beginning with the 2014–2015 academic year, crime statistics related to the Steinman Lofts apartment units—exclusively rented by PCA&D foundation-year students—will be included in the Annual Security Report. Refer to the Annual Security Report index for page numbers where Clery and Act 73 crime statistics can be found.

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

STUDENT RECORDS & TRANSFER POLICY

Confidentiality

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

A student has the right to:
· Inspect and review his/her own education record.
· Request an amendment to the record.
· Request a hearing with the Dean of Student Services and Registrar (if the request for an amendment is denied) to challenge the contents of the education record on the grounds that the record is inaccurate, misleading, or violates the rights of the student.

Transfer Credits for Currently Enrolled Students

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

Transferring PCA&D Credits to Another College

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

ATTENDANCE/DEADLINES/MINIMUM GRADE POLICIES
Attendance Policy/Institutional
Regular attendance by students is mandatory in all courses in the curriculum. Lateness is both determined by the instructor (read each course syllabus for details) and added accordingly to class absences.
Overall, students are permitted TWO FULL absences in any course, in any semester, without penalty. (NOTE: In the liberal arts, a full class session is equal to a single 1½-hour unit of a course that meets twice a week.)
At the discretion of the department or individual instructor, the THIRD FULL absence in any course may:
1. Be allowed with no penalty.
2. Result in lowering of the final course grade by one letter (e.g., a final grade of "B" reduces to a "C").
3. Result in failure of the course.

The FOURTH FULL recorded absence in any course in the curriculum automatically results in failure.

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

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

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

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

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

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

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

Course Selection: Electives and Liberal Arts
Foundation students continuing into the second year pre-register and declare a major during the spring semester of their first year. In the sophomore and junior years, students will complete the following liberal arts requirements: FVC 201 Communicating Through the Arts, three art history courses (one 200-level course and AH 204 Non-Western Art in the sophomore year as well as one 300-level course in the junior year), one course in the behavioral and social science distribution area, one course in the life and physical science and mathematics distribution area, and one course in the general humanities distribution area. The specific distribution area requirements not fulfilled in the second year must be taken in the third or fourth years. In most cases, students complete two or three courses in the general humanities distribution area in their senior year. Part-time, transfer, and students with particular scheduling needs should arrange to meet with the Dean of Student Services prior to each registration period for individualized course selection.

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

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

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

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

Change of Major
Foundation students select a major course of study during their first year. Information about selecting a major is electronically presented by the departments through yearly digital presentations to first-year students and by encouraging student discussions with individual faculty members and upper-class students. Changes of major prior to the beginning of the second year only require modifying a student's fall semester schedule and altering the declared major in the official student records. Changes of major at any point after the end of the second week of classes in the fall of the second year must be made in consultation with the Dean of Student Services, the department chair, and the Director of Financial Aid. Any change of major after the second year in fine art or photography has begun will lengthen the overall amount of time required to earn the BFA at PCA&D by at least one academic year. Changes of major among the digital media, graphic design, or illustration programs can be made without lengthening degree-completion time if they are made no later than the end of the fall semester of second year. (See also: Sequenced Requirements policy.)

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

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

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

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

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

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

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

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

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

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

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

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

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

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

STUDENT INFORMATION CHANGES

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

USE OF STUDENT ARTWORK

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

USE OF IMAGES OF STUDENTS

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

PETS

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

VISITORS

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

INFORMATION SYSTEMS POLICY

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

ACCEPTABLE USE

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

COPYRIGHTS AND LICENSING

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

INDIVIDUAL RESPONSIBILITY

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

PRINTER USAGE

PCA&D provides printing services for academic purposes only. The IT department deploys PaperCut print management software to monitor and manage academic printing across the institution. Students receive printing credits each semester in an individual print account for use within the semester. Seniors receive an additional printing credit per semester due to additional requirements. All accounts are reset at the end of each academic year. (Note: There are no cash refunds on the balance of each account or carryovers to the next academic year. Students should verify their printing credit amounts with the IT department if they are in doubt as to what they are allotted for any given semester or year.) Students must log in to the print client software to send a print job, view details of usage and balance, or request a refund for a failed job. Usage of laser printers, large format ink printers, and copiers each incur a cost per print job, which is subtracted from an individual's given credit balance after confirming the cost and location of printing. Making use of grayscale or double-sided printing or small test-prints reduces the total job cost. Students who exhaust their credit during the semester may continue to print after adding funds to their print account. Contact IT about any trouble with printers.

SECURITY AND PRIVACY

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

SAFETY AND SECURITY POLICY
EMERGENCIES/SECURITY

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

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

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

IV. Serious Injury/Suicide/Sudden Death
Immediately call 9-1-1 and then contact the Dean of Student Services, Academic Dean, or VP for Finance and Operations and notify them of the situation. It is imperative that the PCA&D administrative staff be notified if anyone is injured at the college.

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

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

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

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

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

· Definition of Terms
  Tornado Watch (may also be stated as Severe Weather Warning)
  Severe weather conditions, which could possibly produce tornadoes. A Tornado Watch or Severe Weather Warning generally covers a large geographic area.

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

IX. Bomb Threat

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

1. Ask questions: Where is the bomb? When is it going to detonate? What does it look like? Permit the caller to say as much as possible without interruption.
2. Take notes on everything said and on your observations about background noise, voice characteristics, etc.
3. Keep the caller on the line as long as possible.
4. After the call, discreetly notify the President, the VP for Finance and Operations, the Dean of Student Services, the Academic Dean, or the Facilities Director. In the event no one can be reached, call 9-1-1.

X. Intruder(s)/Violence

Anyone observing an unauthorized visitor on the premises should contact either the Facilities Director, the VP for Finance and Operations, the Dean of Student Services, or the Academic Dean. All visitors must wear identification indicating that they have permission to be on-site, e.g., badge or identification. In the event that an intruder or violent act is observed,   faculty and staff should proceed with prudent safety measures as outlined in the mandatory ALICE Training completed by all employees. Everyone should try to remain calm and consider the possible consequences of their actions.

XI. Terrorism

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

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

XII. Emergency Communications

In the case of a serious event (including weather-related incidents), the college will communicate with the college community to provide accurate information for the general safety and security of everyone. The college will, at its discretion, use the following methods to communicate campus-related incidents:
· PCA&D email
· Rave Alert System
· SMS/text-messaging to cell phones
· College website
· External media outlets, as deemed necessary

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

PCA&D recommends that all students:

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

XIII. Personal Injury

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

XIV. Medical Emergencies

If a student on college property is rendered unconscious or otherwise unable to participate fully in decisions about emergency medical attention, institutional procedure is as follows:
· NEVER MOVE ANYONE who has been injured in a fall or who is unconscious or exhibiting unresponsive behavior.
· CALL 9-1-1. ASK FOR AN AMBULANCE OR THE POLICE. Request transfer of the ill or injured person to the emergency room at LANCASTER GENERAL HOSPITAL.
· Once the 9-1-1 operator assures you that help is on the way, return to the emergency situation and stay there until the ambulance arrives.
· As soon as possible in this process, notify one of the following administrative personnel of the emergency (in this order): the Academic Dean, the Dean of Student Services, the VP of Finance and Operations, the Registrar, the Director of Continuing Education, the security guard.

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

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

XV. Classroom Safety

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

XVI. ID Cards and Access and Prox Card Entry

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

COURSE DESCRIPTIONS
Descriptions refer to the upcoming 2016–2017 Academic Year.

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

FOUNDATION
DRAWING I
FD 101 1 semester/3 credits
This course exposes students to the fundamentals of drawing from observation, "seeing" and recording accurately through repeated exercises in drawing objects, environments, and the human figure. Exercises will stress analyzing proportional relationships and perspective, as well as value and tonal rendering. The formal elements of drawing will be emphasized. Students will be encouraged to use those skills to support conceptual development.

DRAWING II
FD102 1 semester/3 credits
This course continues the goals of Drawing I by exposing students to the fundamentals of drawing from observation, "seeing" and recording accurately through repeated exercises in drawing objects and environments. Drawing from the figure will be a major component of this course. Color will be introduced with an emphasis on the use of color to model form. Students will learn the process of giving form to ideas and the use of composition and media as means of expression.

2D DESIGN I & II
FD 103/104 2 semesters/6 credits
In 2D Design I & II, students will learn to use the fundamental formal elements and principles of two-dimensional design through a process of reducing image making to the abstract principles that underlie all art making. Students will be given visual problems to solve in both black-and-white and color, integrating purely aesthetic intentions with complex problem solving. Students will learn how decisions regarding formal relationships influence content and how content focuses formal thinking.

3D DESIGN
FD 106 1 semester/3 credits
In this course, students will learn the fundamental elements of design and the design process as they apply to the ordering of space. 3D Design will also teach the students ways in which the physical character of materials can formally and conceptually direct the design process.

DIGITAL IMAGING
FD 109 1 semester/3 credits
Students will learn how digital technology will expand their image-making abilities both formally and conceptually. They will use the digital camera, scanner, and web to acquire images for a variety of purposes. Students will learn how to document their own work and organize, format, and save digital files to support creative and professional activities.

DIGITAL MEDIA
MEDIA & MANIPULATION
DM 202 1 semester/3 credits
This class teaches students about coding and User Experience (UX) as they learn to combine the artistry of a painter with the visual communication skills of a designer. Students will learn computer programming fundamentals by writing simple scripts to supplement their workflow, while also having conversations on experience design. Students will learn the virtue of iteration, testing, and persuasion, as they create the menus, buttons, and other objects with which users interact. In addition, students will learn active powers, scoring, maps, and heads-up display.

VISUAL COMMUNICATION
DGI 201 1 semester/3 credits
This is an entry-level, concept-based studio class stressing concept, process, and creative problem solving. Throughout the course, students will use these skills in a variety of theoretical and practical applications. Emphasis will be placed on learning the process that takes an idea through a linear progression of refinements to a finished piece.

INTRODUCTION TO TIME-BASED MEDIA
DGI 203 1 semester/1.5 credits
This course introduces students to the software, language, and principal elements of animation and motion. Through lecture, demonstration, and step-by-step exercises, students will learn the basic skills necessary to plan and create interactive solutions while developing the foundational knowledge needed to explore these areas in greater depth later in the curriculum.

TYPOGRAPHY
DGI 205 1 semester/1.5 credits
Whether it is the title on a book cover, the headline of a web banner ad, or the rolling credits of a film, type is an important and essential element in illustration, graphic design and digital media that can greatly affect

the quality of the final project. In this class, students will initially work manually with letterforms to gain a craft-based aesthetic knowledge of type, and eventually move toward a digital application of type and typographic design. Projects will stress the importance of appropriate type usage, while addressing issues of craft, readability, message, and style. The software of the Adobe Creative Suite will also be explored.

DIGITAL I & II
DGI 217-218 2 semesters/3 credits
While good design and creativity will be expected, the goal of this two-semester course is to teach students how to use the computer as a production tool. Software of the Adobe Creative Suite, including but not limited to InDesign, Illustrator, Photoshop, Flash and After Effects will be taught to address current industry standards and requirements. Utility programs, prepress and web issues, and file preparation and management skills will also be taught.

INTRODUCTION TO INTERACTIVE DESIGN
DGI 221 1 semester/1.5 credits
This course introduces students to the concepts and practices necessary for creating functional web sites and interactive designs while considering the importance of the user experience. Students will learn about linkage, optimizing images, and appropriate layout considerations as they create effective interactive designs. Emphasis is placed on competency with HTML and CSS.

MOTION & STORY
DM 206 1 semester/3 credits
This class in an introduction to the fundamentals of design and storytelling as relevant to the fields of animation, gaming and motion design. In this class, students will develop sensitivities and skills essential to communication for the screen. Students will gain an understanding of the foundations of Visual Storytelling while learning approaches and techniques emphasizing the role of visual elements and sound.

SOUND DESIGN
DM 204 1 semester/1.5 credits
This course is the study of the principles digital recording and sound reproduction. Students will be introduced to various audio file types, sound characteristics, sound design, acoustical principles, and the principles of operation and production. They will learn to how to capture sound and apply audio enhancements while applying appropriate audio effects and transitions.

SPECIAL EFFECTS
DM 310 1 semester/3 credits
This is an introduction course to various professional concepts and techniques of video compositing, motion tracking, 3D graphics, titling, color correction and 3D manipulation that bring videos, movies, games and animation to life. Students will explore industry-standard visual effects and editing software in the production and post-production process.

COMPUTER ANIMATION I & II
DM 315-316 2 semesters/6 credits
The first semester of this course will explore contemporary 2D and 3D animation techniques and genres while keeping a strong focus on traditional techniques and aesthetics. Students will combine image, type, sound, and motion with importance placed on timing and performance. The focus will be applying industry-standard skills on real-world projects. The second semester of this course advances the students' knowledge of contemporary animation while focusing primarily on 3-D animation through advanced modeling techniques, an introduction of creating hard and organic models, materials, UV textures, rigging for both inverse and forward kinematics, skin weighting, facial blend shapes, lighting, rendering, visual effects and particle simulations. Students are encouraged to explore experiment, and develop new animation techniques to create original and compelling imagery.

GAMING
DM 322 1 semester/3 credits
This course will teach students the concepts and fundamentals of creating two- and three-dimensional assets for games and how those assets are implemented. The students will also learn what software and techniques are used with different games and the concepts of how to apply those techniques in the current video game industry. Projects focus on developing higher level skills in model building, animation, color and lighting with an emphasis on implementing those assets in a game engine environment.

VISUAL DEVELOPMENT I & II
DI 313-314 2 semesters/6 credits
The innovative curriculum in both semesters of Visual Development teaches the skills needed to succeed as concept artists and visual storytellers. In the first semester, students will become skilled at the full range of tasks related to 2D visual development from concept art to production art, while enhancing their creativity, problem solving and professionalism. Toward the end of the first semester, and continuing into the second semester, focus will be placed on building 3D assets, using hand skills as well as some of the industry standard 3D software. Individual expression and collaborative team projects will be explored. (In the spring semester, DM students present their concepts for their senior thesis to the department for review and approval.)

SENIOR STUDIO I & II
DM 407-408 2 semesters/6 credits
In the fall semester, students begin working with the instructor one-on-one to develop content for their senior thesis project. Students will be required to plan and execute a body of work appropriate to a professional exhibition for Digital Media based on student proposals from the previous semester. In the spring semester, students complete work for their senior thesis exhibition. The work should represent a cohesive, aesthetically unified and technically accomplished body of work appropriate for the senior thesis project in Digital Media.

ADVANCED GAMING

DM 422 1 semester/3 credits

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

MAYA

DM 411 1 semester/3 credits

The course is a thorough and intensive course stressing a solid understanding of 3D concepts and exploring the software Maya - the premiere 3D program being used in high-end DM production. Students will explore all the major features of Maya including modeling, animation, texture, lighting, rendering, expressions, rigging, dynamics, and popular workflow. The coursework is designed to expose students to all relevant aspects of CG creation using Maya, while giving them a base foundation from which to explore and expand.

SOCIAL MEDIA MARKETING & COMMUNICATIONS

DGI 405 1 semester/1.5 credits

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

PROFESSIONAL PRACTICES

DM 418 1 semester/1.5 credits

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

FINE ART

PAINTING FROM OBSERVATION: COLOR, FORM, AND SPACE

FA 283 1 semester/3 credits

This course shares many of the objectives of FA 291 Drawing from Observation, but in the medium of paint. Students will learn the characteristics, techniques, and applications of oil and water-based paint and mediums utilizing still life, interiors, and the human figure as subjects. Students will be taught an integrated approach to accurate seeing, response to materials, construction of form, and design. Historic and contemporary examples of painting from direct observation will be studied to illustrate technical, formal, and aesthetic concepts.

MAKING & MEANING

FA 287 1 semester/3 credits

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

DRAWING FROM OBSERVATION: FORM AND SPACE

FA 291 1 semester/1.5 credits

This course continues to reinforce the skills and drawing practices learned in the foundation year with an emphasis on greater discipline and a deeper examination of direct observation as a drawing process, a source of formal elements, and an expressive means. Students will explore a variety of drawing media utilizing still life, interiors, and the human figure as subjects. Students will be taught an integrated approach to accurate seeing, response to materials, construction of form, and design. Historic and contemporary examples of drawing from direct observation will be studied to illustrate technical, formal, and aesthetic concepts.

PRINTMAKING I: AN INTRODUCTION

FA 288 1 semester/3 credits

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

PAINTING: MATERIALS AND METHODS

FA 285 1 semester/1.5 credits

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

DIGITAL MIXED MEDIA: TIME, MOTION & SEQUENCE
FA 314 1 semester/1.5 credits
This course builds upon concepts and techniques used in Digital Media: Image. Students will learn the skills necessary to produce video and flash animation while exploring the concepts and creative possibilities of time, motion and sequence. Through learning the various outlets for time-based media, students will accelerate their conceptual development by finding new ways to apply critical and contextual analysis to their work. Historic and contemporary relevancies will be addressed.

DIRECTIONS IN CONTEMPORARY ART
FA 318 1 semester/1.5 credits
The pluralistic nature of contemporary art and the theoretical and critical environment that it inhabits will be taught through selected readings and images. The goal of this course is to make students more conversant in the theoretical and philosophical roots of contemporary art making and apprise them of issues in contemporary art that will affect them as working artists.

MEDIA, FORM & CONCEPT
FA 320 1 semester/3 credits
This course encourages cross-discipline thinking through a set of advanced visual and conceptual problems. Students will explore the relationship among various media, working in two- and three-dimensional formats.

DRAWING: THEME & VARIATION
FA 382 1 semester/3 credits
This course challenges students to sustain an examination of a set of technical, formal, and conceptual parameters through the development of a thematically related body of drawings. Students will develop creative independence through interpreting broadly defined visual and conceptual problems. Various preparatory drawing practices will be utilized to promote technical experimentation, critical thinking, and creative problem solving.

PAINTING: OBSERVATION, MEMORY & SYNTHESIS
FA 383 1 semester/3 credits
This course will explore the synthesis of painting directly from observation, intuition, and invention. Utilizing memory, alternate sources, and formal experimentation, students will learn to construct images based on their observational work. Emphasis will be on creative development, critical thinking, and relationship to materials, processes, and subjects. Historic and contemporary relevancies will be addressed.

SCULPTURE: OBSERVATION & INTERPRETATION
FA 385 1 semester/3 credits
Coupled with many of the objectives of the 200-level painting and drawing courses, this course strengthens students' visual acuity and knowledge of form through building sculpture based on direct observation of the human figure and inanimate objects. Additive and subtractive processes in a variety of materials will be explored. A deeper examination of materials and building process will follow the work done from direct observation and lead to more creative interpretations of the figure and/or other forms. Historic and contemporary examples of sculpture developed from direct observation will be studied to illustrate technical, formal, and aesthetic concepts.

SCULPTURE: CONCEPT, FORM & MATERIALS
FA 389 1 semester/3 credits
This course covers the relationships between choice of material, means of fabrication and the resulting conceptual effects in sculpture. Through project-based assignments, students will be challenged to approach these relationships from multiple perspectives: choice of material as visual communicator, fabrication process as conceptual strategy, and form as evidence of idea. Work will be evaluated within the active contemporary perspective on sculpture.

DRAWING: PERCEPTION & INVENTION
FA 391 1 semester/1.5 credits
Students will explore the relationship between drawing from direct observation and invention, utilizing memory, alternate sources, and formal experimentation. Students will learn to construct or invent images based on their observational work from landscape, figure, still life, interior, and/or other sources. Emphasis will be on creative development, critical thinking, and relationship to materials, processes, and subjects.

PRINTMAKING II: FURTHER INVESTIGATIONS
FA 393 1 semester/3 credits
This course builds upon the technical understanding that students achieved in Printmaking I. The printmaking processes of relief, intaglio, and silkscreen will be reexamined through more advanced technical challenges. Complex color planning, multiplate printing, combined printing techniques, and experimental approaches will be explored. Emphasis is placed on independent investigation. Students will identify a conceptual theme from which they will develop a body of work.

PAINTING: THEME & VARIATION
FA 394 1 semester/1.5 credits
Students will develop new directions in their work through sustained examination of technical, formal, and conceptual ideas resulting in a thematic body of paintings. Various preparatory painting practices will be utilized to promote critical thinking and creative problem solving. Students will be expected to recognize historic and contemporary relevancies in relation to their own work.

PROFESSIONAL PRACTICES I & II
FA 409-410 2 semesters/3 credits
Professional Practices will take a clinical but creative look at the fine art marketplace. Students will be taught to set goals, promote themselves as professionals, and research employment opportunities, art markets, and graduate schools. Students will learn to properly document their work for duplication for exhibitions, print/press, and web sources. Skills related to the business of art—e.g., communicating, presenting and exhibiting work, contract negotiations, insurance, taxes, finding studio space, and other "nuts and bolts" information important to the working artist's life—will also be taught. Organizing, installing, and promoting an exhibition through collaboration with the exhibition site and each other will be an important course outcome for students.

SENIOR STUDIO I & II
FA 411-412 2 semesters/6 credits
Senior Studio I & II are regarded as the capstone courses in the fine art curriculum. They are the vehicle through which students are expected to bring all previous studio experiences to bear on the task of identifying and developing an individual artistic path or vision. Students will devise and sustain long-term working strategies to achieve stated conceptual goals. The immediate outcome of these two courses is the senior thesis exhibition, but the independent organization demanded of students and the experience of a concentrated studio practice will form the basis for continued success after graduation.

DRAWING: MULTIMEDIA
FA 421 1 semester/3 credits
This course refines the student's ability to develop and interpret a concept in a manner that explores diverse media. Students will initiate an idea and carry it to completion through the creation of a series of exhibition ready works. An outside exhibition of the student's work will be included, that reinforces the student commitment to their concept and professional practice. Drawing will be emphasized as both a preliminary tool for conceptual development and potentially as final media. Technical approaches to combining traditional media and digital methods in an experimental fashion will be explored. Emphasis will be placed on the development of an individualized technical narrative. This course will explore a variety of historical and contemporary working methods, materials, and concepts.

THESIS & CRITIQUE
FA 422 1 semester/3 credits
This course augments the objectives of Senior Studio II. Through a combination of research, writing, and critical discourse, students will learn to recognize and articulate the broader aesthetic and conceptual positions of their studio work. In addition to the critical component, students will work in their studios to prepare for the senior thesis exhibition.

SCULPTURE: INSTALLATION
FA 490 1 semester/1.5 credits
This course serves dual purposes. The first is to provide an opportunity for advanced students to engage with installation as an art form. An overview of installation as art will be studied while students conceptualize and produce their own installation exhibit at an outside venue. Students will learn about the interconnected relationships between art as object, concept, and the experience of environment. Some of the group exhibition components will be supported through Senior Studio I and Professional Practices. The exhibition will be held in the later part of the fall semester. The second purpose is to teach various exhibition installation methods that will help prepare students for mounting their Senior Thesis Show in the spring.

GRAPHIC DESIGN
HISTORY OF GRAPHIC DESIGN & EMERGING TRENDS
GD 216 1 semester/3 credits
This studio stresses composition, process, and creative problem solving with projects that draw on the language and practice of graphic design through the important artists, movements, and technological changes from the cave paintings of Lascaux to the present.

VISUAL COMMUNICATION
DGI 201 1 semester/3 credits
An entry-level, concept-based studio stressing creative problem solving. Throughout the course, students will be challenged to create artwork that is an effective union of concept, medium, and craft while addressing theoretical and practical applications. Emphasis will be placed on developing the best concept for each assignment and then learning the process that takes an idea through a linear progression of refinements to a finished piece.

INTRODUCTION TO TIME-BASED MEDIA
DGI 203 1 semester/1.5 credits
This course introduces students to the software, language, and principal elements of time-based media. Through lecture, demonstration, and step-by-step exercises, students will learn the basic skills necessary to plan and create interactive solutions while developing the foundational knowledge needed to explore these areas in greater depth later in the curriculum.

TYPOGRAPHY
DGI 205 1 semester/1.5 credits
Whether it is the title on a book cover, the headline of a web banner ad, or the rolling credits of a film, type is an important and essential element in illustration, graphic design, and digital media that can greatly affect the quality of the final project. In this class, students will initially work manually with letterforms to gain a craft-based aesthetic knowledge of type and eventually move toward a digital application of type and typographic design. Projects will stress the importance of appropriate type usage, while addressing issues of craft, readability, message, and style. The software of the Adobe Creative Suite will also be explored.

TYPOGRAPHY II
GD 206 1 semester/1.5 credits
Typography II deals with type as a "volume" and in multipage productions such as newsletters, magazines, and annual reports. Projects will stress the importance of grids, style sheets, master pages, etc., while exploring the nuances of Adobe InDesign software.

DIGITAL DESIGN PRODUCTION
GD 217 1 semester/3 credits
This course teaches students web design concepts through lessons in composition, color, and typography. Through lectures and practical assignments, students will learn effective user interface strategies to create usable designs in a wide range of resolutions and devices and then implement those designs as functional websites.

DIGITAL I & II
DGI 217-218 2 semesters/3 credits
While good design and creativity will be expected, the goal of this two-semester course is to teach students how to use the computer as a production tool. Software of the Adobe Creative Suite, including but not limited to InDesign, Illustrator, Photoshop, Flash, and After Effects, will be taught in order to address current industry standards and requirements. Utility programs, prepress and web issues, and file preparation and management skills will also be taught.

INTRODUCTION TO INTERACTIVE DESIGN
DGI 221 1 semester/1.5 credits
This course introduces students to the concepts and practices necessary for creating functional websites and interactive designs while considering the importance of the user experience. Students will learn about linkage, optimizing images, and appropriate layout considerations as they create effective interactive designs. Emphasis is placed on competency with HTML and CSS.

DESIGN STUDIO I & II
GD 311-312 2 semesters/6 credits
These mid-level design studios build on the skills and knowledge obtained in typography and visual thinking. These courses provide extended study of applying graphic design principles to issues of branding and design consistency while students build their own identity package and solve other identity-based projects. In the spring, students will tackle increasingly more complicated design problems and issues of branding and identity while they learn to function collaboratively as part of a design team. Experimentation, research, conceptual thinking, and process are stressed.

INTERACTION DESIGN
GD 314 1 semester/3 credits
This course teaches students the concepts and principles of interaction design. Through lectures and practical assignments, students will learn how to define interactive projects in terms of purpose, audience, task flows, and layout. User experience strategies will be addressed to encourage the expected emotional and behavioral responses required for each project. Students will employ design concepts using tools and frameworks to create usable and engaging interactive experiences.

MOTION GRAPHICS
GD 316 1 semester/3 credits
Using software such as After Effects, Adobe Premiere, and Final Cut Pro, students will learn to create motion graphics and visual effects like those seen in the TV, film, web, video, and advertising industries. Students will learn both the versatility and limitations of these software tools as they solve increasingly more complex design problems. Issues of concept, typography, editing, timing, syncing, and motion paths will be addressed.

ADVANCED WEB DESIGN
GD 319 1 semester/3 credits
Building on the concepts taught in Introduction to Interactive Design, Digital Design Production, and Interaction Design, this course teaches students how to create advanced websites using sophisticated HTML and CSS techniques. Students will learn progressive, cutting-edge web design concepts along with proven theories in search engine optimization, user experience, and accessibility. Designing for various browsers and devices will also be covered.

ADVERTISING/COPYWRITING
GD 323 1 semester/1.5 credits
Advertising and Copywriting is a conceptual and practical studio stressing the importance of creative problem solving. Throughout the course, students will be challenged to merge the creative writing process with visual concepts to create unified and holistic projects. Emphasis will be placed on the process of crafting clear and concise verbal concepts through a variety of projects. Both print and interactive projects will be incorporated for integrated advertising campaigns.

SOCIAL MEDIA MARKETING & COMMUNICATION
GD 433 1 semester/1.5 credits
We engage with social media and various virtual communities every day, but do we really understand the value and power they have for employment, marketing, and other educational and business-related opportunities? This course will help students establish appropriate promotional materials as they are introduced to the benefits of social media marketing. This course will require active participation from the students to engage in social media practices in meaningful ways to enhance both their education and their careers.

PROFESSIONAL PRACTICES/PORTFOLIO PREPARATION

GD 406 1 semester/1.5 credits

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

SENIOR DESIGN STUDIO I & II

GD 409-410 2 semesters/6 credits

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

PACKAGING

GD 417 1 semester/3 credits

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

WEB STUDIO I

GD 431 1 semester/1.5 credits

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

WEB STUDIO II

GD 432 1 semester/3 credits

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

ILLUSTRATION

HISTORY OF ILLUSTRATION & EMERGING TRENDS

IL 213 1 semester/3 credits

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

VISUAL COMMUNICATION

DGI 201 1 semester/3 credits

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

MATERIALS, METHODS & TECHNIQUES

IL 204 1 semester/3 credits

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

INTRODUCTION TO TIME-BASED MEDIA

DGI 203 1 semester/1.5 credits

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

TYPOGRAPHY

DGI 205 1 semester/1.5 credits

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

DIGITAL I & II
DGI 217-218 2 semesters/3 credits
While good design and creativity will be expected, the goal of this two-semester course is to teach students how to use the computer as a production tool. Software of the Adobe Creative Suite, including but not limited to InDesign, Illustrator, Photoshop, Flash and After Effects will be taught to address current industry standards and requirements. Utility programs, prepress and web issues, and file preparation and management skills will also be taught.

INTRODUCTION TO INTERACTIVE DESIGN
DGI 221 1 semester/1.5 credits
The web is a powerful tool for communication and promotion, while being a valuable source of, and resource for, employment for many artists. This course introduces students to the concepts and practices necessary for creating functional web sites. Students will learn how to link pages and documents, optimize images, and lay out web pages. Emphasis is placed on competency with HTML and CSS as a necessary foundation for effective web design.

INTRO TO FIGURE ANATOMY
IL 205 1 semester/1.5 credits
This "bones-out" course is an introduction to drawing skeletal anatomy and understanding the skeleton's effect on surface anatomy. Through lectures and drawing exercises, this course will teach students the correct structure and proportions of the figure based on skeletal anatomy and to visually analyze the human figure through the continuous refinement of drawing skills.

FIGURE ANATOMY
IL 333 1 semester/1.5 credits
Advanced Figure Anatomy I & II builds on the drawing skills and the bones-out study of anatomy addressed in the sophomore year. Students learn the main muscle groups and how the work and influence the shape of the body. Later, students will tackle issues of race, gender, age, lighting, adornment, and context as they apply to the figure in longer and longer studio poses.

ILLUSTRATION STUDIO I & II
IL 325-326 2 semesters/6 credits
The overriding goal of both semesters of the Studio I & II requirement is to reinforce and teach strong work habits while guiding students through the various processes of illustration. As the course progresses, the fundamentals of thumbnail drawing proceed to more refined sketches, black-and-white value studies, or color comps and culminates in students' production of finished artwork in a variety of media, while tackling increasingly more complex industry-appropriate problems and encouraging personal style. Both semesters of this sequenced course will address traditional markets such as editorial and book illustration, while also tackling the growing need for kinetic images and motion in the varied markets of advertising and entertainment.

DIGITAL PAINTING
IL 327 1 semester/1.5 credits
Through lecture, demonstration and a variety of projects, this class teaches students the industry-standard digital painting software such as Corel Painter, Adobe Illustrator, and Adobe Photoshop while building on traditional painting skills developed in previous semesters. The primary focus will be on gaining competency with the software, while at the same time challenging the students to find visual solutions to appropriate aesthetic problems. File management and digital output will also be covered.

3D HEAD & FIGURE
IL 336 1 semester/3 credits
This course focuses on the practice, concepts and theories associated with 3D rendering as it applies to the human body specifically, and the illustration industry in general. The course will initially explore the key issues associated with "seeing" and interpreting form three-dimensionally – first with traditional hand-building methods, but quickly moving to digital visualization of the head and body. Students will work through a series of theoretical and practical projects in order to develop essential skills and knowledge necessary to critically evaluate and produce 3D rendered illustrations, while exploring industry-standard 3D software such as Sculptris, ZBrush and Maya.

VISUAL DEVELOPMENT I & II
DI 313-314 2 semesters/6 credits
The innovative curriculum in both semesters of Visual Development teaches the skills needed to succeed as visual storytellers. In the first semester, students will become skilled at the full range of tasks related to 2D visual development from concept art to production art, while enhancing their creativity, problem solving and professionalism. Toward the end of the first semester, and continuing into the second semester, focus will be placed on building 3D assets, using hand skills as well as some of the industry standard 3D software. Individual expression and collaborative team projects will be explored.

SENIOR ILLUSTRATION STUDIO I & II
IL 407-408 2 semesters/6 credits
In Senior Illustration Studio I, students will be challenged by actual client-based projects that will bring art directors and other professionals who buy illustration into the classroom. As a result of these "outside" assignments, students may have the opportunity to add published work to their portfolio before graduation. In Senior Illustration Studio II, students are fully exploring personal style. The spring semester of the course focuses on creating and presenting work for the required senior thesis exhibition.

SOCIAL MEDIA MARKETING & COMMUNICATIONS

DGI 405 1 semester/1.5 credits

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

PROFESSIONAL PRACTICES

IL 410 1 semester/1.5 credits

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

FIGURE IN MOTION

IL 411 1 semester/3 credits

This exciting illustration class will work with inspiration provided by live models, photographs and video of the figure in motion. Using a variety of traditional and digital media, students will use their knowledge of anatomy to develop expressive drawings and paintings showing the figure in motion. Students will continue to combine paintings with linear elements to produce their own personal statement about the figure in motion. This course will focus on form, function and movement integral to the moving or classical sporting pose as students address increasingly more challenging problems.

FIGURE UTILIZATION

IL 412 1 semester/3 credits

The focus of this course will include issues of setting, gender, age, adornment and context, as they apply to the figure in a variety of real-world illustration projects. Students continue to develop and hone their personal style while addressing increasingly more difficult figure-centric illustration problems.

PHOTOGRAPHY

PHOTOGRAPHIC TECHNIQUES I: BLACK & WHITE CRAFT AND IMAGE

PH 207 1 semester/3 credits

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

INTRODUCTION TO VIDEO

PH 220 1 semester/1.5 credits

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

FUNDAMENTALS OF LIGHTING

PH 221 1 semester/1.5 credits

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

PHOTOGRAPHIC TECHNIQUES II: COLOR CRAFT & IMAGE

PH 223 1 semester/3 credits

This introductory level class emphasizes color theory and the importance of control over materials, machine and concept. Students will learn to work with a variety of color films and paper, creating proper exposure and color balancing prints. They will learn color theory and apply its principles to the formal and expressive content of their work. Readings on relevant critical issues in photography provide context and inspiration for image making. Visiting artists, museum visits, and group and individual critiques will provide additional direction.

DIGITAL PHOTO I & II

PH 224-225 2 semesters/6 credits

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

PHOTO HISTORY I & II

PH 226-227 2 semesters/3 credits

This two-semester course takes a thematic look at the history of photography. Students will learn about chemical and technological advancements and how they influenced stylistic movements in the medium. They will also learn to place photography in the larger context of the general history of the period. In addition to looking at and writing about images and photographers, students will complete a series of "visual dialogue" projects in which they respond to concepts and images covered in the class.

ADVANCED COLOR: THEORY & PRACTICE

PH 307 1 semester/3 credits

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

INTERMEDIATE VIDEO

PH 317 1 semester/1.5 credits

Building upon basic video skills learned in PH 220, students will be taught more complex camera movement, blocking, advanced editing techniques such as montage editing and nonlinear editing, documentary forms, creating a narrative arc in terms of more advanced screenwriting, incorporating sound from PH 325 into videos; and color correction for video.

ADVANCED LIGHTING FOR STUDIO & VIDEO

PH 318 1 semester/1.5 credits

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

PROFESSIONAL PRACTICES I

PH 319 1 semester/1.5 credits

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

PHOTO/VIDEO INSTALLATION & NEW MEDIA

PH 322 1 semester/3 credits

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

LARGE FORMAT PHOTOGRAPHY: DESCRIPTION & CONTEMPLATION

PH 323 1 semester/3 credits

Students learn large format photography in this course, including how to operate a large format camera, while utilizing camera movements, exposure control, and black-and-white film processing. Assignments include problems in still life, portrait, and landscape photography and build upon skills learned in PH 207, PH 215, and PH 221. Readings on relevant critical issues in photography, interaction with visiting artists, museum visits, and group and individual critiques provide context and inspiration for image making.

INTRODUCTION TO SOUND FOR VIDEO

PH 325 1 semester/1.5 credits

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

ADVANCED DIGITAL PHOTOGRAPHY

PH 326 1 semester/3 credits

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

SENIOR THESIS I & II
PH 401-402 2 semesters/6 credits
This two-semester course requires students to pursue a self-generated project with the goal of producing work for their senior exhibition and portfolio. Rigorous critiques led by faculty, guest artists, and others in the field teach students what is needed to refine their work to the professional level. Over the course of the year, students create an annotated bibliography for and research and write a thesis paper. This paper, along with their final body of work, is defended before their thesis committee at the end of the second semester.

PROFESSIONAL PRACTICES II
PH 407 1 semester/1.5 credits
Professional Practices II continues the process of preparing students for careers in photography begun in Professional Practices I. Students learn how to identify their audience and effectively market their work. They create professional CD portfolio/CV, business cards, and leave-behind pieces. They learn about a wide variety of practices, including writing grant and job proposals, granting reproduction rights, approaching clients, fundraising, industry trends, and building a photography business. Students will learn about professional business practices and the guidelines established by the American Society of Media Photographers.

WEB-ARTS: SELF-PROMOTION TO SELF-EXPRESSION
PH 425 1 semester/3 credits
In this course students will explore the Internet and social media as both mediums for the dissemination of creative work, and as a technological landscape of raw material to be mined, refined and recast into the artwork of the 21st century. Students will respond to, and take advantage of, the specific nature and cultural uses of cyberspace. The idea of the democratization of information will be addressed, and students will engage in conversations about accessibility and distribution of content in print versus virtual formats. Students will study contemporary web artists and practices, and incorporate that knowledge into web-based final projects.

VIDEO PROJECTS
PH 427 1 semester/3 credits
Students in this course create video projects, generated in conjunction with the faculty member, that go through the full stages of development in pre- and postproduction, including full sound design, thoughtful camera movement, scripting that has subtext and meaning, and a post process that includes, editing, color correction, and sound-sweetening. Narrative, documentary, experimental, or commercial projects are acceptable depending on the student's interest. Readings on relevant critical issues in video provide context and inspiration for projects.

THE DOCUMENTARY: OBJECTIVITY AND INFLUENCE
PH 431 1 semester/1.5 credits
Documentary photographers record the socio/political world from their own point to view. Students in this class will study the work of contemporary and historic practitioners of the genre and explore the profound effect their work has had. Visual work for this course includes a semester-long documentary project. Visual solutions may be produced in any photographically based process including video.

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

LIBERAL ARTS: ART HISTORY DISTRIBUTION AREA *(15 credits)*
INTRODUCTION TO WESTERN ART I (PREHISTORY TO GIOTTO)
AH 105 1 semester/3 credits
This course is the first of a two-part survey examining the major monuments of Western art and the philosophical foundations of Western art history. AH 105 investigates the major styles and movements in architecture, painting, sculpture, and the decorative arts created in Europe and North America from the prehistoric period to 1300 within their historical context. The course is a requirement for first-year students.

INTRODUCTION TO WESTERN ART II (RENAISSANCE TO CONTEMPORARY)
AH 106 1 semester/3 credits
This course is the second of a two-part survey examining the major monuments of Western art and the philosophical foundations of Western art history. AH 106 investigates the architecture, painting, sculpture, and decorative arts created in Europe and North America from 1300 to the present as well the societies that produced this art. Successful completion of AH 105 is required for enrollment in AH 106. This course is a requirement for first-year students.

AMERICAN ART
AH 203 1 semester/3 credits
This survey investigates major developments in American art from the colonial period to the present. Students will be asked to examine important artists and works of art within the historical context of the United States.

NON-WESTERN ART & ARCHITECTURE
AH 204 1 semester/3 credits
This survey introduces students to the major artistic and architectural monuments created in the non-Western cultures of Asia, Africa, Oceania, and the Americas. Students will investigate how visual culture relates to religion, social practices, historical events, and contact with foreign influences. AH 204 is recommended for second-year students.

CLASSICAL ART
AH 210 1 semester/3 credits
This survey introduces students to the major artistic monuments of the classical world of Greece and Rome. Students will examine the beginnings of aesthetic theory while studying the advances in technique and form found during this era.

MEDIEVAL ART
AH 211 1 semester/3 credits
In this introductory survey, students will investigate the artistic achievements of the medieval world in Western Europe, the Byzantine Empire, and Islamic Spain from the beginnings of Christian art to 1400. The religious, historical, and cultural contexts will be emphasized as students study the styles and processes of medieval art and architecture.

RENAISSANCE ART
AH 212 1 semester/3 credits
Michelangelo, Leonardo, Durer, and van Eyck—these artists all have shaped how many view the development of Western art. This survey explores the artistic styles of European art from 1400 to 1600, focusing on major monuments and artists. Students also will examine how historical and cultural changes affected the development of art during this period.

BAROQUE ART
AH 213 1 semester/3 credits
This course provides students with an introduction to the major artistic monuments and artists of the Baroque period (1600–1800) in both northern and southern Europe. Students will study how economic, religious, and social shifts helped to create a vibrant visual culture.

NINETEENTH CENTURY
AH 214 1 semester/3 credits
This course is a survey of the art and architecture produced in the nineteenth century and will focus on the academic aesthetic as well as the impact new technologies, philosophies, and materials had on the making of art.

ART IN THE TWENTIETH CENTURY & BEYOND
AH 215 1 semester/3 credits
What is modernism? What is contemporary art? This survey introduces students to the artists and movements that have dominated the art world since 1900 while providing a theoretical framework to understand the thought behind the "-ism."

DESIGN & VISUAL CULTURE
AH 216 1 semester/3 credits
This survey will introduce works of art and design that generally fall outside of the traditional canon of art history. Students will investigate the intersections of art, design, manufacturing, popular culture, and global trade.

ROME
AH 310 1 semester/3 credits
The visual culture of Rome was vibrant and extremely varied with influences from Etruscan, Greek, Egyptian, and Persian artistic styles. A wide range of cultures with differing social practices, philosophical outlooks, and religious beliefs coalesced to form the Roman Empire. In this course, students will critically examine the artistic contributions of the Roman Empire, with a special focus on the capital city.

CULTURAL CONTACTS IN THE MIDDLE AGES
AH 311 1 semester/3 credits
This course examines areas of cultural contact and the resulting art created during the medieval period (450–1300). Although the course will follow artistic development chronologically, this is not a general survey. Students will investigate topics through art historical writings and primary source material as well as lectures and class discussions.

RENAISSANCE IN NORTHERN EUROPE
AH 312 1 semester/3 credits
Notable social, economic, religious, and technological changes developed north of the Alps during the fifteenth and sixteenth centuries. Students will examine how historical context affected individual style, iconography, and naturalism through discussion, research, and art historical writings.

EIGHTEENTH CENTURY
AH 313 1 semester/3 credits
The eighteenth century saw major upheavals in social order, political structure, religious beliefs, and scientific thought as well as an expansion of Western culture across the globe. These events all deeply affected the production of art in style, form, and technique. In this course, students will analyze the eighteenth century through its visual culture.

AFRICAN-AMERICAN ART
AH 314 1 semester/3 credits
Artistic contributions by African Americans are a significant part of American visual culture. This course will provide students with a close study of the major monuments produced by African-American artists and an understanding of the history that affected those works of art.

WOMEN IN VISUAL CULTURE
AH 315 1 semester/3 credits
While women are the subjects of many famous works of art, women artists are rarely as well-known. This course will provide a background to the history of women artists. Students will also critically assess the role of women in visual culture through an in-depth study of current feminist art history and art criticism as well as the writings of women artists themselves.

IMPRESSIONISM
AH 316 1 semester/3 credits
This course focuses on the period of 1869–1926 and closely examines the major trends and artists of the Impressionist movement as well as their impact. Students will focus on artists' individual contributions in the light of changing materials and patronage. This course is not a general survey but a more in-depth investigation of the movement.

ART BETWEEN THE WARS
AH 317 1 semester/3 credits
This course is a close investigation into the artistic movements that dominate the mid-twentieth century (1907–1947). Students will examine the impact of politics, economics, and technology on art as well as the effect of the art on society. Topics will also include patronage, criticism, and reception.

PHOTOGRAPHY
AH 318 1 semester/3 credits
The introduction of photography has deeply affected the production of traditional forms of art as well as the assumptions of art theory. This course will study how photography developed and how it has found a place in the history of art. Students will also examine what art historians, social critics, and cultural commentators all say about the medium of photography.

LIBERAL ARTS VERBAL COMMUNICATIONS DISTRIBUTION AREA
FOUNDATIONS OF VERBAL COMMUNICATIONS I & II
FVC 101-102 2 semesters/6 credits
FVC 101-102 is a two-semester, first-year requirement that focuses on the fundamentals of oral and written communication such as the planning, writing, and revising of a thesis-driven essay following guidelines and standards of the Modern Language Association (MLA), information literacy skills, and extemporaneous discussion and public speaking skills. Students will demonstrate college-level critical thinking and analysis skills through the close examination of and response to selected works of nonfiction, literature, and poetry.

COMMUNICATING THROUGH THE ARTS
FVC 201 1 semester/3 credits
This course is required during the sophomore year. FVC 201 continues the technical training of FVC 101-102 with a particular focus on communicating through the arts. It is designed to strengthen core communication and composition skills through the study of verbal and visual texts in multiple media and genres.

LIBERAL ARTS LIFE & PHYSICAL SCIENCES AND MATHEMATICS DISTRIBUTION AREA *(3 credits)*
FOUNDATIONS OF MATHEMATICS
MAT 101 1 semester/3 credits
What patterns underlie our experience? How can we explore and express those patterns objectively? Students in this course will learn the basics of quantitative investigation of the universe.

EARTH SCIENCE
NAS 102 1 semester/3 credits
How does the physical earth shape our understanding of the world? This course is designed to expose students to important concepts and principles in the fields of geology, geography, paleontology, anthropology, meteorology, oceanography, and astronomy. The course will incorporate direct field observation, assigned readings, and classroom discussion.

BIOLOGICAL SCIENCE
NAS 103 1 semester/3 credits
We are surrounded by all types of living creatures. This course investigates the living world by introducing students to principles and theories in biology, botany, zoology, paleontology, and genetics. Assignments will include field studies, readings, and classroom discussions.

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

INTRODUCTION TO PSYCHOLOGY
PSY 101 1 semester/3 credits
Why do people behave the way they do? What is "normal" behavior? When does the psychological life of a person need correction and how can that be done? Students in this course will learn about the inner workings of a human being as understood by major schools of psychological analysis and treatment.

ABNORMAL PSYCHOLOGY
PSY 201 1 semester/3 credits
How do we distinguish normal behavior from abnormal behavior? How is abnormal behavior defined, classified, and adjusted in contemporary mental health practice? Students in this course will learn the historical and current, research-based theories of mental health functioning, along with the evolving classification structures and treatment approaches to dysfunction.

DEVELOPMENTAL PSYCHOLOGY
PSY 301 1 semester/3 credits
This course examines the physical, emotional, social, and cognitive changes that occur throughout the life span. Students will learn to evaluate the major theories and methods of study inherent to developmental psychology, to identify the opportunities and vulnerabilities of each phase of life, and to understand the key factors that influence the developmental process.

FOUNDATIONS OF SOCIOLOGY
SOC 101 1 semester/3 credits
Do we shape society, or does society shape us? Students will examine the social structures and institutions that provide the foundation for our lives and explore the many ways of interpreting them.

GENDER STUDIES
SOC 404 1 semester/3 credits
Students will examine how gender and human sexuality shape individuals, social institutions, and cultural practices. Though classroom discussion, research, and personal reflection, we will explore the historical relationship between gender and power.

LIBERAL ARTS: HUMANITIES DISTRIBUTION AREA (ELECTIVES) *(12 credits)*

TOPICS IN ART HISTORY
AH 404 1 semester/3 credits
This elective seminar provides an in-depth study of a specific artist, genre, or theme in the history of art. This course is designed for upperclassmen with a background in art history. Students will study scholarly writings, research primary source materials, and provide their own analysis of the topic.

FOLKLORE
AMS 301 1 semester/3 credits
From myth to music, we are the product of rich tradition. This course will explore the many ways cultures maintain these traditions through fairy tales, urban legends, ghost stories, food ways, and other verbal and nonverbal methods. Students will learn the history of folklore and, through ethnographic research, understand their own folk experience

INTRODUCTION TO LITERATURE
ENG 201 1 semester/3 credits
In this survey of Western literature, students will examine selected works of fiction, poetry, and drama. Students will practice critical reading and analysis skills as they investigate the themes and concepts behind the texts.

CREATIVE WRITING
ENG 302 1 semester/3 credits
How do we express ourselves artistically through written language? What is the best approach to composing a short story, a poem, and other styles of creative prose? The forms, techniques, and content of creative writing are considered through analysis of published works, practice, critiques, and revision of students' own works.

INTRODUCTION TO CHILDREN'S LITERATURE
ENG 304 1 semester/3 credits
From chapbooks and school primers to contemporary picture books, children's literature has changed dramatically over time. By examining key texts and major genres in this important and dynamic field, students will consider the form and function of children's literature within its cultural and historical context.

POETRY
ENG 402 1 semester/3 credits
What is poetry? How is it written? What makes a poem a work of art? Exploring questions like these and studying the work of major poets and poetic movements, students will compose a variety of poems in multiple styles to gain a deeper appreciation for this unique, creative process.

WESTERN CIVILIZATION I
HIS 201 1 semester/3 credits
This course provides a comprehensive introduction to the major ideas, figures, and events from ancient Greece to the eighteenth century. Topics will include the development of philosophical, intellectual, religious, cultural, and political trends in Western culture.

WESTERN CIVILIZATION II
HIS 202 1 semester/3 credits
This course provides a comprehensive introduction to the major ideas, figures, and events from the eighteenth century to the present. Topics will include the political trends, intellectual and philosophical movements, religious beliefs, and cultural practices of the last 300 years.

INTRODUCTION TO THEATRE
MDS 201 1 semester/3 credits
Introduction to Theatre is a survey course designed to increase students' understanding, appreciation, and critical perceptions of the theatrical event as an art form and a social phenomenon. Readings, lectures, and interactive activities will focus on the history of world theatre, the journey from script to stage, and the elements of practice.

ACTING AND PLAY PRODUCTION
MDS 202 1 semester/3 credits
This course will take the students deeper into the crafts of acting and play production. Students will explore script analysis, monologue, scene work, improvisation, direction, and script writing. Focusing on the value of process, not product, students will perform or present their creations for the class to experience the importance of the audience in the artistic equation.

CULT CINEMA
MDS 302 1 semester/3 credits
Why are some film masterpieces buried alive? Why do some B-movies refuse to die? Students will spend a semester exploring good, bad, and ugly celluloid as they learn about cult cinema. This course will examine the history, technique, and themes of cult films.

POPULAR CULTURE & THE AMERICAN EXPERIENCE
MDS 304 1 semester/3 credits
Using a thematic and multidisciplinary approach, students will explore how activities and artifacts produced for mass consumption express Americans' convictions, values, and beliefs throughout recent centuries.

MYTHOLOGY
MDS 305 1 semester/3 credits
This course approaches the study of myth in a systematic way, attempting to define myth—its origins and uses—and determine whether or not myths are still a part of our everyday lives.

FILM HISTORY
MDS 401 1 semester/3 credits
The history, theory, technique, and thematic interests of cinematic art will be taught through the viewing and analysis of significant films. Students will learn how cinema is like and unlike other forms of art and what special conditions need to be applied in order to understand it.

CONSTRUCTING SECONDARY WORLDS
MDS 403 1 semester/3 credits
What really exists; what is primary reality? Do the past and the future exist, and if so, how? What is the role of imagination based on our present experience in creating the reality of time? To examine these metaphysical questions, students will learn about various ways of constructing secondary worlds, worlds of history and prediction, and worlds of fantasy intended in some way to reflect and comment upon the present moment.

GREAT ARTISTS
MDS 405 1 semester/3 credits
This course provides a close investigation of a specific artist or group of artists from a range of media such as literature, film, theatre, music, or architecture. Students will analyze both the content of the artists' work and the context of their process.

SURVEY OF WESTERN MUSIC
MUS 201 1 semester/3 credits
This course is a survey of the great composers and their major compositions from the Renaissance to the present. Students will learn to analyze the music listened to in class.

HISTORY OF ROCK & ROLL
MUS 301 1 semester/3 credits
This course traces the development of rock music from its roots in the 1940s through the present. Students will examine both the musical and cultural contributions of this influential and popular genre. They will explore subgenres, their development, instruments, and representative artists in their geographical, social, and cultural contexts.

OVERVIEW OF PHILOSOPHY
PHL 201 1 semester/3 credits
Students will learn about the main branches of philosophy, examining classic arguments and their contemporary applications to fundamental philosophical questions.

FUNDAMENTALS OF LOGIC
PHL 203 1 semester/3 credits
Why do arguments sometimes persuade without being correct? What distinguishes a good argument from a bad one? What is the difference between argument and contradiction? These and other basic concerns of logic are considered and taught in this course.

CONTEMPORARY ISSUES IN ETHICS AND MORALITY
PHL 204 1 semester/3 credits
Modern society is consumed with the idea of right vs. wrong. This course investigates the issues that touch on questions of morality and ethics in our culture through careful research and balanced discussion.

EASTERN PHILOSOPHIES
PHL 302 1 semester/3 credits
This course offers an introduction to the major philosophical and religious traditions of China, Japan, and India, including Hinduism, Buddhism, Taoism, and Confucianism. Students will explore these philosophies in their historical context and also consider their contemporary relevance.

OVERVIEW OF WORLD RELIGIONS
REL 201 1 semester/3 credits
In this course, students will investigate the central beliefs of the world's major religions, while considering their common and divergent myths, symbols, rituals, ideas, and ethical beliefs. They will also consider how religions have and continue to shape civilizations.

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

MODULAR SCULPTURE
GE 201
This elective will explore the possibilities of repeating form in a sculptural context. Organic and geometric form, scale change, and point of view will be taught. Formats will include mold-made, ready-made, and wood fabrication.

FANTASY PAINTING
GE 202
This class will focus on the various requirements and skills needed for creating fantasy/sci-fi paintings appropriate for today's fantasy market. Past and present fantasy artists will be discussed and critiqued, and students will develop fantasy artwork from pencil roughs to finished color, either in traditional media or digital. Students will be encouraged to be as imaginative as possible.

INTRODUCTION TO BLACK-AND-WHITE PHOTOGRAPHY
GE 203
This introductory-level black-and-white darkroom class teaches students the fundamentals of exposure, processing, and printing. Students build pinhole cameras, make photograms and cliché-verre images, and learn to use simple plastic cameras. Special emphasis will be placed on the formal and conceptual elements of the photographic image.

PRINTMAKING: MONOTYPE, MONOPRINT & COLLAGRAPH
GE 206
This elective will investigate the similarities and differences between these three printmaking techniques. The unique characteristics of each process and potential for hybridization will be taught.

INTRODUCTION TO COLOR PHOTOGRAPHY
GE 208
This introductory-level color darkroom class teaches students the fundamentals of exposure and printing color images from negatives. Working with simple plastic, pinhole, or small format cameras, students will learn the formal and conceptual elements of the color photographic image.

HUMOR IN ART
GE 209
This course will address the types of markets for cartooning and humorous drawing. Through studio projects, students will explore editorial cartooning, magazine gag cartoons, satire, greeting cards, etc. An emphasis will be placed on finding your own personal cartoon style.

COLLAGE/MIXED MEDIA
GE 210
Students will learn to combine various materials and media while being conscious of surface quality and craft and the effect it has on formal and conceptual elements.

ILLUSTRATOR
GE 211
This course is a complete survey of the Adobe Illustrator software—its features, capabilities, and uses. Students will learn to create and manipulate vector-based images through a series of hands-on exercises. Students will also learn the tools and skills necessary to create sophisticated images for both print and the web.

FIGURE WORKSHOP: FIGURE & ANATOMY
GE 212
This course will use the nude or semi-draped human figure as a means of teaching students design, structure, form, and anatomy.

EDITORIAL PORTRAITURE
GE 214
This course explores the use of portraiture in magazine, newspaper, and editorial venues. Caricature, as well as representational, symbolic, and expressive styles of portrait interpretation, is analyzed as students develop the drawing skills necessary to capture, emphasize, and meld likeness with associative content.

ALTERNATIVE PROCESSES IN PRINTMAKING
GE 215
This course introduces students to several of the non-silver printmaking techniques: vandyke brown, cyanotype, and other experimental methods. This class explores hands-on processes and encourages experimentation. Students will create unique and individual images embracing both current and past technologies.

FIGURE WORKSHOP: CLAY MODELING & SCULPTURE
GE 217
Through the use of clay and other media, this course will further develop visual knowledge of the human form and its expressive potential in sculpture.

WILDLIFE PAINTING
GE 219
This course is an introductory study of wildlife as content in painting. How to place animals in environments with emphasis on anatomy, gesture, and movement will be taught.

LENSLESS PHOTOGRAPHY
GE 220
In this course, students will learn to build and make photographic negatives with pinhole cameras. They will then scan and print these digitally. Special emphasis will be placed on the formal and conceptual aspects of the image while teaching the technical elements of exposure, scanning, and digital printing.

3D RENDERING
GE 221
Students interested in flying logos, 3D film animation, or graphics for computer games will learn about the concepts and software used to create them. Appropriate industry-driven software such as Maya, LightWave, or Blender will be discussed and explored. Some assignments will be self-directed according to student interest. Computer literacy is required. Experience with Photoshop, Illustrator, or Flash is suggested but not required. While this course is open to students in all majors, it is recommended for graphic design and illustration majors who are interested in animation or motion graphics.

FIGURE WORKSHOP: PAINTING
GE 222
The figure will be placed in environments that introduce context, narrative, and metaphor. Students will strengthen their painting and composition skills and knowledge of the human form.

TYPE AS ART
GE 223
This course takes typography above and beyond marketing and advertising, challenging each student to generate stimulating, contemporary art. Considering type as language, message, and museum-quality art, this class blurs the lines between all five majors, opening the art of type to all media and uniting us as artisans of the visual alphabet. Projects will stress the importance of type selection, while addressing the issues of aesthetics, form, function, composition, style, and message.

GREETING CARD
GE 224
Create your own greeting cards. Learn about the production and merchandising of greeting cards while preparing your own line of cards. Discover ways to create cards utilizing many media and styles. Concept development, contracts, how to charge, and copyright laws will all be discussed in this class. Information on card and paper companies will be provided.

SCULPTURE: SITE-SPECIFIC
GE 225
Students will devise sculptural concepts that integrate with a specific interior or exterior environment through a variety of media and materials. An overview of the history of this sculptural concept will be taught.

ALTERNATIVE TECHNIQUES
GE 226
Traditional picture-making projects will be solved using untraditional media and techniques. Students will learn techniques for making three-dimensional, collage, and found-object artwork.

PRINTMAKING: PHOTO SCREEN PRINT & INTAGLIO PROCESS
GE 227
This elective will teach students to apply photo-based screen print and intaglio printmaking techniques to produce a series of print editions using original imagery and content.

DYNAMIC PERSPECTIVE
GE 228
This course will give students the ability to create realistic scenes entirely from their imagination without the need for reference material. Students will learn to draw scenes from varying viewpoints and incorporate figures into the scenes in a believable way following the rules of linear perspective. Dynamic compositions will be achieved with the use of diagonal design elements, and proper cropping and focusing of scenes will be explored.

PRINT TOPICS: POSTER
GE 229
This course explores the poster as an art form and printmaking as a graphic solution in poster design. Students will combine images and typography with relief, silkscreen, and digital print techniques to produce a poster.

SUBVERSIVE STYLE
GE 230
In this class, students will create the edgy, subversive paintings that they can't (or are afraid to) utilize in other classes. Focus will be on the satirical and surreal, both conceptually and stylistically. Artists such as Philip Burke, Sebastian Kruger, Steve Brodner, Mark Ryden, Stephen Kroninger, Chris Buzelli, Anita Kunz, Rudy Gutierrez, Brad Holland, and others will be viewed and discussed.

THE BOOK FORMAT
GE 231
Combining traditional and digital print processes, students will learn to present reproducible images in a book format. Basic bookbinding techniques will be taught.

ALTERNATIVE DRAWING PROCESSES
GE 232
This course will broaden the concept and perception of drawing from the standpoint of subject, media, surface, scale, and presentation. Contemporary artists who practice an interdisciplinary approach to drawing will be studied to provide inspiration and context.

LANDSCAPE
GE 233
Working on-site and in the studio, students will address the interpretive and formal elements associated with the genre of landscape painting and drawing. Students will be expected to travel to nearby locations when class sessions involve working off-campus.

RETHINKING STILL LIFE
GE 234
Students will be challenged to rethink still life as a conceptual, narrative, and expressive motif while strengthening their knowledge of form and composition.

ART FOR SOCIAL GOOD
GE 237
Whether it is stirring agitation through sociopolitical means or the act of doing good by giving a voice to the voiceless, art can be a force to be reckoned with. On a worldwide scale—covering topics ranging from war, peace, religion, health, human rights, animal rights, corruption, and beyond—artists have and continue to produce iconic posters, advertising, websites, books, publications, clothing, accessories, and more that play an integral part in how the stories of our time unfold in the public forum. In this course, students will draw upon current topics as inspiration for their own unique campaigns while discussing case studies of past movements, individual works, and legendary artists in this field.

CREATE YOUR OWN WEBSITE WITHOUT USING CODE
GE 238
This course introduces students to industry-leading web authoring and editing software, as well as the latest web standards without writing code.

COMIC & SEQUENTIAL IMAGERY
GE 239
This course will advance students' knowledge of how to create and integrate literary and visual forms of communication while dealing with issues of the visual narrative, page composition, character consistency, etc. The technical and business aspects of comic books and graphic novels will also be addressed.

INTRO TO ANIMATION
GE 240
This course will advance students' knowledge of contemporary 2-D and 3-D animation techniques and genres while keeping a strong focus on traditional animation techniques and aesthetics. Students will be expected to implement the animation techniques and drawing skills necessary to recreate, enhance, and exaggerate the movement of a variety of characters and objects.

INTRO TO GAMING
GE 241
This course will teach students how art assets for games are created and implemented. They will learn the concepts and fundamentals of two-dimensional and three-dimensional images and objects. Students will have the opportunity to create storyboards, characters, objects, and/or environments while addressing the collaborative nature of this industry as they may be asked to work in teams. Students will be introduced to the software and techniques that are used with different games and the concepts of how to apply those techniques in the current video game industry.

ANIMATION DEVELOPMENT
GE 242
This class is designed to expose students to the real-world animation experience while in the classroom. Learn to function as a team member in a fast-paced, forward-looking animation production pipeline. Students will interface with professionals and learn what it takes to produce animation by actually doing it.

CHILDREN'S BOOK ILLUSTRATION
GE 243
This course teaches students how to create and integrate literary and visual forms of communication while dealing with issues of the visual narrative, page composition, character consistency, etc. The technical and business aspects of picture book illustration will also be addressed.

DIGITAL MATTE PAINTING
GE 246
This course focuses on matte painting techniques used in backgrounds and establishing shots. Students are encouraged to employ traditional painting tools and concepts and apply them in the digital world.

MOBILE APP DESIGN
GE 247
Learn the basics of designing a mobile app, from initial idea, wireframes to user interface design. You will create the design for a diary app while learning how to write an application design specification, user experience, right through to creating assets for development.

DIGITAL MOTION CAPTURE
GE 248
The course teaches students techniques to digitize motion, edit sequences, and develop an understanding of simulated motion. Students gain an understanding of motion capture setup and shooting.

BROADCAST GRAPHICS
GE 249
Students learn to create TV broadcast promos from concept to design as they learn how to build compelling broadcast graphics by using the power of simulation effects, 3D assets, and live footage.

FACULTY

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BA Columbia University

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Graduate Coursework, School of Visual Arts
AA, Bucks County Community College

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BFA, Millersville University

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BA, Hobart & William Smith Colleges

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Post-Grad Coursework - Syracuse University
Certificate of Interactive Strategy - University of San Francisco

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BS, Art Institute of Philadelphia

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BA, University of Pennsylvania

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BFA, Pennsylvania College of Art & Design

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BA, Geneva College

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AST, Art Institute of York

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BFA, Philadelphia College of Art

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BA, Pennsylvania State University

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BA, Cornell College, IA

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Chair, Liberal Arts
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MA, University of North Carolina, Chapel Hill
BA, University of Pennsylvania

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BFA, Parsons School of Design

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Assistant Professor
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Chair, Foundation
MFA, Southern Illinois University
BFA, Memphis College of Art

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BFA, Texas A&M

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Adjunct Instructor
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MFA, Pennsylvania Academy of the Fine Arts
BFA, Maryland Institute College of Art

NATASHA WARSHAWSKY

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BS, Drexel University

ERIC WEEKS

Assistant Professor
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Chair, Fine Art
Chair, Photography
MFA, Yale University School of Art
BFA, School of Visual Arts

MEGAN ZETTLEMOYER

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BFA, Fashion Institute of Technology

For the most up-to-date faculty listing, please call (717) 396-7833.

ACCREDITATION AND AFFILIATION
ACCREDITATION & MEMBERSHIPS

Pennsylvania College of Art & Design is approved as a college and for degree-granting privileges by the Pennsylvania Department of Education and is an accredited institutional member of the National Association of Schools of Art and Design (NASAD). PCA&D is also accredited by the Middle States Commission on Higher Education, 3624 Market Street, Philadelphia, PA 19104 (267-284-5000). The Middle States Commission on Higher Education is an institutional accrediting agency recognized by the U.S. Secretary of Education and the Council for Higher Education Accreditation (3/08). PCA&D is also a member of the Association of Independent Colleges of Art and Design (AICAD), which is a nonprofit consortium of 47 leading art schools within the U.S. For more information, please visit www.aicad.org.

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· Public Relations Society of America
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The End.