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Welcome to Rocky Mountain College of Art + Design

Rocky Mountain College of Art + Design (RMCAD) was established in 1963 by Philip J. Steele, who had a vision to provide students with a quality higher education in art and design. RMCAD has grown a great deal since its comparatively modest beginnings and now thrives on a lush, historic campus including more than 23 acres of land and 16 buildings.

In 2013, RMCAD celebrated its 50th anniversary as a diverse community of people who are inspired by creative possibilities in higher education. Today, we offer not only a rich and diverse selection of regionally accredited degrees at the BFA and MA levels, but we are pioneers in the online learning environment for art and design. Our award-winning online environment brings together students from all over the world to work with our esteemed campus faculty. And, for our campus students, we provide our Multi-Platform Learning Experience, which offers the best of online and on-campus course delivery. The Multi-Platform Learning Experience provides efficiency, affordability, career preparation and innovation to RMCAD students.

Much has changed in these past decades, but we’re proud of what has stayed the same: our commitment to giving each student the dedication, personal attention, and solid education they need to thrive in their careers. This is a place filled with creativity and enlightenment—a place where we will continue to nurture the individual talents of each student, to integrate critical thinking and analysis into their skills, and to contribute in socially responsible ways to the local, global, and professional communities.

Here, you will find inspiration, challenge, and innovation.

Dr. Sage Ann Scheer, Interim President

Christopher A. Marconi, Chief Executive Officer

All policies, procedures, and curriculum are effective January 4, 2016 (Spring A).
Mission Statement
Rocky Mountain College of Art + Design is an innovative, rigorous and community-oriented global learning environment that inspires passion for critical thinking, preparing learners to be forces of change in their industries, communities and the world.

Vision
RMCAD will be a premier university known as a destination for a diverse student body that impacts the world.

Values
1. Our students come first
2. We work toward creating a financially sustainable model of higher education that considers the interests of our multiple stakeholders
3. We are a campus of professionals, innovators and educators
4. We welcome individuality and self-reflection
5. We appreciate and celebrate our community
6. We communicate our campus pride and excitement
7. We are committed to consistent business processes and systems while fostering innovation
8. We embrace a culture of leadership, trust and communication
9. We understand the importance of risk-taking and being adaptable to change
10. We value professionalism and role modeling

Diversity Statement
Rocky Mountain College of Art & Design (RMCAD) maintains a policy of inclusiveness that recognizes, values, and reflects the diversity of the community it serves. As an academic institution, the college fosters a dynamic learning and working environment that encourages multiple perspectives and the free exchange of ideas. Diversity encompasses multiple dimensions, including but not limited to race, culture, nationality, ethnicity, religion, ideas, beliefs, geographic origin, class, sexual orientation, gender, gender identity and expression, disability, and age. Rocky Mountain College of Art + Design continually strives to build an inclusive and welcoming community of individuals with diverse vision, talents and skills from a multitude of backgrounds who are committed to creativity, academic excellence, societal and cultural evolution and betterment, civility, mutual respect, social justice, and the free and open exchange of ideas. Rocky Mountain College of Art + Design commits itself to these tenants of change, growth, and action, which embrace diversity as an integral part of the academic and professional community.

Accreditation
Rocky Mountain College of Art + Design is accredited by The Higher Learning Commission and a member of the North Central Association (HLC)
Chicago, IL 60602-2504
Telephone: 800.621.7440 or 312.263.0456
Fax: 312.263.7462
www.ncalhc.org

The on-campus Interior Design Program leading to the BFA is accredited by Council for Interior Design Accreditation (CIDA). On-campus Interior Design students can only take up to 21 credits (7 classes) of Foundations and/or Liberal Arts classes online. On-campus Interior Design students must stay within this threshold, and cannot take online Interior Design-specific classes.

The Online Interior Design Program is not accredited by CIDA at this time.

The Art Education Program leading to the BFA is approved by Colorado Commission on Higher Education (CCHE) and Colorado Department of Education (CDE)
State Office Building
201 East Colfax Avenue
Denver, Colorado 80203-1799
CDE Main Phone: 303.866.6600
CDE Main Fax: 303.830.0793
www.cde.state.co.us
### 2015-2016 Academic Calendar

**KEY:**
- **PARENT SEMESTER:** 16 WEEKS
- **CHILD TERM:** 8 WEEKS

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#### Fall 2015 | Graduation: December 19

**Fall 2015 Term A (8 weeks)**
- August 31: First day of classes
- September 6: Last day to Add/Drop
- September 7: Labor Day – no classes
- September 20 – 27: Midterms
- September 30: Midterm Grades Due
- October 2: Last day to withdraw from classes and receive a "W"
- October 18 – 25: Finals
- October 25: Last day of classes
- October 28: Final Grades Due

**Fall 2015 Term C (8 weeks)**
- October 26: First day of classes
- November 1: Last day to Add/Drop
- November 15 – 25: Midterms
- November 25: Midterm Grades Due
- November 27: Last day to withdraw from classes and receive a "W"
- November 25 – 29: Thanksgiving Break – no classes
- December 13 – 20: Finals
- December 20: Last day of classes
- December 23: Final Grades Due

#### Spring 2016 | Graduation: April 22

**Spring 2016 Term A (8 weeks)**
- January 4: First day of classes
- January 10: Last day to Add/Drop
- January 18: Martin Luther King Day – no classes
- January 24 – 31: Midterms
- February 4: Midterm Grades Due
- February 5: Last day to withdraw from classes and receive a "W"
- February 21 – 28: Finals
- February 28: Last day of classes
- March 2: Final Grades Due

**Spring 2016 Term C (8 weeks)**
- February 29: First day of classes
- March 6: Last day to Add/Drop
- March 20 – 27: Midterms
- March 30: Midterm Grades Due
- April 1: Last day to withdraw from classes and receive a "W"
- April 17 – 24: Finals
- April 24: Last day of classes
- April 27: Final Grades Due

#### Summer 2016 | Graduation: August 19

**Summer 2016 Term A (8 weeks)**
- May 2: First day of classes
- May 8: Last day to Add/Drop
- May 22 – 29: Midterms
- May 30: Memorial Day – no classes
- June 1: Midterm Grades Due
- June 3: Last day to withdraw from classes and receive a "W"
- June 26: Last day of classes
- July 1: Final Grades Due

**Summer 2016 Term C (8 weeks)**
- June 27: First day of classes
- July 3: Last day to Add/Drop
- July 4: Independence Day – no classes
- July 17 – 24: Midterms
- July 27: Midterm Grades Due
- July 29: Last day to withdraw from classes and receive a "W"
- August 14 – 21: Finals
- August 23: Last Day of Classes
- August 24: Final Grades Due
General Information

The Rocky Mountain School of Art, Inc., doing business as Rocky Mountain College of Art + Design, is a Colorado corporation approved as a private college by the Colorado Commission on Higher Education.

Rocky Mountain College of Art + Design does not discriminate or make admissions decisions on the basis of race, ethnicity, religion, national origin, sex, sexual orientation, age, veteran status, ability or any other status protected by law or regulation.

Title IX Compliance Officer:
Director of Human Resources
1600 Pierce Street, Denver, CO 80214
303.753.6046
Website: www.rmcad.edu
Mailing address: 1600 Pierce Street, Denver, CO 80214

Learning at RMCAD and the Multi-Platform Experience

At RMCAD, we believe that online learning is an important part of the overall college learning experience. In order to provide students multiple scheduling options, diverse learning modalities, and experience in the virtual environment, on-campus students are required to take part in online education.

In our commitment to provide an innovative curriculum and a fresh approach to learning, RMCAD offers the Multi-Platform Learning Experience. More than just a hybrid curriculum option, this system offers the best of online and on-campus course delivery. The Multi-Platform Learning Experience provides efficiency, affordability, career preparation and innovation to RMCAD students.

Classes taken on campus are studio-intensive and utilize the hands-on approach and fluidity of the traditional classroom. Courses taken online provide an immersive, media-rich and interactive experience. Students may select to take Liberal Arts and program specific classes online. The Interior Design Department section of this Catalog details online limitations for campus interior Design students.

From time to time, RMCAD campus classes may need to be cancelled due to low enrollment, instructor availability, or unforeseen circumstances. In these cases, campus students may have online learning options available to them.

Overview of Online Learning Environment

RMCAD’s online learning platform was built from the ground up with a focus on the learning styles that are unique to art and design. RMCAD’s online classes offer a visually-rich media experience that includes instructor demonstrations, video lectures, written and audio critiques, white board functionality, online discussions, and one-on-one, in addition to group reviews.

Online courses and programs deliver the same curriculum, learning goals and objectives, and interactive experiences as on-campus courses. The online learning experience has been carefully developed by a team of faculty, instructional designers, multimedia designers, and assessment professionals. Student success and quality curriculum standards are the guiding principles for our online learning philosophy.

All students are required to participate in an online orientation prior to the first day of class. The orientation will provide students the opportunity to tour the online environment, learn how to use the various tools in the classroom and practice submitting assignments before the class begins. Importantly, the online orientation covers tips for success, including study skills, online communication guidelines, and academic standards for online learning. The orientation is designed to help prepare students for a successful online experience.

All of RMCAD’s courses, no matter what the delivery method, are taught by faculty who are academically credentialed and highly trained in their disciplines. Online courses are often taught by the same faculty who teach on-campus courses.

All RMCAD, curriculum, including online, is updated regularly to stay current with industry trends and technology. RMCAD's online help desk, RMCADGO, is available to assist students with logging into classes, posting discussion comments, submitting homework, and any other technical issues.

Document Purpose Statement

The purpose of this catalog is to set forth the current rules, regulations and policies of Rocky Mountain College of Art + Design. This catalog is specific to each academic year, and the most current edition is available on the RMCAD website. Although this catalog was prepared using the best information available at the time and while the provisions it contains will normally be applied as stated, the degrees, programs and policies are subject to change or correction by the college without prior notice or obligation. This publication is not intended to be a contract between the student and RMCAD. However, students are bound by the policies, procedures, standards and requirements stated herein, so long as they are in effect.

More specific details regarding the procedures by which these policies are administered are located in the Student Handbook. Students are responsible for knowing and abiding by the policies and procedures set forth in both documents.
Hardware and Software Requirements for Online Courses
All students are required to purchase a computer and software, in addition to tuition. This will allow students to work on their projects on and off-campus and maintain their personal portfolio of work wherever they may be. The required laptop, hardware and software has allowed RMCAD to develop our curriculum to a high and specific standard of computer capability, while giving students maximum flexibility for their creativity. A list of software provided to students from RMCAD is listed by degree program in the enrollment agreement; software components support coursework completion; laptops and other degree specific hardware is excluded. A list of minimum technology specs for the required laptop will be provided to students during the admissions process.

Supported Operating Systems
MAC OS X 10.6 or above; Windows 7 or above

Supported Internet Browsers
MAC OSX Internet Browser: Safari or Mozilla Firefox

Modem Speed
DSL or cable is required

Software Support
RMCAD’s online help desk, RMCADGO

Please reference your Enrollment Agreement for specific hardware recommendations.

Student Communication
All RMCAD students receive a RMCAD email account prior to the start of the term. RMCAD news and important updates will be sent to this email address.

In addition to communicating with students via their RMCAD email address, all students authorize RMCAD to send SMS (text) messages to their mobile phone number on file. Students who do not wish to receive SMS communication must notify the Director of Marketing in writing.
New students must submit official transcripts from every institution of higher education that the student has attended in order to be registered for classes. If the student is a recent high school graduate, an official high school transcript showing a graduate date is acceptable. Students who do not provide official transcripts from every institution previously attended prior to their scheduled start date are eligible to change their start date one time in order to allow time for the submission of required official transcripts.

All transcripts from other schools previously attended submitted by students become a part of their official record. The College does not re-release them.

3. Cumulative GPA

All applicants must either possess a cumulative grade point average of 2.0 or higher, or possess a high school equivalency diploma with a GED score of 500 or higher. Home-schooled students must submit satisfactory GED scores or submit proof of graduation by an accrediting body that is recognized by RMCAD.

ACE Program

Applicants who are admitted with a cumulative grade point average below 2.0 or a GED will be required to participate in the Academic Choices for Excellence Program (ACE). Students participating in Academic Choices for Excellence Program (ACE) will create an individualized plan with their Academic Advisor and the Academic Mentor from the Student Learning Center who will assist them in their success at RMCAD. Students admitted under the requirement to participate in Academic Choices for Excellence Program (ACE) are considered admitted in a probationary status and may be suspended at the end of the term if they do not achieve a 2.000 CUM GPA.

4. Portfolio

Applicants to the BFA programs must submit a statement of intent and a portfolio demonstrating the basic skills needed to succeed in art and design coursework. See the “Submitting a Portfolio” section of this publication for further instructions.

5. Interview with an Admissions Counselor

An interview with an Admissions Counselor, either in person or by telephone, is required. Through the personal interview, applicants will gain a better understanding of the visual arts education at Rocky Mountain College of Art + Design. To arrange an interview time, please contact the Admissions Office at 800.888.2787 or admissions@rmcad.edu.

International Applicants

International applicants are persons who are not residents of the United States and who already have, or will be applying for, a temporary U.S. visa (most commonly the F-1 visa). Only students who are degree-seeking and plan to attend RMCAD full-time will be considered for admission. All records should be submitted in the native language. Credentials written in languages other than English must be accompanied by a certified English translation. Translations must be literal, not interpretive.

1. Application for Admission

Applicants must submit a completed Application for Admission and a $50 application fee. International applicants must provide their full legal name, birth date and place of birth. If applying online, this information should be entered under the comments section of the online application, and a signature page requested from the Admissions Counselor. Online applications may be submitted through the RMCAD website at www.rmcad.edu. Applicants are encouraged to apply 3 months prior to the term in which they intend to start.

2. Transcripts

Official transcripts for all courses completed at colleges outside of the United States must be submitted to an approved evaluation agency before transfer credit will be awarded by RMCAD. International applicants are required to submit official transcripts for translation and evaluation. The organization RMCAD currently designates for this is Educational Credential Evaluators Inc. (ECE): ECE, P.O. Box 514070, Milwaukee, WI 53203-3470, USA. Telephone: 414.289.3400. Email: eval@ece.org. Website: www.ece.org.

ECE prepares evaluation reports that identify the United States equivalents of education completed in other countries. An online ECE application is available at the website listed above. Applicants should request a course-by-course evaluation for college/university studies. A general evaluation may be used for high school/secondary school transcripts. Applicants must submit official transcripts from each college attended to RMCAD’s Office of the Registrar (ECE will not forward transcripts to RMCAD), and must request that a copy of their evaluation be sent directly to RMCAD, as the default option on the ECE website. Completing the application without requesting the default option sends an evaluation only to the applicant. Applicants are responsible for paying all charges and fees incurred for evaluations. ECE turnaround time is up to five weeks, so early submission is recommended. Upon receipt of the ECE evaluation, RMCAD’s Office of the Registrar will determine which credits will be accepted based on the guidelines outlined by policy. For more information about transcript evaluation agencies, contact the RMCAD Registrar’s Office at 303.754.6046 or registrar@rmcad.edu.

International applicants who apply before July 1st, 2015, may submit an official ECE evaluation documenting the organization’s use of original official documents in lieu of providing both the official transcript and official ECE evaluation. International applicants that apply after the July 1st, 2015, application date must provide official transcripts as well as the Official ECE evaluation and acceptable TOEFL scores taken after July 1st, 2013, or must provide proof of English language proficiency by way of successful completion of a college level English Composition course, or ESL equivalent. Please note: Courses taken to demonstrate English proficiency must be approved by the academic department prior to TOEFL waiver and acceptance.

3. Portfolio

All international applicants to BFA programs must submit an artist statement and portfolio of visual work that demonstrates the basic skills needed to succeed in art and design coursework. See the “Submitting a Portfolio” section in publication for further instructions.

4. Interview with an Admissions Counselor

An interview with an Admissions Counselor, either in person, by email or by telephone, is required. Through the personal interview, applicants will gain a better understanding of the visual arts education at Rocky Mountain College of Art + Design. Applicants should contact the Admissions Office to schedule an interview at 303.753.6046 or admissions@rmcad.edu.

5. Official TOEFL Scores or Acceptable Equivalent

Because English is the language of instruction at RMCAD, all students are required to be proficient in English. Non-U.S. resident students must submit proof of English proficiency by providing official scores from the Test of English as a Foreign Language (TOEFL), the International English Language Testing System (IELTS), or other proof of English proficiency. TOEFL must reflect a minimum score of 213 on the computerized test, a score of 550 on the written test, a score of 75 on the internet-based test, a score of 6 on IELTS or successful completion of an English as a Second Language (ESL) course. Each situation is handled on a case-by-case basis.
International applicants who apply before July 1st, 2015, may submit an official ECE evaluation documenting the organization’s use of original official documents in lieu of providing both the official transcript and official ECE evaluation. International applicants that apply after the July 1st, 2015, application date must provide official transcripts as well as the Official ECE evaluation and acceptable TOEFL scores taken after July 1st, 2013, or must provide proof of English language proficiency by way of successful completion of a college level English Composition course, or ESL equivalent. Please note: Courses taken to demonstrate English proficiency must be approved by the academic department prior to TOEFL waiver and acceptance.

6. Official Financial Documents
International applicants applying for admission to the College must submit an official bank statement verifying sufficient funds to cover the cost of attending RMCAD and living expenses for one year. Contact the Admissions Office for information on the current amount required.

7. Immigration Documents
Immigration documents will be issued once RMCAD has received all required documents and the applicant has been accepted. Once the College has accepted the applicant, he or she will be sent an I-20 form, which is needed to obtain a student visa. The I-20 form can be issued only to regular full-time students admitted into a degree program. International students transferring to RMCAD from another school in the United States should contact the Admissions Office immediately to determine eligibility to transfer.

GRADUATE ADMISSIONS
In order to apply for graduate programs, applicants must hold a baccalaureate degree from a regionally accredited college or university.

U.S. Applicants
1. Application for Admission
Applicants must submit a completed Application for Admission and a $50 application fee. Applications can be completed online at www.rmcad.edu. A paper copy of the application can be printed from our website. Mail the completed application to the Admissions Department at 1600 Pierce Street, Denver, Colorado, 80214. Applicants are encouraged to apply for admission 3 months prior to the term in which they intend to start.

2. Transcripts
In order to apply for graduate programs, applicants must hold a baccalaureate degree from a regionally accredited college or university. Official transcripts should be sent directly to the Registrar at registrar@rmcad.edu. New students must submit official transcripts to be registered for classes. Student who do not provide official transcripts prior to their schedule start date are eligible to change their start date one time in order to allow time for the submission of required official transcripts.

Transcripts (official or unofficial) from other schools submitted by students become a part of their official record. The College does not re-release them. Students who have completed coursework at colleges outside the United States should ask their Admissions Counselor for more information about transfer credit evaluation.

3. Statement of Purpose
A statement of purpose is required. In 500 – 750 words, the applicant should concisely describe his or her academic and career goals and how those goals align with the mission of the program.

4. Professionally formatted resume or curriculum vitae
The GRE and other standardized test scores are not required for admission. However, applicants may submit any material they wish to be reviewed in the admissions process, including test scores, letters of recommendation, or other documents attesting to the applicant’s academic goals.

International Applicants
International applicants are persons who are not residents of the United States. Credentials written in languages other than English must be accompanied by a certified English translation. Translations must be literal, not interpretive.

1. Application for Admission for International Applicants
Applicants must submit a completed Application for Admission and a $50 application fee. International applicants must provide their full legal name, birth date and place of birth. If applying online, this information should be entered under the comments section of the online application, and a signature page requested from the Admissions Counselor. Online applications may be submitted through the RMCAD website at www.rmcad.edu. Applicants are encouraged to apply 3 months prior to the term in which they intend to start.

2. International Transcripts
Official transcripts for all courses completed at colleges outside of the United States must be submitted to an approved evaluation agency before transfer credit will be awarded by RMCAD.

International applicants are required to submit official transcripts for translation and evaluation. The organization RMCAD currently designates for this is Educational Credential Evaluators Inc. (ECE): ECE, P.O. Box 514070, Milwaukee, WI 53203-3470, USA. Telephone: 414.289.3400. Email: eval@ece.org. Website: www.ece.org.

ECE prepares evaluation reports that identify the United States equivalents of education completed in other countries. An online ECE application is available at the website listed above. Applicants should request a course-by-course evaluation for college/university studies. A general evaluation may be used for high school/secondary school transcripts. Applicants must submit official transcripts from each college attended to RMCAD’s Office of the Registrar (ECE will not forward transcripts to RMCAD), and must request that a copy of their evaluation be sent directly to RMCAD, as the default option on the ECE website. Completing the application without requesting the default option sends an evaluation only to the applicant. Applicants are responsible for paying all charges and fees incurred for evaluations. ECE turnaround time is up to five weeks, so early submission is recommended. Upon receipt of the ECE evaluation, RMCAD’s Office of the Registrar will determine which credits will be accepted based on the guidelines outlined by policy. If official transcripts from all schools are not received by the end of the first 8-week term, students may elect to waive their right to transfer in credit from institutions for which we have not received official transcripts, or they will be administratively withdrawn. For more information about transcript evaluation agencies, contact the RMCAD Registrar’s Office at 303.754.6046 or registrar@rmcad.edu.

International applicants who apply before July 1st, 2015, may submit an official ECE evaluation documenting the organization’s use of original official documents in lieu of providing both the official transcript and official ECE evaluation. International applicants that apply after the July 1st, 2015, application date must provide official transcripts as well as the Official ECE evaluation and acceptable TOEFL scores taken after July 1st, 2013, or must provide proof of English language proficiency by way of successful
completion of a college level English Composition course, or ESL equivalent. Please note: Courses taken to demonstrate English proficiency must be approved by the academic department prior to TOEFL waiver and acceptance.

3. Official TOEFL Scores or Acceptable Equivalent
Because English is the language of instruction at RMCAD, all students are required to be proficient in English. Non-US resident students must submit proof of English proficiency by providing official scores from the Test of English as a Foreign Language (TOEFL), the International English Language Testing System (IELTS), or other proof of English proficiency. TOEFL must reflect a minimum score of 213 on the computerized test, a score of 550 on the written test, a score of 75 on the internet-based test, a score of 6 on IELTS or successful completion of an English as a Second Language (ESL) course. Each situation is handled on a case-by-case basis. The language requirement may be met based upon interviews with the faculty and staff, if the student's native language is English, or if the applicant has graduated from a high school in the U.S. or obtained a degree from an accredited U.S. college or university.

International applicants who apply before July 1st, 2015, may submit an official ECE evaluation documenting the organization's use of original official documents in lieu of providing both the official transcript and official ECE evaluation. International applicants that apply after the July 1st, 2015, application date must provide official transcripts as well as the Official ECE evaluation and acceptable TOEFL scores taken after July 1st, 2013, or must provide proof of English language proficiency by way of successful completion of a college level English Composition course, or ESL equivalent. Please note: Courses taken to demonstrate English proficiency must be approved by the academic department prior to TOEFL waiver and acceptance.

4. Official Financial Documents
International applicants applying for admission to the College must submit an official bank statement verifying sufficient funds to cover the cost of attending RMCAD for one year. Contact the Graduate Admissions Office for information on the current amount required.

5. Statement of Purpose
A statement of purpose is required. In 500 – 750 words, the applicant should concisely describe his or her academic and career goals and how those goals align with the mission of the program.

6. Professionally formatted resume or curriculum vitae
The GRE and other standardized test scores are not required for admission. However, applicants may submit any material they wish to be reviewed in the admissions process, including test scores, letters of recommendation, or other documents attesting to the applicant's academic goals.

POLICIES + PROCEDURES

Submitting a Portfolio
The admissions portfolio should include a separate, word-processed Statement of Intent and a minimum of 5 to a maximum of 15 images of the applicant's own work. The projects presented should demonstrate observational drawing skills, knowledge of color, and evidence of critical thinking.

Submitting the portfolio in a digital format through SlideRoom is required. Students must submit the required fields indicated for RMCAD Portfolios within SlideRoom. The materials must be marked clearly with the applicant's name and a completed Application for Admission form must accompany the submission (unless the form was previously completed).

Students are encouraged to submit portfolios consisting of a variety of media, including at least one drawing. Original artwork, slides or photographs should not be submitted.

For portfolio tips and specific guidelines, please see the Admissions page at www.rome.edu.

Portfolio Review for Transfer Credit Guidelines
Transfer Students Only
The admissions portfolio may double as the transfer credit portfolio for students seeking transfer credit in foundations and major specific coursework. Only courses completed at a regionally accredited school with a grade of a B or higher will be considered for transfer credit. In addition to the portfolio students should include the syllabus course description from the transferring institution. Work included within the portfolio should be relevant to the intended declared major and must demonstrate the learning outcomes of the transferring course. All requirements for portfolio review for transfer credit are due two weeks after the date of application.

Transfer Portfolios are forwarded onto the appropriate Program Department Chairs for review. Transfer credits are not guaranteed and are evaluated in conjunction with the transfer credit evaluation. Official transcripts from all attended institutions must be submitted to the Registrar's Office.

For additional information regarding transfer portfolio processes please contact the Registrar's Office.

Admittance/Acceptance
RMCAD has rolling admissions, which allows students to start their studies year round. Applications are reviewed upon receipt. Applicants are notified as soon as the application requirements have been filled, with most decisions made within one week from the date all documents are received.

Students with transfer credits from accredited colleges will receive a credit evaluation prior to scheduling.

Acceptance alone does not secure enrollment in the College. Students will not be scheduled into classes until their financial aid paperwork is complete and/or proof of ability to pay is determined.

All admissions decisions are binding. An appeal will be heard only if a student is able to introduce new information or material that has not already been reviewed in making the original decision.

The College reserves the right to deny admission, continued enrollment, or re-enrollment to any applicant or student whose personal history and background indicate that his or her presence at the College would endanger the health, safety, welfare, or property of the members of the academic community or interfere with the orderly and effective performance of the College's functions. The College reserves the right to deny, revoke, and alter the academic records, degrees, awards, and other credentials, change the standing,
inform professional or disciplinary agencies of such changes, of any person who, while a student or applying for admission to
RMCAD, engages in, submits, or who has engaged in or submitted
false, dishonest or inaccurate credentials, coursework, or other
information, or has violated RMCAD policies, rules or regulations.
RMCAD has rolling admissions, which allows students to start
their studies year round. Applications are reviewed upon receipt.
Applicants are notified as soon as the application requirements have
been completed, with most decisions made within one week from the
date all documents are received.

Statues
Students that applied prior to July 1, 2015 will fall under the
guidelines of the 2014-15 Catalog. For students that applied after
July 1, 2015, the following statues are: Admit, Admit Provisional,
NDS, and Admit High School.

Before a file can be submitted for admit review, it is required to contain:
- Unofficial / official transcripts from all schools previously attended
- Portfolio Review (If applying for scholarships). Once received, a file
  will have one of the following admit decisions:
Admit
- Student has fulfilled minimum GPA expectations (4.0-2.0) for
desired graduate/undergraduate program - all official transcripts
  are received and processed
Admit Provisional
- Student GPA was below 2.0 or is a GED student.
- Students admitted provisionally will be required to participate in
  the Academics for Excellence (ACE) program and will take classes
  part-time for their first semester. Students must complete their first
  semester with a 2.0 cumulative GPA to qualify for full-time status in
  their second term. Upon successful completion of their second
  semester with a 2.0 GPA or higher, the student will be moved
to a full-admit (assuming that all official transcripts are on file)*
  If the student fails to meet the GPA provision in their first 16 week
  semester, they will be administratively withdrawn for failure to meet
  admissions requirements.

NDS
- Undergraduate student who wishes to take a class in a non-degree
  seeking status
- RMCAD Renew student
Admit High School
- High school student that has been admitted to the summer program
  for credit

Cancellation Policy
Applicants must cancel their enrollment in writing and submit it to
Admissions before the start of classes. Refund of tuition and fees
will be made within 30 days from the beginning date of the term or
from the date of receipt of written notice that the student will not
attend, whichever is earlier. Applicants requesting cancellation prior
to the start of classes are entitled to a refund of all monies paid to
RMCAD less the application fee. Ask the Admissions Counselor
for more information. Applicants who have been admitted to the
College but choose not to enroll may defer their acceptance one
time. They must reapply for any future term by submitting a new
Application for Admission (with application fee payment) and other
documentation as outlined in the current admission requirements.
A reevaluation of transfer credits may be required and credits
previously granted may be rescinded.

Returning Students
Students who were previously enrolled at RMCAD, who have not
attended RMCAD for over one year (three consecutive terms) or
longer, must reapply, remit the $50 application fee, and contact an
Admissions Counselor to determine if other documents are needed
to reactivate their file. Only students in good standing with the
College will be considered for readmission. Upon readmittance,
students will be bound by the catalog that is in place the first term
they return. Also upon readmittance, transcripts will be evaluated
for any colleges attended during the student’s absence from
RMCAD. Any other credits previously granted at RMCAD will be
applied as is appropriate under the new catalog. Students should
be aware that previously earned credit may not always apply to
their new degree requirements. Returning students will not be
scheduled into classes until financial aid paperwork is complete
and/or proof of ability to pay is provided.

Non-Degree Seeking Students
All non-degree seeking (NDS) students are expected to have
experience commensurate with course demands and requirements.
NDS students must submit official high school transcripts for
freshman level courses, or official college transcripts to demonstrate
skills for upper level coursework. Department Chair approval is
required in cases where non-degree seeking students have not
satisfied prerequisite requirements. Students seeking a degree have
scheduling priority over non-degree seeking students.

BFA Degrees
Students with a high school diploma may wish to take courses
for credit, but not pursue a BFA degree. Non-degree seeking
students may take up to 12 credits, pay tuition and fees, complete
all requirements of the coursework, and earn a grade. Non-degree
seeking students do not qualify for financial aid, and they are not
eligible for internships. Once the student completes 12 credit hours
as non-degree seeking, the student must declare a major and
become degree seeking.

MA Degrees
Students with a baccalaureate degree may wish to take MA-level
courses for credit but not pursue a degree. Non-degree seeking
students may take up to 6 credit hours, pay tuition and fees, complete
all requirements of the coursework, and earn a grade. Non-degree
seeking students do not qualify for financial aid. Once
the student completes 6 credit hours as non-degree seeking, the
student must declare a major and become degree seeking.

Auditing a Class - BFA and MA Degrees
Auditing a class allows a student to take a class for academic
enrichment without the benefit of a grade or credit for the course.
Auditing students take 3 credit hours per 8-week term, pay tuition
and fees, and complete all requirements of the coursework. Auditing
students do not qualify for financial aid, and are not eligible for
internships. Auditing courses may be approved on a space-available
basis, and must be approved by the Department Chair and Dean.

Orientation
All RMCAD students are required to complete orientation prior to the
first day of class. Hybrid students are required to complete both an
on-ground orientation and an online orientation.
Online students are only required to complete an online orientation
that explains the best practices for participating in online
learning, overall operation of the learning platform, procedures for
troubleshooting problems and contacting the technical support
team, and general college academic policy as it applies to the online
format. Failure to complete the Online Orientation by the time classes
begin may result in being withdrawn from the class.
RMCAD Renew Program

Graduates of RMCAD’s BFA degree programs may audit (attend without grade or credit) most current course offerings within their original degree program with no cost for tuition.

Policies
- Alumni may take courses that start with their major’s course prefix. For example, Animation Alumni may take any course labeled with “AN”.
- Alumni may take a Renew course in their home program’s area of specialization, including courses outside their original area of specialization. For example, a Fine Arts student who specialized in Sculpture may take a course in Fine Arts Photography.
- Alumni are responsible for any tool kit, supplies, books, or software charges.
- Internships are not available for RMCAD Renew participants.
- Auditing courses is subject to enrollment and space availability.
- Alumni must be in good standing with the College, as detailed in the Admittance / Acceptance Policy in this Catalog.
- Alumni may take courses on-ground or online, provided those courses are within their original degree program.
- Alumni may not audit courses through Renew to complete work for professional purposes. Renew is for educational advancement only.
- Alumni may audit 1 course per 8-week term through Renew, not to exceed 3 courses in any calendar year.
- Alumni must meet same course requirements as an enrolled student, and adequate performance in Renew courses is required. Faculty reserve the right to request dismissal through the Department Chair or Dean if the enrolled Alumnus is not meeting course criteria including attendance and participation.
- Alumni must purchase a RMCAD Alumni ID badge for the current cost.

Procedure
1. Contact The Office of Career + Alumni Services to request course enrollment up to two weeks before session start date.
2. Complete Renew Registration form and submit to The Office of Career + Alumni Services.
3. The Office of Career + Alumni Services will confirm availability in the requested course with The Registrar’s Office.
4. Alumnus will then be notified if Renew course was approved or declined.

Military and Veterans

A variety of military benefits are available based on the student’s status. RMCAD will defer payment until 30 days after the end of the term for the benefits to process. Charges not covered by military benefits are the responsibility of the student. All military benefits requests must be submitted and approved prior to the start of the term.

Educational Benefits
Active military students, including spouses and dependents, and veterans may be eligible for other education benefits in accordance with Public Laws. Veterans, military personnel, and their families must follow the admission requirements and procedures in addition to applying for these benefits. Students seeking additional information should email militaryFS@rmcad.edu. You may also find more information on our website at: http://www.rmcad.edu/admissions/military.

Certification and Billing of Military Benefits

VA Benefits will be certified 10 days prior to the start of each term for students that are registered at that time. Any student that registers after that date will have benefits certified the Wednesday in week 3 of each term. Receiving a grade of F or W may impact military benefits eligibility and could result in a debt to the VA for which the student is fully responsible. Training allowances from the Veterans Administration will not be granted for repeating previously completed courses. VA guidelines state that students must be enrolled in 6 or more credit hours per 8-week term to be considered full time, 4-5 credit hours per 8-week term to be considered three-quarters time, 3 credit hours per 8-week term to be considered half time and 1-2 credit hours per 8-week term to be considered less than half time.

No benefits are granted to veterans enrolled in less than four credit hours per term.

Military students, their spouse, or dependents who are considering withdrawing from current coursework due to deployment, should first discuss all options with their faculty and enrollment manager. If it is determined that withdrawal is the best option, students should file a tuition appeal before requesting a refund. Each tuition appeal will be reviewed and a decision made to ensure that students will not be unjustly penalized financially. Please contact bursarsoffice@rmcad.edu with any questions.

Military Credit

Experience in the armed services may be evaluated for college credit based upon a review of transcripts according to the American Council on Education (ACE) guidelines and recommendations. Credit is considered for those courses that are Associate or Bachelor level, and that are deemed equivalent to courses in the corresponding RMCAD program of study for which the student has applied.

RMCAD limits academic residency to no more than twenty-five percent of the degree requirements for all undergraduate degrees for active-duty service members. Academic residency can be completed at any time while active-duty service members are enrolled. Reservists and National Guardsmen on active-duty are covered in the same manner.

RMCAD accepts transcripts from the following:

Community College of the Air Force (CCAF)

Joint Service Transcripts (JST)
Formerly Army/American Council on Education Registry Transcript System (AARTS), Sailor Marine American Council On Education Registry Transcript (SMART) and Coast Guard

Active Duty Military Students may transfer up to a maximum of 75% of the credits required for their degree program, which includes credit earned at an institution or through challenge examinations and standardized tests such as CLEP for specific academic disciplines. The College does not provide credit for experiential learning.
Military Scholarships and Grants

Military Appreciation Grant
This grant issued to full time students with a military affiliation.

Eligibility Requirements
Veterans, veteran’s spouses, veteran’s dependents under the age of 24 (DD-214 Member IV required) are eligible.
Active duty spouses and dependents under the age of 24 (current orders or LES required) are eligible.

Award Information
The MAG awards 5% of tuition up to a maximum of ten consecutive semesters (Fall, Spring, Summer).
Renewal of the award requires a minimum 2.0 cumulative RMCAD GPA and completion of 12 credits per term / 36 credits per year.
The MAG may be combined with other scholarships, and does not include fees or technology package.

Active Duty Grant
This grant issued to service members currently serving on active duty in the United States Armed Forces, and it covers the gap of tuition costs over Tuition Assistance. The Technology Package must be covered with Title IV or out-of-pocket.

Eligibility Requirements
Current Orders, LES or TA Authorization form required to qualify.

Award Information
Renewal of the award requires a minimum 2.0 cumulative RMCAD GPA and completion of 12 credits per term / 36 credits per year.
The Active Duty Grant may be combined with other scholarships, and does not include fees or Technology Package.

Military Satisfactory Academic Progress
All full-time and part-time students are expected to meet minimum standards of progress determined on the basis of cumulative grade point average (CUM GPA). Undergraduate students must achieve a minimum cumulative grade point average of 2.0 by the end of the first semester and for the duration of their degree program. All Art Education majors must achieve a minimum cumulative grade point average of 2.5 by the end of their first semester and for the duration of the Art Education degree program.

All full-time and part-time graduate students are expected to meet minimum standards of progress determined on the basis of cumulative grade point average (CUM GPA). Students must achieve a minimum cumulative grade point average of 2.5 at the end of their first semester and a 3.0 for the duration of their degree.

Academic Probation
Student progress is monitored at the end of each sixteen weeks. Undergraduate students who do not attain the cumulative grade point average of 2.0 (2.5 for Art Education majors) at the end of the semester are placed on academic probation for the following semester. Graduate students who do not attain the cumulative grade point average of 2.5 for their first semester, and 3.0 for the duration of their degree are placed on academic probation for the following semester. Students are notified of academic probation in writing and notification is also sent to the VA.

Registration
Students who are on academic probation may not apply for an “Incomplete” grade in any course during the probationary period. Art Education departmental probation is handled in the same manner as students placed on institution academic probation. Students will be given one semester to raise their cumulative GPA to a 2.5. Should the student fail to achieve a 2.5 cumulative GPA, they will not be required to leave the college but may choose to declare another major instead.

Academic Suspension
For undergraduate students, the minimum required grade point average of 2.0 must be achieved by the end of the semester in which the student is placed on probation or the student will be suspended from the College for a 16-week semester. For graduate students, the minimum required grade point average of 3.0 must be achieved by the end of the semester in which the student is placed on probation or the student will be suspended from the College for a 16-week semester. VA benefits will not be available to students while on suspension.

Academic Suspension Appeals
Students may appeal academic suspensions. Students must submit the appeal to the Registrar including all relevant documentation/evidence as applicable or requested by the Registrar within one week of notification of the suspension. Students who appeal by this deadline will be permitted to attend class while the appeal is under review. In cases where the appeal is denied, the student will be administratively dropped from all classes. No charges will be assessed and no grades assigned; VA benefits will not be charged. Upon denial of appeal, the terms of suspension stated in the original notice will apply.

Readmittance Following Suspension
Upon readmittance to RMCAD after academic suspension, the student will remain on academic probation for a semester.

Students who do not meet the standards designated during this second probationary term will be suspended for another semester, and must submit a petition to continue enrollment to the Registrar. The petition must be received 30 days before the start of the semester in which the student wants to enroll. Petitions will be decided on a case-by-case basis by, and at the discretion of, the Registrar and Dean.
FINANCIAL SERVICES

Student Financial Services Rights and Responsibilities
As a RMCAD student, you have the right to:
- Know all the types of financial assistance available to our students, including federal, state, and institutional sources.
- Reduce or decline any financial aid awarded.
- Appeal financial aid eligibility including a financial aid award.

As a RMCAD student, you have the responsibility to:
- Accurately and honestly complete the Free Application for Federal Student Aid (FAFSA).
- Use financial aid solely for expenses related to attendance at RMCAD.
- Be admitted in a degree-seeking or certificate program in order to receive financial aid.
- Maintain at least half-time enrollment per semester (16 weeks) to receive financial aid.
- Keep your address updated with the college.
- Notify your advisor if you are concurrently attending two or more schools (financial aid cannot be received from multiple schools simultaneously).
- Read and understand the Satisfactory Academic Progress Policy, the Withdrawal Policy, and other general policies related to financial aid.
- Officially withdraw from RMCAD if unable to attend classes.
- Report all scholarships that you receive to the Financial Aid Department (All scholarships are counted as financial aid and may impact other aid awarded).
- Review published disbursement schedules.
- Pay any balance to RMCAD not covered by financial aid.
- Monitor your RMCAD email account for Financial Aid Department information.
- View your balance due, financial aid award, and other individual student information via the Student Portal (The Dome).
- Complete an exit interview during your final term prior to graduation or withdrawal from the College.

Tuition and Fees
Application Fee
RMCAD has a $50 fee due at the time of application unless waived for promotional reasons. This application fee is nonrefundable.

Tuition Rates
Tuition is established by the RMCAD Board of Directors prior to the start of each academic year. Standard tuition rates for the 2015-2016 academic year are $594 per credit for hybrid undergraduate students, $464 per credit for online undergraduate students, and $849 per credit for graduate students (effective August 31, 2015). These rates include Audit/Non-Credit enrollment. Please refer to RMCAD.edu for more information about tuition charges.

Student Fees
Student fees cover services, campus resources, security, maintenance, assessment, and other software provided to students throughout courses at RMCAD. Students will incur the following fees applicable to each sixteen (16) week semester enrolled:

<table>
<thead>
<tr>
<th>Fee</th>
<th>Modality</th>
<th>Cost/semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Activities Fee</td>
<td>Campus/Hybrid</td>
<td>$150.00</td>
</tr>
<tr>
<td>Facility Fee</td>
<td>Campus/Hybrid</td>
<td>$100.00</td>
</tr>
<tr>
<td>Technology Fee</td>
<td>Campus/Hybrid + Online</td>
<td>$250.00</td>
</tr>
</tbody>
</table>

Student Payments
All RMCAD tuition and fee charges may be paid online through the Student Portal (The Dome) using the following methods:
- MasterCard
- Visa
- Discover
- American Express
- Electronic payment from checking/savings account (RMCAD accepts debit cards but is not authorized for automatic deductions).

Students may also pay by check, money order, or cash. Check or money order payments by mail must be received by the due date. Make checks and money orders payable to Rocky Mountain College of Art + Design and mail to:

Rocky Mountain College of Art + Design
Attention: Student Accounts/Bursar
1600 Pierce Street
Lakewood, CO 80214

Billing Notification
Students will receive paper bills by mail at the address provided by the student. Students may also check their account through the student portal. Tuition and fees will be applied the week following the add/drop deadline. Payment is due within 14 days of the add/drop deadline for each semester, unless another payment option has been approved. If payment or payment arrangements have not been made within 14 days of the add/drop deadline, students may be administratively dropped from their course(s).

Cash Payment
Unless approved for another financing option prior to the start of the term, students are required to pay 100% of their tuition by the twenty-first day of the semester using one of the accepted payment methods.

Payment Plans
Automated monthly payment plans are available. There is an enrollment fee of $25 each semester. Plans are set up on 4-month schedules from the start of each semester to cover the tuition and fees in full or the gap amount not covered by other financial aid awards or scholarships.

Financial Aid
The Federal Financial Aid programs offered at RMCAD include the Federal Pell Grant, Federal Supplemental Opportunity Grant, Federal Work Study (FSEOG), Federal Direct Stafford Loans, and Federal Direct PLUS Loans. Not all students will qualify for all types of Financial Aid available, and student eligibility is determined based on the Free Application for Federal Student Aid (FAFSA). Please see the “Federal Financial Aid” section for more information.
Good Financial Standing
A student is considered to be in good financial standing with the college if:
- Current term payment has been made or arrangements to pay are on file
- There is no prior term balance
- There is no current financial related hold on their student record
- No outstanding account balance has been referred to a third-party collector

Outstanding Account Balances
Students with unpaid tuition 21 days after the start of class may have a registration and/or transcript hold placed on their account unless a deferred payment option or payment plan has been approved. Students with an approved deferred payment option have until the end of the semester; at which time, a registration and/or transcript hold will be placed on their account. Financial Aid students with an approved Financial Aid Deferment Agreement on file, will have their tuition payment deferred until 21 days into the final semester of their academic year.

Students will be offered the option of setting up a payment plan for past due balances for a $25 enrollment fee. Students will not be allowed to register and/or may be removed from future registrations if the outstanding balance is over $4,000.

Any account not paid within 120 days after the end of a semester, or the end of the academic year for financial aid students, will be referred to a collections agency.

Delinquent Student Accounts
Students are subject to any or all of the following actions if they have a delinquent debt to RMCAD:
- Administratively withdrawn
- Transcripts withheld
- Degree withheld
- Unregistered from current or future course(s)
- No future course registrations allowed
- Turned over to a collection agency

Reasonable collection/legal costs will be added to the amount due. A $50 late fee will be charged for payments 30 days past their due date, and a $35.00 fee will be assessed for insufficient funds when payments are electronically processed. A $35.00 fee will be assessed for returned checks. Students who have been referred to an outside collection agency will be required to pay all charges by the first day of the semester in which they wish to return, or will not be re-admitted.

Tuition Refund Policy
A course may be dropped no on or before the seventh day (census date) of the term without penalty. If the student drops a course on or before the drop date for a term, the amount of tuition for the dropped course will be refunded to the student’s account. Tuition will not be refunded if the student withdraws from the course after the drop date for the term. The student will be responsible for unpaid tuition charges and the paid admission application fee will not be refunded. If a student drops a course(s) prior to the drop date for the term, and has already paid tuition charges for the course, a refund will be processes by check within 14 business days of the census date.

The refund policy may be impacted by state law where a student resides, and RMCAD will adhere to any state specific laws in the case of refunding tuition.

Registration Cancellation
New students starting courses in their first term must contact their Enrollment Guide in order to cancel their course registration; continuing students may cancel registration by contacting their student advisor and completing the appropriate form. Registration in courses must be cancelled by the drop date for the term or tuition will be assessed for each course in which the student is registered. Registration cancellation dates can be found in the Academic Calendar.

Students who received financial aid are subject to specific federal, state, and RMCAD withdrawal policies regarding tuition, financial aid, and repayments.

A withdrawal may require an immediate repayment of financial aid funds by the student according to Return of Title IV funds guidelines or other policies in place. Repayments are calculated according to standard financial aid regulations. The date of a student’s withdrawal, financial aid disbursements, RMCAD charges, and payments by the student or a third party are used to calculate the repayment amount. Students are advised that they may have to repay funds that are in excess of an amount determined to be reasonable for their length of enrollment.

All calculated refunds and repayments will be allocated to financial aid programs first, followed by the remaining amount repaid to the student.

In the case of a student death, a refund of tuition and fees may be made to authorized beneficiaries only within six months.

Application fees are not refundable.

Tuition Appeals
The Grievance and Appeals Committee will consider requests for adjustment to tuition and fee charges when a student can document extenuating circumstances. Situations that are NOT considered extenuating include, but are not limited to: predictable events such as a wedding, vacation, shifts in work assignment, previously scheduled surgery, or other events of which the student is aware and can make appropriate decisions and schedule adjustments prior to the term drop deadline. Appeals must be made no later than thirty (30) days past the end of the eight-week session in question. Students may obtain an appeal form by contacting their advisor and must submit the completed form through the document center of the Student Portal (The Dome). No adjustment or refunds of tuition and fees will be made to a student who is suspended, dismissed, or expelled for a breach of discipline. Approved tuition appeals post a tuition waiver to the student’s account; no refunds will be issued to the student directly unless withdrawn from the university. Tuition waivers must be added to a student’s financial aid package, which could impact current or future award amounts. The amount of the tuition waiver will prorated based on the student’s participation during the term.

FEDERAL FINANCIAL AID
Financial aid is a resource for students seeking monetary assistance to help defray the costs of higher education. Eligible students may receive assistance from private entities or from the federal government in the form of grants, loans, and/or scholarship funds. RMCAD is currently eligible to administer the following Federal student aid programs:
- Federal Pell Grant
- Federal Supplemental Opportunity Grant
- Federal Work Study
- Federal Direct Loans (Subsidized and Unsubsidized)
- Federal Direct Parent PLUS Loans
- Federal Direct Grad PLUS Loans

Students may obtain more information from their advisor or online at http://www.RMCAD.edu.
For financial aid purposes, an Academic Year is defined as 32 weeks and 24 credit hours for undergraduate students or 18 credit hours for graduate students. Each academic year is comprised of two (2) semesters. A student’s academic year begins with the term in which the student takes his or her first course, and runs for 32 consecutive weeks. Please see the Academic Calendar section for more information.

Enrollment Status for Financial Aid Purposes
Students who begin attendance in a term as less than half-time will not qualify for a financial aid disbursement. In order to qualify for a financial aid disbursement during that term, they must achieve an enrollment status of halftime attendance or higher.

Undergraduate Students:
- Full Time: 12 credit hours per semester
- Three-Quarter Time: 9-11 credit hours per semester
- Half Time: 6-8 credit hours per Semester
- Less than Half Time: less than 5 credit hours per semester

Graduate Students:
- Full-Time: 6 credit hours per semester
- Three-Quarter Time: 4-5 credit hours per semester
- Half Time: 3 credit hours per semester
- Less than Half Time: less than 3 credit hours per semester

Cost of Attendance
The cost of attendance includes tuition, books, estimated indirect costs (also referred to as living expense allowance) which includes housing, food, and personal expenses, as well as estimated loan fees. Indirect costs (living expense allowance) are based upon the suggested monthly amounts based on the guidance from the Colorado Commission on Higher Education (CCHE). RMCAO chose to reduce the amount of housing to 75% of the cost suggested by the CCHE since it is a blended campus and online educational environment that requires a subset of the student base to make changes to their current living arrangements in order to attend courses.

Students who are enrolled less than half-time have a separate cost of attendance, which do not include a room and board allowance. Further, students who are living on a military base or who receive Basic Allowance for Housing (BAH) will not have a housing allowance included in their budget. This applies to students where a member of the household (student, spouse, or parent) is receiving BAH during the academic year. Incarcerated students will only have tuition, technological equipment, and fees included in their budgets.

Original budgets and packaging is based on the assumption that students attend all terms or all twelve (12) months of the academic year.

Federal Financial Aid Application Steps
1. To be considered for financial aid, students must be accepted for admission in a degree or certificate program.
2. Complete the Free Application for Federal Student Aid (FAFSA) every year. Students may apply online at http://www.fafsa.ed.gov When prompted, the RMCAO school code for the FAFSA is 013991.
3. Students need to calculate all tuition and fees that include books, lodging, supplies, etc., for the FAFSA. A Financial Aid counselor can help with this process.
4. All Title IV funds need to be factored into the FAFSA. A Financial Aid counselor can help with this process.
5. Once the FAFSA has been processed, students will receive a Federal Student Aid Report from the U.S. Department of Education, which will be submitted electronically to all the schools listed on the FAFSA.
6. Students whose data has been selected for verification will be required to submit documentation (within the timeline given) based on the items selected by the Department of Education. All required documentation will be available in the document center of the Student Portal. Students that submit documentation after this deadline may not be eligible for disbursement until the following term or, at minimum, disbursements may be delayed for the current semester.
7. Once all required information is received, eligible students receive a financial aid award offer. Reasons students may not receive financial aid include:
   - Not enrolled in a degree-seeking or certificate program;
   - On SAP probation;
   - In default on a federal student loan;
   - Owe money on a federal student grant and have not made satisfactory arrangements to repay it;
   - Ineligible non-citizen or not a permanent resident of the United States;
   - Convicted of a drug charge that affects eligibility (contact an advisor)
8. Students who wish to borrow federal student loans must complete Entrance counseling and the Direct Loan Master Promissory Note through https://studentloans.gov before loans will be approved.
9. Students in a SAP Warning or SAP Probation status are required to complete Financial Awareness Counseling through https://studentloans.gov
10. If there is a balance created by tuition/fees minus Title IV funds RMCAO refunds the balance within 14 days after disbursement.
11. If the student pulls down a Plus loan or other Title IV funds anytime in the semester and it bumps the Title IV fund amount over the total billed, RMCAO must disburse stipends within 14 days of disbursement.
12. ALL non-Title IV/FSA funds will be disbursed to the student after the end of the second week of their second term. These funds include balances created by private loans, scholarships, and grants anytime in the semester throughout this time period.

Financial Aid Withdraw and Refund Policy
Students who unregister for classes during the drop period within each term will receive a 100% tuition refund for that term, and will not qualify for a financial aid disbursement. Students who withdraw after the drop period for each term will incur tuition charges, regardless of eligibility for financial aid funds.

Students who are Title IV funds recipients are considered to be withdrawn for financial aid purposes and are subject to the Federal Return of Title IV funds calculation if one of the following conditions applies:
1. The student withdraws from all courses during a term and does not submit in writing his or her intent to attend a future term.
2. The student receives only grades of W or F for all courses during their academic year.
3. The student officially withdraws from the college.

The Return of Title IV funds calculation determines the amount of aid the student earned based on the percentage of time the student participated in coursework during the term. If it is determined that the student has not earned the full amount of the financial aid that was disbursed, RMCAO will return the unearned portion of funds to the U.S. Department of Education. This may create a balance of unpaid charges with the college for which the student is responsible. Please see the “Outstanding Account Balances” section for more information.
Treatment of Title IV Aid When a Student Withdraws

The law specifies how RMCAD must determine the amount of Title IV program assistance students earn if they withdraw from school. The Title IV programs offered by RMCAD that are covered by this law are: Federal Pell Grants, Federal Supplemental Opportunity Grant, Military Appreciation Grant, Stafford Loans, and PLUS Loans.

The Return to Title IV calculation is based on the date the school determined the student to have withdrawn.

Official Withdrawals

Students who withdraw for the term are considered “official” withdrawals for financial aid purposes, and the withdrawal date for the calculation will be the date that the school was notified of the student’s intent to withdraw or the date the student withdrew themselves from all courses within the term. The calculation for official withdrawals is based on the percentage of time attended in the payment period prior to the date of withdrawal. For students who officially withdraw, and receive grades of W for all courses within a term, the amount of assistance earned is determined on a pro rata basis using the date of withdrawal. For example, if a student completed 30% of the payment period, they earn 30% of the assistance originally scheduled to receive. Once more than 60% of the term is completed, the student earns all the assistance scheduled to receive for that period.

Some Title IV funds scheduled for disbursement may not be disbursed once the student withdraws because of other eligibility requirements. For example, if a student is a first time, first-year undergraduate student and has not completed the first 30 days of their program before withdrawal, the student will not receive any Direct Loan funds that would have normally been received if enrolled past the 30th day.

If a student (or school or a parent on the student’s behalf) receives excess Title IV program funds that must be returned, the school must return a portion of the excess equal to the lesser of:

- the institutional charges multiplied by the unearned percentage of your funds
- the entire amount of excess funds

The school must return this amount even if it didn’t keep this amount of Title IV program funds. Funds that are returned to the federal government are used to reimburse the individual federal programs from which a student has received the aid. Financial aid returned (by RMCAD and/or the student or parent) must be allocated, in the following order, up to the net amount disbursed from each source:

- Federal Unsubsidized Direct Loan
- Federal Subsidized Direct Loan
- Federal Direct PLUS (Parent) Loan or Grad PLUS Loan
- Federal Pell Grant
- Other Federal Loan or Grant Assistance

If RMCAD is not required to return all of the excess funds, the student must return the remaining portion. Returned loan funds from the student (or parent for a PLUS Loan) must be repaid in accordance with the terms of the promissory note with scheduled payments to the holder of the loan over a period of time.

The requirements for Title IV program funds when a student withdraws are separate from any refund policy of the school. Therefore, the student may still owe funds to RMCAD to cover unpaid institutional charges for any Title IV program funds that the school was required to return.

Students who have questions about Title IV program funds should call the Federal Student Aid Information Center at 1-800- 4-FEDAI D (1-800-433-3243). Text Telephone (TTY) users may call 1-800-730-8913. Information is also available on Student Aid at www.studentaid.ed.gov

Federal Financial Aid Disbursements

Financial aid awards are scheduled each term to coincide with financial charges. Disbursement amounts and dates are subject to change based on changes to a student’s enrollment status, credit load, and/or cost of attendance. Disbursements will not occur until after the census date each term. A student will not receive a disbursement during any term unless they are attending that term.

Students admitted under conditional or provisional admission status without all official transcripts cannot receive financial aid disbursements until all official transcripts have been processed. Conditional Admit students must be fully admitted into the program before they will become eligible for a financial aid disbursement. Students will be responsible for all tuition charges for any term(s) in which they are not eligible to receive financial aid. In order for a student to be eligible for a term disbursement of Federal Direct and Federal Direct PLUS loans, the student must have a valid ISIR on file; have completed a Master Promissory Note and Entrance Counseling; be attending at least half-time for the term (determined for each term based on all courses completed within that period as long as the student received a grade other than W or F); and be attending at least one course during the term of disbursement. If a student decides to take a term off, the aid scheduled will be cancelled.

In order for a student to qualify for a Federal Pell Grant disbursement, the student must have a valid ISIR on file, have submitted all required verification or clearance documents, and meet the enrollment status based on courses attended each term.

Credit Balance

In the event that financial aid exceeds all the expenses for a term, a credit balance is created for the amount due back to the student. If there is a balance created by tuition/fees minus Title IV funds RMCAD refunds the balance within 14 days after reimbursement. ALL non-Title IV/FSA funds will be disbursed to the student after the end of the second week of their second term. These funds include balances created by private loans, scholarships, and grants anytime in the semester throughout this time period.

Authorization for Use of Title IV Funds

Recipient’s of Title IV Federal Student Aid have options regarding how their funds are applied to their Student Account by RMCAD, including but not limited to authorizing funds to be utilized for fees. Students must complete the Financial Aid Credit Balance Authorization form to authorize the college to apply these additional Title IV funds to their account. Students may request to rescind or grant these authorizations at any time by submitting a new authorization form or other written notification. For compliance purposes, RMCAD must assume any blank response or failure to submit the form implies that authorization has not been granted. Authorizations or changes become effective on the date the written notification is received and cannot be applied retroactively.

Satisfactory Academic Progress Impact on Financial Aid

Federal and state regulations require that all students receiving Title IV federal financial aid at the college meet standards for satisfactory academic progress to maintain eligibility for their financial aid. Satisfactory Academic Progress (SAP) applies to all students and denotes successful completion of coursework towards a degree in each term. Students who fail to achieve minimum standards for grade point average and/or course completion rate (CR) in a Maximum Time Frame (MTF) will face loss of eligibility Title IV federal financial aid. The following table outlines Title IV fund eligibility based on a student’s academic status:
SAP Status | Eligibility for Title IV Funds
---|---
Good Academic Standing | Yes
Academic Issues Hold | Yes
SAP Warning | Yes
SAP Probation | Yes
SAP Met | Yes
SAP FA Termination | No
SAP Academic Suspension | No

SAP Requirements
Students must meet the following minimum quantitative and qualitative standards of SAP in order to be eligible for Financial Aid.

Qualitative: Cumulative Grade Point Average (GPA)
- Undergraduate students must maintain a cumulative GPA of 2.00.
- Graduate students must maintain a cumulative GPA of 3.00.

Quantitative: Completion Rate (CR) and Maximum Timeframe (MTF)
- Completion Rate (CR): A student enrolled at the college must satisfactorily complete a minimum of 67% of the credit hours attempted. Satisfactory completion is defined as receiving a passing grade of “D” or better for courses attempted. Any transfer credits accepted by the college will count as attempted and earned courses in this calculation. Courses dropped within the add/drop period will not count against the completion rate percentage.
- Maximum Timeframe (MTF): Students at the college may earn a maximum number of credit hours while pursuing a degree. Students will be allowed to earn a maximum of 150% of the number of hours required by the degree-granting program. Maximum credit hour limits for each time of degree-granting program are as follows:
  1st Bachelor's Degree: 180 semester hours
  2nd Bachelor's Degree: 45 semester hours
  Graduate Programs: 54 semester hours

Guidelines
- All RMCAD credit hours attempted and earned are counted in the evaluation of SAP.
- All transferable credits are counted as credit earned and will count towards MTF and CR but not in the cumulative GPA calculation.
- Incomplete grades in courses will count as credits attempted but not earned until the final grade has been posted, at which point SAP will be re-calculated for MTF, CR, and cumulative GPA with the final grade.
- Course withdrawals (grades of W) count as credits attempted but not earned, and counts towards MTF and CR but not toward cumulative GPA.
- For students who change degree programs, all credits attempted and earned, regardless of program, count in MTF, CR, and cumulative GPA. Students on SAP Probation are ineligible to transfer to another program until SAP has been met or an appeal has been approved.

Failure to Meet SAP Requirements for Financial Aid
Satisfactory Academic Progress requirements are reviewed on a semester basis, regardless of the number of credit hours attempted during the term.

Students who do not meet the SAP minimum requirements will be placed on a financial aid warning status for the following term in which they attempt credits. If at the end of the warning semester the student still has not met the minimum SAP requirements, the student is no longer eligible for financial aid and their SAP status will be updated to SAP FA Termination. A student may appeal a SAP FA Termination status in order to regain eligibility for one additional term (or the length of the academic plan).

Appeal Process
In order to appeal, the student must (1) submit an appeal form of the termination, stating the reasons for the appeal, and (2) be able to reasonably meet SAP within the following term, and (3) complete Financial Aid Awareness Counseling at www.studentloans.gov. If the student cannot meet SAP in one semester, he or she may be eligible to have two semesters with an appeal and a specific, approved academic plan on file.

Students who are approved for Financial Aid SAP Appeal will be moved to a SAP FA Probation status and will be eligible for receive financial aid during the following term and/or the length of their academic plan as long as they meet all of the terms and conditions.

If a student is unable to successfully appeal, or fails to meet the obligations of an approved appeal, the student will not qualify for financial aid until they have met all of the SAP standards.

Students who have been suspended and are eligible to re-enter under a SAP Probation II status will not qualify for financial aid until they have met all of the required SAP standards.

Professional Judgment Policy
Section 479A of the Higher Education Amendment authorizes Financial Service Administrators to exercise Professional Judgments (PJ) on a case-by-case basis. The Office of Financial Services is not required to do a professional judgment and will only be done when deemed appropriate.

The following are conditions/reasons for which a student may request an adjustment to their EFC. The documents required that are listed below may not be the only documents needed once the PJ has been reviewed.

1. Death of a parent or the independent student's spouse.
   Required Documents:
   - A copy of the death certificate
   - W2’s and current federal tax returns for independent student or for surviving parent of dependent student

2. Loss of employment by independent student/spouse/parent (for at least 3 months).
   Required Documents:
   - Letter from previous employer on company letterhead stating:
   - Last day of employment and reason for unemployment
   - Earnings up to the last day of employment
   - Copy of current 1040
   - Statement from Unemployment Office stating benefits and beginning and ending dates
   - If you have found new employment, please provide last 2-3 pay stubs
   - Retirement pay statement if applicable

3. Loss of earnings due to disability.
   Required Documents:
   - A letter from physician stating the nature and date of the disability.
   - Earnings up to the last day of employment

4. Loss of untaxed income and benefits.
   Required Documents:
   - Documentation certifying loss of benefits or untaxed income

5. Divorce or legal separation of parent or student
   Required Documents:
   - A copy of the Divorce Decree and/or a letter from the attorney stating date of separation
   - W2’s and current federal tax returns for Independent student or supporting parent
Academic records and other student information is retained in
- All other records, including any other reports or forms: Three (3) years
Records related to borrower's eligibility and participation: Three (3) years
Fiscal Operations Report (FISAP) and supporting records: Three (3) years
Pell and TEACH Grants, Campus-based Programs: Three (3) years

for at least the minimum duration listed:

RMCAD retains the following types of student financial aid records

Required Documents:
- Documentation of one-time income including type and dollar amount.
- Statement and receipts showing how funds were spent, invested, or rolled over.
* Please be aware that some expenses will not be approved.

7. Non-elective medical or dental expense not covered by insurance.
Required documents:
- Current federal tax return, Schedule A-Itemized Deductions
AND/OR
- Receipts of medical and dental payments NOT covered by insurance if you did not itemize on your Federal tax return. (Highlight your portion of payment & provide itemized totals on unreimbursed amount.)

Procedure to follow
- Turn documentation in to the Office of Student Financial Assistance. A financial aid coordinator will review all documentation on a case-by-case basis.
- If it is determined that you may benefit from an adjustment, corrections to your FAFSA will be made electronically by the Office of Student Financial Assistance and sent to the Federal Processor. Once the correction is made by the U. S. Department of Education, the Office of Student Financial Assistance will notify you by mail of the change in your expected family contribution and new award amount(s). You will also be notified by mail if there is no change to your EFC or financial aid awards.

Processing time can be up to two weeks, or longer during peak times in the year. Professional Judgments are processed in date order.

Deferment Requests/National Student Loan Data System Reporting
Students who have loans from prior schools may choose to complete the In-School Deferment Form (obtained from their lender) and submit it to their advisor. An in-school deferment request will not be certified until the student is enrolled at least half-time for the term.

Enrollment statuses are reported to the National Student Loan Data System (NSLDS) every 30 days. Students who are not attending courses during a term are reported as less than half-time for that term. Enrollment status reporting through NSLDS can affect eligibility for in-school deferments and grace periods on Federal Direct loans.

Retention of Financial Aid Records
RMCAD retains student records in compliance with state and federal authorities. All records are securely maintained in an electronic format through the university's Student Information System (CampusVue).

RMCAD retains the following types of student financial aid records for at least the minimum duration listed:
- Pell and TEACH Grants, Campus-based Programs: Three (3) years from the end of the award year for which the aid was awarded
- Fiscal Operations Report (FISAP) and supporting records: Three (3) years from the end of the award year in which the report was submitted
- Records related to borrower's eligibility and participation: Three (3) years from the end of the award year in which the student last attended
- All other records, including any other reports or forms: Three (3) years from the end of the award year in which the report was submitted

Academic records and other student information is retained in compliance of the associated university policies for these record types. Please see the “Retention of Academic Records” section for more information.

PRIVATE AND ALTERNATIVE LOAN PROGRAMS
Students may apply for private or alternative loan programs through their preferred lenders. Private loans will not be certified for more than the student's cost of attendance minus other financial resources that the student is receiving. Further, students are subject to the criteria as determined by the individual lender.

It is recommended for students to apply for federal aid before applying for private or alternative loans to ensure that he/she can be informed on all available educational financing options. Other restrictions or requirements may apply in order for a private or alternative loan to be disbursed. Students should contact their advisor for more information regarding the requirements to obtain a private educational loan.

SCHOLARSHIPS AND GRANTS

Artistic Scholarship
The Artistic Scholarship is awarded to incoming students on the strength and quality of their admission portfolio determined by the Portfolio Review Committee. Note: Students must submit a minimum of five (5) pieces to be considered for an Artistic Scholarship.

Award Information
The Artistic Scholarship awards RMCAD students 5% of tuition up to a maximum of ten consecutive semesters (Fall, Spring, Summer).

Renewal of the award requires a minimum 2.0 cumulative RMCAD GPA and completion of 12 credits per semester / 36 credits per year.

The Artistic Scholarship may be combined with other scholarships, and does not include fees or Technology Package.

How to apply
You will be automatically considered for the Artistic Scholarship—no separate application is required. Simply apply for admission and meet the criteria including transcripts on file with the Registrar.

Academic Scholarship
The Academic Scholarship is awarded to incoming students with a minimum GPA of 3.0 on a 4.0 scale, resulting in a 5% Academic Scholarship. Alternatively, incoming students with a GPA of greater than 2.75 and below a 3.0 on a 4.0 scale, are eligible for a 2.5% Academic Scholarship.

Award Information
For incoming students with a minimum 3.0 GPA on a 4.0 scale, the Academic Scholarship awards RMCAD students 5% of tuition up to ten consecutive semesters (Fall, Spring, Summer).

For incoming students with a minimum 2.75 GPA and below a 3.0 on a 4.0 scale, the Academic Scholarship awards RMCAD students 2.5% of tuition up to ten consecutive semesters (Fall, Spring, Summer).

Renewal of the award requires a minimum 3.5 cumulative RMCAD GPA and completion of 12 credits per semesters / 36 credits per year.

The Academic Scholarship may be combined with other scholarships, and does not include fees or Technology package.

How to apply
You will be automatically considered for the Academic Scholarship—no separate application is required. Simply apply for admission and meet the criteria including transcripts on file with the Registrar.
Presidential Scholarships
The Presidential Scholarships recognize students with the potential to make a significant impact in the field of art and design. Three Presidential Scholarships are awarded each year to incoming hybrid campus students. The deadline for application is February 1.

Eligibility Requirements
The Presidential Scholarships are awarded competitively: the student earns a high portfolio score as determined by the Portfolio Review Committee and a minimum GPA of 3.5 on a 4.0 scale. Community involvement and service are also taken into account.

Award Information
Presidential Platinum Scholarship
The Presidential Platinum Scholarship awards one incoming RMCAD student 75% of tuition up to ten consecutive semesters (Fall, Spring, Summer) as long as the student remains enrolled and completes a degree program.

Renewal of the award requires a minimum 3.75 cumulative RMCAD GPA and completion of 12 credits per semester / 36 credits per year.

Presidential Gold Scholarship
The Presidential Gold Scholarship awards one incoming RMCAD student 72% of tuition up to ten consecutive semesters (Fall, Spring, Summer) as long as the student remains enrolled and completes a degree program.

Renewal of the award requires a minimum 3.5 cumulative RMCAD GPA and completion of 12 credits per semester / 36 credits per year.

Presidential Silver Scholarship
The Presidential Silver Scholarship awards one incoming RMCAD student 62% of tuition up to ten consecutive semesters (Fall, Spring, Summer) as long as the student remains enrolled and completes a degree program.

Renewal of the award requires a minimum 3.5 cumulative RMCAD GPA and completion of 12 credits per semester / 36 credits per year.

The Presidential Scholarships may not be combined with other scholarships, and does not include fees or Technology Package.

How to apply
Students who meet the criteria are invited to apply by the Portfolio Review Committee. Candidates submit:
- an essay describing the ways art and design serves their community
- 3 letters of recommendation

Outreach Scholarships
RMCAD Outreach offers scholarships through high school and congressional district art exhibitions. For more information, please contact admissions@rmcad.edu.

NPD Scholarships
This scholarship is given to students attending a National Portfolio Day. The National Portfolio Day Association connects students and parents with art colleges and admissions counselors, and provides support for portfolio development and college applications. Please see http://www.portfolioday.net/ for more information.

Eligibility Criteria
Incoming students with a high portfolio score determined by the faculty reviewer at National Portfolio Day.

Award Information
The NPD Scholarship awards up to 21% of tuition up to ten consecutive semesters (Fall, Spring, Summer).

Renewal of the award requires a minimum 3.0 cumulative RMCAD GPA and completion of 12 credits per semester / 36 credits per year.

The NPD Scholarship may not be combined with other scholarships, and does not include fees or Technology Package.

RedLine Reach Award
RMCAD partners with RedLine, a diverse urban laboratory where art, education, and community converge, to offer a scholarship for an artist within the Artist Reach program. For more information, please contact admissions@rmcad.edu.

ACE
RMCAD partners with ACE, a Denver, Colorado non-profit focused on low-income scholarships and school choice programs to offer scholarships to incoming freshmen. For more information, please contact admissions@rmcad.edu.

RMCAD Grants
RMCAD offers a variety of applicant grants. Some of these grants have time-sensitive deadlines for applying, so please contact Admissions for eligibility criteria and details.

Award Information
Grants provide a percentage of tuition up to a maximum of ten consecutive semesters (Fall, Spring, Summer).

Renewal of the award requires a minimum 2.0 cumulative GPA for the duration of your enrollment at RMCAD.

Merit + Memorial Scholarships
Memorial and Merit Scholarships are awarded to current RMCAD students on a year-round basis.

Eligibility Criteria
Students must be currently enrolled for at least six credits, have declared a major, and be working toward one of RMCAD’s degrees.

Award Information
The scholarships are awarded to both full-time and part-time students who have proven themselves through outstanding work and effort. The award is based on a portfolio, an essay, the cumulative grade point average and the academic year.

Rocky Mountain College of Art + Design awards the following departmental Memorial Scholarships:
- The Gerald Ehrhart Memorial Scholarship (all departments)
- The Brooke McElwain Memorial Scholarship (all departments)
- The William LeBarth Steele Memorial Scholarship (all freshmen)
- The Roy Maddox Memorial Scholarship (Interior Design)
- The David W. Bozeman Memorial Scholarship (Graphic Design)
- The Charlene Cosgrove Memorial Scholarship (Illustration)
- The Chuck Mattox Memorial Scholarship (Fine Arts: Ceramics, Painting, Sculpture, and Photo + Video)
- The David W. Bozeman Memorial Scholarship (Graphic Design)
- The Charlene Cosgrove Memorial Scholarship (Illustration)
- The Roy Maddox Memorial Scholarship (Interior Design)
- The William LeBarth Steele Memorial Scholarship (all freshmen)
- The Brooke McElwain Memorial Scholarship (all departments)
- The Gerald Ehrhart Memorial Scholarship (all departments)

The amount of the scholarship award is based on the student’s enrollment status for the term that the scholarship is used. There are three Scholarship Competitions each year.

How to apply
All students will be notified about this competition via their RMCAD email account at the beginning of the fall and spring terms with application instructions.
Travel Costs and Tuition Credit Reimbursement

Students may receive up to $300 in credit applicable towards the cost of tuition during their first academic year by attending a RMCAD Experience Open House or Enrollment Express event and turning in applicable proof of purchase:

- Transportation, Fuel and/or Lodging Costs are eligible up to $300.
- The student must live more than 150 miles from RMCAD.
- The student must be enrolled and complete their first term at RMCAD before the credit is applied.
- All receipts must be turned in no later than 5:00pm MST one week prior to the first day of class.
- The student must turn in receipts clearly showing their name (or parent’s name if they purchased on behalf of student), travel itinerary and dates, amounts and method of payment. A bank statement is also recommended.
- Only the student's receipts are eligible for this program (please, no guest receipts).

Receipts can be sent to admissionssupport@rmcad.edu or RMCAD
1600 Pierce St.
Lakewood, CO 80214

If you have any further questions regarding this program, please call the Office of Admissions at 303.753.6046.

ACADEMIC POLICIES

Academic Integrity

The RMCAD Honor Code is as follows:

As an academic and artistic community, RMCAD seeks to support the development of the highest levels of creativity, growth and learning within each individual. It is our community's belief that this is accomplished by careful, personal transformation effected through the incorporation of academic and artistic integrity, through a focus and attentiveness to process as well as resultant forms and product, and through acknowledging those upon whose work each is informed and inspired.

As citizens of this community, each has the right and duty to expect honest and authentic work from self, peers and all others. Further, RMCAD recognizes that this commitment to integrity is the path of discovering one’s own creative voice and art. Representing the work of others as one’s own damages the creative self and inhibits success toward the goal of authenticity. Thus RMCAD holds in high esteem this honor code by which each pledges to abide.

The foundation of a college or university is truth and knowledge. Academic dishonesty is conduct or behavior including, but not limited to: cheating, plagiarism, unauthorized possession or disposition of academic materials, falsification, collusion or other forms of dishonesty affecting the academic environment. Other forms of dishonesty include, but are not limited to: furnishing false information to any College official, faculty member or office; forgery, alteration, or misuse of any College document, record or instrument of identification.

Definitions of Academic Dishonesty:

- Cheating
- Plagiarism
- Theft
- Alteration or falsification of academic records
- Violation of any college, state, or federal laws or policies

To commit or assist someone in committing academic dishonesty is grounds for disciplinary action and possible suspension or expulsion from the college. Students who observe or become aware of apparent academic dishonesty should report the matter to faculty or administration.

Plagiarism is a form of cheating. To plagiarize is “to steal and pass off the ideas or words of another as one’s own, use a created production without crediting the source, commit literary theft, or present as new and original an idea or product derived from an existing source” (Merriam-Webster's Collegiate Dictionary, 1993). Plagiarism is intellectual theft, a serious academic offense with serious consequences.

Remember that academic dishonesty includes:

1. Cheating, which is defined as the giving or taking of any information or material with the intent of wrongfully aiding oneself or another in academic work considered in the determination of a course grade or the outcome of a standardized assessment;

2. Plagiarism, which is defined as the act of stealing or passing off as one’s own work the words, ideas or conclusions of another as if the work submitted were the product of one’s own thinking rather than an idea or product derived from another source; or

3. Any other form of inappropriate behavior which may include but is not limited to falsifying records or data, lying, unauthorized copying, tampering, abusing or otherwise unethically using computer or other stored information, and any other act or misconduct which may reasonably be deemed to be a part of this heading.
Procedures for Dealing with Academic Dishonesty
Faculty members are expected to use reasonable and practical means of preventing and detecting academic dishonesty. If a faculty member has evidence that a student has engaged in an act of academic dishonesty, the faculty member will notify the student of the concern and discuss the allegations with the student. The student will be given the opportunity to provide input on the matter. RMCAD faculty reserve the right to submit written works to anti-plagiarism tools to verify the authenticity of student work. If the student admits to the infraction, and the faculty member judges that the preponderance of evidence supports the allegation, the faculty member may then assign an academic penalty.

An initial act of academic dishonesty may result in an “F” for the assignment, at the instructor’s discretion. All incidents of academic dishonesty are reported to the Dean, who will also notify the Chair of the department in which the course resides, the Chair of the student’s major department, and the Office of Student Success. Students will receive advisement from the Dean and referral to resources and information to assist in avoiding subsequent offenses. Three or more reported offenses may result in probation or expulsion from the college. Information about incidents of academic dishonesty is kept on file in the Office of the Registrar. No further action is initiated unless the incident constitutes a major infraction, the student has a prior record of infractions, or there are subsequent reports of misconduct.

If the student disputes the decision of the faculty member regarding alleged academic dishonesty, a hearing may be requested through the Conduct Review Board outlined in the Student Handbook. The request must be received by the Dean no later than 30 calendar days after the first day of classes of the next term. If no appeal is filed within the time period, then the decision of the faculty member is final.

Student Code of Conduct
The Student Code of Conduct (please see the Student Handbook for detail) reflects the College’s commitment to creating and sustaining an environment that fosters the academic, creative and personal development of students and other members of the College community, and to promote a safe and civil campus environment. RMCAD expects students to maintain standards of personal integrity that are in harmony with the educational goals of the College; to assume responsibility for their actions; to observe national, state and local laws and College regulations; and to respect the rights, privileges and property of the College. To protect these privileges and opportunities, the student assumes the personal responsibility for upholding standards reasonably imposed by the College relevant to its mission, processes and functions. Foundational principles of academic honesty, personal integrity, tolerance, respect for diversity, civility, freedom from violence, and pursuit of a lifestyle free of alcohol and drug abuse are examples of these standards.

The Director of Student Affairs and the Deans are responsible for administering the Student Code of Conduct and will represent the College in student disciplinary matters. Violations of these standards of conduct may result in disciplinary action. Likewise, assisting or encouraging another person to engage in violations of these standards is grounds for disciplinary action. Failure to report a violation when one has direct or indirect knowledge of circumstances may be considered endorsement of misconduct and may also be subject to disciplinary action. (Please see Student Handbook for definitions of violations and misconduct; definitions listed in the Handbook are not designed to be an exhaustive list and must not be interpreted to include all potential violations.)

Any student that engages in misconduct may be subjected to disciplinary proceedings and sanctions outlined in the Handbook, and may include, but are not limited to: official warning, disciplinary probation, restitution or fines, discretionary sanctions, loss of privileges, interim suspension, suspension, expulsion, or grading penalties (please see Student Handbook for definitions of sanctions).

In the event of suspension, expulsion or removal from enrollment at the College for cause, tuition is forfeited.

Academic Advising
Undergraduate and Graduate Advising
The Office of the Registrar and Academic Advising can help students understand program requirements, course sequence, prerequisites, Foundations, and Liberal Arts. Academic advising is a collaboration between the student and the advisor, designed to assist students in reaching their academic goals.

Academic Support
Library/Resource Center
The RMCAD Library provides a variety of resources, striving to successfully support the academic needs and scholarly endeavors of our students and faculty.

Our growing and specialized resources consist of:
- Over 15,000 book titles in a highly focused collection, specifically tailored to our College’s curriculum needs
- Subscriptions to more than 60 art- and general education-related print magazines and journals, archived for five years
- Over 8,700 digital images of artist work portraying painting, architecture, interior design, photography, and sculpture, available through the web-based MDID database
- Over 100,000 digital art and design images, retrievable through the Art Resource Image Database
- Over 2,700 carefully selected curriculum-supporting animated and feature film DVDs
- Access to 20 excellent full text databases including: Art and Architecture, Art Full Text, Building Green Suite, EBSCO Host, Green File, GREENR, JSTOR, and Oxford/Grove Dictionary of Art
- A reserve area of printed instructor readings and classroom textbooks
- Cooperative borrowing agreements with all the major academic and public libraries in Colorado facilitated by using established individual student library accounts

The acquisitions of our Library collection are primarily based on feedback from faculty and students, with a flexible purchasing budget that welcomes suggestions for new materials.

Our knowledgeable staff is happy to help you locate any information and provide services you may need to complete your assignments both on campus and online. Our facilities offer a variety of seating areas for individual or group work. A dedicated computer lab contains 24 new iMacs, a high-resolution color printer, a black & white copier/printer, and a large flatbed scanner. We also have wireless access to accommodate laptop use.

The Library website offers 24/7 access to the Library catalog, subscription databases, digital images, E-books, and hundreds of helpful web links. Other resources include instructional library usage tutorials, writing and research tips, citation/bibliography guides in various styles, grammar guidelines, and important information regarding copyright laws and plagiarism.

In addition, students can take advantage of Lynda.com, a subscription site providing thousands of computer program tutorials on everything from Microsoft Word and Google Mail to Adobe InDesign and DreamWeaver—and much more. Tutorials are available 24 hours a day and can be accessed through Lynda.com.
Student Learning Center
Located in the Tri-Boro building or online in the Portal, the Student Learning Center is a student-oriented academic support resource that offers course content assistance for all departments on campus or online. Trained peer tutors are available on a walk-in basis, online, or by appointment, to assist students with writing, math, academic success strategies (note-taking strategies, time management, etc.), study sessions, computer programs (Photoshop, Illustrator, etc.), or other academic issues. The SLC also helps coordinate the Academic Choices for Excellence Program (ACE). There is no charge to RMCAD students for any of the services.

Accountability
All courses at RMCAD include assessment of student knowledge, capacities, and skills developed in both academic and art and design studio work. Assessment methods and instruments are appropriate for assessing student knowledge, capacities, and skills, and the stated learning outcomes of undergraduate and graduate education. The College continually examines and adjusts the content and delivery of curriculum to correspond with expectations of the knowledge, capacities, and skills of students. RMCAD engages in ongoing self-evaluation and modification, consistent with the nature of the art and design fields. Departmental program advisory committees review, evaluate, and sometimes recommend updates to the curriculum, with faculty members responsible for curriculum development. Students have direct access to faculty, Department Chairs, and administration to ensure that student needs are known and addressed. Students entering under the 2015-2016 Catalog are subject to the Policies and Procedures of this catalog regardless of the method of course delivery.

Attendance
Rocky Mountain College of Art & Design is an attendance-taking institution and attendance is a component of participation and successful completion of course work.
RMCAD students are required to attend class, to be on time, and to have the required supplies as consistent attendance offers the most effective opportunity to gain command of the knowledge, skills, and aptitudes for the course of study. Due to Federal Financial Aid Guidelines, all attendance must be documented for all students.
Students are responsible for completing all missed coursework. Students who demonstrate poor attendance, regardless of the attendance policy in the syllabus, will be contacted by the Office of Student Services or the Office of Academic Advising. Students may also be directly contacted by their faculty member and/or the Academic Program Chair, as well as an Academic or Enrollment Advisor.
There are two types of excused absences: sanctioned anticipated situations and documented emergency situations. Anticipated situations (e.g., participation in jury duty, religious observances, or military duty) must be submitted in writing to the instructor as soon as possible, but not less than one week prior to the anticipated absence. Emergency absences (e.g., student illness, injury or death of immediate family member) must be documented in writing with supporting evidence by the student to their instructors.
Absences are not allowed during week one of the term. Students who anticipate missing the first week of class must submit an exception to policy petition to the Registrar seven (7) days before the first day of the term. The College does not guarantee approval of the absence.

Campus Attendance Policies:
Students who arrive fifteen minutes or later after the start of class are counted tardy. Three tardies equal one absence. Students who arrive 30 minutes or more after the start of class are counted absent, unless the have advance instructor approval.

16 Week STUDIO Classes:
For classes that meet ONCE a week, students receive two absences for the semester. On the third absence, students automatically fail the course.
For classes that meet TWICE a week, students receive four absences for the semester. On the fifth absence, students automatically fail the course.

16 Week LECTURE Classes:
For classes that meet TWICE a week, students receive four absences for the semester. On the fifth absence, students automatically fail the course.
For classes that meet THREE times a week, students receive three absences for the semester. For each successive absence, students will lose a full letter from their final grade, with or without an excuse.

8 Week STUDIO Classes:
For classes that meet TWICE a week, students receive two absences for the semester. On the third absence, students automatically fail the course.
For classes that meet THREE a week, students receive three absences for the semester. On the fourth absence, students automatically fail the course.

8 Week LECTURE Classes:
For classes that meet TWO times a week, students receive two absences for the semester. On the third absence, students automatically fail the course.
For classes that meet THREE times a week: Students receive three absences for the semester. On the third absence, students automatically fail the course.

Online Attendance Policies
Online attendance is recorded twice each week on Thursdays and Mondays. Online students are considered present for mid-week attendance when they log into the LMS and submit their initial discussion post due on Wednesdays by 11:59 PM. To be considered present for the end-of-week attendance they must log into the LMS and submit their follow-up discussion post or a weekly assignment no later than Sunday at 11:59 PM of that week. Failure to meet the requirements for attendance will result in the instructor marking them absent in CampusVue, the College’s institutional technology system.

Automatic Withdrawal from Courses
Week One: The Registrar’s Office will verify attendance for each registered campus and online class. Students who have failed to attend or to post on the discussion board will be administratively withdrawn from the course. If the student feels that their attendance record inaccurately reflects their attendance, they must contact the instructor and have the instructor verify with the advising office that the student was marked as “absent” by error.

Unofficial Course and College Withdrawal
The Registrar’s Office will verify attendance for each registered campus and online class weekly. Students who have failed to attend for a continuous time period of 14 days are considered to have “unofficially” withdrawn from the course and are subject to withdrawal from RMCAD, if they do not provide a written “Statement of Intent” that they wish to continue their studies in the second 8-week term of their 16-week semester. If the student feels that their attendance record inaccurately reflects their attendance, they must contact the instructor and have the instructor verify with the advising office that the student was marked as “absent” by error. Please note that both course and college withdrawals may have financial implications and students who are withdrawn from the College will need to reapply to attend future terms.
Classroom Disruptions
If a classroom disruption is due to specific student behaviors, faculty have the right to dismiss the student(s) from the class session. If the student(s) refuse to leave upon request, security will be called to escort them from the classroom. Instructors are not authorized, however, to remove a student from the course entirely. Student dismissals from a class session will be treated as absences by faculty. The faculty has the authority to enforce consequences for the student’s absence(s), in accordance with the class syllabus. This does not, however, limit the ability of the Instructor or a fellow student from reporting or filing formal complaints concerning disruptive behavior occurring within the classroom.

All communications with faculty or other students, whether in class, face-to-face, on paper, or by telephone, email or other electronic means, are subject to the same standards of conduct, behavior and discipline as classroom behavior. Standards of conduct outlined elsewhere (Student Conduct Code, Sexual Harassment Policy, etc.) also apply.

Contact Hours
In lecture courses, one term credit hour represents 14 contact hours per term, plus two hours of work outside of class per week. Three-credit lecture courses meet for 40 hours during a term. In studio courses, one-term credit hour represents 27 hours of studio and/or laboratory time, with sufficient faculty contact to ensure the development of the knowledge and skills required by each course. Three-credit studio courses meet for 80 hours during a term. For internships and field experience, one term credit hour represents 45 hours of internship or work-related experience. The credit-to-contact-hour ratio remains constant across all terms of study, regardless of the length of the term (see the academic calendar).

Sixteen-week, three-credit on campus studio classes meet for 165-minute sessions twice a week or 330-minute sessions once a week for at least 14 or 30 days for a total of 4,950 minutes. Eight week, three-credit on campus lecture classes meet for 165-minute sessions twice a week for at least 16 days totaling 2,640 minutes (lecture). Eight week, three-credit on campus studio classes meet for 210-minute sessions three times a week or 330-minute sessions twice a week for at least 15 or 23 days for a total of 4,950 minutes.

RMCAD online courses are offered in an eight-week accelerated format. This means that 16 weeks of material is covered in eight weeks. The exact number of hours per week students can be expected to spend on each course will vary based upon the weekly coursework, as well as study style and preferences. Students should plan to spend 10-25 hours per week in each course reading material, interacting on the discussion boards, writing papers, completing projects, and doing research.

Grading and Evaluating Student Progress
Students are graded on the basis of prompt and satisfactory completion of assignments, attitude, attendance and individual progress. Students are expected to have materials and supplies necessary for the successful completion of assignments. Grade reports reflect standard letter grades. RMCAD uses a 4.0 scale to calculate grade point averages.

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<thead>
<tr>
<th>Letter Grade</th>
<th>Grade Point Value</th>
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<tbody>
<tr>
<td>A+</td>
<td>4.0</td>
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<tr>
<td>A</td>
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<tr>
<td>A-</td>
<td>4.0</td>
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<tr>
<td>B+</td>
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<td>B</td>
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<td>C+</td>
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<tr>
<td>Repeat (R)</td>
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The policies on late submission of assignments and grading criteria vary by academic department, and are clearly stated in the course syllabus distributed during the first week of classes. Every course undertaken at RMCAD is included in computing the grade point average, except those in which an AU (audit), P (pass), R (repeated course), or W (withdraw) is posted.

Withdrawals are only accepted before the published deadline of the term (see the Academic Calendar); they are considered non-punitive and are not computed into the grade point average.

Students receive midterm and final term grades via RMCAD’s online student information system CampusVue. Final grades are posted to the student portal within one week of the end of the term. Students who are unable to access their grades by the end of the first week of the following term should contact the Office of the Registrar. The Financial Aid Office is notified of unsatisfactory academic progress. All records of grades are kept on a permanent transcript by the College. Official RMCAD transcripts are $25.00 each.

Grade Appeal Procedure
Faculty are responsible for stating clearly the instructional objectives of the course at the beginning of each term and for evaluating student achievement in a manner consistent with the stated objectives. Students are responsible for maintaining standards of academic performance established in the syllabus for each course in which they are enrolled.
The grade appeal procedure provides a formal process for students to request a review of final grades they think were incorrectly awarded. The student must formally petition the instructor in writing using the RMCAD Grade Appeal Form. The required form is available from the Registrar’s Office.

The burden of proof rests with the student to demonstrate the grade assigned for the course was made on the basis of any of the following conditions:

- A grading decision was made on some basis other than performance and other than as a penalty for academic dishonesty.
- A grading decision was based on standards unreasonably different from those which were applied to other students.
- A grading decision was based on a substantial, unreasonable, or unannounced departure from the course objectives and assignments.

1. The student must submit a grade appeal, in writing, to the instructor who issued the grade, no later than 30 calendar days after the first day of classes of the next term.

2. If, after subsequent consultation with the instructor, the student is not satisfied and wishes to pursue the issue, or if the instructor is not available or does not respond within 14 days, the student should submit an appeal, in writing, to the Department Chair in which the course was taught. Documentation supporting the grade change based on the appropriate category(ies) set forth above is to be submitted with the appeal. If no appeal is filed within this time period, the grade shall be considered final.

3. The Department Chair will discuss the matter with the student and with the instructor, and will document the appeal and the Chair’s response.

4. If the student is not satisfied with the Department Chair’s response and wishes to pursue the matter further, the student should submit an appeal in writing to the Faculty Review Panel. Again, all documentation supporting the appeal should be included. The Faculty Review Panel may request additional information from the student, faculty member and Chair. The Faculty Review Panel will review the submitted documentation and recommend approval or denial of the appeal.

5. The Faculty Review Panel will document the decision and provide copies to the student, the instructor, and the Chair.

6. This decision of the Faculty Review Panel is submitted to the Dean for approval. This decision is final.

7. The result and documentation of the review will be compiled by the Registrar and placed in the student’s academic file.

8. If the student deems the final decision and accompanying evaluative comments are inaccurate, misleading or a violation of the privacy or other rights of the student, the student may insert a written comment in the record.

Incomplete Grade Procedure

In extenuating circumstances an “I” grade may be assigned by the instructor with permission from the Department Chair, and in accordance with the eligibility requirements set forth below. Students may request an “I” grade for more time to complete required coursework, which s/he was prevented from completing in a timely way due to non-academic reasons. Students will be asked for documentation to justify the request, though it is important to remember that such documentation does not automatically validate the request. Other circumstances may be taken into consideration, such as the pattern of performance and participation in the course, and any additional factors that the instructor deems relevant. Keep in mind that to be eligible for an “I” grade, students must be passing the course at the time of the request, and must have completed at least 75 percent of the coursework as specified in the syllabus. The Incomplete form must be submitted to the Registrar by the Friday of week six in an 8-week term, and by the Friday of week twelve in a 16-week term.

All “I” grades require a written agreement specifying the remaining coursework required for completion and timeline for removal of the “I” grade. This agreement is subject to the approval of the instructor and the Chair of the department or program. If the coursework is not completed within the prescribed timeframe, the “I” will automatically change to the standing grade in the course, excluding the outstanding coursework. The maximum time in which students must complete all coursework is no later than the Friday of week four of the next term. Students cannot have more than one outstanding “I” before enrolling in the next session.

Eligibility Requirements:

1. A student who has suffered a death in the family or other personal event of sufficient seriousness to prevent the student from completing coursework and who has successfully completed 75% of the coursework, is eligible to petition for the grade of Incomplete to the instructor. An eligible student must follow the procedures stated below or negate eligibility.

2. Because of federal financial aid rules, students who are on academic probation cannot petition for or receive a grade of Incomplete under any circumstances.

3. Students who are graduating seniors cannot receive a grade of Incomplete and graduate. An incomplete grade automatically postpones graduation.

4. No extensions or second incomplete petitions can be accepted in relation to the original agreement. In the event that the instructor and Chair deny the petition for an incomplete grade, the student may submit a petition to the Dean. The Dean will confer with the instructor and Chair, and may require additional documentation and information to substantiate the petition over and above what was previously submitted, and will render a final decision.

Procedures

1. The student must formally petition the instructor in writing for the grade of Incomplete, using the RMCAD Incomplete Grade Petition/Contract form. The required form is available the Registrar's Office. The petition is a contract stating the make-up work to be completed and a completion date, and must be signed by the instructor, the student, and the Department Chair.

2. It is the student’s responsibility to initiate the petition and obtain the signatures required. The student submitted the completed form to the Registrar for approval of the Incomplete. Approvals are not granted to incomplete or late RMCAD Incomplete Grade Petition/Contract forms.

3. Students must complete and submit to the instructor all work by the Friday of week four of the next term.

4. The instructor must submit the final grade to the Registrar by the Friday of week five. All due dates stated on the incomplete petition must be met. If they are not, the grade of “I” will automatically be changed to the grade of “F”. There will be no exceptions.

Incomplete Grade Procedure
Conflict Resolution Procedure and the Grievance Appeals Committee

RMCAD is committed to providing the best possible educational environment for its students. We encourage an open and frank atmosphere in which any conflict, complaint, suggestion or question receives a timely response from RMCAD staff and/or faculty. RMCAD strives to ensure fair and, honest, and equal treatment of students. Students, faculty and staff are expected to treat each other with mutual respect at all times. When students have issues of concern that do not fall under the discrimination or harassment policies or the grade appeal procedure in the Student Handbook, they should follow the Conflict Resolution procedure to resolve any other issues that occur between them and the faculty or staff of the College.

1. The student presents the concern to the faculty or staff member with which the issue is of concern, after the incident occurs. If the faculty or staff member is unavailable or the student believes it would be inappropriate to contact that person, then the student should present the conflict to the Director of Student Affairs (for general issues at 303.999.5468) or to the Dean of Faculty + Instructional Services (for faculty issues) or to Human Resources (for staff issues at 303.225.8552).

2. Students may present the issue to the Director of Student Affairs and the Academic Deans, although RMCAD encourages students to present issues as promptly as possible so administration may take appropriate remedial or investigatory measures, if required.

3. Whichever party is contacted—Director of Student Affairs, the Academic Deans, or Human Resources—would then apprise the other of the situation.

4. If the issue of concern is with a faculty member, then the Dean of Faculty + Instruction will bring the issue to the Department Chair and notify Human Resources of the concern. Human Resources will work with the faculty member, Department Chair, and Dean of Academic Affairs as needed to resolve the issue. The Director of Student Affairs and the Academic Deans will be kept apprised of the progress and involved on an as-needed basis to best resolve the issue.

5. If the issue of concern is with a staff member, then Human Resources will apprise the staff member’s supervisor of the situation and work through the situation with the staff member and the supervisor as needed. The Director of Student Affairs and the Academic Deans will be kept apprised of the progress and involved in an as-needed basis to best resolve the issue.

6. If the issue concerns college policy or procedure and/or other issues/complaints regarding any aspect of the college it will be addressed by appropriate administrators overseeing relevant departments in concert with the Dean of Academics and Director of Student Affairs. The resolution of the Conflict Process will be finalized in written form and sent to the student.

Grievance Committee

In the case that a student is dissatisfied with the resolution, he or she may submit the grievance in writing, including all relevant documentation/evidence as applicable or requested by the committee, to the Registrar, who Chairs the Grievance Committee. The Grievance Committee also hears Exception to Policy Petitions.

1. The committee reviews all documentation and renders a decision to the student in writing.

2. If the student is dissatisfied with the resolution, he or she has one opportunity to appeal the decision. The Registrar submits the grievance or petition to the Executive Committee for review. This decision is final and binding.

Not every conflict can be resolved to everyone’s total satisfaction, but only through understanding, open communication and discussion of mutual conflicts can students, faculty and staff develop confidence in each other. This confidence is important to the operation of an efficient and harmonious educational environment. The student, where appropriate, will be notified of the conclusion of the conflict resolution process.

Exception to Policy

RMCAD approves exceptions to policy under rare and extraordinary circumstances. To request an exception to policy, students submit the Exception to Policy Form available through the Registrar’s Office. The College does not guarantee the approval of Exception to Policy petitions.

Graduation Requirements

Undergraduate

In order for a student to graduate from a BFA degree program at Rocky Mountain College of Art + Design s/he must:

1. Complete all required courses in a given program of study.

2. Have at least a 2.0 cumulative grade point average (2.5 for Art Education majors).

3. Have earned a minimum of 123-125 term credits, depending on their program, for a Bachelor’s Degree. A minimum of 30 credits must have been earned at RMCAD, including the final 15 credits of study, which must be completed in residency. (Active Military students exempted from residency requirement)

4. Have completed a minimum of two portfolio reviews.

5. Have an acceptable body of work for a graduation exhibition.

Graduate

In order for a student to graduate from a Master of Arts degree program at Rocky Mountain College of Art + Design s/he must:

1. Complete all required courses in a given program of study.

2. Have at least a 3.0 cumulative grade point average.

3. Have earned a minimum of 33 term credits for a Master of Arts Degree. At least 27 credits including the thesis or applied project must have been earned at RMCAD.

Graduation Honors

Undergraduate students who maintain a high level of scholastic excellence throughout their college career receive the earned degree with honors. Honors are determined by the student’s cumulative grade point average.

Cum Laude: 3.5 – 3.6 Cumulative GPA
Magna Cum Laude: 3.61 – 3.79 Cumulative GPA
Summa Cum Laude: 3.80 – 4.0 Cumulative GPA

Honors designations on transcripts are based upon the student’s complete academic record at RMCAD. Only credits earned at RMCAD are used to determine a student’s grade point average. Students whose grade point average qualifies them for graduation with honors the term before they graduate will be recognized at the commencement ceremony.

Eligibility for Participation in Graduation Events

Students are eligible to participate in commencement exercises and the RMCAD Graduation Exhibition only if they are officially graduating in the same term. Students are added to the graduation list when their Graduation Application + Academic Plan is on file and approved. Each semester, all graduating students have the opportunity to participate in an on-campus exhibit. This group exhibition features Animation, Commercial Photography, Fashion Design, Game Art, Graphic Design, Art Education, Fine Arts, Illustration, and Interior Graphic Design, Art Education, Fine Arts, Illustration, and Interior
Design. The Graduation Exhibition is college tradition and a privilege that brings all students, faculty, staff, and community together for a celebration of the talent and hard work of the graduates. Students must be present for installation and exhibition of the show. Online students who are unable to participate in the on-campus exhibition are invited to have their work included in an online exhibition that will be also be exhibited in the on-campus exhibit.

Graduation Rates
The current six-year average graduation rate for Rocky Mountain College of Art + Design is 48 percent for full-time first-time freshmen who started in the fall term of 2008. This graduation rate is comparable to that of other schools of similar size and focus. This is the data reported to the National Center for Education Statistics, for more information visit nces.ed.gov.

Honor Roll
Undergraduate students must be enrolled full-time to be eligible for honors. Students who begin a term as full-time, but withdraw from one or more courses resulting in less than full-time status for a term are ineligible.

Honors are determined by the term grade point average requirements as follows:

Dean’s Honor Roll: 3.5–3.99
President’s Honor Roll: 4.0

Liberal Arts Policy – First-time Freshman
RMCAD students are scheduled for courses based off of the program sequence that is designed by the Program Chair. The program sequence was written to equally distribute liberal art, foundations and core program requirements over the lifetime of a student’s program in order to create a well-rounded student experience both online and on campus. RMCAD strongly believes that the liberal arts and foundations course work is equally as important to the development of strong artists as their core program coursework. For this reason, students are strongly encouraged to immediately reschedule a liberal arts or foundations course for the next available start date, should they withdrawal, drop or fail a course within either discipline. Students are expected to complete a minimum of 18 credit hours per year during their first 2 academic years and 6 credit hours their third year. Should this expectation not be met during the allotted time frame, students will be required to meet this minimum before registering for a course in their chosen major.

Liberal Arts Policy – Transfer students
Transfer students are required also required to complete all liberal arts coursework in a timely manner. RMCAD requires 48 credit hours of liberal arts course work and transfer students may often transfer in some of the required courses. Transfer students are required to complete 50% of their remaining liberal arts coursework in their first and second academic year at RMCAD. Should this expectation not be met during the allotted time frame, students will be required to meet this minimum before registering for a course in their chosen major.

Portfolio Reviews
RMCAD students enrolled in the BFA programs are required to pass two portfolio reviews as a part of RMCAD’s regular assessment of student outcomes.

The sophomore portfolio review is scheduled when the student has earned 45-60 credits. Students prepare and present a portfolio demonstrating their mastery of foundational skills. The review is pass / fail and required for students to move into their majors.

The second, major-specific portfolio review occurs during the student’s junior or senior year. Some departments embed this into a course. Please see major-specific course descriptions.

Students who fail either Sophomore Portfolio Review or the Major-Specific Portfolio Review must schedule and retake the portfolio review within 30 days. Students who fail a second attempt must register for the portfolio review in the next semester, and will not be allowed to advance into upper-level coursework until they pass.

Publication, Intellectual Property + Perpetual License
Artwork and projects created by students as part of a RMCAD course of study are done for educational purposes and represent both the student’s ideas and the influence of the College’s faculty. The College reserves the right to display, retain, and reproduce student work for exhibition, publication or any other purpose without the student’s consent. The College photographs campus activities throughout the year for publication and public relations purposes. Photographs are included in RMCAD’s definition of directory information. Students who do not wish to have their photographs published must notify the Office of the Registrar in writing.

Repeating Courses
RMCAD allows students to repeat a class in which they have received a grade of D+ or lower. Course repeats are limited to one attempt. Students are required to take the class again in the next term that it is offered. Credit is earned for the course only once and students will keep the highest grade obtained when repeating a class. The lower grade for the particular course will be removed from the GPA, but will remain on the transcript with an annotation of “R.” Additionally, the credits will be included in the total attempted credits that may impact a student’s satisfactory academic progress. Students who wish to attempt an individual course for a third time must obtain approval from the Dean. The student must formally request to repeat the course in writing using the RMCAD Course Repeat Form. The required form is available from the Registrar’s Office. Students should consult their adviser and financial aid before retaking a course, as financial aid and/ or scholarship awards could be affected.

Retention Rate
The retention rate is defined as the percentage of first-time bachelors (or equivalent) degree-seeking undergraduates from the previous fall who are again enrolled in the current fall. (IPEDS definition) Excludes: non-freshmen continuing students, transfer students.

RMCAD's retention rate is 53% (based on data of first-time, full-time degree-seeking undergraduate students who returned for classes in Fall 2014).
REGISTRATION

All new students register through the Office of Registration and Advising. Registration status changes may result in a change of catalog year.

Adding/Dropping or Withdrawing from a Course

Students must have the approval of their Academic Advisor and submit the Add/Drop Form to the Office of the Registrar to be officially dropped from a course. Add/Drop deadlines are published in the Academic Calendar section of this Catalog, and must be received by 11:59 PM on the day of the drop deadline or the course change will be processed as a “Withdrawal.”

The Financial Aid Office will verify attendance for each assigned grade of “F” at mid-term. If an instructor indicates that the student received an “F” because the student never attended the course, grant aid will be reduced to the appropriate level, per federal regulations. Students who have their grant aid reduced will owe the College for the course but will not receive financial aid for the course. Additional information is included in the “Return of Unearned Federal Aid” section of the Student Handbook.

Credit Overload Policy

Undergraduate

Registration for more than 18 credit hours, whether online or on-campus, in a 16-week semester is not permitted. The recommended maximum credit load for a full-time student is 12 - 15 credit hours. Overloads are discouraged, except in exceptional circumstances.

Students wishing to request a credit hour overload must have completed 30 or more credit hours at RMCAD, have a 3.0 cumulative GPA and petition the Department Chair and Dean. Students will be asked to present evidence of academic preparation and demonstrate the ability to meet course load obligations. Final authorization of any credit load is subject to Department Chair and Dean approval.

Graduate

The recommended maximum credit load for a full-time graduate student is 12 credit hours per term. Overloads are discouraged, except in exceptional circumstances. Students will be asked to present evidence of academic preparation and demonstrate the ability to meet course load obligations. Final authorization of any credit load is subject to Department Chair and Dean approval.

Change of Major

Some first-year course offerings are the same for all RMCAD programs. A change of major is only possible between the start of one award year and the beginning of another. Completing the new major may take longer than the original program chosen, as many courses are not common across majors. Courses completed that are not included in the new major cannot be credited toward that degree.

Some courses may be used to fulfill the elective requirements. In order to change their major, students must meet with their current Department Chair and their new Chair. Both Department Chairs will sign the Change of Major form, and the student then submits the form to the Office of the Registrar. A change in major may result in a change of Catalog. A student who changes his/her major is subject to the program requirements as specified in the catalog that is in place at the time the request is received. The Change of Major Form is available from the Office of the Registrar.

Enrollment Status

Undergraduate

Full-time enrollment at RMCAD is defined as being registered for a minimum of 12 credit hours in a 16-week semester. Students registered for 6 credit hours or less in a 16-week semester are considered half-time.

Graduate

Full-time enrollment for graduate students at RMCAD is defined as being registered for a minimum of 6 credit hours in a 16-week semester. Students registered for 3 credit hours or less in a 16-week semester are considered half-time.

Continuous Enrollment

RMCAD students in all undergraduate and graduate programs for either campus must maintain enrollment totaling 6 hours (or more) over three consecutive semester periods (including summers).

Students are required to be registered for and attending at least one 3-credit course each 8 weeks for the Fall, Spring and Summer semesters of each calendar year. RMCAD does not encourage students to take time off from their studies, but we do realize that personal issues may arise that require the student to take time off. Students who need to take time off from their studies will not be allowed to remain registered for future course and must withdraw from RMCAD during this time. Students in good academic and financial standing are eligible to return to RMCAD at any time. Students should consult both their academic advisor and financial aid for implications of the withdrawal as well as reinstatement information. Please note that part-time enrollment or taking time off may affect financial aid and/ or scholarship eligibility.

Identity Verification - Online

RMCAD authenticates users with secured usernames and passwords for access to all of its technology and support tools. In order to ensure further identity protection, RMCAD will collect extra security challenge questions and answers which will be used as extra credentialing when logging into the Learning Management System (LMS). Students are challenged at random and strategic times (such as before entering an exam) with extra security challenge questions to strengthen the institution’s academic integrity of its programs and courses. Students are also required to have an approved photo stored electronically within our systems so that instructors can conduct a visual verification during video conferencing sessions.

Independent Study

Undergraduate

Independent Study courses are intended to give upper-level exceptional students an opportunity for individualized and specialized study in an area of art or design not offered in the regular curriculum. The purpose is to explore an area of personal interest related to a student’s major field of study, wherein the teaching and learning occur outside of a formal classroom setting. A junior- or senior-level student with a GPA of 3.5 or higher may petition to take one, three-credit Independent Study course as part of the degree program. The Independent Study Proposal Form must be accompanied by a syllabus created by the instructor and student, including a course description, calendar, rationale, goals and objectives. The course number for all Independent Study courses is 3990; and the prefix reflects the program of study under which the course is instructed (e.g., AN 3990, FA 3990).
Internships in Undergraduate Degree Programs
Students must obtain the internship packet located on the Dome, which provides a clear outline of the internship program at RMCAD for participating students and internship sponsors. Please note that the Interior Design paperwork is separate from the internship paperwork for all other programs. Students must locate an internship site, and identify a willing internship sponsor. Assistance in locating a site can be obtained from faculty, Chairs, Heads, and Career + Alumni Services.

Once a site is identified, students must complete the Internship Learning Agreement in conjunction with their internship sponsor and obtain all required signatures including: 1) Internship Sponsor; 2) Student; 3) Career + Alumni Services; and 4) Department Chair, Department Head or designated Internship Advisor, and return the internship packet to the department designee. The next step is to register for the internship by submitting a completed Add Form (included in the internship packet) to the Office of the Registrar. Regular add/drop deadlines apply.

Once officially registered or pre-registered for an internship, students may begin clocking internship hours. Hours worked prior to official registration for an internship will not be counted toward internship requirements. Should a student be officially registered prior to the start of the term, hours may be worked prior to or during the term; however, at least half of the required hours must be completed during the term the student is registered for internship credit. Students must track their hours on the timesheet provided in the internship packet and obtain the internship sponsor signature prior to submission to the Chair, Head, or Internship Advisor of their department at the end of the semester. Students must adhere to all guidelines and requirements as outlined in the internship packet to be eligible for internship credit.

Merging and Changing Classes
On occasion it may be necessary for the College, without prior notice to students, to merge sections of the same class, to cancel classes before they commence, to replace instructors, to change program requirements or class sequence, to modify course content and/or descriptions, or to change the classes required for graduation. The College will make every effort to contact students well in advance of such changes so they are able to make any necessary alternative arrangements.

Planning a Schedule and Registering
1. Students work with their Academic Advisor to develop a schedule up until degree completion.
2. Degree sequence and course prerequisites must be followed; advanced courses may not be taken until acceptable skill levels are achieved. Failed courses should be repeated the next time the course is available.
3. Undergraduate students requesting to register for over 18 credit hours must possess a 3.0 cumulative GPA, and obtain written permission from their Department Chair and Academic Dean. Graduate students requesting to register for over six credit hours in any eight-week sessions must possess a 3.0 GPA, and must obtain written permission from the department Chair and the Dean. The Registrar's Office processes the registration and notifies the student accordingly.
4. Following class registration, students must contact the Director of Financial Aid to complete financial aid paperwork. Balances not covered by financial aid must be paid in full by the first day of the month prior to the beginning of the term. Student account bills are mailed on a regular basis and individual student accounts are viewable online through the student portal. Students are responsible for reviewing account information and reporting any discrepancies to the Student Accounts Coordinator.

6. A student who wishes to audit a course should contact the Office of the Registrar. Audit students are charged the standard credit hour rate for a course (see the Financial Services/Tuition portion of this catalog on page 10 for exact amounts). Auditors taking no other classes with RMCAD must meet the same academic requirements as students registering for credit. Financial aid is not available for audited courses.

Satisfactory Academic Progress
All full-time and part-time students are expected to meet minimum standards of progress determined on the basis of cumulative grade point average (CUM GPA). Undergraduate students must achieve a minimum cumulative grade point average of 2.0 by the end of the first semester and for the duration of their degree program. All Art Education majors must achieve a minimum cumulative grade point average of 2.5 by the end of their first semester and for the duration of the Art Education degree program.

All full-time and part-time graduate students are expected to meet minimum standards of progress determined on the basis of cumulative grade point average (CUM GPA). Students must achieve a minimum cumulative grade point average of 2.5 at the end of their first semester and a 3.0 for the duration of their degree.

Academic Probation
Student progress is monitored at the end of each term. Undergraduate students who do not attain the cumulative grade point average of 2.0 (2.5 for Art Education majors) at the end of the semester are placed on academic and financial aid probation for the following semester. Graduate students who do not attain the cumulative grade point average of 2.5 for their first semester, and 3.0 for the duration of their degree are placed on academic and financial aid probation for the following semester. Students are notified of academic probation in writing.

Students who are on academic probation may not apply for an “Incomplete” grade in any course during the probationary period. Art Education departmental probation is handled in the same manner as students placed on institutional academic probation. Students will be given one semester to raise their cumulative GPA to 2.5. Should the student fail to achieve a 2.5 cumulative GPA, they will not be required to leave the college but may choose to declare another major instead.

Academic Suspension
For undergraduate students, the minimum required grade point average of 2.0 must be achieved by the end of the semester in which the student is placed on probation or the student will be suspended from the College for a 16-week semester. For graduate students, the minimum required grade point average of 3.0 must be achieved by the end of the semester in which the student is placed on probation or the student will be suspended from the College for a 16-week semester.

Academic Suspension Appeals
Students may appeal academic suspensions. Students must submit the appeal to the Registrar including all relevant documentation/evidence as applicable or requested by the Registrar within one week of notification of the suspension. Students who appeal by this deadline will be permitted to attend class while the appeal is under review. In cases where the appeal is denied, the student will be administratively dropped from all classes. No charges will be assessed and no grades assigned. Upon denial of appeal, the terms of suspension stated in the original notice will apply.

Academic Probation and Suspension for ACE Students
Undergraduate students enrolled in the ACE program who do not attain the cumulative grade point average of 2.0 at the end of the semester are placed on academic and financial aid suspension for the following semester. Students are notified of academic probation in writing.
Readmittance Following Suspension
Upon readmittance to RMCAD after academic suspension, the student will remain on academic probation for a semester.

Students who do not meet the standards designated during this second probationary term will be suspended for another semester, and must submit a petition to continue enrollment to the Registrar. The petition must be received 30 days before the start of the semester in which the student wants to enroll. Petitions will be decided on a case-by-case basis by, and at the discretion of, the Registrar and Dean.

Transcripts
Transcripts are kept as permanent student records and may be obtained from the Registrar's Office by request. Students request transcripts via the National Student Clearinghouse. The website is located at www.rmcad.edu, under “Request Transcript.” If a current or past student account is on hold for any reason, or if a current or past student's federal student loan is in default, official transcripts will not be issued. One to two weeks are required for processing.

The official transcript is signed by the Registrar's Office and is provided in a sealed envelope. It is generally the only type of transcript acceptable for the transfer of credit. The fee for an official transcript is $5.00 each.

Transfer Credit
Transferability of RMCAD Credits
Decisions concerning the acceptance of credits by any institution other than the granting institution are made at the sole discretion of the receiving institution. No representation is made whatsoever concerning the transferability of any credits to any institution.

Students considering continuing their education at, or transferring to, other institutions must not assume that credits earned at this College will be automatically accepted by any receiving institution. An institution's accreditation does not guarantee that credits earned at that institution will be accepted for transfer by any other institution. Students must contact the Registrar or appropriate department of the receiving institution to determine what credits, if any, that institution will accept.

Undergraduate Transfer Credit Evaluation
Applicants must arrange to have copies of official transcripts from all post-secondary institutions they have attended sent to the Registrar's Department. Official transcripts for courses completed at colleges outside of the 50 United States must be submitted to the College and to an approved evaluation agency before transfer credit will be evaluated by RMCAD (refer to the International Transcript Evaluation section of this Catalog page 7). Credit may not be awarded at a later date from colleges not listed on the application.

Students must earn a minimum of 123 – 125 (depending on the program of study) credit hours in order to receive a bachelor's degree. Up to 60 credits can be earned from external sources, including transfer credit, Advanced Placement (AP), CLEP, IB, and credit given through a portfolio review. The last thirty credits must be earned in residency at RMCAD.

No transfer credit is accepted for the final term of study. Grades for external credit are not calculated into the RMCAD cumulative grade point average. External credit is good for the catalog year for which credits were evaluated. Students who defer their start date to a new catalog are subject to reevaluation at that time. Official college transcripts are required, as well as a portfolio reflecting the prospective student's highest college-level studio work (if applicable). RMCAD has access to an extensive library of course catalogs and course descriptions from most schools across the nation and we will attempt to locate course descriptions for prior courses in order to determine course equivalency. It is helpful, however, for prospective students to submit course descriptions for prior coursework whenever possible, as it is ultimately a student's responsibility to provide information as it relates to prior schooling. Courses are considered for transfer credit based on the following standards:

Accreditation of the Sending Institution
Credits may be considered for transfer if they were earned at an institution accredited by any of the six regional accrediting associations, the Council for Interior Design Accreditation (CIDA), or by the National Association of Schools of Art + Design (NASAD). Credits from schools not regionally accredited are not accepted, but might be eligible for portfolio-based transfer credits.

Antiquity Policy
There are no antiquity limitations on courses that are deemed equivalent to lower division (1000 or 2000 level) RMCAD art and design courses. Digital media and other computer- or technology-based courses are considered for transfer provided they were completed within the last two years prior to the date of matriculation. Courses that are deemed equivalent to upper division (3000 or 4000 level) RMCAD credits must have been completed within the last five years prior to the date of matriculation. Once the five-year period has lapsed, credit is contingent upon the evaluation of the Department Chair to determine if the course satisfactorily meets current standards and practices in the discipline. These requirements apply to the transfer of art and design courses only; they do not apply to Liberal Arts courses.

Appeal Process for Credit or Transcript Evaluation
Students who wish to formally appeal for additional external credit must complete an appeal form that is obtained from the Office of the Registrar. Appeals must be submitted by the end of the first 8-week term of study. Students must submit a portfolio demonstrating the required outcomes for each class for which they petition. Department Chairs provide the outcomes and review, and their decision is final. More information is available through the Office of the Registrar.

Appropriateness and Applicability of Courses
Course equivalency is determined by a combination of course description review and portfolio review, depending on the nature of the course and how it compares to similar courses offered at RMCAD. Only courses with grades of “B” or better are accepted.

Art History Study Abroad Transfer Credits
Art History credits may be considered for transfer if they are earned through study abroad programs offered by accredited institutions. The Liberal Arts Chair will individually evaluate these credits. AH prerequisites apply.

Articulation Agreements
Contact the Office of the Registrar for information on specific transfer and articulation agreements.

Comparability of Credit to be Transferred
Credits at Rocky Mountain College of Art + Design are semester credits. A student coming from a college on the quarter system will receive two-thirds of a term credit for every quarter credit.

Continuing Students Seeking Transfer Credit
Current RMCAD students seeking transfer credit while attending RMCAD must obtain written approval from the Registrar prior to registering at the other institution. Students must submit official transcripts with final grades from that institution to the Registrar's Office immediately upon completion of the course(s). Official transcripts are due by the end of the first 8-week term.

Prior Degrees
Students who have a prior Associate of Arts, Bachelor's Degree or Bachelor of Fine Arts Degree in like majors in the visual arts from a regionally accredited college or university in the United States will be granted up to 33 credits of Liberal Arts satisfying
this requirement for BFA in Animation, Game Art, Commercial Photography, Fashion Design, Fine Arts, Graphic Design, and Illustration, and up to 30 credits for Art Education and Interior Design. Students will be granted all Liberal Arts requirements, excluding Art History courses.

All foundations and major courses will be evaluated based on course equivalency. Associate of Science or other degrees not specified here, as well as degrees from schools outside the U.S. are evaluated based on individual course equivalency. Art Education, Game Art and Interior Design majors have up to 3 major specific Liberal Arts requirements that may not be satisfied by the prior degree policy. This prior degree policy applies to Art Education majors only after all state requirements are met. No more than a total of 60 semester credit hours may be transferred toward a BA or BFA at RMCAD with an awarded Bachelor’s degree in comparable field of study.

Prior Learning Assessment
Evaluation of Advanced Placement (AP) Credit
Advanced Placement gives students the chance to complete college-level work in high school, and to gain valuable skills and study habits for college. Students who earn a minimum qualifying grade of four on selected AP Exams are granted credit for selected RMCAD courses. AP Grade Reports (transcripts) include grades for all AP Exams taken. In order to evaluate and award credit, RMCAD requires a copy of the grade report no later than 30 days prior to the start of the term in which the student matriculates. Prospective students should contact The College Board or visit their website at www.collegeboard.org for procedures for requesting AP transcripts.

Evaluation of College-Level Examination Program (CLEP) Credit
The College-Level Examination Program® or CLEP provides students of any age with the opportunity to demonstrate college-level achievement through a program of exams in undergraduate college courses. RMCAD grants credit for CLEP exams that meet the minimum qualifying score of 50 and are comparable to RMCAD course requirements. RMCAD requires a copy of the CLEP transcript in order to evaluate and award credit. Contact The College Board or visit their website at www.collegeboard.org for procedures for requesting CLEP transcripts.

Experiential Credit
The College does not provide credit for experiential learning.

International Baccalaureate (IB) Credit
The International Baccalaureate is a comprehensive course of study for academically talented high school students in select high schools throughout the world. Decisions for or against awarding credit are based on individual scores on selected exams that have been determined to be comparable to RMCAD courses and degree requirements. In order to evaluate and award credit, RMCAD requires the official transcript no later than 30 days prior to the start of term in which the student matriculates. Transcripts must be requested in writing (by mail, fax or email). Be sure to use the full name under which you originally registered, provide your seven-digit IB candidate code, give the name of the IB high school you attended, and include your month and year of graduation and your date of birth. For more information, contact: International Baccalaureate North America, 475 Riverside Drive, 16th Floor, New York, NY, 10115. Phone: 212.696.4464, Fax: 212.889.9242, Email: ibna@ibo.org.

Graduate Transfer Credit Evaluation
Applicants must arrange to have copies of official transcripts from all post-secondary institutions they have attended sent to the Graduate Admissions Department. Official transcripts for courses completed at colleges outside of the United States must be submitted to the College and to an approved evaluation agency before transfer credit will be evaluated by RMCAD (refer to the International Transcript Evaluation section of this catalog page 6, &7). A student who does not list all colleges attended on their application may have their admission rescinded. Credit will be considered for courses in-progress at another institution so that students may be notified of potential transfer credit. In these cases, an official transcript documenting enrollment is required. Credit may not be awarded at a later date from colleges not listed on the application.

Credits may be considered for transfer if they were earned at an institution accredited by any of the six regional accrediting associations or by the National Association of Schools of Art + Design (NASAD). Credits from schools accredited by other national associations are not generally accepted, but may be eligible for portfolio-based transfer credits. Students must petition for transfer of credits from nationally accredited institutions by submitting a portfolio for each course for which they petition. The portfolio must support the course outcomes and skills learned in the particular course. The Department Chair provides the outcomes to the student. Department Chairs review the request, and their decision is final.

For all graduate programs, credit may be transferred in with the approval of the Department Chair. Transfer credit is not guaranteed. Each case is assessed individually, and based on a combination of factors including course equivalency. Course equivalency is determined by a combination of course description review and portfolio review, depending on the nature of the course and how it compares to similar courses offered at RMCAD. RMCAD has access to an extensive library of course catalogs and course descriptions from most schools across the nation and we will attempt to locate course descriptions for prior courses in order to determine course equivalency. It is helpful, however, for prospective students to submit course descriptions for prior coursework whenever possible, as it is ultimately a student’s responsibility to provide information as it relates to prior schooling. For courses eligible for transfer, a B or better must have been earned, and the course(s) grade will not be included in the calculation of the cumulative grade point average.

RMCAD Antiquity Policy
Digital media and other computer- or technology-based courses that are deemed equivalent to RMCAD graduate courses must have been completed within the last two years prior to the date of matriculation.

Once the five-year period has lapsed, credit is contingent upon the evaluation of the Department Chair to determine if the course satisfactorily meets current standards and practices in the discipline.

Graduate students must earn a minimum of 33 credit hours in order to receive the MA (refer to specific degree requirements). No more than 6 credits may be transferred to apply to a Masters level degree. For some programs, a portfolio reflecting the prospective student’s highest college-level work may be applicable.

Portfolio Credit
Portfolio credit equivalencies at the graduate level are determined by the Department Chair.

Returning Students Who Have Prior Transfer Credit
Returning students who have not attended RMCAD for over one year (three consecutive terms) must initiate their return through the Graduate Admissions Office. The RMCAD catalog that is in place during the term the student returns indicates degree requirements. Therefore, returning students who have prior transfer credit may be required to have their transfer credit reevaluated prior to reenrolling; particularly if they are declaring a different major. Credit to be evaluated includes credits taken before initial acceptance to RMCAD and any credits taken since last attending RMCAD. Returning students who have attended RMCAD within the last year may reenroll through the Office of the Registrar, and external credit will not be reevaluated.
Withdrawing from RMCAD

Students withdrawing from RMCAD must obtain a form from the Office of the Registrar. The withdrawal form requires signatures from the Student Accounts Office, Financial Aid, the Department Chair, the Academic Advisor and the Registrar.

If a refund is due to a student who has withdrawn from RMCAD, as determined by the Student Accounts Office according to RMCAD refund policy, the refund will be mailed within 90 days of the student's completion of the formal college withdrawal process.

Student Privacy Rights (FERPA)

The Family Educational Rights and Privacy Act of 1974 sets forth requirements regarding the privacy of student records. FERPA governs 1) release of these records (known as education records) maintained by an educational institution and 2) access to these records.

What is an Educational Record?

Education records are any records directly related to a student and maintained by RMCAD or by a party acting for the institution. Education records include demographics, personal information, class assignments, attendance, grades, test scores, placement scores, discipline records, special services, Financial Aid, etc.

What is NOT considered an Educational Record?

- Records of instructional, supervisory, administrative, and certain educational personnel which are in the sole possession of the maker thereof, and are not accessible or revealed to any other individual except a substitute.
- Records maintained by a law enforcement unit of the educational agency created by that law enforcement unit for the purpose of law enforcement and not shared with others.
- Records relating to individuals who are employed by the institution, related exclusively to individuals in their capacity as employees and not available for any other purpose (Records of individuals in attendance at ARE EDUCATIONAL RECORDS).
- Records relating to a student which are 1) created or maintained by a physician, psychiatrist, psychologist, or other recognized professional acting in his or her professional capacity or assisting in a paraprofessional capacity; 2) used solely in connection with the provision of treatment to the student; and 3) not disclosed to anyone other than individuals providing such treatment so long as the records can be personally reviewed by a physician or other appropriate professional of the student's choice.
- Records of an institution which contain only information relating to a person after that person is no longer a student at the institution (information gathered by alumni) unless they refer to the period of time when the individual was a student.

What Rights Does FERPA Give me as a Student?

1. The right to inspect and review education records within 45 days of the day the College receives a request for access.

   Students should submit to the Office of the Registrar written requests that identify the record(s) they wish to inspect. The Office of the Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected.

   If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of their education records if the student believes them to be inaccurate.

   Students may ask the College to amend a record that they believe is inaccurate. They should write the College official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. This means information may not be given for enrollment verification (insurance verification), graduation verification (for credit cards, jobs or loans), or attendance verification (loans).

   EXCEPTION 1: One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests.

   A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel); a person or company with who the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees, the Board of Directors; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

   A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

   EXCEPTION 2: Upon request, the College may disclose education records without consent to officials of another school in which a student seeks or intends to enroll.

   EXCEPTION 3: Rocky Mountain College of Art + Design may release the educational records of a student to a parent, provided the student is claimed as a dependent for tax purposes, and the individual seeking education records meets the definition of “parent” under FERPA. Under FERPA, “a parent” is defined as “a parent of a student and includes a natural parent, a guardian, or an individual acting as a parent in the absence of a parent or guardian.” Parents are required to submit a copy of their most recently filed Federal Income Tax Return. Copies must include the signature of one or both parents and the student's name must be indicated as a dependent on the return. A new release will be required each term.

   EXCEPTION 4: In accordance with FERPA, the College will disclose to third parties information from the educational records of a student, provided the information is disclosed due to an “articulable and significant threat to the health and/or safety of the student or other individuals.”

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA.

   The name and address of the Office that administers FERPA is:
   Family Policy Compliance Office
   U.S. Department of Education
   400 Maryland Avenue, SW
   Washington, DC 20202-4605
Confidentiality
RMCAD school officials must protect the privacy of student educational records and shall not disclose personally identifiable information about a student or permit inspection of the student’s records without his/her written consent unless such action is permitted by FERPA.

Directory Information
Rocky Mountain College of Art + Design may provide directory information in accordance with the provisions of FERPA without the written consent of an eligible student unless it is requested in writing that such information not be disclosed. The items listed below are designated as Directory Information and may be released for any purpose at the discretion of Rocky Mountain College of Art + Design unless a written request for nondisclosure is on file:
- Student’s name
- Student’s address
- Student’s phone number
- Student’s home town
- Dates of attendance
- Academic class
- Photographs
- Email address
- Previous institutions attended
- Major field of study
- Awards
- Honors
- Degree(s) conferred
- Past and present participation in officially recognized activities

STUDENT SERVICES

Campus Safety
A Campus Safety report containing calendar year crime statistics, campus policies, and a description of programs that promote campus safety is distributed to RMCAD students and employees annually.

Students wishing to obtain the most recent report may request a copy from the Director of Student Success or may find it on the College’s website at www.rmcad.edu.

Career + Alumni Services
The Career + Alumni Services Office empowers students and graduates with career development, career coaching, and job search strategies. The office promotes student and graduate alliances with art and design related businesses and associations, and provides a network of employment contacts as a resource to career-seeking individuals. The office provides access to career development technology tools aiding in creation of professional communication and management of career searches. Students and alumni are encouraged to participate in internships, networking, professional associations, career-related programs, speakers on campus, and a variety of professional development workshops.

Another important function of the Career + Alumni Services Office is to provide job assistance to students in need of part-time work. Each week a job listing is posted on the Dome that displays a variety of part-time and freelance opportunities, along with internships. Students may begin their career planning by attending workshops, industry group functions, gallery exhibitions, visiting artist/recruiter lectures, portfolio reviews, and by investigating art-related careers through a meeting with the Career + Alumni Services team.

Graduates of RMCAD receive free career counseling and automatically join the RMCAD Alumni Association with successful graduation. The Alumni Association offers graduates the opportunity to attend career development workshops, special events, and professional programs as well as maintain free access to career development technology tools and career coaching.

Personal Counseling
Personal counseling services provided by a licensed professional counselor are available for students on our campus. Counseling is private and free of charge. A wide range of topics are addressed and a range of approaches are utilized so that the needs of each student can be addressed.

Galleries
RMCAD galleries enhance student learning by providing exhibitions of cutting-edge art and design and works of current significance and are also a way to connect with the wider-art public in the region. The campus houses four galleries with rotating exhibitions: the Philip J. Steele Gallery, Rude Gallery, the Student Gallery, and Alumni Gallery.

The Philip J. Steele Gallery provides an average of nine exhibitions annually, which are open to the campus community and the general public. These year-round exhibitions enhance classroom learning experiences for the entire RMCAD community. Exhibitions range from student and faculty work to internationally and nationally renowned contemporary artists.

The Rude Gallery is located at the top of the stairs in the Rude Building. This petite gallery showcases small works and installation art from regional artists, faculty, and students.

The Student Gallery is located on the second floor of the EPIC building. Overseen by students and faculty, the Student Gallery rotates exhibitions several times per term.
The Alumni Gallery is located in the Texas building lobby. Rotating work three times a year, this gallery exhibits the exemplary artworks by RMCAD graduates.

A variety of educational programs accompany a selection of the exhibitions: visiting artist lectures, receptions, gallery talks, critiques and panel discussions. These programs enhance the gallery experience and give students a look at the processes, concepts and philosophies behind the artworks. Gallery programs provide a forum for new concepts and lively dialogue, and allow students to interact with visiting professionals in a meaningful and supportive way. Gallery programs are open to RMCAD students, and the general public. You can find more information about the current exhibitions at www.rmcad.edu/exhibitions.

Health Insurance + Medical Services
In accordance with the Affordable Care Act, all RMCAD students are required to have health insurance. There are a variety of options for health coverage; students can be covered under their parent/guardian’s policy until age 26, or plans are available for purchase via the state healthcare marketplace in which the student resides. Students can learn more about purchasing healthcare at www.healthcare.gov.

Nearby area hospitals and emergency rooms include:
- St. Anthony’s Hospital - Central
  11600 West 2nd Place
  Lakewood, CO
  720.321.0000
- Exempla Lutheran Medical Center
  8300 W. 38th Ave.
  Wheat Ridge, CO
  303.425.4500
- Between Wadsworth and Kipling on 38th Avenue

Housing
There are several housing options available near RMCAD, and each offers something different. Because the primary goal is to help students make a smooth transition to RMCAD, the priority is to help each student find housing that suits his or her individual needs. As a means to this end, The Office of Student Life provides services and resources to assist in the process. For a full list of housing options, see the Housing Guide, available through that Office.

Personal Property
Although the best possible care is taken to protect belongings, the College is not responsible for the loss, theft, damage, or misplacement of student artwork, supplies or personal property.

Problem Resolution
RMCAD is committed to providing the best possible educational environment for its students. The College encourages an open atmosphere in which any problem, complaint, suggestion or question receives a timely response from RMCAD staff and/or faculty. The step-by-step problem resolution procedure is detailed in the section Conflict Resolution and Grievance Committee.

Student Activities
RMCAD provides a number of interesting and entertaining activities during the year. Activities include visiting artists and designers, videos, films, and lectures presented by featured artists and designers exhibiting in the galleries. Lectures and workshops are usually held during lunch break or after school, and are always free of charge.

The Student Life Office and Student Government (SG) sponsor social, recreational and educational events on and off campus each term. These include movies, sports events, plays, festivals, lectures, concerts and gallery tours. Organized outdoor activities including hiking, biking, whitewater rafting, skiing and snowboarding take place throughout the year.

Disability Services Appeals Process
In order to comply with Federal Law (Section 504 of the Rehabilitation Act and American’s with Disabilities Act) and to ensure fair and equitable access to College resources and reasonable accommodations, the College will review all exceptions to policy submitted by a student with documented disabilities, based on a student's request for reasonable accommodations, following their registration with the office of Student Disability Services.

Formal exceptions to policy will be reviewed by the College President, Dean of Compliance and Accountability, Student Disability Services Coordinator, Director of Student Affairs, and Registrar.

Decisions will be based on situational specifics, including but not limited to: relevant documentation provided to the Committee (establishing a legitimate need-to-know based on student’s request for exception), and nature and scope of exception requested.

Spectrum - The RMCAD Store
Spectrum offers convenient shopping and competitive prices for the majority of necessary supplies, hardware, and software. RMCAD apparel has been chosen and designed by students, alumni and employees, and other RMCAD products, such as water bottles, mugs and portfolio cases. Spectrum also offers an Underground Café card, a prepaid punch card for use in the Underground Café for purchase of food and beverages on campus. Cards are available in $20.00 increments only. Spectrum accepts the following forms of payment: cash, personal checks from enrolled students in good standing, MasterCard, Visa, Discover, and American Express. A prepaid student RMCAD Store account can be set up with the Student Accounts Department. Questions about RMCAD Store accounts can be answered by the Student Accounts Department. The Student Accounts Department and/or the Director of Financial Aid can also work with students to have funds transferred from anticipated disbursement payments from the financial aid package into a prepaid RMCAD Store account.

Visiting Artist, Scholar, and Designer Program
The Visiting Artist, Scholar, and Designer (VASD) Program explores critical, diverse, and creative inquiry. This interdisciplinary initiative enriches the academic experience at RMCAD and serves the greater Denver-metro community. The VASD Program fosters curiosity and innovation by bringing leading national and international artists, scholars, and designers to RMCAD. The Program is structured around a yearlong theme. Past VASD Program series themes include Ethics, Interventions, and Identity. The 2015/2016 theme is Humor.

The VASD Program provides RMCAD students with unique opportunities and direct access to creative thinkers from a variety of disciplines, regions, and ethnic backgrounds, and creates a forum for diverse and challenging artistic visions. While visiting, the Program’s artists, scholars, and designers present a free and public lecture or performance. Visitors also engage with RMCAD students in private events such as workshops, studio visits, small group discussions, critiques, on-site installations, and more. A variety of other events such as the Program’s Next Day Q+A Sessions or film screenings are also offered.

The VASD Program enhances all academic departments at RMCAD and is integrated into the classroom whenever possible. Past Program guests include John Waters, Lucy Lippard, Golan Levin, Rick Poynor, Will Vinton, Simon Critchley, Daniel Eatock, Judy Chicago, and Lynda Barry.

Learn more about the VASD Program at vasd.rmcad.edu
ACADEMIC PROGRAMS

Outcomes
Students are informed of institutional level, program level outcomes and course level outcomes in the following ways:
- Institutional Outcomes are published below
- Program Outcomes are published in the Academic Catalog with each program section
- Course Outcomes are published in each course syllabus

Institutional Outcomes
RMCAD developed the following Institutional Outcomes to set undergraduate and graduate standards. These outcomes are derived from the Mission of the College and used as guiding principles for program and course level outcomes. In this way, RMCAD ensures that student learning is guided by the Mission.

Institutional Outcome 1: Cultural Competence
Cultural competencies includes fostering collaboration in a diverse community, integrating ideas sensitive to cultural foundations and a global context, contextualizing knowledge to stimulate awareness of ethics and diverse viewpoints, and incorporating sustainable practices.

Institutional Outcome 2: Communication Competence
Communication is a prepared, purposeful presentation designed to increase knowledge, to foster understanding, or to promote change in the listeners’, viewers, and/or participants’ attitudes, values, beliefs, or behaviors.

Institutional Outcome 3: Design Competence
Design Competence is the application of technology, tools, and skills as they relate to art and design. It includes the ability to identify, locate, evaluate, and effectively and responsibly use technology, tools, and skills for sustainable practice

Institutional Outcome 4: Critical Thinking
Critical thinking is a practice characterized by the comprehensive exploration of issues, ideas, artifacts, and events before accepting or formulating an opinion or conclusion. It includes the ability to challenge assumptions, contextualize information, identify problems, and conceptualize responses.

Pre-Enrollment Program
The pre-enrollment program has been designed to enable current applicants to take one class for credit while the student is gathering the necessary documents required for official acceptance at RMCAD. Course tuition is not eligible for financial aid and must be paid for directly by the student.

- Student must continue to work on enrollment documents for their degree program while attending the course
- Student must have an active application on file for a future term and pay the pre-enrollment fee of $300
- Student is responsible for obtaining required book(s) and supplies

Contact RMCAD's Admissions Department for more information at 800.888.2787 or admissions@rmcad.edu

High School Programs

High School Programs are designed specifically for high school students who are serious about art and design and want to build on their existing skills. Programs include workshops offered throughout the year, and art camps during the summer months. High school students looking for intensive week-long art and design programs can register for these summer camps. Areas of study include illustration, graphic design, animation, foundations, and interior design.

Current course offerings can be found by visiting www.rmcad.edu and clicking on High School Programs, or by calling 800.888.ARTS.

High School Dual Enrollment Program
RMCAD offers the opportunity for exceptional junior and senior high school students to enroll for college credit while still completing their high school degree. Dual Enrollment credit awards for courses taken at RMCAD may be used to satisfy high school subject or credit requirements, as determined by the student’s high school. Dual Enrollment students may take online courses and register for one class in an 8-week term and up to six credits per semester for a total of 12 in an academic year. Financial Aid is not available and cannot be used to cover the cost of attendance, books or supplies, although students may receive financial support from their high school. Dual enrolled students will automatically be accepted to RMCAD upon meeting the college’s admissions requirements. College credit is awarded for Dual Enrollment and will apply towards degree requirements at RMCAD.

The College is regionally accredited by the Higher Learning Commission (HLC) and is in good standing. The HLC sets high educational standards that the College abides by, including those that govern dual enrollment programs. Regional accreditation increases the likelihood that classes completed at RMCAD as part of Dual Enrollment will transfer to another college or university; however, acceptance of transfer credits is the sole discretion of the institution and RMCAD cannot guarantee that credits will transfer to other institutions of higher education.

Dual Enrollment Courses include:
- AH 1100 Art History I: Ancient to Medieval
- EN 1110 Composition I
- EN 1111 Composition II
- FD 1275 Drawing I
- SBS 1110 Introduction to Anthropology
- SBS 1140 Introduction to Psychology
- SBS 1150 Introduction to Sociology

The prerequisite requirement, ACAD 1000 Academic Connections for Artists + Designers, is not required for Dual Enrollment students; however, this class is required should the student become degree seeking. Courses may not be available due to scheduling changes.

Students must meet standard undergraduate and Dual Enrollment admissions requirements. Requirements are as follows:

1. Application for Admission
Applicants must submit a completed Application for Admission and a $50 application fee. Applications can be completed online at www.rmcad.edu. A paper copy of the application can be printed from our website. Mail the completed application to the Admissions Department at 1600 Pierce Street, Denver, Colorado, 80214.

2. Transcripts
Official high school transcripts should be sent directly to the Admissions Department.

3. Cumulative GPA
All applicants must possess a cumulative grade point average of 3.0 or higher to reflect ability to succeed in a college environment.
4. Portfolio
All applicants to art and design programs must submit a portfolio with a one to two paragraph artist statement. Applicants must submit a portfolio of 3-5 pieces or another collection of visual work that demonstrates the basic skills needed to succeed in art and design coursework. See the “Submitting a Portfolio” section on page nine of this publication for further instructions.

6. Interview with an Admissions Employee
An interview with an Admissions Employee, either in person or by telephone, is required. Through the personal interview, applicants will gain a better understanding of the visual arts education at Rocky Mountain College of Art + Design. To arrange an interview time, please contact the Admissions Office at 800.888.2787 or admissions@rmcad.edu.

7. Letter of Recommendation
A letter of recommendation from the student’s high school art instructor or outside person who teaches the student art in a professional studio.

8. Letter from the High School
Students must have a letter from the high school granting authorization to attend classes (most high schools will accept college coursework to satisfy high school requirements).

9. Letter from Parent/Guardian
A letter from parent/guardian giving permission to attend RMCAD is required for students under 18, as they may be working with nude models or subjected to works/lectures containing the nude body as artistic references.

Pre-College at RMCAD
RMCAD’s Pre-College series includes four-week intensive courses. Students will earn three credits for each course they choose while experiencing college life. This option is only available for high school juniors and seniors and recent high school graduates who are interested in transferring to RMCAD.

These experience-based courses are a great way to explore the RMCAD campus. By participating in the evening activities schedule, Pre-College students can also visit some of Denver’s top destinations, including Film on the Rocks at Red Rocks Amphitheater and the Denver Art Museum.

Information regarding tuition and registration is available at rmcad.edu Depending on interest and availability, RMCAD may offer the following Pre-College courses:

- **Animation**
  PCAN 1110 Introduction to Animated Storytelling

- **Commercial Photography**
  PCCP 1110 Fundamentals of Digital Photography

- **Fashion Design**
  PCFS 1310 Construction I

- **Fine Arts**
  PCFAC 1150 Introduction to Ceramics

- **Foundations**
  PCFD 1010 2D Design

- **Graphic Design**
  PCGD 1510 Rapid Visualization and Prototyping

- **Illustration**
  PCIL 1510 Mastering the Pencil

- **Interior Design**
  PCID 1510 Survey of Interior Design

Students must meet standard undergraduate admissions requirements. Admissions requirements are as follows:

1. Application for Admission
   Applicants must submit a completed Application for Admission and a $50 application fee. Applications can be completed online at www.rmcad.edu. A paper copy of the application can be printed from our website. Mail the completed application to the Admissions Department at 1600 Pierce Street, Denver, Colorado, 80214.

2. Transcripts
   Official high school transcripts should be sent directly to the Admissions Department. RMCAD requires all transcripts from previously attended schools. Unofficial transcripts may be submitted at the same time as the completed Application for Admission. The unofficial transcript will be used to evaluate the admission file for acceptance.

3. Cumulative GPA
   All applicants must either possess a cumulative grade point average of 2.0 or higher. Home-schooled students must submit proof of attendance by an accrediting body, which is recognized by RMCAD.

4. Portfolio
   All applicants to art and design programs must submit a portfolio with a one to two paragraph artist statement. Applicants must submit a portfolio of 3-5 pieces or another collection of visual work that demonstrates the basic skills needed to succeed in art and design coursework. See the “Submitting a Portfolio” section on page nine of this publication for further instructions.

5. Interview with an Admissions Counselor
   An interview with an Admissions Counselor, either in person or by telephone, is required. Through the personal interview, applicants will gain a better understanding of the visual arts education at Rocky Mountain College of Art + Design. To arrange an interview time, please contact the Admissions Office at 800.888.2787 or admissions@rmcad.edu.

Pre-College courses follow the same policies, procedures, deadlines, calendars, etc. as the BFA courses. Pre-College courses can be applied toward a degree program.

Summer Art Camps
RMCAD’s Summer Art Camps provide week-long, non-credit classes in a variety of topics. Participants can sample majors, expand their artistic skills, develop their portfolio and get a taste of what college life can be like for a serious art student. Summer Camp courses are available to high school students at any level in their art education, including those who will start their freshman year in Fall 2015. Visit the High School Programs page at RMCAD.edu (under Now at RMCAD) to see current offerings and find more information about tuition and scholarships. Contact hsprograms@rmcad.edu for individual questions and requests.
Certificate Programs

RMCAD online certificate programs require 12-21 credit hour courses of study designed to allow students to take courses in an area of specialization to enhance their academic and professional experience. The intent is to give students an entry into the degree, therefore certificate courses are meant to parallel those in the programs.

Students must meet standard admissions requirements, and the certificates follow the same policies, procedures, deadlines, calendars, etc. as the degree programs.

Certificate program courses are derived from credit-bearing courses. Please note that while certificate courses can be applied to a degree program, certificates are not earned in conjunction with the completion of a degree with RMCAD and are a stand-alone educational option.

Undergraduate Certificates

ALL undergraduate certificate program students must have achieved a cumulative 2.0 (C) grade point average in all undergraduate certificate courses attempted in order for the certificate to be granted.

3D ANIMATION - CHARACTER ANIMATION Certificate

3D Animation is a technical art form based on the practices of mastering state-of-the-art 3D computer graphic software with artistic disciplines. This particular art form, and the industry standards driving it, relies heavily on the various technical aspects, including a wide array of tools, methods and procedures that is always evolving and constantly in demand among studios and industry professionals, to produce and maintain the many complicated processes required to produce animated films and visual effects.

Credits may be used towards the BFA in Animation.

AN3D 1210 3D Computer Fundamentals 3
AN3D 3330 3D Character + Production Design 3
AN3D 4270 Advanced Character Creation Methods 3
AN3D 4250 Advanced 3D Computer Animation Motion Studies 3

Total Credits Required 15

3D ANIMATION - PRE-PRODUCTION Certificate

Students will learn from a series of courses ranging from the fundamental disciplines of storytelling, as it applies to filmmaking and animation, cinematic structure, storyboarding, skills and principles of traditional and 3D Computer Animation, character development, environmental design, and tying these elements together to effectively pre-visualize an animated film.

Students will utilize industry standard methods, tools and software. All these tools and concepts will be taught and mentored by industry professionals, providing instruction and insight into the tools and techniques to effectively communicate story and design concepts, both written and visually. Instructor/mentors will also provide valuable critique and collaborative feedback vital to the creative process.

The unique aspect of this program is that it specializes in the conceptual development and storytelling pre-production processes of 3D animation and filmmaking, while also providing both insight and practical knowledge into the high-tech digital aspects that drive today’s animation and visual effects industry.

Credits may be used towards the BFA in Animation.

AN 1110 Introduction to Animated Storytelling 3
AN 2310 Creative Visualization 3
AN 2270 Digital Painting for Film and Games 3
AN3D 1210 3D Computer Fundamentals 3
AN3D 3330 3D Character + Production Design 3

Total Credits Required 15

COMMERCIAL PHOTOGRAPHY Certificate

with optional areas of emphasis in Commercial Photography or Photojournalism/Documentary.

Credits may be used towards the BFA in Commercial Photography.

Commercial Photography Emphasis

The Certificate Program in Commercial Photography provides students with a focused skill set addressing key elements of the profession. Coursework emphasizes client needs assessment, digital post-production, industry standards, ethics, and importantly, creating compelling and communicative imagery, and affords students with the creative, technical and business tools to thrive in the marketplace.

Core Studio Classes:

The Commercial Photography emphasis
CP 1110 Fundamentals of Digital Photography 3
CP 1710 Digital Post Production 3
CP 1720 Lighting I: Fundamentals 3
CP 4210 Special Project 1

Emphasis Studio Classes:

CP 2320 Portraiture: Business, Editorial, Social 3
CP 3510 Visual Language and Storytelling 3

Total Credits Required 16
Photojournalism/Documentary Emphasis

The emphasis in Photojournalism/Documentary Photography provides an intensive course of study for students interested in pursuing professional goals in the industry. Through assignment-based coursework, students will make compelling images with strong and pointed narratives, study ethics as they pertain to stylistic and creative approaches, and ultimately begin to build a portfolio with a high value of communicative content. Students develop a skill set in effective visual communication, and gain the creative and business dexterity needed to become successful professionals in this area of study.

Photojournalism/Documentary Emphasis:

Core Studio Classes:
- CP 1110 Fundamentals of Digital Photography 3
- CP 1710 Digital Post Production 3
- CP 1720 Lighting I: Fundamentals 3
- CP 4210 Special Project 1

Emphasis Studio Classes:
- PJ 3130 Fundamentals of Photojournalism: Required Class 3
- PJ 3310 Advanced Photojournalism 3

Total Credits Required 16

DESIGN PROCESSES AND PRODUCTION Certificate

This undergraduate certificate program in Design Processes and Production emphasizes design, prototyping, and problem solving while providing intensive technical training in graphic design software. Graphic designers must be knowledgeable of current technologies and be aware of how rapidly those technologies change. The courses included in this certificate focus on all the fundamental areas of technology as it relates to graphic design.

Credits may be used toward the BFA in Graphic Design.
- FD 1020 Digital 2D Design 3
- GD 1010 Rapid Visualization and Prototyping 3
- GD 1310 Type + Layout 3
- GD 2210 Vector Illustration 3
- GD 2220 Raster Image Processing 3
- GD 3105 User Prototyping 3
- GD 3115 Web Design 3

Total credits required 21

PATHWAYS TO ART + DESIGN Certificate

To prepare students for an art and design education, the Pathways to Art + Design certificate begins with ACAD 1000 Academic Connections for Artists + Designers. This course introduces students to critical thinking and explores methodological connections between Liberal Arts and Foundations processes. In Composition I and II, students engage in a variety of academic texts, literature, and literary, aesthetic, and social criticism. By exploring a variety of writing styles, analyzing elements of form and mechanics, and engaging all aspects of the writing process, students find and demonstrate their writing voice, and write with greater authority, clarity and insight. Visual Design 1 focuses on the principles and practices of 2D design and color theory, providing a foundation for composition theory, vocabulary, and problem solving in art and design. Digital Image Making introduces students to a common body of knowledge of hardware and software programs and processes. Students investigate the creation and manipulation of digital images for functional and creative use. Finally, in the last course, students can choose one course from the field of Arts History, Animation, Graphic Design, Illustration, or Interior Design.

Credits may be used toward the BFA in Animation, Graphic Design, Illustration, or Interior Design.
- ACAD 1000 Academic Connections for Artists + Designers 3
- EN 1110 Composition I 3
- EN 1111 Composition II 3
- FD 1020 2D Design 3
- FD 1120 Topics in Color + Space 3

Choice of one:
- AH 1100 Art History I: Ancient to Medieval 3
- AN 1230 Fundamentals of Animation 3
- GD 1310 Type + Layout 3
- IL 1020 Mastering the Pencil 3
- ID 1230 Introduction to Sustainable Design 3
- ID 1510 Survey of Interior Design 3

Total credits required 18

Graduate Certificates

ALL graduate certificate program students must have a bachelors degree from a regionally accredited college or university. Graduate students must also achieve a cumulative 3.0 (B) grade point average in all graduate certificate courses attempted in order for the graduate certificate to be granted.

INVESTIGATIONS IN LEARNING + LEADERSHIP Certificate

Credits may be used toward the MA in Education, Leadership + Emerging Technologies.
- ELET 5100 Visual Literacy through Digital Investigations 3
- ELET 5120 Understanding Learning Theories for Education 3
- ELET 5140 Leadership and Motivation 3
- ELET 5900 Investigating Learning Environments 3

Total credits required 12
Undergraduate Programs

RMCAD offers the following undergraduate degree programs:

Bachelor of Fine Arts (BFA):
- Animation: 2D
- Animation: 3D
- Art Education: Ceramics
- Art Education: Illustration
- Art Education: Painting
- Art Education: Photography + Video Art
- Art Education: Sculpture
- Commercial Photography (optional: Photojournalism Area of Emphasis)
- Fashion Design
- Fine Arts: Ceramics
- Fine Arts: Painting
- Fine Arts: Photography + Video Art
- Fine Arts: Sculpture
- Game Art
- Graphic Design
- Illustration (optional: Children’s Book Illustration or Sequential Art Area of Concentration, Concept Art Area of Emphasis)
- Interior Design (optional: Sustainable Design Area of Concentration)

Bachelor of Arts (BA):
- Business for the Creative Industries

Course Prefixes
- AE Art Education
- AH Art + Design History
- AN Animation
- AN2D Animation: 2D
- AN3D Animation: 3D
- CP Commercial Photography
- BCI Business for the Creative Industries
- EN English
- FS Fashion Design
- FA Fine Arts
- FAC Fine Arts: Ceramics
- FAP Fine Arts: Painting
- FAS Fine Arts: Sculpture
- FAV Fine Arts: Photography + Video Art
- FD Foundations
- GA Game Art
- GD Graphic Design
- HU Humanities
- ID Interior Design
- IL Illustration
- MA Mathematics
- NS Physical + Natural Science
- PJ Photojournalism
- SBS Social + Behavioral Science

Definitions
Prerequisites: A course that must be taken prior to a given course.
Co-requisites: A course that may be taken before or at the same time as a given course.
Concurrent Requisite: A course that must be taken at the same time as a given course.

Philosophy of Learning + Teaching

While traditional educational approaches of lecture, demonstration, teaching by example, and presentation of studio technique are used, RMCAD is responsive to the contemporary climate of the art and design disciplines. Classroom methods incorporate the newest processes and ideas to challenge students in an atmosphere that encourages experimentation with media not yet established as art material. As a result, graduates are both versatile and qualified to produce complete, professional-quality work.

The strength of all of RMCAD’s art and design programs is realized in the development of each student's conceptual, technical, and creative abilities with an emphasis on communication and critical thinking. This approach and rigor enables students to realize success in a challenging and competitive marketplace, and helps ensure professional opportunities for each student after graduation. Emphasis is placed on skills that include consolidating ideas into visual form, rendering artwork, sharpening communication skills, developing creative concepts, and improving career skills.

The RMCAD faculty is composed of a dedicated group of professional educators, artists, and designers who determine the college curriculum and play a significant role in the content, development, and structure of the courses they teach.

RMCAD Online embodies the above philosophy of learning and teaching while adding “time and place” of convenience. The core of the RMCAD online learning experience is the belief that with dedication, the right access, tools, course quality, faculty encouragement, and motivation, everyone has the potential to succeed in the learning experience. To that end:

- Faculty employ the most current and effective online teaching methods. Faculty have multiple resources available to them for keeping current with the latest online teaching strategies, as well as access to a national network of peers and colleagues in the field of online teaching and learning. RMCAD online faculty lead program development initiatives, and participate actively in the design and course development process. Faculty, instructional designers, and multimedia developers work together in teams to produce the online learning experience for each program and course. The team course design process is based on adult learning theory, state-of-the-art course technologies, and a strict set of quality standards.

- RMCAD online courses and programs are the same courses and programs as on campus. This means that by going to school online, the quality of the education that students receive is not in any way compromised. RMCAD develops online courses with contact hours as a guide—this means that we ensure in the online course design that students receive the same amount of instructional time as they would in an on-campus class. In fact, some students report that online courses are more interactive, engaging, and fulfilling. We also continually assess learning outcomes in online and on-campus programs, so that we can make adjustments and enhancements quickly.

- Courses provide high-quality online learning environments led by experienced faculty. State-of-the-art technologies facilitate communication, interaction, and learning experiences. Online courses are constructed in a proprietary course management system that provides easy, minimal-step navigation, and intuitive access to a wide array of learning tools and course content. Students are engaged in multiple ways—through the course content, the instructor, peer collaboration, and relationships with advisors and other staff. Integral to student success, students are supported through online technical support help, tutoring services, and library services.

RMCAD provides a total package to ensure an optimal learning experience and student success, whether on campus or online.
ANIMATION DEPARTMENT

Animation Department Mission
The Animation Department at Rocky Mountain College of Art + Design places a strong emphasis upon developing creative, visual storytelling skills in our students, whether expressed through hand-drawn animation, computer animation, experimental and stop-motion animation, or a combination of these. Graduates of RMCAD’s Animation Department are ready to become independent artists, animators and producers, and are well prepared to imagine and create the complex and ever-changing future of animation.

Animation Program Description
The first known artists told stories of the hunt by drawing on cave walls, and imparted a sense of motion to the animals in their stories by drawing them with multiple legs in different poses. Thousands of years later, humans are still telling stories, but using much more sophisticated animation techniques to breathe life and movement into the characters they create.

The stories of our lives develop out of the choices we each make in response to the challenges and situations we are presented with. These choices, unique to us, arise out of our individuality, our personal histories, and our physical, emotional, mental, and spiritual being—our character. This is the essence of character animation; not just making a body move believably, but knowing how to make a character express itself through that movement, no matter if your creative tool is a pencil, a computer, or a puppet.

Building on this foundation, the RMCAD Animation Department provides a curriculum designed to balance the aesthetic and technical aspects of visual communication with the realities of the professional production environment. Animation merges the arts of storytelling, acting, drawing, design, illustration, sculpture, photography and filmmaking with the technology of computers. Knowledge of the rich history of animation in all cultures of the world provides a context for the student’s learning; from the fundamentals of motion studies, through every aspect of animation production, to the output of the finished work. Graduates of RMCAD’s Animation Department are ready to become independent artists, animators and producers, and are well prepared to imagine and create the complex and ever-changing future of animation.

Program Outcomes
- TECHNICAL: Demonstrate understanding of software, hardware, and use of materials, sound studio, editing systems, and other peripheral devices and tools used in animation production
- FOUNDATIONAL: Demonstrate strong drawing, composition, anatomy, color and perspective skills
- CREATIVE: Demonstrate artistry, unique voice, conceptualization and process including thumbnails, comps and character designs
- PROFESSIONAL: Demonstrate strong work ethic, punctuality, cooperative attitude, communication skills, time management, and organizational skills and personal initiative
- GROWTH: Demonstrate ability to assess and critique own work, acquisition of increasingly advanced concepts and production skills with a strong focus on goals, and independent learning
- CRITICAL: Demonstrate critical & analytical thinking and problem-solving abilities related to technical prowess, fundamental animation principles and storytelling skills. Effective application of critique
- COLLABORATION: Demonstrate cooperative attitude in class discussions, collective projects, and communications with other students and instructors
- STORY: Demonstrate understanding of narrative & visual storytelling fundamentals, cinematic form and coherent delivery
- ANIMATION: Demonstrate a thorough knowledge of animation fundamentals and believability in motion, timing and structure

3D ANIMATION - Online
The Online BFA Degree in 3D Animation is a professional degree for students needing remote access to the educational requirements for careers in 3D animation.

The degree consists of 123 credit hours with courses delivered in eight-week terms in a regulated sequence to allow for the acquisition of necessary skills, the retention and transfer of knowledge, and the professional discipline necessary for entry-level animation practice.
### 3D ANIMATION - Online

**BFA Degree Requirements**

**Liberal Arts:** 48 credits
- **ACAD 1000 Academic Connections for Artists + Designers** 3
- **Art History** 12
- **AH 2020 History of International Animation** 3
- **English Composition** 6
- **Western Civilization** 6
- **Mathematics** 3
- **Physical + Natural Sciences** 3
- **Social + Behavioral Sciences** 6
- **Humanities** 6

*See Liberal Arts Department for specific classes*

**Foundations:** 21 credits
- **FD 1020 2D Design** 3
- **FD 1120 Topics in Color + Space** 3
- **FD 1275 Drawing I** 3
- **FD 1280 Drawing II** 3
- **FD 1370 Life Drawing I** 3
- **FD 1380 Life Drawing II** 3
- **FD 2130 3D Design** 3

**Animation:** 21 credits
- **AN 1110 Introduction to Animated Storytelling** 3
- **AN 2000 Animation Sophomore Portfolio Review** 0
- **AN 2270 Digital Painting for Film and Games** 3
- **AN 2310 Creative Visualization** 3
- **AN 3050 Animation Thesis Proposal Review** 0
- **AN 3130 Business, Ethics + Copyright for Animation** 3
- **AN 3390 2D/3D Animation Thesis I** 3
- **AN 3760 Tools + Techniques of Contemporary Animation** 3
- **AN 3770 Animation Sound Design + Video Editing** 3
- **AN 4000 Animation Senior Portfolio Review** 0

**3D Animation:** 27 credits
- **AN3D 1210 3D Computer Fundamentals** 3
- **AN3D 2320 3D Computer Lighting + Materials** 3
- **AN3D 3230 3D Computer Animation Motion Studies** 3
- **AN3D 3240 Advanced Dynamics + SFX** 3
- **AN3D 3330 3D Character + Production Design** 3
- **AN3D 4250 Advanced 3D Computer Animation Motion Studies** 3
- **AN3D 4260 Advanced 3D Computer Topics** 3
- **AN3D 4270 Advanced Character Creation Methods** 3
- **AN3D 4881 3D Animation Thesis II – Part 1** 1.5
  - **AN3D 4882 3D Animation Thesis II – Part 2** 1.5

**Studio Electives:** 6 credits

The following are recommended:
- **AN 3601 Animation Internship Part I** 1.5
- **AN 3602 Animation Internship Part II** 1.5
- **GA 2220 Game Creation Fundamentals** 3
- **GA 4110 Game Animation + Motion Capture** 3
- **GA 3210 3D Modeling** 3
- **GA 3220 Game Shader Development** 3
- **GA 3860 Digital Sculpting** 3
- **GA 4360 Game Particles + Effects** 3

**Total credits required** 123

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### 3D ANIMATION - On-Campus

**BFA Degree Requirements**

**Liberal Arts:** 48 credits
- **ACAD 1000 Academic Connections for Artists + Designers** 3
- **Art History** 12
- **AH 2020 History of International Animation** 3
- **English Composition** 6
- **Western Civilization** 6
- **Mathematics** 3
- **Physical + Natural Sciences** 3
- **Social + Behavioral Sciences** 6
- **Humanities** 6

*See Liberal Arts Department for specific classes*

**Foundations:** 21 credits
- **FD 1020 2D Design** 3
- **FD 1120 Topics in Color + Space** 3
- **FD 1275 Drawing I** 3
- **FD 1280 Drawing II** 3
- **FD 1370 Life Drawing I** 3
- **FD 1380 Life Drawing II** 3
- **FD 2130 3D Design** 3

**Animation:** 21 credits
- **AN 1110 Introduction to Animated Storytelling** 3
- **AN 2000 Animation Sophomore Portfolio Review** 0
- **AN 2270 Digital Painting for Film and Games** 3
- **AN 2310 Creative Visualization** 3
- **AN 3050 Animation Thesis Proposal Review** 0
- **AN 3130 Business, Ethics + Copyright for Animation** 3
- **AN 3390 2D/3D Animation Thesis I** 3
- **AN 3760 Tools + Techniques of Contemporary Animation** 3
- **AN 3770 Animation Sound Design + Video Editing** 3
- **AN 4000 Animation Senior Portfolio Review** 0

**3D Animation:** 27 credits
- **AN3D 1210 3D Computer Fundamentals** 3
- **AN3D 2320 3D Computer Lighting + Materials** 3
- **AN3D 3230 3D Computer Animation Motion Studies** 3
- **AN3D 3240 Advanced Dynamics + SFX** 3
- **AN3D 3330 3D Character + Production Design** 3
- **AN3D 4250 Advanced 3D Computer Animation Motion Studies** 3
- **AN3D 4260 Advanced 3D Computer Topics** 3
- **AN3D 4270 Advanced Character Creation Methods** 3
- **AN3D 4880 3D Animation Thesis II** 3

**Studio Electives:** 6 credits

The following are recommended:
- **AN 3601 Animation Internship Part I** 1.5
- **AN 3602 Animation Internship Part II** 1.5
- **AN2D 1390 Drawing + Acting for Animation** 3
- **AN2D 4870 Stop Motion Animation** 3
- **GA 2220 Game Creation Fundamentals** 3
- **GA 4110 Game Animation + Motion Capture** 3
- **GA 3210 3D Modeling** 3
- **GA 3220 Game Shader Development** 3
- **GA 3860 Digital Sculpting** 3
- **GA 4360 Game Particles + Effects** 3

**Total credits required** 123
2D ANIMATION - On-Campus
BFA Degree Requirements

Liberal Arts: 48 credits
ACAD 1000 Academic Connections for Artists + Designers 3
Art + Design History 12
AH 2020 History of International Animation 3
English Composition 6
Western Civilization 6
Mathematics 3
Physical + Natural Sciences 3
Social + Behavioral Sciences 6
Humanities 6
See Liberal Arts Department for specific classes

Foundations: 21 credits
FD 1020 2D Design 3
FD 1120 Topics in Color + Space 3
FD 1275 Drawing I 3
FD 1280 Drawing II 3
FD 1370 Life Drawing I 3
FD 1380 Life Drawing II 3
FD 2130 3D Design 3

Animation: 24 credits
AN 1110 Introduction to Animated Storytelling 3
AN 1230 Fundamentals of Animation 3
AN 2000 Animation Sophomore Portfolio Review 0
AN 2270 Digital Painting for Film and Games 3
AN 2310 Creative Visualization 3
AN 3050 Animation Thesis Proposal Review 0
AN 3130 Business, Ethics + Copyright for Animation 3
AN 3390 2D/3D Animation Thesis I 3
AN 3760 Tools + Techniques of Contemporary Animation 3
AN 3770 Animation Sound Design + Video Editing 3
AN 4000 Animation Senior Portfolio Review 0

2D Animation: 27 credits
AN2D 1390 Drawing + Acting for Animation 3
AN2D 3230 Character Animation + Motion Studies 3
AN2D 3360 Animation Layout + Production Design 3
AN2D 3520 2D Computer Animation I 3
AN2D 3620 2D + Z 3
AN2D 4240 Advanced Character Animation + Motion Studies 3
AN2D 4520 2D Computer Animation II 3
AN2D 4870 Stop Motion Animation 3
AN2D 4880 2D Animation Thesis II 3

Studio Elective Requirements: 3 credits
The following are recommended:
AN 3601 Animation Internship Part I 1.5
AN 3602 Animation Internship Part II 1.5
AN2D 3840 Experimental Animation/2D + Mixed Media 3
AN 4110 Animation Film Studies 3
AN 4760 2D/3D Advanced Compositing 3
AN 4860 Experimental Animation II 3
AN3D 1210 3D Computer Fundamentals 3

Total credits required 123

Animation:
Course Descriptions

AN 1110 / PCAN 1110 (Pre-College Program)
Introduction to Animated Storytelling
(3 credits)
In this freshman-level class, students will receive an overview of how their animation studies relate to current industry practices for creating animated films, emphasizing how every phase of the creative process supports the storytelling function of a film. Students will learn to analyze animated and live action films, from television commercials, to three-minute shorts, to feature length movies, to understand how narrative content is delivered in different contexts. At the conclusion of this course, students will have completed assignments analyzing the visual form and narrative form of a variety of films, and projects demonstrating their ability to recognize and apply the basic components of visual storytelling in their own work.
Prerequisites: none

AN 1230
Fundamentals of Animation
(3 credits)
This freshman-level animation course focuses on gaining an understanding of the basic principles of movement, which form the foundation of all animation. Students analyze motions of people and objects, and learn to translate that knowledge into animation. Motion attributes such as gravity, weight, spacing and timing are studied, in order to create animation that is believable and that expresses mood and personality through a character’s individualized movement. Also discussed are various technical aspects of animation filmmaking, typical production workflows, and standard industry terms and tools. At the conclusion of this course, students will have completed numerous animation assignments, an inbetweening test and a final project that will demonstrate their fullest understanding of basic animation principles.
(Formerly AN 2230)

AN 2000
Animation Sophomore Portfolio Review
(0 credits)
Students who have completed 45-60 credit hours are required to participate in a sophomore portfolio review. Students will present original art and design work from Foundations courses where faculty evaluate mastery of foundational skills, and identify strengths and areas of improvement. Art and design work will illustrate competency in visual elements and principles of design, drawing, color theory, and three-dimensional fundamentals. Upon successful completion of the Sophomore Portfolio Review, students transition into their major course of study. This course is Pass/Fail.
Prerequisites: 45-60 credits completed
AN 2270
Digital Painting for Film + Games
(3 credits)
This studio based course will explore the foundations of digital painting and how it applies to every level of the production process. Students will learn the fundamentals of color, composition, blending modes, custom brush creation/utilization and working resolutions. At the conclusion of this course, students will have applied these skills to a variety of projects from speed-painting, to matte painting and paint-overs.

AN 2310
Creative Visualization
(3 credits)
The emphasis of this course is on developing imaginative concepts, using the language of film and animation through the storyboard process. Students illustrate animated story ideas, focusing on expressive character development, layout and set design. At the conclusion of this course, students will be capable of using the storyboard process to write animated story ideas, utilizing elements of composition, camera angles, continuity, character and motion dynamics.
Prerequisites: AN 1110 Introduction to Animated Storytelling

AN 3050
Animation Thesis Proposal Review
(0 credits)
The thesis proposal review is the animation student's opportunity to present their thesis proposal with all supporting documentation to a panel of RMCAD Animation Department faculty, and receive feedback to guide the student toward successful completion of their thesis classes. Prior to the review, students receive a form that, when completed, defines and explains their proposed project in detail. Approval of the Thesis Committee is a prerequisite for registering for AN2D 4861 or AN3D 4861.
Prerequisites: Completion of 60 credit hours

AN 3130
Business, Ethics + Copyright for Animation
(3 credits)
In this junior-level course, students learn about business practices in the animation industry, including business organization and operation as employer or employee, studio specialist, or freelance generalist. Current and historic developments in copyright law are studied, as well as ethical and non-ethical uses of animation. At the conclusion of this course, students perform an assessment of their animation education through the lens of the reality of the business world, and assess their expectations for a career in animation. Students demonstrate the realities of the budgeting process, the procedures for legal use and protection of copyright, and an understanding of the ethical uses of this art form. (Formerly AN 4130)
Prerequisites: AH 2020 History of International Animation

AN 3390
2D/3D Animation Thesis I
(3 credits)
This is the first of a two course sequence for students to begin developing their final thesis project. With their Thesis proposal approved junior-level students enter this class ready to direct their knowledge into the design, planning and pre-production phase of their chosen focus. At the conclusion of this course, students will have completed all of the necessary pre-production elements necessary for the production of their Final Thesis Project. (Formerly AN2D 4860 and AN3D 4860)
Prerequisites: AN2D 3360 Animation Layout + Production Design or AN3D 3330 3D Character + Production Design, and AN 3050 Animation Thesis Proposal Review

AN 3601 / 3602
Animation Internship Part I and II
(1.5 credits each)
The AN Elective Internship program enables students to work with established art and design professionals specifically related to their academic and career interests. Under the direction of the Department Chair, Department Internship Coordinator, and the Office of Career + Alumni Services, students are carefully evaluated to facilitate the best possible student/sponsor connection, and a planned program of activities is then coordinated with the professional internship sponsor. Upon successful completion of the internship program, students will have real-world work experience, preparing them for a career in art and design.
Prerequisites: Approval of Department Chair or Department Internship Coordinator

AN 3760
Tools + Techniques of Contemporary Animation
(3 credits)
In this junior-level post-production course, students are introduced to the digital tools necessary to integrate animated, live action, and still imagery into a final video production, while gaining an understanding of how these techniques contribute to the storytelling function of a film. Students will gain experience with keyframe animation using both vector paint and bitmap digital images, as well as text. Color correction, image stabilization, particle effects and the creation and use of alpha channels through matte generation and keying are also studied and practiced in this course. Each student will create a customized interactive DVD using their rendered class assignments. At the conclusion of this course, students will have learned to composite a variety of digital elements, correct and eliminate inherent problems, and enhance the video imagery with effects. (Formerly AN 2340)
Prerequisites: none

AN 3770
Animation Sound Design + Video Editing
(3 credits)
The importance of sound design in the storytelling process is investigated in this junior-level post-production course. Students learn sound design and production skills for creation of dialogue, sound effects, and music tracks. Recording techniques for the creation of these audio elements are studied and practiced. Non-linear sound and video editing, as well as sound processing and mixing, are used to link and finish these elements of the animation post-production process. By completing a variety of assigned digital editing projects, students demonstrate their fullest understanding of the fundamental principles of sound design and video editing, and their practical application to animation production. (Formerly AN 2420)
Prerequisites: AN 2310 Creative Visualization
AN 4000
Animation Senior Portfolio Review
(0 credits)
The Senior Portfolio Review is scheduled during the same term as the students Animation Thesis II class. The review begins the student’s preparation for the graduation exhibition and for transition from the academic environment to the professional world. The student’s demo/graduation show reel is critiqued by department faculty, and post graduation plans are discussed. Students who are enrolled in this review will conduct their portfolio review during their Animation Thesis II course meeting time.
Prerequisite: AN 2000 Animation Sophomore Portfolio Review
Corequisite: AN2D 4880 2D Animation Thesis or AN3D 4880 3D Animation Thesis II or AN3D 4882 3D Animation Thesis II Part II

AN 4860
Experimental Animation II
(3 credit elective)
This senior-level filmmaking course builds on the concepts and techniques acquired in Experimental Animation/2D + Mixed Media and 3D Experimental Computer Animation, with particular emphasis on approaching animation as a contemporary art form. The importance of developing and expressing a strong central idea through animation using a variety of narrative and non-narrative forms will be explored. Animation’s affinities with other creative forms, including music and choreography, are studied and practiced. At the completion of this course, students have produced short animated films using a variety of experimental methods and conceptual approaches. (Formerly AN 3341)
Prerequisites: AN2D 3840 Experimental Animation/2D + Mixed Media or AN3D 4850 Experimental Computer Animation

2D Animation
Course Descriptions

AN2D 1390
Drawing + Acting for Animation
(3 credits)
This class requires a solid understanding of human and animal anatomy and behavior. Within the course, students work in a life drawing studio environment and participate in field trips focused on the outdoor lab, character model building and sculpture. Simplified drawing technique is examined, along with character behavior as it applies to “moving drawings,” with an emphasis on mass, volume, structure, and design. By the end of the course, students have learned the value of solid character structure, how to create drawings that convey emotion and how to more effectively create key poses and realistic facial and body expressions. 2D Animation majors who are enrolled in this course must also register for AN 2000 Animation Sophomore/Junior Portfolio Review, and will conduct their portfolio reviews during this course meeting time. (Formerly AN 2210)
Prerequisites: FD 1370 Life Drawing I

AN2D 3230
Character Animation + Motion Studies
(3 credits)
This junior-level class continues to develop the student’s skills in motion analysis. More advanced action and movement concepts are introduced. Further study of human and animal locomotion is covered. Students are encouraged to develop some of their own characters in the latter half of the course and will begin to investigate personality and emotion in their animation. Other subjects covered during this class will be dialogue or lip sync, and animation effects such as fire, smoke, rain, and snow. At the conclusion of this course, students will have a greater understanding of weight, motion, timing, and various aspects of drawing as they relate to believable character animation.
Prerequisites: AN 1230 Fundamentals of Animation

AN2D 3360
Animation Layout + Production Design
(3 credits)
Junior-level students explore different stylistic approaches for individual animated productions, and design original characters and environments. Areas of study include perspective, character and prop model sheets, background and character layouts, and proportion sheets (for multiple characters in a production). In addition, students produce full-color samples of their master backgrounds and color keys of the main characters. Upon completion of this course, students will have a greater working knowledge of perspective and composition, knowledge of how these pertain to cinematic motion and design, and several finished works for their portfolios. (Formerly AN 4010)
Prerequisites: AN 2310 Creative Visualization
AN2D 3520
2D Computer Animation I
(3 credits)
This junior-level course deals with the pre-production, scanning, digital ink and paint, and post-production techniques of traditional hand-drawn animation. Individual projects include work with digital camera moves, three-dimensional space, sound editing and scene timing. Each project is designed to be suitable for a demo reel, encouraging students to challenge and exceed current expectations of their abilities. At the conclusion of this course, students have a body of work that represents attention to professional 2D computer production techniques, and several creative shorts appropriate for demo reels. Students must demonstrate an ability to adhere to a demanding schedule and evidence an understanding of 2D digital pre-production and post techniques, as well as creative filmmaking and direction. (Formerly AN 3320)
Prerequisites: AN 1230 Fundamentals of Animation

AN2D 3620
2D + Z
(3 credits)
2D + Z = 3D this Junior level course is designed to demystify 3D animation tools and how they pertain to the 2D artist. In this class students will learn how to utilize 3D Animation programs to create assets for use in the 2D animation production and illustration pipeline. Students will become familiar with creating with geometry and materials. Students will also learn how to import 3D assets into their current projects. Upon completion of this course students will gain a base understanding of 3D tools and their importance in the production of an animated short.
Prerequisites: AN2D 3520 2D Computer Animation I

AN2D 3840
Experimental Animation/2D + Mixed Media
(3 credit elective)
This junior-level course begins with a broadened definition of the word “animation,” a viewpoint of the animator as artist, and an emphasis on the importance of the concepts an animator brings to explorations of frame-by-frame filmmaking. Hands-on experimentation includes a variety of non-standard techniques and materials: pixilation, painting and scratching on film, cut-out collage animation, sand animation, and silhouette animation. Students study the work of early and contemporary experimental animators. By the conclusion of the course, students have learned to utilize numerous innovative methods for creating animation and developed their ability to integrate an experimental approach when working with more conventional 2D and 3D animation production techniques. (Formerly AN 2330)
Prerequisites: AN 1230 Fundamentals of Animation

AN2D 4240
Advanced Character Animation + Motion Studies
(3 credit elective)
This senior-level course is a continuation of Character Animation + Motion Studies. Students will further develop their skills, insights, and knowledge of character animation through more advanced assignments. Studies will involve animal movement such as advanced bipedal walks, runs and other forms of locomotion. Quadruped motion will be covered, as well as avian flight. More emphasis will be placed on acting and performance, with dialogue or lip-sync, combined with characters in a specific activity or conflict. Students may be directed to environmental motion studies such as wind, water, fire, smoke, etc. At the conclusion of this course, students will have completed a series of animation exercises, which will be presented as a collection of finished, animation pencil tests. (Formerly AN 4410)
Prerequisites: AN2D 3230 Character Animation + Motion Studies

AN2D 4520
2D Computer Animation II
(3 credits)
2D Computer Animation II picks up where 2D Computer Animation I leaves off. In this Senior level course students will emulate the production environment as they work on their final thesis project. This course heavily emphasizes creating and managing a production schedule. Students will then produce key frame animation progressing to clean up and in-betweening and finally digital ink and paint. Students are encouraged to add 3D elements into 2D scenes, post production effects, compositing and color correction. At the completion of this course students should have a significant amount of their thesis production completed.
Prerequisites: AN2D 3620 2D + Z and AN2D 3520 2D Computer Animation I

AN2D 4870
Stop Motion Animation
(3 credits)
Using clay figures or wire armature puppets, students will explore the world of stop motion animation in this senior-level filmmaking course. Application of fundamental animation principles in a stop motion setting is emphasized, along with expression of personality through movement. Students will analyze outstanding examples of stop motion animation, and will gain experience with techniques and concepts for lighting dimensional characters and sets. Green screen shooting, lip sync animation, and post-production techniques such as keying and tracking will also be a part of this class. At the conclusion of this course, students will have built a puppet suitable for animation, created a simple set for shooting their puppet and completed a short stop motion film. (Formerly AN 3350)
Prerequisites: AD2D 3230 Character Animation + Motion Studies OR AN3D 3320 3D Computer Animation Motion Studies

AN2D 4880
2D Animation Thesis II
(3 credits)
This course provides senior-level students continued opportunity to produce a cohesive body of work based upon their thesis proposal and the work they began in Thesis I. At the conclusion of this two part class students will have completed their Thesis project as proposed.
Prerequisites: AN 3390 2D/3D Animation Thesis I
3D Animation Course Descriptions

AN3D 1210
3D Computer Fundamentals
(3 credits)
This freshman-level course introduces the student to the basic methodologies and techniques used for the creation of 3D computer animation. Modeling, materials and textures, lighting, camera, and animation are all studied and practiced at the introductory level. The student gains practical experience with the software user interface, workflow pipeline, project management, and rendering. At the conclusion of the course, students have completed numerous 3D modeling and animation exercises, demonstrating competencies in these introductory levels. (Formerly AN3D 2210)
Prerequisites: none

AN3D 2320
3D Computer Lighting + Materials
(3 credits)
Building on the skills and knowledge gained in 3D Computer Fundamentals, this intermediate-level course will focus on lighting techniques, materials creation and UVW mapping, including the integration of these practices with the storytelling aspect of filmmaking. The study of lighting theory is also applied as it relates to the synthetic animation environment. The student gains further practical experience with the software user interface, workflow pipeline, project management, and rendering. At the conclusion of the course, students will have produced refined 3D digital images that demonstrate their ability to create and manipulate lighting and textured surfaces in a 3D animation environment. (Formerly AN3D 2220)
Prerequisites: AN3D 1210 3D Computer Fundamentals and AN 2270 Digital Painting for Film and Games

AN3D 3230
3D Computer Animation Motion Studies
(3 credits)
Students learn how to animate and analyze 3D movement as a means of expressing weight, gravity, dynamics and choreography of human and animal motions, as well as the influence of physical laws upon them. Studies include key framing, inbetweening, creative phrasing and timing, and use of the many tools available in a 3D environment. Upon completion of this course, students will have gained practical knowledge of the technical requirements necessary to produce believable character animation. In addition, they will have gained valuable insight in terms of creative thinking and how to impart personality, expression, and emotion into a 3D character. (Formerly AN 3720)
Prerequisites: AN3D 1210 3D Computer Fundamentals

AN3D 3240
Advanced Dynamics + SFX
(3 credits)
Explosions, waterfalls, and flocking birds are just a few of the effects students will learn to create using 3D dynamics and special effects. Harnessing the power of physics and mathematics to control the creation and motion of particles, students will learn to simulate and recreate forces of nature. Once the motion is created, light, color, and texture are applied through software and hardware rendering. These effects are then rendered and combined to create state-of-the-art digital effects composites. At the conclusion of this course students are able to manipulate forces, light, particles, materials, cloth, hair and fluids to solve visual problems in SFX. (Formerly AN 4420)
Prerequisites: AN3D 2320 3D Computer Lighting + Materials

AN3D 3330
3D Character + Production Design
(3 credits)
In this course, students explore methods of developing individual stylistic approaches for designing organic assets with a particular focus on how design supports the storytelling function of the production. Developing a unified design approach to a production, and studying how color can be used to help tell the story, are also studied and practiced in this class. Upon completion of this course, students will have a greater practical knowledge of the key role design plays in an animated production, and how this integrates with the narrative content of the film. Students will also learn the techniques used in 3D programs and digital sculpting programs to create high quality organic models. By the conclusion of the course students will have created finished 2d designs of organic assets for their portfolios as well as 3d models derived from those designs.
Prerequisite: AN 2270 Digital Painting for Film + Games

AN3D 4250
Advanced 3D Computer Animation Motion Studies
(3 credits)
This senior-level animation course is a continuation of 3D Computer Animation Motion Studies. Students further develop their skills, insights, and knowledge of character animation through more advanced assignments. Studies will involve animal movement such as advanced bipedal walks, runs and other forms of locomotion. Quadruped motion will be covered, as well as avian flight. Students gain insights into the relationship between storytelling and character animation, with emphasis placed on acting and performance, combining lip-sync dialog with characters in a specific activity or conflict. Students may be directed to environmental motion studies such as wind, water, fire, and smoke. At the conclusion of this course, students have completed a series of animation exercises, which are presented as a collection of finished animation tests.
Prerequisites: AN3D 3230 3D Computer Animation Motion Studies
AN3D 4260
Advanced 3D Computer Topics
(3 credits)
Building on the skills and knowledge gained in previous classes, this advanced-level course will focus on learning specific concepts and techniques for the final stages of production and will focus heavily on the post-production phases of 3D computer animation. Advanced rendering techniques such as passes and layers will be covered as well as texture and light baking and occlusion passes. Students will focus heavily upon post-production techniques including compositing, post-production effects, and output methods.
Prerequisites: AN3D 3240 Advanced Dynamics + SFX

AN3D 4270
Advanced Character Creation Methods
(3 credits)
Senior students assimilate their traditional abilities and character animation skills into the third dimension. They are exposed to advanced 3D computer character animation methodology, including advanced modeling, UV mapping, rigging and advanced animation controls such as scripting and expressions. This is considered a Technical Director level class and is very advanced. Upon completion of this course, students understand the workflow of character setup, and have the skills and methodology to develop a functional and clean model with the appropriate control feature rig for any production. (Formerly AN 4440)
Prerequisites: AN3D 1210 3D Computer Fundamentals

AN3D 4290
Advanced 3D Computer Modeling + Texturing
(3 credit elective)
This advanced-level course provides additional specialized tools and methods for the experienced 3D modeler for use in creating characters and environments. This will include gaining experience with subdivision surface modeling and NURBS modeling, as well as ZBrush and Mudbox. At the conclusion of this course, students will have produced high-quality 3D digital imagery of interior and exterior environments, and of the characters that inhabit those environments.
Prerequisites: AN3D 2320 3D Computer Lighting + Materials

AN3D 4850
Experimental Computer Animation
(3 credit elective)
This senior-level filmmaking course broadens the definition of the word "animation," to include a viewpoint of the animator as artist, and an emphasis on the importance of the concepts an animator brings to explorations of frame-by-frame filmmaking. Exploration of various forms of computer animation as a means of artistic expression is encouraged, by giving advanced students the opportunity to step outside the boundaries of conventional approaches to digital animation technology and art. Upon completion of the course, students have made short films, demonstrating an expanded individual style and an ability to integrate an experimental approach when working with more conventional 2D and 3D animation production techniques. (Formerly AN 4350)
Prerequisites: AN3D 3240 Advanced Dynamics + SFX

AN3D 4880
3D Animation Thesis II
(3 credits)
This class provides on-campus senior-level students continued opportunity to produce a cohesive body of work based upon their thesis proposal and the work they began in Thesis I. At the conclusion of this class students will have completed their Thesis project as proposed. (Formerly AN 4880)
Prerequisites: AN 3382 2D/3D Animation Thesis I

AN3D 4881
3D Animation Thesis II - Part 1
(1.5 credits)
This is the first of a two-course sequence for the final thesis project that provides online senior-level students continued opportunity to produce a cohesive body of work based upon their thesis proposal and the work they began in Thesis I. At the conclusion of this course two part class students will have completed their Thesis project as proposed. (Formerly AN 4880)
Prerequisites: AN 3390 2D/3D Animation Thesis I

AN3D 4882
3D Animation Thesis II - Part 2
(1.5 credits)
This is the second of a two-course sequence for the final thesis project that provides online senior-level students with continued opportunity to produce a cohesive body of work based upon their thesis proposal and the work they began in Thesis I. At the conclusion of this course two part class students will have completed their Thesis project as proposed. (Formerly AN 4880)
Prerequisites: AN3D 4881 3D Animation Thesis II – Part 1
Game Art Department Mission
Video games are one of the fastest growing industries in this age of immersive entertainment and media. From Serious Games that can be utilized for training and education to Generation 4 entertainment, the Game Art program at RMCAD seeks to prepare students for entry into this diverse industry as creators with the vision and adaptability to temper the technical with artistic innovation.

Game Art Program Description
Game Art coursework focuses on utilizing the student's vision to create something new, different and unique without catering to the limitations of programming. At RMCAD, art drives technology. Students are introduced to the industry at each level of production; from storyboarding and concept art to modeling, digital sculpting and animation/motion capture.

The BFA in Game Art builds upon the foundational disciplines of 3D Animation and allows students to take their ideas from the conceptual to the tangible in a mainstream game engine. With a focus on cooperation and collaboration, students are encouraged to work with peers from a variety of other degree programs to create works that are comprehensive, complete and professional.

With budgets for triple-A games often surpassing those of feature films, it's not enough to have a game that simply works; it must be rich in story and able to engage the audience for hours at a time. It is with this in mind that the curriculum is built on a foundation of effective and engaging narrative.

While many students look to join a studio with an emphasis on entertainment production, others find fulfillment in founding independent studios, or utilizing game-engines for cutting-edge development in training, education, product fabrication and scientific discovery. With such evolutionary tools, every idea is an opportunity.

Program Outcomes
- TECHNICAL: Demonstrate understanding of software, hardware, and use of materials, sound studio, editing systems, and other peripheral devices and tools used in animation production
- FOUNDATIONAL: Demonstrate strong drawing, composition, anatomy, color and perspective skills
- CREATIVE: Demonstrate artistry, unique voice, conceptualization and process including thumbnails, comps and character designs
- PROFESSIONAL: Demonstrate strong work ethic, punctuality, cooperative attitude, communication skills, time management, and organizational skills and personal initiative
- GROWTH: Demonstrate ability to assess and critique own work, acquisition of increasingly advanced concepts and production skills with a strong focus on goals, and independent learning
- CRITICAL: Demonstrate critical & analytical thinking and problem-solving abilities related to technical prowess, fundamental animation principles and storytelling skills. Effective application of critique
- COLLABORATION: Demonstrate cooperative attitude in class discussions, collective projects, and communications with other students and instructors
- STORY: Demonstrate understanding of narrative & visual storytelling fundamentals, cinematic form and coherent delivery
- ANIMATION: Demonstrate a thorough knowledge of animation fundamentals and believability in motion, timing and structure.

GAME ART - Online
The Online BFA Degree in Game Art is a professional degree for students needing remote access to the educational requirements for careers in the video game industry.

The degree consists of 123 credit hours with courses delivered in eight-week sessions in a regulated sequence to allow for the acquisition of necessary skills, the retention and transfer of knowledge, and the professional discipline necessary for entry-level positions. To facilitate the different needs of students enrolling in the online degree program, there are two degree plan options.
## GAME ART - Online
### BFA Degree Requirements

### Liberal Arts: 48 credits
- ACAD 1000 Academic Connections for Artists + Designers 3
- Art + Design History 12
- AH 2020 History of International Animation 3
- English Composition 6
- Western Civilization 6
- Mathematics 3
- Physical + Natural Sciences 3
- Social + Behavioral Sciences 6
- Humanities 6

*See Liberal Arts Department for specific classes*

### Foundations: 21 credits
- FD 1020 2D Design 3
- FD 1120 Topics in Color + Space 3
- FD 1275 Drawing I 3
- FD 1280 Drawing II 3
- FD 1370 Life Drawing I 3
- FD 1380 Life Drawing II 3
- FD 2130 3D Design 3

### Core Requirements: 51 credits
- AN 1110 Introduction to Animated Storytelling 3
- AN 2270 Digital Painting for Film and Games 3
- AN 3130 Business, Ethics + Copyright for Animation 3
- AN3D 1210 3D Computer Fundamentals 3
- AN3D 2320 3D Computer Lighting + Materials 3
- AN3D 3230 3D Computer Animation Motion Studies 3
- GA 2000 Game Art Sophomore Portfolio Review 0
- GA 2220 Game Creation Fundamentals 3
- GA 2710 Strategy and Psychology in Games 3
- GA 3050 Thesis Proposal Review 0
- GA 3120 3D Modeling 3
- GA 3220 Game Shader Development 3
- GA 3330 Character + Level Design 3
- GA 3380 Game Thesis I 3
- GA 3860 Digital Sculpting 3
- GA 4000 Game Art Senior Portfolio Review 0
- GA 4110 Game Animation + Motion Capture 3
- GA 4350 Character Rigging 3
- GA 4360 Game Particles & Effects 3
- GA 4880 Game Thesis II 3

### Studio Electives: 3 credits
The following are recommended:
- AN3D 3240 Advanced Dynamics + SFX 3
- AN3D 4250 Advanced 3D Computer Animation Motion Studies 3
- AN 3760 Tools + Techniques of Contemporary Animation 3
- AN2D 1390 Drawing + Acting for Animation 3
- AN2D 4870 Stop Motion Animation 3
- AN3D 4290 Advanced 3D Computer Modeling + Texturing 3
- GA 3601 Game Art Internship Part I 1.5
- GA 3602 Game Art Internship Part II 1.5

Total credits required 123

## GAME ART - On-Campus
### BFA Degree Requirements

### Liberal Arts: 48 credits
- ACAD 1000 Academic Connections for Artists + Designers 3
- Art + Design History 12
- AH 2020 History of International Animation 3
- English Composition 6
- Western Civilization 6
- Mathematics 3
- Physical + Natural Sciences 3
- Social + Behavioral Sciences 6
- Humanities 6

*See Liberal Arts Department for specific classes*

### Foundations: 21 credits
- FD 1020 2D Design 3
- FD 1120 Topics in Color + Space 3
- FD 1275 Drawing I 3
- FD 1280 Drawing II 3
- FD 1370 Life Drawing I 3
- FD 1380 Life Drawing II 3
- FD 2130 3D Design 3

### Core Requirements: 51 credits
- AN 1110 Introduction to Animated Storytelling 3
- AN 2270 Digital Painting for Film and Games 3
- AN 3130 Business, Ethics + Copyright for Animation 3
- AN3D 1210 3D Computer Fundamentals 3
- AN3D 2320 3D Computer Lighting + Materials 3
- AN3D 3230 3D Computer Animation Motion Studies 3
- GA 2000 Game Art Sophomore Portfolio Review 0
- GA 2220 Game Creation Fundamentals 3
- GA 2710 Strategy and Psychology in Games 3
- GA 3050 Thesis Proposal Review 0
- GA 3120 3D Modeling 3
- GA 3220 Game Shader Development 3
- GA 3330 Character + Level Design 3
- GA 3380 Game Thesis I 3
- GA 3860 Digital Sculpting 3
- GA 4000 Game Art Senior Portfolio Review 0
- GA 4110 Game Animation + Motion Capture 3
- GA 4350 Character Rigging 3
- GA 4360 Game Particles & Effects 3
- GA 4880 Game Thesis II 3

### Studio Electives: 3 credits
The following are recommended:
- AN3D 3240 Advanced Dynamics + SFX 3
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- AN 3760 Tools + Techniques of Contemporary Animation 3
- AN2D 1390 Drawing + Acting for Animation 3
- AN2D 4870 Stop Motion Animation 3
- AN3D 4290 Advanced 3D Computer Modeling + Texturing 3
- GA 3601 Game Art Internship Part I 1.5
- GA 3602 Game Art Internship Part II 1.5

Total credits required 123
Game Art Course Descriptions

GA 2000
Game Art Sophomore Portfolio Review (0 credits)
Students who have completed 45-60 credit hours are required to participate in a sophomore portfolio review. Students will present original art and design work from Foundations courses where faculty evaluate mastery of foundational skills, and identify strengths and areas of improvement. Art and design work will illustrate competency in visual elements and principles of design, drawing, color theory, and three-dimensional fundamentals. Upon successful completion of the Sophomore Portfolio Review, students transition into their major course of study. This course is Pass/Fail.
Prerequisites: 45-60 credits completed

GA 2220
Game Creation Fundamentals (3 Credits)
This studio-based course is an introduction to scripting and engines for games. Students will learn the fundamentals of how a game engine works, how to differentiate between various genres (such as FPS, Action, Side Scroller etc), modify and import custom assets, and use basic scripting to influence game play. At the conclusion of this class, students will have demonstrated familiarity and proficiency with an engine through the creation of test assets and simple level prototypes. (Formerly GA 1120 and GA 2010)
Prerequisites: AN3D 1210 3D Computer Fundamentals

GA 2710
Strategy and Psychology in Games (3 credits)
This sophomore-level course studies why we play video games, what makes game play engaging or educational as well as topics such as immersion, social components and addiction in video games. The class explores the use of games for art, story and the place of story in our culture, as well as discussing games of the past and future directions for games. Through discussions, video, and writing essays, the student investigates the relationship between games, psychology and human culture and its expression in games and interactive media. At the conclusion of the course students gain an understanding of the psychological, ethical and social aspects of games through storyboarding, essays and discussions.
Prerequisites: GA 2220 Game Creation Fundamentals

GA 3050
Game Thesis Proposal Review (0 credits)
This junior/senior level review is the last step before gaining admittance into Thesis level courses. Students are required to submit a comprehensive design document outlining their Thesis idea and the desired outcome. Projects may be focus-specific, but incomplete or insubstantial ideas will require resubmission before work on the project may begin. A passing score is necessary before students may enter GA 3380 Game Thesis I.
Prerequisites: 45-60 credits completed

GA 3120
3D Modeling (3 credits)
In this studio-based course students will learn to utilize spline-based and polygonal modeling techniques to build upon the skills learned in 3D Computer Fundamentals. Coursework focuses on modular modeling techniques and UV optimization. Students will learn to differentiate the levels of detail in a hero mesh. Upon completion of this course students will have created an environment and base character model that is ready to be detailed in digital sculpting software.
Prerequisites: AN3D 1210 3D Computer Fundamentals

GA 3220
Game Shader Development (3 credits)
Building on the skills learned in AN3D 2220 3D Computer Lighting + Materials, students will use 2D and 3D painting techniques and photography to expand their personal texture library and build complex shader systems utilizing a game engine. This studio-based course will explore advanced shader systems including those for animated, intelligent, reactive and scripted materials. At the conclusion of this course, students will have produced a fully textured environment utilizing a variety of animated and/or intelligent shader systems. (Formerly GA 3220)
Prerequisites: AN3D 2320 3D Computer Lighting + Materials

GA 3330
Character + Level Design (3 credits)
This studio-based course focuses on exploring techniques that lead to quality design for games. At the conclusion of the course, students will have created concept art covering subjects such as characters, vehicles, props, creatures, level maps, GUI overlays and environments.
Prerequisites: none

GA 3380
Game Thesis I (3 credits)
In this studio-based class, students begin pre-production on their senior project, as determined by their (approved) design document from GA 3050 Game Thesis Proposal Review. The course allows for intensive production time dedicated to the student's individual focus. Pre-production tasks such as concept art, storyboarding, initial modeling and rigging and will be completed by the end of the course. (Formerly GA 4510)
Prerequisites: GA 3050 Game Thesis Proposal, AN3D 1210 3D Computer Fundamentals, GA 2220 Game Creation Fundamentals

GA 3601 / 3602
Game Art Internship Part I and II (1.5 credits each)
The Game Art Elective Internship program enables students to work with established art and design professionals specifically related to their academic and career interests. Under the direction of the Department Chair, Department Internship Coordinator, and the Office of Career + Alumni Services, students are carefully evaluated to facilitate the best possible student/sponsor connection, and a planned program of activities is then coordinated with the professional internship sponsor. Upon successful completion of the internship program, students will have real-world work experience, preparing them for a career in art and design.
Prerequisites: Approval of Department Chair or Department Internship Coordinator
GA 3860
Digital Sculpting
(3 credits)
In this junior level class, students gain the ability to model assets using digital sculpting software. This class focuses on subdivision polygon modeling and displacement sculpting while emphasizing topology and edge flow. By the end of this course students will have gained competency with digital sculpting tools and learned the foundations of poly-painting, enabling them to create high-quality assets that are prepared for the next phase of production.

Prerequisites: None

GA 4000
Game Art Senior Portfolio Review
(0 credits)
In this senior review, students present their final portfolio showcasing the best of their work from the breadth of their degree program. The presentation will emphasize the student's area of expertise and the culmination of work produced for their Game Thesis and will be critiqued by department faculty. Post-graduation plans are discussed as well. Students who are enrolled in this review will conduct their portfolio review during their Game Art Thesis II course meeting time.

Prerequisites: GA 3000 Game Art Sophomore Portfolio Review
Corequisite: GA 4880 Game Art Thesis II

GA 4110
Game Animation + Motion Capture
(3 credits)
In this studio-based class students will learn the techniques used in the production of animation for games. Students will animate character loops and cut-scenes using key-frame animation and motion-capture data. At the conclusion of the course students will have developed a series of looping and transitional character animations as well as a dialog cut scene. (Formerly GA 3110)

Prerequisites: AN3D 3230 3D Computer Animation Motion Studies

GA 4350
Character Rigging
(3 credits)
In this studio-based course, students will learn to build character rigs designed for use in a game engine. Topics include full skeletal and facial rigging. Students will also explore character setup for motion capture and discover the importance of naming conventions and hierarchical systems. At the conclusion of the course, students will have created a fully customized, rigged character suitable for export to a game engine. (Formerly GA 3350)

Prerequisites: AN3D 1210 3D Computer Fundamentals

GA 4360
Game Particles + Effects
(3 credits)
In this studio-based course, students will explore the techniques necessary to create custom particle effects to enhance the look and feel of their game worlds. Many games rely on strong, dynamic particles to represent attacks, environments, puzzles, traps and more! By course's end, students will have produced custom particle shaders, colliders and animation. (Formerly GA 3360)

Prerequisites: GA 3220 Game Shader Development

GA 4880
Game Thesis II
(3 credits)
In this studio-based course, students will complete their Thesis project as determined by their (approved) design document from GA 3050 Game Thesis Proposal Review. Course works emphasizes the finalization of any remaining production tasks such as modeling, rigging, texturing, animation, cinematics, game scripting and or/ lighting. At the conclusion of the course, students will have a completed, portfolio-quality work tailored to their personal design document. (Formerly GA 4520)

Prerequisites: GA 3380 Game Thesis I
ART EDUCATION DEPARTMENT

Art Department Mission
The mission of the Art Education department is to create articulate, judicious, and socially conscious educators who can effectively translate the language and process of an artist into a teaching philosophy that encourages informed and active decision-making skills and critical inquiry.

Art Education Program Description
Teaching artists share their expertise, knowledge and skills to motivate others to learn about, think about and create art. The Art Education program at RMCAD is designed to develop a strong artist practice in unison with effective and appropriate education techniques and knowledge.

RMCAD Art Education students understand young people’s experiences in relation to society and advocate for the arts as a literacy that contributes to the development of the global community. Art Education majors develop their ability to communicate ideas, experiences and events at a sophisticated level, through an undergraduate education focused on creativity, innovation, leadership, conceptual thinking and technical expertise.

The RMCAD Art Education teacher preparation program is approved by the Colorado Department of Education (CDE) and the Colorado Commission on Higher Education (CCHE). RMCAD graduates in Art Education are prepared to apply for a K-12 teaching license in Art with the Colorado Department of Education. The RMCAD program is designed in accordance with CDE and the Colorado Performance-Based Standards for Colorado Teachers and knowledge of: literacy, mathematics, standards and assessment, content standards, classroom and instructional management, individualization of instruction, technology, and democracy, educational governance and careers in teaching. Coursework supports the Statutory Performance Measures of the Colorado Commission on Higher Education, the Colorado Model Content Standards for Visual Arts, and the National Art Education Association.

RMCAD Art Education graduates are leaders, innovators, and thinkers poised to enrich the profession. They can inspire young learners to become communicators, critical thinkers able to reason and analyze, researchers, problem solvers, group contributors, and responsible artists who consciously consider personal and societal values.

Educated to be lifelong learners, graduates are conversant with the role of education with technology, contemporary art, the language, concepts and skills of art, the history of ideas and events, and they believe that everyone should have the opportunity to explore ideas and meaning in and through the arts. Additionally, the strong studio art backgrounds the graduates have gained at RMCAD help to inform their teaching and personal art practices.

Students enrolled in the RMCAD Art Education program must complete and pass the fingerprint requirement and Colorado Bureau of Investigation background check during the first term enrolled in an Art Education course. The PLACE test must be taken and passed by the teacher candidate before s/he can apply to CDE for teacher licensure. Additionally, teacher candidates must be prepared to student teach for 16 weeks during their final term at RMCAD which may not coincide with the RMCAD academic calendar.

Program Outcomes
The Art Education Department uses performance-Based Standards for Colorado Teachers found at: http://www.cde.state.co.us/

ART EDUCATION – Ceramics Emphasis
BFA Degree Requirements

Liberal Arts: 48 credits
AE 2220 Philosophy of Art + Education 3
AE 2230 Psychology of Creativity 3
AE 3220 Teaching in a Multicultural Environment 3
AE 3240 Reading in the Content Area 3
AE 3280 Statistics: Assessing Learning + Teaching 3
AH 1100 Art History I: Ancient to Medieval 3
AH 1200 Art History II: Renaissance to Post Impressionism 3
AH 2300 Art History III: Fauvism through Modern 3
AH 2400 Seminar in Contemporary Art 3
AH 3500 Topics in the History of Nonwestern Art 3
ACAD 1000 Academic Connections for Artists + Designers 3
EN 1110 Composition I 3
HU 2210 Western Civilization I 3
HU 2211 Western Civilization II 3
NS Physical + Natural Science 3
SBS Social + Behavioral Science 3

Foundations: 18 credits
FD 1020 2D Design 3
FD 1120 Topics in Color + Space 3
FD 1275 Drawing I 3
FD 1280 Drawing II 3
FD 1370 Life Drawing I 3
FD 2130 3D Design 3

Art Education: 26 credits
AE 2000 Art Education Sophomore Portfolio Review 0
AE 2215 Introduction to Art Education 3
AE 2240 Instructional Technology 3
AE 3000 Art Education Junior Portfolio Review 0
AE 3261 Methods of Art Education, K-12 Part I 2
AE 3262 Methods of Art Education, K-12 Part II 2
AE 4245 Classroom Management 3
AE 4255 Student Teaching: Elementary 6
AE 4265 Student Teaching: Secondary 6
AE 4931 Student Teaching Seminar Part 1 .5
AE 4932 Student Teaching Seminar Part 2 .5

Fine Arts: 24 credits
FA 1150 Painting I 3
FA 1160 Ceramics I 3
FA 1170 Sculpture I 3
FA 1190 Photography I 3
FA 2000 Fine Art Sophomore Portfolio Review 0
FA 2720 Form and Content 3
FA 3250 Printmaking I 3
FA 3345 Fibers Studio 3
FA 3350 Ceramic III 3
FA 3755 Glaze Calculation 3

Total credits required 125
## ART EDUCATION – Illustration Emphasis
### BFA Degree Requirements

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**Total credits required**: 125

## ART EDUCATION – Painting Emphasis
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**Fine Arts: 24 credits**

**Painting: 9 credits**

**Total credits required**: 125
## ART EDUCATION – Photography + Video Art Emphasis
### BFA Degree Requirements

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### Total credits required 125

## ART EDUCATION – Sculpture Emphasis
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<td>FAS 3350 Sculpture III</td>
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### Total credits required 125
Art Education Course Descriptions

**AE 2000**  
Art Education Sophomore Portfolio Review  
(0 credits)

Students who have completed 45-60 credit hours are required to participate in a sophomore portfolio review. Students will present original art and design work from Foundations courses where faculty evaluate mastery of foundational skills, identify strengths and areas of improvement. Art and design work will illustrate competency in visual elements and principles of design, drawing, color theory, and three-dimensional fundamentals. Upon successful completion of the Sophomore Portfolio Review, students transition into their major course of study. This course is Pass/Fail.

In addition to these requirements, AE students’ reviews will include the following Colorado Department of Education (CDE) requirements; a cumulative portfolio of work from art education courses, review of field experience hours, documentation of passed CBI fingerprint and background checks, and a review of dispositions necessary for teaching in a K-12 environment.

Prerequisites: AE 2215 Introduction to Art Education; AE 2230 Psychology of Creativity; AE 2240 Instructional Technology; cleared fingerprint and CBI background checks

**AE 2215**  
Introduction to Art Education  
(3 credits)

Field experience hours: 5 clock hours in a public or private school setting. The goal of this lecture/field experience class is to introduce philosophical issues about art education and to anticipate the practical application and resolution of these issues. Students research introductory and basic elements of curriculum design, lesson/unit plans, and assessment strategies. They generate applicable and pedagogically sound solutions addressing whom to teach, what to teach, how and when to teach. At the conclusion of this course, students will be familiar with leaders in art education and the issues and debates that currently define the field. Utilizing classroom observations and hands-on teaching practice, students will gain the knowledge to engage in learning and teaching as a reflective and active process.

**AE 2220**  
Philosophy of Art + Education  
(3 credits)

Field experience hours: 15 clock hours in a public or private school setting. This course discusses and analyzes philosophical issues in art and education and their historical contexts. Students analyze the differences between and similarities among many philosophies, and examine how each leads to and affects one another, as well as society and culture. At the conclusion of this course, students have developed an individualized philosophy of art and education. Students identify theories and philosophies in action through readings, discussions and field observations in K-12 classrooms, and they better understand current debates in art education and how they affect society and culture.

Prerequisites: AE 2215 Introduction to Art Education; must be an Art Education major

**AE 2230**  
Psychology of Creativity  
(3 credits)

Field experience hours: 15 clock hours in a public or private school setting. This course offers an in-depth study of the aspects of the human personality that support or block creative impulses. The material includes discussion of well-known creative people in all disciplines, including science, literature, music and art. Students examine how positive and negative aspects of personality influence creative people’s work. Students explore the influence of culture and social standards on creativity and further understand their own personal creative process and style. At the conclusion of this course, students are able to apply the principles of psychology to the process of creativity. Through assignments, papers, observations, fieldwork, and readings, students learn of the complexity of creative thinking and how it applies in K-12 art education.

Prerequisites: AE 2215 Introduction to Art Education; must be an Art Education major

**AE 2240**  
Instructional Technology  
(3 credits)

Students learn applications that support instruction and enhance student learning, including the use of the computer as an image-making tool. Skills at various levels include: technical use of the computer, spreadsheets, databases, presentation software, wikis, blogs, basic stop motion animation and editing, digital storytelling and use of the Internet. By the conclusion of the course, students are able to use the computer for a variety of teaching situations, are familiar with digital image-making software, can track and analyze student progress, and have prepared and delivered visual presentations.

Prerequisites: AE 2215 Introduction to Art Education; must be an Art Education major

**AE 3000**  
Art Education Junior Portfolio Review  
(0 credits)

Students who have completed 75 – 90 credit hours participate in a portfolio review to ensure they are progressing adequately in the art education program. A cumulative portfolio of work from Art Education courses is presented by the student; field experience hours are reviewed; and a review of dispositions necessary for teaching occurs through a presentation of professional work by the teacher candidate. Passing of the PLACE test is required for this review.

Prerequisites: AE 2000 Art Education Sophomore Portfolio Review; AE 3220 Teaching in a Multicultural Environment; and AE 3240 Reading in the Content Area

**AE 3220**  
Teaching in a Multicultural Environment  
(3 credits)

Field experience hours: 25 clock hours in a public or private school setting. Students learn how race, culture, and immigration affect society, and the role of public education in a democratic society. Students investigate how culture affects education. They learn current theories of multicultural education and their place in the contemporary politics of public education. Students use this knowledge to develop successful instructional practices that create positive learning environments for a variety of diverse K-12 learners. By the conclusion of this course, students have developed curriculum that educates K-12 students on the importance of critical citizenship, and have learned how to take action on social issues in their own lives.

Prerequisites: AE 2220 Philosophy of Art + Education; AE 2230 Psychology of Creativity; AE 2240 Instructional Technology; must be an Art Education major
AE 3240
Reading in the Content Area
(3 credits)
Field experience hours: 30 clock hours in a public or private school setting. The course has three main goals: identifying the meta-cognitive skills inherent in an arts curriculum; investigating models of arts integration; and researching potential texts, art making activities, and classroom activities that support higher order thinking in the arts. Objectives include comparing and contrasting the common elements of written, spoken, and visual language. Journaling serves as a main strategy. By the conclusion of this course, students understand the many correlations between visual arts and literacy development, and have developed lesson plans that incorporate critical thinking skills in arts-based curricula.

Prerequisites: AE 2220 Philosophy of Art + Education; AE 2230 Psychology of Creativity; AE 2240 Instructional Technology: must be an Art Education major

AE 3261 / 3262
Methods of Art Education, K-12 Part I and II
(2 credits each)
Field experience hours: 100 clock hours in a public or private school setting. This studio course provides students the opportunity to synthesize their learning before going into the field as a student teacher. This methods class puts theory and planning into practice. Students will participate in a fieldwork practicum in this course and author and instruct standards-based units that effectively combine their practice as artists, their knowledge as educators, and their Liberal Arts courses. Students will apply the elements of curriculum design, lesson/unit plans, accommodations, modifications, and assessment strategies as part of their own action research in the field. Students model and demonstrate the skills intrinsic to the lesson, participate in the process, and create the art product resulting from the lesson objectives. Students will understand what it means to be part of a professional learning environment, based on common inquiry, personal reflections, and peer feedback. Research and investigations of student diversity, multicultural objectives, learning styles, and exceptionality are incorporated into practical applications. At the conclusion of this course, students will develop a professional portfolio that demonstrates findings of their research as it relates to their teaching philosophy, methods and strategies for developing art programs for the K-12 student, instructional objectives, lesson and unit plans using a variety of media, and personal reflection based on classroom practice.

Prerequisites: AE 3220 Teaching in a Multicultural Environment; AE 3240 Reading in the Content Area; must be an Art Education major

AE 3280
Statistics: Assessing Learning + Teaching
(3 credits)
Field experience hours: 15 clock hours in a public or private school setting. The course introduces basic statistics principles and applies them to the purposes for and approaches to assessment, both traditional and alternative. Study includes quantitative and qualitative methods for assessing student performance in art and design, as well as course and program effectiveness. Proficiencies are determined by measuring the student’s ability to organize data, plan teaching effectiveness, devise and demonstrate assessment and evaluation instruments and methodologies. At the conclusion of this course, students will have learned basic statistical methods for data collection and analysis for the purpose of assessing teaching and learning in K-12 schools. Students will also become familiar with how to assess their own teaching skills and to recognize the importance and methods of assessing student learning in the classroom.

Prerequisites: AE 3220 Teaching in a Multicultural Environment; AE 3240 Reading in the Content Area; must be an Art Education major

AE 4245
Classroom Management
(3 credits)
The goal of this course is to enable teacher candidates to design, organize, and facilitate positive learning environments. Students will observe, document, devise, and discuss consistent teacher behaviors that encourage high standards of student involvement in classroom activities. Students will investigate how effective management skills and high quality instruction can facilitate learning environments where all students can learn and succeed. Proficiencies are determined by the candidate’s ability to plan and design clear expectations about appropriate and inappropriate behavior, efficient use of time, room organization, dissemination of materials, cleanup, and project storage. Study includes the teaching cycle, positive characteristics of classroom managers, and prescriptions for effective management of the classroom and instruction. Legal rights, due process, and school governance augment the course objectives.

Prerequisites: AE 3220 Teaching in a Multicultural Environment; AE 3240 Reading in the Content Area; must be an Art Education major
AE 4255
Student Teaching: Elementary
(6 credits)
Field experience hours: 300 clock hours in a Denver Metro area public or private secondary school setting. This is an extended field experience practicum and mentorship completed during the final term of the AE program. The student teacher spends eight weeks in an elementary school setting. The student teacher is observed, guided, and coached by a cooperating teacher in the accredited public or private school and a supervising teacher from the college. The cooperating teacher has a minimum of three years experience in teaching art. Responsibility for taking over the teaching by the RMCAD student teacher is gradually increased, allowing growth in a safe, supervised environment. The student teacher keeps a reflective journal and learning portfolio as an assessment instrument and a future resource. Feedback is consistently given and documented. A summative evaluation of the student teacher's performance establishes proficiencies, which are translated into a Pass/Fail grade. AE 4930 Student Teaching Seminar is taken concurrently. (Formerly AE 4250)

Prerequisites: All other required classes in AE program; 200 fieldwork hours completed; cleared fingerprint and CBI background checks. Concurrent requisite: AE 4265 Student Teaching: Secondary and AE 4930 Student Teaching Seminar; must be an Art Education major.

AE 4265
Student Teaching: Secondary
(6 credits)
Field experience hours: 300 clock hours in a Denver Metro area public or private secondary school setting. This is an extended field experience practicum and mentorship completed during the final term of the AE program. The student teacher spends eight weeks in a secondary school setting. The student teacher is observed, guided, and coached by a cooperating teacher in the accredited public or private school and a supervising teacher from the college. The cooperating teacher has a minimum of three years experience in teaching art. Responsibility for taking over the teaching by the RMCAD student teacher is gradually increased, allowing growth in a safe, supervised environment. The student teacher keeps a reflective journal and learning portfolio as an assessment instrument and a future resource. Feedback is consistently given and documented. A summative evaluation of the student teacher's performance establishes proficiencies, which are translated into a Pass/Fail grade. AE 4930 Student Teaching Seminar is taken concurrently. (Formerly AE 4260)

Prerequisites: All other required classes in AE program; 200 fieldwork hours completed; cleared fingerprint and CBI background checks. Concurrent requisite: AE 4255 Student Teaching: Elementary and AE 4930 Student Teaching Seminar.

AE 4931 / 4932
Student Teaching Seminar Part I and II
(.5 credits each)
This capstone, culminating course is taken concurrently with the student teaching courses AE 4255 and AE 4265. Student teachers share experiences, challenges, celebrations, concerns, and strategies from their student teaching assignments. The course content is based on real-life, ethnographic experiences and events that impact philosophy, theory, and practice. Other seminar objectives include career opportunities, interview strategies, résumé critique, advising on the students’ action research project that culminates in a Teacher Work Sample document, and portfolio assessment. Proficiencies are determined by quantity of participation and quality of shared insights, observable application of discussions and solutions, and the demonstration of knowledge, skills, and strategies that make up the content of all art education and education course work. (Formerly AE 4935)

Concurrent requisites: AE 4255 Student Teaching: Elementary and AE 4265 Student Teaching: Secondary
BUSINESS FOR THE CREATIVE INDUSTRIES DEPARTMENT

Business for the Creative Industries Mission Statement
Our mission is to develop professionals who will establish creative new ways to do business.

Business for the Creative Industries Program Description
Business Thinking is Creative Thinking...is the motto that guides the interdisciplinary approach to education in business operations, management techniques, creativity and innovation, human relations, marketing principles, accounting principles, business contract law, economics, and computer applications. The program serves as the launching pad for creative business thinking in the ever-changing world that is constantly inundated by increased complexity and technical advances. Students seeking to work within the creative industries in leadership and management roles will learn to effectively lead, guide, and direct the organization, or department for which they have management responsibilities.

Faculty members are industry professionals that are passionate about teaching business concepts and advancing creativity in the business world. They encourage each student’s development with the perfect blend of theory and practice, strategy and innovation, and pragmatism and creativity. The faculty advance and enrich both the business and creative mindset.

Students learn comprehensive business skills, diverse problem solving skills, and creative management strategies that support their ability to practice product, service, and process development during their senior level capstone courses. Upon graduation students can thrive in the artistic or design arenas, without necessarily being actual producers of artistic work or design. Instead, they will manage the creative process. For those who aspire to own a creative business, or to work within the exciting and growing creative industries the Business for the Creative Industries undergraduate program at Rocky Mountain College of Art and Design is committed to your success. Students will select a minor area of study upon completion of their second year.

Program Outcomes:
Students will be able to demonstrate creative critical thinking and practical application skills in a variety of venues:

- Awareness of Creative Industries Business Practices: Understanding of how to confront strategic and organizational challenges with innovative solutions, and manage interactions across the economic, social, environmental and political sphere.

- Global and Ethical Awareness: Understanding of global issues in the non-market environment of business and be sensitive to the ethical requirements of business activities.

- Critical Thinking and Problem Solving: Capacity to solve business problems by acquiring, interpreting, and synthesizing data, as supported by the appropriate use of analytical and creative techniques.

- Communication Skills: Effectually prepare and deliver oral and written communications using appropriate technologies, across interpersonal and organizational channels.

- Business Fundamentals: Demonstrate command of business fundamentals in the functional areas of accounting, marketing, finance, and management.

Four capstone courses enable the student to demonstrate mastery of all of the program's curriculum through an internship with a creative organization for which the student develops a comprehensive business plan for a specific project identified by both the student and the organization.
### BUSINESS FOR THE CREATIVE INDUSTRIES

#### On-Campus BA Degree Requirements

<table>
<thead>
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### BUSINESS FOR THE CREATIVE INDUSTRIES

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#### Minor: 18 credits

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123
Graphic Design Minor: 18 credits
AH 1000 Introduction to Art + Visual Design  3
FD 1020 2D Design  3
GD 1310 Type + Layout  3
GD 1510 Rapid Visualization + Prototyping  3
GD 2210 Vector Illustration  3
GD 2220 Raster Image Processing  3

Art Management Minor: 18 credits
AH 1100 Art History I: Ancient to Medieval  3
AH 1200 Art History II: Renaissance to Post Impressionism  3
AH 2300 Art History III: Fauvism through Modern  3
AH 3010 Topics in the History of Western Art  3
AH 3500 Topics in the History of Nonwestern Art  3
Choose one of the following:
AH 2020 History of International Animation  3
AH 2050 History of Graphic Design  3
AH 2060 History of American Illustration  3
AH 2070 History of Architecture + Interiors  3
AH 2080 History of Photography  3
AH 2090 History of Fashion Design  3

Business for the Creative Industries

Course Descriptions

BCI 1100
Introduction to the Creative Industries
(3 credits)
This is the first of two foundation level courses in the BCI program that explore the distinctive features of the creative industries. In this course student will develop an understanding of the ways that creativity and business interact in organizations. An overview approach introduces the principles and primary operations of creative businesses and industries served by them. Through lectures, discussions, creative expression, and practical research projects, students will learn about the creative industries and identify professional skills needed to be successful. This course will emphasize information literacy, research and writing skills, as these are essential for advancing study of and professional practice in the Creative Industries. At the conclusion of the course, students will demonstrate their understanding of the basic framework of the creative business environment, how creative industries fit within the overall economy, and possible career pathways within the industry.
Prerequisites: none

BCI 1110
Principles of Creative Management
(3 credits)
In this introductory survey course students explore the basic models employed in overseeing a wide range of managerial tasks and projects within the Art + Design industry. Topics include objective models currently used in the creative approach including, but not limited to, an overview of project design and planning, resource allocation, and organizational structure. At the conclusion of this course, students will be able to demonstrate critical thinking skills in reviewing and analyzing appropriate management models within the creative arena.
Prerequisites: BCI 1100 Introduction to the Creative Industries

BCI 1120
Introduction to Project Management
(3 credits)
This is the second of two foundation level courses in the BCI program that explore the distinctive features of the creative industries. In this course, the goal is for students to develop an understanding of the range of managerial tasks and projects required within the Creative industries. Topics include understanding innovation and idea generation, managing innovation in the marketplace, objective models currently used in the creative approach, and organizational structure. At the conclusion of this course, students will be able to demonstrate critical thinking skills in reviewing and analyzing appropriate management models within the creative arena.
Prerequisites: BCI 1100 Introduction to the Creative Industries
**BCI 1130**  
**Financial Processes for Emerging Ventures**  
(3 credits)

In this second course of the financial sequence students will reinforce their knowledge of financial accounting and develop an understanding of managerial accounting concepts, and their relationship to emerging ventures throughout the Art and Design industry. Topics include practical application of managerial accounting ratios, analysis of basic financial statements, including balance sheets, profit-and-loss statements, and cash flow. Lectures, presentations, case studies, readings, and discussions examine what comprises the essential elements of managerial accounting. At the conclusion of this course, students will be able to understand and demonstrate the basic fundamentals of managerial accounting required for successful business management within the Art and Design industry.

*Prerequisites: MA 1220 Financial Principles + Practice*

**BCI 1140**  
**Negotiation Skills for Managers**  
(3 credits)

This freshman level course examines the principles of negotiations skills, and a wide range of pedagogy and schools of thought on what constitutes effective negotiation skills. Topics includes pre-negotiation valuation-assessment, strategic rankings of all potential bargaining consideration, trade-off matrices for targeted results and consideration, as well as symmetric and asymmetric signaling during the negotiation process. Emphasis is on the practical application of the "Approach-Dialogue-Settlement" process and components in case examples for personnel contracts, product-service deals, IP sharing, partnership deals, and compensation. Lectures, presentations, case study readings, discussion and comparisons examine what comprises effective negotiation strategy. Upon completion of this course, students should be able to demonstrate effective pre-negotiation valuation assessment, effective decision-making skills when confronted with trade-off matrices, and the ability to read and interpret symmetric and asymmetric signaling attributes during the negotiation process.

*Prerequisites: BCI 1110 Principles of Creative Management*

**BCI 2100**  
**Introduction to Digital Marketing + Sales**  
(3 credits)

In this course students will explore the use of digital media, social media networks, design and logo strategies, and communication that is based primarily on visual imagery versus the written word. Topics include the components of an effective marketing and advertising plan, audience segmentation, product/service differentiation, design and logo strategies, and the use of digital media tracking tools to evaluate effectiveness of advertising campaigns. Lectures, presentations, readings, reviews and comparisons, and discussions examine the essential advertising components for private enterprise organizations. At the conclusion of this course, students will be able to identify the essential elements of a strong marketing and advertising plan, understand the importance of utilizing digital tracking tools to assess effectiveness of digital advertising campaigns, and demonstrate understanding and use of product/service differentiation for both for-profit and not-for-profit organizations seeking to use digital media to advertise their products and/or services.

*Prerequisites: BCI 2110 Introduction to Digital Marketing + Sales*

**BCI 2110**  
**Creative + Strategic Branding**  
(3 credits)

In this course students will explore Creativity development process models with an expressed application to the functions of Strategic Branding for products and services in the Art + Design industries. Topics include the identification of differences between branding design and campaigns for new products and services versus the re-tooling and/or repositioning of existing products and services. Lectures, presentations, readings, reviews and comparisons, and discussions examine the essential branding components for private enterprise organizations. At the conclusion of this course, students will be able to identify the essential elements of a strong strategic branding process, and demonstrate understanding and use of creative strategic process differentiation for both for-profit and not-for-profit organizations seeking to re-tool vs. re-brand their products and/or services.

*Prerequisites: BCI 2100 Introduction to Digital Marketing + Sales*

**BCI 2120**  
**Industry Analysis + Assessment**  
(3 credits)

In this course students will review the models and processes for completing detailed industry analyses. Topics include core assessment methods and standards used to qualify and quantify industry scope, scale, value, employment, and sectors. Emphasis is placed on the praxis of professionally examining specific industries and segments, resulting in detailed review and analysis and commentary assessment of the findings. Lectures, presentations, readings, comparisons, and discussions examine the essential basics of economics for private enterprise organizations. At the conclusion of this course, students will be able to identify the components of a strong industry analysis and assessment process, demonstrate understanding and use of competitive scanning tools, and what specific information should be contained in an industry analysis/assessment for both for-profit and not-for-profit organizations.

*Prerequisites: BCI 2120 Advertising in the Digital Age*
**BCI 2140**  
**Professional Time Management**  
(3 credits)  
In this overview course students will explore the core tenets and models for contemporary executive managerial time management. Topics include the necessity of weekly/monthly/quarterly/annual schedules and value-added criteria, and the praxis of defining assessment/review and decision-making functions for managers across multiple projects, personnel, and resources oversight. Lectures, presentations, readings, reviews and comparisons, and discussions examine the essential components for effective managerial time management. At the conclusion of this course, students will be able to identify the essential elements of effective time management for singular and multiple projects.

*Prerequisites: BCI 1120 Introduction to Project Management*

**BCI 2150**  
**Topics in Creative Management**  
(3 credits)  
This course provides an overview of the most compelling case-situations and product-service development examples of applied creative management, drawn from contemporary markets, industries, and firms with the Creative Industries. Topics include the tangible and intangible impacts of managerial decision-making, cost-benefit analyses, and implemented strategies that both did and did not work. At the completion of this course, students will be able to demonstrate knowledge of what works and what does not work in creative management decision-making and planning.

*Prerequisites: BCI 2130 Industry Analysis + Assessment*

**BCI 2160**  
**Business Development for Private Enterprise**  
(3 credits)  
In this sophomore level course students will apply the financial accounting and managerial accounting skills gained in previous financial courses to develop a business plan for the creative industries. Through research and analysis students will develop a business plan for a business that they would like to work for or for a business they would like to develop in the future. Topics include economic and markets research, the development of financial statements, and competitive positioning. Lectures, presentations, readings, and discussions examine the essential basics of Business Development for private enterprise organizations. At the conclusion of this course, students will be able to demonstrate understanding of and ability to implement a wide variety of managerial accounting practices and use of macro- and micro-economic concepts, be able to identify the necessary components of competitive positioning, demonstrate supply-and-demand, and revenue and cost comparisons for both for-profit and not-for-profit organizations.

*Prerequisites: BCI 1130 Financial Processes for Emerging Ventures*

**BCI 3100**  
**Strategic Design**  
(3 credits)  
In this overview course students explore very specific models and process-flow constructs in developing, implementing, and managing the Strategic Design of products and/or services, both newly developed and existing re-tooling/re-positioning, with special emphasis on the Art + Design industry. Topics include the praxis of analyzing and assessing the market environment, developing and creating comprehensive design-strategy and implementation schedule and budget for the various products and service case examples. Lectures, presentations, case study readings, discussions and comparisons examine what comprises effective design strategy. At the conclusion of this course, students will be able to understand the essential framework required for effective strategic design.

*Prerequisites: BCI 2100 Introduction to Digital Marketing + Sales*

**BCI 3110**  
**Digital Media + Online Marketing**  
(3 credits)  
This course focuses specifically on the operational and strategic uses of various digital media and online marketing systems and practices. Topics include the mechanics of online media functionality, planning, target marketing, search engine optimization, and the requirements for building media marketing campaigns. Upon completion of the course, students will be able to construct effective digital media and online marketing plans and campaigns.

*Prerequisites: BCI 2110 Creative and Strategic Branding*

**BCI 3120**  
**Business Contracts for Managers**  
(3 credits)  
This course reviews all the basic components of business contract law, both written and oral agreements. Topics include business formation (C-Corp, S-Corp, Limited Liability Corporations (LLC), Limited Partnerships, Joint Ventures, Consortia), employment contracts, copyrights + trademarks, and strategies/documents for original Intellectual Property (IP) protection. Additional topics include the various forms of Memorandum of Understanding (MOU), Non-Disclosure Agreements (NDA), Letter of Intent (LOI), and cease-and-desist notices. Lectures, presentations, case study readings, discussions and comparisons examine what comprises effective business contracts. Upon successful completion of this course, students will be able to demonstrate understanding of and ability to implement a wide variety of business contracts utilized in the creative industry.

*Prerequisites: BCI 2100 Introduction to Digital Media + Sales*

**BCI 3130**  
**Strategic Management**  
(3 credits)  
This course focuses on the core models and process-flow of modern strategy, strategic behavior, strategic thinking, and strategic planning specifically applied to the role of creative management within the Art + Design industry, firms, and organizations. Topics include roles of traditional operations management alongside the latest innovations in strategic management. Particular emphasis is given to how firms and organizations develop competitive positioning within their external environment. Lectures, presentations, readings, comparisons, and discussions examine the essential fundamentals of strategic thinking and management practices for private enterprise organizations. Upon the completion of this course, students demonstrate utilization of effective strategic management principles when reviewing case studies.

*Prerequisites: BCI 3100 Strategic Design*
BCI 4100 Technology + Creative Management (3 credits)
This overview course examines all of the pertinent technology facets employed in professional-grade, contemporary creative management. Topics include IT systems, file-sharing and document review, distance telecommunication tools, project-planning software, ERP software, budgeting software, search engines, and high-tech screening review modules for managing and overseeing the creative process of individuals and teams. The course emphasis is on practical application of tools to real-world case examples in creative management. Lectures, presentations, case study readings, discussions and comparisons examine what comprises effective utilization of technology in managing creatively. Students who successfully complete the course will be able to demonstrate knowledge, understanding, and utilization of the various high-technology tools available to the creative industries.
Prerequisites: BCI 4100 Technology + Creative Management

BCI 4110 Organizational Leadership (3 credits)
In this senior level course students explore the basic principles of contemporary leadership models and styles. Topics include crafting vision and mission, leading teams, leading during times of crises situations, leadership in turbulent external environments, delegation and decision-making responsibility, motivation/compensation models, and executive leadership from a strategic perspective. Lectures, presentations, readings, and discussions examine what comprises effective organizational leadership. At the conclusion of this course, students will be able to demonstrate understanding and application of policy-making for effective organizational leadership, and be able to review, analyze, and make recommendations for decision-making execution in case examples.
Prerequisites: BCI 4130 Strategic Management

BCI 4120 Advanced Creative Project Management (3 credits)
This senior class seminar focuses on bringing together and synthesizing multiple components of ALL prior completed courses in the Business for Creative Industries program. Topics include the process of creativity and innovation, principles of creative management, topics in creative management, and technology and creative management. An internship with a creative industry organization enables the student to examine what comprises effective advanced creative project management strategy. At the completion of this course, students will be able to successfully demonstrate utilization of the complete integration of Business for Creative Industries pedagogy to develop and analyze the management oversight for two major case studies: one product oriented and one service.
Prerequisites: BCI 4100 Technology + Creative Management

BCI 4130 International Digital Marketing (3 credits)
This course builds on prior theory presented in prior marketing and branding courses. Topics include cultural nuances that exist with visual imagery and communication in various cultures and that need to be taken into consideration when marketing products or services to an international audience. Lectures, presentations, case study readings, discussions and comparisons examine what comprises effective international digital marketing strategy. At the completion of this course, students will be able to design an effective international digital marketing plan.
Prerequisites: BCI 3110 Digital Media and Online Marketing

BCI 4400 Effective Creative Design (3 credits)
This Senior-level course is the first of four capstone seminars for the Business for Creative Industries Senior-project. Topics focus on synthesizing all previous coursework into design solutions for a specific product-service project targeted for a very unique client or constituency and market-environment of the student’s choice. The course enables the student to develop a project plan centered on the design issues required for the product-service project, and orally present this plan to a group of faculty and staff administrators for review and critique.
Prerequisites: BCI 4120 Advanced Creative Project Management

BCI 4410 Effective Oral Presentations (3 credits)
This course, the second of four required capstone seminars enables students to integrate all prior coursework into an oral presentation for the company or organization at which the student is interning to present the overview of the project the student has engaged in completing for the company or organization. The presentation would include identification of the problem, the competitive marketplace scan/analysis, and a preliminary estimate of the tools and resources required for completing the project.
Prerequisites: BCI 4120 Advanced Creative Project Management

BCI 4420 Budget + Resources Planning (3 credits)
This third required capstone seminar enables students to focus on synthesizing all previous coursework into a personal line-up of Creative Management tools employed in developing, overseeing, and delivering product-service projects on-time and on-budget. The student would present the final budget and resources part of the entire plan to the organization with which the student is interning.
Prerequisites: BCI 4120 Advanced Creative Project Management

BCI 4430 Formal Praxis Presentation (3 credits)
This final course in the capstone project enables the student to make a formal presentation to the organization at which they have been interning that demonstrates how the student's learning experience in the Business for Creative Industries has enabled the student to present a comprehensive plan for the project the organization has agreed to have the student oversee. Written critiques will be submitted by the organization to the student's Faculty Chair and Advisor.
Prerequisites: BCI 4410 Effective Oral Presentations
COMMERCIAL PHOTOGRAPHY DEPARTMENT

COMMERCIAL PHOTOGRAPHY - Online BFA Degree Requirements

Liberal Arts: 48 credits
ACAD 1000 Academic Connections for Artists + Designers 3
Art History 12
AH 2080 History of Photography 3
English Composition 6
Western Civilization 6
Mathematics 3
Physical + Natural Sciences 3
Social + Behavioral Sciences 6
Humanities 6
See Liberal Arts Department for specific classes

Foundations: 21 credits
FD 1020 2D Design 3
FD 1120 Topics in Color + Space 3
FD 1275 Drawing I 3
FD 1280 Drawing II 3
FD 1370 Life Drawing I 3
FD 1380 Life Drawing II 3
FD 2130 3D Design 3

Commercial Photography Core: 36 credits
CP 1110 Fundamentals of Digital Photography 3
CP 1710 Digital Post Production 3
CP 1720 Lighting I: Fundamentals 3
CP 2000 Commercial Photography Sophomore Portfolio Review 0
CP 2310 Lighting II: Location 3
CP 2320 Portraiture, Business, Editorial, Social 3
CP 2340 Commercial Photography I 3
CP 2510 Commercial Video I: The DSLR and Motion 3
CP 3110 Lighting III: Studio 3
CP 3510 Visual Language and Storytelling 3
CP 3720 Conceptual Projects 3
CP 4000 Senior Portfolio Review 0
CP 4310 Advanced Digital Imaging 3
CP 4950 Professional Practices: Real World Marketing 3

Commercial Photography Emphasis: 12 credits
CP 3320 Annual Report Photography 3
CP 3520 Architectural and Industrial Landscapes 3
CP 3530 Project Development Portfolio 3
CP 3621 Advanced Projects and Internships Part I 1.5
CP 3622 Advanced Projects and Internships Part II 1.5

OR

Photojournalism/Documentary Emphasis: 12 credits
PJ 3130 Fundamentals of Photojournalism 3
PJ 3310 Advanced Photojournalism 3
PJ 3350 Documentary: Environmental Portraiture 3
PJ 3611 Advanced Projects and Internships Part I 1.5
PJ 3612 Advanced Projects and Internships Part II 1.5

Studio Electives: 6 credits
CP 3250 Cinematography 3
CP 3570 Street Style Fashion Photography 3

Total credits required 123
COMMERCIAL PHOTOGRAPHY - On-Campus
BFA Degree Requirements

Liberal Arts: 48 credits
ACAD 1000 Academic Connections for Artists + Designers 3
Art History 12
AH 2080 History of Photography 3
English Composition 6
Western Civilization 6
Mathematics 3
Physical + Natural Sciences 3
Social + Behavioral Sciences 6
Humanities 6
See Liberal Arts Department for specific classes

Foundations: 21 credits
FD 1020 2D Design 3
FD 1120 Topics in Color + Space 3
FD 1275 Drawing I 3
FD 1280 Drawing II 3
FD 1370 Life Drawing I 3
FD 1380 Life Drawing II 3
FD 2130 3D Design 3

Commercial Photography Core: 36 credits
CP 1110 Fundamentals of Digital Photography 3
CP 1710 Digital Post Production 3
CP 1720 Lighting I: Fundamentals 3
CP 2000 Commercial Photography Sophomore Portfolio Review 0
CP 2310 Lighting II: Location 3
CP 2320 Portraiture, Business, Editorial, Social 3
CP 2340 Commercial Photography I 3
CP 2510 Commercial Video I: The DSLR and Motion 3
CP 3110 Lighting III: Studio 3
CP 3510 Visual Language and Storytelling 3
CP 3720 Conceptual Projects 3
CP 4000 Senior Portfolio Review 0
CP 4310 Advanced Digital Imaging 3
CP 4950 Professional Practices: Real World Marketing 3

Commercial Photography Emphasis: 12 credits
CP 3320 Annual Report Photography 3
CP 3520 Architectural and Industrial Landscapes 3
CP 3530 Project Development Portfolio 3
CP 3621 Advanced Projects and Internships Part I 1.5
CP 3622 Advanced Projects and Internships Part II 1.5

OR
Photojournalism/Documentary Emphasis: 12 credits
PJ 3130 Fundamentals of Photojournalism 3
PJ 3310 Advanced Photojournalism 3
PJ 3350 Documentary: Environmental Portraiture 3
PJ 3611 Advanced Projects and Internships Part I 1.5
PJ 3612 Advanced Projects and Internships Part II 1.5

Studio Electives: 6 credits
CP 3250 Cinematography 3
CP 3570 Street Style Fashion Photography 3

Total credits required 123

Commercial Photography Course Descriptions

CP 1110 / PCCP 1110
Fundamentals of Digital Photography
(3 credits)
This course introduces students to the dynamics of the digital photographic medium, including instruction in the areas of composition, camera functions, the use and understanding of light, digital post-production using Adobe Photoshop and Adobe Lightroom, and other essential skills that will help in the making of compelling images. At the conclusion of this course, students will have gained technical proficiency and insight into the medium through instructional lectures and the completion of assignments.
Prerequisite: none

CP 1710
Digital Post Production
(3 credits)

This course serves as an introduction to the language of light, the interpretation of ideas and how light is an integral tool in the making of photographs. The instructive process, as well as assignments, will clearly illustrate how hard and soft light, the placement of light, along with strong content and composition, communicates unique narratives. The use of on camera flash, studio electronic flash, and available light will be critical areas of instruction. At the conclusion of this course, students will have a clear understanding of the qualities of light and their communicative power.
Prerequisites: FD 1020 2D Design

CP 1720
Lighting I: Fundamentals
(3 credits)

CP 2000
Commercial Photography Sophomore Portfolio Review
(0 credits)

Students who have completed 45-60 credit hours are required to participate in a sophomore portfolio review. Students will present original art and design work from Foundations courses where faculty evaluate mastery of foundational skills, and identify strengths and areas of improvement. Art and design work will illustrate competency in visual elements and principles of design, drawing, color theory, and three-dimensional fundamentals. Upon successful completion of the Sophomore Portfolio Review, students transition into their major course of study. This course is Pass/Fail.
Prerequisite: none
CP 2310
Lighting II: Location
(3 credits)
Photographers regularly face unique challenges when assigned to make powerful images of individuals in varied locations, often adding light sources and using available light in their creative process. This course will instruct students in the area of creating compelling and clearly communicated photographs while on location assignments. At the end of this course, students will have created a portfolio of photographs that communicates a sense of place through their understanding of meaningful composition and effective use of lighting.
Prerequisite: CP 1720 Lighting I: Assessing & Interpreting Form

CP 2320
Portraiture, Business, Editorial, Social
(3 credits)
This course is an exploration of photographing people. Relevant will be the instruction of the interpretative power of portraits in varied contexts. These include corporate, magazine/editorial, and new media such as social media and other web based platforms. At the conclusion of this course and students will have used specific learned skills such as lighting, composition, and context, to create a portfolio of photographs that address these categories of portraiture.
Prerequisite: CP 2310 Evaluating & Lighting Locations

CP 2340
Commercial Photography I
(3 credits)
In a given photographic assignment for businesses and publications, it is often incumbent on the photographer to provide their interpretive vision regarding the fulfillment of client needs. This course, through instruction and assignment-based projects, guides students through the process of research, logistics, project assessment, image production, and ethics. At the conclusion of this course students will, through the creation of a synthesized, assignment based portfolio, have a clear understanding as to how to work within the client-based culture while developing an understanding as to how their unique vision has marketing value.
Prerequisite: CP 2320 Portraiture: Business, Editorial, Social

CP 2350
Lighting III: Studio
(3 credits)
This course prepares students in the area of studio lighting as it pertains to photographing products and people for advertising assignments. Through instruction and hands on assignments, students will learn how light and composition defines shape and form, creating a compelling visual communication. At the conclusion of this class, students will have learned how to set up classic lighting scenarios, to make modifications to the classic forms, and to use this lighting to develop a studio based portfolio.
Prerequisite: CP 2310 Evaluating and Lighting Locations

CP 3250
Cinematography
(3 credit elective)
Building on skills acquired in CP 2510 Commercial Video 1, this course offers pointed instruction in the areas of increasingly effective video camera work in the use of DSLR camera technology. Now referred to as HDSLR’s as they have become progressively more relevant in the making of theatrically released films, broadcast television productions, commissioned work for companies, and commercials for marketing campaigns. Through an intensive series of assignments based on an understanding and illustration of video and editing technology, storyboarding, lighting, location logistics, and video production, students will emerge from this course through specific assignments, with a high degree of knowledge in the area of creating compelling video narratives.
Prerequisite: CP 2510 Commercial Video I

CP 3320
Annual Report Photography
(3 credits)
Being one of the classic forms of commercial work, photographing the people and facilities for corporate annual reports, this course offers students opportunities to bring together diverse skills and creative forces. Through a process of research, preparing shot lists, and addressing logistical issues, students will gain insight into all aspects of these assignments. At the conclusion of this class, students will have acquired the business, technical and creative tools with which to professionally address the needs of an annual report of a corporation.
Prerequisite: CP 2320 Portraiture: Business, Editorial, Social

CP 3510
Visual Language and Storytelling
(3 credits)
At the heart of the documentary process is the telling of a story, a photo essay as told by the subject and communicated through the creative process of the photographer. This course will use assignments and reviews of the works of noted photographers to instruct students in the visual narrative process. Included is the flow of imagery, the importance of specific, related, content, preparation of shot lists, looking for key shots, and responding to the unexpected. At the conclusion of this class, students will have used the many and varied tools at their disposal to complete an expertly photographed and designed documentary assignment with a strong narrative content.
Prerequisite: CP 2340 Commercial Photography I
CP 3520 Architectural and Industrial Landscapes (3 credits)

Based on the concept of capturing the built landscape in its most perfect form, architectural and industrial photography is the marriage of photographic skill, technical aptitude, and artistic vision. This course uses contextual lectures, interpretive visioning, and practical experience to guide students through a process of evaluation and understanding of architectural principles. At the conclusion of this class, students will, through logistical planning and photographic assignments, have a strong understanding of the power of architectural and industrial photographs and how they communicate integrity, credibility, and vibrancy.

Prerequisite: CP 2320 Portraiture, Business, Editorial, Social

CP 3530 Project Development Portfolio (3 credits)

In the development of a clearly styled portfolio of photographs, it is critical that students have an opportunity to write proposals and create a series of photographs that stays true to that proposal. In this course students will incorporate technical and logistical skills learned from previous classes such as writing, assignment logistics, lighting, and compelling compositions to develop and articulate a clearly defined project. At the conclusion of this class, students will have gained insight into project development manifested by the creation of a pointed portfolio of photographs.

Prerequisite: CP 3320 Annual Report Photography

CP 3570 Street Style Fashion Photography (3 credit elective)

The hallmark of fashion portraiture is the communication of fashion genres within the context of making magazine and editorial photographs from a 'street' perspective. In this course, students will acquire expertise in the area of highly visible photographic assignments, reference the context of working within an editorial environment, research and discuss the development and evolutionary histories of fashion work as it pertains to photographing fashion models in public spaces. At the end of this course, and through pointed and rigorous assignment based projects, students will have added important logistical components to their skill sets including relevant fashion strategies, the photographing models unique to crowded, urban spaces, and understand the magazine and publishing industries importance in fashion work.

Prerequisite: CP 2320 Portraiture: Business, Editorial, Social

CP 3621 / 3622 Advanced Projects and Internships Part I and II (1.5 credits each)

As a preparatory process in the transition from an academic environment to a professional one, this course serves as an important conduit for graduating students who will work directly with creative departments in corporations, graphic design firms, and advertising agencies. This hands-on experience will be manifested through the logistical processes of client communication, assignment planning, scheduling & completing photo shoots, and digital post-production. At its conclusion, students will have created a portfolio of images that reflects their understanding of the many and varied processes of assignment based work as they apply in actual, real world contexts.

Prerequisite: CP 3320 Annual Report Photography

CP 3720 Conceptual Projects (3 credits)

Professional photographers are often asked to insert their ideas into a specific project, to serve as a conduit to fulfill the needs of a client. In this course, through a series of real world examples, students will be guided through an evaluative process, that of developing ideas and interpreting needs. At the conclusion of this course students will have developed the skills to conduct research, and create a challenging series of photographs that illustrates their unique approach to problem solving and client needs interpretation.

Prerequisite: CP 2340 Commercial Photography I

CP 4000 Senior Portfolio Review (0 credits)

The senior portfolio review program is designed to provide graduating students an opportunity to present their work to a group of carefully selected faculty and photography professionals specific to the chosen emphasis, Commercial Photography on Photojournalism/Documentary. Through an advisory and evaluative process students will receive a clear understanding as to the status of their work and its readiness in a post-graduation environment. At the conclusion of this review process, students will have made important refinements to their portfolios, serving as a central marketing piece in their profession.

Prerequisite: CP 3530 Architectural and Industrial Landscapes or PJ 3350 Documentary/Environmental Portraiture

CP 4210 Special Project (1 credit)

Serving as a bridge between academic and professional careers, this three-week project course gives students the opportunity to work under the guidance of faculty and in partnership with the marketing department of a company, the creative department of a design firm, or a photo editor of a news bureau or newspaper. This mini-internship allows students to apply skills learned during their coursework such as the creation of effective, pointed photographs, assignment logistics, client relations, and needs fulfillment. As an outcome, students will have produced a client-based assignment that incorporates all aspects of the commercial photography business.

Prerequisite: CP 2320 Portraiture

CP 4310 Advanced Digital Imaging (3 credits)

As the culture increasingly engages in a creative dialogue in the area of digital imaging making and its lead tool being photography, it is important to understand the avenues by which descriptive and conceptual imagery is made. In this course the processes of constructive imagery will be emphasized. Conceptualism in the editorial markets, the leaning of advertising toward documentary space, integration of art into the commercial market, and still photography morphing into video and vice versa will be explored and realized. At the conclusion of this course, students will have an advanced knowledge of Adobe Photoshop, Lightroom, and digital printing, using these platforms to create a highly developed portfolio of digital images.

Prerequisites: CP 1710 Photoshop & Lightroom, CP 3720 Conceptual Projects
CP 4950
Professional Practices: Real World Marketing
(3 credits)
This studio course prepares students with critical knowledge and practical strategies as they apply to their post degree profession in the field of Commercial Photography and Photojournalism/Documentary. The central elements of these efforts are the processes of portfolio synthesis and the use of web-based media platforms supplemented by personal interactions with the organizations where marketing and photography professional interact. This course will, through instructional processes and photographic project assignments, guide students through the stages of website development using templates, social media, direct marketing, effective marketing strategies, business branding, and a universal comprehension of the business of photography. As an outcome, students will have created recent photographic work, an identity package including business cards, a template based website, established directed multiple social media pages, and involved themselves in client based professional organizations.
Prerequisite: CP 3720 Conceptual Projects

Photojournalism Course Descriptions

PJ 3130
Fundamentals of Photojournalism
(3 credits)
This is an introductory skills course for students pursuing a career in photojournalism. A rigorous process of weekly exercises of photographic storytelling coupled with instructional lectures related to working with editors, as well as assessing and defining the news value of visual circumstances, gives students the ethical, historical, and philosophical nature of the profession. As an outcome, students will have researched and produced compelling spot news photographs and short photo essays.
Prerequisite: CP 2340 Commercial Photography I

PJ 3310
Advanced Photojournalism
(3 credits)
This course addresses advanced skills and problem solving in the profession. Through assignments and instructional lectures, the refinement of techniques in news assessment, the use of available light, electronic flash, content research, and assignment logistics will be stressed. On completion of this class, students will have increased their proficiency in the both technical skills and journalistic content through research and project completion.
Prerequisite: PJ 3130 Fundamentals of Photojournalism

PJ 3350
Documentary: Environmental Portraiture
(3 credits)
The ability of an editorial photographer to communicate clearly and succinctly the essence of a particular person and story through their placement in an environment is perhaps one of the most important tools in the profession. As an assignment and lecture based process, this course instructs students in both the classic and contemporary forms of environmental portraiture. At the conclusion of this class, students will have completed assignments in which they have had pre-shoot discussions with their subjects, engaged in a location scouting process, and photo shoots with a strong narrative content.
Prerequisite: PJ 3310 Advanced Photojournalism

PJ 3611 / 3612
Advanced Projects and Internships Part I and II
(1.5 credits each)
As a preparatory process in the transition form an academic environment to a professional one, this course serves as an important conduit for graduating students who will work directly with regional bureaus of news agencies, newspapers, news magazines, photography agencies, NGO’s and photojournalism based web blogs. These hands on experiences will be manifested through the logistical processes of assignment planning with photography editors, researching news leads, scheduling and completing photo shoots, spot news photography, digital postproduction and image uploading. At the conclusion of this course, students will have created a portfolio of images that reflects their comprehension of editorial markets and processes, ethical concerns, and pressure based assignments.
Prerequisite: PJ 3310 Advanced Photojournalism
FASHION DESIGN DEPARTMENT

Fashion Design Mission
The Fashion Department at Rocky Mountain College of Art and Design is committed to upholding the organizational culture dedicated to student learning. Our educators model professional behavior, encourage innovation, and foster student growth. We partner with our local and global industry to ensure that student skills meet the needs of the demanding market. We deliver content to meet the needs of multiple learning styles. We foster community in our diverse population, teaching students to work as members of global teams. We enable student exit competencies and prepare students to become contributing professionals in our exciting a fast paced industry.

Fashion Design Program Description
When students join the Fashion Design department, they bring with them a desire to create innovative designs, to learn an array of construction techniques, to access the industry of product development and management, and finally, to understand the needs of the human form. Courses provide a broad range of studio and educational experiences which foster artistic, professional, and personal growth. In the degree, Fashion Design core courses emphasize the fundamental principles of material investigation, garment design, garment construction, manufacturing, and the management of garment design development. Foundations courses seek to develop in students the principles of visual composition, observation, and the necessary practice to critique their own work and that of others in a professional manner. Liberal Arts courses offer a broad path of study across academic disciplines in which students develop critical thinking, academic writing skills, and creative inquiry. The Fashion Design Department educates and develops future fashion designers in the technical and conceptual abilities necessary to pursue professional careers in the fashion industry.

Program Outcomes
- CONCEPT: Students demonstrate the ability to forecast trends in the fashion industry and determine their unique stylistic characteristics through color, pattern, texture and finish of materials
- FOUNDATIONAL: Students will understand the vocabulary of the fashion industry, comprehend the timeline involved in product development from design concept to reach retail sales, and have an awareness of fashion and marketing practices.
- CONSTRUCTION: Students will demonstrate the ability to translate fashion designs for manufacturing reproduction by draping, flat pattern, marking and sewing construction.
- TECHNICAL: Students will demonstrate the ability to create flat sketches and technical packages used within the apparel industry. Students will create design ideas through hand drawing and computer aided design.
- PROFESSIONAL: Students will demonstrate essential knowledge and practical strategies necessary to market product design from the original concept through merchandising, financing, sourcing, contracting, quality control, and sale. Students will learn behaviors consistent with professional practices within the apparel industry.

FASHION DESIGN
BFA Degree Requirements

Liberal Arts: 48 credits
ACAD 1000 Academic Connections for Artists + Designers 3
Art + Design History 12
AH 2090 History of Fashion Design 3
English Composition 6
Western Civilization 6
Mathematics 3
Physical + Natural Sciences 3
Social + Behavioral Sciences 6
Humanities 6
See Liberal Arts Department for specific classes

Foundations: 21 credits
FD 1020 2D Design 3
FD 1120 Topics in Color + Space 3
FD 1275 Drawing I 3
FD 1280 Drawing II 3
FD 1370 Life Drawing I 3
FD 1380 Life Drawing II 3
FD 2130 3D Design 3

Fashion Design: 54 credits
FS 1210 Fashion Industry Survey 3
FS 1110 Fashion Design I 3
FS 1310 Construction I 3
FS 1350 Draping + Drafting I 3
FS 2000 Fashion Design Sophomore Portfolio Review 0
FS 2510 Textile Science 3
FS 2110 Fashion Design II 3
FS 2130 Apparel 3
FS 2150 Accessories 3
FS 2180 Sustainable Fashion 3
FS 2310 Construction II 3
FS 2410 Design Technologies 3
FS 3000 Fashion Design Junior Portfolio Review 0
FS 3170 Couture Construction 3
FS 3210 Product Development + Management 3
FS 3220 Visual Merchandising 3
FS 3310 Construction III 3
FS 3470 CAD Production Patternmaking 3
FS 3570 Textiles: Knits + High Tech 3
FS 4000 Senior Portfolio + Fashion Show 0
FS 4210 Professional Practices 3
OR
FS 3601 Fashion Design Internship Part I 1.5
FS 3602 Fashion Design Internship Part II 1.5

Total credits required 123
Fashion Design: Course Descriptions

FS 1110
Fashion Design I
(3 credits)
In the first of a sequence of two courses, students will develop the essential practice of conveying a design concept in a manner that can be interpreted for reproduction, which includes researching design practices, sketching, drawing, and silhouette development. An introduction to textiles, basic texture rendering and product specification will also be addressed. At the conclusion of this course, students will present their fashion design concepts on a comprehensive illustration board, demonstrating their understanding of the defining production implications.

Prerequisite: FS 1310 Construction I

FS 1210
Fashion Industry Survey
(3 credits)
This lecture course provides an introduction and overview of the operations of the fashion industry from concept to consumption. Students explore topics such as the vocabulary of fashion, the process of product development, marketing, and business practices. At the conclusion of this course, students will demonstrate an understanding of foundational aspects of the fashion industry.

FS 1310 / PCFS 1310 (Pre-College Program)
Construction I
(3 credits)
In the first of a sequence of three courses, students will learn how to cut and sew materials together to create three-dimensional forms through simple stitching methods by hand and industrial sewing machine. Various techniques for joining, securing, turning, shaping, and finishing will be practiced to complete a conventional finished garment. Both woven and knitted materials will be handled to experience the different methods of construction. During the process, students will document the techniques and methods to initiate preliminary construction specifications. At the conclusion of this course, students will have sewn together pattern parts of one of their designs to construct a complete garment supported by instructions for the duplication process.

Prerequisite: FS 1310 Construction I

FS 1350
Draping + Drafting  (3 credits)
This course initiates imaginative design ideas through the process of material draping on the dress form paired with the traditional, technical draping of muslin on the dress form to teach foundational pattern drafting and truing. Students will have the opportunity to freely express their fashion ideas while learning the customary practices for supporting their fashion designs with a blueprint for production manufacturing. At the conclusion of this course, students will have sloper/block, flat patterns to support their original fashion design concepts in three conventional regions: bodice with sleeves, collar and closure, skirt and trouser with zipper or wrap closure.

FS 2000
Fashion Design Sophomore Portfolio Review
(0 Credits)
Students who have completed 45-60 credit hours are required to participate in a sophomore portfolio review. Students will present original art and design work from Foundations courses where faculty evaluate mastery of foundational skills, and identify strengths and areas of improvement. Art and design work will illustrate competency in visual elements and principles of design, drawing, color theory, and three-dimensional fundamentals. Upon successful completion of the Sophomore Portfolio Review, students transition into their major course of study. This course is Pass/Fail.

FS 2110
Fashion Design II
(3 credits)
In the second of a two-course sequence, students further develop and refine their skills in sketching, drawing, and silhouette development with an emphasis on global fashion trends. Students will progress toward the development of complete apparel line presentations that incorporate contemporary fashion movements with originality of design, fabric, color and silhouette. At the conclusion of this course, students will have developed a broader understanding of their task to communicate and position their personal fashion design concepts with credibility and innovation within the global fashion market.

Prerequisite: FS 1110 Fashion Design I

FS 2130
Apparel
(3 credits)
This course explores distinctions between three genres of apparel design: to Womenswear, Menswear, and Childrenswear, along with a variety of subcategories for advanced study in second level courses. Students will study the history of apparel design evolution in a cultural context from modernity to contemporary fashion to assist the student in determining their design predilection. At the conclusion of this course, students will have identified a propensity for a specific category of apparel design to direct their future studies in the fashion design program.

FS 2150
Accessories
(3 credits)
This course focuses on three distinct categories of fashion accessory: footwear, handbags, and headgear/millinery. Students will examine the design and technical aspects of creating fashion accessories for complementing apparel. Form and function will be studied from a historical perspective and from contemporary design practice. Materials beyond the textiles of apparel will be investigated for accessory fabrication and construction to include leather, plastics, felts, and novelties. At the conclusion of this course, students will have a broad understanding of a wide range of fashion accessories that require specific design knowledge to direct their future studies in the fashion design program.
FS 2180
Sustainable Fashion
(3 credits)
This course focuses on the philosophy of sustainable design by teaching design approaches and methods that comply with the principles of social, economic, and ecological sustainability in design of textiles and product. At the conclusion of this course students will have developed an understanding of how to minimize negative environmental impact and encourage social consciousness and responsibility.

FS 2310
Construction II
(3 credits)
The second of a three-course sequence brings together the necessary technical transitions of drape, draft, and construction that support a design concept to a finished product. At the conclusion of this course, students will advance their skills to interpret, craft, and engineer their personal designs from various perspectives of manufacturing reproduction represented in a complete and finish garment of complexity with specification supplementation.

Prerequisite: FS 1350 Draping and Drafting

FS 2410
Design Technologies
(3 credits)
This course introduces students to the fundamentals of computer-aided design (CAD) used by leading apparel and textile companies for design rendering, and textile development. At the conclusion of this course, students will have a comprehensive scope of the CAD technologies available to them for documenting, translating, and engineering their design intentions for market presentation.

Prerequisites: FS 1110 Fashion Design I and FD 1020 2D Design

FS 2510
Textile Science
(3 credits)
This course explores the scientific fundamentals of natural and synthetic textile fibers, yarn and production fabric construction for both weaving and knitting. Students will investigate the related processes of dyeing, printing and finishing. At the conclusion of this course, students will apply their working knowledge of various textiles properties toward an original fashion design for evaluation.

FS 3000
Fashion Design Junior Portfolio Review
(0 credits)
Students who have completed 60 – 90 credit hours present a cumulative portfolio of work from Fashion courses in a portfolio review to ensure they are progressing adequately in the Fashion program. This review is designed to identify students’ strengths and weaknesses so that they may address both in their upcoming major coursework.

FS 3170
Couture Construction
(3 credits)
This advanced level course introduces special tailoring techniques and garment construction associated with couture's drape and design. Students will examine high fashion construction and practice various duplicating methods to develop a sophisticated sample library of design structure and creation. At the conclusion of this course, students will understand the complexity of couture' design construction and the special handling of couture production.

Prerequisite: FS 2310 Construction II

FS 3210
Product Development + Management
(3 credits)
This course focuses on the scope of product line development and management. Students will develop skills for coordinating, editing and merchandising a full collection of fashion items, including the scheduling for manufacturing production and marketing release. Technical packages will be developed. At the conclusion of this course, students will have a working knowledge of how to manage the development of a complete line of products from concept to wholesale release.

FS 3220
Visual Merchandising
(3 credits)
This course introduces the student to the craft of visually merchandising fashion products in a promotional display. Retailing principles and procedures will be explored to incorporate fashion in context. At the conclusion of this course, students will have a fundamental understanding of how to arrange fashion products in a display for visual impact.

FS 3310
Construction III
(3 credits)
This advanced-level course focuses on product construction beyond the fundamental stitch and join techniques of sample making. Students will learn the theory of assembly line fabrication with it's automated handling techniques along with the use of industrial machinery and production materials for manufacturing and durability. At the conclusion of this course, students will have the practical knowledge and skills to negotiate the order of production assembly and direct product construction in a manufacturing plant.

Prerequisite: FS 2310 Construction II

FS 3470
CAD Production Patternmaking
(3 credits)
This advanced level course expands the knowledge of CAD design technologies used in manufacturing production to include the development of production patterns, pattern grading, zero waste markers, laser cutting and inventory control. Students will experience the full capacity of pattern design software system to understand the process of a product's mass production cycle along with the skills to make decisions of cost efficiency. At the conclusion of this course, students will have the knowledge to develop and supervise the engineering of mass pattern parts prepared for construction in production manufacturing.

Prerequisite: FS 2410 Design Technologies and FS 1250 Draping + Drafting
FS 3570
Textiles: Knits + High Tech
(3 credits)
The emphasis of this course is to advance knowledge in textiles specific to high performance and knitting novelties. Students will experiment with a variety of knitting techniques using software, and will examine and test various high-tech synthetic fiber qualities to determine durability, utility, and function relevant to fashion implementation of performance apparel and products. At the conclusion of this course, students will have a working knowledge of the potential to engineer performance apparel and specialized knitting applications in fashion and product design.

Prerequisite: FS 2510 Textile Science

FS 3601 / 3602
Fashion Design Internship Part I and II
(1.5 credits each)
The Fashion Internship program enables students to work with established professionals specifically related to their academic and career interests. Under the direction of the Department Chair, Department Internship Coordinator, and the Office of Career + Alumni Services, students are carefully evaluated to facilitate the best possible student/sponsor connection, and a planned program of activities is then coordinated with the professional internship sponsor. Upon successful completion of the internship program, students will have real-world work experience, preparing them for a career in the fashion industry.

Prerequisites: Approval of Department Chair or Department Internship Coordinator

FS 4000
Senior Portfolio + Fashion Show  (0 credits)
This portfolio review begins the student's preparation for the graduation fashion show and for transition from the academic environment to the professional world. The student's portfolio is critiqued by department faculty, and post graduation plans are discussed.

Prerequisite: FS 3170 Couture Construction

FS 4210
Fashion Professional Practices
(3 credits)
This advanced level course prepares the Fashion major with essential knowledge and practical strategies necessary to market product design from the original concept through merchandising, financing, sourcing, contracting, quality control, and sales to include exposure to global international trade and e-commerce. At the conclusion of this course, students will have fundamental knowledge of how a fashion industry business functions and how to oversee productivity to include the venture of entrepreneurship.
FINE ARTS DEPARTMENT

The Fine Arts Department educates and develops in future artists the conceptual and technical abilities necessary to pursue professional careers in art. The curriculum addresses the cross-disciplinary approaches that have become the mainstay of cutting-edge, contemporary art, as well as the specializations within contemporary art. Courses provide a broad range of studio and educational experiences that foster artistic, professional, and personal growth. Core courses stress the fundamental principles of art, and encourage the assimilation of personal ideas, global thinking, and varying approaches and technical skills for the creative process. Students identify their individual educational goals through core courses; elective courses subsequently permit a customized learning experience. Customized learning allows students to concentrate on painting, sculpture, drawing, ceramics, photography, videography or multidisciplinary studies.

Within the interdisciplinary RMCAD philosophy, beginning Fine Arts students study the human form, drawing, painting, sculpture, photography and design concepts. Using a variety of materials, visual skills and technical skills are expanded and explored. As the program becomes more intense, students progress to more advanced problems in concept and composition in their chosen discipline.

Advanced coursework provides for in-depth artistic development, expression, and increasingly advanced visual and conceptual stimuli: contemporary figurative work, nonobjective work, abstraction, installation, large-scale projects, and expanded definitions of art in contemporary terms. Personal and group critiques offer informed analysis of student work. Form and content, structured experimentation, and theoretical and philosophical areas of study provide the advanced student with a basis for developing a lifelong personal visual vocabulary.

The Fine Arts faculty is composed of practicing artists who exhibit a diversity of interests, objectives, experiences, and expertise.

The creative atmosphere of the studio classroom is enhanced by visiting artists, gallery/museum visits, and field trips to artists’ studios and regional public art collections. Fine Arts graduates are well prepared for careers in the arts and for graduate studies. Equally important, they are able to make unique, informed, active judgments and to use their art to affect the future of the world around them.

Program Outcomes

CONCEPT: The artwork reveals a strong sense of conceptual thinking and risk-taking (Concept development, clarity of concept. Manifestation and realization of one’s intent.)

PROCESS: The artwork demonstrates an attention to materials that is commensurate with the concept and exhibits a willingness to develop the technical skills to develop the artwork (experimentation, complexity/simplicity, perceptive use and choice of materials, relationship of detail to whole.)

THEORY: The student can articulate, and the artwork reveals, an understanding of historical and/or contemporary issues/theories and it’s relation to culture/society (Visual, conceptual, and technical awareness of historical and/or contemporary issues/theories.)

PRACTICE: The artwork demonstrates the student’s commitment to the profession and the community (Self-motivation, respect for diversity of viewpoints, constructive peer critique, respect for all facilities/equipment, adherence to attendance and studio policies.)

FINE ARTS - Ceramics Emphasis
BFA Degree Requirements

Liberal Arts: 48 credits
ACAD 1000 Academic Connections for Artists + Designers 3
Art History 12
AH 2400 Seminar of Contemporary Art 3
English Composition 6
Western Civilization 6
Mathematics 3
Physical + Natural Sciences 3
Social + Behavioral Sciences 6
Humanities 6
See Liberal Arts Department for specific classes

Foundations: 18 credits
FD 1020 2D Design 3
FD 1120 Topics in Color + Space 3
FD 1275 Drawing I 3
FD 1280 Drawing II 3
FD 1370 Life Drawing I 3
FD 2130 3D Design 3

Fine Arts Core Requirements: 30 credits
FA 1150 Painting I 3
FA 1160 Ceramics I 3
FA 1170 Sculpture I 3
FA 1190 Photography I 3
FA 2000 Sophomore Portfolio Review 0
FA 2720 Form and Content 3
FA 3510 Experimental Studies 3
FA 3770 Special Topics in Fine Arts 6
FA 3000 Junior Portfolio Review 0
FA 4990 Professional Practices 3
FA 4991 Senior Studio 3

Ceramics Requirements: 15 credits
FAC 2750 Ceramics II 3
FAC 3755 Glaze Calculation 3
FAC 3350 Ceramics III 3
FAC 4981 Ceramics IV 3
FAC 4982 Ceramics Advanced Studies 3

Studio Electives: 12 credits 12

Total credits required 123
# FINE ARTS - Painting Emphasis

**BFA Degree Requirements**

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<td>AH 2400 Seminar of Contemporary Art</td>
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<td>FAP 4350 Painting IV</td>
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<td>Studio Electives: 12 credits</td>
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Total credits required 123

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# FINE ARTS - Photography + Video Art Emphasis

**BFA Degree Requirements**

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<td>OR AH 2080 History of Photography</td>
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<td>English Composition</td>
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*See Liberal Arts Department for specific classes*

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<tr>
<td>FA 2720 Form and Content</td>
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<td>FA 3510 Experimental Studies</td>
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<td>FA 4991 Senior Studio</td>
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<tr>
<td>FAV 2190 Photography II</td>
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<td>FAV 4981 Photography III</td>
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<tr>
<td>Studio Electives: 9 credits</td>
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Total credits required 123
# Fine Arts - Sculpture Emphasis
## BFA Degree Requirements

### Liberal Arts: 48 credits
- ACAD 1000 Academic Connections for Artists + Designers 3
- Art History 12
- AH 2400 Seminar of Contemporary Art 3
- English Composition 6
- Western Civilization 6
- Mathematics 3
- Physical + Natural Sciences 3
- Social + Behavioral Sciences 6
- Humanities 6

*See Liberal Arts Department for specific classes*

### Foundations: 18 credits
- FD 1020 2D Design 3
- FD 1120 Topics in Color + Space 3
- FD 1275 Drawing I 3
- FD 1280 Drawing II 3
- FD 1370 Life Drawing I 3
- FD 2130 3D Design 3

### Fine Arts Core Requirements: 30 credits
- FA 1150 Painting I 3
- FA 1160 Ceramics I 3
- FA 1170 Sculpture I 3
- FA 1190 Photography I 3
- FA 2000 Sophomore Portfolio Review 0
- FA 2720 Form and Content 3
- FA 3510 Experimental Studies 3
- FA 3770 Special Topics in Fine Arts 6
- FA 3000 Junior Portfolio Review 0
- FA 4990 Professional Practices 3
- FA 4991 Senior Studio 3

### Sculpture Requirements: 12 credits
- FAS 2950 Sculpture II 3
- FAS 3350 Sculpture III 3
- FAS 4981 Sculpture IV 3
- FAS 4982 Sculpture Advanced Studies 3

### Studio Electives: 15 credits
- Studio Electives: 9 – 15 credits
- A minimum of half of required elective credits must be in upper division (3000 or 4000 level) courses. Studio electives may also include any class in another emphasis as long as prerequisites are met.

#### Figure Studies
- FA 3560 Experimental Figure Studies 3
- FD 1380 Life Drawing II 3
- IL 2550 Life Drawing III 3
- FAP 4770 Advanced Figure Painting 3

#### Experimental Media
- FA 3310 Contemporary Art Studio 3
- FA 3530 Experimental Drawing 3
- FA 3370 Installation 3

#### Internship Program
- FA 3601 Fine Arts Internship Part I 1.5
- FA 3602 Fine Arts Internship Part II 1.5

#### Photography
- FAV 3340 Contemporary Digital Portraiture 3

#### Two-Dimensional Media
- FA 3250 Printmaking I 3
- FA 3251 Printmaking II 3

#### Three-Dimensional Media
- FA 3345 Fibers Studio 3
- ID 3550 Custom Furnishings 3

#### Video
- GD 2220 Raster Image Processing 3
- FAV 2140 Introduction to Video Art 3
- FAV 3780 Intermediate Video Art 3
Fine Arts Course Descriptions

FA 1150
Painting I
(3 credits)
An introduction to the tools, materials and processes of painting including: building stretcher frames, stretching and preparing the canvas, and paint application with various brushes and tools. Topics include the cultivation of self-expression through exploring basic painting technique and developing art literacy, including terminology. Upon completion of this course, students will be technically prepared to undertake projects in higher-level painting courses. Students will demonstrate in critiques and projects their knowledge of canvas and panel construction, painting techniques, light and color, and an introductory knowledge of contemporary art trends.

Prerequisites: ACAD 1000 Academic Connections for Artists + Designers, must have completed 3 credits in FD and 3 credits of AH

FA 1160/PCFAC 1160 (Pre-College Program)
Ceramics I
(3 credits)
Students explore basic handbuilding techniques using ceramic materials to make sculpture and vessels. Emphasis is placed on individual style and how clay can be used as a vehicle for expression. Students make work from low-fire clay using a combination of coil, slab, and texturing techniques, surface slips, and glazes. An introduction to ideas about sculpture, the vessel, and the Raku process are presented through slide lectures and research assignments. At the conclusion of this course, students will be well-versed in handbuilding techniques, basic glaze formulation, and firing of electric and Raku kilns. Students will learn to develop strategies to translate an idea into sculptural form.

Prerequisites: ACAD 1000 Academic Connections for Artists + Designers, must have completed 3 credits in FD and 3 credits of AH

FA 1170
Sculpture I
(3 credits)
This course is an introduction to a wide variety of the processes, materials, and conceptual aspects of 3D art-making. Students learn to engage their art-making in a three-fold approach: critical thinking as a process, attention to materials, and knowledge and exposure to contemporary and historical artists through lectures. Students investigate formal aspects of sculpture and the development of ideas. They expand written and oral communication skills regarding aesthetics and art as they develop and employ research methods by which to nourish their art-making. They explore a variety of new working methods: individual, small group, and class collaboration. At the conclusion of this course, students will have worked with wood, fibers, metals and other alternative forms to create a coherent body of work.

Prerequisites: ACAD 1000 Academic Connections for Artist + Designers, FD 2130 3D Design, and 3 credits of AH

FA 190
Photography I
(3 credits)
This course is an introduction to black and white photography; from a working knowledge of the camera, through film processing, and to printing in a darkroom using traditional light-sensitive materials. Students are introduced to the history of photography—its approaches and trends—resulting in a basic knowledge of photography and its relationship to contemporary art. They explore the relationship between this acquired knowledge in photography and the individual, and then begin to apply this knowledge to a realized personal vision through critical thinking and seeing. At the conclusion of this course, students have a broad understanding of black and white photography, and have created a thoughtful portfolio of photographs. Students need a manual 35mm camera and should expect to spend $100 – $150 in materials for this class.

Prerequisites: ACAD 1000 Academic Connections for Artists + Designers, must have completed 3 credits in FD and 3 credits of AH

FA 2000
Fine Arts Sophomore Portfolio Review
(0 credits)
Students who have completed 45-60 credit hours are required to participate in a sophomore portfolio review. Students will present original art and design work from Foundations courses where faculty evaluate mastery of foundational skills, identify strengths and areas of improvement. Art and design work will illustrate competency in visual elements and principles of design, drawing, color theory, and three-dimensional fundamentals. Upon successful completion of the Sophomore Portfolio Review, students transition into their major course of study. This course is Pass/Fail.

Prerequisites: none

FA 2720
Form + Content
(3 credits)
Students thoroughly analyze the total organic structure of a work of art and its meaning. The class also studies light and space in relation to both two and three dimensions. Psychology, theory, history, design, and aesthetics are investigated as tools to develop a visual vocabulary. At the conclusion of this course, students are expected to demonstrate knowledge of visual vocabulary, formally and in relationship to content in class projects.

Prerequisites: completion of all FD classes

FA 3000
Fine Arts Junior Portfolio Review
(0 credits)
All students are required to participate in their departmental Junior Portfolio Review, which occurs at the completion of the junior year. This review enables the department to redirect students toward certain remedial tasks and help them to focus on their professional objectives. At the end of this review, students and faculty have identified and discussed strengths and weaknesses in the student portfolio so that the students may address both in their upcoming major coursework.

Prerequisites: none
FA 3250
Printmaking I
(3 credits)
This survey course emphasizes exploration of traditional and contemporary printmaking techniques with an emphasis on non-toxic methods. Students learn technical skills to then fulfill their artistic visions in the following mediums: relief, collagraph, drypoint, photo-intaglio, polyester plate lithography and screen printing. By the conclusion of this course, students will have gained knowledge in the techniques, materials, and proper use of printmaking equipment.
Prerequisites: FD 2130 3D Design

FA 3251
Printmaking II
(3 credits)
This elective course is for students who are interested in advancing their knowledge and skills in the area of printmaking. Students learn more advanced techniques as they work toward independently creating an individualized body of work. At the conclusion of this course, students will have obtained sufficient technical ability to undertake more advanced work.
Prerequisites: FA 3250 Printmaking I

FA 3310
Contemporary Art Studio
(3 credit elective)
Students investigate contemporary movements and concepts including happenings, installation, performance, new figuration, and postmodern aesthetics in studio projects that reflect knowledge and insights gained from a series of panel discussions led by college faculty, critics, and visiting artists. These studio projects culminate in a major research project covering contemporary artists and issues as they relate to the student’s own artistic vision. (Formerly FA 3015)
Prerequisites: AH 2400 Seminar in Contemporary Art

FA 3345
Fibers Studio
(3 credits)
Various fiber media are explored, emphasizing those with direct application to a public art school program and professional practice. On- and off-loom weaving (including handmade, strap, table or floor looms) are integrated with soft-sculpture approaches. Students learn warping of looms from 2 to 4+ harness design and investigate different fibers in relationship to these processes. At the conclusion of this course, students will be familiar with the diverse vocabulary of fiber media through a variety of hands-on and research assignments. Students will also learn traditional and historical weaving and surface design processes, as well as contemporary potential for creative expression with natural and man-made fibers.
Prerequisites: FD 2130 3D Design

FA 3370
Installation
(3 credit elective)
This course traces the origins of installation art as early as 1923 when El Lissitzky created sculptures that occupied the corners of his “Proun Rooms.” In this advanced-level studio course, students investigate contemporary and historical artists who work in this genre. Students work on and off campus to create their own installation-based works. Field trips are taken to view locally exhibited examples of installation art. At the conclusion of this course, students understand the vernacular of installation art, and create their own installation-based work confidently.
Prerequisites: FD 2130 3D Design. Non-Fine Arts majors accepted upon Department Chair’s or Department Head’s approval. Must be a junior or a senior.

FA 3510
Experimental Studies
(3 credits)
Students explore definitions and applications of contemporary sensibilities. The merging of existing art forms into innovative and experimental approaches, including the utilization of new technologies, also blends into considerations of site and audience in this multi-dimensional course. At the conclusion of this course, the students project exhibits awareness of current art practices, increased art literacy and understanding of the role of technology and experimentation in contemporary art.
Prerequisites: completion of all FD classes

FA 3530
Experimental Drawing
(3 credit elective)
The focus is on an individually oriented pursuit of drawing. The sense of artistic discovery is enhanced by the development of a series of drawings in which sources in contemporary art history, along with an awareness of selected materials and media, are combined with a more conceptual, creative process. Extreme departures in scale, surface tool and medium are investigated.
Prerequisites: FD 1275 Drawing I

FA 3560
Experimental Figure Studies
(3 credit elective)
Students are encouraged to explore and develop innovative approaches to formal and conceptual content while expanding their range of materials and techniques for expressing the figure. Emphasis is on increasing an awareness of contemporary modes and on continuing to build a thorough understanding of traditional approaches to figurative drawing.
Prerequisites: FD 1380 Life Drawing II
FA 3601 / 3602
Fine Arts Internship Part I and II
(1.5 credit elective)
The Fine Arts internship program enables students to work with established art and design professionals specifically related to their academic and career interests. Under the direction of the department Chair, department Internship Coordinator, and the Office of Career + Alumni Services, students are carefully evaluated to facilitate the best possible student/sponsor connection, and a planned program of activities is then coordinated with the professional internship sponsor. Upon successful completion of the internship program, students will have real-world work experience, preparing them for a career in art and design.

Prerequisites: Approval of Department Chair or Department Internship Coordinator

FA 3770
Special Topics in Fine Arts
(3 credits)
This Special Topics course is designed to expand awareness of materials and concepts available in the field of fine art. Contemporary and/or traditional materials and methods are introduced, including, but not limited to: kinetic and electronic art, public art, earth art, interactive art, sound and light, relational art, intervention art, and figure studies. At the conclusion of this course, students are versed in the topic selected for the term and create work that demonstrates this knowledge.

Prerequisites: completion of all FD classes. Third semester sophomores accepted upon department approval.

FA 4990
Professional Practices
(3 credits)
This course prepares fine art majors with essential knowledge and practical strategies necessary to effectively seek out venues for their own art, which include gallery representation, co-operative and alternate spaces, commissions, government grants, competitions, residencies and graduate schools. The class visits area artists’ studios, galleries, art centers and museums. Students are exposed to working professionals such as artists, art administrators, gallery directors and museum curators. At the conclusion of the course, students will have created professional-grade portfolio materials and an online presence, which includes an artist statement, résumé and documentation of artwork. Students use their portfolios to submit applications to exhibitions, residency programs, grants, and graduate schools. Students also learn how to properly display, store and ship art using sound archive methods.

Prerequisites: must be a senior

FA 4991
Senior Studio
(3 credits)
This course allows students to work independently with the instructor assisting as needed. Personal interpretations of the meaning of art are encouraged. Emphasis is placed on incorporating design elements, material handling, technique, concept development and expression, and in the meaning of the work presented. In-depth individual and group critique analysis is expected.

Prerequisites: must be a senior in their last term

Fine Arts: Ceramics

FAC 2750
Ceramics II
(3 credits)
This course focuses on using the potter’s wheel as a tool to make functional and sculptural forms. Emphasis is placed on combining and altering forms made on the wheel, experimenting with low-fire clays, surface slips and glazes, and developing critical skills for looking at art. Students research the works from historical time periods and of contemporary clay artists. At the conclusion of this course, students will understand the immense possibilities of using the wheel and the clay process, and its application to their personal vision.

Prerequisites: FA 1160 Ceramics I

FAC 3350
Ceramics III
(3 credits)
Students incorporate contemporary ceramic sensibilities and techniques into their own work. These methods are explored from the perspective of new directions in contemporary ceramics and the larger art world. Press molds, two-part molds and slip-casting techniques are introduced, as well as thinking skills to juxtapose forms into more complex content. Students are introduced to high-temperature clays and the gas reduction kiln. At the conclusion of this course, students will be well-equipped to make work using modular building techniques that foster an individual, innovative creative practice. Ceramics emphasis majors who are enrolled in this course must also register for FAC 3000 Ceramics Sophomore/Junior Portfolio Review, and will conduct their portfolio reviews during this course meeting time.

Prerequisites: FAC 2750 Ceramics II

FAC 3755
Glaze Calculation
(3 credits)
Students are exposed to the science and techniques of making glazes. Students learn the chemical properties and firing properties of approximately 160 different glaze mixtures. Students learn the safe use of glaze materials and the application to advanced ceramic sculpture. At the conclusion of this course, students demonstrate competency in safely formulating the chemical compounds required for original ceramic sculptures, as well as the relationship of materials, firing processes, and these compounds in the practice of ceramic sculpture. Competency is determined through written tests, sample tiles analysis and critiques.

Prerequisites: FAC 3350 Ceramics III
FAC 4981
Ceramics IV
(3 credits)
Students investigate sculptural form and space through the clay process. Diverse, individually developed projects allow the student to further investigate the technical properties of various clays, surface applications, and firing processes. Emphasis is placed on the development of an individual aesthetic and conceptual vocabulary. Students will look at works in both the historical and contemporary art worlds. This course is designed to give the student ample opportunity to experiment and to direct his or her vision. At the conclusion of this course, students conduct a final portfolio presentation to the class and a visiting art professional, which presents their own body of work and its context over the span of their advanced level studies.
Prerequisites: FAC 3350 Ceramics III

FAC 4982
Ceramics Advanced Studies
(3 credits)
This Senior level advanced studio course provides focused studio time that supports mastery of skill sets learned in previous related courses. The goal of this course establishes a critical framework for individual directed studio time where students will be presented with a variety of research work related to their specific field of study. This objective will further their understanding of the historical and contemporary context in which they are working. At the conclusion of this course, students will have the experience as mentors and leaders in their field, which is designed to empower them through their actions to help others.
Prerequisites: must be a senior; FAC 4981 Ceramics IV

Fine Arts: Painting

FAP 2750
Painting II
(3 credits)
Students deal with intermediate painting issues as they continue to develop skills in their chosen media. The course includes an exploration of varying subject matter as they study the relationship between figure and ground. As students begin to define their individual directions, creative integration of concept, drawing, painting, color, and composition become important concerns. At the conclusion of this course, students are expected to demonstrate knowledge of research skills and its application to individual process, and begin to apply this to their practice.
Prerequisites: FA 1150 Painting I

FAP 3750
Painting III
(3 credits)
In this course the emphasis is on dealing with contemporary issues while further defining individual directions. Craft, content and the dialogue between the artist and the viewer are emphasized. A broadening of format, image, and theme allows the students to independently analyze and develop within their chosen painting media and forms. At the conclusion of this course, students have obtained sufficient technical ability to undertake more advanced work.
Prerequisites: FAP 2750 Painting II

FAP 4350
Painting IV
(3 credits)
Students research advanced contemporary issues while refining a personal visual vocabulary. Emphasis is on building a stylistically coherent body of work evolving out of concepts explored in previous courses. At the conclusion of this course, students will have a working knowledge of contemporary painting practices and their application to their individually derived content.
Prerequisites: FAP 3750 Painting III or FAP 3770 Figure Painting

FAP 4770
Advanced Figure Painting
(3 credit elective)
This is the second of a two-term course sequence in Fine Arts for the student interested in the contemporary figure. Students are versed in advanced concepts in painting the figure, including further anatomical studies, media and forms, lighting, and social content. A further broadening of format, image, and theme allows students to independently analyze and develop their own painting at a more advanced level. At the conclusion of this course, students will demonstrate advanced skills and concepts relevant to the contemporary figure in assignments and formal critiques.
Prerequisites: FAP 3770 Figure Painting

FAP 4982
Painting Advanced Studies
(3 credits)
This Senior level advanced studio course provides focused studio time that supports mastery of skill sets learned in previous related courses. The goal of this course establishes a critical framework for individual directed studio time where students will be presented with a variety of research work related to their specific field of study. This objective will further their understanding of the historical and contemporary context in which they are working. At the conclusion of this course, students will have the experience as mentors and leaders in their field, which is designed to empower them through their actions to help others.
Prerequisites: FAP 4350 Painting IV; must be a senior.
Fine Arts:
Photography + Video Art

FAV 2140
Video I
(3 credits)
This course introduces video as a medium for artistic expression and social inquiry. In this introductory course in digital video production and non-linear editing, students produce short works and are introduced to a range of approaches including experimental, documentary, and installation. Recent and historical trends in the medium are covered through the viewing of work by media artists of the past 40 years. At the conclusion of this course, students have a working knowledge of this medium and its history.
Prerequisites: FA 1190 Photography I

FAV 2190
Photography II
(3 credits)
This course is a continuation of the Basic Photography class. Students are expected to have a working knowledge of beginning photographic techniques (camera operation, exposure, developing, printing, finishing, and presentation). Photography II focuses on controlling all aspects of photographic image making. Designed to put the student firmly in command of the mechanics of photography, this course explores contrast control, the zone system, exhibition size and scale, different papers and film, toning, studio lighting, and alternative cameras. At the conclusion of this course, students have focused their personal creative vision and presented this knowledge in a refined and thoughtful portfolio.
Prerequisites: FA 1190 Photography I

FAV 2370
Digital Color Photography
(3 credits)
This course is designed for students to learn to make, control and manipulate photographs with the aid of a computer. Students will need a digital camera to produce their own images, and the use of scanned and appropriated imagery is explored. Attention is given to refining technical skills in Adobe Photoshop but the major concern will be the ongoing development of skills in critical thinking and the realization of a personal vision. At the conclusion of this course, students will have a working knowledge of the history of color fine arts photography and its application to their personal vision. Photo/Video emphasis majors who are enrolled in this course must also register for FAV 3000 Photo/Video Sophomore/Junior Portfolio Review, and will conduct their portfolio reviews during this course meeting time.
Prerequisites: FA 1190 Photography I or GD 1010 Rapid Visualization + Prototyping

FAV 3340
Contemporary Digital Portraiture
(3 credits)
For students seeking further photographic study in portraiture, this course presents options in portraiture outside the traditional studio environment. Conceptual issues such as exploration of local cultural environments, self-portraiture and narrative portraiture are addressed, as well as understanding of meanings derived from social content and texture. Technical concerns such as lighting, wardrobe, and locations are emphasized. At the conclusion of this course, students have an understanding of contemporary issues in portraiture and present their work in a refined portfolio of photographs.
Prerequisites: FA 1190 Photography I and FD 1020 2D Design

FAV 3780
Video II
(3 credits)
This course continues the practice of video as an artistic medium; expanding the use to include longer format pieces, installation and interdisciplinary strategies. Further refinement of digital editing techniques and studio production are emphasized. At the conclusion of this course, students are expected to have achieved a level of technical competence necessary to undertake a more ambitious work.
Prerequisites: FAV 2140 Video I

FAV 4981
Photography III
(3 credits)
This course is a survey course to introduce students to alternative photographic processes. Processes covered are Ortho film and digital negatives, Cyanotype, Van Dyke Brown, Gum Dichronate, Chemograms and Mordancage. Students will be asked to complete all course projects, exercises, assignments and student presentations, and are expected to attend all visual lectures and demonstrations as described in the course schedule and within individual project descriptions. Students will be expected to spend time outside of class on shooting film and in the photo lab.
Prerequisites: FAV 2140 Video I; FAV 2190 Photography II or FAV 2370 Digital Color Photography; must be a senior

FAV 4982
Photography + Video Advanced Studies
(3 credits)
This Senior level advanced studio course provides focused studio time that supports mastery of skill sets learned in previous related courses. The goal of this course establishes a critical framework for individual directed studio time where students will be presented with a variety of research work related to their specific field of study. This objective will further their understanding of the historical and contemporary context in which they are working. At the conclusion of this course, students will have the experience as mentors and leaders in their field, which is designed to empower them through their actions to help others.
Prerequisites: FAV 4981 Photography III; must be a senior
Fine Arts: Sculpture

FAS 2950
Sculpture II
(3 credits)
Students develop practical skills to successfully execute, exhibit, and document their art works. The course includes honing visual thinking skills, understanding real-world exhibition concerns, documenting works with digital and slide formats, and becoming more self-aware of their process through readings about contemporary artists and writing exercises. At the conclusion of the course, students will be able to construct various exhibition devices, be well versed with the tools and techniques in the metal and wood shops, and have a strong understanding of the conceptual and technical consistencies in their individual process.

Prerequisites: FA 1170 Sculpture I

FAS 3350
Sculpture III
(3 credits)
In this course, students define their individual direction as they investigate more closely the issues that pertain to their work. Through the activity of locating a topic (or topics) of interest, students “exhaust the metaphor” in their work through the development of sound research methods and exploration of various new and traditional sculpture techniques. At the conclusion of this course, students demonstrate research skills through written papers and oral presentations. Students demonstrate, through formal critiques, increased technical skills that are applied to topic(s) of research within a series of sequential sculpture projects. Sculpture emphasis majors who are enrolled in this course must also register for FA 3000 Fine Arts Junior Portfolio Review, and will conduct their portfolio reviews during this course meeting time.

Prerequisites: FAS 2950 Sculpture II

FAS 4981
Sculpture IV
(3 credits)
Through advanced research, students consider contemporary issues while refining a personal visual vocabulary. Emphasis is on content, idea development and process. At the end of this course, students have developed their art into a coherent body of work, evolving out of concepts explored in previous studies. Individual influences and sources are researched and investigated. Extended studies include in-depth readings, reports and visits to area art venues.

Prerequisites: FAS 3350 Sculpture III

FAS 4982
Sculpture Advanced Studies
(3 credits)
This Senior level advanced studio course provides focused studio time that supports mastery of skill sets learned in previous related courses. The goal of this course establishes a critical framework for individual directed studio time where students will be presented with a variety of research work related to their specific field of study. This objective will further their understanding of the historical and contemporary context in which they are working. At the conclusion of this course, students will have the experience as mentors and leaders in their field, which is designed to empower them through their actions to help others.

Prerequisites: FAS 4981 Sculpture IV; must be a senior
FOUNDATIONS DEPARTMENT

Foundation Studies Mission Statement
Foundation Studies educates students in the development of creative studio practice by fostering individualized and collaborative learning that emphasizes cultural engagement, process, critical thinking, and visual literacy.

Foundations Department Program Description
Each RMCAD student, regardless of major, is required to take foundation coursework. The Foundations Department includes courses for all RMCAD students and is based on the simple philosophy that any student who is willing can learn the skills and principles necessary to be successful in the visual arts. The Foundations faculty strives to develop artists and designers as individuals with an awareness of their impact on community and environment. The departmental curriculum is designed to be progressive in nature, with ideas developed, integrated, and incorporated by students from one class to the next. Courses in Foundations are designed to provide a thorough understanding of the fundamentals of art and design through background, theory and practice.

Foundation Studies seeks to instill in students the development of technical, conceptual, problem solving, verbal and intuitive skills necessary for future success in the visual arts. During their first year, students develop the vocabulary to critique their own work and that of others in a professional manner. Later, principles of visual composition, observation, history, theory, practice and critical thinking are integrated within students’ understanding of their role as professional artists and designers.

Program Outcomes
Professionalism 1, Craftsmanship: Demonstration of craftsmanship of a finished work related to the project requirements, content of the project, use of media, and/or technical ability

Professionalism 2, Communication: Demonstration of communication skills through class presentations skills, critique participation, and writing

Skills 1, Technical: Demonstration of technical skills through safe working habits, a general understanding of materials, and technical processes related to the project. This includes material usage and motor skills

Skills 2, Drawing: Demonstration of observational skills to draw: objects in interior/exterior environments, develop composition strategies, understand the human anatomy, Chiaroscuro, form/cast shadows and draw accurate perspective when drawing from life and imagination

Skills 3, Color: Demonstration of understanding color applications in created works: developing and understanding of value, effective color schemes, saturation, contrast, tints, tones, shades, and hues

Critical Thinking 1, Cultural & Aesthetic Connections: Demonstration of the ability to recognize, develop and research aesthetic and conceptual ideas within art and design; employing critical methods of visual analysis necessary for critical judgments concerning project decisions and creative processes, supported by the development of visual literacy, an awareness of culture and historic references

Critical Thinking 2, Problem Solving: Demonstrate the ability to problem solve and innovate. Such inventiveness is developed and refined through a process of research, critical inquiry, demonstrating the capacity to challenge assumptions, explore different viewpoints, contextualize information and generate an informed response

Foundations Course Descriptions

FD 1020 / PCFD 1020 (Pre-College Program)
2D Design
(3 credits)
This freshman level studio course introduces students to compositional aspects of two-dimensional work as they pertain to art and design practices using digital media. Through a variety of projects, students explore the fundamentals of visual organization, and investigate methodologies of visual communication that include form, content, and culture. Upon completion of this course students will have a greater understanding of how to develop and analyze two-dimensional, digital visual compositions.
Prerequisites: none

FD 1120
Topics in Color + Space
(3 credits)
This freshman level course introduces students to the relationships between color, perception, and space as it pertains to art and design practices. Through hands-on studio projects, students investigate how color is utilized within design strategies, as it relates to properties of color, color psychology, spatial perception, and cultural significance while studying the historic evolution of color systems. Upon successful completion of this course, students will recognize and demonstrate the impact of color in the compositional aspect of design, and utilize color as a creative element in the design process.
Prerequisites: FD 1275 Drawing I

FD 1275
Drawing I
(3 credits)
This freshman level course introduces students to methods of structural-based drawing through rigorous observational practices. With an emphasis on composition, ideas such as light, shade, value contrast, proportion, texture, mass, volume, and technique are introduced. Utilizing the study of natural and man-made objects, students become familiar with one-, two-, and three-point perspective. At the conclusion of this course, the students demonstrate improved knowledge and skills in translating what is observed from life into a 2D picture plane.
Prerequisites: none

FD 1280
Drawing II
(3 credits)
This freshman level course investigates the creative possibilities found in the act of drawing and thinking. Students draw from seen and invented subject matter to practice with conceptual ideas, experimental materials, and techniques. Drawing exercises emphasize composition, positive/negative space, figure-ground relationship, and multiple points of view. At the conclusion of this course students demonstrate improved ability to implement solutions to visual problems. (Formerly FD 1375)
Prerequisites: FD 1275 Drawing I
FD 1370
Life Drawing I
(3 credits)
This freshman level course focuses on the basic anatomy of the human figure. Students improve their understanding of figure drawing through nude studies, examination of skeletal structures, and muscle masses of the human body. Issues such as foreshortening, accurate proportions, lighting and composition are explored through long life drawing poses.

Prerequisites: FD 1275 Drawing I

FD 1380
Life Drawing II
(3 credits)
This freshman level course introduces students to expressive issues in drawing the human figure. Students learn to analyze the figure in terms of planes, masses, shapes, action, proportion, rhythm and personal mark making. The investigation of gesture, long poses, foreshortening, and composition are studied through an examination of the nude figure.

Prerequisites: FD 1370 Life Drawing I

FD 1510
Perspective
(3 credits)
Perspective is a freshman drawing course required for Illustrators, and available as an elective for all other students. Applicable to the necessary skills of Animators, Illustrators and Interior Designers, the goal for this course is to establish a basic knowledge necessary for advanced perspective drawing through a series of lectures, demonstrations, exercises and studio projects. At the completion of this course, students will have finished a series of drawing projects that show the application of one-, two- and three-point perspective, and that require the student to substantiate their mastery of the principles involved in accurate three-dimensional construction from a particular viewpoint.

Prerequisites: FD 1275 Drawing I

FD 2130
3D Design
(3 credits)
This sophomore level course explores theories and practices of three-dimensional design. Students use a variety of materials, processes, and techniques to explore fundamental issues such as volume mass, gravity, tension, compression, light, color, and structure.

Prerequisites: FD 1020 2D Design

FD 2510
Special Topics
(3 credits)
This elective course is open to all levels of students and examines specific topics not otherwise covered in the campus curriculum. Specific topics and faculty will be announced prior to registration. Students will develop projects that encompass the topic at hand.

Prerequisites: None
**GRAPHIC DESIGN DEPARTMENT**

**Graphic Design Mission Statement**
The Graphic Design program aims to increase and combine design thinking, planning and practice to best prepare students for dynamic business environments.

**Graphic Design Program Description**
Discovery, inspiration, creativity, ideas...used separately these are powerful words, but integrated into a process of critical thinking, research, observation and innovation, they create new opportunities for design students at Rocky Mountain College of Art + Design. The Graphic Design program combines theory and practice, challenging students to discover their own individual design expression, and at the same time preparing them for today’s new business environment. With the development of new technologies and interactive media, the global marketplace is changing the role of the contemporary designer. RMCAD recognizes and embraces this enormous potential by combining these technologies with a classical art education founded in drawing, sociology, photography, theory and form.

Graphic Design students learn to evaluate research and understand design problems by creating processes for design solutions that can be used throughout their careers. They will enter a profession that plans and executes the design of visual communication according to the needs of audiences by learning from the experiences that people have. Students use research methods drawn from sociology and anthropology, resulting in rich descriptions of people’s behavior, interactions and environmental conditions. By integrating this research into the process of design and user needs, students create new insights, identify opportunities and design meaningful solutions to business problems. The goal is to educate future design professionals who leave the program with an in-depth understanding of visual Graphic theory and real-life practice through observing, questioning, synthesizing and developing innovative but effective ideas.

Outside design professionals are brought in for workshops, presentations and advanced teaching engagements throughout the program and deliver hands-on experiences with real projects. Presentation of concepts and ideas allows students to learn the importance of talking about the value of design and how it can be used in real business scenarios. Real deadlines and budgets are developed in order for students to learn how projects are managed from beginning to end. By partnering with nonprofit and business communities, students have the opportunity to interact with professionals and design final solutions that are targeted to meet the project needs. Annual award shows are used as class assignments and many graduates have been recognized with design excellence awards worldwide. International instructors and visiting faculty bring a broader exposure to students throughout their four years at RMCAD.

Putting people at the center of everything we teach and practice is the mission of the Graphic Design Department at Rocky Mountain College of Art + Design. Through our rigorous curriculum, we instill an in-depth understanding of research, design methodologies, technologies, and visual Graphic theory. Using design strategy and intuition, our graduates discover their personal voice by developing solutions to human-centered problems in the global environment and enter the field with an intense commitment to creating success for human beings.

**Program Outcomes**
- Students demonstrate the ability to solve communication problems.
- Students demonstrate research and information gathering, analysis, generation of alternative solutions.
- Students demonstrate the ability to prototype, user test, and evaluate outcomes.
- Students demonstrate the ability to describe and respond to the audiences and contexts which communication solutions must address. Recognition of the physical, cognitive, cultural, and social human factors that shape design decisions.
- Students demonstrate the ability to create and develop visual form in response to communication problems.
- Students demonstrate the ability to understand symbolic representation.
- Students demonstrate the ability to understand principles of visual organization/composition and information hierarchy.
- Students demonstrate an understanding of the proper use of typography and its various applications.
- Students demonstrate an understanding of tools and technology, including the Students demonstrate an understanding of creation, reproduction, and distribution of visual messages.
- Students demonstrate an understanding of design history, theory and criticism.
- Students demonstrate an understanding of basic business practices, including the ability to organize design projects and to work productively as a member of teams.

**GRAPHIC DESIGN - Online**
The online BFA Degree in Graphic Design is designed for students needing remote access to the educational requirements for careers in Communication Design and related media.

The degree consists of 123 credit hours with courses delivered in 8-week sessions in a regulated sequence to allow for the acquisition of necessary skills, the retention and transfer of knowledge and the professional discipline necessary for entry-level practice.

- Students demonstrate the ability to solve communication problems.
- Students demonstrate research and information gathering, analysis, generation of alternative solutions.
- Students demonstrate the ability to prototype, user test, and evaluate outcomes.
- Students demonstrate the ability to describe and respond to the audiences and contexts which communication solutions must address. Recognition of the physical, cognitive, cultural, and social human factors that shape design decisions.
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- Students demonstrate an understanding of design history, theory and criticism.
- Students demonstrate an understanding of basic business practices, including the ability to organize design projects and to work productively as a member of teams.
### GRAPHIC DESIGN - Online

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**Total credits required**: 123

### GRAPHIC DESIGN - On-Campus

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<tbody>
<tr>
<td>The following are recommended:</td>
<td></td>
</tr>
<tr>
<td>GD 3440 Experimental Typography</td>
<td>3</td>
</tr>
<tr>
<td>GD 3601 Graphic Design Internship Part I</td>
<td>1.5</td>
</tr>
<tr>
<td>GD 3602 Graphic Design Internship Part II</td>
<td>1.5</td>
</tr>
<tr>
<td>GD 3900 Special Topics in Graphic Design</td>
<td>3</td>
</tr>
<tr>
<td>GD 3985 Professional Practices in Graphic Design</td>
<td>3</td>
</tr>
<tr>
<td>GD 4210 Web Design II</td>
<td>3</td>
</tr>
<tr>
<td>GD 4220 Storytelling + Video II</td>
<td>3</td>
</tr>
<tr>
<td>GD 4230 Motion Design</td>
<td>3</td>
</tr>
<tr>
<td>GD 4410 Environmental Graphic Design</td>
<td>3</td>
</tr>
<tr>
<td>GD 4520 Interaction Design</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total credits required**: 123
Graphic Design Course Descriptions

GD 1010 / PCGD 1010 (Pre-College Program)  
Rapid Visualization + Prototyping  
(3 credits)
This freshman-level course for Graphic Design majors facilitates conceptual thinking, research methodologies, and problem solving. Using rapid visualization and prototyping processes, students work as individuals and in teams to solve a series of contemporary problems that address environmental, social, political, cultural, and commercial topics as addressed in professional practice. At the conclusion of this course, students will understand the significance of rapid visualization and conceptual thinking as it applies to targeted audiences and demographics.
Prerequisites: none

GD 1310  
Type + Layout  
(3 credits)
In this freshman course, students learn elements and principles of typography as well as electronic page layout using Adobe InDesign. Through a series of exercises and projects, students study letterforms, type classification, legibility, organization, hierarchy, grids, and multi-page composition. By the conclusion of this course, students demonstrate an understanding of basic typography as it relates to electronic page layout through multiple projects.
Prerequisites: FD 1020 2D Design

GD 2000  
Graphic Design Sophomore Portfolio Review  
0 Credits
Students who have completed 45-60 credit hours are required to participate in a sophomore portfolio review. Students will present original art and design work from Foundations courses where faculty evaluate mastery of foundational skills, and identify strengths and areas of improvement. Art and design work will illustrate competency in visual elements and principles of design, drawing, color theory, and three-dimensional fundamentals. Upon successful completion of the Sophomore Portfolio Review, students transition into their major course of study. This course is Pass/Fail.

GD 2120  
Sign + Symbol  
(3 credits)
This sophomore course develops the principles of semiotics and visual communication. Three principles are addressed in this course, Semantics, Syntactics and Pragmatics. Students working as individuals and in teams will complete studio projects that address the nature of signs, symbols, pictograms, and logotypes. At the conclusion of this course students demonstrate an understanding of basic visual communication theory and practice.
Prerequisites: GD 2210 Vector Illustration, GD 2220 Raster Image Processing and GD 2440 Typographic Design

GD 2210  
Vector Illustration  
(3 credits)
This sophomore course introduces students to the concept of semiotics and vector-based art. Through demonstrations and exploration of tools and techniques in Adobe Illustrator, students create icons, symbols, and illustrations, in conjunction with typographic forms. At the conclusion of this course, students demonstrate vector-based drawing tools to create meaning in graphic and typographic messages through multiple projects.
Prerequisites: FD 1020 2D Design and GD 1010 Rapid Visualization + Prototyping

GD 2220  
Raster Image Processing  
(3 credits)
This sophomore-level course introduces digital photo manipulation and imaging techniques for visual communication. Through demonstrations and exploration of concepts that make for effective communication, students learn tools and techniques available in Adobe Photoshop. At the conclusion of this course students demonstrate an understanding of photo manipulation software and its uses for the visual communicator.
Prerequisites: FD 1020 2D Design and GD 1010 Rapid Visualization + Prototyping

GD 2410  
Information Visualization  
(3 credits)
This sophomore course focuses on information design, information architecture, and information visualization. In group and individual projects, students learn strategies to organize and display data from tabular data to graphs, charts and info-graphics. Storytelling will be utilized to make data more accessible and relatable. New technologies will be exercised for dynamic data displays. At the conclusion of this course students demonstrate a responsible use of data, molding it into information that enhances knowledge and understanding.
Prerequisites: GD 2210 Vector Illustration and GD 2220 Raster Image Processing

GD 2440  
Typographic Design  
(3 credits)
This formative course is an in-depth examination of the elements and principles of typography via hand-assembled and digital studio projects. Reader and audience demographics are also thoroughly covered. At the conclusion of this course, students demonstrate conceptual and technical proficiencies with letterform structures, legibility, readability, text manipulation, typographic space, and communication hierarchies.
Prerequisites: FD 1120 Topics in Color + Space and GD 1310 Type + Layout

GD 3000  
Graphic Design Junior Portfolio Review  
(0 credits)
Students who have completed over 60 credit hours are required to participate in a mid-career portfolio review before reaching 90 credits. This review is designed to identify students’ strengths and weaknesses so that they may address both in their upcoming major coursework.
Prerequisites: none
GD 3010
Photography for Graphic Designers (3 credits)
This course prepares students to utilize photography with the primary purpose of creating dynamic and compelling images of products and people for advertising. Students become adept at using technology including the digital SLR (standard settings, manual overrides and experimentation), understand lighting (both interior studio settings and exterior outdoor settings), facilitate between lens options (macro, specialty filters and wide angle) and learn the importance of a dynamic portfolio stage setting through appropriate documentation. Modest digital post-production will be explored including industry standard software.
Prerequisites: GD 2220 Raster Image Processing

GD 3040
Design Systems (3 credits)
This intensive course focuses on the principles and elements of brands and identity systems. Students work as individuals and in teams to engage in long-term projects that address the significance of brand design, applications, and identity management. Company mission, goals, and objectives are researched, investigated, and presented in detail. Content hierarchy, complex grid systems, typographic hierarchy, text/image integration, and color identification are explored in depth. Students also examine 20th century and contemporary branding systems. At the conclusion of this course via long-term projects, students demonstrate the conceptual and technical ability to understand, establish, define, and create a complex design system.
Prerequisites: GD 2120 Sign + Symbol

GD 3105
User Prototyping (3 credits)
This is a foundation design course that establishes a set of best practices allowing the student to approach digital media through a user-centered lens. Students research and explore a variety of pre-visualization methods that are inherent in the online digital environment, merging new tools like user interface, interactivity, visual sequencing and storytelling into their final projects. At the conclusion of this course, students will gain a thorough understanding of paper prototyping, user testing, and pre-visualization methods for on-screen environments creating a user-centered design foundation for digital media.
Prerequisites: GD 2210 Vector Illustration and GD 2220 Raster Image Processing

GD 3115
Web Design I (3 credits)
This intermediate course uses the knowledge from GD 3105 User Prototyping and focuses on taking the principles from traditional graphic design and applying them to the online environment. Students are introduced to site architecture, concept mapping and digital code. Websites will be tested and used for optimal browser display, information architecture and user needs. At the conclusion of this course, students will have gained an understanding of the common challenges of creating and designing interactive media through prototyping, flow charting, pre-production, production and execution of a final website design.
Prerequisites: GD 3105 User Prototyping

GD 3120
Visual Sequencing (3 credits)
The significance of design research, analysis, and demographics is addressed in this advanced course. Using concepts and principles from the previous courses, students research and explore more complex multi-page visual communication problems. Principles and elements include: conceptual development, grid systems, sequencing, typographic hierarchy, and text/image integration. Working in teams and as individuals, students are introduced to written, verbal, and visual presentation techniques in order to articulate why specific solutions have been employed to solve graphic design problems. At the conclusion of this course, students demonstrate the ability to conceptualize, design, and execute more complex communication projects.
Prerequisites: GD 2210 Vector Illustration, GD 2220 Raster Image Processing and GD 2440 Typographic Design

GD 3230
Storytelling + Video I (3 credits)
In this junior course, storytelling is explored in-depth as a communication tool. Stories are written, analyzed, spoken, and performed. Writers, storytellers, songwriters and film makers are researched with the focus on their creations and their craft. Students experiment with a variety of forms from documentary, to narrative, poetic, and comedic. Point of view—both as storytelling device, and as a device in capturing the story—is considered. Video is used extensively to document the course. At the conclusion of the course students demonstrate digital video production skills, a deep appreciation of storytelling, and the ability and skills to tell their own stories.
Prerequisites: GD 2220 Raster Image Processing

GD 3440
Experimental Typography (3 credit elective)
This advanced course addresses in-depth relationships between form and content in typographic communication. Elements and principles such as contrast, scale, space, rhythm, and sound are fully examined. Students work as individuals and in teams with a wide range of hand-assembled and digital media. Contemporary typographers are studied and inform the studio projects. At the conclusion of this course, students understand both abstract and objective forms of typography.
Prerequisites: GD 2440 Typographic Design

GD 3470
3D Packaging (3 credits)
Students utilize both traditional and digital media as an introduction to the skills necessary for designing packaging graphics and preparing accurate mock-ups as practiced within the graphic design industry. Content includes basic concept rendering, developing die-cut patterns, model-making and mock-up techniques, and both visual and verbal presentation skills. The course includes visits to package design and fabrication facilities in the Denver area.
Prerequisites: GD 2210 Vector Illustration and GD 2220 Raster Image Processing
GD 3601 / 3602
Graphic Design Internship Part I and II
(1.5 elective credits each)
The GD Elective Internship program enables students to work with established art and design professionals specifically related to their academic and career interests. Under the direction of the department Chair, department Internship Coordinator, and the Office of Career +Alumni Services, students are carefully evaluated to facilitate the best possible student/sponsor connection, and a planned program of activities is then coordinated with the professional internship sponsor. Upon successful completion of the internship program, students will have real-world work experience, preparing them for a career in art and design.
Prerequisites: Approval of Department Chair or Department Internship Coordinator

GD 3900
Special Topics in Graphic Design
(3 credit elective)
This elective course open to juniors and seniors examines specific topics not otherwise covered in the graphic design curriculum. Specific topics and faculty will be announced prior to registration. Students will work towards a keystone project that encompasses the topic at hand.
Prerequisites: Must be a junior or senior with approval of the course instructor

GD 3985
Professional Practices in Graphic Design
(3 credit elective)
The course in Professional Practices will introduce students into freelancing and self-employment along with the business and ethical practices of the Graphic Design Profession. Students will learn what freelancing is, the benefits and drawbacks to being creatively self-employed and plan for their futures. Students will work through projects geared toward learning real-world skills they can then use when they start freelancing including learning how much to charge, how to market their services, working with clients and legal matters. At the conclusion of this course, students will have developed a business plan and marketing materials geared towards self-employment.
Prerequisites: GD 3000 Graphic Design Junior Portfolio Review, GD 3040 Design Systems

GD 4020
Experience Design
(3 credits)
This integrated course fully explores the significance and impact of experience design. Moving beyond traditional graphic design concepts, this course strives to create experiences beyond products and services. Students work as individuals and in teams on multi-faceted projects that address: way-finding, environmental graphic design, information architecture, and fabrication connections and resources. Students address issues such as: product or service life cycles, user interfaces, and the creation of environments that connect on an emotional or value level to customers. As in previous courses, students sharpen analytical, verbal, written, and visual presentation techniques. At the conclusion of this course, students demonstrate a sound knowledge of research and user-centered design concepts via studio projects and client/user presentations.
Prerequisites: GD 3040 Design Systems

GD 4210
Web Design II
(3 credit elective)
In this senior-level course, students will continue upon the topics learned in GD 3115 Web Design I. Exploration of web technologies such as content management systems, dynamic content and javascript will be covered along with designing across multiple devices and screens. At the conclusion of this course students will combine the skills into a final website design.
Prerequisites: GD 3115 Web Design I

GD 4220
Storytelling + Video II
(3 credit elective)
This senior course builds on the storytelling and research methodologies used in GD 3230 Storytelling + Video I. Students transform their previous research and print media into real-time non-linear editing for video and sound. Technical proficiencies include script refinements, interviewing methods, storyboarding, editing, and the poetics of time. At the conclusion of this course, students demonstrate high-level skills in storytelling via digital pre- and post-production techniques. (Formerly GD 3130)
Prerequisites: GD 3230 Storytelling + Video I

GD 4230
Motion Design
(3 credit elective)
This senior course explores advanced processes in designing and developing 2D motion graphics. Students script, animate, produce and composite sequences for television, film, web and mobile devices. At the conclusion of this course, students demonstrate an enhanced knowledge of the processes for designing and creating digital media projects through the use of scripting, animation, sequencing, titling and final production.
Prerequisites: GD 3230 Storytelling + Video I

GD 4410
Environmental Graphic Design
(3 credit elective)
In this senior course, students explore the human-centered experience with signage as it relates to branding, identification and direction within the built environment. In group and individual projects, students learn strategies in way-finding, ADA (American with Disabilities Act), sign design, fabrication techniques and sustainable materials use. Innovations and new technologies will be studied to advance user interaction in public and private spaces. At the conclusion of this course students demonstrate a greater understanding of communication within the built/branded environment.
Prerequisites: GD 2440 Typographic Design and GD 2210 Vector Illustration
GD 4520
Interaction Design
(3 credit elective)
In this senior course, students hone their digital interactive design skills. Students study interaction design, industrial design, and cognitive science in order to focus on the mental models and specific gestures that allow humans to interact with the designed world. Interface conventions are deconstructed and rebuilt. Interaction models are built and tested. The future of interface as invisible computing is explored and prototyped. At the conclusion of the course, students demonstrate an understanding of how and why some digital products “feel good” to use, and how to use those findings within a user-centered design process to better their design solutions.  
Prerequisites: GD 3115 Web Design I

GD 4980
Senior Graphic Design Seminar
(3 credits)
This course investigates seminal issues and ideas in graphic design. Topics include the changing role of the graphic designer in contemporary culture, conflicts between commercial practice and social responsibility, and practical issues as they relate to securing a professional position in the field. Visiting designers contribute to a thought-provoking seminar environment. At the conclusion of this course, students have successfully completed a thesis project, writing portfolio, and marketing materials.  
Prerequisites: must be a senior in their last term

GD 4990
Graphic Design Graduation Portfolio
(3 credits)
The designer’s portfolio of work is the employer’s primary tool for assessing the skills and talents of a prospective employee. The portfolio is the art student’s most important asset in successfully gaining employment upon graduation. Portfolio class explores these issues as well as what constitutes a professional-looking portfolio, who should see it, and how to arrange appointments. Instructors assist the students in selecting artwork for refinement and inclusion in the portfolio and in assembling the portfolio for maximum effect.  
Prerequisites: Must be a senior in their last term
ILLUSTRATION DEPARTMENT

Illustration Mission Statement

The Mission of the Illustration Department at RMCAD is to educate, train and otherwise prepare students artistically and intellectually for careers and lives as artists/illustrators. We value and appreciate the importance of the individual voice and encourage each student to find and celebrate their own.

Illustration Program Description

When students join the Illustration Department, they bring with them a passion for learning classic representational drawing and painting. Upon mastering these basic skills, Illustration students learn to use them to tell their stories in their own way, often applying computer technology expressively, communicating their ideas to a global array of diverse clients. Some enter the world of fine arts and the gallery, while other illustrators are hired for their professional skills to collaborate with movie directors, book authors, animation studios, television, advertising agencies, toy manufacturers, video gaming corporations, children’s book publishers, comic book studios, graphic designers, greeting card companies and a host of other businesses whose needs depend on imaginative visual thinkers.

The Illustration Department provides a program in the visual arts that emphasizes the significant issues necessary to work professionally. The department’s primary objective is to develop conceptual, technical and business skills necessary to ensure the success of each student. Faculty members who are experienced professional illustrators teach students the principles of visual communication through studio courses emphasizing visual perception, aesthetic awareness, conceptual problem solving and the mastery of skills in drawing and painting using both traditional and digital media to promote imaginative illustrations.

Program Outcomes
- Students demonstrate an understanding of and proficiency in Professional Practice.
- Students demonstrate a strong use and proficiency in Media Skills and Digital Skills.
- Students demonstrate a strong use and proficiency in Drawing Skills as well as the use of value and color.
- Students demonstrate a strong use and proficiency in Composition Theory.
- Students demonstrate a strong use and proficiency in Critical Thinking.
- Students demonstrate a strong use and proficiency in Storytelling & Communication.
- Students demonstrate a strong sense of Personal Style.

Illustration - Online

The Illustration Department offers an area of specialization with two advanced courses in Children’s Book Illustration. With a well-prepared portfolio and commitment to the profession, RMCAD graduates are well qualified to focus upon a variety of career opportunities available to them.

The online BFA Degree in Illustration and the emphasis areas in Children’s Book Illustration, Concept Art and Sequential Art are designed for students needing remote access to the educational requirements for careers in Illustration and related media.

The degree consists of 123 credit hours with courses delivered in 8-week sessions in a regulated sequence to allow for the acquisition of necessary skills, the retention and transfer of knowledge and the professional discipline necessary for entry-level practice.

ILLUSTRATION - Online
BFA Degree Requirements

Liberal Arts: 48 credits
- ACAD 1000 Academic Connections for Artists + Designers 3
- Art History 12
- AH 2060 History of American Illustration 3
- English Composition 6
- Western Civilization 6
- Mathematics 3
- Physical + Natural Sciences 3
- Social + Behavioral Sciences 6
- Humanities 6

See Liberal Arts Department for specific classes

Foundations: 21 credits
- FD 1020 2D Design 3
- FD 1120 Topics in Color + Space 3
- FD 1275 Drawing I 3
- FD 1370 Life Drawing I 3
- FD 1380 Life Drawing II 3
- FD 1510 Perspective 3
- FD 2130 3D Design 3

Illustration: 48 credits
- IL 1020 Mastering the Pencil 3
- IL 2000 Illustration Sophomore Portfolio Review 0
- IL 2440 Typography for Illustration 3
- IL 2550 Life Drawing III 3
- IL 2560 Still Life Painting 3
- IL 2570 Basic Illustration 3
- IL 2650 Life Painting I 3
- IL 3000 Illustration Junior Portfolio Review 0
- IL 3250 Life Painting II 3
- IL 3580 Landscape Painting 3
- IL 3590 Conceptual Illustration 3
- IL 3610 Life Drawing IV 3
- IL 3660 Illustrating Literature 3
- IL 4450 Illustration Marketing 3
- IL 4530 Directed Themes in Illustration 3
- IL 4550 Computer Illustration I 3
- IL 4551 Computer Illustration II 3
- IL 4990 Illustration Graduation Portfolio 3

Studio Electives: 6 credits
The following are recommended:
- IL 2840 Animal Anatomy + Drawing 3
- IL 3310 Artists’ Books as Visual Literature 3
- IL 3601 Illustration Internship Part I 1.5
- IL 3602 Illustration Internship Part II 1.5
- IL 3650 Children’s Book Illustration I 3
- IL 3655 Character Design 3
- IL 4650 Children’s Book Illustration II 3

Total credits required 123
CHILDREN’S BOOK AREA OF CONCENTRATION - Online
Students must officially declare the Children’s Book Illustration Area of Specialization in order for it to be indicated on the permanent student record.

Liberal Arts: 48 credits
ACAD 1000 Academic Connections for Artists + Designers 3
Art History 12
AH 2060 History of American Illustration 3
English Composition 6
Western Civilization 6
Mathematics 3
Physical + Natural Sciences 3
Social + Behavioral Sciences 6
Humanities 6
See Liberal Arts Department for specific classes

Foundations: 21 credits
FD 1020 2D Design 3
FD 1120 Topics in Color + Space 3
FD 1275 Drawing I 3
FD 1370 Life Drawing I 3
FD 1380 Life Drawing II 3
FD 1510 Perspective 3
FD 2130 3D Design 3

Illustration: 51 credits
IL 1020 Mastering the Pencil 3
IL 2000 Illustration Sophomore Portfolio Review 0
IL 2440 Typography for Illustration 3
IL 2550 Life Drawing III 3
IL 2560 Still Life Painting 3
IL 2570 Basic Illustration 3
IL 2650 Life Painting I 3
IL 3000 Illustration Junior Portfolio Review 0
IL 3250 Life Painting II 3
IL 3580 Landscape Painting 3
IL 3590 Conceptual Illustration 3
IL 3610 Life Drawing IV 3
IL 3650 Children's Book Illustration I 3
IL 3660 Illustrating Literature 3
IL 4450 Illustration Marketing 3
IL 4550 Computer Illustration I 3
IL 4551 Computer Illustration II 3
IL 4650 Children's Book Illustration II 3
IL 4990 Illustration Graduation Portfolio 3

Studio Electives: 3 credits
Total credits required 123

CONCEPT ART EMPHASIS - Online
Students must officially declare the Concept Art Emphasis in order for it to be indicated on the permanent student record.

Liberal Arts: 48 credits
ACAD 1000 Academic Connections for Artists + Designers 3
Art History 12
AH 2060 History of American Illustration 3
English Composition 6
Western Civilization 6
Mathematics 3
Physical + Natural Sciences 3
Social + Behavioral Sciences 6
Humanities 6
See Liberal Arts Department for specific classes

Foundations: 21 credits
FD 1020 2D Design 3
FD 1120 Topics in Color + Space 3
FD 1275 Drawing I 3
FD 1370 Life Drawing I 3
FD 1380 Life Drawing II 3
FD 1510 Perspective 3
FD 2130 3D Design 3

Illustration: 36 credits
IL 1020 Mastering the Pencil 3
IL 2000 Illustration Sophomore Portfolio Review 0
IL 2550 Life Drawing III 3
IL 2560 Still Life Painting 3
IL 2570 Basic Illustration 3
IL 2650 Life Painting I 3
IL 3000 Illustration Junior Portfolio Review 0
IL 3610 Life Drawing IV 3
IL 3580 Landscape Painting 3
IL 2650 Life Painting I 3
IL 3655 Character Design 3
IL 4550 Computer Illustration I 3
IL 4551 Computer Illustration II 3
IL 4450 Illustration Marketing 3
IL 4990 Illustration Graduation Portfolio 3

Concept Art Emphasis: 15 credits
IL 4600 People, Places + Things: Elements of Concept Art I 3
IL 4620 People, Places + Things: Elements of Concept Art II 3
AN 1110 Introduction to Animated Storytelling 3
AN 2310 Creative Visualization 3
AN2D 3360 Animation Layout + Production Design 3

Studio Electives: 3 credits
The following is recommended:
IL 2840 Animal Anatomy 3

Total credits required 123
ILLUSTRATION - On-Campus
BFA Degree Requirements

Liberal Arts: 48 credits
ACAD 1000 Academic Connections for Artists + Designers 3
Art History 12
AH 2060 History of American Illustration 3
English Composition 6
Western Civilization 6
Mathematics 3
Physical + Natural Sciences 3
Social + Behavioral Sciences 6
Humanities 6
See Liberal Arts Department for specific classes

Foundations: 21 credits
FD 1020 2D Design 3
FD 1120 Topics in Color + Space 3
FD 1275 Drawing I 3
FD 1370 Life Drawing I 3
FD 1380 Life Drawing II 3
FD 1510 Perspective 3
FD 2130 3D Design 3

Illustration: 48 credits
IL 1020 Mastering the Pencil 3
IL 2000 Illustration Sophomore Portfolio Review 0
IL 2440 Typography for Illustration 3
IL 2550 Life Drawing III 3
IL 2560 Still Life Painting 3
IL 2570 Basic Illustration 3
IL 2650 Life Painting I 3
IL 2710 Sequential Art I 3
IL 2715 Sequential Art II 3
IL 3000 Illustration Junior Portfolio Review 0
IL 3250 Life Painting II 3
IL 3580 Landscape Painting 3
IL 3590 Conceptual Illustration 3
IL 3610 Life Drawing IV 3
IL 3660 Illustrating Literature 3
IL 4450 Illustration Marketing 3
IL 4530 Directed Themes in Illustration 3
IL 4550 Computer Illustration I 3
IL 4551 Computer Illustration II 3
IL 4990 Illustration Graduation Portfolio 3

Studio Electives: 3 credits
The following are recommended:
IL 2520 Illustration Media 3
IL 2840 Animal Anatomy + Drawing 3
IL 3310 Artists’ Books as Visual Literature 3
IL 3601 Illustration Internship Part I 1.5
IL 3602 Illustration Internship Part II 1.5
IL 3650 Children’s Book Illustration I 3
IL 3655 Character Design 3
IL 4650 Children’s Book Illustration II 3

Total credits required 123
CHILDREN’S BOOK AREA OF CONCENTRATION - On-Campus

Students must officially declare the Children’s Book Illustration Area of Concentration in order for it to be indicated on the permanent student record.

**Liberal Arts: 48 credits**
- ACAD 1000 Academic Connections for Artists + Designers 3
- Art History 12
- AH 2060 History of American Illustration 3
- English Composition 6
- Western Civilization 6
- Mathematics 3
- Physical + Natural Sciences 3
- Social + Behavioral Sciences 6
- Humanities 6

*See Liberal Arts Department for specific classes*

**Foundations: 21 credits**
- FD 1020 2D Design 3
- FD 1120 Topics in Color + Space 3
- FD 1275 Drawing I 3
- FD 1370 Life Drawing I 3
- FD 1380 Life Drawing II 3
- FD 1510 Perspective 3
- FD 2130 3D Design 3

**Illustration: 51 credits**
- IL 1020 Mastering the Pencil 3
- IL 2000 Illustration Sophomore Portfolio Review 0
- IL 2440 Typography for Illustration 3
- IL 2550 Life Drawing III 3
- IL 2560 Still Life Painting 3
- IL 2570 Basic Illustration 3
- IL 2650 Life Painting I 3
- IL 3000 Illustration Junior Portfolio Review 0
- IL 3250 Life Painting II 3
- IL 3580 Landscape Painting 3
- IL 3590 Conceptual Illustration 3
- IL 3610 Life Drawing IV 3
- IL 3650 Children's Book Illustration I 3
- IL 3660 Illustrating Literature 3
- IL 4450 Illustration Marketing 3
- IL 4550 Computer Illustration I 3
- IL 4551 Computer Illustration II 3
- IL 4650 Children's Book Illustration II 3
- IL 4990 Illustration Graduation Portfolio 3

**Studio Electives: 3 credits**

**Total credits required** 123

CONCEPT ART EMPHASIS - On-Campus

Students must officially declare the Concept Art Emphasis in order for it to be indicated on the permanent student record.

**Liberal Arts: 48 credits**
- ACAD 1000 Academic Connections for Artists + Designers 3
- Art History 12
- AH 2060 History of American Illustration 3
- English Composition 6
- Western Civilization 6
- Mathematics 3
- Physical + Natural Sciences 3
- Social + Behavioral Sciences 6
- Humanities 6

*See Liberal Arts Department for specific classes*

**Foundations: 21 credits**
- FD 1020 2D Design 3
- FD 1120 Topics in Color + Space 3
- FD 1275 Drawing I 3
- FD 1370 Life Drawing I 3
- FD 1380 Life Drawing II 3
- FD 1510 Perspective 3
- FD 2130 3D Design 3

**Illustration: 36 credits**
- IL 1020 Mastering the Pencil 3
- IL 2000 Illustration Sophomore Portfolio Review 0
- IL 2570 Basic Illustration 3
- IL 2560 Still Life Painting 3
- IL 2550 Life Drawing III 3
- IL 3000 Illustration Junior Portfolio Review 0
- IL 3610 Life Drawing IV 3
- IL 3580 Landscape Painting 3
- IL 2650 Life Painting I 3
- IL 3655 Character Design 3
- IL 4550 Computer Illustration I 3
- IL 4551 Computer Illustration II 3
- IL 4450 Illustration Marketing 3
- IL 4990 Illustration Graduation Portfolio 3

**Concept Art Emphasis: 15 credits**
- IL 4600 People, Places + Things: Elements of Concept Art I 3
- IL 4620 People, Places + Things: Elements of Concept Art II 3
- AN 1110 Introduction to Animated Storytelling 3
- AN 2310 Creative Visualization 3
- AN2D 3360 Animation Layout + Production Design 3

**Studio Electives: 3 credits**

The following is recommended:
- IL 2840 Animal Anatomy 3

**Total credits required** 123
Illustration Course Descriptions

IL 1020 / PCIL 1020 (Pre-College Program)
Mastering the Pencil
(3 credits)
This course will focus entirely on finely rendered small-scale pencil drawings. At the completion of this course, the student will have a great appreciation of how to apply sharp-focus line drawing, fundamental perspective methods, tonal emphasis, and subtle form description as it pertains to narrative illustrations.
Prerequisites: none

IL 2000
Illustration Sophomore Portfolio Review
(0 Credits)
Students who have completed 45-60 credit hours are required to participate in a sophomore portfolio review. Students will present original art and design work from Foundations courses where faculty evaluate mastery of foundational skills, and identify strengths and areas of improvement. Art and design work will illustrate competency in visual elements and principles of design, drawing, color theory, and three-dimensional fundamentals. Upon successful completion of the Sophomore Portfolio Review, students transition into their major course of study. This course is Pass/Fail.

IL 2440
Typography for Illustration
(3 credits)
This course examines the relationship of typographic design to illustration. Students will learn to apply the basic elements and principles of graphic design to a range of typographic projects to learn how type works with images to communicate ideas. In addition, students will discuss historical and contemporary use, examining page layout and identifying crucial relationships, with special emphasis on creative typographic design solutions. By the end of this class, students will exhibit increased abilities to arrange, design, and manipulate typography as a visual tool in order to more effectively communicate ideas
Prerequisites: FD 1020 2D Design

IL 2520
Illustration Media
(3 credits)
Students explore a variety of media that are particularly effective for illustrators working with deadlines. The emphasis of this course is experimentation with innovative techniques using both water-based and oil media to discover new ways to express their ideas visually. At the conclusion of this course, the student will have practical usage and application of various drawing and painting media. They will show a curiosity and openness to experimentation in nontraditional solutions. The student will understand efficient methods of creating images that require short deadlines.
Prerequisites: FD 1120 Topics in Color + Space
IL 2550 Life Drawing III (3 credits)
This sophomore-level course focuses on the anatomy of the human figure. Students improve their understanding of figure drawing through conducting studies of the nude human body, examination of skeletal structures and muscle masses. This figure drawing course allows students to exercise and develop both observational and constructive drawing skills. Students continue their study of gesture, the effect of light and shade on form, planes, constructive anatomy techniques, and achieving effective proportion through daily drawings of the draped and undraped figure. Character development, pose, composition, and illustrative storytelling themes add interest to the studies. Students use charcoal, conte crayon, inks, and pastels on various drawing surfaces. At the end of this course, students shall, in a variety of media, have improved their ability to apply perceptual, geometric/constructive, and anatomical modes to the drawing of the clothed and unclothed human figure, and be able to place figures in a coherent storytelling setting.
Prerequisites: FD 1380 Life Drawing II

IL 2570 Basic Illustration (3 credits)
This course is the foundation illustration course. Students learn to apply their problem-solving skills to make narrative illustrations in various media, such as pencil, pen and ink, scratchboard, charcoal and watercolor. Students are challenged to develop finished illustrations through a series of preliminary drawings which analyze and direct the meaning of the work. Projects challenge the student's ability to create pictures that communicate to a mass audience with impact and style. Upon completion of this course, students will have the knowledge of how professional quality illustrations are produced. They will have an understanding of how to produce preliminary sketches and to develop conceptual solutions. Students will comprehend the methods and steps required in successful compositional arrangements. They will be able to take their ideas and fully render them as a finished work of art.
Prerequisites: FD 1510 Perspective

IL 2580 Animal Anatomy + Drawing (3 credit elective)
Students of all abilities learn wildlife sketching and drawing techniques based on comparative anatomical studies of the principle families of animals. Various resources available to the artist are explored in order to create accurate environments for animal art. Sessions take place at the Denver Zoo and the Denver Museum of Nature and Science. At the end of this course, the student shall have a developed sketchbook of animal drawings that demonstrate knowledge of the various proportions, anatomical structure, and characteristic gestures of a wide variety of animals, and a final composition project placing various animals into a storytelling picture.
Prerequisites: FD 1120 Topics in Color + Space

IL 25710 Sequential Art I (3 credits)
Students will explore aspects of sequential art, including narrative structure, storyboarding, panel layout, character design, the relationship of text and image, professional practices, and working with design, color, and composition. At the conclusion of this class, the student will have an understanding of the process of sequential art as well as increased understanding of storytelling, character, and other basic illustration skills.
Prerequisites: IL 2570 Basic Illustration

IL 25715 Sequential Art II (3 credits)
Sequential Art II is the second half of Sequential Art I. Individual assignments augment the earlier course and extend the practical methods. At the conclusion of this class, the student should have an increased knowledge of the process needed to complete a comic book project, as well as an increased understanding of storytelling, design, character development, and other basic illustration principles.
Prerequisites: IL 2710 Sequential Art I

IL 25715 Sequential Art II (3 credits)
Sequential Art II is the second half of Sequential Art I. Individual assignments augment the earlier course and extend the practical methods. At the conclusion of this class, the student should have an increased knowledge of the process needed to complete a comic book project, as well as an increased understanding of storytelling, design, character development, and other basic illustration principles.
Prerequisites: IL 2710 Sequential Art I

IL 25850 Figurative Sculpture (3 credit elective)
In this sophomore level course students will learn the basic tools, materials and process for sculpting the human head. From armature to finish, students learn to measure proportions and utilize gesture, volume, and planes, and gain anatomical understanding as they hone their observational skills to create lifelike sculptures in W.E.D. clay. At the conclusion of this course students will have learned classical sculpting techniques and will have developed their own creative perception. Students also will have learned to master the technical accuracy of structure, volume and plane, as well as the subtleties of constructing the human head and figure.
Prerequisites: FD 1380 Life Drawing II

IL 3000 Illustration Junior Portfolio Review (0 credits)
All juniors are required to participate in their departmental Junior Portfolio Review, which occurs at the completion of the junior year. This review enables the department to redirect students toward certain remedial tasks and helps them to focus on their professional objectives. At the end of this review, students and faculty have identified and discussed strengths and weaknesses in the student portfolios so that the students may address both in their upcoming major coursework.
Prerequisites: none
IL 3250
Life Painting II
(3 credits)
In this junior-level course students paint from live nude models to further develop artistic skills in this studio course. With emphasis on personal style, expressive approaches, and employing both the draped and undraped model, this course continues the anatomical, constructive, and compositional ideas introduced in IL 2650 Life Painting I. Oils and acrylics are the primary materials used in this painting course. At the end of this course, the student will have a portfolio of paintings of the model in and out of costume, demonstrating a firm grasp of a variety of techniques in oil painting.
Prerequisites: IL 2650 Life Painting I

IL 3310
Artists’ Books as Visual Literature
(3 credit elective)
This course investigates the book structure as a space for the containment of visual communication. Students will create artists’ books through a guided exploration that will include basic book binding skills, conceptual development, typographic hierarchy, sequencing, grid systems and visual/textural integration. Upon completion of this course, students will have the knowledge to more effectively conceptualize, design, and execute complete visual communication problems while learning practical hands-on skills.
Prerequisites: none

IL 3580
Landscape Painting
(3 credits)
Landscape painting continues the illustrator’s study of basic oil painting materials and methods. Students further their understanding of representational painting through both studio and location work and employing plein-air studies that observe the landscape to master traditional compositional principles. At the conclusion of the course, the student will understand the basics of observational painting in oils, using the landscape as subject matter.
Prerequisites: FD 1120 Topics in Color + Space

IL 3590
Conceptual Illustration
(3 credits)
The information age demands that the illustrator must absorb complicated text and summarize it with a single image. In the areas of advertising, editorial, and institutional illustration, the artist does just that. This course defines and develops the necessary methods required to successfully conceive and produce powerful single-image illustrations that quickly communicate to a mass audience. Studio projects will rely on the analytical method of thumbnail sketches, reference-gathering, preliminary drawings, and color studies for the production of finished illustrations. At the conclusion of this course, students will gain knowledge and skills in story analysis, compositional development, and the production of finished illustrations in a variety of techniques.
Prerequisites: IL 2570 Basic Illustration

IL 3601 / 3602
Illustration Internship Part I and II
(1.5 credits each)
The IL Elective Internship program enables students to work with established art and design professionals specifically related to their academic and career interests. Under the direction of the department Chair, department Internship Coordinator, and the Office of Career + Alumni Services, students are carefully evaluated to facilitate the best possible student/sponsor connection, and a planned program of activities is then coordinated with the professional internship sponsor. Upon successful completion of the internship program, students will have real-world work experience, preparing them for a career in art and design.
Prerequisites: Approval of Department Chair or Department Internship Coordinator

IL 3610
Life Drawing IV
(3 credits)
This junior-level course focuses on the anatomy of the human figure. Students improve their understanding of figure drawing through conducting studies of the nude human body, examination of skeletal structures and muscle masses. This figure drawing course utilizes pastels, watercolors, charcoal, graphite, and conté crayon to exercise and develop the drawing skills of the student. Students study advanced concepts of storytelling, costumed drapery, pose, character development, composition, and continue their study of the anatomy with particular emphasis on the head and hands. Students also examine the effect of light on form. At the end of this course, students will have a portfolio of drawings in different media demonstrating an improvement in the essentials of figure drawing developed in Life Drawing I, II, and III, with special emphasis on the expressive possibilities of the head and hands, and in-form lighting through long poses of the clothed and unclothed figure.
Prerequisites: IL 2550 Life Drawing III

IL 3650
Children’s Book Illustration I
(3 credit elective)
Students are familiarized with the illustrator’s role in the development and creation of a children’s book. Assignments include breaking up manuscripts, designing characters, creating a storyboard, a wrap around jacket, a 3D page dummy and several finished pieces. Other areas covered in class are story flow, consistency, age-appropriateness, professional practices, working with text, design, color, and composition. At the conclusion of this class, the student will have an understanding of the process of illustrating a children’s picture book as well as increased understanding of storytelling, character, and other basic illustration skills.
Prerequisites: IL 2570 Basic Illustration

IL 3655
Character Design
(3 credit elective)
Telling good stories involves creating memorable characters. How is this accomplished? What is the role of costume? How can the artist develop vivid personalities to inhabit the author’s stories? How does knowing the audience help define the character? The answers to these questions are the basis for this advanced course in character design. Students develop a series of characters traditionally on paper (character sketches, turnarounds, sheets and finished drawings) and with Sculpey or other clay 3D materials. At the conclusion of this class, the student will have a better understanding of how to create a more fully developed drawn character.
Prerequisites: FD 1380 Life Drawing II
IL 3660  
Illustrating Literature  
(3 credits)
This course is designed to inform students about the issues involved in visual storytelling. Through a series of interpretive studio projects, students will derive their inspiration from various texts, illustrating classic short stories, poems, and children's literature. By emphasizing advanced story analysis, development process, pictorial composition, and color organization, students will analyze and develop a succession of narrative illustrations. At the conclusion of this class, the student will have a better understanding of storytelling, understanding and interpreting text as well as other basic illustration principles such as composition, communication, drawing, character and color.  
Prerequisite: IL 2750 Basic Illustration

IL 3700  
Topics in Illustration  
(3 credits)
This junior-level course examines various aspects of Illustration. The course content varies, allowing students to explore specific aspects of the discipline with greater depth and mastery. Students will work on a series of projects that address the topic at hand. At the conclusion of this course, students possess a deeper understanding of a specific aspect of Illustration.  
Prerequisite: IL 2570 Basic Illustration

IL 4450  
Illustration Marketing  
(3 credits)
This course enables students to create a professional marketing plan and brand identity that reflects their personal career goals through strategically advertising their services to clients using a range of new web technologies and traditional marketing modalities. Upon successful completion of this course, students will be able to determine which marketing tools are most effective and know how to use them. Students will be able to demonstrate a solid understanding of how to leverage offline and online tools, like new media, to drive art buyers to an illustration portfolio website. Students will understand focused methods to present a portfolio online or in person. Finally, students will be able to clearly communicate and implement actionable steps to competitively market their professional illustration services.  
Prerequisite: must have completed 90 credits in the degree program

IL 4530  
Directed Themes in Illustration  
(3 credits)
Students specialize in a single area of illustration for the entire term. They may choose illustration projects in editorial, advertising, book, or institutional areas, in order to explore artwork in a series of instructor-directed themes. At the completion of this course, the student will have created a series of three related portfolio projects that demonstrate advanced problem solving ability, greater command of a personal style in their artwork, as well as continued improvement in developing skills in illustration methods and materials.  
Prerequisite: IL 3660 Illustrating Literature

IL 4550  
Computer Illustration I  
(3 credits)
For many areas of illustration, the computer is the tool of choice, used in creating sketches, studies and refined finished artwork. Working from various illustration themes, students will combine traditional skills and materials with the computer to learn a variety of methods for developing their artwork digitally. At the completion of this course, students will have learned the basic tools for raster and vector programs that are used for digital drawing, painting and composition.  
Prerequisites: FD 1020 2D Design

IL 4551  
Computer Illustration II  
(3 credits)
This course is the second half of Computer Illustration, a course meant for furthering the illustrator's ability to combine traditional art skills with the advantages inherent in the computer. At the completion of this course, students will have continued their exploration of digital painting methods and learned advanced techniques for raster and vector programs that are used for digital drawing, painting and composition.  
Prerequisites: IL 4550 Computer Illustration I

IL 4600  
People, Places + Things: Elements of Concept Art I  
(3 credits)
This course focuses on the different elements that a concept artist will be expected to create for a project, whether it be a game or film (animated or live action). The course will focus on what is expected of a concept artist in the professional studio or freelance situation. This course will cover both traditional and digital media. At the end of this course the student will have a better understanding of what the expectations are of a concept artist and the process it takes to create work for this field on a professional level.  
Prerequisite: IL 2750 Basic Illustration

IL 4620  
People, Places + Things: Elements of Concept Art II  
(3 credits)
This course continues from where Elements of Concept Art I left off. Students will get the opportunity to create characters, environments and objects for one single project or further and more deeply explore one area of concept art such as character design or environmental design. This will aid in consistency and a uniformity to the work. The student will also learn about business and industry standards and how to seek out and promote her/himself to a studio. At the conclusion of this course the student will have a deeper understanding of what it takes to complete a project in all areas of Concept Art and/or a deeper understanding and experience in a specific area of Concept Art. The student will also have an understanding of industry practices and expectations.  
Prerequisite: IL 4600 People, Places and Things: Elements of Concept Art I
IL 4650
Children’s Book Illustration II
(3 credit elective)
Children’s Book Illustration II is the second half of Children’s Book Illustration. Individual assignments augment the earlier course and extend the practical methods. At the conclusion of this class, the student should have an increased knowledge of the process needed to complete a 32-page picture book project, as well as an increased understanding of storytelling, design, character development, and other basic illustration principles.

Prerequisites: IL 3650 Children’s Book Illustration I

IL 4990
Illustration Graduation Portfolio
(3 credits)
This course allows senior students to develop their individual illustration concepts within the boundaries of editorial, advertising, or book illustration areas. Timetables and assignment themes are self-directed in consultation with the instructor. Students will gain information on how to set up a small business focusing on pricing, contracts and taxes. Upon successful completion of this course, students will create a portfolio of professional-level work for display in the graduation exhibition.

Prerequisites: must be a senior in their last term
INTERIOR DESIGN DEPARTMENT

Interior Design Department Mission
Interior design shapes human experience and enhances quality of life through the creation of environments that are sustainable, meaningful, innovative and functional. RMCAD's interior design graduates create spaces that are as aesthetically pleasing as they are healthy and resource-efficient, while promoting the health, safety and welfare of the public as well as all of the Earth's species.

Interior Design Program Description
The Interior Design program prepares students to contribute to society as skilled, ethical, environmentally responsible professional designers committed to improving the health, safety and welfare of the public. This philosophy holds that the built environment is central to many quality of life issues including physical and emotional health and well-being, productivity, resource efficiency, environmental conservation and aesthetic experiences. As the world's cultures become increasingly complex and interdependent, and natural resources become increasingly diminished and degraded, the demands upon the built environment to meet a wide range of physical and psychological needs also increase. In order to create interiors that support the growing and diverse needs that human beings have of their environments, it is essential that interior design students acquire and develop an understanding of the dynamic reciprocity between people and environments. The program addresses this dynamic relationship through an interdisciplinary orientation, drawing upon research and practice from related disciplines of art, architecture, environmental design, landscape design, sustainable design, industrial design and graphic design. Additionally, the program includes relevant information from the social and natural sciences of psychology, sociology, anthropology, ecology, and biology as part of the interior design profession’s expanding knowledge base. This philosophical foundation is synthesized with the technical, practical, ethical, and professional knowledge and skills necessary to fully prepare students, as part of an integrated design team, to think critically and holistically about design problems and to develop effective, creative, socially and environmentally responsible design solutions.

The mission of the Interior Design program is to provide a comprehensive educational experience that prepares students to be creative, responsible, ethical interior designers who are qualified to successfully enter the design profession, gain the necessary experience to successfully complete the NCIDQ examination, and contribute to the health, safety and welfare of society and the planet. The program prepares students to draw upon critical and analytical thought processes in order to meet the current demands of professional practice, and provides the means and lifelong learning skills to positively impact the future of interior design.

The Sustainable Design Specialization option allows students to investigate and apply advanced studies in green/sustainable design using methods, products, and processes that minimize the ecological impact of design and construction upon the earth and its species.

RMCD's on-campus Interior Design program is accredited by CIDA (Council for Interior Design Accreditation). Both the on-campus and online programs follow a strict and logical sequence of specific studio courses, which increases in difficulty. Each course in this sequence builds upon the knowledge and skills acquired from previous courses, and therefore must be taken one per term in the following order:

Term 1: ID 1710 Drafting
Term 2: ID 2840 Design Process + Planning
Term 3 or 4: ID 2860 or IDSD 2860 Residential Design
Term 3 or 4: ID 2870 or IDSD 2870 Holistic Design
Term 5 or 6: ID 3840 or IDSD 3840 Restaurant + Retail Design
Term 5 or 6: ID 3870 or IDSD 3870 Office Design
Term 7: ID 4870 or IDSD 4870 Special Use Design
Term 8: ID 4990 or IDSD 4990 Senior Design Project

Students who do not transfer or receive portfolio credit for any of the above courses will require a minimum of eight sessions to graduate.

Program Outcomes
The Interior Design Department uses the Professional Standards set forth by the Council for Interior Design Accreditation found at http://accredit-id.org/professional-standards

INTERIOR DESIGN - Online
The online BFA Degree in Interior Design is a first-professional degree for students needing remote access to the educational requirements for careers in interior design. The online BFA Degree in Interior Design is not accredited by CIDA (Council for Interior Design Accreditation).

The degree consists of 126 credit hours with courses delivered in 8-week sessions in a regulated sequence to allow for the acquisition of necessary skills, the retention and transfer of knowledge and the professional discipline necessary for entry-level interior design practice.
INTERIOR DESIGN - Online
Degree Requirements (continued)

Studio Electives: 6 Credits
The following are recommended:
- ID 2570 Architectural Model Making 3
- IDSD 3211 Sustainable Design Strategies + Technologies - Part I 1.5
- IDSD 3212 Sustainable Design Strategies + Technologies - Part II 1.5
- ID 3550 Custom Furnishings 3
- ID 3631 Interior Design Portfolio Development Part I 1.5
- ID 3632 Interior Design Portfolio Development Part II 1.5
- IDSD 4211 Sustainable Design Studio – Part I 1.5
- IDSD 4212 Sustainable Design Studio – Part II 1.5

Total credits required 126
### SUSTAINABLE DESIGN SPECIALIZATION - Online

Students must officially declare the Sustainable Design Specialization in order for it to be indicated on the permanent student record.

#### Liberal Arts: 42 credits

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ACAD 1000</td>
<td>Academic Connections for Artists + Designers</td>
<td>3</td>
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<tr>
<td>AH 2070</td>
<td>History of Architecture + Interiors</td>
<td>3</td>
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<tr>
<td>English Composition</td>
<td></td>
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<tr>
<td>Western Civilization</td>
<td></td>
<td>6</td>
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<tr>
<td>Mathematics</td>
<td></td>
<td>3</td>
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<tr>
<td>Physical + Natural Sciences</td>
<td></td>
<td>3</td>
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<tr>
<td>Social + Behavioral Sciences and/or Humanities</td>
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<td>6</td>
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<td>Total</td>
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3 SBS credits + 3 HU credits

OR 6 SBS credits OR 6 HU credits

See Liberal Arts Department for specific courses

#### Foundations: 12 credits

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>FD 1020</td>
<td>2D Design</td>
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<tr>
<td>FD 1120</td>
<td>Topics of Space + Color</td>
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<tr>
<td>FD 1275</td>
<td>Drawing I</td>
<td>3</td>
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<td>FD 2130</td>
<td>3D Design</td>
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#### Interior Design: 68 credits

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<th>Course Title</th>
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<tbody>
<tr>
<td>ID 1230</td>
<td>Introduction to Sustainable Design</td>
<td>3</td>
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<tr>
<td>ID 1510</td>
<td>Survey of Interior Design</td>
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<tr>
<td>ID 1550</td>
<td>Interior Materials</td>
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<td>ID 1710</td>
<td>Drafting</td>
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<td>ID 2530</td>
<td>Building Codes + Regulations</td>
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<td>ID 2710</td>
<td>Introduction to Computer Aided Design (CAD)</td>
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<td>ID 2750</td>
<td>Architectural Perspective + Rendering Techniques</td>
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<td>ID 2840</td>
<td>Design Process + Planning</td>
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<td>Building Structures + Systems – Part I</td>
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<td>Holistic Design – Sustainable Design</td>
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<td>Sust Design Strategies + Technologies Part I</td>
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<tr>
<td>IDSD 3212</td>
<td>Sust Design Strategies + Technologies Part II</td>
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INTERIOR DESIGN - On-Campus
BFA Degree Requirements

The on-campus Interior Design BFA is accredited by Council for Interior Design Accreditation (CIDA). On-Campus Interior Design students can only take up to 21 credits (7 classes) of Foundations and/or Liberal Arts classes online. On-campus Interior Design students must stay within this threshold, and can not take online ID-specific classes.

Liberal Arts: 42 credits
ACAD 1000 Academic Connections for Artists + Designers 3
Art History 12
AH 2070 History of Architecture + Interiors 3
English Composition 6
Western Civilization 6
Mathematics 3
Physical + Natural Sciences 3
Social + Behavioral Sciences 6
3 SBS credits + 3 HU credits
OR 6 SBS Credits OR 6 HU elective Credits
See Liberal Arts Department for specific classes

Foundations: 12 credits
FD 1020 2D Design 3
FD 1120 Topics in Color + Space 3
FD 1275 Drawing I 3
FD 2130 3D Design 3

Interior Design: 65 credits
ID 1230 Introduction to Sustainable Design 3
ID 1510 Survey of Interior Design 3
ID 1550 Interior Materials 3
ID 1710 Drafting 3
ID 2000 Interior Design Sophomore Portfolio Review 0
ID 2530 Building Codes + Regulations 3
ID 2710 Introduction to Computer Aided Design (CAD) 3
ID 2750 Architectural Perspective + Rendering Techniques 3
ID 2840 Design Process + Planning 3
ID 2860 Residential Design 3
ID 2870 Holistic Design 3
ID 3510 Building Structures + Systems 3
ID 3530 Lighting Layout + Design 3
ID 3610 Interior Design Professional Practices 3
ID 3715 Building Information Modeling 3
ID 3780 Construction Documents 3
ID 4000 Interior Design Senior Portfolio Review 0
ID 4610 Interior Design Internship Program 3
IDSD 2860 Residential Design – Sustainable Design 3
IDSD 2870 Holistic Design – Sustainable Design 3
IDSD 3200 Sustainable Design Strategies + Technologies 3
IDSD 3840 Restaurant + Retail Design–Sustainable Design 3
IDSD 3870 Office Design – Sustainable Design 3
IDSD 4200 Sustainable Design Studio 3
IDSD 4250 Sustainable Design Senior Portfolio Review 0
IDSD 4840 Design Research – Sustainable Design 3
IDSD 4870 Special Use Design – Sustainable Design 3
IDSD 4990 Senior Design Project – Sustainable Design 3

Studio Elective Requirements: 6 credits
ID 2570 Architectural Model Making 3
IDSD 3200 Sustainable Design Strategies + Technologies 3
ID 3630 Interior Design Portfolio Development 3
ID 3550 Custom Furnishings 3
ID 4755 Advanced CAD 3

Total credits required 126

SUSTAINABLE DESIGN SPECIALIZATION - On-Campus

Students must officially declare the Sustainable Design Specialization in order for it to be indicated on the permanent student record.

Liberal Arts: 42 credits
ACAD 1000 Academic Connections for Artists + Designers 3
Art History 12
AH 2070 History of Architecture + Interiors 3
English Composition 6
Western Civilization 6
Mathematics 3
Physical + Natural Sciences 3
Social + Behavioral Sciences 6
3 SBS credits + 3 HU credits
OR 6 SBS Credits OR 6 HU elective Credits
See Liberal Arts Department for specific classes

Foundations: 12 credits
FD 1020 2D Design 3
FD 1120 Topics in Color + Space 3
FD 1275 Drawing I 3
FD 2130 3D Design 3

Interior Design: 68 credits
ID 1230 Introduction to Sustainable Design 3
ID 1510 Survey of Interior Design 3
ID 1550 Interior Materials 3
ID 1710 Drafting 3
ID 2000 Interior Design Sophomore Portfolio Review 0
ID 2530 Building Codes + Regulations 3
ID 2710 Introduction to Computer Aided Design (CAD) 3
ID 2750 Architectural Perspective + Rendering Techniques 3
ID 2840 Design Process + Planning 3
ID 3510 Building Structures + Systems 3
ID 3530 Lighting Layout + Design 3
ID 3610 Interior Design Professional Practices 3
ID 3715 Building Information Modeling 3
ID 3780 Construction Documents 3
ID 4000 Interior Design Senior Portfolio Review 0
ID 4610 Interior Design Internship Program 3
IDSD 2860 Residential Design – Sustainable Design 3
IDSD 2870 Holistic Design – Sustainable Design 3
IDSD 3200 Sustainable Design Strategies + Technologies 3
IDSD 3840 Restaurant + Retail Design–Sustainable Design 3
IDSD 3870 Office Design – Sustainable Design 3
IDSD 4200 Sustainable Design Studio 3
IDSD 4250 Sustainable Design Senior Portfolio Review 0
IDSD 4840 Design Research – Sustainable Design 3
IDSD 4870 Special Use Design – Sustainable Design 3
IDSD 4990 Senior Design Project – Sustainable Design 3

Studio Elective Requirements: 3 credits
The following are recommended:
ID 2570 Architectural Model Making 3
ID 3630 Interior Design Portfolio Development 3
ID 3550 Custom Furnishings 3
ID 4755 Advanced CAD 3

Total credits required 126
Interior Design Course Descriptions

ID 1230
Introduction to Sustainable Design
(3 credits)
This freshman-level course provides an overview of the core philosophical and practical principles of sustainable design and introduces students to sustainability as an environmental and social issue. Students explore the interrelated concepts, standards, materials and systems of sustainable design through research analysis and apply that knowledge to inform the integrated decision-making process as it relates to ecological responsibility, the built environment and human well-being. Upon successful completion of this course, students will have an understanding of sustainable design concepts, as well as their implications and approaches in preparation for future design courses and projects.

ID 1510 / PCID 1510 (Pre-College Program)
Survey of Interior Design
(3 credits)
This freshman-level course is an introduction to the interior design profession and practice. The course introduces students to the principles, theories, and practices related to the interior environment and human behavior within a variety of contexts. Students learn terminology and fundamental skills related to interior design and architecture and apply that knowledge using a variety of communication methods and constructs. Upon successful completion of this course, students will have broad perspective awareness of the processes, practices, terminology, and basic skills necessary for continued study; and a foundation for the ethical approach to creating interior environments in the 21st century.

ID 1550
Interior Materials
(3 credits)
This freshman-level course is an in-depth study of the materials and finishes used in interior design. Students learn to evaluate materials and their applications based on their inherent functional, environmental and aesthetic qualities. Emphasis is on the appropriate selection of interior materials within the constraints of environmental stewardship and life safety standards for both residential and commercial use. Upon completion of this course, students will be able to analyze interior finish materials according to functional, responsible, aesthetic and regulatory criteria and specify them for appropriate use in the built environment.

Prerequisites: ID 1230 Introduction to Sustainable Design, ID 1510 Survey of Interior Design, and ID 1710 Drafting

ID 1710
Drafting
(3 credits)
This freshman-level course covers the principles and elements of drafting as applied to interior design, architecture, and environmental graphic design. Utilizing relevant industry tools and techniques, students learn the basic techniques and methods of manual drafting as well as architectural graphic standards within the context of both presentation and construction drafting types. Upon successful completion of the course, students will have acquired the necessary manual drafting skills and understanding of drafting conventions to apply to future studies in interior design. (Formerly ID 1820)

ID 2000
Interior Design Sophomore Portfolio Review
(0 credits)
Students who have completed 45-60 credit hours are required to participate in a sophomore portfolio review. Students will present original art and design work from Foundations courses where faculty evaluate mastery of foundational skills, and identify strengths and areas of improvement. Art and design work will illustrate competency in visual elements and principles of design, drawing, color theory, and three-dimensional fundamentals. Upon successful completion of the Sophomore Portfolio Review, students transition into their major course of study. This course is Pass/Fail.

Prerequisites: ID 2870 Holistic Design

ID 2530
Building Codes + Regulations
(3 credits)
This sophomore-level course provides students with an in-depth study of the laws, codes, regulations and standards for interior design practice. Emphasis is upon understanding the relationship between interior construction and building systems and occupants’ health, welfare and safety. Students also learn the importance of specification types and how they impact code compliance. Upon successful completion of the course, students will be able to interpret and apply relevant jurisdictional requirements to a variety of design project types.

Prerequisites: ID 1710 Drafting, ID 1510 Survey of Interior Design and ID 2840 Design Process + Planning

ID 2570
Architectural Model Making
(3 credit elective)
This sophomore-level course introduces students to enhanced three-dimensional visualization techniques for commercial and residential environments using non-digital techniques. Various types of scale models and construction techniques are investigated allowing students to assemble accurate three-dimensional representations based on existing plans and elevations. Upon successful completion of this course, students will have the skills to create appropriate scale models to represent the desired three-dimensional intent of a given design. (Formerly ID 2200)

Prerequisites: FD 2130 3D Design and ID 2840 Design Process + Planning

ID 2710
Introduction to Computer Aided Design (CAD)
(3 credits)
This sophomore-level course introduces students to the use of CAD systems as a drafting/design tool for interior design. Areas of study include CAD systems (hardware, software, procedures, and standards) and terminology as applied to architectural drawing types. Emphasis is upon proper use of software commands, layer organization and strategies, efficient drawing practices, and the production of scaled two-dimensional drawings. Upon successful completion of this course, students will understand the terminology and use of CAD systems and commands following acceptable standards and procedures; and utilize appropriate file management methods for the creation of two-dimensional CAD drawings. (Formerly ID 210)

Prerequisites: FD 1020 2D Design, ID 1510 Survey of Interior Design and ID 1710 Drafting
ID 2750
Architectural Perspective + Rendering Techniques
(3 credits)
This sophomore-level course introduces the artistic and presentation techniques of perspective and rendering for the interior design profession. Students develop skills in both the conceptual and technical process of manually constructing one-, two-, and three-point perspective drawings, as well as professional rendering techniques that include color palette use, light sources and shading, surface and detail indications and entourage. Upon successful completion of this course, students will understand and demonstrate the free-hand and mechanical drawing and rendering skills necessary to successfully illustrate their design solutions in presentation drawings. (Formerly ID 2850)
Prerequisites: FD 1275 Drawing I

ID 2840
Design Process + Planning
(3 credits)
This sophomore-level course introduces students to the design process as it relates to programming and spatial development. Emphasis is upon programming methodology, problem-solving strategies and the role of space planning for residential and small commercial spaces within the context of the relationship between human beings and their environment. Upon successful completion of this course, students will have the ability to plan common residential and commercial spaces with considerations for physical and psychological factors, spatial relationships, functionality, safety, accessibility and specific need. (Formerly ID 2850)
Prerequisites: ID 1510 Survey of Interior Design and ID 1710 Drafting

ID 2860
Residential Design
(3 credits)
This sophomore-level course examines the functional and aesthetic elements and considerations for residential environments within the context of current design philosophies, contemporary issues impacting housing and shelter, and best practices. Students investigate and apply design solutions for diverse client populations through projects that include appropriate space planning and spatial definition, furniture and finish selections, and presentation methods. Upon successful completion of this course, students will have the ability to recognize, evaluate, apply and present different residential design alternatives using problem-solving strategies based on sociocultural needs, contemporary issues for human function and behavior specifically for safe and supportive residential environments.
Prerequisites: ID 2750 Architectural Perspectives + Rendering Techniques, ID 2840 Design Process and Planning

ID 2861
Residential Design Part I
(1.5 credits)
Online students will enroll in this version of the course to meet the requirements for the curriculum. This first of two sophomore-level courses examines the functional and aesthetic elements and considerations for residential environments within the context of current design philosophies, contemporary issues impacting housing and shelter, and best practices. Students investigate and apply design solutions for diverse client populations through projects that include appropriate space planning and spatial definition, furniture and finish selections, and presentation methods. Upon successful completion of this course, students will have completed the first part of the project requirements and will be prepared to continue to ID 2862.
Prerequisites: ID 2750 Architectural Perspectives + Rendering Techniques, ID 2840 Design Process and Planning

ID 2862
Residential Design Part II
(1.5 credits)
As a continuation of ID 2861, online students will enroll in this version of the course to meet the requirements for the curriculum. This second of two sophomore-level courses examines the functional and aesthetic elements and considerations for residential environments within the context of current design philosophies, contemporary issues impacting housing and shelter, and best practices. Students investigate and apply design solutions for diverse client populations through projects that include appropriate space planning and spatial definition, furniture and finish selections, and presentation methods. Upon successful completion of this course, students will have the ability to recognize, evaluate, apply and present different residential design alternatives using problem-solving strategies based on sociocultural needs, contemporary issues for human function and behavior specifically for safe and supportive residential environments.
Prerequisites: ID 2861 Residential Design Part I

ID 2870
Holistic Design
(3 credits)
This sophomore-level course provides students with an in-depth understanding and working application of the theoretical principles and issues related to environmental behavior and sustainability as a part of ethical design practice. Emphasis is on industry-specific research methods and problem-solving strategies using conceptual iterations and collaborative charrettes to apply design theories within the context of critical solution-based project presentations. Upon successful completion of this course, students will be able to demonstrate their knowledge of human behavioral theory as it applies to a variety of healthy, sustainable, and supportive design types.
Prerequisites: ID 1230 Introduction to Sustainable Design and ID 2840 Design Process and Planning
ID 3510
Building Structures + Systems
(3 credits)
This junior-level course examines the integration of building structural methods and materials with building and environmental systems as they relate to interior design practice. Emphasis is on understanding and illustrating building construction in compliance with building and life safety codes. Upon successful completion of this course, students will understand typical construction materials, methods and systems as well as experimental and sustainable alternatives; utilize primary reference sources for specific building systems and materials; and produce a set of residential construction documents within the context of graphic standards in the industry. (Formerly ID 3750)
Prerequisites: ID 2530 Building Codes + Regulations

ID 3511
Building Structures + Systems Part I
(1.5 credits)
Online students will enroll in this version of the course to meet the requirements for the curriculum. This junior-level course is the first of two courses that examines the integration of building structural methods and materials with building and environmental systems as they relate to interior design practice. Emphasis is on understanding and illustrating building construction in compliance with building and life safety codes. Upon successful completion of this course, students will have completed the first part of the project requirements and will be prepared to continue to ID 3512.
Prerequisites: ID 2530 Building Codes + Regulations

ID 3512
Building Structures + Systems Part II
(1.5 credits)
As a continuation of ID 3511, online students will enroll in this version of the course to meet the requirements for the curriculum. This second of two junior-level courses examines the integration of building structural methods and materials with building and environmental systems as they relate to interior design practice. Emphasis is on understanding and illustrating building construction in compliance with building and life safety codes. Upon successful completion of this course, students will understand typical construction materials, methods and systems as well as experimental and sustainable alternatives; utilize primary reference sources for specific building systems and materials; and produce a set of residential construction documents within the context of graphic standards in the industry.
Prerequisites: ID 3511 Building Structures + Systems Part I

ID 3530
Lighting Layout + Design
(3 credits)
This junior-level course introduces students to the theoretical, technical and practical application of lighting strategies within the built environment. Students learn to specify light sources and systems based on functionality, aesthetics, and the physical and psychological relationship between humans and their environment. Emphasis is on the understanding and application of lighting criteria through the use of source calculations, lighting and reflected ceiling plans, energy efficiency strategies, and building system integration. Upon successful completion of this course, students will be able to determine and design appropriate lighting solutions within the context of design standards for human well-being for both residential and commercial spaces. (Formerly ID 3970)
Prerequisites: ID 2530 Building Codes + Regulations

ID 3531
Lighting Layout + Design Part I
(1.5 credits)
Online students will enroll in this version of the course to meet the requirements for the curriculum. This first part of two junior-level course is the first part that introduces students to the theoretical, technical and practical application of lighting strategies within the built environment. Students learn to specify light sources and systems based on functionality, aesthetics, and the physical and psychological relationship between humans and their environment. Emphasis is on the understanding and application of lighting criteria through the use of source calculations, lighting and reflected ceiling plans, energy efficiency strategies, and building system integration. Upon successful completion of this course, students will have completed the first part of the project requirements and will be prepared to continue to ID 3532.
Prerequisites: ID 2530 Building Codes + Regulations

ID 3532
Lighting Layout + Design Part II
(1.5 credits)
As a continuation of ID 3531, online students will enroll in this version of the course to meet the requirements for the curriculum. This second of two junior-level course introduces students to the theoretical, technical and practical application of lighting strategies within the built environment. Students learn to specify light sources and systems based on functionality, aesthetics, and the physical and psychological relationship between humans and their environment. Emphasis is on the understanding and application of lighting criteria through the use of source calculations, lighting and reflected ceiling plans, energy efficiency strategies, and building system integration. Upon successful completion of this course, students will be able to determine and design appropriate lighting solutions within the context of design standards for human well-being for both residential and commercial spaces.
Prerequisites: ID 3531 Lighting Layout + Design Part I

ID 3550
Custom Furnishings
(3 credit elective)
This junior-level course emphasizes innovation and creativity in the design of functional furniture pieces. Students investigate appropriate materials, including sustainable alternatives, and apply relevant assembly and construction techniques for their designs. Upon successfully completing this course, students will understand and implement the creative, technical, and practical processes involved in the design and construction of custom furniture for specific uses. (Formerly ID 4850)
Prerequisites: ID 3601 / 3602

ID 3601 / 3602
Interior Design Internship Part I and II
(1.5 elective credits each)
The ID Elective Internship program enables students to work with established art and design professionals specifically related to their academic and career interests. Under the direction of the department Chair, department Internship Coordinator, and the Office of Career + Alumni Services, students are carefully evaluated to facilitate the best possible student/sponsor connection, and a planned program of activities is then coordinated with the professional internship sponsor. Upon successful completion of the internship program, students will have real-world work experience, preparing them for a career in art and design. The ID Elective Internship does not count towards ID 4610 Interior Design Internship Program, but may be taken in addition to this course.
Prerequisites: Approval of Department Chair or Department Internship Coordinator
**ID 3610**  
**Interior Design Professional Practices**  
(3 credits)  
This junior-level course introduces students to the fundamental considerations and processes involved in creating and running a professional interior design business including the legal, ethical, practical and professional requirements involved in interior design practice. Students investigate types of business structures and practices, documents and contracts, professional working relationships with related disciplines, principles of job-cost estimating, and project management methods. Students also investigate and develop effective marketing techniques for themselves in anticipation of their internship, in addition to job placement upon graduation. Upon successful completion of this course, students will have the ability to successfully assess their interior design career options, demonstrate the necessary skills to enter professional practice, and understand the principles and practices of the interior design profession.  
Prerequisites: ID 3530 Lighting Design + Layout, ID 2870 Holistic Design

**ID 3630**  
**Interior Design Portfolio Development**  
(3 credit elective)  
This junior-level course provides students with direction and guidance for the development of their interior design portfolio. Emphasis is on the format and presentation of coursework completed to date to create a visual representation of skill development and progression. Students investigate a variety of manual and digital methods to enhance their portfolios and market their abilities. Upon successful completion of this course, students will have a working portfolio that illustrates their individual skills and knowledge of interior design through completed projects in a professional format. (Formerly ID 3300)  
Prerequisites: ID 3710 Intermediate CAD and ID 3840 Restaurant + Retail Design

**ID 3631**  
**Interior Design Portfolio Development Part I**  
(1.5 credit elective)  
Online students will enroll in this version of the course to meet the requirements of the curriculum. This junior-level course is the first of two that provides students with direction and guidance for the development of their interior design portfolio. Emphasis is on the format and presentation of coursework completed to date to create a visual representation of skill development and progression. Students investigate a variety of manual and digital methods to enhance their portfolios and market their abilities. Upon successful completion of this course, students will have completed the first part of their working portfolio and will be prepared to continue to ID 3632. (Formerly ID 3300)  
Prerequisites: ID 3710 Intermediate CAD and ID 3842 Restaurant + Retail Design Part II

**ID 3632**  
**Interior Design Portfolio Development Part II**  
(1.5 credit elective)  
As a continuation of ID 3631, online students will enroll in this version of the course to meet the requirements of the curriculum. This junior-level course provides students with direction and guidance for the development of their interior design portfolio. Emphasis is on the format and presentation of coursework completed to date to create a visual representation of skill development and progression. Students investigate a variety of manual and digital methods to enhance their portfolios and market their abilities. Upon successful completion of this course, students will have a working portfolio that illustrates their individual skills and knowledge of interior design through completed projects in a professional format.  
Prerequisites: ID 3631 Interior Design Portfolio Development Part I

**ID 3715**  
**Building Information Modeling**  
(3 credits)  
This junior-level course introduces students to Building Information Modeling (BIM) software and its use for three-dimensional modeling and rendering for design development, presentation and construction drawings. Emphasis is on the appropriate use of commands, routines, operations, and settings for studying and presenting designs for the built environment. Upon successful completion of this course, students understand the software and systems studies and use those systems to develop three-dimensional computer models to represent design solutions. (Formerly ID 4750)  
Prerequisites: ID 2530 Building Codes + Regulations and ID 2710 Introduction to Computer Aided Design (CAD)

**ID 3780**  
**Construction Documents**  
(3 credits)  
This junior-level course builds upon the skills and knowledge acquired in previous courses to interpret the graphics, terms, and accepted practices necessary to prepare construction documents for commercial interior spaces. Students apply in-depth knowledge of the codes, laws, and standards governing interior design practice for the preparation of a valid set of construction documents, specifications and cost estimations. Upon successful completion of this course, students will have the ability to create and assemble a set of code-compliant construction documents for commercial spaces. (Formerly ID 3850)  
Prerequisites: ID 3510 Building Structures + Systems and ID 3710 Intermediate CAD

**ID 3781**  
**Construction Documents Part I**  
(1.5 credits)  
Online students will enroll in this version of the course to meet the requirements for the curriculum. This first of two junior-level courses builds upon the skills and knowledge acquired in previous courses to interpret the graphics, terms, and accepted practices necessary to prepare construction documents for commercial interior spaces. Students apply in-depth knowledge of the codes, laws, and standards governing interior design practice for the preparation of a valid set of construction documents, specifications and cost estimations. Upon successful completion of this course, students will have completed the first part of the project requirements and will be prepared to continue to ID 3782.  
Prerequisites: ID 3510 Building Structures + Systems and ID 3710 Intermediate CAD
As a continuation of ID 3871, online students will enroll in this version of the course to meet the requirements for the curriculum. Students in this second of two junior-level courses gain the technical and practical knowledge and skills necessary to design large-scale work environments based on human productivity and business organizations and their goals. Emphasis is on advanced programming, space planning, furniture, finish and equipment specification and building system integration while adhering to fire and safety codes, and ADA requirements as part of design development and presentation. Upon successful completion of this course, students will have the ability to formulate and communicate a comprehensive design for a work environment based on research and advanced problem solving strategies.

**Prerequisites:** ID 3781 Construction Documents Part I

**ID 3842**

**Restaurant + Retail Design Part II**
(1.5 credits)

As a continuation of ID 3841, online students will enroll in this version of the course to meet the requirements of the Sustainable Design Specialization. This junior-level course is the second of two that introduces students to the physical, psychological, cultural and social considerations of designing restaurants and retail spaces using collaborative approaches and research methods. Students integrate this knowledge with space planning strategies, brand development, life safety codes and standards, and furniture, finish, and equipment specifications from a design development and presentation perspective. Coursework must be completed using the sustainable knowledge and strategies obtained to date. Upon successful completion of this course, students will have the ability to formulate and communicate a comprehensive design for a restaurant and retail environment based on research integration for human needs.

**Prerequisites:** ID 3841 Restaurant + Retail Design Part I

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**ID 3840**

**Restaurant + Retail Design**
(3 credits)

This junior-level course introduces students to the physical, psychological, cultural and social considerations of designing restaurants and retail spaces using collaborative approaches and research methods. Students integrate this knowledge with space planning strategies, brand development, life safety codes and standards, and furniture, finish, and equipment specifications from a design development and presentation perspective. Upon successful completion of this course, students will have the ability to formulate and communicate a comprehensive design for a restaurant and retail environment based on research integration for human needs. (Formerly ID 3860)

**Prerequisites:** ID 2530 Building Codes + Regulations and ID 2870 Holistic Design

**ID 3841**

**Restaurant + Retail Design Part I**
(1.5 credits)

Online students will enroll in this version of the course to meet the requirements for the curriculum. This junior-level course is the first of two that introduces students to the physical, psychological, cultural and social considerations of designing restaurants and retail spaces using collaborative approaches and research methods. Students integrate this knowledge with space planning strategies, brand development, life safety codes and standards, and furniture, finish, and equipment specifications from a design development and presentation perspective. Upon successful completion of this course, students will have completed the first part of the design project and will be prepared to continue to ID 3842.

**Prerequisites:** ID 2530 Building Codes + Regulations and ID 2870 Holistic Design

**ID 3870**

**Office Design**
(3 credits)

Students in this junior-level course gain the technical and practical knowledge and skills necessary to design large-scale work environments based on human productivity and business organizations and their goals. Emphasis is on advanced programming, space planning, furniture, finish and equipment specification, and building system integration while adhering to fire and safety codes, and ADA requirements as part of design development and presentation. Upon successful completion of this course, students will have the ability to formulate and communicate a comprehensive design for a work environment based on research and advanced problem-solving strategies. (Formerly ID 3810)

**Prerequisites:** ID 3710 Intermediate CAD, ID 3530 Lighting Design + Layout, ID 2870 Holistic Design

**ID 3871**

**Office Design Part I**
(1.5 credits)

Online students will enroll in this version of the course to meet the requirements for the curriculum. Students in this first of two junior-level courses gain the technical and practical knowledge and skills necessary to design large-scale work environments based on human productivity and business organizations and their goals. Emphasis is on advanced programming, space planning, furniture, finish and equipment specification, and building system integration while adhering to fire and safety codes, and ADA requirements as part of design development and presentation. Upon successful completion of this course, students will have completed the first part of the design project and will be prepared to continue to ID 3872.

**Prerequisites:** ID 3710 Intermediate CAD, ID 3530 Lighting Design + Layout, ID 2870 Holistic Design
ID 3872
Office Design Part II
(1.5 credits)
As a continuation of ID 3871, online students will enroll in this version of the course to meet the requirements for the curriculum. Students in this second of two junior-level courses gain the technical and practical knowledge and skills necessary to design large-scale work environments based on human productivity and business organizations and their goals. Emphasis is on advanced programming, space planning, furniture, finish and equipment specification, and building system integration while adhering to fire and safety codes, and ADA requirements as part of design development and presentation. Upon successful completion of this course, students will have the ability to formulate and communicate a comprehensive design for a work environment based on research and advanced problem-solving strategies.
Prerequisites: ID 3871 Office Design Part II

ID 4000
Interior Design Senior Portfolio Review
(0 credits)
All seniors who are ready to graduate are required to participate in their departmental senior portfolio review. This pre-graduation portfolio review is an initial step in preparing students to move from the academic environment into the professional world. Specific portfolio requirements and schedules vary by department. Upon successful completion of this review, students will be able to further develop their individual portfolios for entrance into the design profession and/or graduate school.
Prerequisites: ID 2000 Interior Design Sophomore/Junior Portfolio Review and ID 4870 Special Use Design

ID 4611
Interior Design Internship Program Part I
(1.5 credits)
Online students will enroll in this version of the course to meet the requirements of the internship. This senior-level program enables students to work with established design professionals specifically related to their career interests. Under the direction of the Department Chair and the Director of Career + Alumni Services, students are carefully evaluated to facilitate the best possible student/sponsor connection, and a planned program of activities is then coordinated with the professional internship sponsor. Students are exposed to a variety of on-the-job experiences such as space planning, drafting, showroom use, presentation boards, installation supervision, and client and manufacturer interaction. Students must participate in a scheduled pre-internship seminar prior to enrolling in the internship program. Upon successful completion of the internship program, students will have real-world experience working with a design, architectural, or related firm that prepares them to successfully enter the design profession. (Formerly ID 4880)
Prerequisites: ID 3610 Interior Design Professional Practices and department approval

ID 4612
Interior Design Internship Program (Part II)
(1.5 credits)
Online students will enroll in this version of the course to meet the requirements of the internship. This senior-level program enables students to work with established design professionals specifically related to their career interests. Under the direction of the Department Chair and the Director of Career + Alumni Services, students are carefully evaluated to facilitate the best possible student/sponsor connection, and a planned program of activities is then coordinated with the professional internship sponsor. Students are exposed to a variety of on-the-job experiences such as space planning, drafting, showroom use, presentation boards, installation supervision, and client and manufacturer interaction. Students must participate in a scheduled pre-internship seminar prior to enrolling in the internship program. Upon successful completion of the internship program, students will have real-world experience working with a design, architectural, or related firm that prepares them to successfully enter the design profession. (Formerly ID 4880)
Prerequisites: ID 4611 Interior Design Internship Program Part I

ID 4610
Interior Design Internship Program
(3 credits)
This senior-level program enables students to work with established design professionals specifically related to their career interests. Under the direction of the Department Chair and the Director of Career + Alumni Services, students are carefully evaluated to facilitate the best possible student/sponsor connection, and a planned program of activities is then coordinated with the professional internship sponsor. Students are exposed to a variety of on-the-job experiences such as space planning, drafting, showroom use, presentation boards, installation supervision, and client and manufacturer interaction.
Students must participate in a scheduled pre-internship seminar prior to enrolling in the internship program. Upon successful completion of the internship program, students will have real-world experience working with a design, architectural, or related firm that prepares them to successfully enter the design profession. (Formerly ID 4880)
Prerequisites: ID 3610 Interior Design Professional Practices and department approval

ID 4615
Advanced CAD
(3 credit elective)
This senior-level course provides in-depth application of industry CAD standards and procedures using advanced application and utility functions. Emphasis is on two-dimensional drafting and design as they relate to the interior design industry through the development of detailed CAD drawings using protocols and management/distribution systems and their manipulation for different drawing types. Also, students are introduced to three-dimensional computer modeling as a design development and presentation tool. Upon successful completion of this course, students will demonstrate competence with advanced CAD standards and procedures through the development, management and distribution of CAD documents, as well as the use of three-dimensional modeling software for design investigation and presentation. (Formerly ID 4880)
Prerequisites: ID 3780 Construction Documents and ID 3510 Building Structures + Systems
ID 4751
Advanced CAD Part I
(1.5 credit elective)
Online students will enroll in this version of the course to meet the requirements of the curriculum. This first of two courses introduces students to Building Information Modeling (BIM) software and its use for three-dimensional modeling and rendering for design development, presentation and construction drawings. Emphasis is on the appropriate use of commands, routines, operations, and settings for studying and presenting designs for the built environment. Upon successful completion of this course, students will have the first part of the project requirements and will be prepared to continue to ID 4752 Part II.

Prerequisites: ID 3780 Construction Documents and ID 351 Building Structures + Systems

ID 4752
Advanced CAD Part II
(1.5 credit elective)
Online students will enroll in this version of the course to meet the requirements of the curriculum. This second of two courses introduces students to Building Information Modeling (BIM) software and its use for three-dimensional modeling and rendering for design development, presentation and construction drawings. Emphasis is on the appropriate use of commands, routines, operations, and settings for studying and presenting designs for the built environment. Upon successful completion of this course, students understand the software and systems studied and use those systems to develop three-dimensional computer models to represent design solutions.

Prerequisites: ID 4751 Advanced CAD Part I

ID 4840
Design Research
(3 credits)
Students in this course develop an understanding of research methodologies and information-gathering for application to their senior design project. Emphasis is on the compilation and analysis of research critical to the identification of specific problems using evidence-based design strategies within sociocultural, behavioral, historical, and environmental systems contexts. Upon successful completion of this course, students will have researched, compiled and analyzed all information relevant to their senior design project, developed preliminary design concepts and begun their application of research to their commercial project. The students will complete an organized professional reference source that includes a detailed project proposal, programming analysis and preliminary schematics defending the project proposal.

Prerequisites: ID 4870 Special Use Design (may be taken concurrently)

ID 4871
Special Use Design Part I
(1.5 credits)
Online students will enroll in this version of the course to meet the requirements of the curriculum. This first of two courses emphasizes the development of complex building types and mixed-use occupancies for users with special needs. Students apply knowledge of contemporary issues in the built environment based on research strategies including human behavior, evidence-based design, socioeconomic, cultural and age-related criteria. Upon successful completion of this course, students will have completed the first part of a design project and be prepared to continue to ID 4872.

Prerequisites: ID 3872 Office Design

ID 4872
Special Use Design Part II
(1.5 credits)
This course emphasizes the development of complex building types and mixed-use occupancies for users with special needs. Students apply knowledge of contemporary issues in the built environment based on research strategies including human behavior, evidence-based design, socioeconomic, cultural and age-related criteria. Upon successful completion of this course, students will demonstrate advanced abilities to plan and implement design solutions for complex design problems using a variety of communication methods.

Prerequisites: ID 4871 Special Use Design Part I

ID 4990
Senior Design Project
(3 credits)
Students develop and present a comprehensive design project of individual interest in this course. Emphasis is on the application of research completed in the Design Research course to a commercial project that entails all aspects of skill, knowledge and creative problem solving acquired to date. The project must meet the program’s guidelines and departmental approval. Each student presents and defends the finished project to a jury of professional designers. Upon successful completion of this course, students will demonstrate the ability to complete a comprehensive design project illustrating all of their skills and knowledge as pre-professionals while taking ownership of their individual vision as designers.

Prerequisites: ID 4840 Design Research and ID 4870 Special Use Design
IDSD 2860
Residential Design – Sustainable Design
(3 credits)
Students will enroll in this version of the course to meet the requirements of the Sustainable Design Specialization. This sophomore-level course examines the functional and aesthetic elements and considerations for residential environments within the context of current design philosophies, contemporary issues impacting housing and shelter, and best practices. Students investigate and apply design solutions for diverse client populations through projects that include appropriate space planning and spatial definition, furniture and finish selections, and presentation methods. As part of the Sustainable Design Specialization, coursework must be completed using the sustainable knowledge and strategies obtained to date. Upon successful completion of this course, students will have the ability to recognize, evaluate, apply and present different residential design alternatives using problem-solving strategies based on socio-cultural needs, contemporary issues for human function and behavior specifically for safe and supportive residential environments. 
Prerequisites: ID 2840 Design Process + Planning

IDSD 2861
Residential Design – Sustainable Design Part I
(1.5 credits)
Online students will enroll in this version of the course to meet the requirements of the Sustainable Design Specialization. This first of two sophomore-level courses examines the functional and aesthetic elements and considerations for residential environments within the context of current design philosophies, contemporary issues impacting housing and shelter, and best practices. Students investigate and apply design solutions for diverse client populations through projects that include appropriate space planning and spatial definition, furniture and finish selections, and presentation methods. Coursework must be completed using the sustainable knowledge and strategies obtained to date. Upon successful completion of this course, students will have completed the first part of the project requirements and will be prepared to continue to IDSD 2862. 
Prerequisites: ID 2840 Design Process + Planning

IDSD 2862
Residential Design – Sustainable Design Part II
(1.5 credits)
As a continuation of IDSD 2861, Online students will enroll in this version of the course to meet the requirements of the Sustainable Design Specialization. This second of two sophomore-level courses examines the functional and aesthetic elements and considerations for residential environments within the context of current design philosophies, contemporary issues impacting housing and shelter, and best practices. Students investigate and apply design solutions for diverse client populations through projects that include appropriate space planning and spatial definition, furniture and finish selections, and presentation methods. Coursework must be completed using the sustainable knowledge and strategies obtained to date. Upon successful completion of this course, students will have the ability to recognize, evaluate, apply and present different residential design alternatives using problem-solving strategies based on socio-cultural needs, contemporary issues for human function and behavior specifically for safe and supportive residential environments. 
Prerequisites: IDSD 2861 Residential Design – Sustainable Design Specialization Part I

IDSD 2870
Holistic Design – Sustainable Design
(3 credits)
Students will enroll in this version of the course to meet the requirements of the Sustainable Design Specialization. This sophomore-level course provides students with an in-depth understanding and working application of the theoretical principles and issues related to environmental behavior and sustainability as a part of ethical design practice. Emphasis is on industry-specific research methods and problem-solving strategies using conceptual iterations and collaborative charrettes to apply design theories within the context of critical solution-based project presentations. As part of the Sustainable Design Specialization, coursework must be completed using the sustainable knowledge and strategies obtained to date. Upon successful completion of this course, students will be able to demonstrate their knowledge of human behavioral theory as it applies to a variety of healthy, sustainable, and supportive design types. 
Prerequisites: ID 1230 Introduction to Sustainable Design and ID 2840 Design Process and Planning

IDSD 3200
Sustainable Design Strategies + Technologies
(3 credit elective)
Students must enroll in this course to meet the requirements of the Sustainable Design Specialization. This junior-level course builds upon the foundations of sustainable design principles and processes developed in previous courses by challenging students to further develop and apply their understanding of the environmental, social and economical impacts of resource use, design strategies and building technologies to a variety of design applications. Emphasis is on thinking critically about the interdependence of sustainability issues and strengthening problem-solving and communication skills through in-depth analysis of sustainable design procedures as they apply to high performance buildings using collaborative, research-based application of strategies and performance-based specifications, as well as a variety of third-party sustainable design rating systems. Coursework must be completed using the sustainable knowledge and strategies obtained to date. Upon successful completion of this course, students will be able to analyze and apply industry recognized sustainable design strategies and approaches using appropriate LEED and other Sustainable Design rating systems within residential and commercial design projects. 
Prerequisites: ID 2530 Building Codes + Regulations, and IDSD 2870 Holistic Design – Sustainable Design

IDSD 3211
Sustainable Design Strategies + Technologies Part I
(1.5 credit elective)
Online students will enroll in this version of the course to meet the requirements of the Sustainable Design Specialization. This junior-level course is the first of two that builds upon the foundations of sustainable design principles and processes developed in previous courses by challenging students to further develop and apply their understanding of the environmental, social and economical impacts of resource use, design strategies and building technologies to a variety of design applications. Emphasis is on thinking critically about the interdependence of sustainability issues and strengthening problem-solving and communication skills through in-depth analysis of sustainable design procedures as they apply to high performance buildings using collaborative, research-based application of strategies and performance-based specifications, as well as a variety of third-party sustainable design rating systems. Coursework must be completed using the sustainable knowledge and strategies obtained to date. Upon successful completion of this course, students will be prepared to continue to IDSD 3212. 
Prerequisites: ID 2530 Building Codes + Regulations, and IDSD 2870 Holistic Design – Sustainable Design
IDSD 3212  
Sustainable Design Strategies + Technologies Part II  
(1.5 credit elective)

As a continuation of IDSD 3211, online students will enroll in this version of the course to meet the requirements of the Sustainable Design Specialization. This second of two junior-level courses builds upon the content in IDSD 3211 by challenging students to further develop and apply their understanding of the environmental, social and economic impacts of resource use, design strategies and building technologies to a variety of design applications. Emphasis is on thinking critically about the interdependence of sustainability issues and strengthening problem-solving and communication skills through in-depth analysis of sustainable design procedures as they apply to high performance buildings using collaborative, research-based application of strategies and performance-based specifications, as well as a variety of third-party sustainable design rating systems. Coursework must be completed using the sustainable knowledge and strategies obtained to date. Upon successful completion of this course, students will be able to analyze and apply industry recognized sustainable design strategies and approaches using appropriate LEED and other green rating systems within residential and commercial design projects.

Prerequisites: IDSD 3211 Sustainable Design Strategies + Techniques Part I

IDSD 3840  
Restaurant + Retail Design – Sustainable Design  
(3 credits)

Students will enroll in this version of the course to meet the requirements of the Sustainable Design Specialization. This junior-level course introduces students to the physical, psychological, cultural and social considerations of designing restaurants and retail spaces using collaborative approaches and research methods. Students integrate this knowledge with space planning strategies, brand development, life safety codes and standards, and furniture, finish, and equipment specifications from a design development and presentation perspective. As part of the Sustainable Design Specialization, coursework must be completed using the sustainable knowledge and strategies obtained to date. Upon successful completion of this course, students will have the ability to formulate and communicate a comprehensive design for a restaurant and retail environment based on research integration for human needs. (Formerly ID 3860)

Prerequisites: ID 2530 Building Codes + Regulations and IDSD 2870 Holistic Design – Sustainable Design

IDSD 3841  
Restaurant + Retail Design – Sustainable Design Part I  
(1.5 credits)

Online students will enroll in this version of the course to meet the requirements of the Sustainable Design Specialization. This junior-level course is the first of two that introduces students to the physical, psychological, cultural and social considerations of designing restaurants and retail spaces using collaborative approaches and research methods. Students integrate this knowledge with space planning strategies, brand development, life safety codes and standards, and furniture, finish, and equipment specifications from a design development and presentation perspective. Coursework must be completed using the sustainable knowledge and strategies obtained to date. Upon successful completion of this course, students will have completed the first part of the design project and will be prepared to continue to IDSD 3842.

Prerequisites: ID 2530 Building Codes + Regulations and IDSD 2870 Holistic Design – Sustainable Design

IDSD 3842  
Restaurant + Retail Design – Sustainable Design Part II  
(1.5 credits)

As a continuation of IDSD 3841, online students will enroll in this version of the course to meet the requirements of the Sustainable Design Specialization. This junior-level course is the second of two that introduces students to the physical, psychological, cultural and social considerations of designing restaurants and retail spaces using collaborative approaches and research methods. Students integrate this knowledge with space planning strategies, brand development, life safety codes and standards, and furniture, finish, and equipment specifications from a design development and presentation perspective. Coursework must be completed using the sustainable knowledge and strategies obtained to date. Upon successful completion of this course, students will have the ability to formulate and communicate a comprehensive design for a restaurant and retail environment based on research integration for human needs.

Prerequisites: IDSD 3841 Restaurant + Retail Design – Sustainable Design Specialization Part I

IDSD 3870  
Office Design – Sustainable Design  
(3 credits)

Students will enroll in this version of the course to meet the requirements of the Sustainable Design Specialization. Students in this junior-level course gain the technical and practical knowledge and skills necessary to design large-scale work environments based on human productivity and business organizations and their goals. Emphasis is on advanced programming, space planning, furniture, finish and equipment specification, and building system integration while adhering to fire and safety codes, and ADA requirements as part of design development and presentation. As part of the Sustainable Design Specialization, coursework must be completed using the sustainable knowledge and strategies obtained to date. Upon successful completion of this course, students will have the ability to formulate and communicate a comprehensive design for a work environment based on research and advanced problem-solving strategies. (Formerly ID 3810)

Prerequisites: ID 3710 Intermediate CAD, ID 3530 Lighting Design + Layout, IDSD 2870 Holistic Design – Sustainable Design

IDSD 3871  
Office Design – Sustainable Design Part I  
(1.5 credits)

Online students will enroll in this version of the course to meet the requirements of the Sustainable Design Specialization. Students in this first of two junior-level courses gain the technical and practical knowledge and skills necessary to design large-scale work environments based on human productivity and business organizations and their goals. Emphasis is on advanced programming, space planning, furniture, finish and equipment specification, and building system integration while adhering to fire and safety codes, and ADA requirements as part of design development and presentation. Coursework must be completed using the sustainable knowledge and strategies obtained to date. Upon successful completion of this course, students will have completed the first part of the design project and will be prepared to continue into IDSD 3872.

Prerequisites: ID 3710 Intermediate CAD, ID 3530 Lighting Design + Layout, IDSD 2870 Holistic Design – Sustainable Design
IDSD 3872
Office Design – Sustainable Design Part II
(1.5 credits)
As a continuation of ID 3871, online students will enroll in this version of the course to meet the requirements of the Sustainable Design Specialization. Students in this second of two junior-level courses gain the technical and practical knowledge and skills necessary to design large-scale work environments based on human productivity and business organizations and their goals. Emphasis is on advanced programming, space planning, furniture, finish and equipment specification, and building system integration while adhering to fire and safety codes, and ADA requirements as part of design development and presentation. Upon successful completion of this course, students will have the ability to formulate and communicate a comprehensive design for a work environment based on research and advanced problem-solving strategies.
Prerequisites: IDSD 3871 Office Design – Sustainable Design Part I

IDSD 4200
Sustainable Design Studio
(3 credit elective)
Students will enroll in this version of the course to meet the requirements of the Sustainable Design Specialization. This course is the culmination of the Sustainable Design Specialization and incorporates advanced knowledge of the processes, systems and applications necessary to design a truly sustainable environment. Students analyze and apply evidence-based data to investigate sustainable design in a holistic, systems-thinking context that is conceptualized, interpreted and implemented at varying scales from the building site to structure to interiors. Emphasis is on the articulation and evaluation of new ideas and agendas for a sustainable future, as well as to examine familiar design problems with a new perspective and clear understanding of their environmental impacts using a variety of learning experiences and approaches. As part of the Sustainable Design Specialization, coursework must be completed using the sustainable knowledge and strategies obtained to date. Students who successfully complete this course will have developed a full understanding of sustainability in the context of the built environment; have detailed working knowledge of the appropriate use of sustainable design rating systems; and demonstrate the ability to specify building and interior materials in construction documents through a variety of media types.
Prerequisites: IDSD 4211 Sustainable Design Studio – Sustainable Design Part I

IDSD 4212
Sustainable Design Studio Part II
(1.5 credit elective)
As a continuation of IDSD 4211, online students will enroll in this version of the course to meet the requirements of the curriculum. This second of two courses is the final culmination of the Sustainable Design Specialization and incorporates advanced knowledge of the processes, systems and applications necessary to design a truly sustainable environment. Students analyze and apply evidence-based data to investigate sustainable design in a holistic, systems-thinking context that is conceptualized, interpreted and implemented at varying scales from the building site to structure to interiors. Emphasis is on the articulation and evaluation of new ideas and agendas for a sustainable future, through a realistic studio project using clients and expert consultants. They will examine familiar design problems with a new perspective and clear understanding of their environmental impacts using a variety of learning experiences and approaches including budget constraints. Students who successfully complete this course will have developed a full understanding of sustainability in the context of the built environment; have detailed working knowledge of the appropriate use of sustainable design rating systems; and demonstrate the ability to specify building and interior materials in construction documents through a variety of media types.
Prerequisites: IDSD 4211 Sustainable Design Studio – Sustainable Design Part I

IDSD 4250
Sustainable Design Senior Portfolio Review
(0 credits)
Students will enroll in this version of the course to meet the requirements of the Sustainable Design Specialization. Senior students who have declared a specialization in Sustainable Design complete this review to verify that all requirements and competencies for the Sustainable Design Specialization have been achieved. As part of the Sustainable Design Specialization, coursework must be completed using the sustainable knowledge and strategies obtained to date. Upon successful completion of the review, students will be able to further develop their individual portfolios and will be prepared to move from the academic environment into the professional world. (Formerly ID 4100)
Prerequisites: IDSD 4212 Sustainable Design Studio and Corequisite: IDSD 4992 Senior Design Project – Sustainable Design

IDSD 4840
Design Research – Sustainable Design
(2 credits)
Students in this course develop an understanding of research methodologies and information-gathering for application to their senior design project. Emphasis is on the compilation and analysis of research critical to the identification of specific problems using evidence-based design strategies within sociocultural, behavioral, historical, and environmental systems contexts. Upon successful completion of this course, students will have researched, compiled and analyzed all information relevant to their senior design project and developed preliminary design concepts for the beginning application of research for their commercial project. The students will complete an organized professional reference source that includes a detailed project proposal, programming analysis and preliminary schematics defending the project proposal.
Prerequisites: IDSD 4870 Special Use Design – Sustainable Design or IDSD 4872 Special Use Design – Sustainable Design Part II (may be taken concurrently)
IDSD 4870
Special Use Design – Sustainable Design
(3 credits)

Students will enroll in this version of the course to meet the requirements of the Sustainable Design Specialization. This course emphasizes the development of complex building types and mixed-use occupancies for users with special needs. Students apply knowledge of contemporary issues in the built environment based on research strategies including human behavior, evidence-based design, socioeconomic, cultural and age-related criteria. As part of the Sustainable Design Specialization, coursework must be completed using the sustainable knowledge and strategies obtained to date. Upon successful completion of this course, students will demonstrate advanced abilities to plan and implement design solutions for complex design problems using a variety of communication methods.

Prerequisites: IDSD 3870 Office Design – Sustainable Design

IDSD 4871
Special Use Design – Sustainable Design Part I
(3 credits)

Online students will enroll in this version of the course to meet the requirements of the Sustainable Design Specialization. This first of two courses emphasizes the development of complex building types and mixed-use occupancies for users with special needs. Students apply knowledge of contemporary issues in the built environment based on research strategies including human behavior, evidence-based design, socioeconomic, cultural and age-related criteria. Sustainable Design Specialization and coursework must be completed using the sustainable knowledge and strategies obtained to date. Upon successful completion of this course, students will have completed the first part of the design project and be prepared to continue to IDSD 4872.

Prerequisites: IDSD 3872 Office Design – Sustainable Design Part II

IDSD 4872
Special Use Design – Sustainable Design Part II
(3 credits)

As a continuation of IDSD 4871, online students will enroll in this version of the course to meet the requirements of the Sustainable Design Specialization. This second of two courses emphasizes the development of complex building types and mixed-use occupancies for users with special needs. Students apply knowledge of contemporary issues in the built environment based on research strategies including human behavior, evidence-based design, socioeconomic, cultural and age-related criteria. Sustainable Design Specialization and coursework must be completed using the sustainable knowledge and strategies obtained to date. Upon successful completion of this course, students will demonstrate advanced abilities to plan and implement design solutions for complex design problems using a variety of communication methods.

Prerequisites: IDSD 3872 Office Design – Sustainable Design Part II

IDSD 4990
Senior Design Project – Sustainable Design
(3 credits)

Students will enroll in this version of the course to meet the requirements of the Sustainable Design Specialization. Students develop and present a comprehensive design project of individual interest in this course. Emphasis is on the application of research completed in the Design Research course to a commercial project that entails all aspects of skill, knowledge and creative problem solving acquired to date. The project must meet the program’s guidelines and departmental approval. Each student presents and defends the finished project to a jury of professional designers. As part of the Sustainable Design Specialization, coursework must be completed using the sustainable knowledge and strategies obtained to date. Upon successful completion of this course, students will demonstrate the ability to complete a comprehensive design project illustrating all of their skills and knowledge as pre-professionals while taking ownership of their individual vision as designers.

Prerequisites: IDSD 4840 Design Research – Sustainable Design and IDSD 4870 Special Use Design – Sustainable Design
LIBERAL ARTS DEPARTMENT

Liberal Arts Mission Statement
The Liberal Arts Department at Rocky Mountain College of Art and Design is committed to promoting academic excellence through rigorous and engaged pedagogical practices. Through our own professional development, as academics and educators, Liberal Arts provides the necessary skills for artists to develop as professionals, engaged citizens, and actualized human beings prepared to flourish in a complex global world. Students in Liberal Arts engage a variety of academic disciplines that emphasize the skills necessary for informed, meaningful, and effective writing and the capacity to think critically about their lives, their work, and the larger world.

Liberal Arts Program Description
Rocky Mountain College of Art + Design is proud of its strong Liberal Arts tradition. About one-third of each student's degree plan is comprised of courses within the Liberal Arts, which emphasize a broad course of study in a variety of academic disciplines, while providing students with the necessary tools to develop critical thinking and communication skills for their intellectual, creative, and personal growth.

The Liberal Arts curriculum emphasizes critical thinking, academic writing, and creative inquiry. Through an engagement with a variety of academic disciplines, students acquire multiple perspectives for perceiving complexities of thought, contextualizing knowledge, and becoming self-directed learners with the capacity for thoughtful action in the world and in their lives.

In their first semester, students enroll in ACAD 1000: Academic Connections for Artists + Designers, which is designed to introduce students to critical thinking and draws connections between Liberal Arts and Foundations processes, as well as provide them with the necessary strategies for academic success. Students also begin their Composition sequence in their first year, which initially emphasizes the emerging writer's voice, process, and competencies, but proceeds to a greater focus on academic texts and formal writing skills, culminating in a research project by the end of the second term of the sequence.

Art History is a crucial component of the Liberal Arts curriculum. In the Art History sequence, students broaden their understanding of art through historical, cultural and stylistic contexts. Art History places a great deal of emphasis on critical thinking and discipline-specific formal writing, providing students with breadth of coverage and a greater understanding of Art History as an academic discipline.

The Humanities sequence complements the Art History curriculum with a similar interest in historical, cultural, and stylistic contexts, but with a primary interest in literature, philosophy, social movements, and intellectual history.

As part of their Liberal Arts education, students are also required to take courses in Mathematics, Social + Behavioral Sciences, and Natural + Physical Sciences. Additionally, students may elect to take an additional course in the Humanities or Social Behavioral Sciences, which are topics-based courses.

The philosophy of a Liberal Arts education is to provide students with an intellectual and ethical basis for self-directed learning and active global citizenship.

Program Outcomes
- Students demonstrate Critical Thinking Skills, defined as the capacity to challenge assumptions, contextualize information, identify problems, conceptualize responses.
- Students demonstrate Writing Skills, which encompasses thesis statement, organization, conclusion, grammar, syntax, and spelling.
- Students demonstrate Scholarly Research Skills.
- Students demonstrate Public Speaking Skills.
- Students demonstrate Critical Engagement in Theory through discussion and writing.
- Students demonstrate Discipline Specific Knowledge.
- Students demonstrate acquaintance with major artistic, cultural and intellectual accomplishments throughout history.
- Students demonstrate Awareness of and Apply Methodology, which the department defines as the logic that brings the research together.
- Students demonstrate Competence in Discipline-Specific Citation Styles.

Liberal Arts Overview

<table>
<thead>
<tr>
<th>Course Description</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ACAD 1000 Academic Connections for Artists + Designers</td>
<td>3</td>
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<tr>
<td>Art + Design History</td>
<td>12</td>
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<tr>
<td>Discipline Specific Art History</td>
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<td>English Composition</td>
<td>6</td>
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<td>Western Civilization</td>
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<tr>
<td>Mathematics</td>
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<tr>
<td>Physical + Natural Sciences</td>
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<tr>
<td>Social + Behavioral Sciences</td>
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<td>Humanities</td>
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<td><strong>Total</strong></td>
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LIBERAL ARTS
BFA Degree Requirements: 48 credits

ACAD 1000 Academic Connections for Artists + Designers 3

Art History: 15 credits
AH 1100 Art History I: Ancient to Medieval 3
AH 1200 Art History II: Renaissance to Post Impressionism 3
AH ---- Discipline Specific by major 3
AH 2300 Art History III: Fauvism through Modern 3
AH 3010 Topics in the History of Western Art 3
OR
AH 3500 Topics in the History of Nonwestern Art 3

English: 6 credits
EN 1110 Composition I 3
EN 1111 Composition II 3

Western Civilization: 6 credits
HU 2210 Western Civilization I 3
HU 2211 Western Civilization II 3

Mathematics: 3 credits
Choose one Mathematics course:
MA 1010 Animation Mathematics 3
MA 1205 College Algebra 3
MA 1215 Applied Mathematics 3
MA 1220 Financial Principles + Practices 3
MA 1230 Introduction to Statistics 3

Physical + Natural Science: 3 credits
Choose one Physical + Natural Science course:
NS 2020 Physical Geology 3
NS 2030 Biology 3
NS 2040 Environmental Studies 3
NS 3050 Human Ecology 3
NS 3060 Geography 3

Social + Behavioral Sciences: 6 credits
SBS 1110 Introduction to Anthropology 3
SBS 1120 Introduction to Economics 3
SBS 1130 Introduction to Political Science 3
SBS 1140 Introduction to Psychology 3
SBS 1150 Introduction to Sociology 3
SBS 3020 American Political Landscapes 3
SBS 3310 Topics in Anthropology 3
SBS 3340 Topics in Psychology 3
SBS 3350 Topics in Sociology 3
SBS 3360 Topics in Culture 3

Humanities: 6 credits
HU 1120 Introduction to Philosophy 3
HU 1130 Introduction to World Religion 3
HU 1140 History of American Capitalism 3
HU 2212 Modern + Contemporary World History 3
HU 2320 Ethics 3
HU 3310 Topics in History 3
HU 3320 Topics in Philosophy 3
HU 3341 Topics in Contemporary Thought: Consumer Culture 3
HU 3342 Topics in Contemporary Thought: Theatre Studies 3
HU 3350 Film Studies 3

Liberal Arts Course Descriptions

Academic Connections for Artists + Designers

ACAD 1000
Academic Connections for Artists + Designers (3 Credits)
This required entry-level course assists students in their transition into the RMCAD academic community. The class assists students in building skills to recognize, understand, and successfully implement various creative, writing, and reading processes; self-assessment; learning styles and study habits; critical thinking, inquiry, and pedagogy; research skills and writing styles; community engagement; and critique. At the conclusion of this course students will have an enhanced understanding of the skills and motivation necessary to be successful in college, as well as have developed academic and personal strategies that can be applied to their academic career at RMCAD and after graduation. In addition, students will have strengthened their formal writing, critical thinking and research skills.
Criteria for Waiving ACAD 1000 for online and on-campus students: Previous Bachelors degree (from an accredited school)

Art History

AH 1000
Introduction to Art + Visual Design (3 credits)
This entry-level course introduces students to the disciplines of art and design through the exploration of various academic topics within the fields. Lectures, readings and discussions investigate topics such as what defines art and how artists and designers engage within the framework of time and space. Students explore art and design through content, aesthetic values and explorations of visual critical thinking. At the end of this course students will be versed in the formal elements and principles of design, the various types of media found within the visual arts and design disciplines, the art market, and art historical categorical divisions. Additionally, students will obtain elementary knowledge of art criticism, theory and methodologies.
Prerequisites: none

AH 1100
Art History I: Ancient to Medieval (3 credits)
In the first of the sequence of required courses in the history of art, students explore the major artists, movements and artistic themes of the Western tradition, beginning with prehistoric art and concluding with Medieval Art. Lectures and readings examine ways in which artists conceive of religion, society, politics and the role of men and women within their historical and stylistic context. In addition, the course considers various media and materials, such as painting, sculpture and architecture, and the fundamentals of design and composition. At the conclusion of this course, students will recognize a broad range of artists, works, and styles from ancient to medieval art. Further, students will learn basic methods in discipline of art history, such as formal analysis, and write knowledgeable on topics from ancient to medieval art (Formerly AH 1010).
Prerequisites: ACAD 1000 Academic Connections for Artists + Designers
AH 1200
Art History II: Renaissance to Post Impressionism
(3 credits)
In the second of the sequence of required courses in the history of art, students explore the major artists, movements and artistic themes of Western tradition, beginning with the Renaissance and concluding with Post Impressionism. Lectures and readings examine ways in which artists conceive of religion, society, politics and the roles of men and women within their historical and stylistic context. In addition, the course considers various media and materials, such as painting, sculpture, and architecture, and the fundamentals of design and composition. At the conclusion of this course, students will recognize a broad range of artists, works, and styles from the Renaissance and concluding with Post Impressionism. Further, students will become familiar with relevant art theory and methodology, learn to conduct research within the discipline of art history, and write knowledgeably on topics from the Renaissance to Post Impressionism.
Prerequisites: AH 1100 Art History I: Ancient to Medieval

AH 2020
History of International Animation
(3 credits)
This course explores the evolution of the animation art form, its ways of expression, the power of its language, symbolism, variety of mediums, communication of ideas, political viewpoints, creation of impact, and mood. Students study the visual and design styles of both commercial and independent animation from America, Western Europe, Eastern Europe, and the Far East. At the conclusion of this course, students will understand the art of animation from its early roots through the present, having studied the development of animators, studios, technologies, styles, business, and the influence of social/political change. (Formerly AN 1310)
Prerequisites: AH 1100 Art History I: Ancient to Medieval

AH 2050
History of Graphic Design
(3 credits)
This seminar and research course addresses important historical and contemporary developments in visual communication. Beginning with the roots of pictorial and written languages, the content moves to key 19th and 20th century periods, including the emergence of the Bauhaus and typographic history, then culminates with the contemporary scene. At the conclusion this course, students will have engaged in reading, writing and verbal critical thinking skills, both as individuals and in teams. Students will understand the embedded relationships between graphic design, culture, technology and society.
Prerequisites: AH 1100 Art History I: Ancient to Medieval

AH 2060
History of American Illustration
(3 credits)
This course offers the beginning illustration student a broad view of the major personalities who influenced the illustration field. Examining how past illustrators conceived and produced their artwork for the mass media, this course uncovers the roots of style, and reveals the singular philosophies that shaped the major avenues of illustration. By the end of this course, students will exhibit increased skills and knowledge in reading, writing, and in employing analytical skills in evaluating the influences of the past in shaping visual storytelling styles within American culture.
Prerequisites: AH 1100 Art History I: Ancient to Medieval

AH 2070
History of Architecture + Interiors
(3 credits)
This sophomore-level course provides a survey of the history of the built environment based upon architecture and interiors from antiquity through the 20th century. Students investigate and document period design within the context of the cultural, sociological, and technological issues of each era including interior and exterior architectural elements, furniture, design motifs and ornamentation. Upon successful completion of the course, students will have the ability to identify and evaluate the elements of architecture and interiors for each period studied, and apply those skills to period renovation, restoration, or to reinterpret historical design elements for current use.
Prerequisites: AH 1100 Art History I: Ancient to Medieval

AH 2080
History of Photography
(3 credits)
This course explores the history of photography from its beginnings in the 1830’s to current developments in photographic practice. Lectures and readings examine major schools of photography (i.e. pictorialism, formalism, straight photography), as well as technological developments and photographic processes which expand the possibilities of the medium. Photography blurs the boundaries between art, science and document, challenges our conception of reality and raises questions about authenticity and artistic merit. The goal of this course is to develop a better understanding of the complex history of photography, its diversity of social functions, its affect on our modern vision of the world, and to address the theoretical questions inherent to this modern medium. At the conclusion of this course, students possess a deeper understanding of the history of photography. Further, students will conduct research and write knowledgeably on topics from the history of photography.
Prerequisites: AH 1100 Art History I: Ancient to Medieval

AH 2090
History of Fashion Design
(3 credits)
This course explores the evolution of wearing apparel and personal adornment throughout history to examine over 20,000 years of fashion periods reflecting politics, economics, fine art and anthropological influences. Students will investigate how History interplays with the defining styles that have emerge in clothing from the beginning of time to the contemporary interpretations of couture fashion. At the conclusion of this course, student will have a thorough understanding of how wearing apparel evolved from function to fashion as it related to the historical context and cultural influence in which it developed.
Prerequisites: AH 1100 Art History I: Ancient to Medieval
AH 2300
Art History III: Fauvism through Modern
(3 credits)
In this course, students explore the major artists, movements and artistic themes of Fauvism through the modern period. Lectures and readings examine ways in which artists conceive of religion, society, politics and the roles of men and women within their historical and stylistic context. In addition, the course considers various media and materials, the fundamentals of design and composition, and global/cultural perspectives. At the conclusion of this course, students will recognize a broad range of artists, works, and styles from Fauvism through the modern period. Further, they will become familiar with relevant art theory and methodology, learn to conduct research within the discipline of art history, and write knowledgeably on topics from Fauvism through the modern period (Formerly AH 1030). Prerequisites: AH 1200 Art History II: Renaissance to Post Impressionism

AH 2400
Seminar in Contemporary Art
(3 credits)
This seminar course focuses on issues, art movements, and criticism from Postmodern to the present. Students investigate Postmodern and contemporary art through the writings of artists and critics, lectures, and readings. Further, students will become familiar with relevant art theory and methodology, learn to conduct research within the discipline of art history, and write knowledgeably on Postmodern and contemporary topics. At the conclusion of this course, students will be able to articulate Postmodern and contemporary art issues, both critically and historically, in relation to larger social and political contexts. Prerequisites: AH 2300 Art History III: Fauvism through Modern

AH 3010
Topics in the History of Western Art
(3 credits)
In the last of the sequence of required courses in the history of art, students concentrate on one topic in the history of modern and contemporary art and design. Advanced studies are designed to allow students to focus intensively on themes, issues, methods, and theoretical frameworks that define twentieth and twenty-first century art and design. Lectures, readings and assignments emphasize research, writing, and oral presentations. Topics vary from one term to another. Sample topics include: Abstract Expressionism, the Body in contemporary art, Art and War in the 20th century, and modern German art. At the conclusion of this course, students possess a deeper understanding of art historical movements, methods, and theories. Further, students refine and deepen their research and writing skills, researching and writing knowledgeably on topics from the course. Prerequisites: AH 2300 Art History III: Fauvism through Modern

AH 3500
Topics in the History of Nonwestern Art
(3 credits)
In the last of the sequence of required courses in the history of art, students concentrate on nonwestern topics and themes. Advanced studies are designed to allow students to focus intensively on themes, issues, methods, and theoretical frameworks that define nonwestern artistic traditions. Lectures, readings and assignments emphasize research, writing, and oral presentations. Topics vary from one term to another. Sample topics include: Arts of China, Arts of Japan, Religion and Art in the nonwestern world, and modern Latin American art, etc. At the conclusion of this course, students possess a deeper understanding of art historical movements, methods, and theories from the nonwestern world. Further, students refine and deepen their research and writing skills, researching and writing knowledgeably on topics from the course. Prerequisites: AH 2300 Art History III: Fauvism through Modern

English

EN 1110
Composition I
(3 credits)
This is the first course in the Communication + Critical Thought sequence and serves as an introduction to college-level reading, writing, discussion, and critical thinking. Students engage in a variety of academic texts, literature, and literary, aesthetic, and social criticism. By exploring a variety of writing styles, analyzing elements of form and mechanics, and engaging all aspects of the writing process, students find and demonstrate their writing voice, and write with greater authority, clarity and insight. By the end of this course students will develop their writing and critical thinking skills through critical reading, class discussion, and their own writing. (Formerly CCT 1020) Prerequisites: ACAD 1000 Academic Connections for Artists + Designers

EN 1111
Composition II
(3 credits)
Composition II is the second part of the Communication + Critical Thought sequence. It emphasizes critical thinking, reading, and writing skills by engaging students in all aspects of the writing process. At the conclusion of the course, students have encountered a variety of academic texts, participated in critical discourses regarding the content, meaning and function of these texts, and have developed their thinking through written responses to the readings. Students also have been formally introduced to academic research, and are expected to complete a formal research paper by the end of the semester. (Formerly CCT 1030) Prerequisites: EN 1110 Composition I
EN 2310
Creative Writing (3 credits)
The theme of this junior-level course is that writers make choices. Undergraduates are sometimes reluctant to acknowledge a difference between creative writing and personal expression. The process of imitating necessarily begins with analysis: before students can adopt the voice of a given writer, they must have a strong understanding of how that voice is constructed. By dissecting and inhabiting diverse styles, students eventually move out of their resting voice, and they come to realize that seemingly dissimilar works share a strict attention to language. At the conclusion of the course, students demonstrate through written work and class discussion an increased ability to understand and appreciate various writing styles, and the choices writers make throughout the writing process. (Formerly SLC 3060)
Prerequisites: EN 1111 Composition II

EN 3310
Topics in Literature (3 credits)
This junior-level course explores various literary texts, movements, genres, and criticism within a cultural framework. Students learn to do textual analysis, improve their critical thinking skills, and expand their understanding of literary texts within the cultural contexts, social relations, and literary traditions and practices that produced them. Students also develop their understanding of literary criticism through reading critical texts and producing formal analysis papers in response to their reading. The course content varies, allowing students to explore specific aspects of Literature Studies with greater depth and mastery. By the end of the course students demonstrate greater understanding of literary analysis and criticism. (Formerly SLC 3040)
Prerequisites: EN 1111 Composition II

Humanities

HU 1120
Introduction to Philosophy (3 credits)
This class offers an introduction to Western Philosophy that examines topics such as knowledge formation, the nature of existence, the foundations of morality, free will, subjectivity, and consciousness. Students explore these topics through primary readings, lectures, and class discussions. By the end of the course students increase their understanding of Philosophy as a field of study, improve their critical thinking skills, and will have engaged a variety of philosophical texts.
Prerequisite: ACAD 1000 Academic Connections for Artists + Designers

HU 1130
Introduction to World Religions (3 credits)
This class provides students with an introduction to the major Western religions: Judaism, Islam, and Christianity, and the major Eastern religions: Hinduism, Buddhism, Taoism, and Confucianism. Students explore the origins, history, practices, and cultural contexts and meanings of each religious tradition. Students demonstrate a deeper understanding and appreciation for the varieties of religious thought, belief, practices, and meanings.
Prerequisite: ACAD 1000 Academic Connections for Artists + Designers

HU 1140
History of American Capitalism (3 credits)
In this survey course students explore the economic development and history of American capitalism beginning in the 19th century. Lectures, presentations, readings, and discussions examine ways in which American capitalism grew from its small industrial beginnings to a dominant global economic force. The course considers various subtopics related to the political and social developments affecting American economic development in the 20th and 21st centuries such as the fiscal consequences of external and internal warfare, gender and race relations, the altering structures of businesses in the United States, and the role of American capitalism within the world economy in the 20th and 21st centuries. At the conclusion of this course, students will contextualize American economic development within the global political and social framework.
Prerequisite: ACAD 100 Academic Connections for Artists + Designers

HU 2212
Modern + Contemporary World History (3 credits)
Modern and Contemporary World History explores the shape and identity of western culture in the 20th and 21st centuries. Lectures and readings examine developments in technology, economics, political structures, religious institutions and faith and social ideals. At the conclusion of this course, students will recognize the major historical achievements of western culture in the 20th and 21st centuries.
Prerequisite: ACAD 100 Academic Connections for Artists + Designers

HU 2320
Ethics (3 credits)
This class examines ethical theories and their application towards ethical/philosophical problems. The course also examines the history and evolution of Ethics as a major branch of Western Philosophy. Students explore ethical topics through primary readings, lectures, and class discussions. By the end of the course students increase their understanding of Ethics as a branch of Western Philosophy, improve their capacity to think ethically about their lives and the world, and will have engaged a variety of philosophical texts.
Prerequisites: ACAD 1000 Academic Connections for Artists + Designers

HU 3310
Topics in History (3 credits)
This junior-level course explores various aspects of History as a field of study. The course content varies, allowing students to explore specific aspects of History with greater depth and mastery. By the end of the course students demonstrate greater understanding of Historical study.
Prerequisites: HU 2211 Western Civilization II or AH 2300 Art History III: Fauvism through Modern
HU 3320
Topics in Philosophy
(3 credits)
This junior-level course explores various philosophical texts, movements, debates, and important figures. Students increase their understanding of philosophy as a field of study, improve their critical thinking skills, and improve their capacity to read and comprehend philosophical texts. The course content varies, allowing students to explore specific aspects of Philosophy with greater depth and mastery. By the end of the course students demonstrate greater understanding of Philosophy and a greater capacity to engage philosophical texts.
Prerequisites: HU 1120 Introduction to Philosophy

HU 3341
Topics in Contemporary Thought:
Consumer Culture
(3 credits)
This junior-level course explores the rise of consumer culture through the 19th, 20th, and early 21st centuries. The goal of the course is to challenge students to think critically about Consumer Culture as a dominant form of social organization and a driving force of globalization. Through engaging a variety of philosophical, economic, and sociological texts, students increase their understanding of Consumer Culture, their capacity to think critically about it, and improve their ability to speak and write about it in meaningful ways. By the end of the course, students have improved their understanding of Consumer Culture, and improved their active reading, critical thinking, and formal writing skills. ( Formerly HU 4035)
Prerequisites: HU 2211 Western Civilization II or AH 2300 Art History III: Fauvism through Modern

HU 3342
Topics in Contemporary Thought:
Theater Studies
(3 credits)
This junior-level course examines various approaches to the study of Theater. The goal of the course is to engage students in the study of Theater from a variety of perspectives. Through the study of relevant theoretical approaches, and significant aesthetic, political, and social movements students learn to analyze theater performances within larger historical and cultural contexts. By the end of the course, students have improved their capacity to think critically about performance from a variety of perspectives. ( Formerly HU 4020)
Prerequisites: HU 2211 Western Civilization II or AH 2300 Art History III: Fauvism through Modern

HU 3350
Film Studies
(3 credits)
This junior level class will explore the scope of American cinema and its impact on culture, race, gender, and technology. By studying various social, political, artistic, and philosophical perspectives, students will form a deeper understanding of how the art of film reinforces, re-imagines, and constructs our collective self-identity. During the semester students will view and dissect films from Hollywood’s silent era to more recent films produced in the 21st century. At the end of the course students will be able to discuss and dissect how the American film industry has shaped and informed our cultural identity.
Prerequisite: HU 2211 Western Civilization II or AH 2300 Art History III: Fauvism through Modern

Mathematics

MA 1010
Animation Physics
(3 credits)
This freshman-level course teaches students the math and physics skills necessary to design in a digitally created world. Relevant skills in algebra, geometry, probability and statistics are developed. Real-world phenomena such as light, mechanics, motion, collision, and magnetism are investigated from the perspective of physics. By the completion of this course, students have demonstrated through assignments, projects and exams, cognitive and analytical problem-solving methods and skills, applicable to both theoretical and natural phenomena.
Prerequisites: none

MA 1205
College Algebra
(3 credits)
This course provides students an integrated approach to algebraic topics through applications and visualizations. Topics include equations, and inequalities, functions and their graphs, exponential and logarithmic functions, linear and non-linear systems, selection of topics from among graphing of the conic sections, introduction to sequences and series, permutations and combinations, the binomial theorem, and theory of equations. At the conclusion of the course, students will show their mastery of the topics discussed through assignments and exams.
Prerequisites: none

MA 1215
Applied Mathematics
(3 credits)
This course introduces students to aspects of mathematics that are particularly relevant to art and design. A basic knowledge of mathematics is required (first year of high school level). Topics include: numeric and geometric patterns in art and nature (Fibonacci series, tiling), symmetry, perspective, polyhedra, equations and graphs of trajectories, computer graphics, and fractals. At the conclusion of this course, students will be able to apply mathematical equations to solve problems related to the topics listed above.
Prerequisites: none

MA 1220
Financial Principles + Practices
(3 credits)
This freshman level math course introduces students to the nature and purpose of financial principles. The goal is for students to develop mathematical skills in financial accounting and gain basic knowledge of the principles and practices needed to understanding the contemporary business world. Through lecture presentations, demonstrations, practice exercises, case studies, and quizzes students will demonstrate basic financial concepts and financial statement creation and analysis.
Prerequisites: none
MA 1230
Statistics
(3 credits)
This is an introductory course in the fundamentals of modern statistical methods. The goal of this course is to provide students with the basic knowledge and skills for working with statistics. Topics include descriptive statistics, probability, random sampling, tests of hypotheses, estimation, simple linear regression, and correlation. By the end of the course, students have increased their understanding of statistics and have improved their capacity for working with statistics.
*Prerequisites: none*

**Physical +
Natural Science**

NS 2020
Physical Geology
(3 credits)
This sophomore-level course provides an overview of Physical Geology. The course goal is to provide students with a greater understanding of geologic processes and forces. By the end of the course, students have a greater understanding of plate tectonics, rocks, minerals, volcanoes, earthquakes, natural resources, geologic time, and the processes that affect the surface and the interior of the earth.
*Prerequisites: none*

NS 3050
Human Ecology
(3 credits)
Human Ecology examines the relationship of humans to the environment, through an analysis of historical and theoretical understandings of the relationship between environment, biology and cultures, and through a review of ecological principles and terms. Topics include: disease, sustainability, famine, and pollution at the local and global levels. At the conclusion of the course, students are able to knowledgeably discuss and write about the key theories in ecological anthropology, including the historical contexts in which they arose and environmental issues within the contexts of politics, economics, culture and the environment.
*Prerequisites: none*

**Social +
Behavioral Science**

SBS 1110
Introduction to Anthropology
(3 credits)
Anthropology is the study of human beings throughout time and across space. In this course, students explore human evolution, our place in the animal kingdom, our knowledge of others, and our knowledge of ourselves through a focus on specific peoples and cultures. Students also critically evaluate the relationship between the observer and observed culture. At the end of the course students will learn about a variety of cultures, and grasp and use the principles governing the discipline of anthropology, including its methods of research and writing.
*Prerequisites: ACAD 1000 Academic Connections for Artists + Designers*

SBS 1120
Introduction to Economics
(3 credits)
This course provides an introduction to macro and microeconomics. The course begins by focusing on microeconomics, the study of individual consumer and firm behavior. In the second part of the course the emphasis changes to macroeconomics, which involves the study of the economy as a whole, especially issues related to output, unemployment, productivity, inflation, and growth. By the end of the course students have a greater understanding of the economy and economics as a field of study.
*Prerequisites: ACAD 1000 Academic Connections for Artists + Designers*
<table>
<thead>
<tr>
<th>Course Code</th>
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<th>Credits</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>SBS 1130</td>
<td>Introduction to Political Science</td>
<td>3</td>
<td>Introduction to Political Science including important theories, concepts, issues, political behavior and processes, comparative politics, public administration and policy, and international relations. By the end of the course students have a greater understanding of political systems and Political Science as a field of study.</td>
</tr>
<tr>
<td>SBS 1140</td>
<td>Introduction to Psychology</td>
<td>3</td>
<td>This course provides an introduction to the scientific study of behavior and mental processes. Topics include social, cognitive, developmental and personality psychology. By the end of the course students have a greater understanding of Psychology as a field of study.</td>
</tr>
<tr>
<td>SBS 1150</td>
<td>Introduction to Sociology</td>
<td>3</td>
<td>This course provides an introduction to classical and contemporary views of modern society. Topics include the nature of community, social inequality, class, race, gender, and sexuality. Students engage with theoretical texts and case studies. By the end of the course students have a greater understanding of social forces, movements, and issues and Sociology as a field of study.</td>
</tr>
<tr>
<td>SBS 2020</td>
<td>Social Psychology</td>
<td>3</td>
<td>Through discussion, lecture and critical evaluation of course materials and other sources of information, students will investigate the important theoretical perspectives and research methodologies in social psychology. Core concepts will include self-concept and identity development, social perception and attribution, prejudice and bias, attitude and behavior change, social influence and persuasion, propaganda and the effects of mass media, group affiliation and intergroup dynamics, obedience and conformity, interpersonal attraction, aggression and violence, and altruism and love. Students will gain a nuanced and discipline-specific understanding of Social Psychology.</td>
</tr>
<tr>
<td>SBS 3020</td>
<td>American Political Landscapes</td>
<td>3</td>
<td>American Political Landscapes provides an overview of current political climate in the United States to encourage students to develop informed political citizenship. This course explores the history of American political thought, socio-political issues, media and politics, and civic engagement. Additional topics include the Constitution, the Electoral College, campaigning and voting. Outcomes: Through discussion, writing, and research, students gain an in-depth understanding of the history, theories, and processes of American politics.</td>
</tr>
<tr>
<td>SBS 3310</td>
<td>Topics in Anthropology</td>
<td>3</td>
<td>This junior level course explores various aspects of Anthropology as a field of study. The course content varies, allowing students to explore specific aspects of Anthropology with greater depth and mastery. By the end of the course students demonstrate greater understanding of Anthropology and a greater capacity to engage anthropological texts.</td>
</tr>
<tr>
<td>SBS 3340</td>
<td>Topics in Psychology</td>
<td>3</td>
<td>This junior level course explores various aspects of Anthropology as a field of study. The course content varies, allowing students to explore specific aspects of Anthropology with greater depth and mastery. By the end of the course students demonstrate greater understanding of Anthropology and a greater capacity to engage anthropological texts.</td>
</tr>
<tr>
<td>SBS 3350</td>
<td>Topics in Sociology</td>
<td>3</td>
<td>This junior level course explores various aspects of Sociology as a field of study. The course content varies, allowing students to explore specific aspects of Sociology with greater depth and mastery. By the end of the course students demonstrate greater understanding of Sociology and a greater capacity to engage sociological texts.</td>
</tr>
<tr>
<td>SBS 3360</td>
<td>Topics in Culture</td>
<td>3</td>
<td>Topics in Culture familiarizes students with the interdisciplinary field of Cultural Studies. Topics may include gender, race, ethnicity, sexuality, youth, and family. By the end of the course students have a greater understanding of Cultural Studies, particularly regarding issues of power in social relations.</td>
</tr>
</tbody>
</table>

Prerequisites:

- SBS 1130: ACAD 1000 Academic Connections for Artists + Designers
- SBS 1140: ACAD 1000 Academic Connections for Artists + Designers
- SBS 1150: ACAD 1000 Academic Connections for Artists + Designers
- SBS 2020: ACAD 1000 Academic Connections for Artists + Designers
- SBS 3310: SBS 1110 Introduction to Anthropology
- SBS 3340: SBS 1140 Introduction to Psychology
- SBS 3350: SBS 1150 Introduction to Sociology
- SBS 3360: HU 2211 Western Civilization II or AH 2300 Art History III: Fauvism through Modern
Western Civilization

HU 2210
Western Civilization I
(3 credits)
The first course in the sequence of two explores the shape and identity of western culture from classical antiquity through the 16th century. Lectures and readings examine developments in technology, economics, political structures, religious institutions and faith and social ideals. At the conclusion of this course, students will recognize the major historical achievements of western culture from classical antiquity through the 16th century. (Formerly HU 2010)

Prerequisites: EN 1110 Composition I or ACAD 1000 Academic Connections for Artists + Designers

HU 2211
Western Civilization II
(3 credits)
The second course in the sequence of two explores the shape and identity of western culture from 17th though the 19th century. Lectures and readings examine developments in technology, economics, political structures, religious institutions and faith and social ideals. At the conclusion of this course, students will recognize the major historical achievements of western culture from the 17th through the 19th century. (Formerly HU 2050)

Prerequisites: HU 2210 Western Civilization I
Graduate Programs

RMCAD’s graduate programs provide advanced level study in specific disciplines related to leadership, education, and art and design. Graduate programs incorporate the values, approaches and methods supporting the College’s core mission to advance scholarship and creativity, and cultivate professionals for career advancement.

Our graduate programs emphasize critical analysis, meaningful inquiry, social engagement, and creative problem-solving approaches for the careers of tomorrow. Students graduate with the ability to define themselves as leaders, scholars, and creatives within a global, interdisciplinary context.

Most graduate programs are offered in online formats, in order to accommodate the busy schedules of working professionals. Industry advisory boards guide the development of graduate programs to ensure that the curriculum meets the needs of employers and is challenging and relevant.

Philosophy of Learning + Teaching

While traditional educational approaches of lecture, demonstration, teaching by example, and presentation of studio technique are used in RMCAD’s art and design programs, many of the underlying methodologies of experiential learning and scaffolding are incorporated into Graduate education. RMCAD is responsive to the contemporary climate of the changing needs of today’s learner, regardless of discipline.

Methods incorporate the newest processes and ideas to challenge students in an atmosphere that encourages experimentation.

The strength of all of RMCAD’s graduate programs is the development of each student’s intellectual, technical, and creative abilities. This approach enables students to realize success in a challenging and changing world by providing them with critical analysis and communication skills, and higher level thinking processes.

The RMCAD faculty is composed of a dedicated group of professional educators, artists, and designers who determine the college curriculum and play a significant role in the content, development, and structure of the courses they teach.

Faculty employ the newest and most effective online teaching methods. Faculty have multiple resources available to them for keeping current with the latest online teaching strategies, as well as access to a national network of peers and colleagues in the field of online teaching and learning. RMCAD Online faculty lead program development initiatives, and participate actively in the design and course development process.

Faculty, instructional designers, and multimedia developers work together in teams to produce the online learning experience for each program and course. The team course design process is based on adult learning theory, state of the art course technologies, and a strict set of quality standards.

RMCAD develops online courses with contact hours as a guide—this means that we ensure in the online course design that students receive the same amount of instructional time as they would in an on-campus class. In fact, some students report that online courses are more interactive, engaging, and fulfilling. We also continually assess learning outcomes in online and on-campus programs, so that we can make adjustments and enhancements quickly.
MASTER OF ARTS - EDUCATION, LEADERSHIP + EMERGING TECHNOLOGIES

Mission Statement
A Master of Arts in Education, Leadership + Emerging Technologies provides learners with a versatile education in the field of Instructional Design and Technology by presenting foundational, critical, and contemporary knowledge and skills in educational practice and leadership. Additionally, the program provides learners with necessary skills to utilize diverse technologies for learning.

Program Description
The program focuses on using sound educational theory and research to create effective and motivating learning materials using technology and media. Students will learn about digital imagery, video, website design and HTML, games, leadership skills, working in Learning Management Systems, and the theories and research to support the use of these technologies in educational environments. Students will analyze topics on distance learning, motivation, leadership in education, visual literacy, as well as emerging technologies, trends, and issues and use published literature in the field to synthesize research, practice, and technology.

Program Outcomes
- Students will demonstrate the use of variety of technologies, grounded in appropriate learning theories.
- Students' work will include evaluation of instructional design research for use in practical educational environments.
- Students will demonstrate professional leadership qualities and skills.
- Students will demonstrate ability to collaborate with others and to collectively complete a project.
- Students will demonstrate ability to problem solve using analysis of research.
- Students will demonstrate assessment of contemporary ethical issues related to teaching, learning, and technology.

EDUCATION, LEADERSHIP + EMERGING TECHNOLOGIES – Online

MA Degree Requirements

Degree Specific : 24 Credits

<table>
<thead>
<tr>
<th>Course Code</th>
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<th>Credits</th>
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<tbody>
<tr>
<td>ELET 5100</td>
<td>Visual Literacy through Digital Investigations</td>
<td>3</td>
</tr>
<tr>
<td>ELET 5120</td>
<td>Understanding Education and Learning Theories</td>
<td>3</td>
</tr>
<tr>
<td>ELET 5140</td>
<td>Leadership and Motivation</td>
<td>3</td>
</tr>
<tr>
<td>ELET 5160</td>
<td>Advanced E-Learning Strategies</td>
<td>3</td>
</tr>
<tr>
<td>ELET 5300</td>
<td>Developing Multimedia for Learning Environments</td>
<td>3</td>
</tr>
<tr>
<td>ELET 5320</td>
<td>Contemporary Issues and Approaches</td>
<td>3</td>
</tr>
<tr>
<td>ELET 5900</td>
<td>Investigating Learning Environments</td>
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Practicum: 3 Credits

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<tbody>
<tr>
<td>ELET 5500</td>
<td>Leadership Development</td>
<td>3</td>
</tr>
<tr>
<td>ELET 5940</td>
<td>Integrated Thesis Project – Part I</td>
<td>1.5</td>
</tr>
<tr>
<td>ELET 5945</td>
<td>Integrated Thesis Project - Part II</td>
<td>1.5</td>
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</table>

Electives: 3 credits

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<tbody>
<tr>
<td>ELET 5325</td>
<td>Leadership for Innovation</td>
<td>3</td>
</tr>
<tr>
<td>ELET 5340</td>
<td>Business Foundations</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Credits Required 33

Education, Leadership + Emerging Technologies
Course Descriptions

ELET 5100
Visual Literacy through Digital Investigations (3 credits)
This graduate course provides students with the practical application of media tools and web applications and their impact on communication and learning communities, with a focus on an integration of understanding media through a critical lens. Students investigate techniques and capabilities of software programs and web applications within the context of composition theory for education and instructional planning. Throughout this course, students will create educational media as part of sequential, planned curriculum integration.

Prerequisite: None

ELET 5120
Understanding Learning Theories for Education (3 credits)
This course provides students with an introduction to learning theories as they relate to cognition and developmental meaning. A variety of theoretical constructs are studied to address meaningful connections and diverse learning styles. Conceptual frameworks are explored for engaging children and adult learners using appropriate methodologies. Students apply knowledge of learning theory to the practical application of media-based instructional development in their personal and professional environments. Upon completion of the course, students will be able to incorporate knowledge of learning theories in learning environments.

Prerequisite: ELET 5100 Visual Literacy through Digital Investigations and ELET 5900 Investigating Learning Environments

ELET 5140
Leadership and Motivation (3 credits)
This course investigates and compares intrinsic and extrinsic motivation to support and enhance learning. Activities include the use of motivational frameworks and plans for instructional methods and media for classroom education, e-learning environments and/or training. Students are also introduced to the concepts and methods of assessment and critique as part of authentic motivation to learn.

Prerequisite: ELET 5100 Visual Literacy through Digital Investigations and ELET 5900 Investigating Learning Environments

ELET 5160
Advanced E-Learning Strategies (3 credits)
This course provides exposure to e-learning environments, learning management systems, instructional design methods, and quality assurance based on their relationships to online education. Students will collaboratively create an online instructional activity as part of a team including an instructional design document, planned media use, content organization and assessment to meet the needs of a diverse learning population. Upon completion of the course, students will apply their knowledge of e-learning environments and their processes for a deeper understanding of online educational strategies.

Prerequisite: ELET 5100 Visual Literacy through Digital Investigations and ELET 5900 Investigating Learning Environments
ELET 5300
Developing Multimedia for Learning Environments (3 credits)
This course provides students the opportunity to create didactic instructional media using contemporary research in education and design. Topics include presentation software, video, games, and web technologies with a focus on how to develop and use media in a variety of learning environments. Upon completion of the course, students will have several complete media pieces for use in education.
Prerequisite: ELET 5100 Visual Literacy for Digital Investigation

ELET 5320
Contemporary Issues and Approaches (3 credits)
This course provides an investigation into contemporary issues facing today's teachers and trainers. Through a critical examination of contemporary issues, research, and ideas, students explore the relationships between cultural, social, economic, and political policies and their impact on technology for teaching and learning. Upon completion of this course, students will have an expanded awareness of the issues and relationships impacting teaching and training with the ability to identify appropriate approaches for specific situations.
Prerequisite: ELET 5140 Leadership and Motivation

ELET 5325
Leadership for Innovation (3 Credits)
This course introduces students to professional leadership strategies with a focus on leadership styles, team dynamics, motivational strategies and change management. Theories are investigated to help learners build strong collaboration and effective communication. Emphasis is on understanding new perspectives in leadership and business based on self-awareness, diversity, and engagement and motivation theories for facilitating change in practice and in thought process. Upon completion of the course, students will understand leadership as a component of organizational culture as it forms their own personal leadership styles.
Prerequisites: none

ELET 5330
Educational Games and Simulations (3 credits)
The goal of this course is to examine the theory and practice of learning with games and simulations. Students will study theories of learning with games and develop a game or simulation for a computer or mobile device using a game engine. Using contemporary research, students will design their games or simulations with learning objectives, interactive formative feedback, and summative assessment. Upon completion of this course, students will have a working educational computer game or simulation.
Prerequisite: none

ELET 5340
Business Foundations (3 credits)
This course introduces students to the practices, concepts, and language of business. Students investigate core areas of business management and strategy to develop a better understanding of the relationships between both fields and to develop a comparative framework for future practice. Upon completion of the course students will develop an improved understanding of the relationship between business practices and design concepts and the how they impact business decisions.
Prerequisites: none

ELET 5500
Leadership Development (3 credits)
This course provides students with real-life experiences through a practicum in observation and mentoring. Emphasis is on the independent shadowing of a leader in their professional field in which they can glean a better understanding of leadership styles, and approaches to problem solving and conflict resolution as agents of change. Students will use their experiences to reflect upon opportunities for institutional and cultural changes that influence their future professional goals. Upon completion of the course, students will have gained personal experience and insight into their roles as leaders bringing with them new skills to impact change.
Prerequisite: ELET 5140 Leadership and Motivation

ELET 5900
Investigating Learning Environments (3 credits)
This course provides an introduction to graduate level research through the identification of credible sources, reviews of literature, and investigations of relevant issues for critical analysis. Through the development of introductory research processes and writing, students develop preliminary research questions to guide further investigation into the impact of technology and media on learning environments. Upon completion of the course, students will be able to effectively research a topic of personal and academic relevance to education.
Prerequisite: none

ELET 5920
Research and Assessment Approaches (3 credits)
This course focuses on the quantitative and qualitative methods of research necessary for the completion of the Graduate Research Project. Students identify a project for in-depth exploration of a specific topic and problem related to their academic and/or professional interests. Emphasis is on a comprehensive investigation of the instructional-related issues and potential media for new interpretations to the identified problem. Students will study different evaluation models and tools to determine appropriate assessment processes. Upon completion of this course, students will have the first drafts of their proposals for the Graduate Research Project.
Prerequisite: ELET 5900 Investigating Learning Environments
ELET 5940
Graduate Research Project Part I
(1.5 credits)
In this course, students will produce a proposal to research and create an original, creative and innovative body of work using appropriate technology, media, theory, and research. Upon completion of the course, students will have a completed proposal for their Graduate Research Projects and approval from the school’s Institutional Review Board to gather data. This course is graded Pass/Fail.
Prerequisite: ELET 5920 Research and Assessment Approaches

ELET 5945
Graduate Research Project Part II
(1.5 credits)
This course is the conclusion of the Graduate Research Project in which students will complete their Action Research or Applied Projects and present the results. Emphasis is on the written summary and analysis of the project and its process in accordance with the requirements published in the Graduate Research Project Handbook. Upon completion of this course, students will have completed the Graduate Research Project and presented the results. This course is graded Pass/Fail.
Prerequisite: ELET 5940 Integrated Thesis Project Part I

ELET 5920
Research and Assessment Approaches
(3 credits)
This course focuses on the quantitative and qualitative methods of research necessary for the completion of a graduate level thesis/ applied project. Students identify a project for in-depth exploration of a specific topic and problem related to their academic and/or professional interests. Emphasis is on a comprehensive investigation of the instructional related issues and the potential media for new interpretations to the identified problem. Students will study different evaluation models and tools to determine appropriate assessment processes. Upon completion of the course, students will have a thesis proposal that meets the requirements published in the Graduate Thesis/Applied Project Handbook.
Prerequisite: ELET 5300 Integrating Multi-Media for Effective Communication

ELET 5940
Integrated Thesis Project – Part I
(1.5 credits)
This course consists of the completion of the thesis project proposed in Research Methods and Assessment. Students must produce an original, creative and innovative body of work using emerging technologies and media. Upon completion of the course, students must synthesize the project for submission to an academic journal, professional publication, or conference presentation. This course is graded Pass/Fail.
Prerequisite: ELET 5920 Research and Assessment Approaches

ELET 5945
Integrated Thesis Project – Part II
(1.5 credits)
This course is the conclusion of the Integrated Thesis Project in which student will document their findings, results and conclusions from previous work. Emphasis is on the written summary and analysis of the project and its process in accordance with the requirements published in the Graduate Thesis/Applied Project Handbook. Students must also present and defend their thesis to the Graduate Review Panel. This course is graded Pass/Fail.
Prerequisite: ELET 5940 Integrated Thesis Project – Part I
Office of Academic Affairs

Dr. Sage Ann Scheer
President
PhD - The Fielding Institute
MA - University of Minnesota

Neely Patton
Dean, Program + Curriculum Development
MA - University of Denver
BA - University of Northern Colorado

Robb Fladry
Dean, Faculty + Instructional Services
MFA - University of South Florida
MA - Austin Peay State University
BFA - Austin Peay State University

Dr. Samuel Helms
Dean, Compliance + Accountability
PhD - University of Northern Colorado
MA - University of Northern Colorado
BA - Virginia Polytechnic Institute

Department Chairs

Nancy Bohnett
Chair, Interior Design
MA - Savannah College of Art and Design

Randy Brown
Chair, Commercial Photography
BA - Texas Tech University

Sean Brown
Chair, Animation + Game Art
MFA - Academy of Art University

Jaime Carrejo
Chair, Foundations
MFA - University of South Florida
BFA - University of Texas El Paso

Theresa Clowes
Chair, Art Education + Fine Arts
MFA - Cranbrook Academy of Art
BFA - Kansas City Art Institute

Dr. Ruth Holden
Chair, Business for the Creative Industries
PhD - Argosy University
MBA - Northcentral University

Dr. Christopher Narozny
Chair, Liberal Arts
PhD - University of Denver
MFA - Syracuse University

Darlene C. Ritz
Chair, Fashion Design
EdD (in progress) - Argosy University
MBA - Argosy University
BS - Colorado State University

Department Heads

Brizida Ahrnsbrak
Head, Illustration (Online)
MFA - Utah State University
BFA - Brigham Young University

Joshua Brunet
Head, Illustration (On-Campus)
MFA - University of Hartford

Sarah Gentry
Head, Game Art
BFA - Rocky Mountain College of Art + Design

Jessica Gladstone
Head, Graphic Design (On-Campus)
MGD - North Carolina State University
BFA - Syracuse University

Matthew Harris
Head, Fine Arts
MFA - University of Colorado

Jay Hollick
Head, Graphic Design (Online)
MFA - University of South Florida
BFA - Central Washington University
Faculty

Hugh Alexander
MA - University of Northern Colorado
BFA - Art Center College of Design
BA - Pacific University

Dan Bohlen
MArch - University of Colorado
BA - Colorado State University

Joshua Brunet
MFA - University of Hartford

Katie Caron
MFA - Cranbrook Academy of Art
BS - Boston University

Jared Caruso
BA - Art Institute of Colorado

Amber Cobb
MFA - University of Colorado
BFA - University of South Florida

Joshua Field
MFA - University of Massachusetts, Amherst
BFA - Maryland Institute College of Art

Shari Fleming
MA - Vermont Union Institute & University
BA - Vermont Union Institute & University

Polly Hensel
MA - Regis University
BFA - Metropolitan State College, Denver

Dan James
MA - Lutheran School of Theology Chicago
BA - Southwest Missouri State University

Justin Jensen
MFA - Colorado State University
BFA - Rocky Mountain College of Art + Design

Joan Kresek
MA - Regis University
BFA - Ringling College of Art + Design

Larry Kresek
MA - Syracuse University
BA - Eckerd College

Ania Kumor
MFA - Academy of Fine Arts, Poland

Alison Leedy
MA - Temple University
BA - Eastern University

Irene McCray
MFA - Vermont College
BFA - Colorado State University

Alicia McKim
MFA - University of Colorado
BA - Western State Colorado University

David Mesple
MA - California State University Sacramento
BA - California State University Sacramento

Jennifer Miller
MFA - Maryland Institute College of Art

Fred Murrell
MFA - College of Design, Basel, Switzerland
BFA - University of Washington

Amanda Olson-McCoy
MA - Southern Methodist University
BA - University of Texas at Arlington

Julie Puma
MFA - Vermont College
MA - School of the Art Institute of Chicago
BA - Western Illinois University

Clark Richert
MFA - University of Colorado
BFA - University of Kansas

Carin Rodenborn
MFA - Rutgers University
BFA - Maryland Institute College of Art

Jason Samson
MA - Colorado State University
BA - Colorado State University

Shahbaaz Shah
BA - Art Institute of Colorado

Frank Varney
MFA - Maine Media College
BA - University of Denver

Brandy Von Kaenel
MArch - University of Colorado
MA - University of Colorado
BS - Colorado State University

Joy Wagner
MS - Colorado State University
BS - Colorado State University
Bobk of Directors

Dr. James R. Schoemer, Chairman
EdD, MA, Higher Education Administration, Indiana University; BA, Business Education, University of Wisconsin; Dr. Schoemer is retired. He has had senior vice president positions at Colorado State University, Regis University, the Auraria Higher Education Center, and New Ventures of Regis University. He also served as interim president at a number of universities, including RMCAD. In addition, Mr. Schoemer was Executive Director of PiGGE (Partnership for Accelerated Global Education) New Ventures, Regis University. He is a past president of the Community College Advocacy Fund and has served on a number of non-profit boards.

Richard l. Behr, Jr.
MS, Finance, University of Colorado with an emphasis in securities analysis; CFP, College for Financial Planning; BS, BusinessFinance, St. Francis College. Postgraduate studies with the Wharton School of Economics. Part of the “Best Practices” consulting group to Fidelity Investments for registered investment advisors. Mr. Behr is founder and managing partner of Investment Management Consultants, Ltd. and 401K Squared.

Alan Jahde
LL.M in Taxation, University of Denver; J.D., University of Georgia; BS University of Nebraska. Mr. Jahde is a co-founder of Anderson & Jahde, P.C. His practice is primarily focused on a combination of international income and estate tax planning, asset protection planning, foreign life insurance planning and defined benefit pension planning. He assists international clients with offshore trusts and international tax planning structures, and is a member of the Denver and Colorado Bar Associations, the American Bar Association – Tax Section, and past president of the Centennial Estate Planning Council.

Mark M. Steele
BFA, Boston University. Mr. Steele is a nationally renowned illustrator, producing work for publications including The New York Times, Sports Illustrated, Time Magazine, Fortune, Business Week, and others.

Robert Woody
JD, University of Kansas; BA in History and Political Science, University of Kansas. Mr. Woody is currently the Chairman of the Board of Directors for Elgin Energy LLC., a privately held energy company. Mr. Woody served as Counsel to the United States Senate Committee on Commerce from 1969 to 1973, and has had a prestigious career in law that continues today, as well as leadership in many philanthropic efforts.

Fred Murrell
Fred Murrell has served as Chair & co-Chair of Graphic Design and is currently Design Ambassador and Professor in the Department of Graphic Design at Rocky Mountain College of Art + Design. Previously he has worked for Sapient, a global consultancy, as Vice President of Experience Design and has held positions as Director of Design Worldwide at Texas Instruments, Corning Incorporated and Tenet Healthcare, where he designed and implemented integrated communications programs, interactive web experiences, information design environments and design thinking initiatives. Fred has also taught at Carnegie Mellon University, Alfred University, Rochester Institute of Technology, SUNY Fredonia and was the Joyce C. Hall Distinguished Professor & Head of the school of Design at Kansas City Art Institute. He served in Executive Board positions for AIGA National, Design Management Institute, Cumulus International Association of Universities & Colleges of Art, Design and Media, AIGA Educators Forum, and currently is on the Board of the Denver Art Museum’s Design Council. Fred has been recognized for his design and teaching in, Communications Arts, Print, AIGA Competitions and in 2011 was awarded the AIGA Fellows Award for his innovative work that focuses on the strategic collaborations in education, technology, design, art, digital media, and business.

Christopher A. Marconi, ex-officio
MBA, Rollins College, Crummer Graduate School of Business; BS, Accounting and Finance, Marquette University (Charles Evans Scholarship recipient). Mr. Marconi is the Vice President of Strategic Planning at Full Sail University in Winter Park, Florida. He has been instrumental in sourcing principal investments in a wide array of industries, as well as working with management teams to effect growth in their companies. Prior to joining Full Sail University, he was an Associate in investment banking at Merrill Lynch & Co. and Ridge Capital Partners. Mr. Marconi currently serves on the Board of Governors for the Orlando Regional Chamber of Commerce.

Dr. Sage Ann Scheer, ex-officio
PhD, Human Organizational Development with an emphasis in Marketing and Systems Design, The Fielding Institute (Santa Barbara, California); MA, Communication (Negotiation and Arbitration), University of Minnesota; BA, International Communications. Dr. Scheer is Vice President of Strategic Sales for Edmin.com, Inc., an educational technology company specializing in assessment and accountability role-based decision support systems. She heads up national account sales and is responsible for developing state and federal Department of Education accounts.

The policies, regulations, degree requirements, procedures and fees published in this catalog are subject to change without prior notice, if necessary, to keep RMCAD policies in compliance with State and Federal laws and/or rules set forth by accrediting institutions or organizations. RMCAD reserves the right to change the curricula, rules, policies, fees and any other requirements stated in this catalog. Requirements listed in unofficial degree plans or catalogs do not constitute a contract, express or implied, between any applicant, student or faculty member of Rocky Mountain College of Art + Design or its governing board.
APPENDIX A:
State Authorization

Information on individual state approval is noted below. Students matriculating into any online program from outside of Colorado should review this section for additional information applicable to the student based on his or her permanent place of residence.

Alabama
RMCA is currently seeking approval to operate in this state. This does not affect current or incoming students, nor does it affect RMCA's ability to offer credit bearing distance education.

Alaska
RMCA is exempt from seeking approval to operate in this state.

Arizona
RMCA is exempt from seeking approval to operate in this state.

Arkansas
RMCA is currently seeking approval to operate in this state. This does not affect current or incoming students, nor does it affect RMCA's ability to offer credit bearing distance education.

California
RMCA is currently seeking approval to operate in this state. This does not affect current or incoming students, nor does it affect RMCA's ability to offer credit bearing distance education.

Colorado
RMCA is currently authorized to operate in this state.

Connecticut
RMCA is exempt from seeking approval to operate in this state.

Delaware
RMCA is currently seeking approval to operate in this state. This does not affect current or incoming students, nor does it affect RMCA's ability to offer credit bearing distance education.

District of Columbia
RMCA is currently seeking approval to operate in this state. This does not affect current or incoming students, nor does it affect RMCA's ability to offer credit bearing distance education.

Florida
RMCA is currently seeking approval to operate in this state. This does not affect current or incoming students, nor does it affect RMCA's ability to offer credit bearing distance education.

Georgia
RMCA is exempt from seeking approval to operate in this state.

Hawaii
RMCA is currently seeking approval to operate in this state. This does not affect current or incoming students, nor does it affect RMCA's ability to offer credit bearing distance education.

Idaho
RMCA is exempt from seeking approval to operate in this state.

Illinois
RMCA is currently seeking approval to operate in this state. This does not affect current or incoming students, nor does it affect RMCA's ability to offer credit bearing distance education.

Indiana
RMCA is currently seeking approval to operate in this state. This does not affect current or incoming students, nor does it affect RMCA's ability to offer credit bearing distance education.

Iowa
RMCA is currently seeking approval to operate in this state. This does not affect current or incoming students, nor does it affect RMCA's ability to offer credit bearing distance education.

Kansas
RMCA is currently seeking approval to operate in this state. This does not affect current or incoming students, nor does it affect RMCA's ability to offer credit bearing distance education.

Kentucky
RMCA is exempt from seeking approval to operate in this state.

Louisiana
RMCA is exempt from seeking approval to operate in this state.

Maine
RMCA is exempt from seeking approval to operate in this state.

Maryland
RMCA is currently seeking approval to operate in this state. This does not affect current or incoming students, nor does it affect RMCA's ability to offer credit bearing distance education.

Massachusetts
RMCA is exempt from seeking approval to operate in this state.

Michigan
RMCA is exempt from seeking approval to operate in this state.

Minnesota
RMCA is exempt from seeking approval to operate in this state.

Mississippi
RMCA is currently seeking approval to operate in this state. This does not affect current or incoming students, nor does it affect RMCA's ability to offer credit bearing distance education.

Missouri
RMCA is exempt from seeking approval to operate in this state.

Montana
RMCA is currently seeking approval to operate in this state. This does not affect current or incoming students, nor does it affect RMCA's ability to offer credit bearing distance education.

Nevada
RMCA is currently seeking approval to operate in this state. This does not affect current or incoming students, nor does it affect RMCA's ability to offer credit bearing distance education.

New Hampshire
RMCA is exempt from seeking approval to operate in this state.

New Jersey
RMCA is exempt from seeking approval to operate in this state.
New Mexico
RMCAD is currently seeking approval to operate in this state. This does not affect current or incoming students, nor does it affect RMCAD's ability to offer credit bearing distance education.

New York
RMCAD is exempt from seeking approval to operate in this state.

North Carolina
RMCAD is exempt from seeking approval to operate in this state.

North Dakota
RMCAD is exempt from seeking approval to operate in this state.

Ohio
RMCAD is currently seeking approval to operate in this state. This does not affect current or incoming students, nor does it affect RMCAD's ability to offer credit bearing distance education.

Oklahoma
RMCAD is exempt from seeking approval to operate in this state.

Oregon
RMCAD is currently seeking approval to operate in this state. This does not affect current or incoming students, nor does it affect RMCAD's ability to offer credit bearing distance education.

Pennsylvania
RMCAD is currently seeking approval to operate in this state. This does not affect current or incoming students, nor does it affect RMCAD's ability to offer credit bearing distance education.

Rhode Island
RMCAD is exempt from seeking approval to operate in this state.

South Carolina
RMCAD is exempt from seeking approval to operate in this state.

South Dakota
RMCAD is exempt from seeking approval to operate in this state.

Tennessee
RMCAD is exempt from seeking approval to operate in this state.

Texas
RMCAD is exempt from seeking approval to operate in this state.

Utah
RMCAD is currently seeking approval to operate in this state. This does not affect current or incoming students, nor does it affect RMCAD's ability to offer credit bearing distance education.

Vermont
RMCAD is exempt from seeking approval to operate in this state.

Virginia
RMCAD is currently seeking approval to operate in this state. This does not affect current or incoming students, nor does it affect RMCAD's ability to offer credit bearing distance education.

Washington
RMCAD is currently seeking approval to operate in this state. This does not affect current or incoming students, nor does it affect RMCAD's ability to offer credit bearing distance education.

West Virginia
RMCAD is exempt from seeking approval to operate in this state.

Wisconsin
RMCAD is currently seeking approval to operate in this state. This does not affect current students’ ability to complete a course or program, however RMCAD is unable to enroll new Wisconsin students until it has received official approval by the state.

To review the Statutes governing distance education in full, please visit http://eab.state.wi.us/board/regulation.asp. Additional information required by the State of Wisconsin that is not already included in the Academic Catalog is listed below.

1. General Information
   Requirement 1: Name of School owner(s) or controlling entity
   Response 1: Rocky Mountain College, LLC is owned by Rocky Mountain School of Art, Inc., TA Associates and minority investors.

   Requirement 2: Names of chief school administrator and of the administrator for each teaching location.
   Response 2: Sage Ann Scheer, Ph.D. is the chief school administrator. RMCAD has no other teaching locations.

2. Admissions and Entrance Requirements
   No additional requirements

3. Advanced Standing
   No additional requirements

4. Student Progress
   No additional requirements

5. Student Records
   Requirement 1: The length of time that student records are kept after a student leaves (state law requires a minimum of at least 6 years. Student transcripts are to be kept permanently).
   Response 1: See Table 1.

   Requirement 2: A description of how the school maintains confidentiality.
   Response 2: This is addressed on page 31 of the catalog.

6. Academic Probation, Dismissal, and Readmittance
   No additional requirements

7. Student Conduct
   Requirement: The appeals process and the conditions for readmittance if a student is dismissed.
   Response: This process is outlined on page 32 of the Student Handbook.

8. Leave of Absence
   No additional requirements

9. Attendance
   No additional requirements

10. Tardiness
    No additional requirements

11. Student Complaints
    Requirement: Who students can contact if complaints are not satisfactorily resolved with the school (must contain EAB contact information, including address, phone number, email, and website).
    Response: Wisconsin students who are not satisfied with the resolution provided through the College’s complaint procedure may contact:
      Wisconsin Education Approval Board
      201 W. Washington Avenue, 3rd Floor
      P.O. Box 8696, Madison, WI 53708
      eabmail@eab.wisconsin.gov | 608-266-1996
      http://eab.state.wi.us/resources/complaint.asp

12. Tuition and Fees
    No additional requirements

APPENDIX A: STATE AUTHORIZATION
13. Cancellation and refunds

**Requirement 1:** Explanation of withdrawak/cancellation policy that includes the following: 1) A description of the three-business-day cancellation. 2) A statement notifying students who utilize the cancellation privilege that a full refund will be made in 10 business days.

**Response 1:** Wisconsin students are allowed to cancel enrollment for a full tuition and fee refund up until three business days after a course or program session begins. RMCAD will refund tuition and fees paid in advance no later than 10 business days after notice of cancellation is received.

**Requirement 2:** The refund policy the school will follow under EAB rules.

**Response 2:** RMCAD follows the Wis. Adm. Code EAB 8.05 (partial refund) rule in determining refunds due to Wisconsin students. A full description of this rule can be found at [http://eab.state.wi.us/board/eab008.pdf](http://eab.state.wi.us/board/eab008.pdf)

**Requirement 3:** Disclosure of appropriate provisions regarding when a student is deemed to have provided constructive language requiring or implying that the student must provide a written notice of withdrawal. No language requiring or implying that the student must ask the school to issue a refund.

**Response 3:** Students obtain a withdrawal form from the Registrar’s Office. This process is detailed on page 31 of the academic catalog.

**Requirement 4:** A statement in accordance with Wis. Adm. Code EAB 8.05(3) notifying students that they will receive their refund within 40 days after dismissal or notification of withdrawal.

**Response 4:** If a refund is due to a Wisconsin student who has withdrawn from RMCAD, as determined by the Student Accounts Office according to RMCAD refund policy, the refund will be mailed within 40 days of the student’s completion of the formal college withdrawal process.

14. Program Curriculum

No additional requirements.

15. Employment Services

**Requirement 1:** A statement that the school does not guarantee employment.

**Response 1:** Rocky Mountain College of Art + Design does not guarantee employment.

**Requirement 2:** A statement that student referrals to prospective employers are not based on direct contact with the employer regarding current job openings.

**Response 2:** Student referrals to prospective employers are not based on direct contact with the employer regarding current job openings.

**Wyoming**

RMCAD is currently seeking approval to operate in this state. This does not affect current or incoming students, nor does it affect RMCAD’s ability to offer credit bearing distance education.

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### Table 1: List of Student Documents and Retention

<table>
<thead>
<tr>
<th>Document</th>
<th>Minimum Retention</th>
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</thead>
<tbody>
<tr>
<td>Drop/Add Form</td>
<td>Permanent</td>
</tr>
<tr>
<td>Withdrawal Form</td>
<td>Permanent</td>
</tr>
<tr>
<td>Grade Appeal</td>
<td>Permanent</td>
</tr>
<tr>
<td>Admissions Documents</td>
<td>Permanent</td>
</tr>
<tr>
<td>- Application</td>
<td></td>
</tr>
<tr>
<td>- High School / Transfer</td>
<td></td>
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<tr>
<td>Credit Transcripts</td>
<td></td>
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<tr>
<td>- Supporting Documentation</td>
<td></td>
</tr>
<tr>
<td>Transfer Evaluation</td>
<td>Permanent</td>
</tr>
<tr>
<td>Major Change Forms</td>
<td>Permanent</td>
</tr>
<tr>
<td>- Residence Status</td>
<td></td>
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<tr>
<td>- Marital Status</td>
<td></td>
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<tr>
<td>- Address</td>
<td></td>
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<tr>
<td>- Major field of study</td>
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<tr>
<td>Graduation Application</td>
<td>Permanent</td>
</tr>
<tr>
<td>Financial Aid Documents</td>
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<tr>
<td>- FAFSA</td>
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</tr>
<tr>
<td>- Confirmation of Entrance</td>
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<tr>
<td>Counseling</td>
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<tr>
<td>- Institutional Financial Aid</td>
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<td>Documentation</td>
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<td>- PLUS Loan approvals/</td>
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<td>documentation (if applicable)</td>
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<tr>
<td>- Verification documentation</td>
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<tr>
<td>(if applicable)</td>
<td></td>
</tr>
<tr>
<td>- Award Letters</td>
<td></td>
</tr>
<tr>
<td>Transcripts</td>
<td>Permanent</td>
</tr>
</tbody>
</table>
Megan Stack, Illustration
Cherry Creek Denver, CO 2014
Oil on canvas