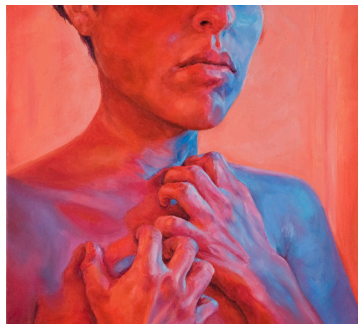
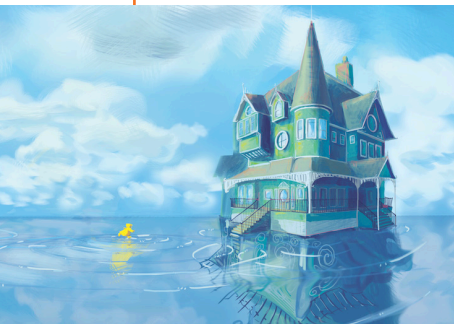


ACADEMIC CATALOG



2018-2019

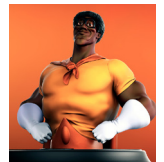
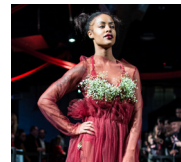


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Cover Artwork (Left to Right):

Top Row:
 Cayla Chicovsky
 Mari Crespin
 Lisa Morgan
 Sarah Gutierrez

Bottom Row:
 Crystal Davis
 Ben Rosenthal
 Kylee Derr
 Emmett Russell

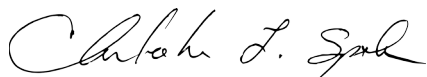
WELCOME TO ROCKY MOUNTAIN COLLEGE OF ART + DESIGN

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 inspired by creative possibilities in higher education. Today, we offer a rich and diverse selection of regionally accredited degrees at the BFA level. We are also 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, the best of online and on-campus course delivery.

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. The RMCAD Community is 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.

A handwritten signature in black ink that reads "Chris Spohn". The signature is fluid and cursive, with a large initial 'C' and 'S'.

Chris Spohn,
RMCAD President

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 major 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. We welcome people 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 (HLC)

Chicago, IL 60602-2504
Telephone: 800.621.7440 or 312.263.0456
Fax: 312.263.7462
www.hlcommission.org

Rocky Mountain College of Art + Design is an accredited institutional member of National Association of Schools of Art and Design (NASAD). RMCAD's degree offerings in Art + Design are accredited by the National Association of Schools of Art and Design (NASAD).

11250 Roger Bacon Drive, Suite 21
Reston, VA 20190-5248
Telephone: 703.437.0700
Fax: 703.437.6312
Email: info@arts.accredit.org

The on-campus and online Interior Design Program leading to the BFA is accredited by Council for Interior Design Accreditation (CIDA).

206 Granville Avenue, Suite 350
Grand Rapids, MI 49503
Telephone: 616.458.0400
Fax: 616.458.0460
www.accredit-id.org

The Art Education Program leading to the BFA is approved by Colorado Commission on Higher Education (CCHE) and Colorado Department of Education (CDE). RMCAD's Art Education BFA only allows graduates to become licensed to teach Art in the state of Colorado. Students seeking licensure outside of Colorado should contact their Student Advisor for assistance in identifying the correct educational state agency.

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

2018-2019 ACADEMIC CALENDAR | GROUND

FALL 2018 ORANGE | GRADUATION: DECEMBER 22

FALL 2018 TERM A (8 WEEKS)

September 3	Labor Day – no classes
September 4	First day of classes
September 5	Last day to Add/Drop
September 24 – 28	Midterms
October 3	Midterm Grades Due
October 5	Last day to withdraw from classes and receive a “W”
October 22 – 26	Finals
October 26	Last day of classes
October 31	Final Grades Due

FALL 2018 TERM B (8 WEEKS)

October 29	First day of classes
October 31	Last day to Add/Drop
November 19 – 23	Midterms
November 21 – 23	Thanksgiving Break – no classes
November 28	Midterm Grades Due
November 30	Last day to withdraw from classes and receive a “W”
December 17 – 21	Finals
December 21	Last day of classes
December 26	Final Grades Due

SPRING 2019 ORANGE | GRADUATION: APRIL 27

SPRING 2019 TERM A (8 WEEKS)

January 7	First day of classes
January 9	Last day to Add/Drop
January 21	Martin Luther King Day – no classes
Jan 28 – Feb 1	Midterms
February 6	Midterm Grades Due
February 8	Last day to withdraw from classes and receive a “W”
Feb 25 – Mar 1	Finals
March 1	Last day of classes
March 6	Final Grades Due

SPRING 2019 TERM B (8 WEEKS)

March 4	First day of classes
March 6	Last day to Add/Drop
March 25 – March 29	Midterms
April 3	Midterm Grades Due
April 5	Last day to withdraw from classes and receive a “W”
April 22 - 26	Finals
April 26	Last day of classes
May 1	Final Grades Due

SUMMER 2019 ORANGE | GRADUATION: AUGUST 23

SUMMER 2019 TERM A (8 WEEKS)

May 6	First day of classes
May 8	Last day to Add/Drop
May 27	Memorial Day – no classes
May 27 – 31	Midterms
June 5	Midterm Grades Due
June 7	Last day to withdraw from classes and receive a “W”
June 24 – 28	Finals
June 28	Last day of classes
July 3	Final Grades Due

SUMMER 2019 TERM B (8 WEEKS)

July 1	First day of classes
July 3	Last day to Add/Drop
July 4	Independence Day – no classes
July 22 – 26	Midterms
July 31	Midterm Grades Due
August 2	Last day to withdraw from classes and receive a “W”
August 19 – 23	Finals
August 23	Last Day of Classes
August 28	Final Grades Due

2018-2019 ACADEMIC CALENDAR | ONLINE

FALL 2018 ORANGE | GRADUATION: DECEMBER 22

FALL 2018 TERM A (8 WEEKS)

September 3	First day of classes
September 5	Last day to Add/Drop
September 24-30	Midterms
October 3	Midterm Grades Due
October 5	Last day to withdraw from classes and receive a "W"
October 22-28	Finals
October 28	Last day of classes
October 31	Final Grades Due

FALL 2018 TERM B (8 WEEKS)

October 29	First day of classes
October 31	Last day to Add/Drop
November 19 – 25	Midterms
November 28	Midterm Grades Due
November 30	Last day to withdraw from classes and receive a "W"
December 17 – 21	Finals
December 23	Last day of classes
December 26	Final Grades Due

SPRING 2019 ORANGE | GRADUATION: APRIL 27

SPRING 2019 TERM A (8 WEEKS)

January 7	First day of classes
January 9	Last day to Add/Drop
Jan 28 – Feb 3	Midterms
February 6	Midterm Grades Due
February 8	Last day to withdraw from classes and receive a "W"
Feb 25 – Mar 3	Finals
March 3	Last day of classes
March 6	Final Grades Due

SPRING 2019 TERM B (8 WEEKS)

March 4	First day of classes
March 6	Last day to Add/Drop
March 25 – March 31	Midterms
April 3	Midterm Grades Due
April 5	Last day to withdraw from classes and receive a "W"
April 22 - 28	Finals
April 28	Last day of classes
May 1	Final Grades Due

SUMMER 2019 ORANGE | GRADUATION: AUGUST 23

SUMMER 2019 TERM A (8 WEEKS)

May 6	First day of classes
May 8	Last day to Add/Drop
May 27 – 31	Midterms
June 5	Midterm Grades Due
June 7	Last day to withdraw from classes and receive a "W"
June 24 – 30	Finals
June 30	Last day of classes
July 3	Final Grades Due

SUMMER 2019 TERM B (8 WEEKS)

July 1	First day of classes
July 3	Last day to Add/Drop
July 22 – 28	Midterms
July 31	Midterm Grades Due
August 2	Last day to withdraw from classes and receive a "W"
August 19 – 25	Finals
August 25	Last Day of Classes
August 28	Final Grades Due

2018-2019 ACADEMIC CALENDAR | FLEX

FALL 2018 ORANGE | GRADUATION: DECEMBER 22

FALL 2018 TERM A FLEX (8 WEEKS)

September 24	First day of classes
September 26	Last day to Add/Drop
October 15 - 21	Midterms
October 24	Midterm Grades Due
October 26	Last day to withdraw from classes and receive a "W"
November 12 - 18	Finals
November 18	Last day of classes
November 21	Final Grades Due

FALL 2018 TERM B FLEX (8 WEEKS)

November 19	First day of classes
November 21	Last day to Add/Drop
December 10 - 16	Midterms
December 19	Midterm Grades Due
December 28	Last day to withdraw from classes and receive a "W"
December 24 - Jan. 6	Holiday Break
January 21 - 27	Finals
January 27	Last day of classes
January 30	Final Grades Due

SPRING 2019 ORANGE | GRADUATION: APRIL 27

SPRING 2019 TERM A FLEX (8 WEEKS)

January 28	First day of classes
January 30	Last day to Add/Drop
February 18 - 24	Midterms
February 27	Midterm Grades Due
March 1	Last day to withdraw from classes and receive a "W"
March 18 - 24	Finals
March 24	Last day of classes
March 27	Final Grades Due

SPRING 2019 TERM B FLEX (8 WEEKS)

March 25	First day of classes
March 27	Last day to Add/Drop
April 15 - 21	Midterms
April 24	Midterm Grades Due
April 26	Last day to withdraw from classes and receive a "W"
May 13 - 19	Finals
May 19	Last day of classes
May 22	Final Grades Due

SUMMER 2019 ORANGE | GRADUATION: AUGUST 23

SUMMER 2019 TERM A FLEX (8 WEEKS)

May 27	First day of classes
May 29	Last day to Add/Drop
June 17 - 23	Midterms
June 26	Midterm Grades Due
June 28	Last day to withdraw from classes and receive a "W"
July 15 - 21	Finals
July 21	Last day of classes
July 24	Final Grades Due

SUMMER 2019 TERM B FLEX (8 WEEKS)

July 22	First day of classes
July 24	Last day to Add/Drop
August 12 - 18	Midterms
August 21	Midterm Grades Due
August 23	Last day to withdraw from classes and receive a "W"
September 9 - 15	Finals
September 15	Last Day of Classes
September 18	Final Grades Due

2018-2019 ACADEMIC CALENDAR

2018

2019

SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT
FALL 2018 ORANGE													
	FALL 2018 BLACK												
		FALL 2018 SILVER											
<i>Fall A</i> SEP 4 - OCT 28		FALL 2018 WHITE											
	<i>Fall A Flex</i> SEP 24 - NOV 18		SPRING 2019 ORANGE										
		<i>Fall B</i> OCT 29 - DEC 23		SPRING 2019 BLACK									
		<i>Fall B Flex</i> NOV 19 - JAN 27		SPRING 2019 SILVER									
			<i>Spring A</i> JAN 7 - MAR 3	SPRING 2019 WHITE									
			<i>Spring A Flex</i> JAN 28 - MAR 24		SUMMER 2019 ORANGE								
			<i>Spring B</i> MAR 4 - APR 28		SUMMER 2019 BLACK								
			<i>Spring B Flex</i> MAR 25 - MAY 19		SUMMER 2019 SILVER								
				<i>Summer A</i> MAY 6 - JUN 30	SUMMER 2019 WHITE								
					<i>Summer A Flex</i> MAY 27 - JUL 21								
						<i>Summer B</i> JUL 1 - AUG 25							
							<i>Summer B Flex</i> JUL 22 - SEP 15						

2019-2020 ACADEMIC CALENDAR

2019

2020

SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT
FALL 2019 ORANGE													
	FALL 2019 BLACK												
		FALL 2019 SILVER											
<i>Fall A</i> SEP 3 - OCT 27		FALL 2019 WHITE											
	<i>Fall A Flex</i>		SPRING 2020 ORANGE										
		<i>Fall B</i> OCT 28 - DEC 22		SPRING 2020 BLACK									
		<i>Fall B Flex</i>		SPRING 2020 SILVER									
			<i>Spring A</i> JAN 6 - MAR 1	SPRING 2020 WHITE									
			<i>Spring A Flex</i>		SUMMER 2020 ORANGE								
			<i>Spring B</i> MAR 2 - APR 26		SUMMER 2020 BLACK								
			<i>Spring B Flex</i>		SUMMER 2020 SILVER								
				<i>Summer A</i> MAY 4 - JUN 28	SUMMER 2020 WHITE								
					<i>Summer A Flex</i>								
						<i>Summer B</i> JUN 29 - AUG 23							
							<i>Summer B Flex</i>						

KEY: PARENT SEMESTER | 16 WEEKS CHILD TERM | 8 WEEKS

GENERAL INFORMATION

Rocky Mountain College of Art + Design is a private college approved 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 Student Affairs
1600 Pierce Street, Denver, CO 80214
303.999.5468
Website: www.rmcad.edu
Mailing address: 1600 Pierce Street, Denver, CO 80214

LOCATION

RMCAD is located on 23 acres at the foot of the Rocky Mountains in Lakewood, Colorado. Looking east from campus, one can see downtown Denver's skyline, and looking west, the Rocky Mountains. With a population of around three million people, Metro Denver offers a multitude of ways to spend free time, including museums, concert halls, shopping centers, entertainment districts, and more.

COLLEGE FACILITIES

RMCAD's distinctive campus includes more than 16 historical buildings built in a variety of 20th century architectural styles—comprising more than 150,000 square feet of learning and creative space. The fully wireless campus offers more than 100 workstations for student use, utilizing both Windows and Mac platforms. Several “compact labs” are department specific. All labs are connected to print centers, scanners, and network storage. Most of RMCAD's computer labs are designed for multi-use by all departments, with specific labs designated for 3D and 2D animation, video and sound, multimedia, computer-aided drafting, and advanced special effects.

Special learning facilities include two wood shops, ceramics studio, FabLab, photography lab, auditorium, galleries, large meeting rooms, and the Library/Resource Center. The Philip J. Steele Gallery features a rotating schedule of exhibitions that includes a mix of student, faculty, and alumni work, as well as displays by community groups and exhibitions by well-known visiting artists. Students can relax or study in one of two student lounges, take a break between classes on the grassy lawns under 100-year-old trees, or shop and grab a cup of coffee in the college supply store.

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 Information section. Students are responsible for knowing and abiding by the policies and procedures set forth in both documents.

SECTION 1:

ADMISSIONS + ACADEMICS



1. LEARNING AT RMCAD + THE MULTI-PLATFORM EXPERIENCE

RMCAD offers classes year-round in both on-ground and online delivery formats. At RMCAD, we believe that online learning is an important part of the overall college learning experience. To provide students multiple scheduling options, diverse learning modalities, and experience in the virtual environment, all 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 elect to enroll in Liberal Arts and program specific classes online.

From time to time, RMCAD campus classes may need to be canceled due to unforeseen circumstances. In these cases, campus students may have online learning options made available to them.

1.1 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, whiteboard functionality, online discussions, and one-on-one instruction in addition to group reviews.

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

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 regularly updated 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.

1.2 HARDWARE + SOFTWARE REQUIREMENTS FOR ONLINE COURSES

As student success is of the utmost importance, RMCAD has set degree specific technology requirements. The most current technology requirements by degree program are listed on the website at www.rmcad.edu/admissions/technology-requirements Please use these requirements as a guide when purchasing the hardware for your degree program.

Students are charged a technology fee, which includes access to specific applicable software for their degree. The school does not provide some of the program specific software; students are required to purchase this software on their own. New students are given access to provided

software during the week after the add/ drop period has ended. An email will be sent to new students with instructions on downloading their software. If you have any questions about the software, please email spectrum@rmcad.edu.

If you have any questions about the software, including the Adobe renewal process, please email spectrum@rmcad.edu or stop by Spectrum on campus and speak with the manager.

1.2.1 SOFTWARE

All new students are required to purchase a computer and software in addition to tuition allowing students to work on their projects on and off campus and maintain their professional portfolio of work wherever they may be.

A list of necessary software is available to students from RMCAD and is listed by degree program at www.rmcad.edu. The different software components based on program are essential to supporting coursework completion. Laptops and other degree-specific hardware are excluded. RMCAD provides a list of minimum technology specifics for the required to students during the admissions process.

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

Supported Internet Browsers:
MAC OS X Internet Browser: Safari or Mozilla Firefox

Modem Speed:
DSL or cable is required

Software Support:
RMCAD's online help desk, RMCADGO

Students in online/hybrid programs must have a computer that allows for access to our Learning Management System (LMS) and corresponding materials, and with sufficient memory and hard drive capacity to upload and download multimedia files. Students must also have regular access to high-speed Internet connection.

Please reference www.rmcad.edu for specific hardware recommendations.

1.3 BOOKS + SUPPLIES FOR ONLINE + ON-GROUND COURSES

All students are required to purchase required textbooks and to furnish their own art supplies and materials for the completion of each course. The on-campus store, Spectrum, carries the majority of supplies necessary for classes. The RMCAD Booklist is available online at www.rmcad.edu/academics/course-materials/.

The faculty instructor provides students with the required supplies for each course via email the week prior to class start date.

Students are expected to purchase supplies and have them available by the date the term begins in order to participate in the course learning activities and to complete course assignments.

1.4 STUDENT COMMUNICATION

All enrolled students receive an assigned RMCAD email account before the start of the term. RMCAD news and important updates will be sent to this email address.

All RMCAD communication between students, faculty and staff must occur through assigned RMCAD e-mail.

All students are required to 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.

1.5 STATE AUTHORIZATION

RMCAD is a member of the State Authorization Reciprocity Agreement (SARA) and is allowed to offer distance education in states other than Colorado through this membership. Refer to SARA's website for a current list of participating states at: <http://www.nc-sara.org/sara-states-institutions>. SARA only applies to distance education offered across state lines.

SARA also acts as a consumer protection agency when complaints arise regarding an institution's distance learning outside of Colorado. Complaints regarding an institution's actions regarding distance learning in states other than Colorado must first be brought to the attention of the institution. If a resolution is not reached, the complaint can be appealed to the Colorado state portal site for SARA within two years from the date that the initial complaint was made to the institution.

Colorado's SARA portal can be found at <http://higher.ed.colorado.gov/Academics/SARA/>. SARA only addresses distance learning with states outside of Colorado; SARA does not resolve complaints about grades or conduct violations.

2. ADMISSIONS REQUIREMENTS

Rocky Mountain College of Art + Design admits students who have a desire to explore new possibilities; work hard to realize their personal best; and are eager to produce original, innovative work. Although a variety of evaluation criteria are necessary for a sound admission decision, evidence of a student's potential is the primary consideration in the admissions process.

2.1 DECLARATION OF CAMPUS FOR ADMISSIONS

Students who apply to RMCAD will be asked to select a campus distinction at the time of application.

Students must reside within 75 miles of the RMCAD campus to declare themselves a "hybrid student." Students residing outside of this radius are required to attend the online program.

Students may petition to change their campus distinction one time in an academic year. For specific requirements to petition for a change of campus, please consult your Student Advisor or the Office of Student Support.

2.2 CHANGE OF CAMPUS

RMCAD students wishing to change their campus distinction (hybrid to online or online to hybrid) can do so under the following conditions:

- The student requests the change and if approved, can only be performed at the end of a Financial Aid Academic Year.
- First-time freshmen must petition for the change of campus before the completion of 36 credit hours.
- Transfer students must petition for the change of campus before the completion of 60 credit hours.
- Petitions to change campus are subject to approval and will not be accepted outside of the standards listed above.
- Art Education, Fine Art, and 2D Animation are only offered in the hybrid format and are not available solely online.

Petitions to change campus are subject to approval and will not be accepted outside of the standards listed above.

Art Education, Fine Art, and 2D Animation are only offered in the hybrid format and are not available solely online.

2.3 MAJOR DECLARATION FOR ADMISSIONS

Students who apply to RMCAD will be asked to select a major at the time of application. If students do not know which program they wish to pursue, they may apply for General Admission or "Undeclared". Students must declare a major by the end of their first academic year, or two semesters, and prior to earning 30 credits.

2.4 UNDERGRADUATE ADMISSIONS

2.4.1 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.rmcd.edu. A paper copy of the application can be printed from our website. Mail the completed application to the Admissions Department at 1600 Pierce St. Lakewood, Colorado, 80214

2. Transcripts

Official transcripts should be sent directly to RMCAD via email at transcripts@rmcd.edu. Transcripts opened by the student will not be considered official. Transfer students may be asked to submit a high school transcript as well as a transcript(s) from the institution(s) of higher education previously attended, pending a review of completed college credits and college GPA.

New students must submit official transcripts from every institution of higher education that the student has attended in order to complete the registration and enrollment process. In special circumstances, submission of official transcript(s) can be waived at the President's discretion. If the student is a recent high school graduate, an official high school transcript showing a graduation date is acceptable. Students who do not provide official transcripts from every institution previously attended before their scheduled start date are eligible to change their start date one time to allow time for the submission of required official transcripts.

All transcripts submitted by students from other schools previously attended 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 165 or higher if taken in 2016 or 500 or higher if taken before 2016. Home-schooled students must submit satisfactory GED scores or submit proof of graduation by an accrediting body that is recognized by RMCAD.

4. Academic Success Plan (ASP) Program

Applicants who are admitted with a cumulative grade point average below 2.0 or a GED with a score less than 165 taken in 2016 or less than 500 if taken prior to 2016 will be required to participate in the Academic Success Plan (ASP). Students participating in the Academic Success Plan (ASP) will create an individualized plan with their Student Advisor and an Academic Mentor from the Student Learning Center (SLC) who will assist them in their success at RMCAD. Students on the Academic Success plan may be required to enroll in ASP1000 Academic Success Plan Lab as a zero credit course. Students admitted under the requirement to participate in the Academic Success Plan (ASP) Program are considered admitted in probationary status and may be suspended at the end of the first semester if they do not achieve a 2.0 cumulative GPA.

5. ACT or SAT test results

RMCAD recommends but does not require the submission of ACT or SAT scores for undergraduate U.S. applicants.

6. 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.

7. 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.

2.4.2 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). RMCAD only considers international students for admission who are degree seeking and plan to attend as a full-time hybrid student. Online students are not eligible to apply for a visa. 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.

All international students studying on an F1 visa will be required to attend RMCAD full time during the spring and fall semesters if the students are registered as hybrid students. This means international students will be required to be enrolled full-time taking six credits each eight-week term during the Fall and Spring semesters. Students on an F1 visa are entitled to a vacation term of one semester during the summer semester only provided they intend to register for classes in the fall semester.

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.

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 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 must provide official transcripts as well as the Official ECE evaluation and acceptable TOEFL scores 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 before TOEFL waiver and acceptance.

International students with a cumulative GPA less than 2.0 will not be admitted in to the college.

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.

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.

2.5 GRADUATE ADMISSIONS

To apply for graduate programs, applicants must hold a baccalaureate degree from a regionally accredited college or university.

2.5.1 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 St. Lakewood, Colorado, 80214.

2. Transcripts

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 RMCAD at transcripts@rmcad.edu. New students must submit official transcripts to be registered for classes. Students who do not provide official transcripts before their scheduled start date are eligible to change their start date one time to allow time for the submission of required official transcripts.

Transcripts (official or unofficial) submitted by students from other schools 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. Cumulative GPA

All applicants for admissions to RMCAD's graduate programs must possess a cumulative GPA of 3.0 or higher. Exceptions to the GPA requirement can be made based on applicants' other documents including CV/Resume, letters of recommendation, GRE scores, statement of purpose, and other documents the candidate would like to submit for review.

5. Graduate Record Examinations (GRE) Test Scores

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.

6. Professional Evidence

All applicants for admissions to RMCAD's graduate programs must submit a professionally formatted resume or curriculum vitae. Students may select to submit letters of recommendation.

2.5.2 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.

All international students studying on an F1 visa will be required to attend RMCAD full time during the spring and fall semesters if the students are registered as hybrid students. This means international students will be required to be enrolled full-time taking six credits each eight-week term during the Fall and Spring semesters. Students on an F1 visa are entitled to a vacation term of one semester during the summer semester only provided they intend to register for classes in the fall semester.

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.

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 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.

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.

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 their specific degree program.

6. Graduate Record Examinations (GRE) Test Scores

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.

7. Professional Evidence

All applicants for admissions to RMCAD's graduate programs must submit a professionally formatted resume or curriculum vitae. Students may select to submit letters of recommendation.

3. ADMISSIONS POLICIES + PROCEDURES

3.1 SUBMITTING A PORTFOLIO

The admissions portfolio should include a separate, word-processed Statement of Intent and a minimum of 10 to a maximum of 15 images of the applicant's own work. The projects presented should demonstrate creativity and originality; an understanding of color and the elements and principles of design; and proficiencies in drawing and/or composition. All submitted portfolios should follow the portfolio guidelines as they are outlined in SlideRoom and include a complete Statement of Intent.

Submitting the portfolio in a digital format through SlideRoom is required. Students must complete 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 copies of artwork, slides, or photographs should not be submitted.

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

3.1.1 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.

RMCAD will not grant transfer credit for studio art coursework not included in the portfolio. 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.

3.2 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 fulfilled, with most decisions made within one week from the date all documents are received.

Students with transfer credits from regionally-accredited colleges will receive a credit evaluation prior to scheduling. Students enrolled as Non-Degree Seeking are not eligible to receive transfer credit.

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, and 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.

3.3 APPLICATION ACCEPTED STATUS CLASSIFICATIONS

The following internal application accepted status classifications are: Admit, Admit Provisional, Admit Conditional, Admit NDS, and Admit High School.

Before a file can be submitted for admit review, it is required to contain:

- Official transcripts from all schools previously attended
- Admissions Portfolio

Once received, a file will have one of the following admit decisions:

1. Application Accepted - Admit

- Student has fulfilled minimum GPA expectations (4.0-2.0) for desired graduate/undergraduate program - all official transcripts are received and processed.

2. Application Accepted - Admit Provisional

- Student GPA was below 2.0 or is a GED student with a score less than 165 taken in/after 2016 or less than 500 if taken prior to 2016.
- Students admitted provisionally will be required to participate in the Academic Success Plan (ASP) program through the Student Learning Center (SLC) 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.

3. Application Accepted - Admit Conditional

- Student has been conditionally accepted pending receipt of final/official transcripts

4. Application Accepted - Admit NDS

- Undergraduate student who wishes to take a class in a non-degree seeking status
- RMCAD Renew student

5. Admit High School

- High school student that has been admitted to the summer program for credit

3.4 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 an 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.

3.5 RETURNING STUDENTS: GUIDELINES FOR RETURNING/RE-ENTRY

Students who were previously enrolled at RMCAD, who have not attended RMCAD for more than one year (three consecutive semesters) 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 semester in which 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. Readmitted students will not be scheduled into classes until financial aid paperwork is complete and/or proof of ability to pay is provided.

Students who have been out of RMCAD for less than one year and wish to return into the same program from which they left will return under the same catalog year from when they withdrew and are under the same tuition and fees of that catalog year.

3.6 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.

3.6.1 NDS STUDENTS WITH 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, and submit additional admissions requirements, or withdraw from RMCAD.

3.6.2 NDS STUDENTS WITH 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, or the student will be withdrawn from RMCAD.

3.6.3 NDS STUDENTS AUDITING A CLASS: BFA + 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 the Dean of Students.

3.7 MILITARY + 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.

3.7.1 EDUCATIONAL BENEFITS

Active military students, spouses, 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 ccorrea@rmcad.edu. Additional information can be found on our website at: <http://www.rmcad.edu/admissions/military>.

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 Student Advisor to see what all of the requirements are for withdrawing. If it is determined that withdrawal is the best option, the process for requesting a refund begins with filing a tuition appeal. Each tuition appeal will be reviewed and a decision made to ensure that students will not be unjustly penalized financially. Please contact studentaccountsoffice@rmcad.edu with any questions.

RMCAD partners with all branches of the U.S. Armed Forces and VA to assist service members utilizing Military Tuition Assistance, Montgomery GI Bill Chapter 30, Post 911 GI Bill Chapter 33, VA Vocational Rehabilitation, and recipients of the Dependents' Educational Assistance Program. RMCAD participates in the Yellow Ribbon program at an unlimited rate.

3.7.2 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.

3.7.3 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.

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.

3.7.4 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. Undergraduate students on probation are required to participate in the Academic Success Plan (ASP) program through Student Learning Center (SLC). 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.

3.7.5 REGISTRATION

Students 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 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 instead choose to declare another major.

3.7.6 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.

3.7.7 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.

3.7.8 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 the Dean of Students.

3.8 ORIENTATION

All RMCAD students are required to complete an online orientation prior to the first day of class. Failure to complete the Online Orientation by the time classes begin may result in being withdrawn from the class.

The online orientation provides 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.

Hybrid students are required to complete an on-ground orientation in addition to the online orientation.

3.9 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, an Illustration student who specialized in Concept Art may take a course in Children's Book Illustration.
- 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 the 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, the Dean of Students, or the Vice President of Academic Affairs if the enrolled Alumnus is not meeting course criteria including attendance and participation.
- Alumni attending on-ground courses must purchase a RMCAD Alumni ID Badge at 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 the Renew course was approved or declined.

4. THE DEPARTMENT OF STUDENT ADVISING + FINANCIAL AID

4.1 FINANCIAL SERVICES

4.1.1 FINANCIAL AID + ACADEMIC ADVISING SERVICES

Academic advising is a collaboration between the student and the Student Advisor, designed to assist students in reaching their academic goals.

Student Advisors provide academic program and course scheduling advice, ensure that all prerequisite classes and general education courses (i.e., Liberal Arts and Foundation courses) have been taken, assist students who wish to add a class, or drop one, and facilitate student re-entry into RMCAD. Student Advisors also work with students to manage the annual course registration process, address any class schedule changes, military enrollments, and facilitate communication between the students and the Academic Program Chairs. The offices of Student Advising and Financial Aid work together to ensure that students are well informed of all enrollment steps.

4.1.2 FINANCIAL AID DEPARTMENT

The office of Financial Aid provides access, financial support, and advisory services for the Rocky Mountain College of Art + Design Community to facilitate student recruitment, enrollment, and retention at RMCAD. We strive to eliminate financial and other barriers to higher education. We make a conscious effort to reach out to those with exceptional economic and educational needs. We are dedicated to providing high-quality service in a fair, sensitive, and confidential environment to all individuals, regardless of background, culture, or lifestyle.

In Financial Aid our goal is to aid students in the pursuit of their academic goals with the help of institutional resources. The RMCAD Financial Aid Department supports the school's mission, vision, values and institutional learning outcomes by fostering the following core values:

- Transparency
- Professional and Etiquette
- Loyalty and Reliability
- Effective communication
- Teamwork
- Integrity and Ethics
- Continuous improvement in Financial Aid

RMCAD uses the designation "semester" to indicate the parent 16 weeks that houses two 8-week child "terms".

4.1.3 STUDENT ACCOUNTS OFFICE

Representatives in the Student Accounts Office are responsible for managing the billing of tuition and fees to student accounts throughout the student's program. They also help students with payments and setting up payment plans.

4.2 STUDENT FINANCIAL SERVICES, RIGHTS,+ 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.
- Maintain continuous annual enrollment and the required GPA to renew scholarships and grants.
- Keep your address updated with the college.
- Notify your Student 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.
- Complete an exit interview during your final term prior to graduation or withdrawal from the College.

4.3 TUITION + FEES

4.3.1 APPLICATION FEE

RMCAD has a \$50 fee due at the time of application unless waived for promotional reasons. This application fee is nonrefundable.

4.3.2 TUITION RATES 2018-2019

Tuition is established by the RMCAD Board of Directors prior to the start of each academic catalog year. Standard tuition rates for the 2018 - 2019 academic year are \$642 per credit for hybrid undergraduate students, \$502 per credit for online undergraduate students, and \$849 per credit for graduate students. These rates include Audit/Non-Credit enrollment. Please refer to RMCAD.edu for more information about tuition charges.

4.3.3 \$250 COST PER CREDIT HOUR FOR ACTIVE DUTY SERVICE MEMBERS

Students serving Active Duty, National Guard and Reservists and are receiving Military Tuition Assistance qualify for the Active Military Scholarship. This scholarship will reduce the cost of tuition and fees down to \$250 per credit hour.

4.3.4 STUDENT FEES

Student fees cover services, campus resources, security, maintenance, assessment, and other software provided to students throughout courses at RMCAD. Student fees are subject to change. Please check the most current Academic Catalog for updated fees. Students will incur the following fees applicable to each sixteen (16) week semester enrolled:

<u>Fees</u>	<u>Modality</u>	<u>Cost/Semester</u>
Program Services Fee	Campus/Hybrid	\$1,100.00
Program Services Fee	Online	\$760.00

4.3.5 STUDENT PAYMENTS

All RMCAD tuition and fee charges may be paid online through the Student Portal using the following methods:

- MasterCard
- Visa
- Discover
- American Express
- 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
1600 Pierce Street
Lakewood, CO 80214

4.3.6 BILLING NOTIFICATION

Students will receive electronic bills that are sent to the email address provided by the student prior to the start of the term. Tuition and fees will be applied on the student's ledger on first day of the semester. Payment is due prior to or by the first day of class, unless another payment option has been approved. If payment or payment arrangements have not been made prior to the start of the semester, students may be administratively dropped from their course(s). Students may also check their account balance through the student portal.

4.3.7 CASH PAYMENT

Unless approved for another financing option prior to the start of the term, students are required to pay the balance due for their current semester (and past due from previous semesters if applicable) prior to or by the first day of class.

4.3.8 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.

4.3.9 FINANCIAL AID

The Federal Financial Aid programs offered at RMCAD include the Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), Federal Work Study, 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.

4.3.10 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

4.3.11 OUTSTANDING ACCOUNT BALANCES

Students with unpaid tuition as of the first day 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 or when payment has been scheduled, whichever is sooner; at which time, a registration and/or transcript hold will be placed on their account.

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 \$1,000.

Any account not paid within 120 days after the end of a semester for inactive students will be referred to a collections agency. Any student sent to an outside collections agency will be responsible for any collection fees.

4.3.12 DELINQUENT STUDENT ACCOUNTS

Students are subject to any or all of the following actions if they have a delinquent debt to RMCAD:

- Administrative withdrawal
- Transcripts withheld
- Degree withheld
- Diploma 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 \$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.

4.3.13 TUITION REFUND POLICY

A course may be dropped on or before the third 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 processed by the end of the term.

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.

4.3.14 REGISTRATION CANCELLATION

New students starting courses in their first term must contact their Student Advisor 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 canceled 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.

4.3.15 TUITION APPEALS

RMCAD will consider requests for adjustment to tuition and fee charges when a student can document extenuating circumstances. Appeals must be made no later than thirty (30) days past the end of the eight-week term in question. Students may obtain an appeal form by contacting their Student Advisor and must submit the completed form to the Dean of Students. 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, or to students who have received Title IV up to the cost of attendance. Tuition waivers must be added to a student's financial aid package, which could impact current or future award amounts.

4.4 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 Educational 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 Student Advisor or online at 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 or four registration terms. 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" and "Continuous Enrollment" sections for more information regarding the academic schedule and requirements for maintaining and renewing grants and scholarships.

If a student does not provide the financial aid department accurate documentation in a timely manner and as a result, the school is unable to draw federal title IV funds, the student will be personally responsible for his/her balance.

4.5 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: 9-11.5 credit hours per semester
Half Time: 6-8.5 credit hours per Semester
Less than Half Time: less than 6 credit hours per semester

Graduate Students:

Full-Time: 9 credit hours per semester
Half Time: 5-8 credit hours per semester
Less than Half Time: less than 5 credit hours per term

4.6 COST OF ATTENDANCE

The cost of attendance includes tuition, books, and 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). Students who are enrolled less than half-time have a separate cost of attendance, which does not include room and board allowance. Incarcerated students will only have tuition, technological equipment, and fees included in their budgets.

Original budgets and packaging is based on the assumption that full-time students attend all semesters or all eight (8) months of the academic year.

4.7 FEDERAL FINANCIAL AID APPLICATION STEPS

To be considered for financial aid, students must be accepted for admission in a degree program. Complete the Free Application for Federal Student Aid (FAFSA) every year. Students may apply online at <http://www.fafsa.ed.gov> When prompted, the RMCAD school code for the FAFSA is 013991.

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.

All Title IV funds need to be factored into the FAFSA. A Financial Aid counselor can help with this process.

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.

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 semester or, at minimum, disbursements may be delayed for the current semester.

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 program;
- On Satisfactory Academic Probation (SAP);
- 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 a Student or Financial Aid Advisor)

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.

Students in a SAP Warning or SAP Probation status are required to complete Financial Awareness Counseling through <https://studentloans.gov>

If there is a balance created by tuition/fees minus Title IV funds, RMCAD refunds the balance within 14 days after disbursement.

If the student pulls down a Plus loan or other Title IV funds at any time in the semester and it bumps the Title IV fund amount over the total billed, RMCAD must disburse stipends within 14 days of disbursement.

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 any time in the semester throughout this time period.

4.8 FINANCIAL AID WITHDRAW + REFUND POLICY

Students who unregister for classes during the drop period in the first term of the semester will receive a 100% tuition refund for that semester, and will not qualify for a financial aid disbursement.

Students who withdraw after the drop period for the semester will incur tuition charges, regardless of eligibility for financial aid funds.

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, RMCAD 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.

4.8.1 TREATMENT OF TITLE IV AID WHEN A STUDENT WITHDRAWS

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 Educational Opportunity 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.

Funds that are returned to the federal government are used to reimburse the individual federal programs from which a student has received the aid. Any unearned Title IV aid will be returned in the following order:

- Federal Unsubsidized Direct Loan
- Federal Subsidized Direct Loan
- Federal Direct PLUS (Parent) Loan or Grad PLUS Loan
- Federal Pell Grant
- Federal Supplemental Education Opportunity Grant

4.8.2 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 student's last date of attendance from all courses within the term as per RMCAD's absence policy. Please see the "Attendance" section for more information. 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 be received. Once more than 60% of the term is completed, the student earns all the assistance scheduled to be received for that period.

4.8.3 UNOFFICIAL + AUTOMATIC WITHDRAWAL TITLE IV INFORMATION

Students who fail to attend class according to the “Automatic Withdrawal from Courses” during the official, three-day Add/Drop period will be withdrawn from their courses scheduled for that term, and no Title IV Funds will be requested from the U.S. Department of Education. Students who are assigned a “W” grade according to the attendance policy and those who have received an “FN” grade assigned by the Registrar’s office according to the attendance policy may have a portion of their Title IV Funds returned to the U.S. Department of Education.

If the student did not receive all of the funds earned, they may be due a post-withdrawal disbursement. If a post-withdrawal disbursement includes loan funds, the student must give permission before the funds can be disbursed. If a student qualifies for a post-withdrawal disbursement of grant funds, RMCAD will automatically apply these funds toward tuition and fees.

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.

Any amount of unearned grant funds that the student must return is called an overpayment. The maximum amount of a grant overpayment that must be repaid is half of the grant funds the student received or was scheduled to receive. Students are responsible to make arrangements with RMCAD or the Department of Education to return the unearned grant funds.

The refund requirements for Title IV program funds when a student withdraws are separate from any institutional 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-FEDAID (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.

4.9 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 semester. A student will not receive a disbursement during any semester unless they are attending that semester.

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 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 semester (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 semester of disbursement. If a student decides to take a term off, the aid scheduled will be canceled. Students who receive an “F” grade may be placed on Satisfactory Academic Progress (SAP) probation. If they are unable to get off of probation, the subsequent enrollment period is not eligible for financial aid.

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 semester.

4.10 CREDIT BALANCE

In the event that financial aid exceeds all the expenses for a semester, 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 disbursement and tuition is posted on the account. 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 at any time in the semester throughout this time period.

4.11 AUTHORIZATION FOR USE OF TITLE IV FUNDS

Recipients 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 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 as implication that authorization has not been granted. Authorizations or changes become effective on the date the written notification is received and cannot be applied retroactively.

4.12 FINANCIAL AID SATISFACTORY ACADEMIC PROGRESS

4.12.1 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 assistance. Satisfactory Academic Progress (SAP) applies to all students and denotes successful completion of coursework towards a degree in each semester. 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 for 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
SAP Met	Yes
SAP FA Warning	Yes
SAP FA Termination	No
SAP FA Probation (Appeal Granted)	Yes
SAP FA Termination – Permanent	No
SAP – Completion Rate Exceeded	No

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

4.12.2 SAP REQUIREMENTS

Students must meet the following minimum qualitative and quantitative 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)

4.12.3 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 credits 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.

4.12.4 MAXIMUM TIMEFRAME (MF)

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 credit hours required by the degree-granting program.

4.12.5 GUIDELINES

All RMCAD credit hours attempted and earned are counted in the evaluation of SAP.

All transferable credits are counted as credit earned and attempted 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, credits attempted and earned at RMCAD, all credits attempted and earned, regardless of program, count in MTF, CR, and cumulative GPA. Students on SAP Termination are ineligible to transfer to another program until a SAP appeal has been approved, or if on SAP Probation, until SAP has successfully been met.

4.12.6 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 SAP FA Warning status for the following semester in which they attempt credits and are still entitled to Title IV funds. 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 SAP FA Termination status in order to regain eligibility for one additional semester (or the length of the academic plan). A student who is granted an appeal will have their SAP status changed to SAP FA Probation. If at the end of the semester the student does not meet the SAP requirements and fails SAP again, his/her status will be changed to SAP FA Termination – Permanent and he/she is not entitled to Title IV funds for one year.

4.12.7 APPEAL PROCESS

In order to appeal, the student must (1) submit an appeal form to the Advising Office regarding the termination, stating the reasons for the appeal, and (2) be able to reasonably meet SAP within the following semester, and (3) complete Financial Aid Awareness Counseling at <https://studentloans.gov> once the appeal has been granted. 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 to 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.

4.13 PROFESSIONAL JUDGMENT POLICY

Please contact a Financial Aid advisor for the complete Professional Judgment Policy.

4.14 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 Financial Aid 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.

4.15 PRIVATE + 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 Financial Aid Advisor for more information regarding the requirements to obtain a private educational loan.

4.16 SCHOLARSHIPS + GRANTS

All Institutional Scholarships and Grants are applied to tuition and fees only and are not paid directly to students. Institutional scholarships are non-transferable and have no redeemable cash value. RMCAD does not include scholarships and/or grants in stipends. Institutional Scholarships and Grants are only used to fill balance gaps for tuition and fees and are not applicable to cost of living or other similar expenses unrelated to the institution. Institutional Scholarships and Grants require continuous enrollment (i.e., 12 credits per semester except for summer when the student may take 6 credits per semester). Please contact the Offices of Admissions, Advising, and/or Financial Aid for information regarding Scholarships and Grants.

5. ACADEMIC POLICIES

5.1 ACADEMIC INTEGRITY

5.1.1 THE RMCAD CODE OF CONDUCT

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 Code of Conduct 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.

The Code of Conduct also prohibits disorderly conduct in the form of disparagement, harassment, exhibitions of aggression, discrimination, or any behavior that disrupts the learning environment.

5.1.2 DEFINITIONS OF ACADEMIC DISHONESTY:

- 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;
- 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
- 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, violation of any college, state, or federal laws or policies, and any other act or misconduct which may reasonably be deemed to be a part of this heading.

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.

5.1.3 PROCEDURES FOR ADDRESSING 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 Director of Student Affairs, who will also notify the Chair of the department in which the course resides, the Chair of the student's major department, and the Dean of Students and the Department of Student Advising. Students will receive advisement from the Director of Student Affairs 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 Student Affairs. 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 Information section. The request must be received by the Director of Student Affairs 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.

5.2 ACADEMIC ADVISING

Please see the Department of Student Advising for more information.

Student Advisors provide academic program and course scheduling advice; ensure that all prerequisite classes and general education courses (i.e. Liberal Arts and Foundation courses) have been taken; assist students who wish to add a class, or drop one; and facilitate student reinstatements into RMCAD. Student Advisors also work with students to manage the annual course registration process; address any class schedule changes; military enrollments; and facilitate communication between the students and the Academic Program Chairs. The offices of Academic Advising and Financial Aid work together to ensure that students are well informed of all enrollment steps.

5.3 ACADEMIC SUPPORT

Rocky Mountain College of Art + Design offers students additional Academic Support outside of the classroom. For more information, please see Section III: Student Information.

5.3.1 DIVERSITY WITHIN THE CURRICULUM

The curriculum at Rocky Mountain College of Art + Design supports the school's Mission, Vision, Values, Diversity Statement, and Institutional Outcomes. There are no curricular or educational expectations for any student to personally prescribe to the concepts presented in any class; however, RMCAD does expect students to engage in a variety of academic disciplines that are intended to build skills necessary for informed, meaningful, and critical thinking and engagement. RMCAD requires faculty and students to adhere to the institutional, departmental, and course learning outcomes.

As such, alternative curriculum, presentations, readings, assignments and discussion prompts are not available based on race, culture, nationality, ethnicity, religion, ideology, personal beliefs, geographic origins, class, sexual orientation, gender, gender identity and expression, disability, age, and/or personal history.

5.4 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. Students have direct access to faculty, Department Chairs, and administration to ensure that student needs are known and addressed. Students entering under the 2018-2019 Catalog are subject to the Policies and Procedures of this catalog regardless of the method of course delivery.

5.5 ATTENDANCE

Rocky Mountain College of Art + Design is an attendance taking institution. Consistent attendance and class participation offer students the most effective opportunities to gain command of the knowledge, skills, and aptitudes for the course of study; therefore, RMCAD students are required to attend class, be prepared to work, and to be on time.

5.5.1 ATTENDANCE GUIDELINES

Due to Federal Financial Aid Guidelines, faculty must document all attendance for all students. Campus attendance is entered for each scheduled class on the same day that the course is held and must be posted by midnight. Online attendance is recorded on Thursdays and Mondays and must be posted by midnight MT.

Students who demonstrate poor attendance will be contacted by their faculty member and/or Academic Program Department Chair, and by the Office of Student Affairs and/or the Office of Academic and Financial Aid Advising.

5.5.2 WEEK ONE ATTENDANCE

Students must attend class 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 days before the first day of the term. The College does not guarantee approval of the absence.

RMCAD encourages all students who anticipate an absence at any time to contact their instructor(s). If a student is unable to communicate with their instructor(s), they should contact their Academic Program Department Chair and/or their Student Advisor.

5.5.3 AUTOMATIC WITHDRAWAL FROM COURSES

The Registrar's Office will verify all attendance.

Students who have failed to attend class during week one as defined in the attendance policy 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 Registrar's office that the student was marked as "absent" by error (see "Unofficial Withdraws" in Financial Aid for information regarding return of Title IV Funding).

5.5.4 UNOFFICIAL WITHDRAWAL

After the Add/Drop deadline students who fail to attend class for a continuous period of 14 days before the Withdraw deadline will be considered an "unofficial withdrawal" and will receive a "W" assigned by the Registrar's Office. Students who fail to attend class for a continuous period of 14 days after the Withdraw deadline will receive an "FN" (Failure for Non-Attendance) grade assigned by the Registrar's Office (see "Unofficial Withdraws" in Financial Aid for information regarding return of Title IV Funding).

5.5.5 CAMPUS ATTENDANCE PROCEDURES

Campus students are considered present when they arrive to class on time and remain engaged during the duration of the course period. Failure to meet the requirements for attendance will result in the instructor marking them absent. Failure to regularly attend class may result in a lower or failing grade as campus attendance is often directly tied to class participation. Failure to attend class may also result in being withdrawn from the college.

5.5.6 ONLINE ATTENDANCE PROCEDURES

Online students are considered present for mid-week attendance when they log into the LMS and submit their initial discussion post, according to the specifications of the activity, due on Wednesdays by 11:59 PM MT. 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 weighted assignment, according to the specifications of the activity, no later than Sunday at 11:59 PM MT of that week. Failure to meet the requirements for attendance will result in the instructor marking them absent. Failure to regularly attend class may result in a lower or failing grade as online attendance is often directly tied to weighted activities. Failure to attend class may also result in being withdrawn from the college.

5.6. 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.

5.7 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).

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 courses are offered in an eight-week accelerated format. 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.

5.8 GRADING + EVALUATING STUDENT PROGRESS

5.8.1 CUMULATIVE GRADE POINT AVERAGES

Grade reports reflect standard letter grades. RMCAD uses a 4.0 scale to calculate cumulative grade point averages.

Letter Grade	Grade Point Value
A+	4.0
A	4.0
A-	4.0
B+	3.0
B	3.0
B-	3.0
C+	2.0
C	2.0
C-	2.0
D+	1.0
D	1.0
D-	1.0
F	0.0

Audit (AU)	0.0
Fail (FAIL)	0.0
<i>*Failure to meet the minimum standards for passing the course - with full term academic attendance.</i>	
FN (Failure for Non-Attendance)	0.0
Incomplete (I)	0.0
Pass (PASS)	0.0
<i>*Meets minimum standards for passing the course - equivalent on a point distribution and percentage scale to 60 or above.</i>	
Portfolio credit/ Transfer credit (TR)	0.0
Repeat (R)	0.0
Withdraw (W)	0.0

5.8.2 GRADING POLICIES

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.

5.8.3 GRADING SCALE POINT DISTRIBUTION + PERCENTAGES

Students are graded on the basis of prompt and satisfactory completion of assignments, attitude, attendance, and individual progress as outlined within the course syllabus. Students are expected to have materials and supplies necessary for the successful completion of assignments.

Extreme dedicated effort, superior results, and progress.

A+	100-99%
A	98-93%
A-	92-90%

Dedicated effort, creditable results, progress, strong participation, generally focused and on time.

B+	89-88%
B	87-83%
B-	82-80%

Average effort and results, fulfillment of all requirements, little participation, or inattentiveness.

C+	79-78%
C	77-73%
C-	72-70%

Little to no evidence of effort, participation or achievement; or evidence of cheating.

D+	69-68%
D	67-63%
D-	62-60%

No evidence of effort, participation, or achievement; or evidence of cheating.

F	59% and below
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5.8.4 WITHDRAWALS

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.

5.8.5 RECEIVING GRADES

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.

5.9 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 for a grade appeal to 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.
- Grade appeal petitions will only be considered for the final grade awarded for the course.
- Grade appeals petitions may result in a lower grade than initially awarded by the individual instructor.

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.

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 with the Department Chair within 45 calendar days after the first day of classes of the next term, the grade shall be considered final.

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

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 within 14 days from the receipt of the Chair's response. 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.

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

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

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

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.

5.10 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 up to week 6 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.

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. Financial aid disbursements scheduled for the following semester will be delayed until the "I" grade is updated to reflect a final grade for the course.

5.10.1 ELIGIBILITY REQUIREMENTS

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 up to week 6 as specified in the course syllabus, is eligible to petition for the grade of incomplete to the instructor. An eligible student must follow the procedures stated below or negate eligibility.

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

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

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 Students. 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.

5.10.2 PROCEDURES

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 through 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.

It is the student's responsibility to initiate the petition and obtain the signatures required. The student must submit 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.

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

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 "I" grade will automatically change to the standing grade in the course. There will be no exceptions.

5.11 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, including the appropriate situational evidence and/or documentation, available through the Registrar's Office. The College does not guarantee the approval of Exception to Policy petitions. All exceptions to policy are reviewed by the Dean of Students. Decisions are final and binding.

5.12 GRADUATION REQUIREMENTS

5.12.1 UNDERGRADUATE

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

- Complete all required courses in a given program of study.
- Have at least a 2.0 cumulative grade point average (2.5 for Art Education majors).
- Have earned a minimum of 120-126 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 at RMCAD (active military students are exempted from the residency requirement).
- Have completed a minimum of two portfolio reviews for the BFA degrees.
- Have an acceptable body of work for a graduation exhibition for the BFA degrees.

5.12.2 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:

- Complete all required courses in a given program of study.
- Have at least a 3.0 cumulative grade point average.
- 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.

5.12.3 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

Graduate 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.

Passed with Distinction: 4.0 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.

5.12.4 VALEDICTORIAN

One Valedictorian will be chosen to represent their graduating class as the student who best symbolizes RMCAD, academically. The Valedictorian will be a student who has achieved a 4.0 GPA, or who has achieved the highest cumulative GPA among their graduating class.

In the event there are multiple students who fit these criteria, the student with the most work completed at RMCAD will be awarded the honor. Should multiple students have the same CUM GPA and credits earned at RMCAD, the student's conduct, civic engagement, and community involvement history will be reviewed. The student with a demonstrable history of campus and civic engagement and a history clear of conduct violations will be selected as valedictorian.

5.12.5 ELIGIBILITY FOR PARTICIPATION IN GRADUATION EVENTS

BFA Students are eligible to participate in commencement exercises and the RMCAD Graduation Exhibition only if they have completed all of the degree program requirements and are officially graduating in the same term. Students are added to the graduation list when they have attended the Mandatory Grad Meeting and have completed requisite paperwork and submitted relevant information, found within the Mandatory Grad Meeting, provided by the Office of the Registrar. Each semester, all on-ground graduating BFA students have the opportunity to participate in an on-campus exhibit. This group exhibition features Animation, Art Education, Fashion Design, Fine Arts, Game Art, Graphic Design, Illustration, Interior Design, and Photography. The BFA Graduation Exhibition is a 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. Participating students must be present for the 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 also be exhibited in the on-campus exhibit.

5.12.6 GRADUATION RATES

The current six-year average graduation rate for Rocky Mountain College of Art + Design is 46% percent for full-time first-time freshmen who started in the fall term of 2012. 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. Four-year average for the Student Right-to-Know completion or graduation rate-calculation is 47%.

5.13 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

5.14 LIBERAL ARTS POLICY

5.14.1 FIRST-TIME FRESHMAN

RMCAD students are scheduled for courses based off of the program sequence that is designed by the Academic 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 withdraw, drop, or fail a course within either discipline. Students are expected to complete a minimum of 18 Liberal Arts and Foundations 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.

5.14.2 TRANSFER STUDENTS

Transfer students are also required to complete all liberal arts coursework in a timely manner. RMCAD requires 33-45 credit hours of liberal arts coursework 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.

5.15 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 (FD 2300 Foundations 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 is required for students to move into their major 3000-level coursework.

All BFA students are required to complete a second and third, major-specific portfolio review during the student's junior and senior year. Please see major-specific course descriptions.

Students who fail either Sophomore Portfolio Review or their Major Specific Portfolio Reviews must schedule and retake the portfolio review The next time it is offered. 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.

5.16 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, marketing, or any other purpose without the student's consent. Student agrees to grant Rocky Mountain College of Art & Design (RMCAD) perpetual license to all materials including but not limited to art, i.e.: paintings, drawings, design, illustration, animations, character design, images, video, film, computer media, audio recordings, and other creative work created in the course of a school project or activity. Use of these materials by RMCAD will be limited to promotional and education activities for the benefit of the school and its students and not for any commercial use whatsoever.

5.17 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 calculation, but will remain on the transcript and the retaken course annotated with the grade suffixed with "***"—ex: C**.

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 formally submit an exception to policy form to be reviewed by the Dean of Students. Students may only be enrolled in a course for the third time if approval is granted by the Dean of Students. 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.

6. REGISTRATION

6.1 ADDING/DROPPING OR WITHDRAWING FROM A COURSE

Students must have the approval of their Student Advisor and their Academic Program Chair 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 MT on the day of the drop deadline or the course change will be processed as a "Withdrawal."

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.

6.2 CREDIT OVERLOAD POLICY

6.2.1 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 the Dean of Students. 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 Deans' approval.

6.2.2 GRADUATE

The recommended maximum credit load for a full-time graduate student is 12 credit hours per semester. 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 Deans' approval.

6.3 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 financial aid academic 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 year and estimated graduation date. 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 transfer is performed starting with their new financial aid academic year in the new program. The Change of Major Form is available from the Office of the Registrar.

6.3.1 UNDECLARED POLICY

Undeclared Students must declare a major by the end of their first academic year, or two semesters, and prior to earning 30 credits. Earned credit hours include those from RMCAD as well as all applied transfer credit from other institutions and college credit received in high school such as Advanced Placement or International Baccalaureate. Undeclared students in the BFA track may take a maximum of six studio electives which must be approved by the manager of advising and a combination of liberal arts and foundations courses. It is recommended that elective credits pertain to students' major(s) of interest. Credits earned are not guaranteed to apply to the student's declared major. A registration hold will remain on the student enrollment record until a major has been applied to the student's permanent record. Change of major policies will apply for declaring a major.

6.3.2 ELECTIVE CREDIT HOURS

Students in program majors will be given registration priority in major coursework. Undeclared students or declared students enrolling in courses outside of their major are not guaranteed enrollment in elective courses.

6.4 ENROLLMENT STATUS

6.4.1 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 6-11 credit hours in a 16-week semester are considered half-time. Students registered for 1-5 credits are considered less than half-time.

6.4.2 GRADUATE

Full-time enrollment for graduate students at RMCAD is defined as being registered for a minimum of 6 credit hours in a semester.

6.4.3 CONTINUOUS ENROLLMENT

RMCAD students in all undergraduate and graduate programs for either campus or online must maintain enrollment totaling 6 credit 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. Please refer to the "Unofficial Course and College Withdrawal" section.

Students should consult both their Student 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. Renewal of most scholarships and grants requires that students must be consecutively enrolled as a full-time student in every semester (i.e., take 12 credits per semester, 6 credits per term with the exception of summer terms where students may take 3 credits per eight-week term, 6 credits per semester). Please see the "SCHOLARSHIPS AND GRANTS" section for more information.

6.4.4 INTERRUPTION OF TRAINING FLEX

A student ending a Flex A or Flex B academic year will automatically be placed into an IOT status. At that time, the student will be required to complete the IOT form, which will list the return date. Students are required to complete the form with a Student Advisor, which must include the following information: the Flex start the student is ending, and the date the student will return. All IOT Flex students will be contacted from a Financial Aid adviser for repackaging 7-8 week prior to the scheduled return date. Students who fail to return from IOT after a semester off will be automatically withdrawn from the college and required to go through the Advising re-entry process. Any student coming back from an IOT Flex who has an account balance will be required to meet with Student Accounts prior to getting packaging established for the next academic year.

6.4.5 INTERRUPTION OF TRAINING FOR ACTIVE MILITARY STUDENTS

In an effort to support our students who are members of the armed forces, RMCAD will allow active military personnel one additional IOT period during a 12-month period. The combined IOT periods cannot exceed 120 days within a 12-month period.

6.4.6 RETURN FROM INTERRUPTION OF TRAINING

Students must contact a Student Advisor at least 2 weeks prior to returning from their IOT to confirm their return. A Return from IOT form will be initiated by the Student Advisor, and the student must be cleared by all departments before the student can register for upcoming classes.

6.5 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).

6.6 INTERNSHIPS IN UNDERGRADUATE DEGREE PROGRAMS

6.6.1 INTERNSHIPS FOR ACADEMIC CREDIT

Undergraduate students may earn academic credit for internship participation with enrollment in an internship course as part of their designated degree program requirement or elective credit. Students must meet the eligibility requirements and complete an Internship Learning Agreement. The Internship Learning Agreement outlines the details of the students proposed internship, sponsorship guidelines, start and end dates, hours of work requirements toward earning academic credit, and learning objectives. Students must obtain the Internship Learning Agreement packet from the Office of Career + Alumni Services and complete an Internship Information seminar.

6.6.2 INTERNSHIP ELIGIBILITY AND PROCESS

Students are eligible to participate in an internship for academic credit upon approval of their program chair, completion of the Internship Information seminar, and completion of the required Internship Learning Agreement Documentation. (Please see individual degree program internship course requirements) Internship Information seminars are conducted by the Office of Career + Alumni Services and are offered several times throughout the year and by appointment. Students should seek assistance from their Student Advisor as to ensure the appropriate sequence of the internship course within their schedule.

Students must locate an internship site/sponsor that meets the requirements and guidelines identified in the Internship Learning Agreement. Assistance in locating a site/sponsor can be obtained through Career + Alumni Services, Academic Program Chairs/Heads, and faculty. Once a site/sponsor is identified and the Internship Learning Agreement has been completed, the document is then submitted to Career + Alumni Services to be processed and finally submitted to the Office of the Registrar. (add/drop deadlines apply) Student must log 135 hours to earn 3 credits. Internship hours must start in the term in which the student is registered and any hours logged prior to the term start cannot be applied. If a student is officially registered prior to the start date of the term, and the internship site/sponsor designates a start date that occurs after the start of term, it is the responsibility of the student and site sponsor to make arrangements to ensure hours logged start in the term in which the internship is scheduled and completed within the agreed upon time frame stated in the Internship Learning Agreement. Internships that occurred without notification and adherence to the course approval process cannot be retroactively applied toward earning academic credit for the internship course requirement or elective.

6.6.3 INTERNATIONAL ELIGIBILITY

Students attending RMCAD on an F-1 visa must receive school authorization for all off campus work through curricular practical training (CPT). The CPT can be obtained through the Enrollment and International Student Department.

6.6.4 INTERNSHIPS FOR PROFESSIONAL EXPERIENCE-NON-CREDIT OPTION

Participation in an Internship for Professional Experience- non-credit option allows for a student to participate in an internship where the site/sponsor requires the college approval or confirmation of student enrollment status in the institution or degree program, but does not require the student to obtain academic credit. Internships for Professional Experience- Zero credit are not overseen by the college due to the fact the student is not seeking academic credit, however the internship can be officially recognized by the college and recorded with notation on their transcript upon student request and successful completion of the internship.

6.7 MERGING + 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.

6.8 PLANNING A SCHEDULE + REGISTERING

RMCAD is a year-round institution of higher education and offers classes during three semesters: Fall, Spring, and Summer. Students register annually for a complete year, and it is recommended that students complete a minimum of 30 credits per year (36 credits per year enables students to graduate in less than 4 years). The process for annual registration is listed below:

Students work with their Student Advisor to develop a schedule up until degree completion.

6.8.1 DEGREE SEQUENCES

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. Students seeking to substitute a course not in their catalog year must have an approved Course Substitution form available in the Student Advising office.

6.8.2 SCHEDULING OVER 18 CREDIT HOURS

Undergraduate students requesting to register for more than 18 credit hours must possess a 3.0 cumulative GPA and obtain written permission from their Department Chair and the Dean of Students. Graduate students requesting to register for more than 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 of Students. The Registrar's Office processes the registration and notifies the student accordingly.

6.8.3 REGISTRATION + FINANCIAL AID

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 their Student or Financial Aid Advisor and the Registrar's Office.

6.8.4 AUDIT STUDENTS

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 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.

6.9 SATISFACTORY ACADEMIC PROGRESS (SAP) REQUIREMENTS

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) and Completion Rate (CR). 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 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.

All full-time and part-time undergraduate and graduate students are expected to meet the minimum CR of 67% by the end of each semester and throughout their program.

Guidelines

- All RMCAD credit hours attempted and earned are counted in the evaluation of SAP.
- All transferable credits are counted as credit earned and attempted will count towards 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 CR and cumulative GPA with the final grade.
- Course withdrawals (grades of W) count as credits attempted but not earned, and counts towards CR but not toward cumulative GPA.
- For students who change degree programs, all credits attempted and earned, regardless of program, count in CR and cumulative GPA.

6.9.1 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.

6.9.2 ACADEMIC WARNING

Student progress is monitored at the end of each semester. Undergraduate students who do not attain the cumulative grade point average of 2.0 (2.5 for Art Education majors) and completion rate of 67% or greater at the end of the semester are placed on academic warning for the following semester. Graduate students who do not attain the a completion rate of 67% or greater and a cumulative grade point average of 2.5 for their first semester, and 3.0 for the duration of their degree, are placed on academic warning for the following semester. Students are notified of academic warning in writing.

6.9.3 ACADEMIC PROBATION

Student progress is monitored at the end of each semester. Undergraduate students who do not attain the cumulative grade point average of 2.0 (2.5 for Art Education majors) and completion rate of 67% or greater at the end of the semester are placed on academic probation for the following semester. Graduate students who do not attain the a completion rate of 67% or greater and a 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.

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 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. Student will be required to complete an academic success plan with their Student Advisor and participate in tutoring sessions with our Student Learning Center (SLC).

6.9.4 ACADEMIC SUSPENSION

For undergraduate students, the minimum required grade point average of 2.0 and completion rate of 67% or better must be achieved by the end of the semester in which the student is placed on suspension, resulting with the student being suspended from the college for a 16-week semester. For graduate students, the minimum required grade point average of 3.0 and completion rate of 67% or better must be achieved by the end of the semester in which the student is placed on academic suspension and the student will be suspended from the college for a 16-week semester. Students are notified of academic suspension in writing.

6.9.5 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.

6.9.6 ACADEMIC PROBATION + SUSPENSION FOR ASP STUDENTS

Undergraduate students enrolled in the Academic Success Plan (ASP) program who do not attain the cumulative grade point average of 2.0 at the end of the semester are placed on academic suspension for the following semester. Students are notified of academic probation in writing.

6.9.7 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 the Dean of Students.

6.10 TRANSCRIPTS + DIPLOMAS

Transcripts and Diploma 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 and/or diploma will not be issued. Six to eight weeks are required for processing for recent graduates.

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 located at www.getmytranscript.org, and is regulated by the National Student Clearinghouse.

6.11 TRANSFER CREDIT

6.11.1 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.

6.11.2 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). Credit may not be awarded at a later date from colleges not listed on the application.

Students enrolled as Non-Degree Seeking are not eligible to receive transfer credit.

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:

- 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.

6.11.3 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.

6.11.4 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.

6.11.5 APPROPRIATENESS+ 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.

6.11.6 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.

6.11.7 ARTICULATION AGREEMENTS

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

6.11.8 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.

6.11.9 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 RMCAD Registrar's Office immediately upon completion of the course(s). Official transcripts are due by the end of the first 8-week term.

6.11.10 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 BFAs in Animation, Fashion Design, Fine Arts, Game Art, Graphic Design, Illustration, and Photography and up to 30 credits for Art Education and Interior Design. Art History courses are evaluated separately.

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 BFA at RMCAD with an awarded Bachelor's degree in comparable field of study.

6.11.11 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.

6.11.12 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.

6.11.13 EXPERIENTIAL CREDIT

The College does not provide credit for experiential learning.

6.11.14 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.

6.11.15 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. 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 class 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.

6.11.16 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.

6.11.17 PORTFOLIO CREDIT

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

6.11.18 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 re-enrolling. This is true particularly if students 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 re-enroll through the Office of the Registrar, and external credit will not be reevaluated.

6.12 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 and Student Advisor, the Department Chair, and the Registrar. No exception may be made to this policy.

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 30 days of the student's completion of the formal college withdrawal process.

SECTION 2:

PROGRAMS + COURSES



7. ACADEMIC PROGRAM OUTCOMES

Students are informed of institutional level outcomes, program level outcomes and course level outcomes in the following ways:

- Institutional Outcomes are published below
- Program Outcomes are published in the Academic Catalog within each program section
- Course Outcomes are published in each course syllabus

7.1 INSTITUTIONAL OUTCOMES

Institutional Learning Outcomes are Rocky Mountain College of Art + Design's overarching goals and competencies, which include: cultural competence, communication competence, design competence, and critical thinking. RMCAD's Institutional, Programmatic, and Course-level Learning Outcomes are determined by the Program Review and Assessment Committee, the faculty, and the Program Department Chairs. The Curriculum Committee provides the final approval for all Learning Outcomes.

Cultural Competence:

Cultural competence 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.

Communication Competence:

Communication is a prepared, purposeful written or oral presentations designed to increase knowledge, to foster understanding, or to promote change in the listeners', viewers, and/or participants' attitudes, values, beliefs, or behaviors.

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.

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.

(Note: "Diverse" means both cultural and intellectual diversity.)

7.2 PROGRAM LEARNING OUTCOMES

Program outcomes represent broad statements that incorporate many areas of interrelated knowledge and skills developed over the duration of the program through a wide range of courses and experiences. They represent the big picture, describe broad aspects of behavior, and encompass multiple learning experiences. The program learning outcomes are published in the catalog under the Program Degrees.

7.3 COURSE LEARNING OUTCOMES

Course learning outcomes are the broad objectives reached at the conclusion of a course or term-level class. These are published on the course syllabus.

7.4 ASSESSMENT, END-OF-COURSE EVALUATIONS, + STUDENT SATISFACTION SURVEYS

The Program Review and Assessment Committee oversees all learning outcome assessment activities and Academic Program Review (see the Academic Affairs Handbook for more information).

All students are encouraged to complete End-of-Course Surveys. Enrolled students receive invitations to course evaluations through their rmcad.edu e-mail accounts. Evaluations are anonymous.

RMCAD periodically administers Student Satisfaction Surveys and encourages all students to participate in these evaluation activities when they occur.

7.5 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

7.6 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.

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

7.7 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 credits 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 receiving institution and RMCAD cannot guarantee that credits will transfer to other institutions of higher education.

Students enrolling in Dual Enrollment courses must meet the course prerequisites when required.

Designated Dual Enrollment Courses are listed below. Additional courses may be considered for Dual Enrollment with Program Department Chair approval.

7.7.1 DUAL ENROLLMENT COURSES

Animation

AN 1110 Introduction to Animated Storytelling

Fashion Design

FS 1000 Fashion Industry Survey

Fine Arts

ART 1110 Ceramics I
ART 1140 Painting I
PH 1010 Darkroom I
ART 1150 Photography + Video I
ART 1160 Printmaking I
ART 1170 Sculpture I

Foundations

FD 1020 2D Design: Elements + Principles and PCFD 1030 Design Lab
FD 1275 Drawing I

Game Art

AN 1110 Introduction to Animated Storytelling

Graphic Design

FD 1020 2D Design: Elements + Principles and FD-1030 Design Lab (Note: FD1020 requires Adobe Photoshop and Illustrator software; students are solely responsible for acquiring the software prior to registering for this course.)

Illustration

IL 1020 Mastering the Pencil

Interior Design

ID1510 Survey of Interior Design

Liberal Arts

AH 1000 Introduction to Art + Visual Design
EN 1110 Composition I
HU 1130 Introduction to World Religions
HU 1140 History of American Capitalism
HU 1110 Humanities I: World Thought I
HU 1111 Humanities II: World Thought II
MA 1220 Financial Principles + Practices
NS 2030 Biology
NS 2040 Environmental Studies
NS 3050 Human Ecology
SBS 1110 Introduction to Anthropology
SBS 1120 Introduction to Economics
SBS 1130 Introduction to Political Science
SBS 1140 Introduction to Psychology
SBS 1150 Introduction to Sociology

Photography

CP 1111 Digital Photography I

Prerequisite requirements apply.

7.7.2 DUAL ENROLLMENT REQUIREMENTS

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. 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.

5. 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.

7.8 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 the fall. 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.

8. UNDERGRADUATE PROGRAMS

RMCAD offers the following undergraduate degree programs:

8.1 BACHELOR OF FINE ARTS (BFA)

Animation: 2D
Animation: 3D
Art Education: Animation
Art Education: Fine Art
Art Education: Graphic Design
Art Education: Illustration
Fashion Design
Fine Arts
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)
Photography

8.2 COURSE PREFIXES

AE	Art Education
AH	Art + Design History
AN	Animation
AN2D	Animation: 2D
AN3D	Animation: 3D
ART	Fine Arts
ASP	Academic Success Plan
CCT	Communication + Critical Thought
CP	Commercial Photography
CW	Creative Writing
EN	English
FD	Foundations
FS	Fashion Design
GA	Game Art
GD	Graphic Design
HU	Humanities
ID	Interior Design
IDSD	Interior Design - Sustainable Design
IL	Illustration
MA	Mathematics
NS	Physical + Natural Science
PH	Photography
PJ	Photojournalism
SBS	Social + Behavioral Science

8.2.1 DEFINITIONS

Prerequisites:

A course that must be taken prior to a given course.

Co-requisites:

A course that must be taken at the same time as a given course.

8.3 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 comprised 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. 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.

9. ACADEMIC SUCCESS PLAN PROGRAM

9.1 STUDENT LEARNING CENTER MISSION

The mission of the Student Learning Center (SLC) is to provide a supportive environment that promotes active learning and enables students to develop the strategies and tools they need to become strong independent learners.

9.2 ACADEMIC SUCCESS PLAN PROGRAM DESCRIPTION

The Academic Success Plan program guides students in developing the skills needed to thrive in an academic environment. Students in the program work one-on-one with an Academic Mentor to create a customized approach to targeting concerns and celebrating successes, based on the students' individual needs. The online ASP lab provides the tools, support and resources that accompany required meetings with Student Learning Center staff to support the acquisition of skills and strategies for academic success. Students will learn to evaluate their own learning processes and to analyze, practice and integrate successful learning strategies. At the conclusion of the lab, students will be able to create and apply successful learning strategies and methods.

9.3 PROGRAM OUTCOMES

- Understand and apply successful learning strategies
- Identify and apply appropriate resources and techniques to fit unique learning needs
- Demonstrate integration of time management and various learning strategies to achieve learning goals
- Demonstrate college level writing techniques
- Demonstrate correct use of one or more citation methods

ASP 1000 ACADEMIC SUCCESS PLAN (ASP) LAB (0 CREDITS)

This lab is required for students who are part of the Academic Success Plan (ASP) program. This includes registered students who are on Satisfactory Academic Progress (SAP) Warning or Termination and incoming students who, due to their incoming GPA or GED score, have been admitted as ASP status. The lab provides the tools, support and resources that accompany required meetings with Student Learning Center staff to support the acquisition of skills and strategies for academic success. Students will learn to evaluate their own learning processes and to analyze, practice and integrate successful learning strategies. In addition, students will work with Student Learning Center staff to identify and address their own unique challenges. Through discussion posts, worksheets and one-on-one mentoring sessions, students will learn to understand and apply skills in time management, goal setting, reading strategies, overall learning strategies, college writing, goal setting, motivation, avoiding plagiarism and the use of proper citation methods. At the conclusion of the lab students will be able to create and apply successful learning strategies and methods.

Prerequisites: None. Students in the ASP program or those on SAP status must participate in and pass this course. Offered online only.

10. ANIMATION DEPARTMENT

10.1 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.

10.2 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.

10.3 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. Demonstrate effective application of critique.

COLLABORATION: Demonstrate cooperative attitude in class discussions, collective projects, and communication 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.

10.4 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.

10.5 3D ANIMATION ONLINE + ON-CAMPUS BFA DEGREE REQUIREMENTS

Liberal Arts: 45 credits

Art History	12
AH 2020 History of International Animation	3
EN 1110 Composition I	3
EN 1111 Composition II	3
Communication + Critical Thought	3
HU 1110 Humanities I: World Thought I	3
HU 1111 Humanities II: World Thought II	3
Humanities	3
Mathematics	3
Physical + Natural Sciences	3
Social + Behavioral Science	6
<i>*See Liberal Arts Department for specific classes</i>	

Foundations: 24 credits

FD 1020 2D Design: Elements + Principles	3
FD 1030 Design Lab	0
FD 1120 Topics in Color	3
FD 1275 Drawing I	3
FD 1210 Drawing Lab	0
FD 1370 Life Drawing I	3
FD 1380 Life Drawing II	3
FD 1600 Studio Seminar: Methods of Inquiry	3
FD 2130 3D Design: Space + Materiality	3
FD 2210 4D Design: Stills to Motion	3
FD 2300 Foundations Sophomore Portfolio Review	0

Animation: 21 credits

AN 1110 Introduction to Animated Storytelling	3
AN 2270 Digital Painting for Film + Games	3
AN 2310 Creative Visualization	3
AN 3001 Animation Junior Portfolio 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: 24 credits	
AN3D 1210 3D Computer Fundamentals	3
AN3D 2320 3D Computer Lighting + Materials	3
AN3D 3050 Animation Thesis Proposal Review	0
AN3D 3230 3D Computer Animation Motion Studies	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 4880 3D Animation Thesis II	3
GA 4350 Character Rigging	3

Studio Electives: 9 Credits

The following are recommended:

AN 1230 Fundamentals of Animation	3
AN2D 1390 Drawing + Acting for Animation	3
AN2D 3230 Character Animation + Motion Studies	3
AN2D 4240 Advanced Character Animation + Motion Studies	3
AN3D 4290 Advanced 3D Computer Modeling + Texturing (ground only)	3
AN3D 4850 Experimental Computer Animation (ground only)	3
AN 3601 Animation Internship Part I	1.5
AN 3602 Animation Internship Part II	1.5
ART 1110 Ceramics I	3
ART 1140 Painting I	3
ART 1170 Sculpture I	3
CP 1111 Digital Photography I	3
CP 1112 Digital Photography II	3
CP 1710 Digital Post Production	3
GA 2220 Game Creation Fundamentals	3
GA 3120 3D Modeling	3
GA 3330 Character + Level Design	3
GA 3860 Digital Sculpting	3
GA 4110 Game Animation + Motion Capture	3
GD 1310 Type + Layout	3
GD 2210 Vector Illustration	3
GD 2220 Raster Image Processing	3
PH 1010 Darkroom I	3

Total Credits Required (168 Weeks) 123

10.6 2D ANIMATION ON-CAMPUS BFA DEGREE REQUIREMENTS

Liberal Arts: 45 credits

Art History	12
AH 2020 History of International Animation	3
EN 1110 Composition I	3
EN 1111 Composition II	3
Communication + Critical Thought	3
HU 1110 Humanities I: World Thought I	3
HU 1111 Humanities II: World Thought II	3
Humanities	3
Mathematics	3
Physical + Natural Sciences	3
Social + Behavioral Science	6

**See Liberal Arts Department for specific classes*

Foundations: 24 credits

FD 1020 2D Design: Elements + Principles	3
FD 1030 Design Lab	0
FD 1120 Topics in Color	3
FD 1275 Drawing I	3
FD 1210 Drawing Lab	0
FD 1370 Life Drawing I	3
FD 1380 Life Drawing II	3
FD 1600 Studio Seminar: Methods of Inquiry	3

FD 2130 3D Design: Space + Materiality	3
FD 2210 4D Design: Stills to Motion	3
FD 2300 Foundations Sophomore Portfolio Review	0

Animation: 24 credits

AN 1110 Introduction to Animated Storytelling	3
AN 1230 Fundamentals of Animation	3
AN 2270 Digital Painting for Film + Games	3
AN 2310 Creative Visualization	3
AN 3001 Animation Junior Portfolio 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: 24 credits

AN2D 1390 Drawing + Acting for Animation	3
AN3D 3050 Animation Thesis Proposal Review	0
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 4880 2D Animation Thesis II	3

Studio Elective Requirements: 6 credits

The following are recommended:

AN3D 3230 Computer Animation + Motion Studies	3
AN3D 4250 Advanced 3D Computer Animation Motion Studies	3
AN2D3840 Experimental Animation/2D + Mixed Media	3
AN2D 4870 Stop Motion Animation	3
AN 3601 Animation Internship Part I	1.5
AN 3602 Animation Internship Part II	1.5
ART 1110 Ceramics I	3
ART 1140 Painting I	3
ART 1170 Sculpture I	3
CP 1111 Digital Photography I	3
CP 1112 Digital Photography II	3
CP 1710 Digital Post Production	3
GA 3330 Character + Level Design	3
GA 3860 Digital Sculpting	3
GA 4110 Game Animation + Motion Capture	3
GD 1310 Type + Layout	3
GD 2210 Vector Illustration	3
GD 2220 Raster Image Processing	3
IL 2850 Figurative Sculpture	3
PH 1010 Darkroom I	3

Total Credits Required (168 Weeks) 123

10.7 ANIMATION COURSE DESCRIPTIONS

AN 1110 INTRODUCTION TO ANIMATED STORYTELLING (3 CREDITS)

In this freshman-level studio 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 films, from shorts, to feature length movies and games 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 games, and projects demonstrating their ability to recognize and apply the basic components of visual storytelling in their own work.

Prerequisites: FD 1020 2D Design: Elements + Principles. May be waived for Dual Enrollment students with chair approval.

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 in-between test; and a final project that will demonstrate their fullest understanding of basic animation principles. (Formerly AN 2230 Fundamentals of Animation)

Prerequisites: none

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 project—from speed painting to matte painting and paint-overs.

Prerequisites: Prerequisites: FD 1020 2D Design: Elements + Principles. All BFA AN/GA students are required to adhere to the prerequisite.

AN 2310 CREATIVE VISUALIZATION (3 CREDITS)

In this sophomore-level studio course, students develop imaginative concepts, using the language of film and animation, through the storyboard and animatic 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 storyboarding and animatic process to visualize animated story ideas, utilizing elements of composition, camera angles, continuity, character and motion dynamics.

Prerequisites: AN 1110 Introduction to Animated Storytelling

AN 3001 ANIMATION JUNIOR PORTFOLIO REVIEW (0 CREDITS)

This Junior Portfolio Review bridges the gap between Foundations studies and the student's chosen major discipline. The review requires students to showcase their major-specific skill-sets. Works will be assessed based on evidence of comprehension in motion studies, design fundamentals, and technical prowess. The ability to speak clearly and concisely about their design process and creative approaches to problem solving is essential. Must be completed within the 72-90 credit hour completed range.

Prerequisites: Completion of 72+ credits

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: Completion of 90+ credit hours

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 3050 Animation Thesis Proposal Review or AN3D 3050 Animation Thesis Proposal Review

AN 3601 / 3602 ANIMATION INTERNSHIP PART I + 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 studio course students are introduced to the digital tools necessary to integrate 2D and 3D rendered 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 digital images and text. 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 Tools + Techniques of Contemporary Animation).

Prerequisites: Completion of 72+ credit hours

**AN 3770
ANIMATION SOUND DESIGN + VIDEO EDITING
(3 CREDITS)**

In this junior-level studio 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, non-linear sound and video editing, and 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 gain an understanding of the fundamental principles of sound design and video editing and their practical application to animation production. (Formerly AN 2420 Animation Sound Design + Video Production).

Prerequisites: AN 2310 Creative Visualization

**AN 4000
ANIMATION SENIOR PORTFOLIO REVIEW
(0 CREDITS)**

The Senior Portfolio Review begins the student's preparation for the graduation exhibition and 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.

Corequisite: AN2D 4880 2D Animation Thesis II or AN3D 4880 3D Animation Thesis II

10.8 2D ANIMATION COURSE DESCRIPTIONS

**AN2D 1390
DRAWING + ACTING FOR ANIMATION
(3 CREDITS)**

In this freshman-level studio course, students explore the importance of acting and performance to build upon fundamental animation skills. With an emphasis on mass, volume, structure, and design, students use simplified drawing techniques to express character behavior as it applies to "moving drawings." By the end of the course, students understand 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. (Formerly AN 2210 Drawing + Acting for Animation)

Prerequisites: FD 1370 Life Drawing I

**AN2D 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 AN 3390 2D/3D Animation Thesis I. (Formerly AN 3050 Animation Thesis Proposal Review)

Prerequisites: AN2D 3230 Character Animation + Motion Studies and AN2D 3360 Animation Layout + Production Design.

**AN2D 3230
CHARACTER ANIMATION + MOTION STUDIES
(3 CREDITS)**

This junior-level studio course further develops the student's skills in the analysis and application of movement, focusing on human and animal locomotion. Students are encouraged to develop their own characters and investigate personality and emotion in their animation. At the conclusion of this course, students will have a greater understanding of weight, motion, timing, and various aspects of drawing related to believable character animation.

Prerequisites: AN 1230 Fundamentals of Animation and FD 2300 Foundations Sophomore Portfolio Review

**AN2D 3360
ANIMATION LAYOUT + PRODUCTION DESIGN
(3 CREDITS)**

In this junior-level studio course, students explore different stylistic approaches to development of original characters and environments. Using traditional and digital media, students produce model sheets, background layouts and character layouts. Upon completion of this course, students will have a greater working knowledge of staging, perspective and composition, and how these pertain to cinematic motion and design. (Formerly AN 4010 Animation Layout + Production Design)

Prerequisites: AN 2310 Creative Visualization

**AN2D 3520
2D COMPUTER ANIMATION I
(3 CREDITS)**

This junior-level studio course provides students with the opportunity to produce a digitally animated short as a group or individual. At the conclusion of this course, students have a body of work that represents attention to professional 2D computer production techniques. 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 2D Computer Animation)

Prerequisites: AN2D 3230 Character Animation + Motion Studies

**AN2D 3620
2D + Z
(3 CREDITS)**

2D + Z = 3D! This junior-level studio course is designed to help 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 3D geometry and materials for use in a 2D/3D hybrid production. Upon completion of this course students will gain a foundational 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 CREDITS)

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 Experimental Animation/2-D + Mixed Media)

Prerequisites: AN 1230 Fundamentals of Animation

AN2D 4240
ADVANCED CHARACTER ANIMATION + MOTION STUDIES
(3 CREDITS)

This senior-level studio course is a continuation of Character Animation + Motion Studies. Students will finesse their skills, insights, and knowledge of character animation through advanced assignments. Emphasis will be placed on acting and performance, with lip-sync, combined with characters in a specific activity or conflict. Students may be directed to environmental effects animation. At the conclusion of this course students will have explored advanced, narrative-driven motion through character, dialogue and effects (Formerly AN 4410 Advanced Character Animation Motion Studies)

Prerequisites: AN2D 3230 Character Animation + Motion Studies

AN2D 4520
2D COMPUTER ANIMATION II
(3 CREDITS)

In this senior-level studio course, students will produce an animated short within a group setting. Students create key frame animation, clean up, in-betweens, and digital ink and paint. Students are encouraged to add 3D elements, post production effects, compositing, and color correction. At the completion of this course students will have created an animated short following industry practices.

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 Stop Motion Animation)

Prerequisites: AN2D 3230 Character Animation + Motion Studies OR AN3D 3230 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
Corequisite: AN 4000 Animation Senior Portfolio Review

10.9 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 + Games

AN3D 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 AN 3390 2D/3D Animation Thesis I. (Formerly AN 3050 Animation Thesis Proposal Review)

Prerequisites: AN3D 2320 3D Computer Lighting + Materials and AN3D 3230 3D Computer Animation Motion Studies

**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 keyframing, 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 3D Computer Animation Motion Studies)

Prerequisites: FD 2300 Foundations Sophomore Portfolio Review; AN3D 1210 3D Computer Fundamental or AN2D 3620 2D + Z

**AN3D 3241
INTRODUCTION TO DYNAMICS + EFFECTS
(3 CREDITS)**

In this studio course students will be exposed to dynamic simulations including particles, cloth, hair, rigid, and soft body physics simulations. By the end of this course students will learn about the basic tools necessary to add simple simulations in their work to create natural and man made phenomenon. (Formerly AN 4420 3D Advanced Computer Animation + SFX)

Prerequisites: AN3D 2320 3D Computer Lighting + Materials. Offered online only.

**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.

Prerequisites: Prerequisites: AN3D 2320 3D Computer Lighting + Materials.

**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: Completion of 90+ credit hours

**AN3D 4290
ADVANCED 3D COMPUTER MODELING + TEXTURING
(3 CREDITS)**

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 CREDITS)**

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 will 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 Experimental Computer Animation)

Prerequisites: AN3D 3230 3D Computer Animation Motion Studies.

**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 3390 2D/3D Animation Thesis I
Corequisite: AN 4000 Animation Senior Portfolio Review

11. ART EDUCATION DEPARTMENT

11.1 ART EDUCATION DEPARTMENT MISSION

The mission of the Art Education department is to create articulate, judicious, and socially-conscious art 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.

11.2 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 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 PRAXIS 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. This degree program is offered only in hybrid format and is not available solely online.

RMCAD's Art Education BFA only allows graduates to become licensed to teach art in the state of Colorado. Students seeking licensure outside of Colorado should contact their Program Chair and/or Student Advisor for assistance in identifying the correct educational state agency.

All full-time and part-time Art Education students 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. Failure to meet these requirements may delay registration for Art Education core courses and delay projected graduation.

11.3 PROGRAM OUTCOMES

The Art Education Department uses Performance-Based Standards for Colorado Teachers found at: <http://www.cde.state.co.us/>.

11.4 ART EDUCATION – ANIMATION EMPHASIS ON-CAMPUS BFA DEGREE REQUIREMENTS

Liberal Arts: 45 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
EN 1110 Composition I	3
HU 1110 Humanities I: World Thought I	3
HU 1111 Humanities II: World Thought II	3
Physical + Natural Sciences	3
Social + Behavioral Science	3

Foundations: 21 credits

FD 1020 2D Design: Elements + Principles	3
FD 1030 Design Lab	0
FD 1120 Topics in Color	3
FD 1275 Drawing I	3
FD 1210 Drawing Lab	0
FD 1370 Life Drawing I	3
FD 1600 Studio Seminar: Methods of Inquiry	3
FD 2130 3D Design: Space + Materiality	3
FD 2210 4D Design: Stills to Motion	3
FD 2300 Foundations Sophomore Portfolio Review	0

Art Education: 28 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 3263 Methods of Art Education, K-12 Part I	3
AE 3264 Methods of Art Education, K-12 Part II	3
AE 4000 Art Education Senior Portfolio Review	0
AE 4245 Classroom Management	3
AE 4255 Student Teaching: Elementary	6
AE 4265 Student Teaching: Secondary	6
AE 4933 Student Teaching Seminar Part I	1
AE 4934 Student Teaching Seminar Part II	1

Fine Arts: 15 Credits

ART 1110 Ceramics I	3
ART 1140 Painting I	3
PH 1010 Darkroom I	3
ART 1160 Printmaking I	3
ART 1170 Sculpture I	3

Animation Emphasis: 15 credits

AN 1110 Introduction to Animated Storytelling	3
AN2D 1390 Drawing + Acting for Animation	3
AN3D 1210 3D Computer Fundamentals	3
AN 2270 Digital Painting for Film + Games	3
AN 2310 Creative Visualization	3

Total Credits Required 125
(168 Weeks)

11.5 ART EDUCATION – FINE ART EMPHASIS ON-CAMPUS BFA DEGREE REQUIREMENTS

Liberal Arts: 45 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
EN 1110 Composition I	3
HU 1110 Humanities I: World Thought I	3
HU 1111 Humanities II: World Thought II	3
Physical + Natural Sciences	3
Social + Behavioral Science	3

Foundations: 21 credits

FD 1020 2D Design: Elements + Principles	3
FD 1030 Design Lab	0
FD 1120 Topics in Color	3
FD 1275 Drawing I	3
FD 1210 Drawing Lab	0
FD 1370 Life Drawing I	3
FD 1600 Studio Seminar: Methods of Inquiry	3
FD 2130 3D Design: Space + Materiality	3
FD 2210 4D Design: Stills to Motion	3
FD 2300 Foundations Sophomore Portfolio Review	0

Art Education: 28 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 3263 Methods of Art Education, K-12 Part I	3
AE 3264 Methods of Art Education, K-12 Part II	3
AE 4000 Art Education Senior Portfolio Review	0
AE 4245 Classroom Management	3
AE 4255 Student Teaching: Elementary	6
AE 4265 Student Teaching: Secondary	6
AE 4933 Student Teaching Seminar Part I	1
AE 4934 Student Teaching Seminar Part II	1

Fine Arts: 12 credits

ART 1110 Ceramics I	3
ART 1140 Painting I	3
PH 1010 Darkroom I	3
ART 1160 Printmaking I	3
ART 1170 Sculpture I	3

Fine Arts Emphasis: 15 credits

ART 2400 Form + Content	3
ART 3000 Fine Arts Portfolio Review	0
ART 3500 Experimental Studies	3
AE 4600 Professional Practice	3
ART 4800 Senior Studio	3

Fine Arts Electives: 3 credits

The following are recommended:	
ART 3300 Installation	3
ART 3301 Special Topics in Fine Arts	3
ART 3330 Fibers Studio	3
ART 3520 Experimental Drawing	3

Total Credits Required 125
(168 Weeks)

11.6 ART EDUCATION–GRAPHIC DESIGN EMPHASIS ON-CAMPUS BFA DEGREE REQUIREMENTS

Liberal Arts: 45 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
EN 1110 Composition I	3
HU 1110 Humanities I: World Thought I	3
HU 1111 Humanities II: World Thought II	3
Physical + Natural Sciences	3
Social + Behavioral Science	3

Foundations: 21 credits

FD 1020 2D Design: Elements + Principles	3
FD 1030 Design Lab	0
FD 1120 Topics in Color	3
FD 1275 Drawing I	3
FD 1210 Drawing Lab	0
FD 1370 Life Drawing I	3
FD 1600 Studio Seminar: Methods of Inquiry	3
FD 2130 3D Design: Space + Materiality	3
FD 2210 4D Design: Stills to Motion	3
FD 2300 Foundations Sophomore Portfolio Review	0

Art Education: 28 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 3263 Methods of Art Education, K-12 Part I	3
AE 3264 Methods of Art Education, K-12 Part II	3
AE 4000 Art Education Senior Portfolio Review	0
AE 4245 Classroom Management	3
AE 4255 Student Teaching: Elementary	6
AE 4265 Student Teaching: Secondary	6
AE 4933 Student Teaching Seminar Part I	1
AE 4934 Student Teaching Seminar Part II	1

Fine Arts: 15 Credits

ART 1110 Ceramics I	3
ART 1140 Painting I	3
PH 1010 Darkroom I	3
ART 1160 Printmaking I	3
ART 1170 Sculpture I	3

Graphic Design Emphasis: 15 credits

GD 1310 Type + Layout	3
GD 2510 Sign + Symbol	3
GD 2210 Vector Illustration	3
GD 2220 Raster Image Processing	3
GD 2440 Typography Design	3
GD 3000 Graphic Design Junior Portfolio Review	0
Total Credits Required (168 Weeks)	125

11.7 ART EDUCATION – ILLUSTRATION EMPHASIS ON-CAMPUS BFA DEGREE REQUIREMENTS

Liberal Arts: 45 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
EN 1110 Composition I	3
HU 1110 Humanities I: World Thought I	3
HU 1111 Humanities II: World Thought II	3
Physical + Natural Sciences	3
Social + Behavioral Science	3

Foundations: 21 credits

FD 1020 2D Design: Elements + Principles	3
FD 1030 Design Lab	0
FD 1120 Topics in Color	3
FD 1275 Drawing I	3
FD 1210 Drawing Lab	0
FD 1370 Life Drawing I	3
FD 1600 Studio Seminar: Methods of Inquiry	3
FD 2130 3D Design: Space + Materiality	3
FD 2210 4D Design: Stills to Motion	3
FD 2300 Foundations Sophomore Portfolio Review	0

Art Education: 28 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 3263 Methods of Art Education, K-12 Part I	3
AE 3264 Methods of Art Education, K-12 Part II	3
AE 4000 Art Education Senior Portfolio Review	0
AE 4245 Classroom Management	3
AE 4255 Student Teaching: Elementary	6
AE 4265 Student Teaching: Secondary	6
AE 4933 Student Teaching Seminar Part I	1
AE 4934 Student Teaching Seminar Part II	1

Fine Arts: 15 Credits

ART 1110 Ceramics I	3
ART 1140 Painting I	3
PH 1010 Darkroom I	3
ART 1160 Printmaking I	3
ART 1170 Sculpture I	3

Illustration Emphasis: 15 credits

IL 2520 Illustration Media	3
IL 2575 Illustration I	3
IL 3000 Illustration Junior Portfolio Review	0
IL 3595 Illustration II	3
IL 3650 Children's Book Illustration I	3
IL 3850 Digital Illustration I	3
OR	
IL 1020 Mastering the Pencil	3
Total Credits Required (168 weeks)	125

11.8 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 2220 Philosophy of Art + Education; AE 2230 Psychology of Creativity; AE 2240 Instructional Technology; cleared fingerprint and CBI background checks
Corequisites: FD 2300 Foundations Sophomore Portfolio Review

AE 2215 INTRODUCTION TO ART EDUCATION (3 CREDITS)

Field experience hours: 10 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, and 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.

Prerequisites: None

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 lead to and affect 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; 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.

Prerequisites: Complete 60+ credit hours or chair approval

AE 3220 TEACHING IN A MULTICULTURAL ENVIRONMENT (3 CREDITS)

Field experience hours: 20 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: 20 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 illustrate learning that is unique to the arts classroom. They demonstrate an understanding of visual literacy through the development of strategies for teaching and the creation of 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 3263 / 3264
METHODS OF ART EDUCATION, K-12 PART I + II
(3 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. (Formerly AE 3263/3264 Methods of Art Education, K-12 Part I and Part II; 2 credits each)

Prerequisites: AE 3220 Teaching in a Multicultural Environment; AE 3240 Reading in the Content Area; must be an Art Education major. This course is taken the term directly prior to Student Teaching.

AE 3280
STATISTICS: ASSESSING LEARNING + TEACHING
(3 CREDITS)

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 evaluate 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; must be an Art Education major.

AE 4000
ART EDUCATION SENIOR PORTFOLIO REVIEW
(0 CREDITS)

Students who have completed 90+ credit hours participate in an upper level portfolio review to ensure they are prepared to enter a career in education upon graduation. A cumulative professional portfolio of work from Art Education courses is presented by the student including their Teacher Work Sample. This review addresses total field experience hours, Praxis test results and dispositions necessary for a professional teacher.

Prerequisites: Complete 90+ credit hours or chair approval
Corequisites: AE 4934 Student Teaching Seminar Part II

AE 4245
CLASSROOM MANAGEMENT
(3 CREDITS)

Field experience hours: 20 clock hours in a public or private school setting. 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: AE 3264 Methods of Art Education, K-12 Part II, 200 Field Experience Hours completed, Fingerprint and CBI Background Check cleared.

Corequisite: AE 4933 Student Teaching Seminar Part I or 4934 Student Teaching Seminar Part II.

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: AE 3264 Methods of Art Education, K-12 Part II, 200 Field Experience Hours completed, Fingerprint and CBI Background Check cleared.

Corequisite: AE 4933 Student Teaching Seminar Part I or 4934 Student Teaching Seminar Part II.

AE 4600
PROFESSIONAL PRACTICE
(3 CREDITS)

This senior level course aligns with Fine Art industry standards and professional experience to prepare students with essential knowledge and practical strategies necessary to effectively seek out venues for their own art. This includes 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. Students will also learn how to properly display, store, and ship art using sound archival methods. At the conclusion of the course, students will have created professional-grade portfolio materials and an online presence, which includes an artist statement, resume, and documentation of artwork. Students use their portfolios to submit applications to exhibitions, residency programs, grants, and graduate schools.

Prerequisites: Completion of 72+ credits

AE 4933 / 4934
STUDENT TEACHING SEMINAR PART I + II
(1 CREDIT 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, resume 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 coursework. (Formerly AE 4935 Student Teaching Seminar)

Corequisites: AE 4000 Art Education Senior Portfolio Review; and AE 4255 Student Teaching: Elementary or AE 4265 Student Teaching: Secondary

12. FASHION DESIGN DEPARTMENT

12.1 FASHION DESIGN DEPARTMENT MISSION

The Fashion Design Department at Rocky Mountain College of Art + 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 and fast-paced industry.

12.2 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 that 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.

12.3 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.

12.4 FASHION DESIGN BFA ON-GROUND + ONLINE DEGREE REQUIREMENTS

Liberal Arts: 45 credits

Art History	12
AH 2090 History of Fashion	3
EN 1110 Composition I	3
EN 1111 Composition II	3
Communication + Critical Thought	3
HU 1110 Humanities I: World Thought I	3
HU 1111 Humanities II: World Thought II	3
Humanities	3
Mathematics	3
Physical + Natural Sciences	3
Social + Behavioral Science	6
<i>See Liberal Arts Department for specific classes</i>	

Foundations: 24 credits

FD 1020 2D Design: Elements + Principles	3
FD 1030 Design Lab	0
FD 1120 Topics in Color	3
FD 1275 Drawing I	3
FD 1210 Drawing Lab	0
FD 1280 Drawing II	3
FD 1370 Life Drawing I	3
FD 1380 Life Drawing II	3
FD 1600 Studio Seminar: Methods of Inquiry	3
FD 2130 3D Design: Space + Materiality	3
FD 2300 Foundations Sophomore Portfolio Review	0

Fashion Design: 54 credits

FS 1000 Fashion Industry Survey	3
FS 1110 Fashion Design I	3
FS 1310 Construction I: Industry Sewing Basics	3
FS 1350 Construction II: Draping + Drafting	3
FS 2510 Textile Science	3
FS 2130 Apparel	3
FS 2150 Accessories	3
FS 2180 Sustainable Fashion	3
FS 2310 Construction III: Flat Pattern Techniques	3
FS 2410 Design Technologies	3
FS 3000 Fashion Design Junior Portfolio Review	0
FS 3110 Fashion Design II	3
FS 3170 Couture Construction	3
FS 3210 Product Development + Management	3
FS 3310 Construction IV: Production Construction	3
FS 3470 CAD Production Patternmaking	3
FS 3570 Textiles: Knits + High Tech	3
FS 3601 Fashion Design Internship Part I	1.5
FS 3602 Fashion Design Internship Part II	1.5
FS 4000 Senior Portfolio + Fashion Show	0
FS 4210 Professional Practices	3

Total Credits Required (168 Weeks)	123
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12.5 FASHION DESIGN COURSE DESCRIPTIONS

FS 1000 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. (Formerly FS 1210 Fashion Industry Survey)

Prerequisite: none

FS 1110 FASHION DESIGN I (3 CREDITS)

In this freshman-level course, 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: FD 1275 Drawing I and FS 1000 Fashion Industry Survey

FS 1310 CONSTRUCTION I: INDUSTRY SEWING BASICS (3 CREDITS)

This freshman-level course introduces students to basic garment construction techniques used in the apparel industry. Students will learn proper machine maintenance, threading, and care. Various machine and hand sewing techniques and seam types will be discussed and applied. Students will work with woven and knitted fabrics in order to understand the requirements of each fabric type. Industrial sewing machines will be used to construct a complete garment, and assembly instructions will be documented.

Prerequisite: none

FS 1350 CONSTRUCTION II: DRAPING + DRAFTING (3 CREDITS)

This freshman level course introduces the process of creating garments through draping. Students will learn to drape garments in order to create patterns through drafting and trueing. At the conclusion of this course, students will have basic sloper/blocks for the purpose of creating patterns for their original fashion design concepts.

Prerequisite: FS 1310 Construction I: Industry Sewing Basics

FS 2130 APPAREL (3 CREDITS)

This sophomore level course teaches students the process of flat pattern techniques. Students will learn to manipulate basic slopers to create complete garments, as well as drafting flat patterns from measurements. At the conclusion of this course, students will advance their skill to create patterns for their original designs, including the documentation and specifications needed for sample makers to construct the garment.

Prerequisite: completion of 30+ credit hours

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.

Prerequisite: completion of 30+ credit hours

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 develop an understanding of how to minimize negative environmental impact and encourage social consciousness and responsibility.

Prerequisite: completion of 30+ credit hours

FS 2310 CONSTRUCTION III: FLAT PATTERN TECHNIQUES (3 CREDITS)

This sophomore level course teaches students the process of flat pattern techniques. Students will learn to manipulate basic slopers to create complete garments, as well as drafting flat patterns from measurements. At the conclusion of this course, students will advance their skill to create patterns for their original designs, including the documentation and specifications needed for sample makers to construct the garment.

Prerequisite: FS 1350 Construction II: Draping + 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: Elements + Principles

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.

Prerequisite: completion of 30+ credit hours

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.

Prerequisite: completion of 60+ credit hours and must complete this course before completing 90 credits, FD 2300 Foundations Sophomore Portfolio Review.

FS 3110
FASHION DESIGN II
(3 CREDITS)

In this advanced design course, students continue to develop and refine their skills in concept development and fashion design with an emphasis on global fashion trends. Students will complete presentations for a full collection that include trend forecasting and originality of design, fabric, color, and silhouette. At the conclusion of this course, students will have developed an understanding of professional presentation in the apparel market. (Formerly FS 2110 Fashion Design II)

Prerequisites: FS1110 Fashion Design I and FS 2410 Design Technologies

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. (Formerly FS 2170 Couture Construction)

Prerequisite: FS 2310 Construction III: Flat Pattern Techniques

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.

Prerequisite: FS 2410 Design Technologies.

FS 3310
CONSTRUCTION IV: PRODUCTION CONSTRUCTION
(3 CREDITS)

This senior-level course focuses on product construction beyond sample making techniques. Students will learn and apply the theory of assembly line construction and production materials for manufacturing. At the conclusion of this course, students will have completed the order of production assembly and have the knowledge to direct product construction in a manufacturing plant. (Formerly FS 3310 Construction III)

Prerequisite: FS 2310 Construction III: Flat Pattern Techniques

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 systems 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 1350 Construction II: 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 + 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.

Prerequisite: completion of 90+ credit hours

13. FINE ARTS DEPARTMENT

13.1 FINE ARTS DEPARTMENT MISSION

The Fine Arts department develops conceptual and technical abilities in students to pursue creative professional careers, individual studio practices, or advanced education in the arts.

13.2 FINE ARTS PROGRAM DESCRIPTION

We are a closely-knit community where students receive individual attention from faculty who are professional fine artists. We develop opportunities for students to expand their professional networks and make personal connections within the art and design community. We encourage our students to contribute to the ongoing dialogue of creative culture and to pursue life-long scholarship and creativity.

Fine Arts curriculum takes a multi-disciplinary approach to art making. Students experience a broad range of disciplines to better align with the ways contemporary artists are working today. Rather than focusing on specific discipline students explore concepts through a wide range of mediums. Students take courses in painting, sculpture, ceramics, printmaking, and photography in conjunction with Foundations and Liberal Arts courses.

Students also take critical thought and professional practice courses that expand students understanding of historical and contemporary art methodologies. We also offer a rotating selection of elective special topic courses that reflect art practices that are experimental, emerging, and are in the forefront of the contemporary art world.

13.3 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 their 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).

13.4 FINE ARTS ON-GROUND BFA DEGREE REQUIREMENTS

Liberal Arts: 45 credits

Art History	12
AH 2400 Seminar in Contemporary Art	3
EN 1110 Composition I	3
EN 1111 Composition II	3
Communication + Critical Thought	3
HU 1110 Humanities I: World Thought I	3
HU 1111 Humanities II: World Thought II	3
Humanities	3
Mathematics	3
Physical + Natural Sciences	3
Social + Behavioral Science	6
<i>See Liberal Arts Department for specific classes</i>	

Foundations: 21 credits

FD 1020 2D Design: Elements + Principles	3
FD 1030 Design Lab	0
FD 1120 Topics in Color	3
FD 1275 Drawing I	3
FD 1210 Drawing Lab	0
FD 1370 Life Drawing I	3
FD 1600 Studio Seminar: Methods of Inquiry	3
FD 2130 3D Design: Space + Materiality	3
FD 2210 4D Design: Stills to Motion	3
FD 2300 Sophomore Portfolio Review	0

Fine Arts Core Requirements: 51 credits

ART 1110 Ceramics I	3
ART 1140 Painting I	3
PH 1010 Darkroom I	3
ART 1160 Printmaking I	3
ART 1170 Sculpture I	3
ART 2210 Ceramics II	3
ART 2240 Painting II	3
PH 2250 Darkroom II: Alternative Process	3
ART 2260 Printmaking II	3
ART 2270 Sculpture II	3
ART 2400 Form + Content	3
ART 3000 Fine Arts Portfolio Review	0
ART 3240 Painting III	3
ART 3270 Sculpture III	3
ART 3500 Experimental Studies	3
ART 4000 Fine Art Senior Portfolio Review	0
ART 4600 Professional Practice	3
ART 4800 Senior Studio	3
ART 4801 Senior Exhibition	3

Studio Electives: 6 credits

Students select 6 elective credits from the below offerings

ART 3300 Installation	3
ART 3301 Special Topics in Fine Arts	3
ART 3330 Fibers Studio	3
ART 3340 Figure Painting	3
ART 3520 Experimental Drawing	3
ART 3601 Fine Arts Internship Part I	1.5
ART 3602 Fine Arts Internship Part II	1.5
ART 4710 Ceramics Advanced Studio	3
ART 4740 Painting Advanced Studio	3
PH 4250 Special Topics in Photo Media	3
ART 4770 Sculpture Advanced Studio	3

Total Credits Required (168 Weeks)	123
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13.5 FINE ARTS COURSE DESCRIPTIONS

ART 1110 CERAMICS I (3 CREDITS)

This introductory level course introduces students to the basic skills and conceptual ideas within ceramics. 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: FD 2130 3D Design: Space + Materiality

ART 1140 PAINTING I (3 CREDITS)

This introductory level course provides basic skills and conceptual ideas within painting. Students learn to create using a variety of painting tools, techniques, and materials. Processes include building stretcher frames, stretching and preparing the canvas, and paint application with various brushes and tools. Self-expression is cultivated through exploration and research. Students will participate in critiques and demonstrate their knowledge of canvas and panel construction, painting techniques, light and color, and a basic knowledge of contemporary art trends. At the conclusion of this course, students will be technically prepared to undertake projects in higher-level painting courses.

Prerequisites: FD 1120 Topics in Color

PH 1010 DARKROOM I (3 CREDITS)

This course introduces students to traditional black and white film darkroom processes from a historical and contemporary fine-art perspective. Using 35mm SLR cameras, students will learn baseline camera controls and techniques to create narratives that communicate conceptual ideas. The class covers film types, camera formats, the Zone System of Photographic Tone Control, film development, and silver-based printing. Extensive lab and studio time is provided during the class. At the end of this course, students will have illustrated, through a portfolio of images, an understanding of the technical, creative, and darkroom components of the medium. (Formerly ART 1150 Photography + Video I)

Prerequisite: none

ART 1160 PRINTMAKING I (3 CREDITS)

This introductory level course provides basic skills and conceptual ideas within printmaking. Printmaking I emphasizes the 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. At the conclusion of this course, students will have gained knowledge in the techniques, materials, and proper use of printmaking equipment.

Prerequisites: FD 1020 2D Design: Elements + Principles

ART 1170 SCULPTURE I (3 CREDITS)

This introductory level course introduces students to the basic skills and conceptual ideas within sculpture examining 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: FD 2130 3D Design: Space + Materiality

ART 2210 CERAMICS II (3 CREDITS)

This sophomore-level course provides an overview of more advanced skills and concepts in ceramics focusing specifically 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: ART 1110 Ceramics I

ART 2240 PAINTING II (3 CREDITS)

This sophomore-level course provides an overview of more advanced skills and concepts in painting. 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: ART 1140 Painting I

**PH 2250
DARKROOM II: ALTERNATIVE PROCESS
(3 CREDITS)**

This course introduces students to advanced work in the area of Alternative Processes in darkroom based work from a contemporary perspective. Cyanotypes, Van Dyke Brown, Salt Prints, Wet Plate Collodion, as well as other experimental processes serve as important aesthetics in communicating significant, related conceptual narratives. Emphasis is placed on a variety of image-making techniques including photograms, chemigrams, camera obscura, pinhole, plastic camera, and large-format photography. Also covered is the production of digital negatives for contact printing. At the end of this course students will learn and apply alternative process aesthetics in the creation of a focused body of work. Extensive lab and studio time is provided during the class. (Formerly ART 2250 Photography and Video II)

Prerequisite: PH 1010 Darkroom I

**ART 2260
PRINTMAKING II
(3 CREDITS)**

This sophomore-level course provides an overview of more advanced skills and concepts 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: ART 1160 Printmaking I

**ART 2270
SCULPTURE II
(3 CREDITS)**

This sophomore-level course provides an overview of more advanced skills and concepts in sculpture. 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: ART 1170 Sculpture I

**ART 2400
FORM + CONTENT
(3 CREDITS)**

This sophomore-level course focuses on the transition of skills to conceptual based work. 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 30+ credits

**ART 3000
FINE ARTS PORTFOLIO REVIEW
(0 CREDITS)**

All students are required to participate in their upper level departmental Portfolio Review, which occurs at the completion of +60 credits. 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 student may address both in their upcoming major coursework. (Formerly ART 3000 Fine Arts Junior Portfolio Review)

Prerequisites: Completion of 60 + credits

**ART 3240
PAINTING III
(3 CREDITS)**

This junior-level course provides an overview of more advanced skills and concepts in the area of painting, emphasizing 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: ART 2240 Painting II

**ART 3270
SCULPTURE III
(3 CREDITS)**

This junior-level course provides an overview of more advanced skills and concepts in sculpture as students define their individual direction in investigating 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 exploration of various new and traditional sculpture techniques. At the conclusion of this course, students will demonstrate research skills through written papers and oral presentations. Students will demonstrate through formal critiques increased technical skills that are applied to topic(s) of research within a series of sequential sculpture projects.

Prerequisites: ART 2270 Sculpture II

**ART 3300
INSTALLATION
(3 CREDITS)**

This intermediate-level course focuses on both concepts and skills exploring installation art from its origins in 1923 when El Lissitzky created sculptures that occupied the corners of his “Proun Rooms.” 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 will understand the vernacular of installation art and create their own installation-based work confidently.

Prerequisites: Completion of 45+ credits or approval of department Chair.

**ART 3301
SPECIAL TOPICS IN FINE ARTS
(3 CREDITS)**

This intermediate course focuses on both concepts and skills outside the Fine Arts degree core coursework expanding awareness of materials and concepts available in the field of fine art. Each Special Topics in Fine Art class is unique and proposed by RMCAD professors. 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 45+ credits or approval of department Chair

**ART 3330
FIBERS STUDIO
(3 CREDITS)**

This intermediate course focuses on both concepts and skills outside the Fine Arts degree core coursework exploring various fiber media. On and off-loom weaving (including handmade, strap, table, or floor looms) are integrated with soft-sculpture approaches. Basic fabric dyeing and manipulation, felting, and papermaking techniques will be introduced. Public art will be addressed through the contemporary movement of Yarn Graffiti where students will learn crocheting, knotting, and knitting techniques. 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.

Prerequisites: Completion of 45+ credits or approval by department Chair

**ART 3340
FIGURE PAINTING
(3 CREDITS)**

This intermediate course focuses on both concepts and skills outside the Fine Arts degree core coursework—exploring the theme of figure as it is utilized as a point of departure within the discipline of painting. Issues of craft, content, and the dialogue between the artist and the viewer are emphasized. A broadening of format, image, and theme allows students to independently analyze and develop their own painting media and forms. At the conclusion of this course students will have a deeper understanding and confidence in the use of the figure in their work.

Prerequisites: ART 2240 Painting II

**ART 3500
EXPERIMENTAL STUDIES
(3 CREDITS)**

This upper division course examines experimental studies of 21st century skills and concepts. 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 student's project exhibits awareness of current art practices, as well as increased art literacy and understanding of the role of technology and experimentation in contemporary art.

Prerequisites: Completion of 60+ credits

**ART 3520
EXPERIMENTAL DRAWING
(3 CREDITS)**

This intermediate course examines experimental studies of 21st century skills and concepts focused 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. At the conclusion of this course students will be versed in an expansive knowledge of experimental drawing concepts and techniques that can be directly applied to their work.

Prerequisites: Completion of 45+ credits or approval of department Chair

**ART 3601 | 3602
FINE ARTS INTERNSHIP PART I + PART 2
(1.5 ELECTIVE CREDITS EACH)**

This intermediate course aligns with professional practice in the field of study and incorporates industry standards and experience by enabling 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. Students have to log 135 or more contact hours through their internship host in order to receive a total of 3 credits.

Prerequisites: Approval of FA Department Chair, FA Department Head, or FA Internship Coordinator.

**ART 4000
FINE ARTS 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 an art profession and/or graduate school.

Students enroll in this review at the same time Senior Studio is taken and must be a senior in their second to last term.

Prerequisites: Completion of 90+ credits
Corequisites: ART 4800 Senior Studio

**ART 4600
PROFESSIONAL PRACTICE
(3 CREDITS)**

This senior-level course aligns with Fine Art industry standards and professional experience to prepare students with essential knowledge and practical strategies necessary to effectively seek out venues for their own art. This includes 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. Students will also learn how to properly display, store, and ship art using sound archive methods. At the conclusion of the course, students will have created professional-grade portfolio materials and an online presence, which includes an artist statement, resume, and documentation of artwork. Students use their portfolios to submit applications to exhibitions, residency programs, grants, and graduate schools.

Prerequisites: Completion of 90+ credits

**ART 4710
CERAMICS ADVANCED STUDIO
(3 CREDITS)**

This senior-level course exhaustively studies the skills and concepts aligned with studio practices in ceramics, focusing on 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: ART 2210 Ceramics II and completion of 75+ credits

**ART 4740
PAINTING ADVANCED STUDIO
(3 CREDITS)**

This senior-level course exhaustively studies the skills and concepts aligned with studio practices in painting, focusing on 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 contexts 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: ART 3240 Painting III and completion of 75+ credits

**ART 4770
SCULPTURE ADVANCED STUDIO
(3 CREDITS)**

This senior-level course exhaustively studies the skills and concepts aligned with studio practices in sculpture focusing on 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 contexts 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. (Formerly ART 4770 Sculpture Advanced Studies)

Prerequisites: ART 3270 Sculpture III and completion of 75+ credits

**ART 4800
SENIOR STUDIO
(3 CREDITS)**

This senior-level course focuses on preparing conceptual ideas for final departmental experiences, such as the senior graduation exhibition, by allowing students to work independently with 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, expression, and in the meaning of the work presented. In-depth individual and group critique analysis is expected. At the conclusion of this course, students will have a formal conceptual idea for their senior graduation exhibition and will have started with the works creation.

Prerequisites: must be a senior in their second to last term
Corequisites: ART 4000 Fine Arts Senior Portfolio Review

**ART 4801
SENIOR EXHIBITION
(3 CREDITS)**

This senior-level course focuses on preparing conceptual ideas for final departmental experiences in a studio-intensive time of production of students' artwork for the senior graduation exhibition. Students should enter the class with a clear plan for their exhibition artwork as developed in the previous Senior Studio course. The faculty member teaching Senior Exhibition will individually guide students through the aesthetic, conceptual, and technical concerns they encounter while preparing for the senior graduation exhibition. This class will culminate with a professional Artist Talk to the community and a formal Graduation Exhibition critique.

Prerequisites: must be a senior in their last term

14. FOUNDATIONS DEPARTMENT

14.1 FOUNDATIONS DEPARTMENT MISSION

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.

14.2 FOUNDATIONS 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 strive 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.

14.3 PROGRAM OUTCOMES

COMMUNICATION: Communicate clearly regarding art and design through the use of relevant vocabulary, context, and cultural connections when writing, speaking, or project creation.

TECHNICAL SKILLS: Apply tools, materials, techniques, and proper use and care for equipment through appropriate craftsmanship.

VISUAL STRATEGIES: Apply strategies of visual organization within two, three, and four-dimensional works.

PROBLEM SOLVING: Develop creative problem solving strategies in the design process.

CRITICAL THINKING: Apply critical thinking skills in the development of art and design through research supported by the development of visual literacy and awareness of culture and historic references.

14.4 FOUNDATIONS COURSE DESCRIPTIONS

FD 1020 2D DESIGN: ELEMENTS + PRINCIPLES (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.

Prerequisite: FD 1600 Studio Seminar: Methods of Inquiry
Co-requisite: FD 1030 Design Lab

FD 1030 DESIGN LAB (0 CREDITS)

This entry-level Design Lab is for all students enrolled in 2D Design. The lab is designed to support students who are new to digital technologies in understanding the fundamental skills used within 2D Design. Through self-paced technical exercises and "how-to-guides," students will develop key skills essential to completing 2D Design successfully.

Co-requisite: FD 1020 2D Design: Elements + Principles. Offered online only.

FD 1120 TOPICS IN COLOR (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
Corequisite: FD 1210 Drawing Lab

**FD 1210
DRAWING LAB
(0 CREDITS)**

This entry-level Drawing Lab is for all students enrolled in Drawing 1. The lab is designed to support students in understanding the fundamental skills used within drawing. Through 'how-to-guides' and tutorials, students will develop key skills essential to completing Drawing 1 successfully.

Corequisite: FD 1275 Drawing I. Offered online only.

**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 introduces students to drawing the human figure. Emphasis on proportions, skeletal structure, foreshortening, value and color lead to comprehension of the human form. This will be developed through gesture sketches and extended poses. At the conclusion of this course students observational drawing skills of the human figure will improve.

Prerequisites: FD 1275 Drawing I

**FD 1380
LIFE DRAWING II
(3 CREDITS)**

This freshman level course is a continuation of Life Drawing I with the inclusion of more concept oriented issues in drawing the human figure. Students will experiment with matters of expression and further their skills in analyzing forms of the nude body. Emphasis on proportions, muscular structure, foreshortening, value and color, lead to comprehension of the human form. At the conclusion of the course students will have extensive practice in individualizing compositional strategies with the human figure.

Prerequisites: FD 1370 Life Drawing I

**FD 1600
STUDIO SEMINAR: METHODS OF INQUIRY
(3 CREDITS)**

This required entry-level seminar combines ideation methodologies and studio practice as a holistic introduction to the visual arts. This early interdisciplinary experience lays the foundation for active and critical reflection and engagement. The course focuses on critical thinking, problem solving, and visual strategies utilized in studio practices. These methods and processes are supported by lectures, class discussions, research, and writing. Additionally, the course is

complemented by hands-on studio projects that draw on creative and critical skills and critiques, which are executed both individually and collaboratively. Lectures and discussions will be the springboard for creative manifestations. Essential to core studio work, students will have an enhanced understanding of conceptual thinking, problem solving and culture as it relates to the visual arts.

Prerequisites: none

**FD 2130
3D DESIGN: SPACE + MATERIALITY
(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, form, space, tension, color, and structure.

Prerequisites: FD 1020 2D Design: Elements + Principles

**FD 2210
4D DESIGN: STILLS TO MOTION
(3 CREDITS)**

This sophomore-level studio course introduces students to key concepts and practices of time-based works. Through a variety of projects, students explore the elements of the moving image through serial, sequential, and narrative ordering. Additionally, students will examine the relationships between sound and image, historic contexts, and approaches and advancements within the field of time-based works. Upon the completion of the course, students will have a greater understanding of the visual language of time-based works.

Prerequisites: FD 1020 2D Design: Elements + Principles, FD 1600 Studio Seminar: Methods of Inquiry

**FD 2300
FOUNDATIONS 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. Students who fail either Sophomore Portfolio Review or the Major-Specific Portfolio Review must schedule and retake the portfolio review the next term it is offered.

Prerequisites: Completion of 45+ credit hours.

**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

15. GAME ART DEPARTMENT

15.1 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.

15.2 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 is 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.

15.3 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, organizational skills, and personal initiative.

GROWTH: Demonstrate ability to assess and critique own work, acquire increasingly advanced concepts and production skills with a strong focus on goals, and learn independently.

CRITICAL: Demonstrate critical + analytical thinking and problem-solving abilities related to technical prowess, fundamental animation principles, and storytelling skills. Demonstrate 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.

15.4 GAME ART ONLINE + ON-CAMPUS BFA DEGREE REQUIREMENTS

Liberal Arts: 45 credits

Art History	12
AH 2020 History of International Animation	3
EN 1110 Composition I	3
EN 1111 Composition II	3
Communication + Critical Thought	3
HU 1110 Humanities I: World Thought I	3
HU 1111 Humanities II: World Thought II	3
Humanities	3
Mathematics	3
Physical + Natural Sciences	3
Social + Behavioral Science	6
<i>See Liberal Arts Department for specific classes</i>	

Foundations: 24 credits

FD 1020 2D Design: Elements + Principles	3
FD 1030 Design Lab	0
FD 1120 Topics in Color	3
FD 1275 Drawing I	3
FD 1210 Drawing Lab	0
FD 1370 Life Drawing I	3
FD 1380 Life Drawing II	3
FD 1600 Studio Seminar: Methods of Inquiry	3
FD 2130 3D Design: Space + Materiality	3
FD 2210 4D Design: Stills to Motion	3
FD 2300 Foundations Sophomore Portfolio Review	0

Core Requirements: 48 credits

AN 1110 Introduction to Animated Storytelling	3
AN 2270 Digital Painting for Film + 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 2220 Game Creation Fundamentals	3
GA 2710 Strategy + Psychology in Games	3
GA 3000 Game Art Junior Portfolio Review	0
GA 3050 Game 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 4880 Game Thesis II	3

Studio Electives: 6 credits

Choose 2 from the following:

AN2D 1390 Drawing + Acting	3
AN2D 3230 Character Animation + Motion Studies	3
AN2D 4240 Advanced Character Animation + Motion Studies	3
AN3D 4250 Advanced 3D Computer Animation	3
ART 1110 Ceramics I	3
ART 1140 Painting I	3
ART 1170 Sculpture I	3
CP 1111 Digital Photography I (online)	3
CP 1112 Digital Photography II	3
CP 1710 Digital Post Production	3
GA 3601 Game Art Internship Part I	1.5
GA 3602 Game Art Internship Part II	1.5
GD 1310 Type + Layout	3
GD 2210 Vector Illustration	3
GD 2220 Raster Image Processing	3
IL 2850 Figurative Sculpture	3
PH 1010 Darkroom I	3

Total Credits Required 123
(168 Weeks)

15.5 GAME ART COURSE DESCRIPTIONS

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 + 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: Completion of 60+ credit hours

GA 3000

GAME ART JUNIOR PORTFOLIO REVIEW (0 CREDITS)

This Junior Portfolio Review bridges the gap between Foundations studies and the student's chosen major discipline. The review requires students to showcase their major-specific skill-sets. Works will be assessed based on evidence of comprehension in motion studies, design fundamentals, and technical prowess. The ability to speak clearly and concisely about their design process and creative approaches to problem solving is essential. Must be completed within the 72-90 credit hour completed range.

Prerequisites: Completion of 72+ credits

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: GA 2220 Game Creation Fundamentals, AN3D 2320 3D Computer Lighting + Materials, and AN3D 3230 3D Computer Animation Motion Studies

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 and GA 2220 Game Creation Fundamentals

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: AN 2270 Digital Painting for Film + Games or IL 3850 Digital Illustration I

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 will be completed by the end of the course. (Formerly GA 4510)

Prerequisites: GA 3050 Game Thesis Proposal Review

GA 3601 / 3602
GAME ART INTERNSHIP PART I + 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.

Corequisite: GA 4880 Game 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 keyframe 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: GA 3120 3D Modeling or AN3D 2320 3D Computer Lighting + Materials

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. Offered online only.

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
Corequisite: GA 4000 Game Art Senior Portfolio Review

16. GRAPHIC DESIGN DEPARTMENT

16.1 GRAPHIC DESIGN DEPARTMENT MISSION

The Graphic Design program aims to increase and combine design thinking, planning, and practice to best prepare students for dynamic business environments.

16.2 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 time at RMCAD.

Putting people at the center of everything we teach and practice is the mission of the Graphic Design Department at RMCAD. 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.

16.3 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 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.

16.4 GRAPHIC DESIGN ONLINE + ON-CAMPUS BFA DEGREE REQUIREMENTS

Liberal Arts: 45 credits

Art History	12
AH 2050 History of Graphic Design	3
EN 1110 Composition I	3
EN 1111 Composition II	3
Communication + Critical Thought	3
HU 1110 Humanities I: World Thought I	3
HU 1111 Humanities II: World Thought II	3
Humanities	3
Mathematics	3
Physical + Natural Sciences	3
Social + Behavioral Science	6
<i>See Liberal Arts Department for specific classes</i>	

Foundations: 18 credits

FD 1020 2D Design: Elements + Principles	3
FD 1030 Design Lab	0
FD 1120 Topics in Color	3
FD 1275 Drawing I	3
FD 1210 Drawing Lab	0
FD 1600 Studio Seminar: Methods of Inquiry	3
FD 2130 3D Design: Space + Materiality	3
FD 2210 4D Design: Stills to Motion	3
FD 2300 Sophomore Portfolio Review	0

Graphic Design: 48 credits

GD 1310 Type + Layout	3
GD 2210 Vector Illustration	3
GD 2220 Raster Image Processing	3
GD 2410 Information Visualization	3
GD 2440 Typographic Design	3
GD 2510 Sign + Symbol	3
GD 3000 Graphic Design Junior Portfolio Review	0
GD 3010 Photography for Graphic Designers	3
GD 3040 Design Systems	3
GD 3105 User Prototyping	3
GD 3115 Web Design I	3
GD 3120 Visual Sequencing	3
GD 3240 Motion Design	3
GD 3470 3D Packaging	3
GD 4000 Graphic Design Senior Portfolio Review	0
GD 4020 Experience Design	3
GD 4980 Senior Graphic Design Seminar	3
GD 4990 Graphic Design Graduation Portfolio	3

Studio Electives: 12 credits

<i>The following are recommended:</i>	
GD 3230 Storytelling + Video I	3
GD 3440 Experimental Typography	3
GD 3601 Graphic Design Internship Part I	1.5
GD 3602 Graphic Design Internship Part II	1.5
GD 3900 Special Topics in Graphic Design	3
GD 3985 Professional Practices in Graphic Design	3
GD 4210 Web Design II	3
GD 4220 Storytelling + Video II	3
GD 4410 Environmental Graphic Design	3
GD 4520 Interaction Design	3

Total Credits Required 123
(168 Weeks)

16.5 GRAPHIC DESIGN COURSE DESCRIPTIONS

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: Elements + Principles

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: Elements + Principles

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: Elements + Principles

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 infographics. 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 1310 Type + Layout, 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 and GD 1310 Type + Layout.

GD 2510
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. (Formerly GD 2510 Sign + Symbol)

Prerequisites: GD 2210 Vector Illustration, GD 2220 Raster Image Processing and GD 2440 Typographic Design

GD 3000
GRAPHIC DESIGN JUNIOR PORTFOLIO REVIEW
(0 CREDITS)

Students who have completed more than 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: Completion of 60+ credits or approval of department Chair

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 2510 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 level course, students create several original compositions using video and editing in post-production. Students research filmmakers and their artistic craft applying this knowledge to their own creative projects. Students experiment with a variety of filmmaking forms ranging from documentary to narrative and poetic to comedic. At the conclusion of the course, students demonstrate a beginning level of digital video production skills.

Prerequisites: GD 2220 Raster Image Processing

**GD 3240
MOTION DESIGN
(3 CREDITS)**

This junior level course introduces students to time and motion-based graphic communication. Students will use tools and techniques to juxtapose imagery and audio, as well as apply a sequence of graphical elements using shape, color, composition, texture, and typography. At the conclusion the students will demonstrate an understanding of time-based graphic communication. (Formerly GD 4230 Motion Design)

Prerequisites: GD 2210 Vector Illustration and GD 2220 Raster Image Processing

**GD 3440
EXPERIMENTAL TYPOGRAPHY
(3 CREDITS)**

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, 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 + 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 CREDITS)**

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: Completion of 60+ credits and approval of department Chair

**GD 3985
PROFESSIONAL PRACTICES IN GRAPHIC DESIGN
(3 CREDITS)**

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 4000
GRAPHIC DESIGN SENIOR PORTFOLIO REVIEW
(0 CREDITS)

Students who are registered for GD4990 Graphic Design Graduation Portfolio class are required to participate in a departmental senior portfolio review. In this review students demonstrate an understanding of the design process; show a proficiency in presenting their work professionally and an overall comprehension of their field.

Corequisites: GD 4990 Graphic Design Graduation Portfolio

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 CREDITS)

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 CREDITS)

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 4410
ENVIRONMENTAL GRAPHIC DESIGN
(3 CREDITS)

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 2220 Vector Illustration

GD 4520
INTERACTION DESIGN
(3 CREDITS)

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 semester

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: GD 4980 Senior Graphic Design Seminar and must be a senior in their last semester
Corequisite: GD 4000 Graphic Design Senior Portfolio Review

17. ILLUSTRATION DEPARTMENT

17.1 ILLUSTRATION MISSION

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.

17.2 ILLUSTRATION PROGRAM DESCRIPTION

The Illustration Department prepares students who are passionate about drawing, painting, and storytelling for successful careers in Illustration. Our graduates make images for a wide range of commercial and social purposes, including entertainment arts, publishing, fine art, and product design. Under the guidance of our professional artist faculty, each student develops a strong understanding of composition, gains excellent technical ability in both traditional and emerging media, and learns to tell compelling stories in creative ways.

The Illustration Curriculum and Faculty emphasize the following:

- Fundamental drawing mastery that combines observation and imagination to construct expressive images.
- High-level technical mastery of a range of media through experimentation & practice.
- Exceptional understanding and usage of visual language and compositional theory to compose dynamic illustrations.
- Highly effective communication and innovative storytelling.
- Development of unique visual style and a high standard of professionalism.

The Illustration Department offers a general degree in Illustration, two concentration degrees, and one emphasis degree. Each concentration gives students an opportunity to focus their elective choices and portfolio by taking two courses in Sequential Art (i.e. Comic Books & Graphic Novels) or Children's Book Illustration. The emphasis degree in Concept Art prepares students to work as concept artists who design characters and environments for video games, animation studios, and the film industry.

Our degrees prepare students to produce work for a host of businesses whose needs depend on imaginative visual thinkers. These include advertising & design agencies, magazine and book publishers, comic book studios, animation & game studios, greeting card companies, medical illustration firms, and toy manufacturers. With a well-prepared portfolio and commitment to the profession, RMCAD graduates are well qualified for a variety of career opportunities.

17.3 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.

17.4 ILLUSTRATION ONLINE

The online BFA Degree in Illustration, the emphasis degree in Concept Art, and the concentrations in Children's Book Illustration and Sequential Art are designed for students needing remote access to the educational requirements for careers in Illustration and related media.

Each 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.

17.5 ILLUSTRATION ONLINE + ON-CAMPUS BFA DEGREE REQUIREMENTS

Liberal Arts: 45 credits

Art History	12
AH 2060 History of American Illustration	3
EN 1110 Composition I	3
EN 1111 Composition II	3
Communication + Critical Thought	3
HU 1110 Humanities I: World Thought I	3
HU 1111 Humanities II: World Thought II	3
Humanities	3
Mathematics	3
Physical + Natural Sciences	3
Social + Behavioral Science	6
<i>See Liberal Arts Department for specific classes</i>	

Foundations: 21 credits

FD 1020 2D Design: Elements + Principles	3
FD 1030 Design Lab	0
FD 1120 Topics in Color	3
FD 1275 Drawing I	3
FD 1210 Drawing Lab	0
FD 1370 Life Drawing I	3
FD 1380 Life Drawing II	3
FD 1600 Studio Seminar: Methods of Inquiry	3
FD 2130 3D Design: Space + Materiality	3
FD 2300 Foundations Sophomore Portfolio Review	0

Illustration: 54 credits

IL 1020 Mastering the Pencil	3
IL 1510 Perspective	3
IL 2520 Illustration Media	3
IL 2550 Life Drawing III: Human Anatomy	3
IL 2560 Still Life Painting	3
IL 2575 Illustration I	3
IL 2750 Life Drawing IV	3
IL 3000 Illustration Junior Portfolio Review	0
IL 3100 Life Painting I	3
IL 3250 Life Painting II	3
IL 3580 Landscape Painting	3
IL 3595 Illustration II	3
IL 3660 Illustrating Literature	3
IL 3850 Digital Illustration I	3
IL 4450 Illustration Marketing	3
IL 4530 Directed Themes in Illustration	3
IL 4640 Typography for Illustration	3
IL 4551 Digital Illustration II	3
IL 4990 Illustration Graduation Portfolio	3

Studio Electives: 3 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

Total Credits Required (168 Weeks) 123

17.6 CHILDREN'S BOOK AREA OF CONCENTRATION ONLINE + ON-CAMPUS BFA DEGREE REQUIREMENTS

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: 45 credits

Art History	12
AH 2060 History of American Illustration	3
EN 1110 Composition I	3
EN 1111 Composition II	3
Communication + Critical Thought	3
HU 1110 Humanities I: World Thought I	3
HU 1111 Humanities II: World Thought II	3
Humanities	3
Mathematics	3
Physical + Natural Sciences	3
Social + Behavioral Science	6
<i>See Liberal Arts Department for specific classes</i>	

Foundations: 21 credits

FD 1020 2D Design: Elements + Principles	3
FD 1030 Design Lab	0
FD 1120 Topics in Color	3
FD 1275 Drawing I	3
FD 1210 Drawing Lab	0
FD 1370 Life Drawing I	3
FD 1380 Life Drawing II	3
FD 1600 Studio Seminar: Methods of Inquiry	3
FD 2130 3D Design: Space + Materiality	3
FD 2300 Foundations Sophomore Portfolio Review	0

Illustration: 54 credits

IL 1020 Mastering the Pencil	3
IL 1510 Perspective	3
IL 2550 Life Drawing III: Human Anatomy	3
IL 2560 Still Life Painting	3
IL 2575 Illustration I	3
IL 2750 Life Drawing IV	3
IL 3000 Illustration Junior Portfolio Review	0
IL 3100 Life Painting I	3
IL 3250 Life Painting II	3
IL 3580 Landscape Painting	3
IL 3595 Illustration II	3
IL 3650 Children's Book Illustration I	3
IL 3660 Illustrating Literature	3
IL 3850 Digital Illustration I	3
IL 4450 Illustration Marketing	3
IL 4640 Typography for Illustration	3
IL 4551 Digital Illustration II	3
IL 4650 Children's Book Illustration II	3
IL 4990 Illustration Graduation Portfolio	3

Studio Electives: 3 credits

The following are recommended:

IL 2840 Animal Anatomy + Drawing	3
IL 2520 Illustration Media	3
Total Credits Required (168 Weeks)	123

17.7 CONCEPT ART EMPHASIS ONLINE + ON-CAMPUS BFA DEGREE REQUIREMENTS

Students must officially declare the Concept Art Emphasis in order for it to be indicated on the permanent student record.

Liberal Arts: 45 credits

Art History	12
AH 2060 History of American Illustration	3
EN 1110 Composition I	3
EN 1111 Composition II	3
Communication + Critical Thought	3
HU 1110 Humanities I: World Thought I	3
HU 1111 Humanities II: World Thought II	3
Humanities	3
Mathematics	3
Physical + Natural Sciences	3
Social + Behavioral Science	6
<i>See Liberal Arts Department for specific classes</i>	

Foundations: 21 credits

FD 1020 2D Design: Elements + Principles	3
FD 1030 Design Lab	0
FD 1120 Topics in Color	3
FD 1275 Drawing I	3
FD 1210 Drawing Lab	0
FD 1370 Life Drawing I	3
FD 1380 Life Drawing II	3
FD 1600 Studio Seminar: Methods of Inquiry	3
FD 2130 3D Design: Space + Materiality	3
FD 2300 Foundations Sophomore Portfolio Review	0

Illustration: 39 credits

IL 1020 Mastering the Pencil	3
IL 1510 Perspective	3
IL 2550 Life Drawing III: Human Anatomy	3
IL 2560 Still Life Painting	3
IL 2575 Illustration I	3
IL 2750 Life Drawing IV	3
IL 3000 Illustration Junior Portfolio Review	0
IL 3100 Life Painting I	3
IL 3580 Landscape Painting	3
IL 3655 Character Design	3
IL 3850 Digital Illustration I	3
IL 4551 Digital 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
GA 3330 Character + Level Design	3

Studio Electives: 3 credits

The following are recommended:

IL 2840 Animal Anatomy	3
IL 2520 Illustration Media	3
IL 3660 Illustrating Literature	3
Total Credits Required (168 Weeks)	123

17.8 SEQUENTIAL ART AREA OF CONCENTRATION ONLINE + ON-CAMPUS BFA DEGREE REQUIREMENTS

Students must officially declare the Sequential Art Area of Concentration in order for it to be indicated on the permanent student record.

Liberal Arts: 45 credits

Art History	12
AH 2060 History of American Illustration	3
EN 1110 Composition I	3
EN 1111 Composition II	3
Communication + Critical Thought	3
HU 1110 Humanities I: World Thought I	3
HU 1111 Humanities II: World Thought II	3
Humanities	3
Mathematics	3
Physical + Natural Sciences	3
Social + Behavioral Science	6
<i>See Liberal Arts Department for specific classes</i>	

Foundations: 21 credits

FD 1020 2D Design: Elements + Principles	3
FD 1030 Design Lab	0
FD 1120 Topics in Color	3
FD 1275 Drawing I	3
FD 1210 Drawing Lab	0
FD 1370 Life Drawing I	3
FD 1380 Life Drawing II	3
FD 1600 Studio Seminar: Methods of Inquiry	3
FD 2130 3D Design: Space + Materiality	3
FD 2300 Foundations Sophomore Portfolio Review	0

Illustration: 54 credits

IL 1020 Mastering the Pencil	3
IL 1510 Perspective	3
IL 2550 Life Drawing III: Human Anatomy	3
IL 2560 Still Life Painting	3
IL 2575 Illustration I	3
IL 2710 Sequential Art I	3
IL 2715 Sequential Art II	3
IL 2750 Life Drawing IV	3
IL 3000 Illustration Junior Portfolio Review	0
IL 3100 Life Painting I	3
IL 3250 Life Painting II	3
IL 3580 Landscape Painting	3
IL 3595 Illustration II	3
IL 3660 Illustrating Literature	3
IL 3850 Digital Illustration I	3
IL 4450 Illustration Marketing	3
IL 4640 Typography for Illustration	3
IL 4551 Digital Illustration II	3
IL 4990 Illustration Graduation Portfolio	3

Studio Electives: 3 credits

The following are recommended:

IL 2840 Animal Anatomy + Drawing	3
IL 2520 Illustration Media	3

Total Credits Required 123
(168 Weeks)

17.9 ILLUSTRATION COURSE DESCRIPTIONS

IL 1020 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 1510 PERSPECTIVE (3 CREDITS)

This freshman-level course establishes the 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. (Formerly FD1510 Perspective)

Prerequisites: FD 1275 Drawing I

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

IL 2550 LIFE DRAWING III: HUMAN ANATOMY (3 CREDITS)

This course focuses on the anatomy of the human figure. Students improve their understanding of figure drawing through nude studies of the human body and 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, conté crayon, inks, and pastels on various drawing surfaces. At the end of this course, students will, 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 2560
STILL LIFE PAINTING
(3 CREDITS)**

This course introduces basic acrylic painting materials and methods, using the still life as inspiration to develop the student's perceptual abilities. At the conclusion of this course, the student will have been introduced to and understand the basics of observational painting materials and methods in acrylics, using the still life as subject matter.

Prerequisites: FD 1120 Topics in Color

**IL 2575
ILLUSTRATION I
(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. (Formerly IL 2570 Basic Illustration)

Prerequisites: IL 1510 Perspective and FD 2300 Foundations Sophomore Portfolio Review

**IL 2710
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 2575 Illustration I

**IL 2715
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 2750
LIFE DRAWING IV
(3 CREDITS)**

This course focuses on the anatomy of the human figure. Students improve their understanding of figure drawing through nude studies of the 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. (Formerly IL 3610 Life Drawing IV)

Prerequisites: IL 2550 Life Drawing III: Human Anatomy

**IL 2840
ANIMAL ANATOMY + DRAWING
(3 CREDITS)**

Students of all abilities learn wildlife sketching and drawing techniques based on comparative anatomical studies of the principal 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: IL 1510 Perspective and FD 1380 Life Drawing II

**IL 2850
FIGURATIVE SCULPTURE
(3 CREDITS)**

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
Corequisites: IL 3250 Life Painting II or IL 4600 People, Places + Things: Elements of Concept Art I

**IL 3100
LIFE PAINTING I
(3 CREDITS)**

Students paint from live nude models to further develop artistic skills in this studio course. They explore the potential of the human figure as a vehicle for creative visual expression. The integration of drawing, painting, composition, color, and content are important. At the end of this course, the student will have created a portfolio of figure paintings demonstrating a command of color, form, gesture, and anatomy in rendering the clothed and unclothed figure. (Formerly IL 2650 Life Painting I)

Prerequisites: IL 2750 Life Drawing IV and IL 2560 Still Life Painting

**IL 3250
LIFE PAINTING II
(3 CREDITS)**

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 3100 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 3100 Life Painting I
Corequisite: IL 3000 Illustration Junior Portfolio Review

**IL 3310
ARTISTS' BOOKS AS VISUAL LITERATURE
(3 CREDITS)**

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 bookbinding 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: IL 2560 Still Life Painting I

**IL 3595
ILLUSTRATION II
(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 junior level 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, including digital applications. (Formerly IL 3590 Non-fiction Illustration)

Prerequisites: IL 2575 Illustration I

**IL 3601 / 3602
ILLUSTRATION INTERNSHIP PART I + 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 3650
CHILDREN'S BOOK ILLUSTRATION I
(3 CREDITS)**

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 2575 Illustration I

**IL 3655
CHARACTER DESIGN
(3 CREDITS)**

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.

Prerequisites: IL 2575 Illustration I

**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.

Prerequisites: IL 2575 Illustration I

**IL 3850
DIGITAL 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. (Formerly IL 4550 Digital Illustration I)

Prerequisites: FD 1020 2D Design: Elements + Principles and IL 2575 Illustration I

**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.

Prerequisites: Completion of 90+ credit hours

**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 related 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, and continued improvement in developing skills in illustration methods and materials.

Prerequisites: IL 3660 Illustrating Literature

**IL 4551
DIGITAL ILLUSTRATION II
(3 CREDITS)**

This course is the second half of Digital 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 3850 Digital 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.

Prerequisites: IL 2575 Illustration I

Corequisite: IL 3000 Illustration Junior Portfolio Review

**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 explore one area of concept art such as character design or environmental design. This will aid in bringing consistency and 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.

Prerequisites: IL 4600 People, Places + Things: Elements of Concept Art I

IL 4640
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. (Formerly IL 2440 Typography for Illustration)

Prerequisites: IL 3850 Digital Illustration I

IL 4650
CHILDREN'S BOOK ILLUSTRATION II
(3 CREDITS)

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

18. INTERIOR DESIGN DEPARTMENT

18.1 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.

18.2 INTERIOR DESIGN PROGRAM DESCRIPTION

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 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 Interior Design program prepares students to contribute to society as skilled, ethical, and environmentally-responsible 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 require 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, and socially and environmentally responsible design solutions.

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. RMCAD's on-campus and online 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 studio courses, which increase in difficulty. Each course in this sequence builds upon the knowledge and skills acquired from previous courses.

18.3 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>.

18.4 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 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.

18.5 INTERIOR DESIGN ONLINE + ON-CAMPUS BFA DEGREE REQUIREMENTS

Liberal Arts: 39 credits

AH 1100 Art + Design History I: Ancient to Medieval	3
AH 1200 Art + Design History II: Renaissance to Post Impressionism	3
AH 2300 Art History III: Fauvism through Modern	3
AH 3070 History of Architecture, Interiors and Furnishings I	3
AH 3071 History of Architecture, Interiors, and Furnishings II	3
EN 1110 Composition I	3
EN 1111 Composition II	3
HU 1110 Humanities I: WorldThought I	3
HU 1111 Humanities II: WorldThought II	3
Humanities OR Social + Behavioral Science	6
Mathematics	3
Physical + Natural Sciences	3
<i>See Liberal Arts Department for specific courses</i>	

Foundations: 15 credits

FD 1020 2D Design: Elements + Principles	3
FD 1030 Design Lab	0
FD 1120 Topics in Color	3
FD 1275 Drawing I	3
FD 1210 Drawing Lab	0
FD 1600 Studio Seminar: Methods of Inquiry	3
FD 2130 3D Design: Space + Materiality	3

Interior Design: 66 credits

ID 1230 Introduction to Sustainable Design	3
ID 1510 Survey of Interior Design	3
ID 1511 Publishing Application Lab	0
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
IDSD 2860 Sustainable Residential Design	3
IDSD 2870 Sustainable Holistic Design	3
ID 3000 Interior Design Junior Portfolio Review	0
ID 3510 Building Structures + Systems	3
ID 3530 Lighting Layout + Design	3
ID 3610 Interior Design Professional Practices	3
ID 3715 Building Information Modeling: Revit	3
IDSD 3845 Sustainable Hospitality Design	3
IDSD 3870 Sustainable Office Design	3
ID 4000 Interior Design Senior Portfolio Review	0
ID 4611 Interior Design Internship Program Part I	1.5
ID 4612 Interior Design Internship Program Part II	1.5
ID 4755 Advanced CAD	3
IDSD 4870 Sustainable Special Use Design	3
IDSD 4881 Senior Project I: Sustainable Design Research	3
IDSD 4882 Senior Project II: Sustainable Design Project	3
ID 4883 Senior Project III: Construction Documents	3

Studio Electives: 6 Credits

The following are recommended:

ID 2570 Architectural Model Making	3
IDSD 3200 Sustainable Design Strategies + Technologies	3
ID 3550 Custom Furnishings	3
ID 3630 Interior Design Portfolio Development	3
IDSD 4200 Sustainable Design Studio	3

Total Credits Required (168 Weeks) 126

18.6 SUSTAINABLE DESIGN SPECIALIZATION ONLINE + ON-CAMPUS BFA DEGREE REQUIREMENTS

Students must officially declare the Sustainable Design Specialization in order for it to be indicated on the permanent student record.

Liberal Arts: 39 credits

AH 1100 Art + Design History I: Ancient to Medieval	3
AH 1200 Art + Design History II: Renaissance to Post Impressionism	3
AH 2300 Art History III: Fauvism through Modern	3
AH 3070 History of Architecture, Interiors and Furnishings I	3
AH 3071 History of Architecture, Interiors, and Furnishings II	3
EN 1110 Composition I	3
EN 1111 Composition II	3
HU 1110 Humanities I: World Thought I	3
HU 1111 Humanities II: WorldThought II	3
Humanities OR Social + Behavioral Science	6
Mathematics	3
Physical + Natural Sciences	3
<i>See Liberal Arts Department for specific courses</i>	

Foundations: 15 credits

FD 1020 2D Design: Elements + Principles	3
FD 1030 Design Lab	0
FD 1120 Topics in Color	3
FD 1275 Drawing I	3
FD 1210 Drawing Lab	0
FD 1600 Studio Seminar: Methods of Inquiry	3
FD 2130 3D Design: Space + Materiality	3

Interior Design: 72 credits

ID 1230 Introduction to Sustainable Design	3
ID 1510 Survey of Interior Design	3
ID 1511 Publishing Application Lab	0
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
IDSD 2860 Sustainable Residential Design	3
IDSD 2870 Sustainable Holistic Design	3
IDSD 3000 Sustainable Interior Design Junior Portfolio Review	0
IDSD 3200 Sustainable Design Strategies + Technologies	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: Revit	3
IDSD 3845 Sustainable Hospitality Design	3
IDSD 3870 Sustainable Office Design	3
IDSD 4200 Sustainable Design Studio	3
IDSD 4250 Sustainable Design Senior Portfolio Review	0
ID 4611 Interior Design Internship Program Part I	1.5
ID 4612 Interior Design Internship Program Part II	1.5
ID 4755 Advanced CAD	3
IDSD 4870 Sustainable Special Use Design	3
IDSD 4881 Senior Project I: Sustainable Design Research	3
IDSD 4882 Senior Project II: Sustainable Design Project	3
ID 4883 Senior Project III: Construction Documents	3

Total Credits Required (168 Weeks) 126

18.7 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.

Prerequisites: none

ID 1510 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.

Prerequisites: none
Corequisites: ID 1511 Publishing Application Lab

ID 1511 PUBLISHING APPLICATION LAB (0 CREDITS)

This entry-level Publishing Application Lab is for all students enrolled in Survey of Interior Design. The lab is designed to support students who are new to digital technologies in understanding the fundamental skills used within publishing applications. Through self-paced technical exercises and "how-to-guides," students will develop key skills essential to completing Survey of Interior Design successfully.

Corequisites: ID 1510 Survey of Interior Design

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, ID 1511 Publishing Application Lab 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 drawing types. Upon successful completion of the course, students will have acquired the necessary manual drafting skills and understanding of drawing conventions to apply to future studies in interior design. (Formerly ID 1820)

Prerequisites: none

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: Completion of 45 credits.

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 on 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, ID 1511 Publishing Application Lab

ID 2570 ARCHITECTURAL MODEL MAKING (3 CREDITS)

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: Space + Materiality, ID 1510 Survey of Interior Design and ID 1511 Publishing Application Lab

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 on 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 2010)

Prerequisites: FD 1020 2D Design: Elements + Principles, ID 1510 Survey of Interior Design, ID 1511 Publishing Application Lab 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 2830)

Prerequisites: FD 1275 Drawing I and ID 1710 Drafting

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 on 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, ID 1511 Publishing Application Labs and ID 1710 Drafting

ID 3000
INTERIOR DESIGN JUNIOR PORTFOLIO REVIEW
(0 CREDITS)

Students who have completed 72-90 credit hours are required to participate in a Junior portfolio review. Students will present original art and design work from Interior design courses where faculty evaluate mastery of Interior Design skills and identify strengths and areas of improvement. Art and design work will illustrate competency in programming methodology, problem solving strategies, Building codes and regulations, two-dimensional and three-dimensional fundamentals. Upon successful completion of the Junior Portfolio Review, students will have a working portfolio that illustrates their individual skills and knowledge of Interior Design through completed projects in a professional format. This course is Pass/Fail. Students must pass the junior portfolio review prior to moving into senior course work and the completion of 90 credits.

Prerequisites: IDSD 3870-Sustainable Office Design and completion of 72+ credits.

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 and ID 2710 Introduction to Computer Aided Design (CAD)

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: Prerequisites: ID 2710 Introduction to Computer Aided Design, IDSD 2860 Sustainable Residential Design, and ID 2530 Building Codes + Regulations

**ID 3550
CUSTOM FURNISHINGS
(3 CREDITS)**

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: FD 2130 3D Design: Space + Materiality

**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, IDSD 2870 Sustainable Holistic Design

**ID 3630
INTERIOR DESIGN PORTFOLIO DEVELOPMENT
(3 CREDITS)**

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 3715 Building Information Modeling: Revit, IDSD 3845 Sustainable Hospitality Design and completion of 60+ credit hours.

**ID 3715
BUILDING INFORMATION MODELING: REVIT
(3 CREDITS)**

This junior-level course introduces students to Building Information Modeling (BIM) and Revit 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 3715 Building Information Modeling, ID 4750 Building Information Modeling)

Prerequisites: ID 2530 Building Codes + Regulations and ID 2710 Introduction to Computer Aided Design (CAD)

**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 Portfolio Review, IDSD 4881 Senior Project I: Sustainable Design Research, and IDSD 4870 Sustainable Special Use Design.
Corequisites: IDSD 4882 Senior Project II: Sustainable Design Project

**ID 4611
INTERIOR DESIGN INTERNSHIP PROGRAM PART I
(1.5 CREDITS)**

Students will enroll in this part I 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)

Students will enroll in this part II version of the course to meet the requirements of the internship. This senior-level course 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. 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 4755
ADVANCED CAD
(3 CREDITS)

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 3710)

Prerequisites: ID 3510 Building Structures + Systems

ID 4883
SENIOR PROJECT III: CONSTRUCTION DOCUMENTS
(3 CREDITS)

This senior-level course builds upon the skills and knowledge acquired throughout the program to complete a set of construction documents defending their senior project and all spaces. Students apply in-depth knowledge of the codes, laws, and standards governing interior design practice for the preparation of a valid set of constructions, specification, 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 their three term senior project. (Formerly ID 4995 Construction Documents, ID 3780 Construction Documents)

Prerequisites: IDSD 4882 Senior Project III: Sustainable Design Project

18.8 SUSTAINABLE DESIGN COURSE
DESCRIPTIONS

IDSD 2860
SUSTAINABLE 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. 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. (Formerly IDSD 2860 Residential Design - Sustainable Design)

Prerequisites: ID 2750 Architectural Perspectives + Rendering Techniques and ID 2840 Design Process + Planning

IDSD 2870
SUSTAINABLE 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. 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. (Formerly IDSD 2870 Holistic Design - Sustainable Design)

Prerequisites: ID 1230 Introduction to Sustainable Design and ID 2840 Design Process + Planning

IDSD 3000
SUSTAINABLE INTERIOR DESIGN JUNIOR
PORTFOLIO REVIEW
(0 CREDITS)

Students who have completed 72-90 credit hours are required to participate in a Junior portfolio review. Students will present original art and design work from Interior design courses where faculty evaluate mastery of Interior Design skills and identify strengths and areas of improvement. Art and design work will illustrate competency in programming methodology, problem solving strategies, Building codes and regulations, two-dimensional and three-dimensional fundamentals. Upon successful completion of the Junior Portfolio Review, students will have a working portfolio that illustrates their individual skills and knowledge of Interior Design through completed projects in a professional format. This course is Pass/Fail. Students must pass the junior portfolio review prior to moving into senior course work and the completion of 90 credits.

Prerequisites: IDSD 3870-Sustainable Office Design and completion of 72+ credits.

IDSD 3200
SUSTAINABLE DESIGN STRATEGIES + TECHNOLOGIES
(3 CREDITS)

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 Sustainable Holistic Design

IDSD 3845
SUSTAINABLE HOSPITALITY DESIGN
(3 CREDITS)

This junior-level studio course introduces students to the physical, psychological, cultural, and social considerations of designing hospitality 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 hospitality environment based on research integration for human needs. (Formerly IDSD 3845 Hospitality Design - Sustainable Design, ID 3860 Hospitality Design - Sustainable Design)

Prerequisites: ID 2530 Building Codes + Regulations and IDSD 2870 Sustainable Holistic Design

IDSD 3870
SUSTAINABLE OFFICE DESIGN
(3 CREDITS)

Students in this junior-level studio 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 IDSD 3870 Office Design - Sustainable Design, ID 3810 Office Design - Sustainable Design)

Prerequisites: ID 3715 Building Information Modeling: Revit, ID 3530 Lighting Design + Layout, IDSD 2870 Sustainable Holistic Design

IDSD 4200
SUSTAINABLE DESIGN STUDIO
(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. 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 Sustainable Design Studio)

Prerequisites: IDSD 3200 Sustainable Design Strategies + Technologies, and IDSD 3845 Sustainable Hospitality Design

IDSD 4250
SUSTAINABLE DESIGN SENIOR PORTFOLIO REVIEW
(0 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. 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 Sustainable Design Senior Portfolio Review)

Prerequisites: IDSD 4200 Sustainable Design Studio
Corequisite: IDSD 4882 Senior Project II: Sustainable Design Project

IDSD 4870
SUSTAINABLE SPECIAL USE DESIGN
(3 CREDITS)

This senior-level studio 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. (Formerly IDSD 4870 Special Use Design - Sustainable Design)

Prerequisites: IDSD 3870 Sustainable Office Design

IDSD 4881
SENIOR PROJECT I: SUSTAINABLE DESIGN RESEARCH
(3 CREDITS)

In the first of the three-part senior project sequence, students will 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. (Formerly IDSD 4840 Design Research - Sustainable Design)

Prerequisites: IDSD 3845 Sustainable Hospitality Design, IDSD 3870 Sustainable Office Design, ID 3715 Building Information Modeling: Revit

IDSD 4882
SENIOR PROJECT II: SUSTAINABLE DESIGN PROJECT
(3 CREDITS)

In the second of the three-part senior project sequence, 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. 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. (Formerly IDSD 4990 Senior Design Project - Sustainable Design)

Prerequisites: IDSD 4881 Senior Project I: Sustainable Design Research
Corequisite: IDSD 4250 Sustainable Design Senior Portfolio or ID 4000 Interior Design Senior Portfolio Review

19. LIBERAL ARTS DEPARTMENT

19.1 LIBERAL ARTS DEPARTMENT MISSION

The Liberal Arts Department at Rocky Mountain College of Art + 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.

19.2 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.

Students begin the Composition + Critical thought 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 take courses in Mathematics, Social + Behavioral Science, 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. The Liberal Arts Department is committed to supporting the college's mission, vision, and values as well as the Diversity Statement and the Diversity within the Curriculum clause.

19.3 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 encompass 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.

19.4 LIBERAL ARTS ONLINE + ON-CAMPUS BFA DEGREE REQUIREMENTS AN2D, AN3D, FS, FA, GA, GD, IL AND PH

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

Communication + Critical Thought: 9 credits

EN 1110 Composition I	3
CCT 1111 Composition II	3
<i>Choose one additional CCT course:</i>	
CCT 2000 Introduction to Speech Communication	3
CCT 2100 Interpersonal Communication	3
CW 2110 Creative Writing Multi-Genre	3

Humanities: 9 credits

HU 1110 Humanities I: World Thought I	3
HU 1111 Humanities II: World Thought II	3
<i>Choose one additional HU course:</i>	
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 3342 Theatre Studies	3
HU 3350 Film Studies	3

Mathematics: 3 credits

<i>Choose one Mathematics course:</i>	
MA 1220 Financial Principles + Practices	3
MA 1221 The Art of Math	3

Physical + Natural Science: 3 credits

<i>Choose one Physical + Natural Science course:</i>	
NS 2030 Biology	3
NS 2040 Environmental Studies	3
NS 3050 Human Ecology	3

Social + Behavioral Science: 6 credits

<i>Choose two Social + Behavioral Science courses:</i>	
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

Total Credits 45
See AE BFA and ID BFA degree requirements for specifics.

19.5 ART HISTORY COURSE DESCRIPTIONS

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, 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. Furthermore, students will learn basic methods in discipline of art history, such as formal analysis, and write knowledgeably on topics from ancient to medieval art (Formerly AH 1010).

Prerequisites: EN 1110 Composition I and the completion of 30+ credit hours

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, as well as 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 media; 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 1000 Introduction to Art + Visual Design or AH 1100 Art History I: Ancient to Medieval. Offered online only.

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 1000 Introduction to Art + Visual Design or AH 1100 Art History I: Ancient to Medieval. Offered online only.

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 1000 Introduction to Art + Visual Design or AH 1100 Art History I: Ancient to Medieval. Offered online only.

AH 2080
HISTORY OF PHOTOGRAPHY
(3 CREDITS)

This course explores the history of photography from its beginnings in the 1830s 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. Furthermore, students will conduct research and write knowledgeably on topics from the history of photography.

Prerequisites: AH 1000 Introduction to Art + Visual Design or AH 1100 Art History I: Ancient to Medieval. Offered online only.

AH 2090
HISTORY OF FASHION DESIGN
(3 CREDITS)

This course explores the evolution of wearing apparel and personal adornment throughout history to examine more than 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 emerged in clothing from the beginning of time to the contemporary interpretations of couture fashion. At the conclusion of this course, students 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 1000 Introduction to Art + Visual Design or AH 1100 Art History I: Ancient to Medieval. Offered online only.

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. Furthermore, 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. Furthermore, 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. Furthermore, 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 3070
HISTORY OF ARCHITECTURE, INTERIORS,
+ FURNISHINGS I
(3 CREDITS)**

This survey course provides a history of the built environment based on architecture, interiors, and furnishings from antiquity through Historicism of the early 19th 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 elements for current use. (Formerly AH 2070 History of Architecture + Interiors)

Prerequisites: AH 2300 Art History III: Fauvism through Modern.
Offered online only.

**AH 3071
HISTORY OF ARCHITECTURE, INTERIORS,
+ FURNISHINGS II
(3 CREDITS)**

This survey course provides a history of the built environment based on architecture, interiors, and furnishings from the Reform movements of the 19th century through the contemporary era. 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 elements for current use. (Formerly AH 2070 History of Architecture + Interiors)

Prerequisites: AH 3070 History of Architecture, Interiors, and Furnishings I. Offered online only.

**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 non western 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, 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. Furthermore, 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

**19.6 COMMUNICATION + CRITICAL THOUGHT
COURSE DESCRIPTIONS**

**EN 1110
COMPOSITION I
(3 CREDITS)**

This is the first course in the English Composition sequence and serves as an introduction to college-level reading, writing, discussion, and critical thinking. Students engage in a variety of academic texts and literature, as well as 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 to 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: none

**EN 1111
COMPOSITION II
(3 CREDITS)**

Composition II emphasizes critical thinking, reading, and writing skills by engaging students in all aspects of the writing process. At the conclusion of the course, students will 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 will 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

**CCT 2000
INTRODUCTION TO SPEECH COMMUNICATION
(3 CREDITS)**

In this sophomore-level course, students explore the medium of speech and the basics of public speaking within oral communication. Lectures, presentations, readings, discussions, exercises, written essays, and speeches explore the major theories, concepts, and skills of public speaking. At the conclusion of this course, students will demonstrate critical thinking and strategic planning in the process, delivery, and assessment of public speaking. Furthermore, they will demonstrate the ability to speak in a variety of communication contexts, exhibit proficient listening and writing skills, and display the ability to identify communication theory and concepts.

Prerequisites: EN 1110 Composition I

**CCT 2100
INTERPERSONAL COMMUNICATION
(3 CREDITS)**

In this sophomore-level course, students explore human interaction and processes by which emotions, information, and meaning are exchanged through both verbal and nonverbal communication through various interpersonal relationships, problems, and situations. Lectures, presentations, readings, discussions, exercises, and written essays analyze the theoretical issues of self-concept and perception as they are affected by verbal and nonverbal communication. At the conclusion of this course, students will demonstrate an understanding of the basic theory, ethics, principles, practices, and skills of interpersonal communication. Furthermore, they will comprehend the role human communication plays in the development and maintenance of social structures.

Prerequisites: EN 1110 Composition I

**CW 2110
CREATIVE WRITING MULTI-GENRE
(3 CREDITS)**

This sophomore-level course examines a wide variety of texts in three genres: poetry, the short story, and creative nonfiction. After analyzing the structure and language of published works, students will apply their analysis to their own writing. Class format will include discussion of published material, writing exercises, and writing workshops. At the conclusion of this course students will analyze structure, style, and content of literary works; understand how structure and style work together in the service of content, obtain a strong understanding of basic literary terms, provide constructive criticism and apply received critique efficiently in their own work, and work creatively in an environment that involves deadlines, critiques, and collaborative decision-making.

Prerequisites: EN 1111 Composition II

19.7 HUMANITIES COURSE DESCRIPTIONS

**HU 1110
HUMANITIES I: WORLD THOUGHT I
(3 CREDITS)**

This sophomore-level course explores significant developments in the ancient and middle periods (from the start of human history through the end of the fifteenth century) through engagement with important primary texts and their contextualization within history, geography, and civilizations. The first of two such core humanities courses, this is intended to provide students with an intellectual vocabulary; exposure to various worldviews and religions; ethical thought; and mythology through literature and drama, philosophical, and religious writings. Emphasis is placed on honing scholarly research skills and further development of critical-thinking skills. Through course readings and research-based writing, students gain broad exposure to the development of thought in Asia, Asia Minor, the Mediterranean world, and Europe.

Prerequisites: EN 1110 Composition I

**HU 1111
HUMANITIES II: WORLD THOUGHT II
(3 CREDITS)**

This sophomore-level course explores significant developments from the 16th through 19th centuries, with an emphasis on European expansion and the rise of colonialism. The second of two such core humanities requirements, this course is intended to provide students with an intellectual vocabulary; exposure to various worldviews and religions; ethical thought; and philosophy through literature and drama, philosophical, and religious writings. Emphasis is placed on honing scholarly research skills and further development of critical thinking skills. Through course readings and research-based writing, students gain broad exposure to the development of thought—especially in Asia, Asia Minor, the Mediterranean world, Europe, and the New World.

Prerequisites: HU 1110 Humanities I: World Thought I

**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; and 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: EN 1110 Composition I

**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, 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.

Prerequisites: EN 1110 Composition I

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.

Prerequisites: EN 1110 Composition I

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.

Prerequisites: HU 1111 Humanities II: World Thought II

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 improve their capacity to think ethically about their lives and the world, and will have engaged a variety of philosophical texts.

Prerequisite: HU 1111 Humanities II: World Thought II

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.

Prerequisites: HU 1111 Humanities II: World Thought II, offered on ground only

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. By the end of the course, students demonstrate greater understanding of philosophy and a greater capacity to engage philosophical texts.

Prerequisites: HU 1111 Humanities II: World Thought II, offered on ground only

HU 3342
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 1111 Humanities II: World Thought II

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.

Prerequisites: HU 1111 Humanities II: World Thought II

19.8 MATHEMATICS COURSE DESCRIPTIONS

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 1221
THE ART OF MATH
(3 CREDITS)**

This course will use the mathematical model of inquiry to pose and answer questions relating to art and design, music, nature, and history. The course will progress from ancient Egypt and Greece to the Renaissance and into the twenty-first century. Topics include Algebra, Geometry; ratios; abstract mathematical thinking through sequences, series, and patterns; modular arithmetic; and relations. The material is mathematical. However, its topics, as well as many of the examples and the work students do, will be drawn from the fields of art and design, dance, film, and music. Students will complete a significant project that applies mathematics to their area of interest.

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 will have increased their understanding of statistics and have improved their capacity for working with statistics.

Prerequisites: none

**19.9 PHYSICAL + NATURAL SCIENCE COURSE
DESCRIPTIONS**

**NS 2030
BIOLOGY
(3 CREDITS)**

In this course, students will explore the basic aspects of life on earth. The course will cover cells, photosynthesis, DNA, genetics, evolution, natural selection, biodiversity, population dynamics, and global climate. Students will explore these topics through field trips, classroom activities, laboratory exercises, and lectures. After completing this course, students will understand the biological, chemical, and physical processes living organisms utilize to sustain life.

Prerequisites: none

**NS 2040
ENVIRONMENTAL STUDIES
(3 CREDITS)**

This course will examine major topics in environmental science, including human population growth, conservation, species extinction, pollution, water use, energy, and climate change. Students will explore these topics through field trips, classroom activities, laboratory exercises, and lectures. At the conclusion of this course, students will not only understand current environmental issues from a scientific perspective, they will also be aware of the social and political conditions that influence environmental science.

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 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

19.5.6 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: EN 1110 Composition I

SBS 1120
INTRODUCTION TO ECONOMICS
(3 CREDITS)

This course provides an introduction to macro and microeconomics. The course begins by focusing on microeconomics and 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.

Prerequisite: EN 1110 Composition I

SBS 1130
INTRODUCTION TO POLITICAL SCIENCE
(3 CREDITS)

The Introduction to Political Science course includes important theories of political concepts, issues, political behavior, processes, comparative politics, public administration, 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.

Prerequisites: EN 1110 Composition I

SBS 1140
INTRODUCTION TO PSYCHOLOGY
(3 CREDITS)

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.

Prerequisites: EN 1110 Composition I

SBS 1150
INTRODUCTION TO SOCIOLOGY
(3 CREDITS)

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 that highlight sociology as a field of study.

Prerequisite: EN 1110 Composition I

SBS 3020
AMERICAN POLITICAL LANDSCAPES
(3 CREDITS)

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.

Prerequisites: HU 1111 Humanities II: World Thought II, offered on ground only

SBS 3310
TOPICS IN ANTHROPOLOGY
(3 CREDITS)

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.

Prerequisites: HU 1111 Humanities II: World Thought II, offered on ground only

SBS 3340
TOPICS IN PSYCHOLOGY
(3 CREDITS)

This junior-level course explores various aspects of psychology as a field of study. The course content varies, allowing students to explore specific aspects of psychology with greater depth and mastery. By the end of the course, students demonstrate greater understanding of psychology and a greater capacity to engage with anthropological texts.

Prerequisites: HU 1111 Humanities II: World Thought II, offered on ground only

SBS 3350
TOPICS IN SOCIOLOGY
(3 CREDITS)

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.

Prerequisites: HU 1111 Humanities II: World Thought II, offered on ground only

SBS 3360
TOPICS IN CULTURE
(3 CREDITS)

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.

Prerequisites: HU 1111 Humanities II: World Thought II, offered on ground only

20. PHOTOGRAPHY DEPARTMENT

20.1 PHOTOGRAPHY DEPARTMENT MISSION

The BFA in Photography, through pointed and comprehensive coursework, prepares students for careers in the photographic, video, and lens-based media. Students emerge from this program with the creative, technical, ethical, and business skills necessary to thrive in the professional marketplace.

20.2 PHOTOGRAPHY DEPARTMENT DESCRIPTION

Photography is an expansive and growing profession and as such, RMCAD is pleased to offer a course of study addressing the historical and contemporary photographic processes and critical thinking that will define its future. The BFA in Photography begins by offering core, photo-based, foundational coursework that provides students with baseline skills, serving as a launching pad for the more advanced, narrative-based work. As student's progress through the curriculum, they are challenged to complete assignments with increased technical, creative, and narrative skills that will insure their success as professionals.

The photography program, through instructional processes in the online and campus based classrooms, provides the context of the Commercial, Photojournalism, Documentary Cinema, and Fine Art perspectives. Project assignments, research, peer discussions, and industry-based reference points allow students to use the photographic medium that best fits their creative passion as a professional.

Especially important in the Photography BFA is faculty and industry professionals working with students to develop best practices from both a creative and professional perspective. As we are deeply focused on leading students through a process of business development—that is, the components of business structure that includes significant marketing skills—our students emerge from the program ready to enter the marketplace as photography professionals.

20.3 PROGRAM OUTCOMES

Students emerge from the program with well-developed visual aesthetics as they apply to powerful photograph making.

Students develop the ability to communicate client needs through visual photo-based media.

Students develop technical photographic skills.

Students develop research, critical thinking, and creative problem solving skills as they apply to the professional marketplace.

Students develop business communication skills.

Students develop an understanding and application of ethics as it applies to the industry.

Students develop the ability to create a well-synthesized marketing plan.

20.4 PHOTOGRAPHY ON-CAMPUS BFA DEGREE REQUIREMENTS

Liberal Arts: 45 credits

Art History	12
AH 2080 History of Photography	3
EN 1110 Composition I	3
EN 1111 Composition II	3
Communication + Critical	3
HU 1110 Humanities I: World Thought I	3
HU 1111 Humanities II: World Thought II	3
Humanities	3
Mathematics	3
Physical + Natural Sciences	3
Social + Behavioral Science	6
<i>See Liberal Arts Department for specific classes</i>	

Foundations: 21 credits

FD 1020 2D Design: Elements + Principles	3
FD 1030 Design Lab	0
FD 1120 Topics in Color	3
FD 1275 Drawing I	3
FD 1210 Drawing Lab	0
FD 1280 Drawing II	3
FD 1600 Studio Seminar: Methods of Inquiry	3
FD 2130 3D Design: Space + Materiality	3
FD 2210 4D Design: Stills to Motion	3
FD 2300 Foundations Sophomore Portfolio Review	0

Photography: 51 credits

PH 1010 Darkroom I (Ground only)	3
CP 1112 Digital Photography II	3
CP 1710 Digital Post Production	3
CP 1720 Lighting I: Fundamentals	3
PH 2250 Darkroom II: Alternative Process (Ground only)	3
CP 2310 Lighting II: Location	3
CP 2321 Portraiture	3
CP 2350 Professional Practices: Business	3
CP 2511 Cinematography I	3
PH 3000 Junior Portfolio Review	0
CP 3110 Lighting III: Studio	3
CP 3251 Cinematography II	3
PJ 3350 Documentary: Environmental Portraiture	3
CP 3410 Advanced Digital Imaging	3
CP 3530 Project Development Portfolio	3
CP 3720 Conceptual Projects	3
PH 4000 Senior Portfolio Review	0
PH 4250 Special Topics in Photo Media	3
CP 4951 Professional Practices: Marketing	3

Studio Electives: 6 credits

CP 3450 Audio for Video Production	3
CP 3521 Architectural Photography	3
CP 3571 Fashion	3
PH 3621 Advanced Projects and Internships Part I	1.5
PH 3622 Advanced Projects and Internships Part II	1.5
CP 4490 Video Field Production	3
PJ 3130 Fundamentals of Photojournalism	3
PJ 3310 Advanced Photojournalism	3

Total Credits Required (168 Weeks)	123
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20.5 PHOTOGRAPHY ONLINE BFA DEGREE REQUIREMENTS

Liberal Arts: 45 credits

Art History	12
AH 2080 History of Photography	3
EN 1110 Composition I	3
EN 1111 Composition II	3
Communication + Critical	3
Humanities	3
HU 1110 Humanities I: World Thought I	3
HU 1111 Humanities II: World Thought II	3
Mathematics	3
Physical + Natural Sciences	3
Social + Behavioral Science	6
<i>See Liberal Arts Department for specific classes</i>	

Foundations: 21 credits

FD 1020 2D Design: Elements + Principles	3
FD 1030 Design Lab	0
FD 1120 Topics in Color	3
FD 1275 Drawing I	3
FD 1210 Drawing Lab	0
FD 1280 Drawing II	3
FD 1600 Studio Seminar: Methods of Inquiry	3
FD 2130 3D Design: Space + Materiality	3
FD 2210 4D Design: Stills to Motion	3
FD 2300 Foundations Sophomore Portfolio Review	0

Photography: 51 credits

CP 1111 Digital Photography I	3
CP 1112 Digital Photography II	3
CP 1710 Digital Post Production	3
CP 1720 Lighting I: Fundamentals	3
CP 2310 Lighting II: Location	3
CP 2321 Portraiture	3
CP 2350 Professional Practices: Business	3
CP 2511 Cinematography I	3
PH 3000 Junior Portfolio Review	0
CP 3110 Lighting III: Studio	3
PJ 3130 Fundamentals of Photojournalism	3
CP 3251 Cinematography II	3
PJ 3350 Documentary: Environmental Portraiture	3
CP 3410 Advanced Digital Imaging	3
CP 3530 Project Development Portfolio	3
CP 3571 Fashion	3
CP 3720 Conceptual Projects	3
PH 4000 Senior Portfolio Review	0
CP 4951 Professional Practices: Marketing	3

Studio Electives: 6 credits

CP 3450 Audio for Video Production	3
CP 3521 Architectural Photography	3
CP 4490 Video Field Production	3
PH 3621 Advanced Projects and Internships I	1.5
PH 3622 Advanced Projects and Internships II	1.5
PJ 3310 Advanced Photojournalism	3
Total Credits Required (168 Weeks)	123

20.6 COMMERCIAL PHOTOGRAPHY COURSE DESCRIPTIONS

CP 1111 DIGITAL PHOTOGRAPHY I (3 CREDITS)

This introductory course in digital photography serves as an important reference point in digital camera functions through assignments addressing composition, the effective use of light, color theory, understanding single and multi-image narratives, and post-production. Through lectures, discussions, and assignments, students will gain insight into the medium's importance in contemporary visual culture, the technical functionality of the camera, and creating effective narratives.

Prerequisites: none. Offered online only.

CP 1112 DIGITAL PHOTOGRAPHY II (3 CREDITS)

This course advances the dialogue in regards to the dynamics of the digital photographic medium. Included is instruction in the areas of composition, DSLR camera functions, and the understanding, use, and manipulation of light. Additionally, digital post-production using industry specific digital post-production software platforms, as well as other essential skills 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, research, logistics, and the completion of advanced photographic assignments.

Prerequisites: none.

CP 1710 DIGITAL POST PRODUCTION (3 CREDITS)

Serving as the technical standards in the profession, this course, by way of instruction and assignments, guides students through digital workflow (using industry specific digital post-production software platforms), file management, color theory, visual interpretation, and the printing of images. At the conclusion of this course, students will have gained a thorough knowledge of these important tools and be able to apply the skill sets to assignments and real life projects.

Prerequisites: none

CP 1720 LIGHTING I: FUNDAMENTALS (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, and through the creation of a portfolio of images, students will have a clear understanding of the qualities of light and their communicative power.

Prerequisites: CP 1112 Digital Photography II and CP 1710 Digital Post Production

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.

Prerequisites: CP 1720 Lighting I: Fundamentals

CP 2321
PORTRAITURE
(3 CREDITS)

This course is an exploration of photographing people. The instruction of the interpretive power of portraits in varied contexts will be relevant. These include corporate, magazine/editorial, and new media such as social media and other web-based platforms. At the conclusion of this course, 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. (Formerly CP 2320 Portraiture: Business, Editorial, Social)

Prerequisites: CP 1710 Digital Post Production and FD 2300 Foundations Sophomore Portfolio Review

CP 2350
PROFESSIONAL PRACTICES: BUSINESS
(3 CREDITS)

This course introduces students to professional practices in regards to understanding the logistics of business operations in Commercial Photography. Important components of the course are in the areas of industry overviews, identifying career paths, design and negotiation of contracts, client development, and business management. At the end of this course, students will research industry standards, create a basic logo and collateral materials, and write a business plan that illustrates their knowledge of professionalism and its application in the industry. (Formerly CP 2340 Commercial Photography I)

Prerequisites: CP 2321 Portraiture

CP 2511
CINEMATOGRAPHY I
(3 CREDITS)

This course introduces students to the historical and theoretical concepts of film and motion. Included is instruction in camera techniques, storytelling, editing, and sound within a documentary, short non-fiction, format. At the end of this course, students will have a baseline understanding of video processes including; production, creating and working with storyboards, script interpretation, and post-production editing software illustrated by the completion of a video narrative project.

Prerequisites: CP 2321 Portraiture

CP 3110
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.

Prerequisites: CP 2310 Lighting II: Location
Corequisites: PH 3000 Junior Portfolio Review

CP 3251
CINEMATOGRAPHY II
(3 CREDITS)

Building on skills acquired in CP2510 Cinematography I, 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. (Formerly CP 3250 Cinematography)

Prerequisites: CP 2511 Cinematography I

CP 3410
ADVANCED DIGITAL IMAGING
(3 CREDITS)

As culture increasingly engages in a creative dialogue in the area of digital image-making (with 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 industry specific digital post-production software platforms—using these platforms to create a highly-developed portfolio of digital images. (Formerly CP 4310 Advanced Digital Imaging)

Prerequisites: CP 1710 Digital Post Production

**CP 3450
AUDIO FOR VIDEO PRODUCTION
(3 CREDITS)**

Inescapable from the area of creating excellence in the profession of video production is the importance of audio content. The ability to capture sound, create it specifically for film content, and apply it effectively is an enhanceive, critical element of compelling video and film narratives, and is the basis for this course. At the conclusion of this course, having used state of the art audio equipment and software, students will have captured sounds as they occur in dynamic staged and natural environments, created audio tracks for a short video, and through the use of audio post production tools, altered sound for both realistic and abstract contexts. At the conclusion of this course, using state of the art audio equipment and software, students will have captured sounds as they occur in dynamically staged and natural environments; created audio tracks for a short video; and, through the use of audio post production tools, altered sound for both realistic and abstract contexts.

Prerequisites: CP 3251 Cinematography II

**CP 3521
ARCHITECTURAL PHOTOGRAPHY
(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, interpretative 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. (Formerly CP 3520 Architectural and Industrial Landscapes)

Prerequisites: CP 1710 Digital Post Production

**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.

Prerequisites: Completion of 90+ credit hours and chair approval
Corequisites: PH 4000 Senior Portfolio Review

**CP 3571
FASHION
(3 CREDITS)**

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. (Formerly CP 3570 Street Style Fashion Photography)

Prerequisites: CP 1710 Digital Post Production

**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.

Prerequisites: CP 3410 Advanced Digital Imaging

**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.

Prerequisites: CP 2321 Portraiture

CP 4490
VIDEO FIELD PRODUCTION
(3 CREDITS)

Working on location is the hallmark of creating compelling and beautiful video-based projects for clients. In that vein, this course offers instruction, professional examples, and assignment-based projects specific to the challenges of location-based video projects. Logistical issues such as permitting, private and public property permissions, and equipment specific to shooting on location, as well as weather protection, the use of generators as power sources, location lighting, and grip equipment are important elements to be discussed and implemented. At the end of this course, students will have researched and chosen a difficult location for video production, created a logistical plan of action for an assignment, used location-specific equipment, used scripts and storyboards, and completed a selected component for photographing and completing the video project.

Prerequisites: CP 3251 Cinematography II

CP 4951
PROFESSIONAL PRACTICES: 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 professionals 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. (Formerly CP 4950 Professional Practices: Real World Marketing)

Prerequisites: Completion of 90+ credit hours.

20.7 PHOTOGRAPHY COURSE DESCRIPTIONS

PH 1010
DARKROOM I
(3 CREDITS)

This course introduces students to traditional black and white film darkroom processes from a historical and contemporary fine-art perspective. Using 35mm SLR cameras, students will learn baseline camera controls and techniques to create narratives that communicate conceptual ideas. The class covers film types, camera formats, the Zone System of Photographic Tone Control, film development and silver-based printing. Extensive lab and studio time is provided during the class. At the end of this course, students will have illustrated, through a portfolio of images, an understanding of the technical, creative, and darkroom components of the medium.

Prerequisites: none

PH 2250
DARKROOM II: ALTERNATIVE PROCESS
(3 CREDITS)

This course introduces students to advanced work in the area of Alternative Processes in darkroom-based work from a contemporary perspective. Cyanotypes, Van Dyke Brown, Salt Prints, Wet Plate Collodion, as well as other experimental processes serve as important aesthetics in communicating significant, related conceptual narratives. Emphasis is placed on a variety of image-making techniques including photograms, chemigrams, camera obscura, pinhole, plastic camera, and large-format photography. Also covered is the production of digital negatives for contact printing. At the end of this course students will learn and apply alternative process aesthetics in the creation of a focused body of work. Extensive lab and studio time is provided during the class.

Prerequisite: PH 1010 Darkroom I

PH 3000
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 direct students toward certain skills and 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.

Prerequisite: Students must have completed a total of at least 60 credit hours, of which 30 credits must be CP studio coursework.

Corequisite: CP 3110 Lighting III: Studio

PH 3621 / 3622
ADVANCED PROJECTS + INTERNSHIPS PART I + 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. (Formerly CP 3621 / 3622 Advanced Projects and Internships Part I and II or PJ 3611 / 3612 Advanced Projects and Internships Part I and II)

Prerequisites: CP 2350 Professional Practices: Business

PH 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. 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.

Prerequisites: Completion of 90+ credits and chair approval
Co-requisites: CP 3530 Project Development Portfolio

**PH 4250
SPECIAL TOPICS IN PHOTO MEDIA
(3 CREDITS)**

This course has as its core an experimental studies context and advanced processes and narratives in lens-based media. Included are traditional film, self-constructed cameras, digital camera and scanner platforms, 8mm and 16mm moving film, experimental darkroom, and digital printing processes. Students will extend their knowledge of traditional film from the perspective of contemporary photography or fine-art applications. The course advances the dialogue in context to film and digital photography with an emphasis on the unique visual quality and characteristics of each, exploring conceptual and technical hacks to create new media. At the end of this course, student will have constructed non-traditional cameras and applied forward-thinking knowledge and skills in experimental processes to create a focused body of works.

Prerequisites: Completion of 90+ credit hours

**20.8 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.

Prerequisites: CP 2321 Portraiture

**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.

Prerequisites: 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.

Prerequisites: CP 2321 Portraiture

21. UNDECLARED

21.1 UNDECLARED PROGRAM DESCRIPTION

The offices of Academic Affairs, Academic Support, and Academic Services are committed to RMCAD students interested in exploring the various degree options available to them and those who do not yet have a major in mind.

21.2 POLICY FOR UNDECLARED STUDENTS

Students must declare a major by the end of their first academic year, or two semesters, and prior to earning 30 credits. Earned credit hours include those from RMCAD as well as all applied transfer credit from other institutions and college credit received in high school such as Advanced Placement or International Baccalaureate. Undeclared students in the BFA track may take a maximum of six studio electives which must be approved by the manager of advising and a combination of liberal arts and foundations courses. It is recommended that elective credits pertain to students' major(s) of interest. Credits earned are not guaranteed to apply to the student's declared major. A registration hold will remain on the student enrollment record until a major has been applied to the student's permanent record. Change of major policies will apply for declaring a major.

Undeclared students may be considered off of program sequence once they declare a major and should work with the Academic Advising office regularly to ensure timely graduation.

21.3. ELECTIVE CREDIT HOURS

Students in program majors will be given registration priority in major coursework. Undeclared students or declared students enrolling in courses outside of their major are not guaranteed enrollment in elective courses.

21.4 UNDECLARED – ON CAMPUS + ONLINE BFA TRACK

Liberal Arts: 9	
EN 1110 Composition I	3
EN 1111 Composition II	3
Social + Behavioral Sciences	3
Foundations: 15	
FD 1020 2D Design: Elements + Principles	3
FD 1030 Design Lab	0
FD 1120 Topics in Color	3
FD 1275 Drawing I	3
FD 1210 Drawing Lab	0
FD 1600 Studio Seminar: Methods of Inquiry	3
FD 2130 3D Design: Space + Materiality	3
Electives: 6	
<i>Select two courses from the below:</i>	
AN 1110 Introduction to Animated Storytelling	3
FS 1000 Fashion Industry Survey	3
GD 1310 Type + Layout	3
ART 1110 Ceramics I	3
ART 1140 Painting I	3
PH 1010 Darkroom	3
ART 1160 Printmaking I	3
ART 1170 Sculpture I	3
FD 1370 Life Drawing I	3
FD 2210 4D Design: Stills to Motion	3
IL 1020 Mastering the Pencil	3
ID 1510 Survey of Interior Design	3
ID 1511 Publishing Application Lab	0
Total Credits Required	30

SECTION 3:

STUDENT INFORMATION



22. STUDENT CODE OF CONDUCT + STUDENT CONDUCT PROCESS

The general principles governing community life at Rocky Mountain College of Art + Design are shaped by the Mission Statement of the College and the College's core values. The following Student Code of Conduct and subsequent conduct process is designed to create a responsible intellectual community; to promote the respect of the College and individual property; to treat all members of the community with respect and dignity; and sustain an environment that facilitates personal, intellectual, artistic and creative growth and development.

The Student Code of Conduct and related policies and procedures are developed to foster each student's freedom to learn and to protect the rights of all College community members. RMCAD is committed to creating an interactive, supportive campus environment that is conducive to education, work, study and artistic development. When you enroll at the College, you assume the responsibility of observing the policies outlined in the Student Code of Conduct. A "student" includes all individuals taking courses at the College, either full-time or part-time, both on-ground and online, and includes those individuals who are not seeking a degree. Persons who withdraw from the College after allegedly violating the Code of Conduct, who are not officially enrolled for a particular term but who have a continuing relationship with the College, or who have been notified of their acceptance for admission, are considered students.

The Director of Student Affairs Serves as the Conduct Officer for RMCAD and is charged with upholding the tenets detailed in the Code of Conduct, and state and federal laws. Reported violations of the Code of Conduct will be reported to the Director of Student Affairs who will investigate, document, and resolve alleged infractions using established procedures.

23. GENERAL PRINCIPLES OF THE STUDENT CODE OF CONDUCT

23.1 PERSONAL INTEGRITY

RMCAD is committed to creating a learning community in which all members participate in the free pursuit of truth and honesty. The College has established an atmosphere of mutual trust in which members of the community abide by ethical standards in conduct and in the exercise of responsibilities.

23.2 RESPECT FOR THE RIGHTS + CONCERNS OF OTHERS

RMCAD strives to provide an environment that nurtures the growth and development of students, demonstrating respect for one another, sensitivity to differences, and fair and just interactions with one another. All members of the College community are entitled to and responsible for maintaining an environment of civility that is free from disparagement, intimidation, harassment and violence of any kind. Students, faculty and staff are expected to treat each other with mutual respect at all times.

23.3 RESPECT FOR PROPERTY

College community members are expected to respect College property, the property of other members of the College community, and the property of the global community in which we live.

23.4 RESPECT FOR THE LAW + COLLEGE POLICIES

RMCAD operates within the boundaries of federal and state laws, in addition to governing itself. Members of the College community are expected to demonstrate respect for the laws of the State of Colorado, federal laws and regulations, as well as respect for College policies, regulations, procedures, their administration and the processes for changing those laws, policies and regulations and procedures.

24. STUDENT CODE OF CONDUCT – STANDARDS OF CONDUCT

The Student Code of Conduct 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 is 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. The following definitions are not designed to be an exhaustive list and must not be interpreted to include all potential violations. Any student that engages in the following misconduct may be subjected to disciplinary proceedings and sanctions.

24.1 ABUSE

Abuse includes, but is not limited to, physical fighting, sexual harassment, sexual abuse (including, but not limited to, violent sexual misconduct), verbal or emotional abuse, threats of violence or other inappropriate conduct, intimidation, stalking, coercions and/or other conduct which threatens or endangers the physical or mental health, well-being or safety of another person or oneself.

24.2 ABUSE OF THE STUDENT CONDUCT PROCESS

Abuse of the student conduct process includes, but is not limited to, failure to obey the notice to appear for a meeting or a hearing; falsification, distortion or misrepresentation of information; disruption or interference with the orderly conduct of a hearing; failure to comply with any requirements or sanctions agreed to in a disciplinary action; harassment or intimidation of any person involved in a conduct proceeding.

In addition, the institution of a frivolous or malicious student conduct proceeding, the unauthorized release or disclosure of information related to a student conduct proceeding, and any failure to comply with any sanction(s) or outcome(s) imposed for violations of this Code or other RMCAD rules, regulations, or policies is strictly prohibited.

24.3 ALCOHOL

Possession, use, manufacture, distribution or sale of alcoholic beverages as an individual or recognized College organization in violation of the local, state, or federal law or College policies is prohibited.

Students exhibiting intoxicated behavior will be asked to leave the campus. Students suspected of intoxication will not be permitted to operate a vehicle and must instead use public transportation, request a taxi (student will be responsible for fees), or phone a contact to transport them off premises. Law enforcement may be contacted on an as-needed basis depending on the specifics of the situation.

24.4 COLLEGE COMPUTER, NETWORK, + TELECOMMUNICATIONS

The unauthorized use of facilities, services, equipment, account numbers or files is prohibited. Additionally, it shall be a violation of this Code for any student to read, copy, change, delete, tamper with, or destruct any other user's files, software, programs and accounts without permission of the owner.

24.5 COLLEGE POLICIES

The violation of published College policies, rules and regulations found in, but not limited to, the College Catalog may result in disciplinary action.

24.6 DISHONESTY

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; and forgery, alteration or misuse of any College document, record or instrument of identification.

Such conduct also includes intentionally initiating or causing to be initiated any false report, warning, or threat of fire, explosion, or other emergency. Additionally, the use, possession, manufacturing, and/or distribution of identification cards or devices that are false or fraudulent or that misrepresent any individual's identity, age, or other personal characteristic, including using another individual's identification is prohibited.

24.7 DISORDERLY CONDUCT

Disorderly conduct is defined as any act or summary of actions that is disruptive, lewd, indecent or otherwise breaches the peace; regardless of intent. Disorderly conduct includes, but is not limited to yelling, shouting, or cursing, when such conduct is disruptive to others. In addition, such conduct shall include, obstruction or disruption of teaching, research, administration, hearing procedures, or RMCAD activities or of other authorized activities, including studying, learning, and emergency services.

24.8 DRUGS

The use (or misuse), possession, manufacture or distribution of illegal drugs, drug-related paraphernalia, narcotics or other controlled substances (except as expressly permitted by law) is prohibited. The abuse or sale of prescription drugs for persons or purposes other than for which the substance has been prescribed is prohibited. Likewise, the misuse or abuse of legal over-the-counter drugs or medicine is prohibited. A student may be removed from class in the event of excessive or irresponsible substance/drug use; the use of prescription, legal or illicit drugs in an excessive or irresponsible manner may result in disciplinary action and/or removal from classes and suspension pending investigation. Irresponsible and excessive drug use may be defined as, but not limited to, the student appearing to be in an intoxicated or altered state, or exhibiting conduct or behaviors which disturb or disrupt the learning environment or campus culture and community. In the event of disciplinary action and/or suspension the student may be expected to submit to a toxicology test or provide documentation of their treatment for drug/substance use at their expense.

Students exhibiting intoxicated behavior or in situations where drug use may be suspected will be asked to leave the campus. Students suspected of being intoxicated or in an altered state will not be permitted to operate a vehicle and must instead use public transportation, request a taxi (student will be responsible for fees), or phone a contact to transport them off premises. Law enforcement may be contacted on an as-needed basis depending on the specifics of the situation. Students experiencing drug or alcohol misuse or dependency may contact the Personal Counselor and/or Director of Student Affairs for referral to additional support and resources.

24.9 FAILURE TO CLEAN UP + REMOVE BELONGINGS

A flat fee of \$75.00 will be imposed upon students who fail to clean up their belongings by the last day of each term. Any belongings abandoned in campus buildings or grounds for over 7 days will become the property of the Rocky Mountain College of Art + Design.

Additionally, any students who fail to fully de-install their belongings and/or work from a campus space will be fined \$35.00 per day for the labor necessary to restore the space to its original state.

24.10 FAILURE TO COMPLY

Failure to comply or cooperate with RMCAD officials or law enforcement officers acting in their official capacity within established guidelines (provided that no students shall be required to furnish information that would be self-incriminating), including to provide identification when asked or to surrender, upon request, one's RMCAD identification card until an incident is resolved.

24.11 FALSE REPORTING + DISRUPTION OF DISCIPLINARY PROCEEDINGS

False reporting is defined as intentional falsification, distortion or misrepresentation of information in reports or information presented as part of a student disciplinary proceeding or otherwise reported to the Director of Student Affairs and/or the Dean of Students. Disruption of disciplinary proceedings is defined as disrupting or interfering with the student disciplinary process or failure to obey a notice to appear for an administrative meeting related to disciplinary proceedings or a meeting with the Conduct Review Board.

24.12 FIREARMS, EXPLOSIVES, WEAPONS, DANGEROUS SUBSTANCES + DEVICES

Possession and/or use of firearms, explosives, illegal weapons as defined under state law, air or pellet guns, paintball guns, slingshots, firecrackers, fireworks, or any other object, chemical, or weapon designed or intended to inflict a wound or cause injury (or imitations or replicas of any such item) is prohibited on RMCAD property, including parking lots. This includes concealed weapons for which a permit has been obtained.

24.13 THREATENING BEHAVIOR

RMCAD forbids and will not tolerate or condone any threatening, intimidating, coercive, or reckless conduct by members of the RMCAD community.

24.14 GUESTS

Students are responsible for the behavior of their guests. Any violation of the Student Code of Conduct or College policies by a guest may result in a complaint and sanction against the hosting student.

24.15 HARASSMENT + DISCRIMINATION

Harassment is behavior or conduct that objectifies a personal attribute, singling it out for ridicule, attack or disparagement. Students may not engage in conduct or behavior that serves to degrade the status of another person. The attributes of such behavior or conduct include, but are not limited to, degradation or objectification related to the following: race or ethnic origin; gender; physical or mental disability; age; religion; economic class; and sexual orientation.

Conduct indicative of harassment includes, but is not limited to, conduct that would place a reasonable person in fear of his or her personal safety through words or actions, physical contact, written or verbal comments, or suggestions expressed through email, posting or other mediums, hostile or threatening gestures or other forms of degradation.

24.16 HAZING

RMCAD forbids hazing and all other activities that interfere with the personal liberty of an individual. RMCAD defines hazing as any action taken or situated created, whether on or off RMCAD property, to produce physical or mental discomfort, embarrassment, harassment, or ridicule for the purpose of initiation into, affiliation with, or admission to, or as a condition for continued membership in, a group, team, club, or other organization.

Acceptance of an activity on the part of a new member or Individual does not justify participation in or sponsorship of the activity. Any violation of this policy should be reported to: The Dean of Students at 303.525.7102 and/or the Director of Student Affairs at 303.999.5468.

24.17 INTERFERENCE, OBSTRUCTION, OR DISRUPTION

Interference, obstruction and disruption includes behavior that interferes with, obstructs or disrupts any normal College activity such as teaching, recreation, meetings, public events, disciplinary proceedings, the freedom of expression, and movement of students or other members of the College community and their guests.

Participation in activities that threatens the safety of the College community and/or infringes on the rights of its members is prohibited.

24.18 MODELS IN THE CLASSROOM

RMCAD hires models to pose for studio classes, and in many instances the models work nude. As per course syllabus, instructor direction and the Code of Conduct, students are required to treat models in a professional and respectful manner. Students under the age of 18 will be required to submit written permission from their parent or guardian allowing them to attend classes in which nude models are utilized.

24.19 ONLINE CONDUCT + WRITTEN COMMUNICATION

All written communication between students and faculty must be professional, respectful, and urbane. Students should avoid using sarcasm and jokes as interpretation may vary based on recipient/viewer. Emails to faculty must adhere to basic grammatical tenets and be free of spelling errors. Students may not use crass language and abbreviated spelling in a collegiate email; institutional emails are not text messages and should not be treated as such.

As is custom with many forms of written communication over the Internet, words and sentences written in all caps (E.g. LIKE THIS) will be considered aggressive and as such are inappropriate in written communication with RMCAD faculty, staff, and students. Students who wish to emphasize a point must use grammatically appropriate methods such as italics or quotation marks.

Students should neither post nor reply to written communication designed to incite angry responses. This type of intentional provocation will be considered a violation of the Code Of Conduct. Students should always be respectful and realize that written communication and sent email cannot be edited or recalled. If a student is upset after reading a post, draft your response in a private medium (such as a word processor or similar medium) and pause before replying or reacting. Ensure that you are calm and contemplate your response before sending or posting and remember that the person who wrote the original comment may not have intended it to be offensive or inciteful.

24.19.1 DISCUSSION BOARDS

Discussion boards are the online equivalent of a live classroom discussion. The policies detailed throughout the Student Code of Conduct also apply to the online discussion boards. Students should exercise more caution in the discussion boards, as tone gets lost in written communication, and posts are immediately discoverable, documentable communications.

Students should only post messages to the class discussion forums that are germane to the topic of the class. Communication about personal topics should be discussed outside of class. The Q&A discussion forum (if used) is for topics related to the class' procedures, assignments, topics, and other information that might be helpful for other students. Students are prohibited from posting criticism of RMCAD faculty, staff, policies, procedures, or other subjects not related to the class in the discussion forums. Criticisms such as these need to be brought through the appropriate venue--typically the Department Chair.

Faculty have the right to censor students' posts to the discussion forum if they feel the post violates the policies in this handbook or are otherwise inappropriate for class. Properly cited, outside sources such as current articles and stories about the topic are welcome but may be censored by the faculty member at his/her discretion. Students can contest a censored or deleted post with the faculty member in private communication realizing that the instructor makes the final decision.

24.19.2 SOCIAL MEDIA

Social media are media for social interaction using electronic, web based technologies to communicate user-generated content and interact with others engaged in the same or similar activities. Social media include, without limitation, LinkedIn, Twitter, Facebook, YouTube, Instagram, Flickr, Vine, and MySpace. Students must follow the same behavioral standards online as they would in other forms of communication. The College Code of Conduct, laws, ethical rules, professional expectations, and guidelines apply online. The following guidelines must be observed at all times:

Copyright

Recognize and respect others intellectual property rights, including copyrights. Never use more than short excerpts from other's work, and always attribute content to its original source.

RMCAD Image

Do not use RMCAD's logos or any other university images on personal social media sites. Do not use RMCAD's name to promote a product, cause, or political party or candidate.

RMCAD Affiliation

If you identify yourself as a member of the RMCAD community on any site, either directly or by implication, do not state or imply that you speak for the College unless you have been given express permission to do so. In any communications in which your affiliation with the College is apparent, you must state explicitly that any views you express are your own and do not represent the views of the College.

RMCAD Property

College computers are considered a college resource; any posts you create, including posts on personal or pages unrelated to the college and/or accounts, using college property or while on college grounds must adhere to the College Code of Conduct.

Objectionable or Inflammatory Posts

Do not post anything profane, obscene, threatening, harassing, discriminatory, abusive, hateful or embarrassing to another person or entity. Such conduct is subject to RMCAD's Code of Conduct and anti-discrimination and anti-harassment policies.

Non-Disparagement

Do not make false, misleading or defamatory statements about RMCAD, its faculty, staff, students or competitors.

Disclosure of Private Matters

Do not disclose private facts about RMCAD or its faculty, staff, students or competitors. This includes conversations or statements the parties intended as private, and disclosure of internal management, operational and personnel discussions communicated to limited audiences in the course of operating the College.

Terms of Use

Read, know and comply with the terms of use of any sites you use.

Any violations of this policy may, in the discretion of the College lead to disciplinary action, up to, and, including expulsion.

24.20 PLAGIARISM

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.

Plagiarism may be considered but is not limited to:

- 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;
- 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
- 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.
- Presenting the visual media, intellectual property or creative efforts of another as your own.

24.21 SEXUAL MISCONDUCT

In the event sexual assault, domestic violence, dating violence, and/or stalking occurs on campus or is experienced by a member of the RMCAD Community, the college, once made aware, will follow the established investigation procedure. Additionally, the college may contact law enforcement.

Definitions:

- Domestic Violence: an act or threatened act of violence upon a person with whom the actor is or has been involved in an intimate relationship. Domestic violence also includes any other crime against a person or against property or any municipal ordinance violation against a person or against property, when used as a method of coercion, control, punishment, intimidation, or revenge directed against a person with whom the actor is or has been involved in an intimate relationship.
- Dating Violence: the physical, sexual, or psychological/emotional violence within a dating relationship, as well as stalking. It can occur in person or electronically and may occur between a current or former dating partner
- Sexual Assault: any act, attempted act, or threatened act of unlawful sexual behavior.
- Stalking: an individual directly, or indirectly through another person, makes a threat, physical action, or repeated conduct that causes you to be in fear for your safety or the safety of your immediate family or intimate partner. As a way of making you fearful, the stalker must do one of the following to you, your immediate family or intimate partner: repeatedly follow, approach, contact or put under surveillance; or repeatedly make any form of communication (i.e., phone calls, texts,

emails). Note: it does not matter if any words are spoken or not – for example, the stalker can keep calling and hanging up. An individual directly, or indirectly through another person, repeatedly follows, approaches, contacts, places under surveillance, or makes any form of communication with you, your immediate family or intimate partner that causes you, your immediate family or intimate partner to suffer serious emotional distress (pain).

24.21.1 CONSENT IN REFERENCE TO SEXUAL ACTIVITY:

Circumstances in which a person, CANNOT, by law, give consent (no matter what s/he might verbalize):

- The person is severely intoxicated or unconscious as a result of alcohol or drugs
- The person is physically or mentally disabled
- Once a person says “no”. It does not matter if or what kind of sexual behavior has happened previously in the current event, early that day, or daily for the previous six months. It does not matter if it is a current long-term relationship, a broken relationship, or marriage. If one partner says, “NO,” and the other forces penetration it is rape.
- If consent is not obtained prior to each act of sexual behavior (from kissing leading up to intercourse), a student risks violation of the College Sexual Misconduct Policy.

What does consent mean in intimate relationships?

Consent is when one person agrees to or gives permission to another person to do something. It means agreeing to an action based on your knowledge of what that action involves, its likely consequences and having the option of saying no. The absence of “no” does not mean “yes”. When it comes to sex in your relationship, consent is really important. You both have a responsibility to make sure you both feel safe and comfortable every step along the way. Remember, your actions towards the person you’re with can greatly affect the way they feel about you, themselves, the relationship and sex in general. Consent is an important part of healthy sexuality and both people should be involved in the decision to have sex.

The age of consent in Colorado is 17, a close in age exception to Colorado’s age of consent law allows those aged 15 and 16 to engage in acts with those less than ten years older and those younger than 15 to engage in acts with those less than four years older. However a 17-year-old can not legally consent to a person that is in position of trust. Any actor who inflicts sexual penetration or intrusion on a victim commits sexual assault if the victim is less than fifteen years of age and the actor is at least four years older than the victim and is not the spouse of the victim; or at the time of the commission of the act, the victim is at least fifteen years of age but less than seventeen years of age and the actor is at least ten years older than the victim and is not the spouse of the victim.

Consent is:

- A voluntary, sober, imaginative, enthusiastic, creative, wanted, informed, mutual, honest, and verbal agreement
- An active agreement: Consent cannot be coerced
- A process, which must be asked for every step of the way; if you want to move to the next level of sexual intimacy, just ask
- Never implied and cannot be assumed, even in the context of a relationship. Just because you are in a relationship does not mean that you have permission to have sex with your partner

24.21.2 BYSTANDER INTERVENTION

Suggestions and strategies to stop these incidents before they occur.

1. Bystander Notices the Incident - Bystanders must first notice the incident taking place. Obviously, if they don’t take note of the situation, there is no reason to help.
2. Interpret Incident as Emergency - Bystanders also need to evaluate the situation and determine whether it is an emergency -or at least one in which someone needs assistance. Again, if people do not interpret a situation as one in which someone needs assistance, then there is no need to provide help.
3. Assume Responsibility - Another decision bystanders make is whether they should assume responsibility for giving help. One repeated finding in research students on helping is that a bystander is less likely to help if there are other bystanders present. When other bystanders are present, responsibility for helping is diffused. If a long bystander is present he or she is more likely to assume responsibility.
4. Attempts to Help - Whether this is to help the person leave the situation, confront a behavior, diffuse a situation, or call for other support/security.

The best way bystanders can assist in creating an empowering climate free of interpersonal violence is to diffuse the problem behaviors before they escalate.

- Educate yourself about interpersonal violence and share this info with friends.
- Confront friends who make excuses for other peoples abusive behavior.
- Speak up against racist, sexist and homophobic jokes or remarks.
- Tips for Intervening:
- Approach everyone as a friend
- Do not be antagonistic
- Avoid using violence
- Be honest and direct whenever possible
- Recruit help if necessary, contact the Reception Desk at 303.753.6046 or Campus Security at 303.567.7271
- Keep yourself safe
- If things get out of hand or become too serious, contact the police

Please remember that any situation that threatens physical harm to yourself or another student should be assessed carefully. Contact Campus Security if needed to assist to defuse the situation. It is important to preserve any evidence in sex related offenses, this evidence may be tested to substantiate guilt and protect the victim.

Any instance of Sexual Misconduct may be reported to The Dean of Students, Director of Student Affairs/Title IX Coordinator, The Personal/Mental Health Counselor, Campus Security, or any college resource the victim feels comfortable with. The College encourages the victim to contact law enforcement to document the situation.

The College may also contact law enforcement on behalf of the student or in tandem with the student, depending on situational specifics and/or the student’s wishes. If the victim chooses, they may decline to contact law enforcement, however a no-contact order may be issued between the victim and alleged perpetrator, and other necessary action taken.

In the event of an official College investigation, the College will follow established procedures and will make every effort to ensure the confidentiality of the event and of those involved in the proceedings.

The College shall work with students who experience acts of Sexual Misconduct to address class scheduling, studio use, work-study location and scheduling concerns where possible and applicable. The College shall provide, in writing, documentation of any solutions of the aforementioned.

A member of the RMCAD Community who experiences Sexual Misconduct will be provided with a written explanation of the Student’s rights and options.

24.22 THEFT/DAMAGE

Theft, attempted theft of, or unauthorized use or possession of property, services or software owned or controlled by the College or an individual is prohibited. Damage includes, but is not limited to: vandalism and graffiti to property of the College; property that belongs to a member of the College community; or other personal or public property.

Theft or attempted theft from the college supply store is subject to disciplinary sanctions detailed herein. Law enforcement may also be called, in which case the college reserves the right to pursue prosecution to the fullest extent applicable.

24.23 UNAUTHORIZED USE OR ENTRY OF RMCAD FACILITIES

Accessing, entering, or using RMCAD facilities, property, systems, or services without authorization is prohibited.

24.24 VIOLATION OF THE LAW

Violation of any federal, state or local law is prohibited.

24.25 WILLFUL HARM TO THE PSYCHOLOGICAL WELL-BEING OF ANOTHER

Willful or reckless infliction of emotional or mental anguish; any willful or threatened act that results in the physical, mental or emotional injury of another; including but not limited to bullying, harassment, threats, intimidation, belittling, and/or disparagement.

25. THE STUDENT CONDUCT PROCESS

25.1 AUTHORITY + JURISDICTION

The Director of Student Affairs is responsible for administering the Student Code of Conduct, and will represent the College in student disciplinary matters. However, the authority to enforce College policies, rules and regulations rests with the Director of Student Affairs, the Dean of Students, as well as other College administrators, faculty, students, committees and organizations. All members of the RMCAD community are responsible for upholding the Code of Conduct and for holding others accountable to its principles by reporting violations in a timely fashion. The ability of the College to take appropriate remedial action is limited by the timeliness of a reported incident or violation, the comprehensiveness of the report, and the willingness of those involved to assist in all stages of any investigations and disciplinary proceedings.

The Student Code of Conduct applies to any person taking a course at the College on a full- or part-time, on-campus or online, or non-credit basis. Disciplinary actions may affect anyone who partakes in the benefits and privileges of the College. Disciplinary action may be initiated as a result of conduct which occurs on the College premises in any capacity, as well as at off-campus events and activities sponsored, organized or participated in by the College or College-recognized student organizations or student groups. RMCAD may also address off-campus conduct through the student conduct process when the reported behavior may adversely affect the interests of the College community. This includes, but is not limited to, posting information in violation of College policies on websites, journals or blogs. The College reserves the right to report any perceived violations of civil or criminal law to the proper authorities. Students may be held accountable to both civil authorities and the College for

violations of law that also violate the College's policies. The College may pursue disciplinary action at the same time as criminal proceedings and encourages the reporting of any criminal activity to the local police department.

The College views the conduct process as a learning experience that can result in growth and personal understanding of one's responsibilities and privileges within the College community. It is not intended to be a substitute for civil or criminal legal proceedings, so therefore outside legal representation of a student by counsel is not permitted. This process is designed to provide a fair evaluation of whether or not a student has violated College policies. Formal rules of evidence do not apply in the College's conduct process. The College uses the preponderance of evidence when determining responsibility for alleged violations of the Code of Conduct. A preponderance of evidence means that what is alleged to have happened is, more likely than not, what actually happened. This shall be the standard of proof used in all conduct proceedings under this code.

In an emergency situation, the College reserves the right to take administrative action, apart from the student conduct process. Such action may be taken when conduct poses an unreasonable threat to the student(s) engaged in the conduct, or other individuals or the College. The Director of Student Affairs, Dean of Students, or designee must approve all such administrative action. Possible dispositions may include, but are not limited to, mandatory evaluation, temporary or indefinite withdrawal from the College, and/or other administrative action.

In cases of non-consensual, forcible or non-forcible sexual conduct, students are advised to seek medical attention immediately in order to preserve any physical evidence in case the individual wishes to prove criminal sexual assault. Students are also advised to obtain counseling support from campus or community resources.

25.2 INITIATING A COMPLAINT

Any member of the College community may file a written complaint against a student for an alleged violation of the Student Code of Conduct to the Director of Student Affairs.

All complaints must be in writing. Anonymous complaints and informal reports will be accepted primarily for informational purposes and will be acted on to the extent necessary and appropriate under the circumstances.

The complaint should include:

- The name of the student(s) alleged to have violated the code
- A clear statement surrounding the nature and circumstances of the complaint (date, time, place, witnesses)
- The identification of the specific part of the code allegedly violated
- The names, addresses and telephone numbers of those filing the complaints

Upon receipt of the written complaint, the Director of Student Affairs decides whether there is substance to the complaint; whether the complaint falls within the jurisdiction of the Student Code of Conduct; and whether to charge the student(s) with a violation.

In some cases, alternative dispute resolution, such as mediation, may be offered by mutual consent of the parties involved and on a basis acceptable to the Director of Student Affairs and Dean of Students. A written summary of these agreements are provided to all parties. These agreements are binding and once entered are not subject to appeal. Failure to abide by the agreements could result in the situation being returned through the conduct process for possible disciplinary action.

25.3 NOTICE OF CHARGES

Students will be given written notice of charges of alleged violation of the Student Code of Conduct. The notice will describe the alleged policy violations and will inform the student of the requirement of an administrative conference. As needed to protect any involved parties, the letter of notice may also contain certain restrictions, pending the resolution of the matter through the hearing process. If the student fails to schedule a conference, the College reserves the right to make a decision in the case without the benefit of the student's participation.

25.4 ADMINISTRATIVE CONFERENCE WITH HEARING OFFICER

An administrative conference is a preliminary meeting between the Director of Student Affairs and the accused. The following may occur during an administrative conference:

- An explanation of the discipline process
- A discussion of the student's rights
- A review of the charges with the student
- The accused student will be given an opportunity to respond to the charges. The accused student must submit information to the Director of Student Affairs within five business days of the Administrative Conference; failure to respond within the aforementioned timeframe will result in the College making the decision.
- The Director of Student Affairs decides to hear the case and render a decision or refers the matter to a Conduct Review Board hearing. In every case, the facts are to be reviewed and decisions made based upon a preponderance of evidence.

After reviewing the information contained in the letter of notice and following the conference with the Director of Student Affairs, the student has the following options:

- Accept responsibility for the charges, and the Director of Student Affairs will determine the appropriate level of discipline and other sanctions or restorative resolution outcomes. In cases where academic dishonesty is the infraction, the Director of Student Affairs will consult with the Dean of Students to determine the appropriate level of disciplinary action.
- Dispute the charges, and request a hearing with the Conduct Review Board. The Director of Student Affairs may also refer the case to the Conduct Review Board for adjudication.

25.5 DISPOSITION BY HEARING OFFICER

Following an administrative conference, the Director of Student Affairs may investigate the incident further when information is insufficient, or when the student does not agree with the charges and elects to request a hearing with the Conduct Review Board.

After a decision has been rendered, the student will receive a notice in writing summarizing the findings of the conference, and informing the student of subsequent actions in a timely manner.

25.6 CONDUCT REVIEW BOARD

The Conduct Review Board (CRB) will hear cases referred to it by the Director of Student Affairs and any appeals from the administrative conference. It will also consider appeals following a disposition by a student who has received disciplinary sanction(s). Reports of behavior that may result in suspension or expulsion may be referred to the Conduct Review Board. The Board is comprised of the Dean of Students, student ombudsman, faculty ombudsman, and one staff member. A minimum of four members must be present to hear a case.

25.7 PROCEEDINGS OF THE CONDUCT REVIEW BOARD

The Chair of the Conduct Review Board (Dean of Students) will convene the panel, have all in attendance introduce themselves, and explain proceedings. All proceedings shall be conducted in a manner which is informal and at the same time assures fundamental fairness. The proceedings shall be closed to the public. Cases of a sensitive nature will be reviewed by the Director of Student Affairs, Dean of Students. The student may be accompanied by a student representative (a senior student in good academic and institutional standing), who is not the aforementioned Student Ombudsman. Since the direct interaction with the students involved is essential to the educational relationship with the College, the role of the advisor (additional student representative) is limited to ensuring the conduct review process is conducted in a fair and objective manner.

Comments/statements must be restricted to matters directly relevant to the case. Formal rules of process, procedure or evidence, as established and applied in the civil or criminal justice system, do not apply in this process.

In every case, the facts are to be reviewed and decisions made based upon a preponderance of evidence.

Any person disrupting, interfering with or not abiding by the rulings of the Chair may be dismissed. The Chair will be responsible for reading the complaint and stating the charges against the accused student. The Chair (Dean of Students), Director of Student Affairs or a designee directs the presentation of the College's evidence and witnesses. The Chair will ask the accused student to respond to the charges, present evidence on his/her behalf, and call any witnesses. The CRB may ask questions of or recall any hearing participants to address specific issues or questions at the request of either the accused student or a CRB member.

The Chair will conclude the hearing and dismiss the accused student and advisor, if applicable, prior to the CRB entering a closed-session deliberation. During deliberation the CRB will decide whether or not the accused student has violated the Student Conduct Code, and render an appropriate sanction; or in the case of an appeal, will decide to uphold, modify or reverse the original sanction. The Conduct Review Board has the authority to determine the appropriate level of disciplinary action taking into consideration the severity of the infraction, impact on individuals or the community, and the past record of discipline. In addition, the CRB may place limits or conditions, require relocation, restitution, community service, and/or specify participation in educational programs and interventions including, but not limited to, those related to alcohol or drug use, ethical decision making, personal counseling, and restorative justice. The student will receive written notice of the CRB's decision in the case within three business days of the hearing or appeal. Decision letters that include information identifying persons listed as victims may not be released by the student to unauthorized third parties. Failure to comply with this requirement could result in additional disciplinary charges.

25.8 RIGHTS OF ACCUSED STUDENTS

Throughout his or her involvement in the conduct process, the accused student has the following rights:

Right to Notice:

The student shall receive written notice of charges. This notice may be sent via email.

Right to Prepare:

The student shall be given reasonable time to prepare for a hearing or appeal by the CRB.

Right to an Advisor:

The accused student may be accompanied by an additional student representative. The role of the advisor (student representative) is limited to ensuring the conduct review process is conducted in a fair and objective manner.

Right to Present Information:

The student will have the opportunity to present information by witness, affidavit, and/or personal testimony that he/she feels is important for consideration with regard to the complaint. All information must be submitted to the Director of Student Affairs within five business days of the Administrative Conference with the Director of Student Affairs.

Right to Hear Testimony:

The student has the right to hear all information presented at a hearing and to be involved in the entire hearing except for the period of deliberation.

Right to Disciplinary File:

The student has the right to review the contents of his/her disciplinary file at any time, as well as request copies.

Right to Appeal:

The student has the right to request an appeal if circumstances meet the conditions outlined in the appeal process.

25.9 RIGHTS OF VICTIMS

Throughout his or her involvement in the conduct process, the victim of any alleged student misconduct has the following rights:

Right to Be Informed: The victim shall be informed of the progress and outcome of the conduct proceedings, subject to requirements imposed by the Campus Security Act, as amended by the Higher Education Amendments of 1992.

Right to an Advisor:

The victim may be accompanied by an additional student representative. The role of the advisor (student representative) is limited to ensuring the conduct review process is conducted in a fair and objective manner.

Right to Provide a Statement:

The victim may provide a written statement in place of or in addition to giving testimony at the hearing, for consideration during the disciplinary proceedings. The statement shall describe the circumstances attendant to the harm that the victim sustained as a result of the alleged misconduct.

Right to Reasonable Efforts to Ensure Safety:

A victim has the right to demonstrate that steps should be taken to prevent unwanted contact or proximity with the accused student(s).

25.10 APPEALS PROCESS

A decision reached by the Director of Student Affairs or the CRB may be appealed by the student within five business days of the date of the decision letter. Accused students are entitled to one stage of appeal. Request should be made in writing and submitted to the Director of Student Affairs. The basis for appeal is limited to: a significant procedural error to the rights of the student; compelling new evidence not available at the time of the hearing, which when considered, may alter the decision; or the imposition of a sanction that was arbitrary and capricious.

The CRB will hear appeals of administrative conferences. Appeals of the CRB will be heard by the Director of Student Affairs. The possible outcomes of an appeal are:

- Denial of the appeal
- Remand the case back to the CRB to reconsider the new information and/or sanction
- Hear the case and uphold, modify or reverse the original sanction

25.11 SANCTIONS

RMCAD is concerned with the individual student and will consider all of the circumstances in a particular case when assigning sanctions. This includes past disciplinary record, nature of the violation, and severity of damage, injury or harm. Sanctions are intended to be educational in nature, with a goal of preventing future violations from occurring. One or more of the following sanctions may be imposed for violating the College policies.

No Action

It may be found that the charges against the student are unsubstantiated and the student is exonerated. In this case, the decision letter specifies that the charges are cleared and no disciplinary action is taken.

Warning

A warning is a written or oral communication that further misconduct may result in more severe disciplinary action.

Disciplinary Probation

As a result of several minor violations, or a more serious violation of the College policies, a sanction of disciplinary probation may be imposed. The student is given a specific time period in which to show changes in behavior. Violations of the terms of probation or subsequent misconduct are grounds for further disciplinary action, including suspension or expulsion.

Restitution or Fines

Fines or restitution may be imposed as a sanction to offset damage caused or potentially caused by misconduct. The student is required to make payment, either in money or services, to the College or to other persons, groups or organizations that may be affected by the misconduct.

Discretionary Sanctions

These include, but are not limited to, alcohol or drug education, recommendation for counseling, required mental health assessment, or a special educational project designed to assist the student in better understanding the overall impact of his/her conduct.

Loss of Privileges

The student may be denied specific privileges for a specific period of time. Privileges may include, but are not limited to, guests, computer use or participation in activities.

Interim Suspension

The Director of Student Affairs in concert with the Dean of Students, or a designee, may suspend a student for an interim period prior to a CRB hearing or administrative conference. An interim suspension will be effective immediately, without prior notice, when the Director of Student Affairs or their designee(s) determines that the continued presence of the student on the campus poses a substantial threat to himself/herself, any member of the community, or the stability and continuance of normal College functions.

A CRB hearing or administrative conference will take place as soon as reasonably possible following an interim suspension. If the student requests a meeting with the suspending authority prior to the scheduled hearing, only the following issues will be discussed:

- Whether the information concerning the student's conduct is reliable
- Whether the conduct and surrounding circumstances reasonably indicate a threat as described above

Suspension

Suspension is separation of the student from the College for a defined period of time, after which the student is eligible to re-enroll or re-apply for admission. Re-admission or re-enrollment is not guaranteed. Specific criteria may be imposed during the conduct process as conditions for re-enrollment or re-admission. During a period of suspension, the student may be barred from visiting campus or participating in College-sponsored events and programs off campus.

Expulsion

In the case of expulsion, the student is required to permanently leave the College. The student will be denied access to the College campus or designated portions of campus.

Grading Penalty

When a student is found responsible for engaging in academic dishonesty, the faculty member may impose a grading penalty, which could include failure for the assignment in question, a reduction in grade, or failure in the class. If the faculty member reduces a grade based on the finding of academic dishonesty, that action would be reported and kept on file in the Office of the Registrar.

Other Sanctions

Other sanctions may be imposed instead of, or in addition to, those specified above. For example, students may be referred to the Counselor for evaluation or restricted from certain College buildings.

Refund Policy

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

25.12 RECORD OF DISCIPLINE

Student disciplinary records will be maintained in keeping with the Federal Family Educational Rights and Privacy Act of 1974 (FERPA) and subsequent amendments and the guidelines for implementation. The record of disciplinary actions will be kept in file in the Office of the Director of Student Affairs. Disciplinary records are maintained for a period of seven years from the date of the last decision. Information regarding a student's disciplinary record is available to persons or offices internal to the College, who have a demonstrated need to know.

26. STUDENT POLICIES + PROCEDURES | STUDENT INFORMATION

26.1 ADDRESS CHANGE

It is the student's responsibility to update any change of name, address, telephone number or billing address by notifying the Registrar's Office as soon as possible. Students may submit these changes via the student portal.

26.2 THE FAMILY EDUCATIONAL RIGHTS + PRIVACY ACT (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. FERPA rights apply to students who are in attendance at RMCAD, as well as former students. Students are "in attendance" the day they first attend a class.

26.2.1 WHAT IS AN EDUCATION 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.

26.2.2 WHAT IS NOT CONSIDERED AN EDUCATION 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, which are made and maintained in the normal course of business, 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.

26.2.3 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 (1600 Pierce Street - Texas Building, Lakewood, CO 80214) 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/research, or support staff position (including law enforcement unit personnel); a person or company with whom 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."

Exception 5:

As of January 3, 2012, the U.S. Department of Education's FERPA regulations expand the circumstances under which your education records and personally identifiable information (PII) contained in such records — including your Social Security Number, grades, or other private information — may be accessed without your consent. First, the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or state and local education authorities ("Federal and State Authorities") may allow access to your records and PII without your consent to any third party designated by a Federal or State Authority to evaluate a federal- or state-supported education program. The evaluation may relate to any program that is "principally engaged in the provision of education," such as early childhood education and job training, as well as any program that is administered by an education agency or institution. Second, Federal and State Authorities may allow access to your education records and PII without your consent to researchers performing certain types of studies, in certain cases even when we object to or do not request such research. Federal and State Authorities must obtain certain use-restriction and data security promises from the entities that they authorize to receive your PII, but the Authorities need not maintain direct control over such entities. In addition, in connection with Statewide Longitudinal Data Systems, State Authorities may collect, compile, permanently retain, and share without your consent PII from your education records, and they may track your participation in education and other programs by linking such PII to other personal information about you that they obtain from other Federal or State data sources, including workforce development, unemployment insurance, child welfare, juvenile justice, military service, and migrant student records systems.

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

26.2.4 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.

26.2.5 PARENT + GUARDIAN INFORMATION/ STUDENTS' PRIVACY

Rocky Mountain College of Art + Design is committed to protecting the privacy rights of its students, and communicates directly with students on matters that affect their college careers.

The Federal Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their educational records. FERPA requires that the College not release protected information, including grades and other academic records, to a third party, including parents or guardians, without the student's written and specific permission. In addition, RMCAD policy requires that both the College and parents or guardians communicate with students directly, rather than through intermediaries.

Sometimes parents or guardians have concerns about their student. In such cases, RMCAD personnel may discuss general policies and procedures, as well as suggest questions they may wish to ask their student. RMCAD personnel can also let the student know of the concern.

If parents or guardians have questions or concerns about a student's academic record they should contact the Manager of Academic Advising or the Registrar; College policy precludes parents or guardians communicating directly with members of the faculty or Department Chairs. Questions about financial concerns should be addressed to the Financial Aid Office or the Business Office.

26.2.6 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
- Student Identification Number
- Name of student's Financial Aid or Student Advisor
- Full-time/part-time status
- Number of credit hours enrolled
- 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

What is Directory Information?

Under the terms of FERPA (section 99.37) "an educational agency or institution may disclose directory information if it has given public notice to parents of students in attendance and eligible students in attendance at the agency or institution of: The types of personally identifiable information that the agency or institution has designated as directory information; A parent's or eligible student's right to refuse to let the agency or institution designate any or all of those types of information about the student as directory information; and The period of time within which a parent or eligible student has to notify the agency or institution in writing that he or she does not want any or all of those types of information about the student designated as directory information.

Please Note:

Students are given the opportunity to restrict directory information. As a result, it is RMCAD's practice not to release any information, directory or non-directory, without first checking with the Office of the Registrar.

The student should carefully consider the consequences of any decision to withhold directory information. Regardless of the effect upon a student, RMCAD assumes no liability that may arise out of its compliance with a request that such information be withheld.

It will be assumed that the failure on the part of a student to request the withholding of directory information indicates the student's consent to disclosure. A student may request the withholding of directory information at anytime by submitting a written request to: RMCAD/Office of the Registrar 1600 Pierce Street-Texas Building, Lakewood, CO 80214.

College personnel may use a student's records only in conducting their normal business. They may not disclose non-directory information to third parties without written consent from the student.

Financial aid providers and auditors may see student records only to determine and enforce the terms of financial aid.

In the case of an emergency, confidential records may be released to protect the health and safety of students and others.

27. CAMPUS POLICIES

27.1 CAMPUS ACCESS + EXTENDED HOURS

RMCAD recognizes that, for academic purposes, students occasionally need to remain on campus, and use campus facilities after established campus hours of operation (Monday -Friday 7am to 10pm; Saturday and Sunday 10am to 7pm.)

A student needing to remain on campus after established campus hours of operation must get approval from RMCAD administration by completing the Extended Hours on Campus Request Form. (Students must be logged in to your RMCAD.EDU email to access this form. Or, it may be obtained from Student Affairs.)

All requests must be submitted 48 business hours in advance of the request date. Requests will be reviewed within 24 hours of receipt. Only students with officially approved requests for extended hours on campus may be on campus after established campus hours.

Please note that:

- Students must have a copy of the approved request form in their possession on the day(s) they have requested to remain on campus and use campus facilities after established campus hours of operation.
- Any alteration or fraudulent use of an Extended Hours on Campus Request Form will result in disciplinary action.
- Students should not prop open classroom doors or exterior building doors while on campus during extended hours.
- Students are expected to clean up after using a facility and to report any issues related to facility resources or equipment immediately to the Office of Student Affairs.
- Students found in a campus building after regular hours without proper authorization or who violate the conditions of these access regulations shall be subject to institutional discipline and/or criminal prosecution for unlawful entry or trespassing.
- Students on campus after RMCAD's hours of operation and with an emergency or safety/security concern should contact 911.
- Students on campus after RMCAD's hours of operation and with a non-emergency or concern should contact facilities at 303.567.7271.

Procedure

1. A student seeking to remain on campus, and use campus facilities, before or after established campus hours of operation must complete the Extended Hours on Campus Request Form.
2. The completed request form will be sent first to their course instructor for approval and then to the Office of Student Affairs.
3. The Office of Student Affairs will review and approve or deny the request within 24 hours and communicate the decision to the student.
4. The Office of Student Affairs will provide a copy of the approved request form to the student and course instructor.
5. A copy of the approved request form will also be sent to the Facilities Department and the Safety and Security Department.
6. The Office of Student Affairs will keep a copy of all requests forms and decisions made on each request.

Review of Extended Hours Request

The Office of Student Affairs may deny a student's extended hours on campus request for the following reasons:

- An incomplete Extended Hours on Campus Request Form
- Campus is closed due to holiday or weather issue
- A request made without a minimum of 48 hours' advance notice
- Extended hours request reason is not academic in nature
- Student has previously documented disciplinary sanctions or conduct issues
- Student has previously failed to adhere to the Extended Hours on Campus Policy

27.1.1 EMERGENCY CLOSINGS

Notices of campus closures will be placed on the College's website. In the event that inclement weather, power/utility failure, fire, flood or some other "Act of God" keeps the College from operating, the College's website and voice mail recording will be updated to reflect closures. Students are encouraged to call the campus, 303.753.6046, and check the website for updates.

27.2 PARKING

RMCAD, one of the most intimate campuses in Colorado, provides free student parking in three designated lots.

Tickets are issued for unauthorized vehicles and for vehicles parked in unauthorized areas, parking lots or parking spots. Parking areas designated as "reserved" or "faculty/staff" are reserved for faculty and staff only. RMCAD visitor parking areas are also off limits for student parking. Work Study participants do not qualify for parking in faculty/staff lots.

All student vehicles must display a valid RMCAD student parking pass hanging from the rear view mirror. Student parking passes do not expire.

Students must stop by the Reception Desk in the Texas Building during the first week of each fall term, or the term in which they begin at RMCAD, to complete a vehicle registration form and to pick up their RMCAD student parking pass. Students must update their vehicle record when they change vehicles. Students may register up to two vehicles. The vehicle may be towed off campus at the owner's expense by a third party towing company unless parking tag is visible.

Temporary, date-specific "visitor" passes are available for RMCAD guests. RMCAD visitors should pick up and display a date-specific visitor parking pass at the Reception Desk when they arrive on campus and sign in. Visitors to the Philip J. Steele Gallery and the Rotunda will receive special visitor parking pass that are valid for that lot only.

Any vehicle parked in the fire lanes will be towed. Any vehicle parked in handicapped spaces not displaying a handicapped placard is strictly prohibited. Vehicles will be towed at owner's expense.

27.3 BICYCLES AND OTHER MODES OF TRANSPORTATION

Without RMCAD prior approval, bicycles, skateboards, scooters, and other modes of transportation with an outside use purpose are not permitted inside College buildings. The College encourages those who bring these items to campus to lock them on the racks provided. The College is not responsible for lost and/or stolen bicycles, skateboards, scooters or other modes of transportation. Individuals with mobility restrictions or concerns that require use of such modes of transportation in College buildings are required to self-identify as a person with a disability and request accommodations through the Student Disability Services Coordinator (sds@rmcad.edu).

27.4 ATTIRE

Shoes and shirts must be worn at all times. Shoes with wheels may not be worn in any part of the College.

27.5 VISITORS

Visitors are an important aspect of the College's daily operations. In keeping with RMCAD's commitment to preserve a safe and an academically focused environment, we ask that visitors — including RMCAD alumni, members of the media, contractors, service and maintenance personnel and vendors making deliveries to campus — observe the following policy:

- Access to the RMCAD campus and its facilities is granted for currently-enrolled students, faculty and employees with valid RMCAD identification cards.
- Non-registered students, guests and visitors are required to sign in at the front desk on the first floor entrance of the Texas building; present a valid government-issued photo ID and vehicle make, model and license plate number a provide a legitimate purpose for visiting the campus.
- Visitors will be issued a campus ID and Vehicle Tag. Campus ID'S shall be worn and visible at all times. Vehicle Tags shall be placed on the front windshield of the registered vehicle.
- The conduct of a guest or visitor shall not interfere with the educational process or learning environment. Guests and visitors to the College are expected to abide by all operational regulations and guidelines, including safety and access restrictions. RMCAD reserves the right to remove or restrict guests and visitors from its facilities who violate guidelines or who cause disruptions to programs, activities, services and/or classes, or for any other reason deemed necessary by the College.
- Presence in the classrooms is restricted to enrolled students and/or visitors with a legitimate academic purpose.
- Visitors seeking to participate in, or observe, an active classroom require written authorization from (1) Program Chair of the class the visitor is seeking to observe and (2) the Office of Student Affairs. The authorization should then be directed to (3) the Manager of Campus Security for awareness within 24 hours.

Visitors to Large Scale Events

Visitors reporting for an event will check in at the event location with the event organizer and/or staff. The event organizer and/or staff member will record the visitor's name and provide the visitor with the appropriate visitor badge or lanyard that permits campus access during the time of the event.

Children

- Children can be exposed to numerous potential safety and health hazards within the College. These hazards can involve paints, solvents, chemicals, falling or sharp objects, power tools, welding, dust, fumes, and exposure from the art medium being created.
- In addition, studios and classrooms could contain figure models and educational content that may be inappropriate for children.
- Given these risks, it is the policy of RMCAD to not allow minor children in the studios, shops, and other departments such as power saw shops, sewing and cutting, etc. where they could be exposed to increased risk of injury.

Individuals Engaged in Solicitation

For the safety and privacy of all members of the RMCAD community, solicitors, peddlers and door-to-door solicitation are not permitted on campus, including in campus buildings.

Administrative Safety Protocol

- Guests will not be given the location of any student, faculty or staff member by College Agents, unless administration has been previously informed via email or in writing.
- For guests requesting a student(s), the name and reason for guests' visit will be taken by College Agent (reception/administration) who will inform Security and/or the Director of Student Affairs. The guest will wait in a public, common area.
- Security and/or Director of Student Affairs will find the student's location on campus, approach the student, inform them of the guest and ensure they are approved for campus visit.
- Security and/or the Director of Student Affairs will escort student back to common area after guest has been properly vetted, or, the student does not clear the guest and Security and/or Director of Student Affairs will return to the guest and inform them that the student will not be accessible on campus.

Campus Hours of Operation + Extended Hours

- Please see the RMCAD website, located at www.rmcad.edu, or section 3.23 for campus hours of operation.
- As a rule, persons authorized for overnight access are not permitted to have visitors with them after closing.
- Persons authorized to be on campus after closing, and wishing to have a visitor (or visitors) after closing, should obtain written authorization (48 hours in advance of the requested date to extend visitation after closing).
- The written request should include details explaining the reason for the request to have a visitor (or visitors) on campus after closing hours.
- This written authorization must come from (1) their Program Chair and (2) the Office of Student Affairs. The authorization should then be directed to (3) the Manager of Campus Security for awareness within 24 hours.
- The policy does not apply to special events, involving visitors, that might extend beyond the designated time of campus closure.

27.6 MODELS

Models being utilized or photographed on campus, including use in classrooms, and/or studios must be 18 years of age or older and are required to complete a RMCAD model release form prior to the campus event, session or photo shoot. All models must have a government issued ID on them at all times. This policy also applies to RMCAD student models. For sensitive material (such as nudity) a "Model in session. Do Not Enter" sign must be displayed on the exterior of the studio door. For models under 18, the parent or guardian must complete the release form and must be present for the duration of the model's utilization on campus.

27.7 PETS + ASSISTANCE/SUPPORT ANIMALS

A "pet" is any animal kept for ordinary use and companionship. Assistance animals (service and support), as defined below, are not considered pets. RMCAD specifically prohibits pets anywhere on campus with the exception of approved assistance animals for individuals with disabilities.

Assistance Animals

This policy applies to assistance animals that may be used by individuals with disabilities. The term "assistance animal" is the overarching term that refers to both service animals as well as support animals as defined below. Therefore, an assistance animal is an animal that either (1) works, provides assistance, or performs tasks for the benefit of a person with a disability; or (2) provides emotional or other type of support that alleviates one or more identified symptoms or effects of a person's disability.

Service Animals

A "service animal" means any dog that is individually trained to do work or perform tasks for the benefit of a person with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. The work or tasks performed by a service animal must be directly related to the person's disability. The provision of emotional support, well-being, comfort, or companionship does not constitute work or tasks for the purpose of this definition. Species other than dogs or, in some cases, miniature horses, are not considered service animals for the purpose of this definition of a service animal. Additionally, RMCAD cannot ask about the nature or extent of a person's disability to determine whether a person's animal qualifies as a service animal. However, when it is not readily apparent that a dog is a service animal, RMCAD employees may make two inquiries to determine whether the dog qualifies as a service animal, which are:

- Is the dog required because of a disability?
- What work or task has the dog been trained to perform?

A service animal must be housebroken (i.e. trained so that it controls its waste elimination, absent illness or accident) and must be kept under control by a harness, leash, or other tether, unless the person is unable to hold those, or such use would interfere with the service animal's performance of work or tasks. In such instances, the service animal must be kept under control by voice, signals, or other effective means. RMCAD and SDS will assess requests for the use of miniature horses by people with disabilities on a case-by-case basis.

Requests should be submitted to the Student Disability Services (SDS) Committee and, consistent with applicable laws, RMCAD may make modifications in its policies to permit their use if they meet certain criteria and have been individually trained to do work or perform tasks for the benefit of people with disabilities.

Emotional Support Animals (ESA)

An "emotional support animal" is an animal that provides emotional or other support that ameliorates one or more identified symptoms or effects of a person's disability. Unlike service animals, support animals are not required to be trained to perform work or tasks, and they include species other than dogs and miniature horses. Support animals are generally not allowed to accompany persons with disabilities in all public areas in the same manner that a service animal is allowed to. While support animals are generally not allowed in campus facilities or on the grounds, people with disabilities may request approval from the Student Disability Services office to have the support animal accompany them to campus. Such requests will be considered on a case-by-case basis consistent with applicable laws.

Guide and Hearing Trainees

Colorado law states the following with respect to animals in training and will be allowed on campus:

§ 24-34-803. Rights of persons with assistance dogs

A trainer of a service animal, or an individual with a disability accompanied by an animal that is being trained to be a service animal, has the right to be accompanied by the service animal in training without being required to pay an extra charge for the service animal in training in or on the following places or during the following activities:

- Any place of employment, housing, or public accommodation;
- Any programs, services, or activities conducted by a public entity;
- Any public transportation service; or
- Any other place open to the public.
- Responsibilities of People with Disabilities Using Assistance Animals

RMCAD is not responsible for the care or supervision of assistance animals. People with disabilities are responsible for the cost, care, and supervision of assistance animals, including:

- Compliance with any laws pertaining to animal licensing, vaccination, and owner identification;
- Keeping the animal under control and taking effective action when it is out of control; and
- Feeding and walking the animal, and disposing of its waste. RMCAD will not require any surcharges or fees for assistance animals. However, a person with a disability may be charged for damage caused by an assistance animal to the same extent that RMCAD would normally charge a person for damage caused. People with disabilities who are accompanied by assistance animals must comply with the same campus rules regarding noise safety, disruption, and cleanliness as people without disabilities.

27.8 ALCOHOL/DRUG ABUSE PREVENTION

RMCAD is committed to creating and maintaining an environment that fosters responsible attitudes and behaviors. In recognition of this commitment and by upholding federal, state and local mandates, as well as College policies, the College prohibits persons under the age of 21 from possessing or consuming alcohol or marijuana on campus or at College events and actively discourages persons 21 and over from abusing alcohol and marijuana. The following are prohibited on campus or at College functions held off campus:

- The possession of alcohol or marijuana by those under the age of 21, unlawful manufacture, distribution, sale, purchase or use (or misuse) of a controlled substance (alcohol or illegal drugs), or legal drugs used illegally.
- The possession, manufacture, distribution, sale, purchase or use (or misuse) of marijuana of any kind, nature or description used for medicinal purposes.
- Verbal threats or disruptive, disorderly or threatening behavior while under the influence of alcohol or drugs.
- Being in an intoxicated condition.
- The possession, unauthorized manufacture, distribution, sale, purchase or use (or misuse) of a controlled substance while in classrooms, studio spaces or on campus grounds.
- Any federal, state, or local law pertaining to alcoholic beverages or controlled substances, including those governing the transportation, possession, and consumption of alcohol, marijuana and/or controlled substances.
- Student(s) appearing to be in an intoxicated condition on campus or at College events may be asked to leave and/or subject to intervention by law enforcement to ensure their safety and the safety of the general populace.

27.8.1 COLLEGE SPONSORED EVENTS HELD OFF CAMPUS WHERE ALCOHOL MAY BE SERVED

The College sponsors social, cultural and educational programs for students as well as curricular and extracurricular field trips to events where alcohol may be served legally by the venue (community events, galleries, entertainment venues, etc.). The College requires students to adhere to College policies and state, local and federal law. Behavior at these events which is irresponsible or which poses a threat to the health or safety of the student or others will be subject to disciplinary action and addressed through the College's conduct process. Additionally, faculty or staff chaperones have the authority to require students to refrain from use while participating in the event.

27.8.2 DISCIPLINARY SANCTIONS RELATED TO ALCOHOL OR OTHER DRUGS

The College will impose disciplinary sanctions on students who violate the College policy relating to alcohol, marijuana and/or controlled substances. Violations will be addressed through the College's conduct process. Sanctions may include, but are not limited to: warning, probation, fines, loss of privileges, suspension, or expulsion and referral for prosecution. Violations of the College policy by employees may result in warning, termination and referral for prosecution. The College may require completion of a rehabilitation program as part of a disciplinary sanction. Failure to comply with or adhere to RMCAD imposed sanctions may result in further punitive action or intervention by law enforcement.

27.8.3 LEGAL SANCTIONS RELATED TO ALCOHOL OR OTHER DRUGS

The acquisition, possession, transportation and consumption of alcoholic beverages are governed by RMCAD policy, statutes of the state of Colorado, regulations of the Colorado Liquor Enforcement Code, and federal regulations. Applicable state and federal laws are available for examination in the Liquor Enforcement Division of the Department of Revenue and the Division of Highway Safety offices.

Important legal provisions include:

The minimum age in Colorado for the purpose of purchase, consumption or possession of alcoholic beverages is 21 years. It is illegal to furnish or serve alcoholic beverages to any person under 21.

- Local law prohibits carrying or consuming alcoholic beverages in open containers while operating a motor vehicle, regardless of age.
- No group that is not licensed by the Liquor Enforcement Division, Department of Revenue, may sell alcoholic beverages.
- Driving under the influence of alcohol, illegal drugs, or legal drugs if they impair the ability to operate a motor vehicle is illegal.

27.8.4 PARENT/GUARDIAN NOTIFICATION

Federal law permits a student's parent(s) or legal guardian(s) to be informed regarding the student's use or possession of alcohol or a controlled substance if there has been a determination by RMCAD that the student's use or possession of alcohol or a controlled substance constitutes a violation of RMCAD rule or regulation and the student is under 21 at the time of the disclosure to the parent(s) or legal guardian(s)

27.8.5 HEALTH RISKS ASSOCIATED WITH USE OF CONTROLLED SUBSTANCES

Alcohol abuse and drug use problems have become a national health concern. Both alcohol and drugs are chemicals, and potentially harmful to a person. Some of the health risks associated with alcohol and drugs are specified in the list below. In order to obtain additional information about health risks associated with the use of controlled substances, you may contact the Student Life Coordinator, the College Personal Counselor, or community, state and federal agencies and organizations. Risks include: Slowing down of brain function, judgment, alertness, coordination and reflexes.

Attitude and/or behavioral changes such as uncharacteristic hostility, or increased risk taking such as driving recklessly. Alcohol taken with other drugs can intensify the drug's effects; alter the desired effect of the drug; and cause nausea, sweating, severe headache and convulsions. Addiction or chemical dependency. Memory blackout.

27.8.6 RESOURCES + PROGRAMS

The problems associated with abuse of alcohol and drugs are preventable and treatable. The College is concerned about students' physical and mental health and welfare. Treatment settings may vary from an individual outpatient setting to a therapeutic inpatient community. Medical attention may be necessary to address acute and chronic, mild and/or potentially fatal complications of substance abuse. In order to assist students with alcohol and drug counseling, treatment, and assistance, the College provides information on available resources through the Student Life Division and the Counseling Office. Students are also encouraged to make an appointment with the Counseling Office to discuss treatment and additional community resources. Students may contact the Dean of Students at 720.525.7102, the Director of Student Affairs at 303.999.5468 or the College Counselor at 303.225.8573 with questions, concerns or the need for assistance with the aforementioned.

27.9 GAMBLING

Gambling, for money or stakes, is not permitted on College premises or off campus at College events. Using College-owned or -controlled technology equipment for gambling is prohibited. Students and student organizations involved in gambling-related incidents may face legal and disciplinary actions.

27.10 SMOKING

Smoking is prohibited in RMCAD buildings, this includes e-cigarettes and vape pens. Smoking on campus is ONLY permitted in the two designated smoking spots, one behind the EPIC building and the second next to the Texas building, North East of the student parking lot. Smoking on campus anywhere outside of the designated smoking areas is prohibited. Smoking is also permitted in personal vehicles, however, no cigarette butts may be thrown on the ground in parking lots or any other part of RMCAD property. Please be sure to always dispose of all cigarette remains in appropriate waste areas.

Tickets will be issued to any student, faculty member, staff or guest who does not comply with the smoking policy. A tobacco use ticket represents a violation of the RMCAD smoking policy and will be added to the student's bill.

27.11 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.

27.12 PROMOTIONAL PHOTOGRAPHY

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.

Student furthermore agrees to grant RMCAD the right to use his or her likeness and/or voice in RMCAD advertising or promotional pieces. Students who do not wish to have their likeness and/or voice in RMCAD advertising or promotional pieces must submit advanced written request to the Office of Registrar located at: 1600 Pierce Street - Robinson Building, Lakewood, CO 80214.

27.13 RECORDING OF CONVERSATIONS OR IMAGES

The tape, video or digital recording of any conversations, including those in person or otherwise, that occur between faculty, staff, students or visitors to the College, is prohibited unless all parties agree to the recording. The use of electronic devices (such as cell phones) for the purpose of photographing images or people is prohibited without the person's prior consent. Utilizing these devices in a manner which violates the academic integrity policy is prohibited. Photographing individuals in secured and/or private areas is prohibited. Recording in the online learning environment without the awareness and consent of all involved individuals is prohibited.

27.14 PUBLICITY, POSTING, + LITERATURE DISTRIBUTION

All posters must have approval from either the Marketing Department or the Front Desk in Texas, which takes up to 4 hours. Posters without approval will be taken down.

All posters/flyers must be sponsored by a recognized student organization or Academic department and the name of the sponsoring organization/department must be clearly printed/displayed on the poster. The sponsoring organization/department assumes the responsibility that all its notices will be posted and removed according to these regulations. All posters/flyers must be posted only on approved bulletin boards with thumbtacks provided.

Notices are not to be taped or tacked on doors, mirrors, elevators, painted walls, fire escapes, windows, fences, lampposts or trees. Distribution of handbills, newspapers, fliers or publications not produced by RMCAD is not allowed on campus unless prior permission is given by the Campus Operations Department. Notices are not to be left on desks, on the Reception Desk counter or affixed to vehicles parked on RMCAD premises.

Posters must adhere to reasonable design standards and cannot include pornography, obscenity, discrimination, or alcohol/drug related content. Text must be clearly legible. If you need assistance designing a poster, contact the Marketing Department.

Posters will be displayed on a first come first serve basis. If there is not room to display your poster, you may replace another poster only if the event has already passed. All notices must be removed by the posting organization/department within 24 hours after a scheduled event, with the exception of weekend events. In the case of weekend event, the notices must be removed by 5 pm on Monday.

Only one poster may be used to advertise a single event on each bulletin board.

Posters/flyers advertising rooms/apartments/houses for rent are only allowed on the "Student Housing" bulletin board on the second floor of Texas. Contact Student Affairs for approved advertising methods.

No outside vendors, companies, organizations, or agencies may post flyers or posters on the bulletin boards unless they get the poster approved and it is hung on the designated "Community" boards on the second or basement floors of Texas.

Posters/flyers advertising items for sale are not allowed unless they are approved and posted on the designated "Buy, Sell, Trade" board on the second floor of Texas.

Posters/flyers should be neatly arranged and evenly distributed across the board. Never cover or obstruct any current materials that are already hanging, and please do not allow your poster to hang over the edge of the bulletin board.

27.15 SOLICITATION

In order to preserve the integrity and enhance the mission of the College, this policy has been developed to clarify and provide guidelines for any activities that may be interpreted as solicitation on campus.

As used in this catalog, solicitation is defined as any form of communication or distribution of material that is a request to buy, sell or rent anything; a request for a gift or contribution; any form of political campaigning; or an appeal to support or join an organization other than an officially recognized College organization.

Officially recognized College organizations include those that have been approved by the Student Government (SG); those that are a department within the College; the Alumni Association; the Philip J. Steele Arts Education Foundation; and those professional organizations that are recognized and supported by a specific academic department. Only officially recognized College organizations may solicit on campus for causes that advance the mission of the College as a whole, support their own activities or support specific charitable community events. All solicitation materials must be approved by the Marketing Department and clearly indicate which officially recognized College organization is supporting that cause or event.

Organizations with a mission and purpose related to the visual or performing arts may request that their events be advertised at RMCAD. The event must be related to and support education in the arts.

Members of the campus community may request that items that they have for sale, lease or rent be advertised only on specific College bulletin boards designated for this purpose.

THE COLLEGE RESERVES THE RIGHT TO MONITOR AND REMOVE POSTINGS OR OTHER FORMS OF SOLICITATION WHICH DO NOT COMPLY WITH THE PARAMETERS LISTED HERE, OR AT THE DISCRETION OF THE MARKETING DEPARTMENT.

27.16 STUDENT EXPRESSION

As a community dedicated to visual art and design, RMCAD places great value on free expression and discourse. Through its curriculum and related programs, the College seeks to create an atmosphere that encourages and supports intellectual and artistic freedom; both outside of the classroom and gallery setting as well as within. Therefore it is the purpose of this policy to provide a guiding framework for student expression outside of the classroom and gallery setting, where the capacity of faculty and staff to maintain direct oversight is lessened.

To this end, the College fosters ongoing discussion about the larger ethical and legal issues related to artistic and creative expression, and looks to resolve conflicts over the application of this and any related policy through established resolution procedures outlined in this section. The College seeks to balance individual freedom of expression with the need to maintain a safe, secure and productive community that is conducive to fulfilling its educational mission.

27.17 DEMONSTRATIONS

RMCAD, as an educational institution, strongly supports the tenets of free speech by all members of the College community. Students are free to express opinions publicly and privately so long as the expression does not disrupt classes, special events or other normal functions of the College and surrounding community. RMCAD strives to promote intellectual and artistic inquiry and exchange in a respectful and civil manner. The safety of all demonstration participants, College community members and other involved persons is of the utmost importance.

Students may not demonstrate during any special events, including but not limited to Student Activities, On Campus Exhibitions, Student Organization Events and other College Community or Academic Events. Demonstrators may not threaten or inflict harm or violence to themselves or others; may not make personal physical, verbal or emotional attacks on members of the RMCAD community; and may not conceal their identity. Demonstrations may not inflict damage to College or personal property. Participation is limited only to current members of the RMCAD community.

When expected participation exceeds 20 people, the demonstration organizers are responsible for notifying the Director of Student Affairs in advance so that appropriate safety precautions can be taken.

27.18 ART, INSTALLATIONS, + PERFORMANCE ART IN PUBLIC SPACE

Student work that is created in or for a RMCAD class must be displayed or installed in the classroom spaces according to the Department Chairs' direction. All interior and exterior installations that are not part of a RMCAD class, or installations or art that may be placed on buildings or on the grounds, must be approved by the Student Installation Committee through the Student Installation Application process.

The "Student Installation Application" can be found by contacting your Department Chair or the Gallery Director.

The application is for submission of a proposal to install artworks on the RMCAD campus in a public space. Public space is defined as any space on the RMCAD campus - inside or outside of buildings - that is not contained as classroom, student studio or gallery space. This includes, but is not limited to, hallways not designated for a specific department; space within buildings not designated for classes, restrooms, lounges, fields and grounds; building exteriors; the Café; the network and shared computer systems; and parking lots.

The Department Chair and Gallery Director will review applications. All approved projects must abide by the catalog guidelines as well as American with Disabilities Act (ADA) and Lakewood Fire Code.

Please note:

- All proposed installations must have a faculty sponsor. Faculty sponsors acknowledge this role by signing the signature page on the application.
- In addition to the application form, a complete application must include an image or sketch.
- All proposals must be typed; no handwritten applications will be accepted.
- Evaluation of the applications includes health issues, safety issues, the potential for property or environmental damage, building, fire, ADA, catalog codes, and any other relevant local, state, or federal law or regulation.
- The piece must be removed by the date approved. The space is to be restored in as good, or better condition than you found it. Pieces left after the indicated end date will be discarded by maintenance and you will be billed for time and materials.
- A flat fee of \$75.00 will be imposed upon students who fail to clean up their belongings by the agreed date. Any work abandoned in campus buildings or on campus grounds for over 7 days will become the property of the Rocky Mountain College of Art + Design. Additionally, any student who fails to fully de-install their work from a campus space will be fined \$35 per day for the labor necessary to remove the belongings and/or restore the space to its original state.
- Students must allow for two weeks to process your paperwork in light of the following Process:
 - Process for requesting a Student Installation at RMCAD:
 - Fill out the application on the following application and sign.
 - Obtain faculty sponsorship and approval.
 - Submit to pjsgallery@rmcad.edu
 - You may be contacted via email if any questions or conflicts come up in examination of your proposal application.
 - Once your proposal is approved by the committee you and your faculty sponsor will receive an email of acceptance with installation and de-installation dates.
 - Pick up required Student Installation display label from the Reception Desk in Texas.
 - Install your art!
 - The College reserves the right to regulate work displayed in public space and remove work at the discretion of the institution. Student work may also be subject to disciplinary action for any violations of the Student Code of Conduct outlined below.

The following are not permitted in public spaces: profane language; pornography; violence or work depicting violence; physical, verbal or emotional attacks on members of the RMCAD community; work that victimizes individuals or groups based on gender, race, ability, sexual orientation, religion, or any other legally protected class; or work that

could be perceived as harrasing or hostile. Additionally, work is not permitted in public space that exposes others to hazardous or offensive materials or creates a disruption or disturbance to normal College functions.

28. SAFETY

28.1 CAMPUS SAFETY + THE CAMPUS SAFETY REPORT

A Campus Safety Report is created annually and submitted to relevant parties. The report contains information regarding all instances of crime on campus, including but not limited to: theft, vandalism, sexual assault, domestic violence, dating violence, and stalking, wherever applicable (see definitions of Sexual Misconduct).

The college offers support services in the event any of the aforementioned is experienced by a member of the RMCAD Community (theft, vandalism, sexual assault, domestic violence, dating violence, or stalking). Any of the aforementioned should be reported to college officials (contact the Dean of Students at 720.525.7102, the Director of Student Affairs at 303.999.5468, the Reception Desk at 303.753.6046 or Campus Security at 303.567.7271) and local law enforcement by dialing 911. Additionally, the college hosts regular workshops regarding self-defense, sexual assault awareness and prevention and personal protection through the office of Student Affairs.

In the event a sexual assault, domestic violence dating violence, and/or stalking occurs on campus or is experienced by a member of the RMCAD Community, the college, once made aware, will follow the established investigation procedure. Additionally, the college may contact law enforcement.

The RMCAD Community shall be made aware of any crime that occurs on campus via Safety and Awareness Bulletin sent via email by Campus Safety Committee. This is intended to help members of the community protect themselves through awareness and the sharing of information.

28.2 EMERGENCY CALL BOXES

There are six emergency call boxes located on campus.

They are located:

- In the Student Parking Lot
- In the Staff and Faculty Parking Lot
- Behind the Rotunda Building
- Behind the Boiler Room
- In the Texas Building Elevator
- In the Epic Building Elevator

*Call boxes should be used for emergency purposes only—they will ring directly to the Lakewood Police Department

28.3 SAFETY ESCORT

The College provides a walking safety escort for students who are on campus after dark. To take advantage of this service, students should contact the Reception Desk or Campus Security to arrange for an escort to a vehicle parked on campus, another campus building, or the RTD bus stop located at the corner of Pierce and Colfax.

28.4 SAFETY REPORTING

Upon observing suspicious or potentially dangerous behavior or persons, any member of the College community should call the authorities. Likewise, a report should also be made immediately with the Reception Desk or Campus Security.

The victim or observers should formally report all crime or safety-related incidents to the College. Students should contact the Campus Operations department to file an Incident Report. The College's Safety Committee reviews the Incident Reports.

In compliance with Public Law 10-542, the Federal Campus Security Act, RMCAD reports campus crime statistics annually and publishes the report on the College's website. Paper copies are also available to interested parties from the Campus Operations department.

28.5 THREATS

Students who are the victims of threats, or who observe threatening behavior, in emergency situations should dial 911. In addition, students should make a report immediately to the Reception Desk or Campus Security. Threats will be referred to the Behavior Intervention Team (BIT), which will assess the situation and make recommendations regarding the safety concerns present. Consultation may also be sought from legal, health, and safety professional on a case-by-case basis.

28.6 PERSONAL SAFETY

RMCAD faculty and administrators exercise great care in regards to student safety and health. However they are not responsible for personal injury or contact with contagious illness that may occur on College property or in connection with a College sponsored event/activity, or in transit to or from a RMCAD scheduled class or event. Faculty and staff members who accompany student groups on field trips, cultural tours, and some social/cultural events are not responsible for the actions of students, personal injury or loss of property during a RMCAD sponsored/ approved trip or gathering or in any of the same that might occur in transit to or from the above. All too often, people fall victim to crimes that could have easily been prevented by taking simple precautions. Below are several safety suggestions which the College encourages all to consider.

- Be aware of your surroundings. A confident, purposeful attitude may lessen the chance of being victim.
- Avoid dark streets. Walk on busily traveled and well-lit streets.
- Do not accept rides from strangers.
- Maintain a secure grip on your belongings.
- Walk near the curb and avoid passing close to shrubbery, dark doorways and other places of concealment.
- Have your keys ready so that your house or car door can be opened immediately.
- If accosted by someone driving a vehicle, leave the area in the opposite direction. Use a cell phone to call police or immediately go to the nearest residence or business to call for help.
- Do not post personal information, such as addresses and schedules, online on public websites
- Hitchhiking is extremely dangerous. Don't do it.

28.7 THREAT ASSESSMENT SCALE AND BEHAVIORAL INTERVENTION PROCESS

The Behavioral Intervention Team utilizes a nationally recognized level system for flagging, documenting and responding to threats and behavioral disruptions. The system is based on the NaBITA Scale (National Behavioral Intervention Team Association). The Director of Student Affairs, and Personal/Mental Health Counselor comprise the Threat Assessment/Behavioral Intervention Team, within the structure of the SSOC. Students who violate the Code of Conduct in relevant capacities, exhibit aggressive and/or disturbed/disturbing behaviors or are perceived as a threat to themselves or the campus will be placed on the College's Threat Assessment scale; they will be required to meet with the College's Personal/Mental Health Counselor throughout the duration of their time with the college and their progress will be appropriately documented, adhering to privacy standards where possible and appropriate. Further action (additional assessment measures, suspension, expulsion, additional safety measures, collaboration with outside resources and involvement of law enforcement) may be taken.

28.7.1 STUDENT SUCCESS + OUTREACH COMMITTEE

The Student Success and Outreach Committee (SSOC) is comprised of a small group of faculty and staff from across the College who are committed to the academic and personal success of RMCAD students. The SSOC meets weekly to confidentially discuss student concerns and collaborative outreach strategies, to proactively reach out to students with low attendance, and to contact students with strategies for low grades at midterm. The Director of Student Affairs and Mental Health Counselor comprise the College's Threat Assessment Team and act in concert with the SSOC, intervening as necessary for the safety and well-being of the RMCAD community.

28.8 EMERGENCIES

Any member of the RMCAD community encountering an emergency situation should call the appropriate authorities immediately. Dial 9-911 from any campus phone for police, paramedics, fire or other emergency service referrals. Also contact the Reception Desk to apprise staff of the nature of the emergency situation. For all other emergencies or for an escort to your vehicle, please call our security team directly at 303.567.7271 or the Reception Desk (303.753.6046) during posted business hours.

28.9 ACTION AND AUTHORITY

In the event of an unforeseen emergency situation or disaster, it is imperative that all persons adhere to guidelines and instructions for the safest response. All RMCAD classrooms and administrative buildings are equipped with instructions on how to proceed in a variety of emergency situations. Faculty, who are acting on behalf of the College, serve as the authority on response action within a classroom setting until the appropriate community emergency response unit has arrived on the scene. In the interest of safety, all students are expected to comply with instructions given from faculty, College staff or emergency response units.

28.10 TRANSPORTATION BY AMBULANCE

Any student, staff, faculty member or campus visitor may call for an ambulance to respond to an emergency situation.

The Reception Desk (303.753.6046) should be notified when a call for an ambulance is made, or to assist in calling for an emergency vehicle.

Sometimes it is necessary for the officers of a group, RMCAD faculty or Staff to seek assistance from emergency officials. The College reserves the right to initiate a call for an ambulance on the campus or at College events held off campus.

Individuals refusing ambulance transportation to a medical facility will be responsible for their decision. The College does not assume responsibility for consequences resulting from refusal of ambulance transportation.

Individuals refusing ambulance transportation are responsible for their own transportation to a medical facility.

The College may require individuals refusing ambulance transportation to vacate the premises until appropriate medical treatment is sought.

The College will not assume payment for ambulance transportation.

28.11 RMCAD CRISIS INTERVENTION PROTOCOL FOR MENTAL HEALTH EMERGENCIES

Rocky Mountain College of Art & Design (RMCAD) has policies and procedures in place to assist any student who has posed a threat of harm/danger to self/others (e.g., self-mutilation, suicide attempt, evidence of psychosis, etc.). For any questions related to this protocol please see Campus Security, the Campus Mental Health Counselor, Director of Student Affairs or the Dean of Students.

Students in need of clinician services for consultation may contact the Metro Crisis Line at 888.885.1222

28.12 SHOP SAFETY

ALL students must pass a written safety exam and follow all shop rules. Students taking vital medications, which may affect their ability to use shop tools and machines safely, are strongly encouraged to volunteer a list of these medications. To ensure privacy, students are asked to place and seal the list in an envelope with his or her name written on the outside. Students may give the envelope directly to the shop manager, course instructor, or place it in the Carpenter drop box. The information in this envelope will be revealed only to a first responder/paramedic and faculty and/or shop manager in the case of a medical emergency.

28.12.1 UNSUPERVISED USE OF SEWING LAB (TEXAS 104)

Procedures + Requirements

- Students must be currently enrolled with RMCAD, be in good standing and are required to have completed FS1310 Construction I.
- Students who have not met these requirements may request supervised use of the lab from the Fashion Department Chair. (A list of these students will be provided to the front desk and security along with the sign in sheet.)
- Students must send a request to use the lab to a Sewing Instructor or the Fashion Design Chair, who will submit the request as a calendar invite to facilities by using the facilities@rmcad.edu at least 24 hours prior to requested use of the room.
- A calendar invitation to the student's RMCAD email will be the notification that the request has been approved. Without this invitation, the room will not be opened.
 - *Please Note:*
For weekend use, the request for facilities must be received before Friday at 3:00 pm. Facilities will not be checking email over the weekend. Therefore, the student must contact the chair or an instructor by 10am Friday morning for weekend use.
- After receiving approval in the form of a calendar invite, all students will be required to sign in with the front desk before being allowed to use the lab.
- If the student is requesting to use the Sewing Lab outside of the front desk hours, the student will contact facilities and/or security for access and will sign in.
- All students will be required to sign out of the lab the front desk. If the student is using the lab outside of the front desk hours, the student will contact facilities and/or security to sign out and lock the room.
- Signing out is an acknowledgment that you have cleaned the room properly.
- Students who fail to sign in or out, who leave the room in a state that does not comply with the checklist, or who leave machines without documenting issues will no longer be allowed to use the room unsupervised and will be subject to student conduct violation sanctions.

Additional Guidance

- Please be aware that the Sewing Lab is under video surveillance.
- When entering the lab take a look around and note any concerns on the "Equipment and Supply Notes"; clipboard near the north door.
- If a problem occurs with a machine that you cannot solve, make a note on the clipboard. DO NOT leave a machine with a broken needle or missing bobbin.
- The only cones of thread to be left at the machines are black and white. To use a color other than black or white, you must first have the thread approved by an instructor and you must purchase a bobbin from the instructor for your color.
- There are a select few colors of donated thread in the closet. If you would like to use one of these colors, please speak with your instructor.
- Each student must clean the room before leaving, following the checklist posted by the north door. Permit yourself 10 minutes at the end of your session to clean the room. Be respectful of the security staff; stop your projects with enough time to clean the room prior to security closing for the end of day.
- People not affiliated with RMCAD may not be in the sewing lab unsupervised. If you need to conduct a model fitting for a RMCAD project, please make an appointment with a Sewing instructor, Fashion Design Chair, or Fashion Tutor.
- A small first aid kit is attached to the west wall of the sewing lab in Texas 104 for minor first aid issues.
- In case of an emergency call 911
- If there is a non-emergency in the sewing lab during front desk hours, please inform the front desk immediately.
- If the non-emergency issue occurs after front desk hours, please contact security at 720-984- 9263 or facilities at 303-567- 7271.
- Please inform the Chair of the Department of any issues via email as soon as it is medically safe to do so.

28.13 HEALTH HAZARDS IN THE ARTS

Health hazards are inherent in some art-making processes. Students should be aware of the health hazards involved in the use of certain art materials and take measures to protect themselves from hazardous materials. Studio coordinators maintain and update Material Safety Data Sheets (MSDS) for substances and materials that the Health Department provides. For all other substances, students must provide the Instructor with an MSDS for any material or substance that the student brings on campus. These sheets describe the health hazards as well as recommended safety precautions for each substance. Material Safety Data Sheets (MSDS) may be requested from the office of Campus Security.

28.14 FIELD TRIPS

A field trip is an activity sanctioned by the RMCAD and held under the direction of an authorized College employee. This document sets out the procedures under which field trips - that require an overnight stay or stays - may be organized as a part of RMCAD programs or classes.

Procedure

1. Faculty or staff intending to incorporate a field trip into their classes or program must complete the Field Trip Authorization form and submit the form for the review/approval by their Program Chair and by the Senior Vice President of Academic Affairs.
2. The Field Trip Authorization form must be submitted by the sponsor two weeks in advance of the prospective field trip.
3. The Field Trip Authorization form must be approved before including any field trip in a course syllabi or otherwise announcing the field trip to students.
4. An approved Purchase Request form must be submitted by the field trip sponsor to the department head, Business Analyst and Campus President for any budgeted expenses in advance of the activity.

Personal Liability + Responsibility

- Faculty and staff have no special duty to protect adult students from their own voluntary actions. All applicable College policies, including those relating to student conduct, will be enforced during the trip.
- Faculty and staff are personally liable for their own personal activities, and may be liable for actions which are manifestly outside the scope of employment, or which are conducted with malicious purpose, in bad faith, or in a wanton or reckless manner.
- Faculty and staff should consider the proximity of personal, social and instructional activities in the field trip situation. They should be aware of how the situation, the setting, and their own personal conduct may be perceived by students, and they should act accordingly.
- Do not leave personal items alone or in plain sight in unattended vehicles. Personal items are not covered under the College insurance policy and are the responsibility of the owner.

29. CONFLICT

29.1 TITLE IX

It is the policy of RMCAD to comply with Title IX of the Education Amendments of 1972, which prohibits discrimination (including sexual harassment and sexual violence) based on sex in the College's educational programs and activities. Title IX also prohibits retaliation for asserting claims of sex discrimination. The Director of Student Affairs serves as RMCAD's Title IX Coordinator and may be contacted to report violations, a person may also file a complaint with the Department of Education's Office for Civil Rights regarding an alleged violation of Title IX by online submission, either through the electronic submission of the pre-prepared OCR complaint form or by email (OCR@ed.gov).

RMCAD is committed to creating and maintaining a community in which all members can work and learn together in an atmosphere free of unlawful discrimination. Discrimination on the basis of race, color, national origin, gender, age, disability, creed, religion, veteran status or sexual orientation is not tolerated. The College reserves the right to take all necessary and appropriate action to prevent, correct and, if necessary, discipline individuals engaging in unlawful discrimination. Complaints of discriminatory behavior by employees (faculty and staff) should be reported to the Director of Human Resources, who will determine the appropriate next step for investigation and resolution. Complaints of discriminatory behavior by students should be reported to the Director of Student Affairs (303.999.5468), who serves as the Title IX Coordinator and will initiate the appropriate student discipline process to address the complaint.

29.1.1 ANTI-RETALIATION POLICY

Policy Statement

Rocky Mountain College of Art & Design (RMCAD) expressly forbids anyone to take any form of retaliatory action against any member of the RMCAD community who in good faith voices concerns, seeks advice, files a complaint or grievance, seeks the aid of Student Affairs and/or Human Resources, participates in the student conduct review process, testifies or participates in investigations, compliance reviews, proceedings or hearings, or opposes actual or perceived violations of RMCAD's policy or unlawful acts.

Reason For Policy

Rocky Mountain College of Art & Design (RMCAD) has an interest in encouraging the reporting of wrongdoing, and all members of the community must be free from fear of retaliation to support that interest. In addition, RMCAD has a responsibility to protect its employees from unlawful retaliation, and this policy clearly establishes that retaliation will not be tolerated.

Adherence to the Policy

The following entities must adhere to the Non-Retaliation policy:

- All members of the College community:
 - Students
 - Faculty
 - Administration
 - Employees
 - Student Work Study Employees
- Contractors
- Official visitors and guests

29.2 CONFLICT RESOLUTION

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 catalog, they should follow the Conflict Resolution procedure to resolve any other issues that occur between them and the faculty or staff of the College.

29.2.1 CONFLICT RESOLUTION PROCEDURE

If a situation occurs when a student believes they have been treated unfairly or a decision affecting them is unjust or inequitable, they are encouraged to do the following:

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 Students (for faculty issues at 303.525.7102) or to Human Resources (for staff issues at 303.225.8552).

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

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

If the issue of concern is with a faculty member, then the Dean of Students 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 Students as needed to resolve the issue. The Director of Student Affairs and the Dean of Students will be kept apprised of the progress and involved on an as-needed basis to best resolve the issue.

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 Dean of Students will be kept apprised of the progress and involved in an as needed basis to best resolve the issue.

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 Students and Director of Student Affairs. The resolution of the Conflict Process will be finalized in written form and sent to the student.

29.2.2 GRIEVANCE

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

29.3 OFFICIAL STUDENT INITIATED COMPLAINT

Students may submit a formal complaint when they have been unable to satisfactorily resolve with the faculty, staff, students or others involved.

The Student Initiated Complaint link is located on the College's website; complaints may also be submitted directly to the Director of Student Affairs.

Complaints may be submitted anonymously; however, unless you include your contact information, Rocky Mountain College of Art & Design (RMCAD) will be unable to investigate your complaint or respond back to you regarding the subject matter. Students must be logged into their RMCAD.EDU email addresses to submit complaints.

Student Initiated Complaints may be submitted at:
<https://www.rmcad.edu/student-complaint-form/>

29.4 DISCRIMINATION + HARASSMENT

RMCAD does not discriminate or permit discrimination by any member of its community against any individual on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, gender expression, parental status, marital status, age, disability, citizenship status, veteran status, or any other protected class recognized by local, state, or federal law in matters of admission, employment, or services or in the educational programs or activities it operates.

Harassment, whether verbal, physical, or visual, that is based on any of these characteristics is a form of discrimination. This includes harassing conduct affecting tangible job benefits, interfering unreasonably with an individual's academic or work performance, or creating what a reasonable person would perceive as an intimidating, hostile, or offensive environment. Prohibited sex discrimination includes sexual harassment and sexual violence.

Examples of discrimination may include:

- Refusing to hire or promote someone because of the person's protected status
- Demoting or terminating someone because of the person's protected status
- Teasing or practical jokes directed at a person based on his or her protected status
- Displaying or circulating written materials or pictures that degrade a person or group
- Verbal abuse or insults about, directed at, or made in the presence of an individual or group of individuals in a protected group

29.4.1 INVESTIGATION + CONFIDENTIALITY

All reports describing conduct that is inconsistent with these policies will be promptly and thoroughly investigated. Complaints about violations of these policies will be handled discreetly, with facts made available only to those who need to know to investigate and resolve the matter.

29.4.2 RETALIATION

RMCAD prohibits retaliation against someone for registering a complaint pursuant to these policies, assisting another in making a complaint, or participating in an investigation under these policies. Anyone experiencing any conduct that he or she believes to be retaliatory should immediately report it to of the individuals listed below.

29.4.3 RESOLUTION

If a complaint of harassment, discrimination, or sexual harassment is found to be substantiated, appropriate corrective action will follow, up to and including separation of the offending party from RMCAD, consistent with RMCAD procedure.

29.4.4 YOUR RESPONSIBILITY

All members of RMCAD community are responsible for creating a working, learning, and living environment that is free of discrimination and harassment, including sexual harassment. It is important to contact one of the individuals listed below, if any of the following occurs:

- You believe you have been subjected to conduct or comments that may violate these policies;
- You believe you have been retaliated against in violation of these policies; or
- You hold a supervisory, management, or teaching position and have been told about or witnessed conduct that may violate these policies.

29.4.5 VENDORS, CONTRACTORS, + THIRD PARTIES

RMCAD's policies on discrimination, harassment, and sexual harassment apply to conduct of vendors, contractors, and third parties. If a member of RMCAD community believes that he or she has been subjected to conduct by a vendor, contractor, or third party that violates these policies, the community member should contact one of the individuals listed below.

29.4.6 REPORTING HARASSMENT + DISCRIMINATION

To report any instances of Harassment and/or discrimination you may contact:

Dean of Students | 720.525.7102
1600 Pierce Street | Texas Building
Lakewood, CO 80214

The Director of Student Affairs (Title IX Coordinator) | 303.999.5468
1600 Pierce Street | Rotunda Building
Lakewood, CO 80214

The Mental Health/Personal Counselor | 303.225.8573
1600 Pierce Street | Rotunda Building
Lakewood, CO 80214

29.5 SEXUAL HARASSMENT

RMCAD's ability to achieve its mission and provide quality educational services is dependent on the cooperative efforts of its staff, faculty and students. For cooperation to exist, an atmosphere of professionalism, marked by mutual trust and respect, is essential. It is imperative that members of the RMCAD community be able to pursue their scholarly, creative and occupational endeavors in reliance on those common attributes. That atmosphere is damaged whenever the expectation of trust and common interest is abused in pursuit of personal interests that are not in concert with the interests of the College or the best interests of co-workers and fellow students.

It is the policy of RMCAD that no member of the RMCAD community – students, faculty, administrators, staff, vendors, contractors, or third parties – may sexually harass any other member of the community.

Sexual advances, requests for sexual favors, and other verbal, physical, or visual conduct of a sexual nature constitute harassment when any of the following occurs:

Submission to such conduct is made or threatened to be made, either explicitly or implicitly, a term or condition of an individual's employment or education;

Submission to or rejection of such conduct by an individual is used or threatened to be used as the basis for academic or employment decisions affecting that individual; or

Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating what a reasonable person would perceive is an intimidating, hostile, or offensive employment, educational, or living environment.

Some examples of sexual harassment may include:

- Pressure for dating, romantic, or intimate relationship
- Touching, kissing, hugging, or massaging
- Pressure for forced sexual activity
- Unnecessary references to various parts of the body
- Remarks about a person's gender or sexual orientation
- Sexual innuendos or humor
- Obscene gestures
- Sexual graffiti, pictures, or posters
- Sexually explicit profanity
- Stalking or cyberbullying
- Email and Internet use that violates this policy
- Sexual assault

Any person or entity that engages in sexual harassment will be subject to discipline or sanction, in accordance with the policies and procedures of the institution.

Students are required, as a condition of their enrollment at or participation in activities of RMCAD, to abide by this policy statement and prohibitions against sexual misconduct contained in the Student Code of Conduct. Students have the right to be free from sexual harassment during the pursuit of their educational and social activities at RMCAD. Students are encouraged to report incidents of sexual harassment to the Director of Student Affairs, who serves as the College's Title IX Coordinator.

Individuals who believe they have been the subject of sexual harassment may obtain redress through the established procedures of the College. Complaints about sexual harassment will be responded to promptly. Confidentiality will be provided to the extent possible.

Clubs, associations and other organizations (and their members) affiliated with or partaking of the benefits, services or privileges afforded by the College are required to abide by this policy in the conduct of their College-related programs and activities.

29.5.1 REPORTING

To report any instances of Harassment and/or discrimination you may contact:

Dean of Students - 720.525.7102
1600 Pierce Street - Texas Building
Lakewood, CO 80214

The Director of Student Affairs (Title IX Coordinator) - 303.999.5468
1600 Pierce Street - Rotunda Building, Lakewood, CO 80214

The Mental Health/Personal Counselor - 303.225.8573
1600 Pierce Street - Rotunda Building, Lakewood, CO 80214

30. COLLEGE RESOURCES

30.1 THE RECEPTION DESK

The Reception Desk is located inside the north entrance on the 1st floor of the Texas building and is staffed during normal business hours. The Reception Desk is the central hub for information and a variety of student and employee services.

Students can drop off pre-stamped mail, pick up lost and found items, communicate with Security or gather current information such as events, galleries and directions. Students can pick up booklets, pamphlets and other RMCAD and local information at the desk.

Students are urged to approach the desk with any questions. Students may also drop off class assignments and projects for their instructors. However, it is the student's responsibility to inform their instructor that a class assignment/project has been dropped off at the Reception Desk. All assignments/projects must be in an envelope or properly labeled with the student's and instructor's names. These assignments/projects will be placed in an internal mailbox or on a shelf in the mailroom by the Reception Desk staff member. Students may not access the campus mailroom.

The Reception Desk is staffed during normal business hours as well as limited hours on weekends during the academic year. To communicate with the Receptionists, chat or email resources@rmcad.edu.

30.1.1 RECEPTION DESK TELEPHONE MESSAGES

The staff at the Reception Desk will take messages if calls are received for students and then will attempt to reach the student through the RMCAD email system. Only in emergency situations will staff attempt to locate students on campus to deliver a message.

30.2 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:

- More than 15,000 book titles in a highly focused collection, specifically tailored to our College's curriculum needs
- More than 40 art and general education-related print magazines and journals, archived for five years
- More than 1.8 million high-resolution images of Art and Design
- More than 700 carefully selected curriculum-supporting animated and feature film DVDs
- Access to 31 excellent full text databases including for all majors.
- 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.

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 20 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, 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.

30.3 STUDENT LEARNING CENTER

The Student Learning Center is a student-oriented academic support resource that offers Academic Mentoring and tutoring support for all online and campus courses. Trained peer tutors are available for both walk-in and scheduled appointments at the SLC or online through screen share. The SLC assists students with writing, math, studio classes, academic success strategies (note-taking strategies, time management, etc.), and software (Photoshop, Illustrator, etc.). The SLC also helps coordinate the Academic Success Plan (ASP). There is no charge to RMCAD students for any of the services. The SLC is located in the Triboro building and online.

30.4 RMCADGO/TECHBAR/ TECHNOLOGY SUPPORT

Students have access to multiple methods of technology support on campus.

Students enrolled in online courses are assigned the RMCADGO support network. RMCADGO supports RMCAD's learning management system (LMS), as well as provide support for laptops and front-end applications. They can be contacted by calling 888-RMCADGO (888.762.2346), or by email at RMCADGO@rmcad.edu.

Students enrolled in hybrid or on-ground classes can utilize the TECHBAR. The TECHBAR is designed to be the first point of contact for hybrid or on-ground students requiring technical assistance with digital technology, software questions, wireless connectivity, email, student portal access, printing and any other technical needs. The TECHBAR is staffed during campus hours. Technical support is available by calling 303.225.8529, by email at TECHBAR@rmcad.edu or on the web at: support.rmcad.edu.

The TECHBAR also provides items such as digital cameras and digital video cameras on loan for hybrid or on-ground student checkout on a first-come, first-served basis and does not offer reservations. A current student ID must be shown, students must not have fines greater than \$30.00 and their account must also be in good standing. Fines are incurred for items turned in late.

30.4.1 TECHNOLOGY POLICIES + PROCEDURES

The following technology policies are to be followed by ALL Students, Faculty, Staff, Alumni, and Guests of RMCAD. You will be held accountable for following these policies so it is important that you read and understand our policies regarding technology.

Emergency Notification

All campus emergency notifications are sent via SMS Text, email, broadcasted over the phone system, and displayed on lab computer screens across the campus.

Students and Faculty may have text messages sent to their cell phone by requesting the service feature with a "Yes," or "Y," sent to the number 67587. You can update your emergency contact information by updating your mobile phone number inside of the student portal. To do this Navigate through the sidebar menu using through: MY PROFILE > MY INFORMATION > and then click "Request Change." In the lower right corner of the window.

Computer Labs

There are many computers on campus for student use. If you encounter a class in session, please ask the instructor if you may work on a vacant workstation without disturbing the class. It is up to the instructor to allow you to work. Please respect the instructor's wishes. Students are welcome to use the labs with some recommendations and restrictions.

- Library and Resource Center (Tri-Boro): No restrictions (Mac stations + 1 Windows Station)
- Shore Annex: Recommended for Illustration and Fine Arts Majors (Mac)
- Rude Garden Level: Recommended for Fine Art Majors (Mac)
- Rude Overflow Lab (RD003): No Restrictions.
- Animation Lab (TX006, TX004): Recommended for Animation Students (Windows)
- Stop Motion Lab (TX007): Restricted to students in the Stop Motion Animation Class.
- Game Art Lab (TX107): Recommended for Game Art Students (Windows)
- Interior Design Lab (TX108): Recommended for Interior Design Students (Windows)
- Interior Design Lab (TX104): Restricted to Interior Design Majors
- Graphic Design Lab (TX204, TX205, TX222, TX223): Recommended for Graphic Design Majors (Mac)
- CAD lab (TX115, TX112): Restricted to Interior Design
- Majors (Windows)
- Epic lab (Epic205): No Restrictions (Mac)

Personal projects or belongings are collected from labs at the end of each week and either discarded or placed in "Lost and Found" located at the Campus Resource Center.

Computer Lab Files

You are encouraged to always make a personal backup of your work onto an external hard drive of your own purchase.

All classroom computers wipe data stored on the desktop and other folders upon computer restart. Students must ensure they safely copy your files to an external resource to avoid losing any and all generated content.

Computer Lab Software

Some software is specific to course work. This includes animation software and AutoCAD software. Many classrooms are specifically designed to serve courses in each major, thus you may expect courses you will be scheduled in will be outfitted with the necessary elements for your courses. Please see the TECHBAR for details.

Installing software OF ANY KIND is strictly prohibited as is un-installing existing software on Lab machines.

RMCAD does not permit booting a machine using any personal media from cd, to usb device, or external hard drive.

Fonts are the property of the College. Do not copy fonts. Do not add fonts from home to a RMCAD workstation.

Using school equipment for gaming, online gaming and questionable entertainment use is strictly prohibited. (Exceptions will include curriculum-based game design classes, school-approved LAN parties and gaming events approved by RMCAD IT Admin staff.)

Do not attempt to access secure areas of RMCAD's information network.

Viewing content deemed offensive and which falls under RMCAD policy or local, state, or federal law as harassing or discriminatory to others is prohibited at RMCAD.

It is unlawful for any person enrolled at RMCAD to use academic software to create for-profit media of any kind.

Data on Windows computers is cleared when the machines are turned off. Data on Macs is cleared weekly.

Computer Lab + Campus Guidelines

Lab computer equipment is not to be modified. Do not unplug or change hardware in any way. This includes but is not limited to: power cables, monitor cables, keyboards, mice, network cables, speakers, and scanners. Do not remove chairs from labs.

Food and Drinks are not allowed inside of computer labs except on designated tables.

Computer labs and key areas of campus are under monitored and recorded surveillance.

The acquisition, downloading, and illegal viewing of copyrighted material/content (i.e. illegally streaming movies, video, BitTorrent, etc.) using any RMCAD resources is prohibited. Violators will be subject to punitive action, up to, and, including expulsion.

Equipment Checkout

The TECHBAR offers many digital devices for on-ground student checkout, including digital and analog video cameras, digital SLRs, audio recording devices, lighting kits, tripods and more.

Game Art and Photography equipment is only checked out to select students with appropriate Department head, or Department chair approval.

Students must have a Student ID and current term TECHBAR sticker and have less than \$30 in late fines from the TECHBAR.

By checking out any device, Students assume replacement/repair costs if the device is damaged, lost, stolen or missing any components.

Items that are not returned within 15 days after their due date will incur a full retail replacement charge plus a service fee.

Fines are \$5 dollars a day each day beyond checkout duration.

The TECHBAR does not offer equipment reservation as a service, equipment is available on a first-come, first-served basis.

Alumni actively enrolled in the RMCAD Renew Program are eligible to check out TECHBAR equipment with a RMCAD Alumni ID. Printing:

Printers are located throughout the campus and computer labs, maps are located at each printer.

RMCAD provided printing is considered an "at cost" printing solution. Initially all students are given \$1.00 for printing.

Printing allotments carry over to the next semester.

Additional money for printing can be added at the SPECTRUM Supply Store.

Students are required to enter a username and password to print. RMCAD does not currently support color accuracy for color printing on any of the printers offered on campus. Please take this into account when designing and preparing final projects.

At the end of the term printing gets very heavy and Murphy's Law takes effect. Allow time to use a service bureau like OfficeMax or Kinko's as a backup for final output.

The TECHBAR offers 42" wide-format color printing and 36" wide-format color printing on Canvas. We require 72 business hours for all orders. Rush orders are not accepted. Students may pick up a printing form at the TECHBAR.

The TECHBAR offers 3D Printing services. We require 7 business days for all orders. Models are reviewed to meet 3D printing standards and are accepted/rejected based on said standards. Rush orders are not accepted.

Students may pick up a 3D Printing form at the TECHBAR. Printing flyers on RMCAD copiers for non-RMCAD related events or for profit is prohibited.

Sound Recording Studio and Studio 1/2 Spaces:

The sound recording studio and Studio 1/2 Spaces are reserved for scheduled classes and reserved use through the TECHBAR. Students who wish to use either location outside of scheduled classes must complete the TECHBAR's training requirements.

Laptops

Student and faculty use of laptops is encouraged with the following guidelines:

- All laptops must include current antivirus software and/or current security software updates to access RMCAD's network.
- Laptops may be used in labs but not at computer workstations during class time. Some classrooms have appropriate provisions for their use.
- Students may not use equipment or cables from a lab workstation for their laptops.
- The TECHBAR can answer questions regarding proper laptop etiquette.
- RMCAD is not responsible for the theft, loss or damage to personal equipment. Do not leave laptops or other possessions unattended. We recommend purchasing anti-theft / recovery software to protect your investments.
- Wireless Internet:
- The entire campus is setup with WiFi or Wireless Access.
- Students and Faculty who own a laptop can visit the TECHBAR to get configured to access the wireless network.

Alumni, Family, Friends + Co-Workers Usage

Alumni Association members have limited access to computers when not enrolled in the Renew Program. Contact Alumni Services for details: 303.225.8569.

Family, friends and non-RMCAD co-workers are not authorized to use school equipment.

Visitors and Students may be asked to show a valid student ID at any time.

Failure to follow the RMCAD Technology Policies and Procedures outlined above will result in fines and disciplinary action as defined in the RMCAD catalog, Employee Handbook and school policies. Software, hardware, or equipment theft is enforced by RMCAD, the Jefferson County Sheriff's Department and the Lakewood Police Department.

30.5 GALLERIES

Rocky Mountain College of Art + Design maintains four gallery spaces on campus, which provide the continuous display of diverse artwork for students, faculty, staff and the public. These exhibition spaces are open to RMCAD students, the regional art community and the general public.

The Philip J. Steele Gallery is located in the historic Mary Harris Auditorium Building on the east end of the RMCAD campus. The mission of the Philip J. Steele Gallery is to enhance RMCAD's position as a place for current dialogues, using contemporary art as a vehicle for critical discourse. The Gallery presents exhibitions of challenging, educational, and historically significant art. As a publicly open space, the gallery's exhibitions bridge the gap between the RMCAD community and the public. By providing direct connection to original artworks and focusing on relevant contemporary artists and their work, the exhibitions enliven the visual environment on campus and foster a culture of experimentation and change.

The Philip J. Steele Gallery is open Monday – Friday, 11 – 4 pm, except on major holidays and during school breaks. Hours during the summer term are subject to change - please phone ahead to confirm. No admission is charged and group tours are available if arranged in advance by contacting the gallery director or the gallery coordinator. The exhibitions provide a public venue for learning by experience. Gallery talks often supplement the exhibitions by giving the public and the RMCAD

community an in-depth look at the process and philosophy behind the work.

The Rude Gallery is located at the top of the stairs in the Rude building. This intimate gallery showcases student installations as well as works from faculty and regional artists.

The third place to find rotating exhibitions on campus is the Alumni Gallery. The Alumni Gallery is located on the first floor of the Texas building. This gallery exhibits the exemplary talent that springs from RMCAD from across all departments.

Students are encouraged to apply for exhibition space in the RMCAD Student Gallery which is located in the EPiC building on the East end of campus. To apply, email a proposal to the Student Installation Committee (pjsgallery@rmcad.edu). Additionally, the hallways of Shore, TriBoro, Neusteter, and the basement of Rude can be reserved through the installation application provided by the gallery coordinator. Contact revans@rmcad.edu for a link to the Student Gallery guidelines and online installation application. The Gallery Director and Gallery Coordinator are also available to provide additional information about any of the College's gallery spaces or to answer questions.

Graduation Exhibitions

Each term, all on ground students graduating with a Bachelor in Fine Arts degree have the opportunity to participate in an on-campus exhibit. This group exhibition is open to all of the college's departments (including animation, art education, fashion design, fine arts, game art, graphic design, illustration, interior design, and photography). 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 students graduating with a BFA.

The graduation exhibition opens with a reception that is free and open to the public. The exhibition is open to the public for approximately two weeks. Gallery hours are Monday through Friday from 11am – 4pm (summer hours may vary, please check rmcad.edu/exhibitions for the most updated information).

Students must attend the Mandatory Graduation meeting that is scheduled for the 2nd week of their graduating session and turn in all paperwork by assigned deadlines to participate. Please contact the Gallery Director/Coordinator or your Department Chair for the BFA Graduation Exhibition Handbook and/or additional information.

The Annual Student Exhibition

The Annual Student Exhibition brings all students, faculty, staff, and departments together once a year for a celebration of the talent and hard work of our students each March. The Annual Student Exhibition is a College tradition that has happened each spring since the College was founded in 1963.

All students who are enrolled are eligible and strongly encouraged to submit work. It is our largest exhibition of the year, consisting of work representing a wide diversity of media, content, and scale.

The exhibition is a juried competition; student work is juried in categories against other work of the same level. Department Chairs with their respective faculty identify a panel of jurors and select the Best of Department Awards. Professionals working in the field who are not immediately affiliated with the College select the Gold, Silver, and Bronze Award winners. After work is selected the gallery staff curate the exhibit within the space.

Information about the process to participate in the exhibition is emailed to the Student Body each spring term. Please keep an eye on your inbox for details.

30.6 SPIVAK STUDENT STUDIOS

The Spivak Studio building is a creative center at the heart of Rocky Mountain College of Art + Design. A longtime tradition of the college, this building serves as a studio space and gallery for Spivakians- the loving nickname dubbed to our student resident artists. Each studio can allow 1 to 3 students and is an amazing chance to create alongside peers, have studio visits with professional artists, and develop a strong studio and gallery practice.

Each semester, an application is sent out requiring an artist statement, portfolio of work, a minimum cumulative GPA of 2.5 with preference given to those with 3.0 or higher, and a minimum of 45 completed credit hours with preference given to those with 60 completed credit hours or higher. This is a competitive process, and students of all majors are encouraged to apply for this privilege. Please contact Studio Manager Rob Evans at revans@rmcad.edu for any inquiries.

30.7 THE RMCAD STUDENT EXPRESSION WALL

To be bestowed annually upon the incoming spring class, the Expression Wall serves as a perpetual collaborative art piece for the student body. Each spring, summer, and fall, students may create works of art on the wall, which will be photo documented as testament to their time at the college. Then, each spring the wall will be painted white once more, in a symbolic passing from upperclassmen to the new incoming students.

Students must adhere to the RMCAD Student Code of Conduct and respect the work of fellow students. Material must be non-toxic and environmentally safe. Work must be two-dimensional and rest flat against surface of the Expression Wall. The RMCAD Student Expression Wall may not be damaged or dismantled.

30.8 SPECTRUM: THE ON-CAMPUS STORE

The on-campus store, Spectrum, carries the majority of supplies necessary for classes and fuel to keep you going. Spectrum offers convenient purchasing as a one-stop-shop, with a small selection of food and beverages, in addition to having competitive prices for the majority of necessary art and design supplies. RMCAD apparel and other RMCAD products, such as water bottles, ear buds, sketchbooks, and portfolio cases are available. We also have an online store for our online community. Please visit us at <https://spectrum-the-rmcad-store.shoplightspeed.com/> to order official RMCAD Merchandise to show your school spirit!

Spectrum's knowledgeable team will gladly assist students with any questions regarding art supplies. Some art supply items not carried in the store may be special ordered. A 75% deposit is required for all special orders. The Spectrum team takes into consideration frequently requested items and may begin to carry an item based on such requests. Please fill out this form to let us know about the items you would like to be considered for store inventory: <http://tinyurl.com/jx3bsxm>

Please keep in mind, not all items carried in the store are visible; simply ask store associates if there is an item that cannot be found. Additional print account funds and large format prints can be paid for at Spectrum.

Spectrum accepts the following forms of payment: cash; personal checks from enrolled students in good standing; MasterCard, Visa, Discover or American Express; and Apple Pay. Prepaid Student Store Accounts are also available. For details, contact the Spectrum staff. They can set up your pre-paid account today! Questions about prepaid accounts can be directed to spectrum@rmcad.edu

Most supplies required for the first day of class can be found at Spectrum. Instructors will inform students of additional materials needed for projects or assignments and labs. The hours of operation are posted on the doors of Spectrum. Spectrum is on the first floor of the Texas building.

Merchandise purchased at Spectrum: A one-week return period applies for clothing and other non-course related merchandise. A full refund will be given in original form of payment if supplies are returned with the original detailed receipt within 30 days. No refunds without a receipt. Merchandise must be in original condition – Original package unopened, if applicable. Spectrum reserves the right to decline returns on items that do not have seals or are not easily discernible if the product has been used. We currently do not accept returns on web store purchased items.

All students are responsible to purchase required textbooks for their applicable courses.

30.9 THE MINE: STUDENT SUPPLY BANKS

Food Bank

The College operates a food bank for all enrolled students. Students may select up to 5 items a week. Food items are free and the service is confidential. Students must provide their student ID number and a list of the items they have selected before leaving THE MINE. Students needing access to the Food Bank should see the Student Life Coordinator (303-753-6046 ext 22050).

Supply Bank

The college operates a supply bank for enrolled students. Students may exchange art supplies and materials for projects and assignments. Art supplies and materials are free and confidential. Students must provide their student ID number and a list of the items they have selected before leaving THE MINE. Students needing access to the Supply Bank should see the Student Life Coordinator (303-753-6046 ext 22050).

30.10 FABLAB

The RMCAD Fablab provides shop environments where the curious and creative fabricate mischievous projects. We transform the conceptual into the physical by exploring, technological, contemporary, and traditional means of fabricating art + design. It is essential that students, faculty, and staff take an active part in preventive measures to control hazards associated with activities under their direction. Use of the FABLab is open to students currently enrolled in RMCAD classes during class times and posted open hours. Violation of the policies included in the FabLab Handbook or Student Handbook may result in the loss of shop access at the discretion of the Chair of Foundations + Fine Arts and Dean of Students.

31. STUDENT RESOURCES

31.1 EMAIL

All students are assigned a RMCAD G Suite user account, which includes an email for the student. Official college communication is conducted via the RMCAD email system, and students are required to check and use their RMCAD email account regularly. RMCAD email is accessible at gmail.rmcad.edu, or from gmail.com with the full username and domain included.

Each student is included in the RMCAD On-Campus or Online Student Body email list and in the appropriate major department list. Email addresses are the first name, a period, and the complete last name. The only exception to this would be in cases which would result in duplication. Assigned passwords are the first four characters of their email address (capital first letter lower case following three), followed by the last four digits of each student's ID number and an exclamation mark. Students should not correspond with faculty or administration using email accounts other than RMCAD's @rmcad.edu account.

Students should not ever give out a username or password via email. The RMCAD IT Department will never ask for this information via email. Students who are unable to use or are not receiving RMCAD email should contact the RMCADGO or TECHBAR support teams immediately (contact information can be found under 3.17). RMCAD reserves the right to monitor emails for troubleshooting and violations of College policy, and by request from law enforcement.

31.2 STUDENT IDENTIFICATION

31.2.1 ON-CAMPUS STUDENT IDENTIFICATION

All enrolled on ground students are issued a RMCAD student identification (ID) card. In order to maintain a safe and secure campus environment, all students must retain their student ID throughout their enrollment. Students may be requested to show their ID by College Agents. Photographs for student ID cards are initially taken during New Student Orientation and students are expected to retain the card for the duration of their enrollment at the College. On-ground students should expect a \$10 replacement fee for new ID cards, which may be ordered through the TECHBAR. At the start of each academic term in which they are enrolled, students must obtain a validation decal from the TECHBAR to be affixed to the ID card. Students in financial arrears with the College may be denied the validation decal, and subsequently the privileges associated with the student ID card. A valid student ID card is necessary to check out technology materials from the TECHBAR and checking out books or other materials from the Library/Resource Center. Additionally, several art supply stores, museums, sporting venues, movie theaters and other business offer reduced rates or discounts for individuals presenting a valid student ID card.

31.2.2 VERIFICATION OF STUDENT IDENTITY IN ONLINE LEARNING

The purpose of this policy is to ensure that Rocky Mountain College of Art + Design operates in compliance with the provisions of the United States Federal Higher Education Opportunity Act (HEOA) concerning the verification of student identity in distance education.

All credit-bearing courses and programs offered through distance education methods must verify that the student who registers for a distance education course or program is the same student who participates in and completes the course or program and receives academic credit. According to the HEOA, one or more of the following methods must be used:

- An individual secure login and password issued by the College
- Proctored examinations, and/or
- Other technologies or practices that are effective in verifying student

identification. (These practices include phone/Skype check ins and portfolio review sessions.)

Any online student work, assessments or activities that are graded or contribute to a student's grade must be submitted via a system that verifies the student's identity as noted above. Students submit their work via the College's secure Learning Management System (LMS). Please note: there is currently no fee associated with the verification of student identity. Any future fees will be indicated in the Catalog or Addendum and on the "Tuition and Fees" website.

Secure Login + Password

Each RMCAD student is assigned a unique username and password to log into the College's learning management system. Students are responsible for providing their complete and true identity information in any identification verification process.

Students are required to use their individual username and password to access the LMS and must protect the confidentiality of their username and password. Students are responsible for all transactions that occur under their username. Students are prohibited by College policy from the following activities:

- Soliciting login information or accessing someone else's account on the LMS
- Signing into the LMS using anything other than their own official RMCAD credentials
- Providing their log-on information to any other individual, or allowing any other individual to post to the site under the student's log-in
- Responsibilities

As technology and personal accountability are not absolute in determining a student's identity, the responsibility of maintaining integrity is shared across several departments. Faculty teaching courses through distance education methods are responsible for using assignments and evaluations that support academic integrity and by requiring students to submit assignments using the college's secure LMS. The IT department holds responsibility by providing industry-standard mechanisms for assigning user names and password systems, maintaining systems security, and investigating unusual user activity. All faculty and staff are responsible for reporting any suspected infractions to the Department Chair, IT Director, Dean of Students, or Senior VP of Education.

Enforcement

Failure of students to comply with this agreement/policy will be addressed through the College's Policy on Academic Integrity and the Conduct System as noted in the College's Code of Conduct. If warranted, a student's failure to comply will result in termination of access to College technology resources. Failure to comply may also be a violation of civil/criminal law and may cause the violator to be subject to applicable penalties.

31.3 THE STUDENT PORTAL

All enrolled students have an online account with the College's student portal, which is accessible at <https://rmcadportal.rmcad.edu>

An initial registration is required. Students are responsible for reviewing the information stored in the student portal. Students are able to view and print many portions of their student records. The following is a list of information currently available to students:

- Academic forms
- Class schedule
- Grades (current and past terms; midterm and final grades)
- Billing information (current and past terms)
- Account holds
- Student and Financial Aid Advisor assignment
- Financial aid award letter
- Financial aid missing documents
- RMCAD unofficial transcripts

Additionally, students will work with their assigned Student Advisor to register for classes using the student portal.

31.4 STUDENT EARLY ALERT

RMCAD faculty and staff utilize early alert activities in the College's Student Information System to help promote the academic and personal success of RMCAD students. The main goal for using these early alert activities is to identify student concerns early on and provide the student with supportive, helping resources before the concern impedes the student's ability to be successful at RMCAD. Concerns raised via early alert activity are wide-ranging and include, but are not limited to: academics, personal health and well-being, conduct and behavior, careers, and student dissatisfaction. Early alert activities have been configured intentionally with regard to student privacy laws (FERPA), so information in these activities is only shared with other faculty and staff who have a "legitimate educational interest" in the given concern.

Although early alert activities help faculty and staff to ensure that each and every student is getting the help they need, the ultimate responsibility lies with the students to take advantage of the resources and help being offered to them.

31.5 COUNSELING

Personal counseling services provided by a licensed professional counselor are available for currently enrolled students on campus and online. Counseling is private and free of charge. The Counseling Office can refer students to external mental health facilities when necessary and appropriate. Students should call the Counseling office to make an appointment, 303-225-8573, or inquire via email, counselor@rmcad.edu.

31.6 DISABILITY SERVICES

In compliance with the Americans with Disabilities Act (ADA), and Section 504 of The Rehabilitation Act, the College affirms its commitment to seek to achieve reasonable accommodations for students who have documented disabilities. Prior to admission acceptance, the College will provide general information upon request.

Once enrolled, students are responsible for initiating a request for accommodations by disclosing their disability to the office of Student Disability Services (sds@rmcad.edu) and providing the required supporting documentation. The office of Student Disability Services will provide additional information to students requesting accommodations, such as standards for required documentation and specific policies regarding use of accommodations. An individual's needs must be communicated to the Student Disability Services Coordinator before accommodations will be made.

31.6.1 DISABILITY SERVICES APPEALS PROCESS

In compliance with the Americans with Disabilities Act (ADA), and Section 504 of The Rehabilitation Act, the College affirms its commitment to seek to achieve reasonable accommodations for students who have documented disabilities. Prior to admission acceptance, the College will provide general information upon request.

Once enrolled, students are responsible for initiating a request for accommodations by disclosing their disability to the office of Student Disability Services (sds@rmcad.edu) and providing the required supporting documentation. The office of Student Disability Services will provide additional information to students requesting accommodations, such as standards for required documentation and specific policies regarding use of accommodations. An individual's needs must be communicated to the Student Disability Services Coordinator before accommodations will be made. For more details please review the complete Student Disability Services Handbook, available from the office of Student Disability Services, or by contacting sds@rmcad.edu. Please see the Student Disability Services Handbook for more details.

31.7 TRANSPORTATION

All students are provided with an all-access pass to use on Denver's public transportation system, the Regional Transportation District (RTD). The College Pass program provides local, regional, light rail, and SkyRide (airport shuttle) service to currently enrolled RMCAD students. Students must pick up their RTD College Pass from the Techbar to access RTD services using the College Pass program.

RMCAD offers a Shuttle Service between the College and the Regency Student Housing during the Fall and Spring semesters. There is a one-time fee for utilizing this service, which must be paid in full within the first month of each semester. Students must also complete the Shuttle Service Agreement provided by the Office of Student Life and must pick a decal for their student ID for the corresponding term prior to utilizing the service. If students fail to make the payment, sign their Shuttle Service Agreement, or pick up their decal from the Office of Student Life, they will be denied access to the service.

RMCAD offers a free shuttle service between the College for specific events and activities located off campus. Those interested in signing up for an event and the shuttle service should sign up at the Student Activities Board or contact the Student Life Coordinator, as space is sometimes limited.

31.8 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.

31.9 VOTER REGISTRATION

Voter registration information and materials are available through the Office of Student Life and online.

31.10 STUDENT ACTIVITIES

The Office of Student Life actively pursues the development of a positive, supportive and inclusive sense of campus community at RMCAD. Through programs, events, activities, and organizations, the Office of Student Life strives to meet the social, intellectual and cultural needs of current students. To meet this goal, activities offered provide a diverse range of experiences that help students develop essential life skills and that compliment their academics. Students are highly encouraged to get involved and share their ideas for programs and activities. Students interested in providing input or planning activities should speak with the Student Life Coordinator.

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 Association (SGA) 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 take place throughout the year and may include hiking, biking, whitewater rafting, skiing, and snowboarding.

31.10.1 STUDENT ORGANIZATIONS

Students sharing common interests or hobbies can come together as recognized student organizations at RMCAD. Student organizations may be eligible to receive funds from the Office of Student Life and may plan events or programs for fellow RMCAD students. Organizations must be established for purposes that are legal, consistent with the educational aims of and mission of the College, and in accordance with the regulations, guidelines, and policies of Rocky Mountain College of Art + Design and the Rocky Mountain College of Art + Design Student Government Association. Recognition of a student organization does not, however, imply College endorsement of the organization's purposes, nor does the College assume sponsorship of any of the group's activities on or off College property.

Student organizations which receive or utilize College resources (including, but not limited to, funding, technology and advisement) must operate and conduct themselves in line with all College policies, as stated in this handbook. Likewise, student organizations must operate in accordance with the mission and values of the College and may not intend to or actually do harm to the interests or reputation of the College.

Any RMCAD student can start working on the formation of a new student organization. Students who would like to start this process should meet with the Student Life Coordinator or attend a Student Government meeting to inquire.

Student Organization Event + Attendance Policy

Any on ground RMCAD sanctioned student club or organization planning an event or activity for fellow RMCAD students must present their proposal before the Student Life Coordinator for approval. Outside visitors are not permitted to attend any student run club or organization, including alumni, and former employees, during the club or organization's regular weekly meetings, events, or activities, unless otherwise notified.

Alumni:

Alumni wishing to participate in a RMCAD club or organization's event or activity must seek approval from the Student Life Coordinator prior to the event. Alumni will only be considered for approval providing they are in possession of a valid Alumni ID, and are in good standing with the college.

Guest Speakers:

Guest speakers and educators may only be permitted to attend a club or organization's event, or meeting, on two conditions; 1. If they are approved prior to the event by the Office of Student Life, and 2. Providing they are hired from a certified outside resource and serve a specific purpose in the education of the group or organization.

31.10.2 STUDENT AMBASSADORS PROGRAM

Student Ambassadors are current undergraduate, full-time, on ground students hired to serve as peer mentors to new students during Orientation and throughout the first year. They work to create community amongst the diverse group of artists and designers at RMCAD by planning events for the entire student body, as well as within each academic department. Additionally, the Student Ambassadors plan and execute several civic engagement projects throughout the school year to support and give back to the surrounding community. Students interested in learning more about the Student Ambassador program, or who would like information about the application process, should speak to the Assistant Director of Student Life.

31.10.3 STUDENT GOVERNMENT ASSOCIATION

The Student Government is composed of all students attending Rocky Mountain College of Art + Design, represented by an elected Executive Cabinet and Senate. The Student Government works to support and improve the academic and social experience for the RMCAD student body. Executive Cabinet representatives are elected each spring and the Senate is elected in the fall to serve as the voting membership of the Student Government. The elected students represent their peers on matters that are brought to the attention of the Student

Government including proposed programs and policies, departmental concerns, campus facilities and technology, and much more. The Student Government encourages all current RMCAD students to attend meetings and to bring ideas and concerns to the attention of the Student Government. Students interested in obtaining information about Student Government meeting times and locations, or who have other questions related to the Student Government, should contact the Student Life Coordinator.

31.10.5 CIVIC ENGAGEMENT

Service to the surrounding community is important to RMCAD at many levels. Students are encouraged to participate in volunteer work that appeals to their specific interests and passions. Volunteer work is an excellent way to become involved with the College as well as the community outside of our campus. Volunteer work is an extremely rewarding experience that often leads to strong personal and professional connections. The Office of Student Life serves as a resource for students who have an interest in participating in community service projects. The Office of Student Life provides information about a variety of service projects; from a single day spent working to preserve Colorado's environment, to ongoing placements working with needy children. Additionally, the Office of Student Life sponsors group trips to local agencies that serve the Denver Metro community. These trips are designed to expose students to the diverse range of volunteer possibilities. Interested students should look for information about such projects via campus communication or inquire with the Office of Student Life.

31.11 CAREER + ALUMNI SERVICES

The Career + Alumni Services Office is a resource for students and alumni that provides information, strategies, skills, guidance, and support that will assist them in successfully meeting their career objectives.

The office also collaborates with employers developing mutually beneficial relationships resulting in internships and employment opportunities (part-time and full-time) for students and alumni. In addition, the office maintains a student's connection with RMCAD after graduation through Alumni Association services, programs, and events.

31.11.1 CAREER EMPOWERMENT

The following is an overview of just some of the lifetime services offered to RMCAD students and graduates free of charge.

- Career assessment and personalized one-on-one career coaching.
- Assistance with creating and updating of professional documents (resume, cover letters, and email etiquette and correspondence)
- Portfolio assistance and review.
- Interview assistance tips and evaluations.
- Access to online job board, networking, and career development software tools included in RMCAD's Career Service Portal- PASSPORT. (<https://rmcad.csm.symplicity.com>) Please contact Career + Alumni Services for instruction on account access and activation.
- Employment search resources, strategy, and planning.
- Assistance with Internship opportunities.
- Networking events, Career Fairs, Employer information sessions, and guest speakers
- Career- related programming and workshops.
- Graduate and special program information.

Please contact Career + Alumni Services to set up and appointment at careerservices@rmcad.edu

31.11.2 ALUMNI ASSOCIATION

Graduates of RMCAD automatically join the RMCAD Alumni Association upon successful completion of their degree program. The Alumni Association offers graduates a variety of benefits.

Benefits Include:

- Lifetime access to resources and services offered by the Office of Career + Alumni Services which includes career coaching and access to career and professional development technology tools.
- Discounts at the RMCAD Supply Store and Bookstore.
- RMCAD Renew Program- ability to audit (not for credit) RMCAD courses in your major with no tuition fees. (Restrictions apply; please contact Career + Alumni Services for details).
- Access to RMCAD Research Library (some exclusions apply).
- RMCAD email address (use of rmcad.edu email address allows for access and or discounts on various software programs and services).
- Continued or new access to RMCAD's Career Services Portal-PASSPORT. Please contact Career + Alumni Services for instructions on account activation.
- Participation in alumni social media pages.
- Opportunity to exhibit work in the alumni gallery.
- Techbar services include 3D Printing + Wide format Printing.
- Limited access to RMCAD computer labs and facilities for portfolio development. Access is only available during regular RMCAD business hours and a RMCAD Alumni ID (Pass-\$10 one-time fee) is required. Campus access and obtainment of the Alumni ID must be coordinated through the Office of Career + Alumni Services. Please note, No work can be done on campus for commercial purposes, financial gain, or professional outcomes; and alumni are not able to check out any equipment from the Techbar. Alumni are not permitted to work in the woodshops, ceramics studios, (including use of the kilns), and printmaking studios. *(including work in the kilns), and printmaking studios. RMCAD is working to create partnerships with local companies so our Alumni will have those resources available again in the future.*

31.11.3 PROFESSIONAL ORGANIZATIONS

RMCAD students have the opportunity to belong to a variety of professional organizations. Students are encouraged to be involved with the following groups, as applicable for the individual program of study. Many of these organizations visit campus at the beginning of the fall term as part of the annual resource fair, or throughout the academic year.

- Association Internationale du Film d'Animation
- American Institute of Graphic Arts
- American Society of Interior Designers
- Art Directors Club of Denver
- Colorado Alliance of Illustrators
- Colorado Art Education Association
- Colorado Council of the Arts and Humanities International
- International Interior Design Association
- Museum of Contemporary Arts
- Denver Art Museum

31.12 VISITING ARTIST, SCHOLAR, + 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 passionate 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 Identity, Humor, The Senses, and Collapsing Time. The 2018/19 series explores the ways contemporary makers and thinkers revel in fantasy, illusion, and fiction as an instrument for veracity.

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 public lecture or performance. Visiting artists 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, Will Vinton, Daniel Eatock, Judy Chicago, Lynda Barry, Ian Bogost, Miranda July, Sondra Perry, Andrea Zittel, and Michael Jones McKean. Learn more about the VASD Program and see past lectures and Program archives at rmcad.edu/vasdp

Wayfinding Series

The Wayfinding Series connects RMCAD students to creative professionals with a focus on career development. With equal parts inspiration and honesty, speakers share their path towards a successful creative life and all of the twists and turns involved in that journey. Addressing career-focused issues such as industry trends, relevant skills, making connections, and professional fulfillment, speakers highlight that there is no one way to find and live a successful, creative career. Speakers represent a variety of creative employment opportunities, connect to multiple academic departments, and reveal that professional creatives are found in diverse and sometimes surprising fields.

Faculty Focus Series

The Faculty Focus Series provides an opportunity to highlight and celebrate RMCAD faculty's work and accomplishments as artists, researchers, and practitioners. Throughout this exciting and ongoing series, faculty members provide insight into their creative endeavors outside of the classroom and how those activities influence and energize their expertise and leadership within the RMCAD community.

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