

DCAD!

DELAWARE COLLEGE
OF ART AND DESIGN

www.dcad.edu

Contents

3	About DCAD	31	Grading
3	Mission	31	Failing Grades
3	Vision	31	Incomplete
3	Partnership	32	Add/Drop
3	Unique AFA to BFA Transfer Opportunity	32	Withdrawal
3	Accreditation	32	Administrative Withdrawal
4	Associate of Fine Arts Degree	32	Leave of Absence
5	Foundation Year	33	Grade Appeal
6	Liberal Arts	33	Grade Forgiveness
7	Animation	33	Dean's List
8	Fine Arts	33	Grade Point Average
9	Graphic Design	33	Graduation Requirements
10	Illustration	33	Graduating With Honors
11	Interior Design	34	Standard Academic Progress
12	Photography	34	Mid-Semester Warnings
13	Continuing Education Program	34	Academic and Financial Aid Warning
14	Course Descriptions	34	Academic and Financial Aid Dismissal
14	Animation	34	Academic and Financial Aid Appeal Procedures
15	Art History	34	Academic and Financial Aid Probation
15	Fine Arts	35	Academic Integrity
16	Foundations	35	Audit/Non-Credit Courses
17	Graphic Design	35	Placement Testing
18	Illustration	35	Access to Records
19	Interior Design	36	Transcripts and Records
20	Liberal Arts	36	Registration
21	Photography	36	Registration Adjustments
23	Admissions	36	Student Academic Records After Graduation
23	How to Apply	36	Changing Majors
24	International Students	36	Class Evaluations
24	How to Apply	36	Credit Hour Policy
24	Previous Educational Requirements	38	Academic Calendar
25	Credit by AP Examination	39	General Policies
25	Learning Accommodations	39	Discrimination
25	Reapplication	39	Sexual Harassment
25	Transfer from Other Institutions	39	Sexual Assault
25	School Visits	39	Student Grievances
26	Tuition and Housing	39	Student Grievance Procedure
26	Tuition and Housing Costs	40	Students with Special Needs
26	Tuition Deposit	40	Alcohol and Illegal Drug Policy
26	Tuition Billing	41	Disciplinary Action
26	Refund Policy	41	Visitors and Children
26	Tuition Installment Payment Plan	41	Retention of Student Work
27	Financial Aid	41	Field Visits
27	Eligibility	41	Academic Freedom
27	Applying for Financial Aid	41	First Amendment Rights
28	Institutional Aid	42	Student Handbook
28	Federal and State Grants	42	Student Life
29	Loans	43	Student Conduct
29	College Work Study	43	Code of Student Conduct
29	Student Withdrawal/Return Title IV Funds Procedures	44	Faculty
30	Satisfactory Academic Progress (SAP) Standards	45	Administration
30	Additional Financial Aid Warnings	45	Board of Trustees & President's Leadership Council
31	Academic Policies	45	Administrators
31	Scheduling and Credits	46	Location
31	Course Load	47	Map & Directions
31	Attendance	48	Contact Us

Mission

Delaware College of Art and Design, founded through a creative partnership between Pratt Institute and the Corcoran College of Art and Design, joins these distinguished institutions in charting the future of art and design.

DCAD's mission is to educate talented and dedicated students to become art makers, idea generators, problem solvers and visual communicators who can redefine the way we perceive and experience the world around us. It also serves as a visible stakeholder, cultural anchor and catalyst for the revitalization of downtown Wilmington.

Vision

DCAD offers a comprehensive Associate of Fine Arts Degree Program emphasizing structured, visually-based studio experiences and a rigorous academic curriculum, enabling students to continue their undergraduate education through transfer to four-year professional colleges of art and design while providing a basic foundation for successful and satisfying careers. The College engages a faculty of accomplished professionals who are committed to serve as teachers, role models and mentors. DCAD nurtures a vibrant, student-centered, college community, served by state-of-the-art learning, working and living environments that inspire personal expression and effective collaboration; it participates in Wilmington's educational and cultural life through a variety of community-based programs and activities. To advance its programs and services, DCAD manages its human, financial and physical resources effectively and efficiently.

Partnership

DCAD was founded through a creative partnership between two of the most distinguished art colleges – Pratt Institute in New York City and the Corcoran College of Art and Design in Washington, D.C. The Delaware College of Art and Design maintains the high standards of Pratt and Corcoran in a student-centered environment that fosters personal attention. This unique partnership between two of the oldest and most prestigious schools of art and design in the country came in response to an invitation by the Wilmington community in 1996 to establish Delaware's only art and design school.

Unique AFA to BFA Transfer Opportunity

Graduates of DCAD have the opportunity to complete their BFA at a multitude of art and design colleges nationwide. Due to DCAD's unique founding and commitment to maintaining a rigorous course of study, a growing list of articulation agreements with art and design colleges guarantees successful DCAD graduates transfer as juniors. DCAD's curriculum follows a similar outline to other art school curricula, thus DCAD's credits and classes transfer easily. DCAD's faculty advisors and Student Services staff work one-on-one with each student to prepare and present impressive portfolios when they apply to transfer to other schools. DCAD graduates routinely receive transfer scholarships to complete their Bachelor of Fine Arts degrees.

Accreditation

The Delaware College of Art and Design is accredited by the Middle States Commission on Higher Education (MSCHE), 3624 Market Street, Philadelphia, PA 19104, (215) 662 – 5606, www.msche.org; and the National Association of Schools of Art and Design (NASAD), 11250 Roger Bacon Drive, Suite 21, Reston, VA 20190, (703) 437 – 0700, www.nasad.arts-accredit.org. DCAD has full approval to operate in Delaware from the State Board of Education, which grants it legal authority to award degrees.

Associate of Fine Arts Degree

DCAD offers a two-year Associate of Fine Arts Degree Program which combines studio courses in art and design with liberal arts courses. Upon successful completion of the program, students earn their Associate of Fine Arts Degree in one of six majors: Animation, Fine Arts, Graphic Design, Illustration, Interior Design and Photography.

The first year of the AFA Program is called the Foundation Year. All students take a core group of courses designed to develop basic skills, concepts and values that will be further developed in the second year. The second year, students are introduced to their chosen areas of study and again take both studio and liberal arts courses.

Each year consists of two semesters with the fall and spring degree semesters being 15 weeks. An optional summer semester is overall 12 weeks long, divided into three-week intensive classes. Upon completion students will earn a total of 67 to 70 credits, composed of 43 to 46 credits in studio courses, and 12 to 15 credits in liberal arts courses with 9 credits in art history.

Completion of requirements for the AFA degree may be accomplished through two years of full-time study for students who begin in a fall semester. Students may choose to begin their courses in the spring and complete their degree in a year and a half, taking courses full-time through the summer semester of their first year.

Course descriptions and program outlines may be found at www.dcad.edu/AFA.

MAJORS

Animation

Fine Arts

Graphic Design

Illustration

Interior Design

Photography

SEMESTER I

Drawing I	FA151	3 credits
2D Design I: Black and White	FN131	3 credits
3D Design I	FN141	3 credits
Foundation Seminar	FN121	3 credits

Art History I	AH111	3 credits
Writing and Literature I	AS111	3 credits

SEMESTER II*

Drawing II	FA152	3 credits
2D Design II: Color	FN132	3 credits
3D Design II	FN142	3 credits
4D Design	FN152	3 credits

Art History II	AH112	3 credits
Writing and Literature II	AS112	3 credits

**Interior Design and Photography majors begin their chosen area in Semester II. Interior Design majors take Drawing for Interior Design I in Semester II and then take 4D Design in Semester IV. Photography majors take Photography I in Semester II and then take Three-Dimensional Design II in Semester IV.*

The Associate of Fine Arts Degree Program at Delaware College of Art and Design combines studio courses in art and design with liberal arts courses, allowing students to develop basic skills, concepts and values in their respective areas of study.

DCAD embraces the practice of a Foundation year. During this time, all students, regardless of their program, focus on the same fundamental issues of form making through studio classes in drawing, two-dimensional, three-dimensional, and four-dimensional (time-based) design, and color theory. The purpose of the foundation experience is to develop visual literacy and skill in basic studio technique, to provide a foundation in art history, and to promote understanding of the underlying concepts and principles of the visual arts. During the first two semesters, students work with materials, concepts and skills that they apply later in their areas of concentration. Students cultivate the potential for visual, technical, and symbolic qualities of two- and three-dimensional form as well as color and the use of time as a design element. The Foundation-Year includes a basic introduction to each studio emphasis through the Foundation Seminar.

General Education competencies, identified as DCAD's core competencies of oral and written communication, quantitative literacy, critical thinking, information literacy, technology, and global citizenship are embedded into the studio and liberal arts curriculum.

FOUNDATION YEAR GOALS

- To develop visual literacy and the underlying concepts and principles common to art and design.
- To provide basic studio techniques and skills.
- To make connections and reinforce visual concepts between the first-year studio courses.
- To make connections between studio courses and Art History courses.
- To encourage connections between Foundation year courses and 2nd year major courses.
- To prepare students for further study in their second year majors.

FOUNDATION YEAR COMPETENCIES

Students will:

- 1** Apply the basic concepts and principles of art and design, both current and historic, to create works demonstrating an ability to visually organize form, space, and time. (CC 3, 4, 6, 7, 8)
- 2** Apply careful craftsmanship, techniques, and skills to attain attractive presentation in various media. (CC 3, 4, 8)
- 3** Demonstrate creative problem solving, personal expression, and critical awareness through a variety of media and processes. (CC 1, 2, 4, 5, 8)

The mission of DCAD's Liberal Arts program is to provide students with a fundamental understanding of the art history and language skills essential for all aspiring artists and designers. The curriculum is intended to complement and enrich students' studio practice through carefully crafted coursework that stresses visual and verbal interaction. This curriculum comprises three chronological surveys of art history and writing and literature, as well as several general education electives designed to develop effective written and oral communication skills, promote critical thinking, and encourage exploration of various creative, cultural, and intellectual disciplines. Classrooms are equipped with technology that is an integral part of the teaching and learning experiences.

LIBERAL ARTS GOALS

- Develop verbal literacy to read, write, and interpret data into knowledge and ideas and visual literacy to analyze the contextual, cultural, aesthetic, intellectual, and technical aspects of producing and using visual material.
- Improve college-level reading, writing, speaking and critical thinking skills that are fundamental to the development and expression of creative minds, as well as the persistence and success of all students matriculating at the College.
- Develop students' capabilities in employing the methodologies and vocabulary of art history and writing and literature to analyze the relationships between cultural-historical contexts and the production of works of art.
- Provide students with the skills necessary to reason, problem solve, and respond at the highest levels of application, analysis, synthesis, and evaluation of various artistic styles and literary genres for superior performance in a given situation.
- Enhance student appreciation and understanding of images as text by analyzing the similarities and differences among artists, artistic expressions and traditions, and the interrelation between art and the cultures that produced it, with special attention to social, economic, political, religious, and philosophical contexts.
- Offer Chicago Manual Style bibliographic instruction that introduces students to the effective access, evaluation, and successful use of credible information from a variety of sources.

LIBERAL ARTS COMPETENCIES

Students will:

- 1** Identify, describe, analyze, and evaluate works of art, literature, and design from various historical periods and global cultures both in written and oral formats. (CC 1, 2, 4, 7, 8)
- 2** Recognize and differentiate a variety of artistic and literary media, techniques, and designs and place them in historical, cultural, religious, scientific, and stylistic contexts applying appropriate vocabulary to demonstrate comprehension and communication of their significance. (CC 3, 7, 8)
- 3** Interpret works of art, literature, and design by applying relevant vocabulary terms and concepts; appropriate methodologies and genres; and stylistic elements to become creative problem solvers and idea generators. (CC 1, 4, 6, 7, 8) (FN 3)
- 4** Apply the conventions of English grammar, critical analysis, and Chicago Manual Style formatting and documentation when required to produce essays, reports, and thesis-oriented research for delivery in written and oral formats. (CC 1, 2, 4, 5)
- 5** Explore diverse genres, styles, themes, and concepts in a rich variety of global literary masterpieces and analyze them for delivery in written and oral formats. (CC 1, 2, 5, 7) (FN 1)
- 6** Integrate Liberal Arts competencies across the art and design curriculum in a capstone project to reinforce the application of language, critical thinking and problem solving, the power of written ideas communicated through reading and writing, the use of credible research to build on good ideas, and promote fluency in oral and written communications. (CC 1, 2, 4, 5, 8) (FN 1, 3)

SEMESTER I

Drawing I	FA151	3 credits
2D Design I: Black and White	FN131	3 credits
3D Design I	FN141	3 credits
Foundation Seminar	FN121	3 credits

Art History I	AH111	3 credits
Writing and Literature I	AS111	3 credits

SEMESTER II

Drawing II	FA152	3 credits
2D Design II: Color	FN132	3 credits
3D Design II	FN142	3 credits
4D Design	FN152	3 credits

Art History II	AH112	3 credits
Writing and Literature II	AS112	3 credits

SEMESTER III

Animation I	AN201	3 credits
Drawing for Animation	AN203	2 credits
Graphics/Moving Image	AN205	2 credits
Storyboard/Storytelling	AN207	2 credits

Art History III	AH211	3 credits
Writing and Literature III	AS211	3 credits

SEMESTER IV

Character Animation	AN202	4 credits
Figure Drawing	IL212	2 credits
Digital Video	AN214	2 credits
Intro. to Computer Animation	AN206	2 credits

Moving Pictures	AS224	3 credits
Liberal Arts Elective		3 credits

The Animation program focuses on the skills necessary for the production of independent and commercial applications. The primary objective of the curriculum is to prepare students with a foundation of knowledge and skills that can be applied to any of the varied contemporary uses of this medium, such as traditional character animation, clay animation, stop-motion or computer generated animation. DCAD's program provides the fundamental drawing and design skills necessary to be successful in this field combined with an understanding of the principles of motion, storytelling and conceptual development, as well as the application of these disciplines to current technology.

ANIMATION GOALS

- To analyze and solve both technical and creative animation problems.
- To create story lines and actions that communicate a message.
- To apply the principles of animation, including gravity, motion and timing into their projects.
- To produce their own animations through the use of sound, image, and environment.
- To utilize current computer hardware and applications for animation.

ANIMATION COMPETENCIES

Students will:

- 1 Demonstrate general verbal and visual literacy while communicating ideas and story lines using animation. (CC 1,2,4,5,8) (FN 1,3)

- 2 Create and calculate believable motion in projects that demonstrate principles universal to all forms of animation, including the knowledge of gravity and human locomotion. (CC 3,4,6) (FN 1,2, 3)
- 3 Create a portfolio-quality animated short film, while applying basic animation techniques and technology by using both camera equipment and software. (CC 3,4,6) (FN 1,2, 3)
- 4 Create projects that demonstrate a basic knowledge of the history of animation and film making, and the knowledge of its technical development. (CC 4,5,6,8) (FN 1,2, 3)
- 5 Create an animation, through various phases of production, essential to the process of preparing for further study and possible careers as part of a production team. (CC 1,2,3,4,5,6,8) (FN 1,2, 3)

SEMESTER I

Drawing I	FA151	3 credits
2D Design I: Black and White	FN131	3 credits
3D Design I	FN141	3 credits
Foundation Seminar	FN121	3 credits

Art History I	AH111	3 credits
Writing and Literature I	AS111	3 credits

SEMESTER II

Drawing II	FA152	3 credits
2D Design II: Color	FN132	3 credits
3D Design II	FN142	3 credits
4D Design	FN152	3 credits

Art History II	AH112	3 credits
Writing and Literature II	AS112	3 credits

SEMESTER III

Drawing III: The Figure	FA231	4 credits
Painting I	FA241	3 credits
Mixed Media	FA224	3 credits

Art History III	AH211	3 credits
Writing and Literature III	AS211	3 credits

SEMESTER IV

Drawing IV: Perception & Metaphor	FA232	4 credits
Painting II	FA242	3 credits
Printmaking	FA223	3 credits

After the Artistic Apocalypse	AS218	3 credits
Liberal Arts Elective		3 credits

In the Fine Arts program, exploration in the studio and frequent feedback from faculty and visiting artists nurture student artistic accomplishment and personal vision. Students learn how form and content in a work of art interact to yield meaning. Creative expression and effective communication are fostered by a solid foundation of work from observation and perception. Students are encouraged to develop ways of choosing directions, media, and subject matter. Through studio work, group discussion, lectures, seminars, individual consultations with faculty and visiting artists, and frequent trips to museums, galleries, and artists'

studios, students develop the technical ability, critical awareness, knowledge of historical frameworks, and self-discipline to form a unique, personal vision. A rigorous, structured program prepares students for the challenges of further study at four-year colleges of art and design.

FINE ARTS GOALS

- To develop students' technical skills, historical knowledge, visual vocabulary and critical ability.
- To foster individual vision, expression, and creativity.
- To prepare students for further study in fine arts or other areas of art and design.

FINE ARTS COMPETENCIES

- 1** Apply various concepts and techniques, both current and historic, of drawing, painting, printmaking, and mixed media to create well-organized visual works. (CC 3, 4, 7, 8) (FN 1, 2, 3)
- 2** Demonstrate knowledge of different working tools and processes in the Fine Arts area. (CC 4, 8) (FN 1, 2, 3)
- 3** Conceive and execute works in a variety of media to achieve strong, personal pictorial statements. (CC 4, 8) (FN 1, 2, 3)
- 4** Demonstrate creative thinking, critical awareness, analytic skills, and ability to communicate and evolve ideas. (CC 1, 2, 4, 5, 6, 8) (FN 1, 2, 3)

SEMESTER I

Drawing I	FA151	3 credits
2D Design I: Black and White	FN131	3 credits
3D Design I	FN141	3 credits
Foundation Seminar	FN121	3 credits

Art History I	AH111	3 credits
Writing and Literature I	AS111	3 credits

SEMESTER II

Drawing II	FA152	3 credits
2D Design II: Color	FN132	3 credits
3D Design II	FN142	3 credits
4D Design	FN152	3 credits

Art History II	AH112	3 credits
Writing and Literature II	AS112	3 credits

SEMESTER III

Graphic Design I	GD205	3 credits
Typography I	GD223	3 credits
Illustration I	IL104	3 credits
Visual Communication I	GD201	2 credits

Art History III	AH211	3 credits
Writing and Literature III	AS211	3 credits

SEMESTER IV

Graphic Design II	GD206	3 credits
Typography II	GD224	3 credits
Introduction to Photography	PH216	2 credits
Visual Communication II	GD202	2 credits

Digital Dialogs	AS222	3 credits
Liberal Arts Elective		3 credits

The Graphic Design program provides the student with tools and process to successfully convey information to an individual or an audience of many. The graphic design curriculum provides the beginning designer with a foundation in principles, history, theory and professional practices of design. It seeks to prepare them for further study at a four-year institution. Guided by a faculty of professional designers and design educators, students explore various approaches and solutions to design problems while developing the process of articulating their own unique visions as designers and artists. Wilmington's significant corporate presence affords students the opportunity to interact with the professional design community and when appropriate, to work on actual client-based projects in the classroom.

GRAPHIC DESIGN GOALS

- To introduce an intensive design education and skill set and design thinking appropriate for an emerging graphic designer.
- To acquire a combination of proven traditional design concepts and industry-standard tools that provide the opportunity necessary to become an effective designer
- To possess a core of knowledge that prepares them for advanced study.
- To create a portfolio of work that demonstrates accepted competencies appropriate for the AFA.

GRAPHIC DESIGN COMPETENCIES

Students will

- 1** Acquire a primary design problem solving skill set. (CC 2, 4, 5, 6, 8) (FN 1, 2, 3)
- 2** Develop a useful Information gathering, R and D and planning process. (CC 1, 2, 3, 4, 5, 6,7, 8) (FN 2, 3)
- 3** Demonstrate the ability to use drawing as a planning tool, an image making tool, and a means to an end. (CC 3, 4, 7, 8) (FN 1, 2,3)
- 4** Demonstrate the ability to present information as effective visual communication. (CC 1, 2, 3, 4, 5, 6, 7, 8) (FN 1, 2, 3)
- 5** Develop the competencies to lay a solid foundation for building professional practice. (CC 1, 2, 3, 4, 5, 6, 7, 8) (FN 2, 3)

SEMESTER I

Drawing I	FA151	3 credits
2D Design I: Black and White	FN131	3 credits
3D Design I	FN141	3 credits
Foundation Seminar	FN121	3 credits

Art History I	AH111	3 credits
Writing and Literature I	AS111	3 credits

SEMESTER II

Drawing II	FA152	3 credits
2D Design II: Color	FN132	3 credits
3D Design II	FN142	3 credits
4D Design	FN152	3 credits

Art History II	AH112	3 credits
Writing and Literature II	AS112	3 credits

SEMESTER III

Illustration I	IL104	3 credits
Media and Methods	IL205	3 credits
Typography I	GD223	3 credits
Visual Communications I	GD201	2 credits

Art History III	AH211	3 credits
Writing and Literature III	AS211	3 credits

SEMESTER IV

Illustration II	IL204	3 credits
Figure Drawing	IL212	2 credits
Introduction to Photography	PH216	2 credits
Visual Communications II	GD202	2 credits

Digital Dialogs	AS222	3 credits
Liberal Arts Elective		3 credits

In the Illustration program, students develop and sharpen skills that enable them to visually communicate ideas and to interpret a narrative effectively and convincingly. The program encompasses training of the hand, eye, and mind. Students are taught to become creative problem solvers, visual narrators, exploring ideas from research through sketches to finished art, which may be drawn, painted, or created on a computer. At the same time, they learn the tools, materials, and techniques as it applies to create persuasive, visually appealing illustrations.

ILLUSTRATION GOALS

- To introduce the students to the critical skills needed for effective visual communication.
- To develop strong visual solutions to problems and assignments.
- To link the traditional concepts and practice of "drawing" as the illustrator's fundamental tool with the commercial applications and ever-changing markets.
- To encourage creative risks and developing of a personal direction reflected in a portfolio of assignments and projects.
- To inform students about the historical continuity of the profession of Illustration and to give them a professional background of the field.

ILLUSTRATION COMPETENCIES

- 1** Demonstrate visual-communicative abilities and implement basic design principles to address narrative or conceptual projects. (CC 1, 5, 8) (FN 1, 2, 3)
- 2** Develop strong visual and artistic skills using a variety of illustrative techniques, both traditional and digital, in B&W and color. (CC4,5,8) (FN 1, 2, 3)
- 3** Practice the process of an Illustration project - from research of the subject to developing ideas through sketching - to finished image. (CC 1,2,3,4,5,7,8) (FN 1, 2, 3)
- 4** Create work in series of images maintaining a cohesive stylistic approach. (CC4,8), (FN 1, 2, 3)
- 5** Synthesize the knowledge from the history of Illustration in projects, including its origins in the fine arts and its relationship to written communication. (CC 5,7,8) (FN 1, 2, 3)

SEMESTER I

Drawing I	FA151	3 credits
2D Design I: Black and White	FN131	3 credits
3D Design I	FN141	3 credits
Foundation Seminar	FN121	3 credits

Art History I	AH111	3 credits
Writing and Literature I	AS111	3 credits

SEMESTER II

2D Design II: Color	FN132	3 credits
3D Design II	FN142	3 credits
Drawing II	FA152	3 credits
Drawing for Interior Design I	ID203	2 credits

Art History II	AH112	3 credits
Writing and Literature II	AS112	3 credits

SEMESTER III

Interior Design I	ID201	4 credits
Drawing for Interior Design II	ID204	2 credits
AutoCAD	ID205	2 credits
Color and Materials	ID207	2 credits
Construction Systems	ID208	2 credits

Art History III	AH211	3 credits
Writing and Literature III	AS211	3 credits

SEMESTER IV

Interior Design II	ID202	4 credits
Digital Representation for Interior Design	ID211	2 credits
Lighting Design	ID209	2 credits
4D Design	FN152	3 credits

Modern Space	AS220	3 credits
Liberal Arts Elective		3 credits

The Interior Design program combines theoretical exploration and practical experience. Students begin by learning how to develop strong design concepts and accumulate skills necessary to transform their ideas into creative and functional designs.

Coursework explores space planning, furnishings and materials, color and lighting, as well as basic construction systems and building code requirements.

Drawing on the rich design resources of the region, the faculty is composed of active, practicing professionals in the field. Graduates leave DCAD with the basic knowledge and tools to continue their professional education.

INTERIOR DESIGN GOALS

- To explore the impact of interior environments on individuals and

groups and create socially responsive interior designers.

- To teach students to turn ideas and visual representations into usable spaces.
- To develop the student's personal design approach.
- To teach students the history of design and to help them understand the relationship of design and society.

INTERIOR DESIGN COMPETENCIES

Students will:

- 1** Learn and apply the basic design principles for use in interior spaces including volume, void space, surface texture, and tone. (FN 1, 2, 3) (CC 4, 8)
- 2** Produce formal analysis and demonstrate conceptual development in projects by analyzing existing site conditions, program and historical masterworks through diagrams, drawings and renderings. (FN 1, 2, 3) (CC 1, 2, 3, 4, 5, 6, 7, 8)

- 3** Create a cohesive space plan. Space planning is covered in each design project and includes organization of programmatic elements through sequencing, spatial flow, movement and circulation patterns for single and multi-level structures. (FN 1, 2, 3) (CC 4, 3, 6)

- 4** Apply color and lighting techniques to design projects by examining color theory, color harmony, the psychology of color and light and through practical applications in projects. (FN 1, 2, 3) (CC 4, 8)

- 5** Demonstrate a basic knowledge of building systems for interiors through assignments and projects by examining basic interior design professional practices and sustainable practices. (FN 1, 2, 3) (CC 5, 4, 8, 3, 6)

- 6** Connect verbal and visual presentation techniques. (FN 1, 2, 3) (CC 1, 2, 8, 6)

- 7** Create design projects that incorporate the analysis of historical connections, architecture, decorative arts and interior design. (FN 1, 2, 3) (CC 5, 4, 8, 7, 6)

SEMESTER I

Drawing I	FA151	3 credits
2D Design I: Black and White	FN131	3 credits
3D Design I	FN141	3 credits
Foundation Seminar	FN121	3 credits

Art History I	AH111	3 credits
Writing and Literature I	AS111	3 credits

SEMESTER II

Drawing II	FA152	3 credits
2D Design II: Color	FN132	3 credits
3D Design II	FN142	3 credits
Photography I	PH223	3 credits

Art History II	AH112	3 credits
Writing and Literature II	AS112	3 credits

SEMESTER III

Photography II	PH224	4 credits
Craft I	PH221	2 credits
Digital Photo Editing	PH213	2 credits
Digital Video	AN214	2 credits

Art History III	AH211	3 credits
Writing and Literature III	AS211	3 credits

SEMESTER IV

Color Photography	PH211	4 credits
Craft II	PH222	2 credits
3D Design II	FN142	3 credits
4D Design	FN152	3 credits

Lenticular Vision	AS202	3 credits
Liberal Arts Elective		3 credits

Working with a faculty of practicing professionals, students in the photography program explore technical and aesthetic possibilities while developing their own creative vision. As students gain technical knowledge in the medium, they are also exposed to historical and contemporary photographers' works as they begin to explore their own aesthetic and personal choices. This grounding in techniques, tools, and intellectual stimulation leads students to the freedom to create their own powerful, meaningful images.

PHOTOGRAPHY GOALS

- To provide students with a solid foundation in photographic craft.
- To introduce students to traditional and technologically innovative practices within the field.
- To foster each student's individual vision in the creation and capturing of photographic images.
- To enable the student to develop a portfolio of photographs and pursue further study.

PHOTOGRAPHY COMPETENCIES

Students will:

- 1** Demonstrate knowledge of a range of analog- and digital-equipment skills and techniques sufficient to initiate and complete an extended image based project. (CC 4, 6, 8) (FN 1, 2, 3)
- 2** Demonstrate the ability to work in the digital environment with moving images sufficient to complete a video project. (CC 4, 6, 8) (FN 1, 2, 3)
- 3** Demonstrate the ability to produce a portfolio suitable for application to a four-year school. (CC 4, 6, 8) (FN 1, 2, 3)
- 4** Create written responses that demonstrate awareness of contemporary and historical photographic works and ideas. (CC 2, 4, 5, 6, 7, 8)
- 5** Give at least one oral presentation in conjunction with a written project. (CC 1, 2, 4, 5, 6, 7, 8).
- 6** Student will demonstrate effective use of quantitative literacy. (CC 3)

Continuing Education Program

The Continuing Education Program at DCAD is dedicated to providing the community with dynamic courses that foster professional and personal growth. From oil painting to Photoshop, a wide range of fine and professional arts classes are offered each semester. DCAD offers structured learning through Certificate Programs that enable students to gain the creative and technical skills needed to excel in the areas of Art & Design, Graphic Design, Interior Design, Photography, Web Design and a Combined Certificate in Web & Graphic Design. Certificates can be earned with part-time study in as few as three semesters. www.dcad.edu/CE

YOUNG ARTIST PROGRAMS

Through DCAD's Young Artist programs there are many opportunities for high-school-age artists to gain experience in the studio and build their portfolios. Highlights of the Young Artist Program include a Pre-College Art Studio Program and Pre-College Portfolio Development Workshop. The weeklong Pre-College Art Studio Program combines intensive drawing lessons, concentrated electives, open studio times and portfolio development and review. Held during the summer, students have the option of enrolling in the day program or the residential program, living in DCAD's on-campus housing for the week.

The Pre-College Portfolio Development Workshop is designed to guide students in the development of the tools and techniques that are essential for creating a successful visual arts portfolio. These classes combine classroom instruction with hands-on practice to refine techniques and presentation skills. Each semester the Continuing Education Program offers exciting classes and workshops in the following areas: Computer Graphics, Fine Arts, Interior Design, Jewelry Design and Photography. To see an updated listing of offerings, visit www.dcad.edu/yap.

Course Descriptions

14

ANIMATION

Animation I AN201

An introduction to general animation techniques, this course combines theoretical elements of film aesthetics with practical experience in animation filmmaking. Students are exposed to all types of animated film production through lectures, film presentations, studio work and outside assignments. Class projects include: drawn animation, cell animation, stop motion, clay animation, Rotoscoping and experimental techniques. This course is a prerequisite for all intermediate and advanced animation courses.

Character Animation AN202

This course expands upon the foundation of Introduction to Animation and offers students a "toolbox" of techniques and insights with which to build their craft as animators. Classes combine demonstration and discussion of techniques and theory with analytical screenings which illustrate the same. Students engage in action analysis for animation and learn to apply quantitative literary skills in their work through a series of exercises designed to progressively develop their skills. Studio work focuses on traditional techniques, though the skills learned are applicable to all animation methods. Prerequisite: AN201

Drawing for Animation AN203

This course is designed to develop an understanding of what is required for an animation portfolio. Drawing sessions cover movement, acting, character development, drapery (clothing and costume), and drawing from the imagination.

Graphics and the Moving Image AN205

Students produce short works of digital cinema and web movies in order to explore the intersection of visual arts, graphics,

symbols, and time-based media. The course emphasizes digital post-production and the structure and aesthetics of editing. Students will learn to use digital video editing software, including an introduction to special effects. Prerequisite: Foundation Year or transfer credit

Introduction to Computer Animation AN206

This course introduces students to the principles and techniques used in 3D computer modeling and animation. Students will first learn modeling techniques such as surfaces of revolution, extrusion, cross-section, cutting, drilling, surface wrapping and beveling. Students will then learn to coordinate the motion and timing of multiple objects, cameras, lights, surfaces and backgrounds. The class will conclude with a 20-second completed animation.

Storyboarding and Storytelling AN207

This course focuses on the fundamental skills of design for time-based media beginning with basic conceptual scripting and story-boarding techniques and ending with the creation of an "animatics" prototype. The art of storytelling is explored from both abstract and representational points of view, with applications ranging from cinema and cartooning treatments to character animation.

Moving Pictures AS224

While everyone has an experiential knowledge of the language of film (i.e., we know how to watch a movie) filmmakers need to know film's grammar and syntax. This course is designed to give animation students an understanding of the aesthetics of narrative filmmaking, an introduction to the major theoretical and critical issues of the medium, and an

awareness of the cultural contexts in which films have been made and seen. Because of the silent film's close connection to the characteristics of animation, the first half of the semester is focused on films made before 1930. NB: A separate meeting is scheduled screening films.

Figure Drawing IL212

In this course both illustration and animation students study the human figure to expand their knowledge of anatomy, form and function, and to improve their drawing skills with the figure. Students will draw from both nude and clothed models in a variety of media. They will study the skeletal and muscular structures that support the figure, as well as the drape of clothing and how it relates to and defines anatomy. The class will also focus on gesture for implied movement and proportion, in placement of the figure in the surrounding.

Digital Video AN214

This course is an introduction to film through hands on experience with digital video camera and recording equipment. It is the aesthetic and technical study of video by the moving image artist. The course utilizes light weight cameras and recorders for location shoots, documentaries, news gathering and commercial presentations. Pre-production, storyboarding and post production electronic editing are stressed. Through activities with and emphasis on electronic editing students learn to creatively rearrange, add and remove sections of the picture and sound previously recorded on the video tape.

Course Descriptions

15

ART HISTORY

Art History I AH111

Students are introduced to the methodologies of art history. The study of Pre-Historic, ancient Near Eastern and Egyptian, Classical, Byzantine, Islamic, and early Indian, Chinese, and Japanese art offers students an opportunity to examine representations of the human figure, the natural world, and the divine. Through the visual analysis of two-dimensional works, sculpture, and architecture, students develop critical thinking skills as well as descriptive and analytical writing skills.

Art History II AH112

Students begin this course with the consideration of ancient African and Pre-Columbian art before turning to Europe to study the art of the Early Middle Ages through the Baroque and Rococo period. Writing assignments emphasize increasing sophistication in analysis while critical review is introduced.

Art History III AH211

Students return to the study of the art of Asia (India, China, Korea, and Japan) and Africa and consider the art of the Americas after 1300 and that of Pacific cultures before undertaking the study of Modern (post-1780) European and American Art. Students' analytical skills are further developed through independent investigation culminating in a research paper undertaken in conjunction with Writing and Literature III.

FINE ARTS

Drawing I FA151

This course is an introduction to the languages of drawing. Moving from the simple description of an object to problems that use line, shape, proportion, and composition to build visual structures, the course ultimately leads to the organization of the entire drawing surface as a spatial metaphor. Emphasis is placed on the analogous relationship between the perception of nature and the drawing process. Analytical aspects of drawing are investigated through a variety of motifs. As in all the foundation courses, frequent group critiques, individual conferences and evaluations will provide feedback to facilitate individual growth. Approximately half of the class time will be spent investigating the human figure as a subject for observation and inspiration.

Drawing II FA152

This course reinforces concepts introduced in Drawing I and introduces tone as a tool to create light and shadow in a variety of drawing languages. Building on skills introduced in Drawing I, line, shape, value, proportion, and composition are used to build visual structures, leading to the organization of the entire drawing surface as a spatial metaphor. Emphasis is placed on the analogous relationship between the perception of nature and the drawing process. Inventive aspects of drawing are introduced and analytic approaches are developed through an expanded variety of media and motifs. As in all the foundation courses, frequent group critiques, individual conferences and evaluations will provide feedback to facilitate individual growth. Approximately half of the class time will be spent investigating the human figure as a subject for observation and invention.

Printmaking FA223

Students increase their options for realizing form and develop their personal imagery through exploring various printmaking techniques. Different semesters will focus on relief, intaglio, offset or screen-based processes with a strong emphasis on creative problem solving and professional studio techniques. Technical expertise will be developed, as will the understanding of the relationship between form and content.

Mixed Media FA224

Students will experiment with and combine media to enhance their abilities to see form and to develop a personal visual language. Drawing, multiple-image, photography, image transfer, etching, book structures and encaustic painting are among the techniques to be investigated. Non-traditional materials and substrates such as handmade paper, copper, and wood panel will be explored. Students are encouraged to become more effective and original communicators through the experience of using materials in innovative ways and through the examination of the possibilities of these materials for creative expression.

Drawing III: The Figure FA231

This course focuses on figure drawing using nude models based on both observation and invention. Students will develop their abilities to create meaningful composition, space, and movement both in class problems and individual independent projects. Students will deepen their engagement with the formal possibilities of black and white media. Intensive investigations of composition will focus on the dynamic relationship between form and content.

Drawing IV: Perception and Metaphor FA232

In this course students will solve problems with a variety of black and white media. Students will develop the ability to think creatively and develop an authentic and unique personal vision. Synthesizing and building on ideas introduced in previous courses, students will continue to deepen their engagement with the formal possibilities of black and white media. Intensive investigations of composition will continue to focus on the dynamic relationship between form and content. Emphasis will be placed on composition, space, and movement both in class problems and individual independent projects.

Painting I FA241

This course introduces the use of paint as an expressive medium. Students work primarily from observation of a variety of motifs, including still life, interiors and the figure in a sequence of problems designed to develop their understanding of the possibilities of color in both representation and abstraction. Study of the technical aspects of painting will enhance the student's ability to communicate effectively with color.

Painting II FA242

In this course, observation and invention will be used to explore a variety of strategies to build form and convey emotion. The course will focus on color harmonies derived from observation and color's ability to evoke space and light. Further investigation and exploration of the many languages of painting will use historical antecedents to help students develop their creative vision. Through these investigations students can learn how painting can reflect and embody our experience of reality.

After the Artistic Apocalypse AS218

With characteristic modesty, the Abstract Expressionists saw their project as the culmination and the conclusion of the Western tradition in the fine arts. Nevertheless, artists have continued to ask, "What now? What next? What then?" This class examines some of the answers to those questions. Students explore the transformations that art has undergone over the past half century and trace the social, technological, theoretical, and critical forces that have driven a series of self-proclaimed revolutions.

FOUNDATIONS

Foundation Seminar FN121

As part of the first-year experience, this innovative course gives students an introduction to the six majors offered at the Delaware College of Art and Design. Each unit is an introduction to the responsibilities and creative possibilities of each area of study. Students are given the opportunity to experience each of the areas of concentration and the opportunity to interact with the head of each department. Class projects emphasize the broad applications of critical abilities, creative solutions, and area majors' discipline specific technologies. A common theme reinforces the interconnectedness of all visual disciplines. After completion of the course, students are able to make a more informed choice in the selection of their major.

Two-Dimensional Design I: Black and White FN131

The basic elements of two-dimensional design: line, shape, value, proportion, space, texture, and balance. Students use black and white media to examine the basics of visual organization. Examples of excellent design from a wide variety of sources are presented to broaden student's

knowledge of historical frameworks and promote creative and critical thinking. Students acquire a fundamental vocabulary and grammar of design that can be applied to all fields of the visual arts to evoke sensory and emotional, as well as intellectual and aesthetic, responses.

Two-Dimensional Design II: Color FN132

The fundamentals of visual organization studied in Two-Dimensional Design I and introduces the element of color. Color theory is studied through painting and collage. The basics of color mixing are emphasized as students examine color interaction, color perception and color observation. Students explore the expressive potential of color, the use of color to describe spatial structure and the effects of light on color in addition to the effects of colors on each other. Students study both formal color schemes and the use of color in relevant art historical styles.

Three-Dimensional Design I FN141

This course introduces the fundamental elements of three-dimensional visual organization: line, plane, space, mass, balance and proportion. An understanding of the expressive possibilities of the basic elements of three-dimensional design is arrived at through the investigation of materials, techniques, and tools. The course also addresses the practical matters of proper safety and use of tools and machines in the creation of Three-Dimensional forms. Craftsmanship and quantitative literacy skills are stressed in conjunction with aesthetic considerations of the work.

Course Descriptions

17

Three-Dimensional Design II

FN142

In this course, students apply the language of three-dimensional visual organization studied in Three-Dimensional Design I to investigate the relationship between materials, manipulation, and ideas.

Creative solutions are encouraged through rigorous and innovative projects utilizing modeling, carving, and constructing techniques. Students are encouraged to learn independently while exploring projects from research to development to completion. Excellence in both concept and execution is encouraged in each assignment through critical analysis and quantitative literacy.

Four-Dimensional Design FN152

Using traditional and time-based media, students are introduced to basic concepts of art and design in space and time.

Assignments direct students in creating works that utilize attributes of time and movement, elements of moving image, serial, sequential, and narrative ordering, still and moving image editing, sound and image relations, and objective analysis. In focusing on the relations between students' spacing and timing skills, this course extends and supplements the other Foundation courses, and prepares students for further work with computers, video, photo, sound, and animation.

GRAPHIC DESIGN

Visual Communication I GD201

This course introduces students to visual communications by asking them to first examine their own understanding of the visual language that we share as a society and then to articulate simple visual statements within that context. Students begin by making simple examinations of signs and symbols using

traditional hand skills and then move on to more sophisticated projects using current technologies. Students are shown the necessity of, and procedures for, questioning and evaluating their own design decisions as well as appreciating the significance of those decisions in a broader context. They learn to look beyond the artifacts created for assignments to their inherent meanings, interpretations and significance.

Visual Communication II GD202

This course builds on the topics covered in Visual Communications I and requires students to use all of the skills that they have gained in their other classes to produce portfolio-quality pieces. These pieces should demonstrate the unique vision and high level of sophistication that students develop at DCAD. Students are given projects where they will be called upon to define subject matter, create original text and images as content and produce cohesive visual statements.

Graphic Design I GD205

The goal of Graphic Design I class is to introduce, then see the student thrive in the process of making meaningful visual communication. Proven principles of juxtaposition, element hierarchy, and framing are explored as the foundation to more rigorous levels of complexity. The student will progress from simple to more involved exercises, intended to provide the skills and confidence to undertake involved visual management. Achievement of the goal will provide awareness of the creative process through evaluation of the designer's examples, classroom discussion, and presentations. Students who successfully complete this course will understand the sequence of working with design elements and be able to apply their individual point of view to a varied degree of assignments from concept to completion. Working on more pragmatic

design problems, students will then begin to examine and create complex hierarchical relationships, such as structuring information and imagery on the screen.

Graphic Design II GD206

The course builds on the principles presented in the Graphic Design I course: framing, elemental hierarchy, juxtaposition and message intent. The students can willingly manage greater degrees of project complexity through methodology and practice. The principles of design are now beyond the beginning levels of exploration, hence the skills and confidence level of the Graphic Design student has risen sufficiently to allow them to undertake more involved assignments. The emerging designer must be aware that the core of their basic knowledge is still being added upon and to be open to fresh challenge, continued self-discipline and thoughtful exploration. The next levels of the Graphic Design 2 course will make the student more cognizant of the design profession from creation of artistic example via highly crafted presentation and collaborative discussion inside and out of class.

Typography I GD223

This introductory course focuses on letterforms and nomenclature: the rudiments and pragmatics of structuring simple, yet successful typographic relationships. Students begin with an examination of letterforms within the context of history. Through a series of exercises designed to give a tactical understanding of letterforms as graphical elements, students experience letterforms as integral parts of a greater system of communication. Exploration of the subtleties and intricacies of working with text provides a body of knowledge about typographic relationships, composition and the structuring of presented information.

Typography II GD224

This course introduces students to working with more complex information systems and deeper typographical relationships. Projects examine the form and structure of a variety of communication vehicles while considering the relationship of text and image on the page. Students are asked to express a unique artistic vision while seeking to strike a balance between communication integrity while proving clearly comprehensible by the viewer.

Digital Dialogs AS222

This course provides students a wide range of real examples of work—in both illustration and graphic design—done in a variety of contexts. Students investigate the ways in which communication practitioners relate to the current professional marketplace. Students keep an in-class journal of by-hand, observational sketches that document, with notes, examples cited and create their own final presentation books.

Illustration I IL104

Illustration I is a class exploring the relationship between concept, text and image. It covers the ground for translating visually a message or narrative. It will concentrate on the applied basics of line-art, color, presentation and procedures, and how they relate to both illustration and graphic design.

Introduction to Photography

PH216

The course is designed to introduce the fundamentals of black and white photography to non-photo majors. Assignments emphasize basic skills in use of the 35mm camera, black and white film development, printing, enlarging and basic darkroom skills, while refining camera visions and technique. Image presentations and lectures on historical and contemporary photographers

demonstrate ideas, techniques, and introduce students to new photographic images. Group and individual critiques focus on creative applications of concepts presented in class.

ILLUSTRATION

Illustration I IL104

This course will offer an introduction to illustration, exploring the relationship between concept, text and image. It will explore various illustrative approaches in relation to the existing markets. It will explore traditional and digital black and white and color techniques, and how they relate to the professional field of illustration and graphic design.

Illustration II IL204

This advanced course will focus on conceptual, practical and technical aspects of illustration, with an emphasis on developing projects from rough ideas through to finished art. Improving drawing skills will continue as students experiment with a variety of materials while beginning to form an individual vision and style. In addition, the students will develop a portfolio and learn about the basics of operation as a freelance artist.

Media and Methods IL205

The course provides instruction, exploration and practice of different Dry and Wet Media painting and drawing techniques, and their variations, used primarily, but not only in the production of illustrations. Each assignment will be executed in different technique, or in combinations with other traditional methods of image-making.

Figure Drawing IL212

In this course both illustration and animation students study the human figure to expand their knowledge of anatomy, form and function, and to improve their drawing skills with the figure. Students

will draw from both nude and clothed models in a variety of media. They will study the skeletal and muscular structures that support the figure, as well as the drape of clothing and how it relates to and defines anatomy. The class will also focus on gesture for implied movement and proportion, in placement of the figure in the surrounding.

Digital Dialogs AS222

This course provides students a wide range of real examples of work—in both illustration and graphic design—done in a variety of contexts. Students investigate the ways in which communication practitioners relate to the current professional marketplace. Students keep an in-class journal of by-hand, observational sketches that document, with notes, examples cited and create their own final presentation books.

Visual Communication I GD201

This course introduces students to visual communications by asking them to first examine their own understanding of the visual language that we share as a society and then to articulate simple visual statements within that context. Students begin by making simple examinations of signs and symbols using traditional hand skills and then move on to more sophisticated projects using current technologies. Students are shown the necessity of, and procedures for, questioning and evaluating their own design decisions as well as appreciating the significance of those decisions in a broader context. They learn to look beyond the artifacts created for assignments to their inherent meanings, interpretations and significance.

Visual Communication II GD202

This course builds on the topics covered in Visual Communications I and requires students to use all of the skills that they have gained in their other classes to produce portfolio-quality pieces. These pieces should demonstrate the unique vision and high level of sophistication that students develop at DCAD. Students are given projects where they will be called upon to define subject matter, create original text and images as content and produce cohesive visual statements.

Typography I GD223

This introductory course focuses on letterforms and nomenclature: the rudiments and pragmatics of structuring simple, yet successful typographic relationships. Students begin with an examination of letterforms within the context of history. Through a series of exercises designed to give a tactical understanding of letterforms as graphical elements, students experience letterforms as integral parts of a greater system of communication. Exploration of the subtleties and intricacies of working with text provides a body of knowledge about typographic relationships, composition and the structuring of presented information.

Introduction to Photography

PH216

The course is designed to introduce the fundamentals of black and white photography to non-photo majors. Assignments emphasize basic skills in use of the 35mm camera, black and white film development, printing, enlarging and basic darkroom skills, while refining camera visions and technique. Image presentations and lectures on historical and contemporary photographers demonstrate ideas, techniques, and introduce students to new photographic images. Group and individual critiques focus on creative applications of concepts presented in class.

INTERIOR DESIGN

Interior Design I ID 201

Students approach reality based design projects through a process of analysis and conceptual development. The studio starts with an exploration of drawing as an expressive and analytical tool. As students develop the tools they need to design spaces, they define clear, believable programs for commercial and residential uses. After analyzing site and program conditions they establish a design concept, proceed with design development and create final presentations using hand drawn techniques, 3D models and material boards.

Interior Design II ID 202

Students continue the design process using hand drawn and computer based imaging for commercial and residential projects. Students incorporate a greater level of detail, lighting design and sustainability into their projects. The capstone project combines skills from other interior design courses into a more ambitious project including color renderings, perspectives and computer generated 3D modeling. Students are encouraged to combine hand drawn and computer generated graphics to create new rendering techniques that best reflects their design concept.

Drawing for Interior Design I

ID203

This course offers an introduction to the process of visual communication for interior designers. Students practice the proper use of drafting equipment through the development of two dimensional drawings such as floor plans, sections and elevations. Students learn basic drafting conventions for implementing interior design projects. The course also focuses on three dimensional drawings: axonometric

and isometric projections with limited perspective techniques. Students develop freehand sketching and color rendering techniques.

Drawing for Interior Design II ID204

This course focuses on one and two point perspective with an emphasis on accuracy and expressive presentation. Students explore different methods including three dimensional computer renderings, photographic as well as hand drawn techniques. They combine different techniques to find an expressive media for use in their design projects and continue development of axonometric projection system. Students also learn techniques for digital portfolio preparation.

AutoCAD I ID205

This course covers the basic concepts and techniques of Computer-Aided Design and Drafting (CADD). The primary program used for this course is AutoCAD, the leading program in the industry. Two-dimensional drawing creation, editing techniques and major commands are applied to design projects. Students focus on presentation techniques and professional office production practices.

Color and Materials ID207

This is an introduction to materials used as a means of expression by the interior designer. The course examines the functional and aesthetic properties of specific interior finishes and materials that are available to the designer. Through projects and research, students examine the parameters of material selection for a space with particular focus on sustainability and "green" spaces. Projects are integrated with other courses to give the students an overall presentation for a portfolio.

Construction Systems ID208

This is an introduction to the structural

principles and construction methods of buildings. Students need to understand how buildings work from a structural and materials objective to enable actualization of an interior design project. Interiors structure and construction are examined, and students begin their first technical drawings of interior construction elements. The construction process and the people involved are studied. Structural and architectural materials are presented to further the understanding of how buildings are constructed.

Lighting Design ID209

A fundamental course in lighting theory and practice and its interaction with visual perception and aesthetics in interior spaces. The basic functions of lighting are studied, analyzed and critiqued as design elements. Students examine the different types of light sources including natural and artificial sources and their integration into design projects. Students are asked to transfer this information to lighting plans and specifications. Whenever possible, field inspection of lighting installations adds to theoretical information presented in the classroom.

Digital Representation for Interior Design ID211

Students will continue to develop skills and apply new techniques in the AutoCAD program. In addition three dimensional space will be explored with the creation of digital models, focusing on the relationships of volume, form, plane and surface along with developing methods of presenting work. The primary program to be used will be SketchUp but other digital methods will also be discussed.

Modern Space AS220

Until the last century, human success depended on our ability to conquer nature and overcome our own weaknesses. In the 20th century, we proved the ability to exercise overwhelming control over the environment with powerful new technologies and discovered profound insights into the workings of human psychology. In this course, students will explore ways that designers have internalized their surroundings and translated emotional response to the environment into physical form.

LIBERAL ARTS

Writing and Literature I AS111

In this introduction to world literature, students develop critical thinking and writing skills through composition assignments emphasizing clarity and structure in response to readings that explore the human condition and concepts of the divine. Considered works include multicultural mythological and religious writings, classical literature and poetry, drama, philosophy, and fiction.

Writing and Literature II AS112

Students continue to develop critical thinking and verbal communication skills through compositions emphasizing form and technique in response to readings that explore social and political relationships across cultures. Students read selections of literary masterpieces from many different cultures including ancient Japan, China, India, Africa and the Americas, as well as Medieval and Renaissance Europe.

Writing and Literature III AS211

Students refine skills in verbal communication and critical analysis through written assignments that emphasize clarity and structure in response to selected readings on the human condition and concepts of the

divine. Literary works include multicultural mythological and religious texts, as well as poetry, drama, philosophy, and fiction from Asia, Africa, the Americas and Europe through the twentieth century. Coursework focuses on providing students with a deeper appreciation of the connections between literary and visual arts and sharpening skills required to research and compose a formal college-level paper.

Lenticular Vision AS202

The train, the telegraph, and the camera were three nineteenth-century inventions that kick-started modernity almost overnight. This class examines one of these, the camera, as a gateway to major scientific, social, cultural, and artistic transformations. Students examine the public fascination with photographic innovations, consider whether photography is a science that records nature or an art that depends on human mediation, and contemplate how digital technology threatens our preconceptions of what is real.

After the Artistic Apocalypse AS218

With characteristic modesty, the Abstract Expressionists saw their project as the culmination and the conclusion of the Western tradition in the fine arts. Nevertheless, artists have continued to ask, "What now? What next? What then?" This class examines some of the answers to those questions. Students explore the transformations that art has undergone over the past half century and trace the social, technological, theoretical, and critical forces that have driven a series of self-proclaimed revolutions.

Modern Space AS220

Until the last century, human success depended on our ability to conquer nature and overcome our own weaknesses. In the 20th century, we proved the ability to exercise overwhelming control over the environment with powerful new technologies and discovered profound insights into the workings of human psychology. In this course, students will explore ways that designers have internalized their surroundings and translated emotional response to the environment into physical form.

Digital Dialogs AS222

This course provides students a wide range of real examples of work—in both illustration and graphic design—done in a variety of contexts. Students investigate the ways in which communication practitioners relate to the current professional marketplace. Students keep an in-class journal of by-hand, observational sketches that document, with notes, examples cited and create their own final presentation books.

Moving Pictures AS224

While everyone has an experiential knowledge of the language of film (i.e., we know how to watch a movie) filmmakers need to know film's grammar and syntax. This course is designed to give animation students an understanding of the aesthetics of narrative filmmaking, an introduction to the major theoretical and critical issues of the medium, and an awareness of the cultural contexts in which films have been made and seen. Because of the silent film's close connection to the characteristics of animation, the first half of the semester is focused on films made before 1930. NB: A separate meeting is scheduled screening films.

Creative Writing AS226

This is an intensive course designed for students interested in learning the elements of effective writing in a variety of genres and producing successful written pieces of their own. It introduces students to the active and collaborative aspects of the workshop writing process and provides them with multiple opportunities to practice essential techniques, including reading as a writer and critiquing other writers' work. Students produce a portfolio of their original work and deliver a formal presentation in class at the end of the term.

Introduction to Children's Literature AS236

This course explores the themes and characteristics of literature created especially for children. Discussions focus on the various ways children's literature has changed over time and the socio-cultural factors reflected in works created in diverse places. Coursework includes critiquing narrative and illustrative elements of selected children's literature and offers students several opportunities to write and illustrate original works of their own.

The Sensational Seventies AS238

From JFK to LSD, VietNam to Watergate, feminism to consumerism, this course explores culture, conflict, and counter-culture in the 1960s and 70s. An interdisciplinary approach presents the socio-political history of these two turbulent decades through the art, literature, music, documentary photography, and television/news media that defined the period. A seminar format requires students to actively engage, formulate opinions, and express themselves in multiple ways. Class discussions emphasize consideration of primary sources and artifacts.

Robin Hood & King Arthur: the Perfect Outlaw & the Perfect King AS242

Two of the world's most enduring legends are those of Robin Hood and of King Arthur. This course will investigate the historical and mythological origins of the legends as well as their literary, artistic, and musical evolution from the medieval times to the present. Special attention will be paid to local artist and writer Howard Pyle's contribution to the Robin Hood legend and to the vexed question of the origins and significance of the Holy Grail quest in Arthurian lore.

PHOTOGRAPHY

Digital Photo Editing PH213

This course introduces the student to the basic principles of digitally-based image processing and manipulation through raster based painting, color-correction and retouching tools. Students will investigate the relationship between image capture, resolution and output quality, and explore many practical possibilities of digital editing.

Digital Video AN214

This course is an introduction to film through hands on experience with digital video camera and recording equipment. It is the aesthetic and technical study of video by the moving image artist. The course utilizes light weight cameras and recorders for location shoots, documentaries, news gathering and commercial presentations. Pre-production, storyboarding and post production electronic editing are stressed. Through activities with an emphasis on electronic editing students learn to creatively rearrange, add and remove sections of the picture and sound previously recorded on the video tape.

Course Descriptions

22

Introduction to Photography: Digital PH217

The course is designed to introduce the fundamentals of black and white photography to non-photo majors. Assignments emphasize basic skills in the use of a digital SLR camera, black and white image processing, printing, enlarging and basic image editing skills, while refining camera vision and technique. Image presentations and lectures on historical and contemporary photographers demonstrate ideas, techniques, and introduce students to new photographic images. Group and individual critiques focus on creative applications of concepts presented in class.

Craft I PH221

A better understanding of the technical processes of photography provides a broader avenue for expression. Through exercises, analytic testing, and experimenting, students explore camera controls, materials and techniques aimed at individual results through varied combinations. Basic chemistry, exposures, types of film and papers, and a variety of development techniques and printing methods will be covered.

Craft II PH222

Through a variety of exercises, this course explores the fundamentals of medium format and view camera operation, as well as basic studio lighting and advanced developing and printing techniques. The techniques and processes are seen as tools for image making and understanding the relationship of technique and personal expression.

Photography I PH223

The fundamentals of black and white photography are presented in a laboratory setting. Basic technical analytical skills cover the operation of a 35mm camera, exposing and developing film, making contact prints and enlargements, basic darkroom manipulation of images, and finishing techniques. Group and individual critiques focusing on issues of composition and design help students explore their personal vision. Image presentations, books and written reports, will be used to introduce students to photographers whose work has shaped the medium.

Photography II PH224

This class features group critiques and close interaction with the professor. The integration of content and craft are explored and refined as students work toward creating a portfolio of black and white photographs that meets their personal, educational, and professional goals. Emphasis is placed on students developing their personal vision through projects based on their individual desires and goals, and their ability to communicate visually, orally and in writing.

Color Photography PH211

The fundamentals of color theory and the digital color ink jet process are presented in a computer lab setting. Assignments investigate the use of color in photographs as an expressive tool and draw upon digital and analytical skills explored in earlier classes. Examples from current and historical photographers are used to illustrate ideas and successful examples of the ideas explored in assignments. Group and individual critiques focus on specific issues explored in assignments, content and craft. An extended project, often in book form, acts as a capstone project for the course.

Lenticular Vision AS202

Since the Renaissance, the lens has challenged the eye—with spectacular success—to determine what we see and believe. Resistance may be futile, but understanding is still possible. This course traces the rapid evolution of photography from its technological inception through its development as an art and to the present. Students explore the critical, theoretical, aesthetic, and social forces that have shaped the medium that has shaped the way we see the world.

The Delaware College of Art and Design enrolls new students in both the fall and spring semesters. (Spring admitted students, entering with no transfer credit, enroll in second semester classes during the summer and are able to complete the AFA Degree Program in one and a half years, instead of two years.) Students are encouraged to apply by March 15 for the fall semester and December 1 for the spring semester for priority and merit-based scholarship consideration. Applications received after the deadlines will be reviewed and considered on a space-available basis. A rolling-admissions policy allows applications to be reviewed year-round. Applicants will be notified of the admissions decision within two to three weeks of completing the application process. DCAD also offers an Early Action Application Deadline of December 1 for students requesting to receive an admissions decision prior to January 1 of their senior year.

HOW TO APPLY

To apply to the Delaware College of Art and Design the following items are required:

- **The Application for Admission and a non-refundable \$40 application fee.** The Application for Admission is available through DCAD's Admissions Office at 302.622.8870 or online at www.dcad.edu/apply.

- **A Portfolio Review.** All applicants living within a 200-mile radius of Wilmington, Delaware, are encouraged to visit the College in person for a portfolio review, interview and campus tour. The portfolio should demonstrate the applicant's drawing ability, compositional skill, use of color, artistic variety and interests, creative imagination and overall presentation and motivation. The portfolio should include between 15 to 20 pieces of artwork. At least five pieces should be drawings done from direct observation. A variety of media, such as pencil, pen and ink, charcoal, pastel, watercolor, acrylic or oil-based paints should be represented. Three-dimensional work in sculpture, ceramics or other media, photography, graphic design, printmaking, collage and mixed media are also encouraged.

Applicants who cannot visit in person may forward a digital portfolio to the Admissions Office via DCAD's Slideroom account at <https://dcad.slideroom.com>. Portfolios submitted digitally on a compact disc (CD) should be created in jpeg file format, approximately 600 x 800 pixels and 1.5 MB in size. If the applicant's name, the work's title, size and medium are not included as part of the image file, a text file with that information and reference to the appropriate image file should be included. The CD should be clearly labeled with the student's name. CDs will be returned upon request when a self-addressed, stamped envelope is provided.

- **Letter of Recommendation**
One letter of recommendation is required from an art teacher or academic teacher. For students who have been out of school for three years or more, a letter from someone who knows you in a professional manner is acceptable. Letters of recommendation must be sent directly to the DCAD Admissions Office or faxed to 302.622.8870.

- **High School Transcripts and optional SAT or ACT scores.**
All applicants must have received a high school diploma or the equivalent prior to entering DCAD. Official copies of all high school transcripts must be forwarded to the Admissions Office. The submission of SAT or ACT scores, though not required, is highly recommended. Applicants should ensure that all standardized test scores (SAT or ACT), if available, are included with their transcripts. DCAD's CEEB code is 5161.

- **College Transcripts.** Students who have completed college courses must forward official transcripts from all colleges attended, whether or not they think the credit is transferable. Equivalent courses completed with a "C" grade or higher at accredited colleges or universities will be reviewed and evaluated for transfer credit into the student's DCAD curriculum. Please refer to the "Transfer From Other Institutions" of this catalog for more information.

INTERNATIONAL STUDENTS

The diverse student population and surrounding area are ideal for students studying from abroad. Students from overseas find the small classes and friendly environment ideal to maximize artistic achievement and success. The rolling-admissions policy is also in effect for international student applicants; however for Merit-Based Scholarship consideration, all materials must be submitted by March 15 for the fall semester or December 1 for the spring semester. Non-U.S. citizens living abroad are encouraged to contact DCAD to learn more about the admissions process. It is best to contact DCAD one year in advance of the projected start semester to complete admission procedures specific to international students.

HOW TO APPLY

• **Application for Admission and a non-refundable \$80 international student application fee.** International students may apply online at www.dcad.edu/apply.

• **Certified English translations.** of all academic records, as well as official copies of all original transcripts.

• **Portfolio Review.** The portfolio should demonstrate the applicant's drawing ability, compositional skill, use of color, artistic variety and interests, creative imagination and overall presentation and motivation. The portfolio should include between 15 to 20 pieces of artwork. At least five pieces should be drawings done from direct observation. A variety of media, such as pencil, pen and ink, charcoal, pastel, watercolor, acrylic or oil-based paints should be represented. Three-dimensional work in sculpture, ceramics or other media, photography, graphic design, printmaking, collage and mixed media are also encouraged.

Applicants may forward a digital portfolio to the Admissions Office via DCAD's Slideroom account at <https://dcad.slideroom.com>. Portfolios may be submitted digitally on a compact disc (CD) and files should be created in jpeg file format, approximately 600 x 800 pixels and 1.5 MB in size. If the applicant's name, the work's title, size and medium are not included as part of the image file, a text file with that information and reference to the appropriate image file should be included. The CD should be clearly labeled with the student's name.

• **Official results of the TOEFL.** (Test of English as Foreign Language) with minimum score of 79 IBT, or equivalent demonstration of English language proficiency. International students must specify DCAD's school code of 5443 for TOEFL score reporting. The TOEFL requirement may be waived for students successfully completing college-level English composition at an accredited U.S. college or university if the student's only language of instruction has been English for three or more years, or where a student has a minimum Critical Reading score of 500 on the SAT.

• **ELS Language Center scores.** DCAD also accepts successful completion of Level 109 in an English Language Program offered by any one of more than 32 ELS Language Centers located throughout the U.S.A. Information about ELS Language Centers can be obtained directly from: ELS Language Centers, 5730 Uplander Way, Suite 203, Culver City, CA 90230.

• **An Affidavit of Support Form.** Upon acceptance, all international students are sent an Affidavit of Support Form. The form must be completed and returned to the DCAD Admissions Office along with a notarized bank statement showing available funds in U.S. dollars to cover tuition, living expenses and travel for one year in the United States (approximately \$34,000).

• **Proof of Age and Tuition.** International students must submit proof of age and remit one semester's full-time tuition deposit and mandated fees, (check or money order payable to DCAD, in U.S. dollars and drawn on a United States bank) after which an I-20 Form can be issued.

• **I-20 Form.** DCAD is certified by the United States, Student and Exchange Visitor Information System (SEVIS) to issue I-20 forms to non-immigrant students to apply for F-1 student visas. International students may secure housing in one of DCAD's residence halls. DCAD's Student Services Office coordinates placements in college housing and refers students to other housing options in the area if necessary.

PREVIOUS EDUCATIONAL REQUIREMENTS

A college preparatory program is highly recommended. It is also a recommendation that students in high school take as much art as is compatible with their academic programs both in and out of school. Academic or general education course work is considered an integral part of an applicant's preparation for DCAD, and it is therefore accorded an important role in the College's curriculum and admissions procedure.

CREDIT BY AP EXAMINATION

DCAD accepts credits under the Advanced Placement (AP) program of the College Board. Students receiving a grade of 4 or 5 in academic subjects receive 3 credits toward the Associate of Fine Arts Degree. A grade of 5 in the Art History AP exam entitles the student to receive credit for the equivalent art history course at DCAD. A grade of 4 or 5 in AP English can be credited toward a Writing and Literature course. In studio areas, scores of 5 in either the Drawing or the Studio Art AP exam entitles students to submit a portfolio for evaluation by the Area Coordinator of Fine Arts for possible first-year studio credits.

LEARNING ACCOMODATIONS

The Student Services Office can refer students to agencies that can provide personal assistance if possible. The ADA does not require colleges or universities to provide personal assistants, individual personal assistants or personal tutors, or personal assisted technology. AFA programs are full-time and sequential. This means requirements must be successfully met before a student may advance. Accommodations are given in regard to equal access to the student's program. Accommodations do not change the College's standards; however the needs of students with disabilities will be reasonably met. Students and their families are advised to research DCAD's programs before deciding to enroll. Once a student is admitted, the student is expected to act as his or her own educational advocate.

REAPPLICATION

Former applicants for DCAD admission who did not complete the application process, did not receive favorable decisions or chose not to enroll at DCAD, may contact the Admissions Office to submit a Request to Review Application Form to reactivate their files for reapplication within a three-year timeframe. The Admissions Office reserves the right to request additional information when necessary.

TRANSFER FROM OTHER INSTITUTIONS

DCAD welcomes applications from qualified students who have started their undergraduate education elsewhere. With a rolling-admission calendar, DCAD allows transfer students to apply year-round. Transfer students are encouraged to apply as early as possible to ensure space availability in the limited, selective admissions process. After submitting the Application for Admission and application fee, and sending official high school and college transcripts, transfer applicants should schedule an appointment for a campus tour, interview and portfolio review. Transfer credits must be less than 8 years old.

Once official transcripts from all colleges and universities attended have been submitted, transfer credits are evaluated for the students' proposed program of study at DCAD. Only grades of "C" and above from fully-accredited institutions are considered for credit toward equivalent courses at DCAD. A maximum of 29 credits can be transferred toward the Associate of Fine Arts Degree. Transfer students must successfully complete at least 39 to 41 credits through DCAD's curriculum to earn an AFA degree from DCAD.

Transfer credit evaluations prior to enrollment are conducted by the DCAD Admissions Office and the area coordinator in their intended major and approved by the dean or departmental assignee. Students may petition to change these evaluations only during their first two semesters of enrollment at DCAD.

Transfer credits are administered based on course content similarity, including course equivalencies and expected learning outcomes, as addressed on the course syllabus. Course syllabi are required for all prior classes being evaluated for transfer credit. Art work from studio classes being considered for transfer credit is required. Any transfer credits awarded are for learning only at an accredited college or university, not for life experience.

Transfer credits will be noted on the official DCAD transcript and a copy of the Transfer Credit Evaluation will be forwarded to the student, academic dean, registrar, and be placed in the student's file for review during class registration with the student's Academic Advisor.

SCHOOL VISITS

DCAD's main facility is located at 600 North Market Street, Wilmington, Delaware. Students, parents, art teachers and high school counselors are all encouraged to schedule tours of the school studios and to meet with the admissions staff. Dates for regularly scheduled campus visits are listed online at www.dcad.edu. School visits may also be arranged by appointment, which can be made by contacting DCAD's Admissions Office at 302.622.8000 or admissions@dcad.edu. Students may arrange portfolio reviews during campus visits.

Tuition and Housing

26

TUITION & HOUSING COSTS

An important advantage of DCAD is its tuition, which is considerably below that of other private and independent colleges of art and design. This has been made possible by the generous support of the City of Wilmington.

Students who plan to pursue a Bachelor's of Fine Arts Degree may achieve a significant savings by completing their first two years of study at DCAD and completing their final two years by transferring to Pratt or the Corcoran, or another art and design school.

TUITION DEPOSIT

As long as space is available, applicants will be advised of the admissions decision within two to three weeks of completing the admissions requirements. When notified of acceptance to DCAD, candidates must advise the Admissions Office of their intention to accept, delay or decline the offer of admission before May 1 (fall semester) or December 1 (spring semester).

Receipt of a \$200 deposit (which is applied to tuition upon registration), accompanied by a signed Enrollment Agreement Form, assures students of their place in DCAD's Associate of Fine Arts Degree Program. After May 1 (fall

semester) or December 1 (spring semester), the tuition deposit is non-refundable. Completion of the school's health and emergency information forms is required before registration.

The Admissions Office understands that personal circumstances may delay acceptance of the offer of admission. Time extensions can be arranged through the Admissions Office to complete financial aid, housing or other outstanding issues. All questions concerning admissions should be directed to:

Director of Admissions

Delaware College of Art and Design
600 North Market Street
Wilmington, DE 19801
Telephone: (302) 622-8000 ext. 118
Fax: (302) 622-8870
Email: admissions@dcad.edu

TUITION BILLING

All tuition and fees are payable in accordance with the College's published due dates, unless the student is participating in the Tuition Installment Payment Plan. Students must sign a contractual agreement each school year defining their financial obligations to the College. Students are urged to make any necessary financial arrangements (including

financial aid) well in advance of the due dates. All outstanding balances must be remitted by the scheduled dates. Failure to meet financial obligations may result in dismissal from the College. Students who are accepted into the Associate of Fine Arts Degree Program after the statement billing date need to contact the Bursar at 302.622.8867 ext. 102 to make financial arrangements before their registration can be approved.

REFUND POLICY

Change prior to Start of Classes 100%
Change during First Week 85%
Change during Second Week 70%
Change during Third Week 50%
Change after Third Week 0%
The Refund Policy only applies to classes withdrawn by the end of the third week for that particular semester.

TUITION INSTALLMENT PAYMENT PLAN

DCAD offers a monthly payment plan. Monthly payments begin as early as July for the semester or for the academic year and are subject to a \$25 per semester service fee. Students interested in participating in the College's Tuition Installment Payment Plan should call the Bursar's Office at 302.622.8867 ext. 102 for more information.

2014-2015 Tuition, Fees and Housing (Per Semester)

Full-time Tuition (12-18 credits) \$10,800
Part-time Tuition (per credit) \$950
Registration Fee \$45
Student Activities Fee \$360 Full Time; \$235 Part-time
Academic Facilities Fee \$360 Full Time; \$235 Part-time
Housing Deposit \$350
Student Housing (Double) \$3,950
Student Housing (Triple and Quad) \$3,400

Insurance (per year)

Accident Insurance (Mandatory) \$60
Hard-waiver Health Insurance \$445**

Books and Supplies (per year, estimated)

Books (first-year students) \$300
DCAD Art Kit (first-year students) \$675
3D Supplies per semester \$140

*Refundable at the time of departure ** May be waived when the student shows proof of alternate health insurance coverage.
*** Entering students purchase a DCAD Art Kit that includes supplies needed for foundation-year studio classes.

The DCAD Financial Aid Office assists students in applying for all types of financial aid while providing valuable information about payment plans, loan options, external funding sources and student employment.

Most of DCAD students receive some form of financial aid to complete their education and the College strives to make securing aid as simple as possible. Students and their families may be eligible for a wide range of financial aid opportunities including school-supported scholarships and grants, government grants, and private scholarships, and a variety of public and private loan programs. Students may also be eligible for the College's work-study program, and students and parents have the option of applying for private loans.

For more information, contact the DCAD Financial Aid Office at 302.622.8867 ext. 105 or ext. 122, financialaid@dcad.edu, or visits the college's website www.dcad.edu.

ELIGIBILITY

To receive federal and state aid, a student must meet the following criteria:

- Be accepted by DCAD into the Associate of Fine Arts degree program and enrolled for a minimum of six credits
- Be a United States citizen or eligible non-citizen (permanent resident)
- Be registered with Selective Service, if required
- Not be in default on a Title IV HEA student loan or owe a refund on a Title IV HEA student grant
- Demonstrate financial need based of the current need-analysis requirements established by the government
- Maintain satisfactory academic progress toward the completion of the program of study. See Academic and Financial Aid Progress under Academic Policies

APPLYING FOR FINANCIAL AID

All students who complete and submit the Free Application for Federal Student Aid (FAFSA) are eligible for various forms of financial aid. Once enrolled, students must reapply for financial aid annually by filing a FAFSA renewal application. The DCAD Financial Aid Office uses the FAFSA results to determine financial aid eligibilities to develop a Financial Aid Award Package for each student.

DCAD recommends that all students complete and file their FAFSA online at www.fafsa.ed.gov as soon as possible after January 1 and before April 1 of the year the student intends to enroll, for priority financial aid packaging. Students must enter DCAD's Federal School Code: 041398, on their FAFSA so the DCAD Financial Aid Office can retrieve FAFSA results. Should a student be admitted to DCAD after April 1, the FAFSA should be submitted within two weeks of receiving acceptance notification to the College so a Financial Aid Award Package can be processed and mailed to the student as soon as possible.

Students and parents of dependent students must request personal identification numbers (PINs) at www.pin.ed.gov to sign the student's completed online FAFSA, prior to FAFSA submission. Unsigned FAFSAs cannot be processed.

The FAFSA can be completed more easily and accurately once the necessary income tax returns for the previous calendar year have been filed; although, if IRS tax returns have not been completed, students may submit data from prior year W-2 forms and update information once taxes have been filed.

FAFSA applicants are encouraged use FAFSA's IRS Data Retrieval Option to simplify entering income and asset information on their FAFSA. Once completed, the student and parent (if dependent student) must sign and submit the FAFSA. It is recommended that students print the successful FAFSA submission confirmation page for their records. Federal Student Aid (FSA) sends a Student Aid Report (SAR) electronically to students' emails specified on their FAFSA. Students and parents should review the SAR closely for accuracy and submit any necessary corrections online, signed with student and parent PIN(s). If a SAR is not received, students may call Federal Student Aid (FSA) Helpline, (800) 433-3243, to request a SAR be sent. The SAR should contain the Expected Family Contribution (EFC) amount which DCAD Financial Aid Office will use to determine financial aid eligibilities.

About one third of submitted FAFSAs are randomly selected for federal verification. If selected for verification, a specified Verification Worksheet and some of the following documents may be required by the Financial Aid Office:

- IRS Tax transcript and/or W-2 forms from prior year
- Signed Child Support Paid Verification Form
- SNAP Received Confirmation document
- Copy of High School Diploma or GED Certificate
- Signed Student Identity Verification Form
- Signed Statement of Educational Purpose
- Other supportive documentation

FAFSA results are typically received within three to four working days after the FAFSA is successfully filed. After all corrections and any required verifications are completed, the DCAD Financial Aid Office will prepare and mail the student a Financial Aid Award Package which will include an award letter, outside scholarship leads, student loan application instructions and a Financial Aid Release Form. The Financial Aid Release Form gives the DCAD Financial Aid Office permission to discuss the student's financial aid information with designated person(s) such as a parent, guardian, or spouse, and authorizes electronic transmission of financial aid information from the DCAD Financial Aid Office to the student.

INSTITUTIONAL AID

DCAD Merit-Based Scholarships.

Scholarships are awarded from the Admissions Office based on an applicant's portfolio and academic performance at the time of acceptance.

Scholarships of up to \$8,000 per year are awarded. Merit-Based Scholarships are renewable for the second year for students who maintain full-time status and Satisfactory Academic Standing (minimum 2.0 grade point average). The deadline to be considered for a Merit-Based Scholarship is March 15 for the fall semester and December 1 for the spring semester.

DCAD Need-Based Grant. The DCAD Financial Aid Office awards grants to students who demonstrate financial need based upon the information reported to their FAFSA. However, if financial circumstances change, the Financial Aid Office should be contacted to discuss the situation. Student's Need-Based Grant amounts may be prorated when enrollment changed from full to part-time status.

DCAD Art Award Scholarship.

Offered to Delaware high school seniors who intend to enroll at the Delaware College of Art and Design, this award offers one \$5,000 tuition scholarship, distributed as \$2,500 per semester, renewable for the second year of study at DCAD. Eligible students include Delaware residents enrolled as a high school senior or home-school equivalent with at least a 3.2 cumulative GPA or greater on a 4.0 scale. The deadline to apply for the DCAD Art Award Scholarship is April 1. Interested applicants may request a scholarship application from the DCAD Admissions Office or from their high school art teacher.

James P. Lecky Presidential Scholarship.

The James P. Lecky Presidential Scholarship is awarded to an incoming full-time student who demonstrates outstanding academic and artistic ability. The scholarship is automatically renewed for a second year of full-time enrollment as long as the student maintains a minimum cumulative GPA of 3.0.

High School Art Exhibition

Scholarship. Each spring, the DCAD Admissions Office hosts an annual exhibition of juried high school student artwork selected by each student's art teachers. Pieces submitted by high school seniors are reviewed and the scholarship recipients receive a partial DCAD tuition scholarship.

Stuart B. Young Scholarship.

The Stuart B. Young Scholarship is awarded to an accepted full-time student who demonstrates outstanding academic and artistic ability. The scholarship is automatically renewed for a second year of full-time enrollment as long as the student maintains a minimum cumulative GPA of 3.0.

FEDERAL AND STATE GRANTS

Federal Pell Grant. The Federal Pell Grant Program provides need-based grants to low-income undergraduate students to promote access to postsecondary education. Grant amounts are dependent on: the students' expected family contribution (EFC); the cost of attendance (COA) as determined by the institution; the student's enrollment status (full-time or part-time); and whether the student attends for a full academic year or less. The maximum Pell Grant award for 2013-2014 was \$5,645.

State Grant Programs. Each state awards grants to residents of that state; some state grants may be used at an institution outside of the state. Students must file the FAFSA by the state grant deadline and meet Grade Point Average requirements. Visit the state's Higher Education Office website for details and deadlines. (Once the state awards the grant to a DCAD student, the Financial Aid Office certifies enrollment so the grant may be disbursed to the student's account.)

LOANS

Federal Stafford Loan. The Federal Direct Stafford Loan is a federal student loan that all students may qualify for. A student may borrow up to \$3,500 in Subsidized Stafford Loans for the freshman year and \$4,500 for the sophomore year after earning at least 24 credits; students may receive up to an additional \$2,000 per year in Unsubsidized Stafford Loan monies. Independent students, and those whose parent's PLUS Loan was denied, are also eligible for an additional \$4,000 per year in Unsubsidized Stafford Loan funds. The federal government pays interest on Subsidized Stafford loans while students are enrolled in college, unlike Unsubsidized Stafford Loans where interest accrues during a student's enrollment.

Federal PLUS Loan. PLUS Loans are federally-funded and available to parents who have good credit. A parent should consider a Federal PLUS Loan after all other aid is secured. A parent must submit a PLUS Loan Pre-Approval Form (available at www.dcad.edu/resources) to the DCAD Financial Aid Office to authorize a credit check to start a PLUS Loan Application. Once credit is approved, the College will provide PLUS Loan application instructions. The DCAD Financial Aid Office will then certify a student's enrollment so PLUS Loan amounts can be disbursed each semester. Parents may defer making payments on PLUS Loans while a student is enrolled in college by completing an Education-Related In-School Deferment Form.

Private Educational Loans. Should funds still be needed to fill a financial gap still exist after all other aid has been applied to the student's account, the DCAD Financial Aid Office can provide information on several private educational loan options.

COLLEGE WORK STUDY

Students with financial need may qualify to participate in DCAD's College Work Study (CWS) Program which offers part-time employment opportunities both on-campus and off-campus. Applications are available at www.dcad.edu/resources and must be submitted at the beginning of the semester for placement consideration. The DCAD Financial Aid Office works with DCAD administrators to identify position opportunities and placements, and students may inquire to prospective students. Students earn \$8 an hour.

RESOURCES

Financial Aid Award Packages vary from student to student. The Net Price Calculator can provide an early estimate of what the Financial Aid Award Package may look like. Go to www.dcad.edu/financial_aid.

Many of the forms required by the Financial Aid Office are available online at www.dcad.edu/resources.

STUDENT WITHDRAWAL/ RETURN TITLE IV FUNDS PROCEDURES

In compliance with 34 CFR Section 668.22;682.607;685.306;DCL GEN-04-03 federal regulations, when a student officially or unofficially withdraws from the college, the financial aid office completes a *Return of Title IV Funds Calculation* and the amount of Title IV funds earned by the student. The college must return any unearned Title IV funds and the student becomes responsible for paying any subsequent balance due the College.

In the event the student has earned funds that have not been disbursed, the College processes a post-withdrawal disbursement. On the other hand, when the student has been overpaid, the student is responsible for repaying the Title IV overpayment received, in full or enter in an installment repayment agreement with the College to repay unearned funds.

All students who withdraw and have received Stafford Loan funds are given a National Student Loan Data System (NSLDS) Student Loan Report and are required to complete Stafford Loan Exit Counseling in preparation for repaying borrowed student loan monies.

The financial aid office sends the student disclosures of all Title IV funds that will be returned, cancels any unearned Title IV funds that have been disbursed and for any applicable upcoming semesters where the student has withdrawn. See www.dcad.edu/resources for details regarding *Student Withdrawal/Refund and Repayment of Federal Title IV and DCAD Funds Procedures and Disclosures*.

SATISFACTORY ACADEMIC PROGRESS (SAP) STANDARDS

To continue receiving financial aid, a student must make minimum Satisfactory Academic Progress (SAP) toward completion of their program of study in accordance with Title IV regulations and DCAD policies, see Academic Policies regarding:

- Academic Review
- academic and financial aid warning
- Academic and Financial Aid Dismissal
- Academic and Financial Aid Appeal
- Academic and Financial Aid Probation

ADDITIONAL FINANCIAL AID WARNINGS

Per Federal regulations 34CFR 668.16(e), 34 CFR 668.32(f), and 34 CFR 668.34, although a student may have earned a minimum 2.0 cumulative GPA to maintain good academic standing, students must also meet the following standards to be in good financial aid standing:

A. Satisfactory Pace of Program Completion- Each student must maintain satisfactory pace of degree program completion by passing at least 67% of courses attempted. The student's pace of completion through her/his program is calculated by dividing the total number of hours the student has successfully completed by the total number of hours the student has attempted. For example, a student who has successfully completed 25 credits of 30 credits attempted has an 83.33% pace of completion and has made satisfactory academic progress. A student who has successfully completed 10 of 20 credits attempted has a 50% pace of completion and has not made satisfactory academic progress.

B. Maximum Time Frame Progression- Each student must progress through their program to ensure that they graduate within 150% of published time frame required to complete their program. For example, a student who enrolls full-time in a program that requires 4 semesters to complete at DCAD, must complete that program in six semesters or 150% time frame. If a student enrolls part-time; the financial aid office prorates the maximum time frame accordingly.

A student who does not meet the pace of degree completion or does not complete within the maximum 150% time frame, will be placed on financial aid warning during their next semester of enrollment. They must meet these pace and time frame standards in order to continue receiving federal aid after the semester where they are placed on financial aid pace of completion or time frame progression warning status.

Students who fail to meet the pace of completion or progression within the maximum time frame after one semester warning will have their financial aid dismissed. These students may follow the Academic and Financial Academic Appeal Procedures referenced above, however, SAP pace and time frame appeals must be submitted to the Financial Aid Office rather than to Academic Dean, within 15 days of the student's financial aid dismissal.

The Financial Aid Office will send the student a Financial Aid Pace of Completion and/or Time Frame Completion Reinstatement Appeal Decision Letter within 10 business days following receipt of the student's appeal. Financial Aid Appeal Decisions are as follows:

A. If the student's Pace and/or Time Frame Completion Appeal for Financial Aid Reinstatement is approved, the student is placed on Financial Aid probation and may receive Federal funds as long as the student is satisfying the requirements of an approved Academic Progress Success Plan.

B. If the student's Pace and/or Time Frame Completion Appeal for Financial Aid Reinstatement is denied by the Financial Aid Office, the student's financial aid dismissal remains. The Financial Aid Office's Pace and Time Frame Completion Appeal decision is final.

Standards of Academic Progress for State and Other Grants.

Students should contact their state grant agency or appropriate granting agency for the necessary information. Some state grants require minimum grade point average for renewals from year to year.

Continued registration at the Delaware College of Art and Design is contingent upon regular attendance, quality of work and proper conduct. Students are responsible for the satisfactory completion of all course work as required by the school to fulfill graduation requirements. They are expected to attend class regularly, complete all assignments and participate in the activities considered necessary by the faculty. Students must be present for all regularly-scheduled examinations and submit completed assignments when they are due unless excused in advance. Failure to take examinations or submit work on time without prior notification may result in reduced grades or loss of partial or total credit for the course in question.

SCHEDULING AND CREDITS

The degree program's fall and spring semesters are 15 weeks. The summer session is 13 weeks. Generally, a three-credit studio class meets for four and a half hours per week, and students should expect to do a minimum additional four and a half hours of work outside of the scheduled meeting time. A three-credit liberal arts class normally meets for three hours per week, and students should expect to do a minimum of an additional six hours of work outside of class.

COURSE LOAD

Full-time students are expected to carry a minimum course load of 12 credits and enroll in the correct number of studio and academic courses each semester, as outlined by each department and in the College catalog. Failure to maintain satisfactory academic progress will result in academic warning. If, during the following semester, minimum standards are not attained, dismissal and cancellation of financial aid may result.

ATTENDANCE

Students are expected to attend all of their classes regularly and for the full duration of the class period. Faculty must inform students concerning attendance requirements at the beginning of each semester. It is the students' responsibility to inform instructors when they expect to miss a class. Students anticipating an extended absence should notify instructors as well as their area coordinator.

Because class content and teaching methods are different, the number of allowable absences varies from class to class. Absences, as well as tardiness, early departures and inappropriate classroom behavior will be considered by faculty members when determining the final grade. Excessive absences may result in a failing grade and may affect financial aid eligibility and student loan repayment obligations. Students absent from classes are still responsible for the prompt completion of all class assignments.

GRADING

At the conclusion of each semester, the faculty submit grades to the registrar for processing, after which grade reports are posted within the DCAD Student Portal at <https://studentportal.dcad.edu>. Faculty are responsible for establishing the grading policy in their own classes and for announcing this policy to all students in the course. Grades will not be released to students who have financial holds on their records due to fees owed the College, including library fees or overdue books, or to students who have incomplete health or immunization information on file with the director of student services. Grades of C- or lower will not transfer to four-year colleges. Grades are made available on the DCAD Student Portal once the student has been cleared financially.

General grade descriptions are as follows:

A Outstanding Achievement
A- Very High Quality Work
B+, B, B- Above Average Achievement
C+, C Average Achievement
C-, D+, D Below Average
F Failure, No Credit
I Incomplete
W Withdrawal
AW Academic Withdrawal

FAILING GRADES

Failing grades are assigned when a student has not fulfilled the requirements for a course (e.g. missing work, excessive absences, missed exams) and has neglected to withdraw from the course or request an Incomplete. Since the instructor determines grading policies, students should make sure they understand the requirements for each of their classes. A grade of "F" in a core studio, regardless of GPA, indicates that the student has failed to make satisfactory academic progress. Generally, the student cannot advance to the next level of course work until he or she has successfully completed the course. Due to the cycle of core classes taught in the different areas, it is possible that a student may have to wait a semester before the necessary class is offered again.

INCOMPLETE

A grade of "I" (Incomplete) is a temporary deferral of a final grade pending the make-up of a small amount of course work. An Incomplete may be requested only under extraordinary circumstances beyond the student's control when course work is unavoidably and justifiably delayed. The student must complete a "Request for Incomplete" form (available in the Registrar's Office), which requires the signature of the instructor and the area coordinator. Faculty have the right to refuse a student's request for an incomplete if they judge the grounds

insufficient. Such extensions must be noted on the "Request for Incomplete" form before it is given to the registrar. The signed form must be submitted to the registrar by the date that final grades are due. A grade of "I" is not calculated into a student's GPA until it is replaced by a letter grade.

Unless otherwise noted by the instructor, students have one month after the semester's end to complete missing work. At the end of the make-up period, the instructor will submit a grade to the registrar based on the work submitted. If the student fails to submit work, a grade of "F" will be issued for the course.

ADD/DROP

An "Add/Drop Form" is required for any schedule changes. Add/Drop forms are available from the Registrar's Office. These forms must be fully completed and signed as indicated and returned to the Registrar's Office. Check the academic calendar (available online at www.dcad.edu) for Add/Drop and Withdrawal deadline dates. Students wishing to drop a class after the Add/Drop deadline must follow the same procedure and, if approved, a grade of "W" for "Withdrawal" will be issued. Students may later retake a class from which they have withdrawn. Withdrawn classes appear on grade reports and transcripts, though do not count against the student's GPA.

Verbal requests for schedule changes are not acceptable as official actions.

WITHDRAWAL

Students who withdraw from the degree program, or who transfer to other schools, must do the following:

- Meet with the registrar to complete the Official Withdrawal form
- Meet with the director of financial aid if the student has received financial aid to complete the exit interview form and

settle financial matters.

- Meet with the bursar to settle financial matters.
- Meet with the director of student services if the student is living in Housing.

All of these requirements must be met before withdrawal is considered official. Students who stop attending classes and who have not officially withdrawn will receive a grade of "F" in all classes. Contact the registrar to fill out a withdrawal form.

Please refer to the "Tuition and Fees" section of this handbook for the schedule of refunds

ADMINISTRATIVE WITHDRAWAL

The Delaware College of Art and Design has the authority to require the withdrawal of any student when such action is deemed necessary and appropriate. Reasons for mandatory withdrawal include, but are not limited to, financial, medical, and psychological reasons as well as violations of the Code of Student Conduct. Also, if the College can reasonably assume a student is no longer in attendance, an administrative withdrawal may be attached to the student's record.

Administrative withdrawal is implemented at the discretion of the dean, with the recommendation of appropriate faculty members, medical and/or mental health professionals. Students who are administratively withdrawn are ineligible to attend classes, receive financial aid, reside in DCAD apartments, or avail themselves of DCAD programs and services.

LEAVE OF ABSENCE

If a student anticipates a prolonged absence from the College, he or she may benefit from a leave of absence (LOA). A leave of absence is granted by submitting

a signed DCAD Leave of Absence Request Form and all pertinent documentation (doctor's note, military orders, etc.) to the Registrar. The LOA may be approved for a maximum of two semesters but may not exceed 180 days in any 12-month period. During this time the student is not considered withdrawn from DCAD.

The student must first meet with his or her advisor (Area Coordinator) and the Dean to discuss the need and feasibility for the Leave of Absence. There must be a reasonable expectation that the student will return to DCAD; if the student does not resume attendance at the school on or before the end of a Leave of Absence, the school treats the student as a withdrawal. When the student is ready to return to the College, the student must contact the Registrar's Office.

Under Federal Title IV, Section 668, relating to federal financial aid, students who have a legitimate reason for an extended leave of absence may request a leave of absence (temporary interruption in a student's program of study). The Leave of Absence procedures freeze potential attendance issues and financial aid payback provisions for the duration of the leave. Some examples of legitimate reasons for which DCAD grants leave of absence are as follows:

- Inability to be in attendance during any initial drop/add period of a semester
- Pregnancy with childbirth imminent
- Doctor-documented illness or health restrictions for a period of time
- Documented family emergency
- Other documented emergencies or extraneous circumstances that may interfere with attendance

The student will not be required to pay additional charges during a Leave of Absence. Upon return to DCAD, the Federal Student Aid previously awarded to the student will resume.

In cases of emergency, all of the above policies will apply. The student or

appropriate family member must notify the College with pertinent documentation within 21 days of last date of attendance. If the College is not notified of the student absence and/or inadequate documentation is provided, the student will be considered withdrawn.

GRADE APPEAL

Students who receive a grade that they feel does not reflect their performance may petition for an academic grade review by the following procedure:

- Talk with the instructor. Whenever possible, conflicts over grades should be resolved between the instructor and the student.
- If not satisfied, the student must write a letter or email outlining reasons for a grade change to the instructor, along with a copy to the area coordinator, as soon as possible and no later than the end of the first week of the following semester.
- If the conflict is still not resolved to the student's satisfaction, the student must meet with the area coordinator of the department under which the class is taught.
- A final appeal may be made in writing to a panel composed of the area coordinators and the dean, which will make a final decision.

Grade changes will not be considered official until the instructor submits written changes to the registrar.

GRADE FORGIVENESS

DCAD's Grade Forgiveness Policy allows a student who has encountered difficulty to improve his or her grade point average by retaking up to twelve credits over four semesters. Under this policy, effective Fall 2008, a matriculated student may retake a DCAD class for Grade Forgiveness by declaring that intention in writing at registration. The retaken class will appear twice on the student's transcript and

though both grades will remain on the transcript, only the second grade will be calculated in the student's G.P.A.

The following stipulations apply:

- Grade Forgiveness is not retroactive and may not be applied to alter any previous academic action or record.
- Courses taken for Grade Forgiveness are not eligible for incompletes.
- If a student withdraws from a course taken for Grade Forgiveness, the attempt will count for the appropriate number of credits of the twelve allotted and that course may not be taken for Grade Forgiveness again.
- After a student retakes a course for Grade Forgiveness he/she cannot retake that course an additional time for Grade Forgiveness without permission from the dean.
- Only with prior approval from the dean may one course be substituted for another for Grade Forgiveness and only if the substitution reflects a change in the prefix, number, hours or title, but not substance of the course, or if the original course is no longer offered by DCAD.

DEAN'S LIST

A Dean's List and Dean's List with Distinction* recognizes academic achievement in a specific semester. This is the criteria:

- A term GPA of 3.7 to 3.89 to be named to the Dean's List*
- A term GPA of 3.9 or higher to be named to the Dean's List with Distinction*
- Earning 12 credits or more in the academic term
- No final grade lower than a B in the academic term

**This recognition is noted on the student's official transcript.*

GRADE POINT AVERAGE

The semester grade point average is computed at the close of each term by

multiplying the number of credits for each course taken by the numerical values associated with those grades. This value is referred to as "quality points." The sum of the semester's quality points is divided by the total number of credits attempted in that semester to arrive at the semester grade point average.

The numerical values of the letter grades are:

CHART:

A	4.0	A-	3.7	B+	3.3	B	3.0
B-	2.7	C+	2.3	C	2.0	C-	1.7
D+	1.3	D	1.0	D-	0.7	F	0.0

The cumulative grade point average is computed by applying this formula to all course work for which the student has enrolled for credit since the student's first term at DCAD. Credits transferred from another college are not included in the cumulative grade point average.

GRADUATION REQUIREMENTS

In order to receive the Associate of Fine Arts Degree (AFA), students must have completed all departmental course requirements, been enrolled for a minimum of 30 credits in residence at DCAD, satisfied all outstanding bills, charges and accounts, and have a minimum cumulative Grade Point Average (GPA) of 2.0. Candidates for the Associate of Fine Arts degree must complete the requirements within eight years of entering the program. Credits taken after this eight-year period cannot be applied to the original degree program.

GRADUATING WITH HONORS

Students earning a cumulative grade point average of 3.50 or better at the completion of their AFA program are eligible to graduate with Honors. This is noted on the transcript and becomes part of the permanent academic record.

STANDARD ACADEMIC PROGRESS

Academic progress is the standard by which progress toward a degree is measured. It is determined on the basis of Grade Point Average (GPA). In order to make satisfactory academic progress, students must maintain a minimum semester and cumulative GPA of 2.0. Furthermore, a grade of "C" or better is required in core studio classes.

MID-SEMESTER WARNINGS

Each student's progress is reviewed at the mid-point of the semester. Warnings are issued to those students who are not satisfactorily fulfilling the course requirements and are in danger of not making satisfactory academic progress. It is the student's responsibility to meet with the faculty member issuing the warning in order to determine what is required to improve performance in the class. Any student receiving two or more mid-semester warnings is required to meet with their area coordinator to formulate a plan to for improving the student's performance. The mid-semester warning is intended to make the student aware of unsatisfactory progress; it is not considered punitive and does not become part of the permanent record.

ACADEMIC AND FINANCIAL AID WARNING

A student who is no longer in good academic standing (i.e. who fails to maintain a minimum cumulative grade point average of 2.0), will be placed on academic and financial aid warning for the following semester. Students will be notified of their warning status in a letter from the registrar and in their Financial Aid SAP Report. To remove themselves from academic and financial aid warning, the student must earn a minimum 2.0 cumulative grade point average during the semester of warning status.

ACADEMIC AND FINANCIAL AID DISMISSAL

Failure to remove oneself from academic and financial aid warning within one semester is considered unsatisfactory academic progress and results in academic and financial aid dismissal. The registrar will mail students an Academic Dismissal Notice along with academic and financial aid Reinstatement appeal procedures.

ACADEMIC AND FINANCIAL AID APPEAL PROCEDURES

Once dismissed, students may appeal for academic and financial aid reinstatement within five business days from the date posted on the Academic Dismissal Notice. Students seeking academic and financial aid reinstatement should complete a reinstatement form which includes an academic progress success plan and a cumulative GPA calculation worksheet to submit to the academic dean or the Academic Action Committee. The student will find the academic appeal forms and GPA calculator at www.dcad.edu. The student may also submit other documentation such as letters, medical reports as needed to support their appeal for reinstatement.

Within 30 days after receiving the student's appeal for academic and financial aid reinstatement, the academic dean will convene the Academic Action Committee, Financial Aid and Student Services Directors or their designees to review and render a decision regarding the student's appeal. The student's appeal may include a request to meet with the Academic Action Committee to present his or her petition.

The registrar will send the student an academic appeal decision letter within 10 business days following the Academic Action Committee's appeal decision. Appeal decision options are as follows:

A. If the student's appeal for academic and financial aid reinstatement is approved, the student is placed on probation, may enroll and receive federal funds as long as the student is satisfying the requirements of an approved academic progress success plan. The registrar mails the student a reinstatement/probation letter.

The student, Academic Action Committee, and student's advisor develop the Academic Progress Success Plan that will help the student meet the College's satisfactory academic progress standards by a specific time. Students may appeal to change their plan by describing in writing what has happened to make the change necessary and how they will be able to make satisfactory academic progress.

B. If the appeal for academic and financial aid reinstatement does not include sufficient documentation, the dismissal stands. The student's status becomes dismissal pending additional supportive documentation. The registrar mails the student an Appeal Documentation Needed Letter.

C. If the student's appeal is denied by the Academic Action Committee, the registrar mails the student an academic and financial aid reinstatement denial letter. The Academic Action Committee's decision is final.

ACADEMIC AND FINANCIAL AID PROBATION

A. If after one semester of probation, the student achieves Satisfactory Academic Progress, the student's academic enrollment and financial aid eligibility continues and the student's probation status is removed.

B. If after one semester of academic and financial aid probation, the student does

not meet Satisfactory Academic Progress standards, but the Academic Action Committee determines that the student does meet all other requirements of their Academic Progress Success Plan, they are considered eligible for enrollment and financial aid for the next semester.

C. If after one semester of academic and financial aid probation, the student does not meet Satisfactory Academic Progress standards and the requirements of their Academic Progress Success Plan, the student will be dismissed and lose financial aid eligibility. The registrar will mail the student a dismissal after probation letter.

ACADEMIC INTEGRITY

The Delaware College of Art and Design (DCAD) requires students to adhere to guidelines for academic integrity. Students must follow federal law regarding copyright and fair use. Students must acknowledge and respect the work of other creators as they develop their own voices, and they must accurately represent their own work.

Academic dishonesty is the use of deception in any way that results in evidence of academic responsibilities; it includes, but is not limited to, violation of copyright, plagiarism, cheating, and misrepresentation.

Copyright is using or distributing copyrighted material without authorization and/or violation of the doctrine of fair use as defined by the Higher Education Opportunity Act, see Copyright for Higher Education or US Copyright Office.

Cheating—attempting to copy, force or otherwise gain information from another or from a prohibited source, with the intention of circumventing the academic testing process.

Plagiarism—the reproduction of another’s

visual, verbal or written material without proper citation and with the intent to deceive. In the written form this includes, but is not limited to, verbatim copying or substantial paraphrasing, and presenting as your own the work of someone else. Misrepresentation is submitting work done by another as one’s own or submitting work done at a previous time as new.

AUDIT / NON-CREDIT COURSES

Full-time students who wish to audit a course may do so as long as their workload, including the credit hours the audit course normally carries, does not exceed 18 credit hours. Students may audit only one course per semester and may not repeat this course for credit at a later date. Auditing is contingent upon availability of space in the course and the instructor’s permission. Credit is not awarded for audited courses.

PLACEMENT TESTING

The College requires all incoming students to complete placement testing prior to their first semester. Placement testing typically includes a nationally-normed reading comprehension, grammar and syntax test and a writing sample. The results are evaluated by college faculty and administrators that are qualified to determine the successful placement of a student in academic courses.

Based on the evaluation of the results, a student may be required to enroll in a three credit developmental course, Introduction to Academic Studies, as a prerequisite to Art History I and Writing and Literature I. Credits earned in Introduction to Academic Studies are not applied toward the AFA degree.

ACCESS TO RECORDS

The Family Educational Rights and Privacy Act of 1974 (Buckley Amendment)

was enacted to protect the privacy of educational records, to establish the right of students to examine and review their personal educational records, and to establish guidelines for the correction of inaccurate or misleading statements. The Delaware College of Art and Design considers the following to be public or directory information: student’s name, major field of study, dates of attendance, enrollment status, grade level, and degrees and awards received. For the protection of the student, signed inquiries must be submitted to the registrar in writing (or by fax) and will be kept in the student’s file.

No other information will be released without the written permission of the student, including disclosure of information to parents or family members. Special requests can be made by students to withhold the release of directory information. This can be done by contacting the Registrar’s Office in writing at the beginning of each semester. Complaints concerning alleged failures by the institution to comply with the Privacy Act can be filed with the Educational Rights and Privacy Act Office in Washington, D.C.

DCAD also reserves the right to allow any “school official” access to student records at any time provided the function of that “school official” necessitates the handling of the record(s) of the student(s). A school official is a person employed by the College in a full-time administrative, supervisory, academic or research, or support staff position; a person or company whom the College has contracted as its agent to provide a service instead of using college employees or officials (such as an attorney, auditor or collection agent); a person serving on the board of trustees; or a student serving on an official committee, or assisting another school official in performing his tasks.

TRANSCRIPTS AND RECORDS

The Delaware College of Art and Design complies with the Family Educational Rights and Privacy Act of 1974 as amended. A copy of this federal regulation is available in the Registrar's Office. Official transcripts will be released only at the written request of the student for a fee of \$5.00 per copy. "Transcript Request" forms are available in the Registrar's Office. Transcripts and grade reports cannot be released until all outstanding bills have been satisfied and all equipment and library materials belonging to the College is returned. This includes overdue payments of Stafford Loans. If loans are in default, full payment of tuition will be required.

REGISTRATION

Students register for the next semester approximately four weeks before the end of the current semester. Students should refer to the current Academic Calendar for information on registration dates. All outstanding bills and financial aid obligations must be cleared prior to receiving a schedule. Late registration may result in being closed out of particular classes. Courses offered based on enrollment.

REGISTRATION ADJUSTMENTS

Final registration takes place one month prior to the beginning of the semester. All students must make their tuition payment in accordance with their chosen payment schedule before receiving a course schedule. In no case will a student be allowed to attend classes unless payment arrangements have been approved by the bursar.

STUDENT ACADEMIC RECORDS AFTER GRADUATION

Students are issued a complimentary copy of their official transcript after graduation. Students are strongly urged to review these documents for errors, as changes can be made to the academic record only up to two months after graduation.

CHANGING MAJORS

Selecting a major is a serious and possibly difficult decision. Students' goals and interests may change before their studies are completed. When considering a change of major, students should discuss their intentions with their area coordinator, the director of student services or the dean. Consider the options carefully. A change of major will usually require extra time in school since the curriculum at DCAD is very different from department to department. Upon deciding to change major a "Change of Major Form" must be completed and returned to the registrar. "Change of Major Forms" are available from the Registrar's Office.

CLASS EVALUATIONS

Toward the end of each semester students are asked to complete class evaluation forms. The evaluation process is a method of obtaining constructive feedback from students. It is therefore important that students be honest and thoughtful in their evaluation of course content and teaching methodology. Faculty members do not have access to the evaluations until after their grades have been turned in therefore students are guaranteed complete anonymity.

NOTE:

See Student Handbook for Standard Sanctions for Academic Policies Violations.

CREDIT HOUR POLICY

Academic Credit at DCAD

Purpose

Delaware College of Art and Design is committed to maintaining the highest standards of academic rigor and program integrity. In accordance with the Federal Government's definition of credit hour, (ifap.ed.gov/dpclatters/GEN1106.html) this policy articulates and documents DCAD adherence to the federal guidelines and its commitment to transparency.

Credit Hour Policies are the responsibility of the Academic Area Dean. For questions about the policy, contact rbrignac@dcad.edu.

Definition

The classroom teaching activities at DCAD are categorized into two types of credit-earning work: lecture credit and studio credit. These typically occur in a 15-week semester.

Credit in general: One credit hour should involve an input of approximately three hours per week for the average student (e.g. one hour of class and two hours of out-of-class preparation). Typically, a three semester credit hour course meets three 50-minute sessions per week for fifteen weeks for a total of 45 sessions. Semester credit hour or semester hour: A semester hour must include at least 30 clock hours of instruction. In addition to time, consideration is made for increasing rigor in Student Learning Outcomes for courses. As the course level increases, courses are expected to reflect this increase in rigor for the Student Learning Outcomes. The credit awarded reflects appropriate knowledge, skills and student learning competencies developed in the courses.
Source: 34 CFR 668.8

Lecture: 1 contact hour constitutes one credit hour (1:1)

Lecture credit definition: Lecture describes formal and informal lectures, seminars, discussions, or critiques. One credit hour represents 1 hour per week of scheduled class/seminar time and 2 hours of student preparation time. Most lecture and seminar courses are awarded 3 credit hours. Over an entire semester, this formula represents 45 hours of class time and 90 hours of student preparation.

Studio: 1.5 contact hours constitutes one credit hour (1.5:1)

Studio credit definition: Studio describes a class in which all students are engaged in creative or artistic activities, which are new and unique and not formulated in a lecture setting. Every student in the room is performing a creative activity to obtain a specific outcome. Because it is not lecture-based, this requires more minute-to-minute responsibility for the faculty member to engage individual students towards their goal. 1.5 studio hours equal 1 lecture hour. One studio hour represents 3-4 hours per week of supervised and/or independent practice. This in turn represents between 45 and 60 hours of work per semester. Blocks of 3 studio credit hours, which equate to a studio or practice course, represent between 135 and 180 total hours of academic work per semester.

Policy

Credit hour adherence is reviewed annually by the Office of the Dean and approved by the president. Each class is evaluated for correct contact hours and appropriate lecture and studio time as per DCAD's academic credit hour definition; DCAD's definition is based on the federal credit hour guideline. (<http://www.msche.org/documents/Degree-and-Credit-Guidelines-062209-FINAL%5b1%5d.pdf>) Individual course syllabi and room usage are compared to the DCAD credit requirements for accuracy.

Students and staff are informed of the credit hour definition and policy at orientation meetings, in student, staff and faculty handbooks as well as on the college website.

This policy can be found in the DCAD Curriculum Guidelines and on the DCAD Website.

Formula for calculation of credit hour

Studio Ratio = $1.5 \times 50 \text{ min} \times 15 \text{ weeks} = 1125 \text{ min per credit for semester}$

Liberal Arts = $1 \times 50 \text{ min} \times 15 \text{ weeks} = 750 \text{ min per credit for semester}$

Transfer Credit Policy

Once official transcripts from all colleges and universities attended have been submitted, transfer credits are evaluated for the students' proposed program of study at DCAD. Only grades of "C" and above from fully-accredited institutions are considered for credit toward equivalent courses at DCAD. A maximum of 29 credits can be transferred toward the Associate of Fine Arts Degree. Transfer students must successfully complete at least 39 to 41 credits through DCAD's curriculum to earn an AFA degree from DCAD.

Transfer credit evaluations prior to enrollment are conducted by the DCAD Admissions Office and approved by the Dean or departmental assignee. Students may petition to change these evaluations only during their first two semesters of enrollment at DCAD.

Transfer credits are administered based on course content similarity including course equivalencies and expected learning outcomes as addressed on the course syllabus. Course syllabi are required for all classes being evaluated for transfer credit. Art work from studio classes being considered for transfer credit is required. Any transfer credits awarded are for learning only at an accredited college or university, not for life experience.

Transfer credits will be noted on the official DCAD transcript and a copy of the Transfer Credit Evaluation will be forwarded to the student, Academic Dean, Registrar, and be placed in the student's file for review during class registration with the student's Academic Advisor.

This policy can also be found on the Admission Requirements page of the DCAD website.

Academic Calendar

Fall 2014

Fall Semester New Student Orientation	Thursday, August 21 – Sunday, August 24
First Day of Classes for AFA Degree Program	Monday, August 25
Labor Day – College Closed	Monday, September 1
Convocation	Thursday, August 28
Museum Trip Day	Tuesday, October 14
Thanksgiving Holiday – College Closed	Wednesday, November 26 – Sunday, 30
Last Day of Classes for Degree Program	Friday, December 12
Winter Break – College Closed	Wednesday, December 24 – Thursday, January 1

Spring 2015

Administrative Offices Re-Open	Friday, January 2
Spring Semester New Student Kick Off	Sunday, January 11
First Day of Classes for AFA Degree Program	Monday, January 12
Martin Luther King Jr. Day – College Closed	Monday, January 19
Museum Trip Day	Tuesday, March 3
Spring Break	Monday, March 16 – Friday, March 20
Last Day of Classes for Degree Program	Tuesday, May 5
Commencement	Monday, May 11

Summer 2015

First Day of Classes for AFA Degree Program	Monday, May 18
Memorial Day – College Closed	Monday, May 25
Last Day of Classes for Degree Program	Friday, August 14

More events listed online at www.dcad.edu/events

The Delaware College of Art and Design is dedicated to providing an academic environment that is racially and culturally diverse. Intellectual, artistic and professional growth is enhanced in an atmosphere that supports and encourages mutual respect for individual differences.

DISCRIMINATION

The Delaware College of Art and Design is committed to a policy of equal opportunity for all educational activities, admissions, scholarship and loan programs, and employment. Discrimination on the basis of race, color, religion, national origin, sex, sexual orientation, marital status, disability, age, genetic information, veteran's status or other protected status is prohibited at the Delaware College of Art and Design. Acts of discrimination that limit or deny access to the educational process and that create a hostile environment are not consistent with the philosophy or mission of the Delaware College of Art and Design.

SEXUAL HARASSMENT

Sexual harassment is not simply inappropriate behavior—it is unlawful. It is a form of discrimination and is specifically addressed in Title VII of the 1964 Civil Rights Act and in Title IX of the Education Amendments of 1972. Harassment is defined as “unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature.”

Sexual harassment can occur in situations where one person has power over another or can provide benefits or negative consequences to another, but it can also occur between equals. Fundamentally, it is inappropriate for anyone in an educational or professional situation to behave in any way that causes embarrassment, intimidation, hostility, or psychological discomfort. Suspected incidents of sexual harassment should be

immediately reported to the director of student services or the chief administrative officer.

While extremely sensitive to the issue of sexual harassment, the Delaware College of Art and Design has limited jurisdiction to act on its own on these matters unless the individual involved is willing to report such incidents to the proper authorities. The DCAD administration will facilitate this process in whatever way possible.

SEXUAL ASSAULT

Incidents of rape and sexual assault can occur both on and off campuses. If you are the victim of a rape or attempted rape, it is recommended that you follow this procedure:

- Call your local police at 911.
- Call the Rape Crisis Center at 761-9100 for 24-hour intervention and support.
- Go to the nearest hospital. Do not shower or change clothes before going.
- Feel free to seek the support of the DCAD administration and Office of Student Services.

STUDENT GRIEVANCES

Delaware College of Art and Design is committed to providing a diverse and welcoming environment where students, faculty, and staff collaborate in the creation of a robust community. The community and environment of Delaware College of Art and Design celebrate student rights and culture, and promotes integrity among all members.

Although informal resolution of complaints is encouraged, it is not always appropriate. In circumstances where the alleged infraction is significant, students have the right to file a formal written grievance. DCAD operates on a zero-tolerance policy for violations regarding safety, harassment, sexual misconduct, and in regard to any other violation inflicted upon another individual are determined to have occurred.

Students are encouraged to seek help immediately should he/she be subjected to any abrogation of her or his rights or are subjected to any form of physical or sexual abuse or harassment in any form, including social media and electronic communications.

Students should not be deterred from bringing forth complaints because of an individual's position or relationship to students. This is applied in all facets of the College and is irrespective of falsely perceived immunity. There is no immunity.

Expedient and equitable response to all student complaints and grievances is paramount to the College. Charges of misconduct are serious and untenable; false charges unfairly brought against an individual are also considered unacceptable and actionable.

Students must include a timely verbal or written report of the incident, to be followed by procedures described as below:

STUDENT GRIEVANCE PROCEDURE:

When attempts of informal resolution have been unsuccessful, and a resolution cannot be achieved through the Code of Student Conduct process, DCAD has established a centralized written grievance system that ensures that the rights and privileges of students, faculty, and staff are being upheld.

A grievance is “a complaint or resentment, as against an unjust or unfair act.”

The grieving party should make a compelling case and include detailed information including names, dates, and contact information of both the accused and grieving party as available. A clear concise description of the incident should be written in factual detail and included.

Grievances should be filed directly with the College dean or director of student services for immediate review.

STUDENTS WITH SPECIAL NEEDS

The Americans with Disabilities Act, Section 504 mandates that "no otherwise qualified handicapped individual shall, solely by reason of his/her handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination, under any program or activity receiving federal financial assistance."

The Delaware College of Art and Design adheres to this law and, whenever possible and appropriate, will make reasonable physical or instructional accommodations for students with documented disabilities.

To qualify for any accommodation, the student must provide the College with written documentation from a qualified medical professional, within the last three years, clearly stating the diagnosis and recommendations for accommodation. If a student requires a physical adaptation of learning facilities, documentation from a qualified physician is required. If a student requires instructional accommodation, documentation and educational testing results from a qualified psychologist are required. High School Individual Education Plans (IEPs) do not qualify as documentation, but may be sent to the College to supplement a formal psychological evaluation.

It is the responsibility of the student to request the accommodations and properly complete all associated paperwork. Once the proper documentation has been received, the director of student services coordinates a meeting between the student and the instructor of the course for which the accommodations are requested. The

instructor determines with the student what accommodations can be reasonably provided. Accommodations are provided on a per course basis and must be requested every semester. Students with appropriately documented disabilities who have made specific accommodation requests to which they deem to have received an insufficient response can appeal through the Student Grievance Process as outlined in the Student Handbook.

It is strongly recommended that students request accommodations prior to matriculation but at least within the first two weeks of class, as per syllabi. Accommodations cannot be provided before the proper documentation has been received nor can accommodations be applied retroactively to courses, exams, or assignments that have occurred.

ALCOHOL AND ILLEGAL DRUG POLICY

The Delaware College of Art and Design zero tolerance policy regarding alcoholic beverages and illegal drugs has been established for the well-being of faculty, students, and staff. It is intended to promote and maintain a safe environment that is conducive to learning and to protect individuals and the institution from liability. DCAD has designated all of its classrooms, studios, student housing, and environs as alcohol free.

DCAD does not condone the violation of Delaware and federal laws pertaining to the use of alcohol and illegal drugs. All students, faculty and administrative staff are expected to be familiar with and abide by these laws and regulations. Violations of the alcohol and/or illegal drug policy will be cause for suspension or dismissal from the College. In addition, violators are subject to criminal charges and prosecution for violation of Delaware laws and ordinances. The College reserves the

right to require participation in an alcohol or illegal drug counseling program for any student whose substance abuse problem affects his or her education or that of other students. In the event that the student is classified as dependent by the IRS, Delaware College of Art and Design also reserves the right to contact a parent in the event of alcohol and drug violations.

The staff and faculty of the Delaware College of Art and Design are concerned about the abuse of alcohol. Alcohol is a depressant that, even in small doses, slows brain activity, reduces inhibitions, and impairs judgment. Higher doses can cause alcohol poisoning, coma or death. In the State of Delaware, you can be convicted of driving while intoxicated if you are found to have a blood/alcohol level of 0.08% or higher. Please think carefully about the use of alcohol and make your own educated decisions.

Delaware Law Regarding Alcoholic Beverages (as defined by Delaware Code, Title 4, Sect. 904):

- No person who is under 21 years of age shall drink or possess any alcoholic beverage in the State of Delaware.
- A person who misrepresents his or her age in order to obtain alcohol is subject to fine or imprisonment.
- Alcohol may not be sold or delivered to anyone under the age of 21.
- Alcoholic beverages may not be sold or delivered to any person who is intoxicated or who appears to be intoxicated.
- No person under the age of 21 may serve as a bartender. A bartender is defined as a person who mixes, fixes, makes or concocts any alcoholic beverage for consumption.
- Consumption of alcoholic beverages is prohibited in any street, alley, park, or parking lot, or in any vehicle in those areas. Violators may be fined.

DISCIPLINARY ACTION

Violations of the Delaware College of Art and Design Illegal Drug and/or Alcohol Policy or the Code of Student Conduct will result in appropriate disciplinary action, depending upon the nature of the offense. Disciplinary action may result in suspension or dismissal from DCAD.

VISITORS AND CHILDREN

Visitors to the school are limited to those people who are formally accompanied by staff, faculty, or students, and to those who come to see exhibitions. Visitors should obtain a visitor's pass from the security guard prior to meeting with faculty, staff, or students. Anyone who expects a visitor should meet them at the College entrance. Visitors may not enter studios unaccompanied while classes are in session and without the permission of the instructor. Children of students are not permitted in the studios while classes are in session.

RETENTION OF STUDENT WORK

The Delaware College of Art and Design reserves the right to photograph, use for assessment, exhibit or publish any student work, and the right to retain any student work for such purposes. DCAD is not responsible for any loss or damage to student work under any circumstances.

FIELD TRIPS

Participation in field trips is a required part of the curriculum at the Delaware College of Art and Design. Travel arrangements for students are the sole responsibility of the individual student, unless arrangements are made for the entire group by the school. Museum admission and certain limited travel costs for field trips may be the responsibility of the student. The Delaware College of Art and Design and its agents accept no responsibility or liability for any injury, damage, loss, accident or any other

irregularity occurring during any portion of, or in relation to, a student's participation in field trips. It may be required that students sign a "Liability Waiver Form," provided by the faculty member sponsoring a field trip, prior to departure.

ACADEMIC FREEDOM

The Delaware College of Art and Design supports the right of each faculty member to pursue research and teaching without interference, subject only to the constraints of law and the pursuit of truth. No policy, regulation or member of the staff may interfere with this basic tenet of the institution's philosophy. Any infringement of academic freedom will be immediately and vigorously addressed and corrected.

FIRST AMENDMENT RIGHTS

"Congress shall make no law respecting an establishment of religion, or prohibiting the free exercise thereof; or abridging the freedom of speech, or of the press; or the right of the people peaceably to assemble; and to petition the government for a redress of grievances." The first 10 amendments of the United States Constitution—the Bill of Rights, ratified more than 200 years ago—were intended to protect individuals from unjust acts by government. The First Amendment, stated above, assures both freedom of religion, speech and the press, and rights of assemblage and petition. Free speech and expression are basic to the pursuit of knowledge and truth in an academic and educational environment. All members of the DCAD community should be ready and able to express their ideas freely and openly. First Amendment rights and the principle of academic freedom apply to the speech of faculty and students in the classroom, guest lectures, student publications, cultural events on campus as well as all other educational programs and activities. The discussion of ideas, which some may find distasteful or

offensive, is protected if the discussion is germane to the subject matter being taught. The College will take very seriously any action that infringes on the free speech of others, or that harasses any individual because of his or her ideas or beliefs. Harassment of any kind will not be tolerated, and those who violate the freedom of speech and expression of another may face severe penalties.

The College cannot censor or restrict "public" speech that may offend or cause discomfort to others in the community, either by accident or by intent. Comments or language used in public situations that may be termed "hate speech" are certainly an abhorrence to the College community, even though they technically may be protected by law. However, even when First Amendment rights protect the expression of opinions that some may consider derogatory, the College can take steps to denounce those opinions and ensure that opposing views are heard. Therefore, it is absolutely essential that we all work to maintain an atmosphere of respect for every individual who exercises freedom of speech in a responsible way, and without intent to harm or defame others. Speech that is threatening and intimidating can be harassment and is not protected by the First Amendment. The offensiveness of a particular expression or action as perceived by an individual (or group) must be sufficiently severe, persistent or pervasive to limit a student's ability to participate in or benefit from the educational program, or to create a hostile or abusive educational environment. In such instances, College policy on harassment and discrimination, including sexual harassment and discrimination, will be followed to address and, where necessary, remedy the situation.

STUDENT HANDBOOK

A copy of the DCAD Student Handbook, distributed to all students at New Student Orientation, is available online at www.dcad.edu, under "About DCAD" and "Policies."

STUDENT LIFE

DCAD is a place to live, learn and experience. Student life at DCAD maintains a very busy calendar of activities throughout the year. On campus, activities range from major events such as Halloween's Spirit Week- including a campus-wide costume parade, poster design competition, pumpkin carving and more-, Wordstock, and the Egg Drop, to the smaller events such as karaoke nights, game nights and pot-luck dinners. Museum trips to New York City or Washington, DC, occur each semester and faculty members frequently arrange trips to area galleries and attractions in Wilmington, Philadelphia and Baltimore.

Visiting Artists and Scholars

Every year, nationally-known artists, designers, and scholars are invited to lecture and work with students. These lectures are free and open to the public. An updated calendar of events can be found at www.dcad.edu/events.

The Delaware College of Art and Design has rules and regulations that govern its relationship with enrolled students. These rules and regulations are established to ensure the safety and well-being of all students. They are binding upon enrollment, and all students agree to subscribe to them.

Disciplinary measures or dismissal may result from a failure to meet school standards of academic progress, conduct, and/or attendance, or for reasons of mental or physical health or neglect of financial obligations.

CODE OF STUDENT CONDUCT

Student conduct should be orderly and respectful of the rights, safety and privacy of others. Students are expected to keep the facilities clean, to treat equipment (both the school's and other students') carefully. Students should avoid conduct or actions which offend or disturb others. Students are expected to act in a responsible manner that is conducive to the welfare of others.

- **Academic Dishonesty** – using deception in any way that results in avoidance of academic responsibilities, such as cheating and plagiarism.
- **Cheating** – attempting to copy, force or otherwise gain information from another or from a prohibited source, with the intention of circumventing the academic testing process.
- **Plagiarism** – the reproduction of another's visual, verbal or written material without proper citation and with the intent to deceive. In the written form this includes, but is not limited to, verbatim copying or substantial paraphrasing, and presenting as your own the work of someone else.
- **Behaviors Disruptive or Harmful to Others, the Public or Oneself** – the intimidation or harassment of any member of the DCAD community

will not be tolerated. This includes purposeful disruption of a class or school function, creating a public disturbance or inconvenience, fighting, unreasonable noise or tampering with fire alarms or firefighting equipment. In the event that a student is threatening to hurt himself or herself in any way the Delaware College of Art and Design reserves the right to seek immediate medical assistance for the student and contact the student's parent or guardian or other emergency contact as previously designated by the student.

- **Theft, Willful Damage of Property and Unauthorized Entry** – any abuse or misuse of college property or equipment, including theft, defacing, damage or destruction of another's property. Gaining access to any school facility through the unauthorized use of keys.
- **Weapons, Dangerous Instruments, Explosives, Chemical Devices** – the possession on school property of any firearm, weapon, instrument or device that can be discharged, shot or used to cause harm (other than by law enforcement personnel). Possession includes carrying, transporting, having custody of, storing or displaying a weapon. Also not permitted are explosive chemicals or substances brought into College facilities with the intent of producing visible or audible combustion, explosion or fire, including fireworks. Possession or a license to possess any of the above listed items does not constitute defense of a violation of this policy. Weapons found may be confiscated and individuals may be subject to criminal prosecution. Legal propellant sprays used for personal protection and self-defense purposes are allowed, but must be used properly.
- **Drugs** – purchase, sale, possession or use of an illegal substance or drug.
- **Alcohol Abuse** – any behavior, which involves the abuse of alcohol and/

or inappropriate or destructive behavior brought on by alcohol abuses. Violation of local and state laws in effect.

- **Gambling** – illegal gambling on College property or at any official function sponsored by the College, student groups or school-affiliated organizations.
- **Providing False Information or Failure to Provide Information Requested** – providing false information with the intent to defraud or deceive. Failure to identify oneself to school officials, including security guards, when requested to do so.
- **Misuse of Official Documents** – includes forgery, alteration, misappropriation, or misuse of academic or non-academic records or identification cards. In the case of academic records, such as grade reports or transcripts, disciplinary action is within the jurisdiction of the director of student services and the dean.

The Delaware College of Art and Design reserves the right to dismiss any student from classes and/or student housing whose conduct is detrimental to the College. In the event that the student is classified as dependent by the IRS, Delaware College of Art and Design also reserves the right to contact a parent or guardian in the event of violations of the Code of Student Conduct. Disciplinary action for such violations falls within the jurisdiction of a Student Conduct Committee chaired by the director of student services. Delaware College of Art and Design has established "preponderance of evidence" as the official burden of proof for all alleged violations. Appeals to the decisions of the Student Conduct Committee should be addressed to the President.

NOTE:

See Student Handbook for Standard Sanctions for Student Conduct Violations.

Faculty

Lisa Baird

Adjunct Professor, Foundation
MFA, Maryland Institute College of Art
BA, Bowdoin College

Jason Birl

Adjunct Professor, Interior Design
BArch, Tyler School of Art

John Breakey

Professor and Area Coordinator,
Graphic Design
Ringling College of Art and Design

Ron Brignac

Dean and Area Coordinator,
Photography
MFA, Stanford University
MA, BA, Central Washington University

Kevin Burke

Adjunct Professor, Academic Studies
PhD, University of Delaware
MA, University of Delaware
BA, Pennsylvania State University

Konstantinos Chalikias

PhD, Ruprecht-Karls University Heidelberg
(Germany)
MA, Ruhr University Bochum
BA, Ruhr University Bochum

Randy Ciurlino

Adjunct Professor, Photography
MS, University of Massachusetts
BA, Glassboro State College

Michael D. East

Professor and Area Coordinator, Fine Arts
MFA, Pennsylvania Academy of Fine Arts
BFA, Indiana University

Ben Galbreath

Adjunct Professor, Interior Design
March, University of Pennsylvania
BA, Lehigh University

Penni Gioffre

Area Coordinator, Liberal Arts
M.ED, Wilmington University
MA, University of Delaware
BS, University of Delaware
AS, Widener University
Diploma in FA, Paris-American
Academie Ecole de Beaux Arts

Rosemary Kelly

Adjunct Professor, Interior Design
BA, University of Delaware

Katie Lantzas

PhD, University of Sheffield
MA, University of Sheffield
BA, Dickinson College

Alison Leedy

MA, Tyler School of Art
BA, Eastern University

Julia Mercier

Adjunct Professor, Liberal Arts
BA, Rutgers University

Alexi Natchev

Professor and Area Coordinator,
Illustration
MFA, BFA, National Academy
of Fine Arts, Bulgaria

Nicole Pham

Adjunct Professor, Liberal Arts
Med, Northern Arizona University
BA, Arizona State University

Dustin Ream

MFA, Tyler School of Art, Temple
BFA, University of the Arts

Roger Roth

Adjunct Professor, Illustration
BFA, Pratt Institute

Kofi Sarfo

Adjunct Professor, Foundations
BFA, University of the Arts
AFA, Delaware College of Art and Design

Tad Sare

Adjunct Professor, Fine Arts and Animation
MFA, Pennsylvania Academy of Fine Arts
BA, Indiana University, Bloomington

Lynda Schmid

Adjunct Professor, Foundation
MFA, MA, BA, University of Iowa

Constance Simon

Adjunct Professor and Area Coordinator,
Foundation
MFA, Syracuse University
BFA, Cleveland Institute of Art

Stan Smokler

Adjunct Professor, Foundation
MFA, Pratt Institute
BFA, University of Pittsburgh

Sheena Spearman

Adjunct Professor, Interior Design
MArch, University of Pennsylvania
BS, Ohio State University

Kalpa Srivats

Adjunct Professor, Liberal Arts
PhD, University of Illinois
MA, University of Illinois
MA, University of Illinois
BFA, Stella Maris College

Leon Syfrit

BFA, University of the Arts
AFA, Delaware College of Art and Design

Aki Torii

Adjunct Professor, Foundation
MFA, Pennsylvania Academy of Fine Arts
BFA, Indiana University

Denise Tanyol

Adjunct Professor, Liberal Arts
PhD, University of Pennsylvania
MA, University of Southern Mississippi
BA, Johns Hopkins University

Ian Tornay

Professor and Area Coordinator,
Interior Design
MFA, Queens College CUNY
BArch, Cooper Union

Sarah Zero

BFA, University of Delaware

Zaneta Zubkova

MFA, Brooklyn College, CUNY
BFA, Kauno Aukstesnioji Meno Mokykla

BOARD OF TRUSTEES

R. Thorpe Moeckel, Chairman
Richard W. Eiger, Vice Chairman
Thomas J. Shopa, Treasurer
Anne N. Edwards, Secretary
Mati de Bonetti Buccini
Dorothy Jacobson
Monique Rollins
Edmund Rutkowski
Thomas F. Schutte
Anne H. Van Ingen

Stuart B. Young, Chairman Emeritus

EX-OFFICIO OVERSEERS

Stuart Baron
President, Delaware College of Art and Design

Christopher Bullock
President
New Castle County Council

Thomas. Gordon
County Executive,
New Castle County

Carrie Gray
Managing Director,
Wilmington Renaissance Corporation

Theopalis K. Gregory, Sr.
President
Wilmington City Council

Jack Markell
Governor,
State of Delaware

Dennis P. Williams
Mayor
City of Wilmington

PRESIDENT'S LEADERSHIP COUNCIL

R. Thorpe Moeckel, Chairman
David W. Baldt
Joseph G. Charma
Sally A. DeWees
Helaine Gordon
Dorothy Jacobson
Scott Johnson

Jeanne Nutter
Hal Real
Monique Rollins
Louis B. Rosenberg
Thomas J. Shopa
Sadie Somerville

ADMINISTRATORS

Stephen Ampersand
Director of Financial Aid
MSM, Wilmington University
AS, BS, Peirce College

Stuart Baron
President
MFA, Boston University
BA, Boston University

Ron Brignac
Dean, Professor and Area Coordinator,
Photography
MFA, Stanford University
MA, BA, Central Washington University

Jane Campbell
Director of Continuing Education
BS, University of Georgia

E. Bates Carter III
Information Technology Coordinator
BS, Ithaca College

Amanda Curry
Director Of Communications
MA, Villanova University
BS, University of Delaware

Gerry Deery
Admissions Administrative Assistant
BA, University of Delaware

Sara Ganter
Director of Development
MA, City University of New York
BFA, Syracuse University

Renee Garnick
Internship Program Coordinator
BFA, Boston University

Elizabeth Gatti
Director of Admissions
MS, West Chester University

BFA, University of Delaware

Ruth Graham-Hayes
Financial Aid Counselor
BS, Colorado Technical University
American Business Institute

Bradley LaMere
Admissions Counselor
MFA, University of Pennsylvania
BFA, Syracuse University

Pamela MacPherson
Director of Institutional Research
MEd, Wilmington University
BA, Immaculata University

Muriel Mhloyi
Bursar
BS, Cheyney University

Jason Mokar
Director Of Student Services
BS and MEd, Salisbury University

Traci Parman
Chief Administrative Officer
BS, University of Delaware

Randle Reed
Assistant Director of Student Services
BFA, Pratt Institute
AFA, Delaware College of Art and Design

Helena Richardson
Library Director
MFA, Kent State University
MLIS, Kent State University
BFA, Maryland

Bethany Roberts
Assistant Director of Admissions
AFA, Delaware College of Art and Design

Krista Rothwell
Registrar/Institutional Research Coordinator
BFA, Moore College of Art and Design
AFA, Delaware College of Art and Design

Sam Vaughan
Deputy Assistant to the President
BA, University of Denver

DCAD is a place to live, learn and experience.

Located midway between New York City and Washington, DC, DCAD offers easy access to a wide range of attractions and urban centers. Baltimore is one hour to the south and Philadelphia is 45 minutes to the northeast. Delaware and Maryland beaches, the New Jersey shore and the Pocono Mountains are all within two hours of the College.

Wilmington's Amtrak and SEPTA station are within a six-block walk from the campus, allowing for easy access to these places while the DART bus system operates with stops throughout the city and state. DART can easily take students on a tax-free shopping trip, or to visit friends at the University of Delaware. The internationally-recognized Delaware Art Museum, the Delaware Museum of Natural History, Winterthur, Longwood Gardens and other attractions in the Brandywine Valley are also easily accessible.

While Wilmington is known for business, it offers a lively and welcoming environment for creative artists and designers. The first Friday of every month brings Art on the Town where local businesses, galleries and organizations stay open late to host openings for monthly exhibits by local artists. Oftentimes, DCAD students and professors are those local artists and DCAD participates in Art on the Town on a bi-monthly basis.

In Wilmington's downtown, DCAD is joined by World Cafe Live at the Queen Theatre, a live music venue where students have participated in their weekly open mic nights and the Delaware History Museum, where DCAD often holds lectures and special events. Within close walking distance are the Grand Opera House and the DuPont Theatre, offering entertainment from concerts to Broadway shows. Theatre N, is the city's popular art movie house and is visited by many students as a place to see independent films. Four blocks from campus is Rodney Square, an open park where students have been known to play pick up soccer games on a study break and enjoy the downtown Wilmington Farmers Market. The Brandywine Zoo, the Delaware Center for the Contemporary Arts and the Wilmington Riverfront, located along the Christina River, offer some artistic inspiration to students both during and outside of class.

Many festivals in Wilmington take place in DCAD's front yard, closing down Market Street and setting up activities in the surrounding blocks. Students especially enjoy the Wilmington Fringe Festival in the fall which brings adventurous artists in both visual and performing arts downtown to show their work at several venues. DCAD students have been known to volunteer and also participate by performing or showing their artwork.

To see a calendar of Wilmington events, visit www.inwilmingtonde.com.

About Delaware

Thomas Jefferson called Delaware the "Diamond State" because despite its small size, it was both immensely beautiful and valuable, a characterization as true today as it was 200 years ago. New Castle County, the northernmost of Delaware's three counties, is also the state's most developed. The county's rich history complements a cosmopolitan flair that comes from being traversed by one of the nation's busiest transportation corridors. The southern counties of Kent and Sussex retain much of their rural and agricultural character, even as the famed Delaware beaches grow in popularity as year-round communities. Wilmington's origins date back to 1638 when the Colony of New Sweden was established between the swiftly-flowing Brandywine and the serene Christina Rivers – the first permanent European settlement in the entire Delaware Valley.

Driving from Philadelphia and Points North:

Take I-95 South to the second Delaware Avenue / Route 52 exit (Exit 7A). After exit ramp, go straight through light (placing you on 11th Street) to second light (junction of 11th Street and Delaware Avenue). Continue straight, following 11th Street, through six lights to King Street. Turn right onto King Street. Continue to Fourth Street and turn right. Take first right onto Market Street. DCAD is located at 600 North Market Street on the corner of Sixth and Market streets.

Driving from Washington, DC and Points South:

Take I-95 North to Martin Luther King Blvd (Exit 6). Turn right onto DE-4 E / Maryland Ave. Turn left onto N. Market St. DCAD is located at 600 North Market Street on the corner of Sixth and Market streets.

By Train

Wilmington's Amtrak (800.872.7245) and SEPTA Station is only six blocks from DCAD.

By Bus

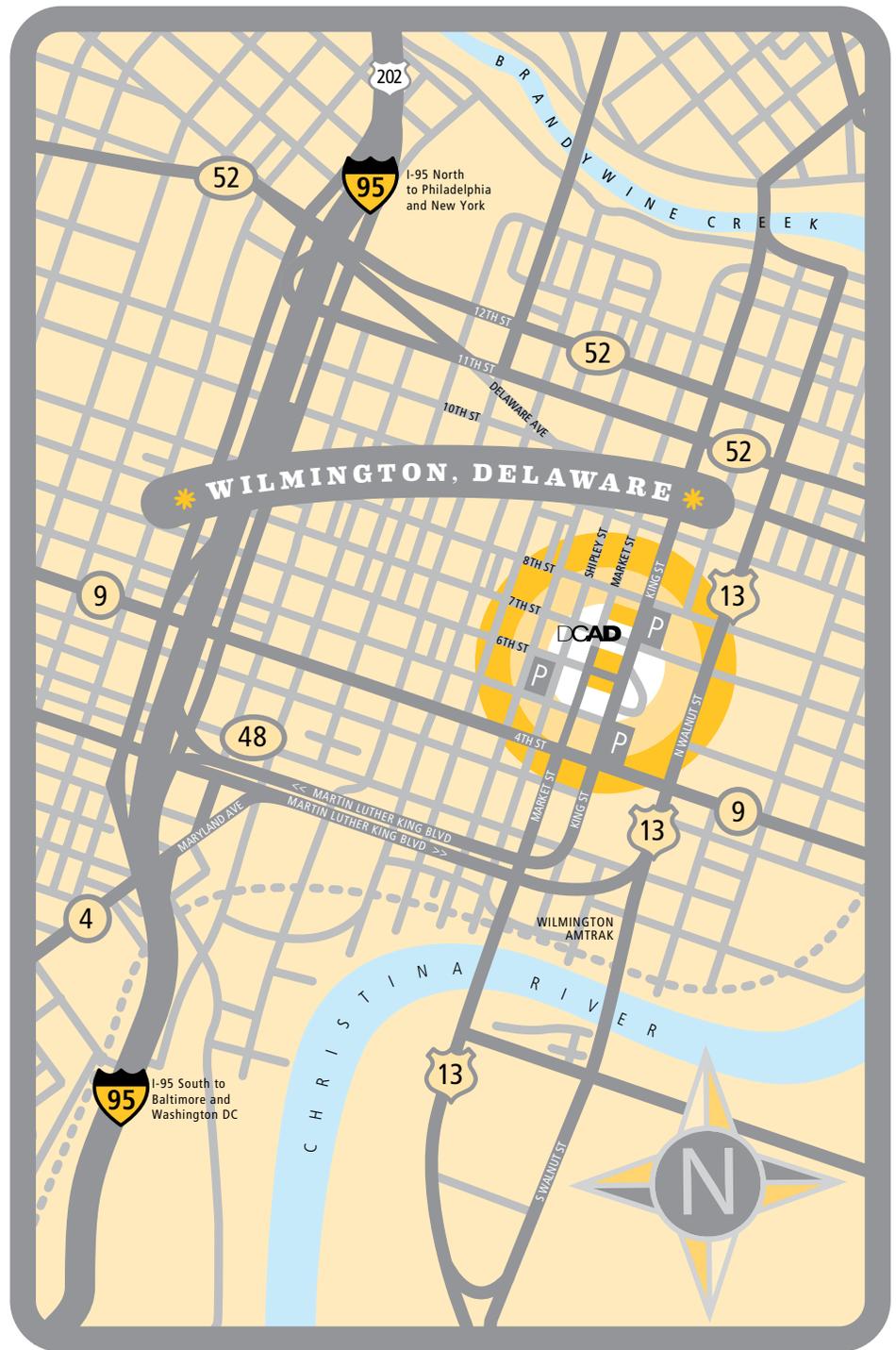
Wilmington Bus Terminal (302.652.7391) is only five blocks from DCAD. Several DART Bus stops are located near DCAD (800.652.3278).

By Air

Philadelphia International Airport is 30 minutes from DCAD via I-95.

Parking

Metered on-street parking is available around the College as are several pay-by-the-hour parking lots.



DELAWARE COLLEGE OF ART AND DESIGN

600 N. Market Street
Wilmington, DE 19801
302.622.8000
www.dcad.edu
info@dcad.edu



PUBLICATION DESIGN

This publication produced by the Delaware College of Art and Design Communications Office with design by the INQb8 Design Group.