

DCAD Catalog 2020–21

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About DCAD

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.

Delaware College of Art and Design empowers emerging creatives to take artistic risks and engage with inclusive and diverse communities.

Vision

Delaware College of Art and Design envisions a future as a nationally recognized powerhouse of creativity, education, inspiration, and engagement.

Values

Dedication
Creativity
Accomplishment
Diversity

Founding

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 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 founding and commitment to maintaining a rigorous course of study, a growing list of articulation agreements with art and design colleges offers 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 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, and the [National Association of Schools of Art and Design](#) (NASAD), 11250 Roger Bacon Drive, Suite 21, Reston, VA 20190, 703.437.0700. 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 (AFA) that combines studio courses in art and design, liberal arts, and general education courses. Upon successful completion of the program, students earn their Associate of Fine Arts Degree in one of five majors: Animation, Fine Arts, Graphic Design, Illustration, or Photography.

Majors

Animation

Fine Art

Painting
Sculpture
Printmaking

Graphic Design

Illustration

Book & Editorial Illustration
Sequential Art

Photography

Majors and Electives

Within some majors, students are able to select and elective that encompasses a series of specified classes in their second year. This wide array of elective opportunities in the second year allows students to tailor their artistic focus within their specified majors. Each major prepares students for transfer to a four- year art and design institution.

Animation, Graphic Design, Illustration, and Photography majors take a course within their major in the second semester of the first year. Students select their major at the time of enrollment into the College.

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. In 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 14 weeks long. Upon completion students will earn a total of 60 to 63 credits, composed of 39 to 42 credits in studio courses, and 12 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.

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

Foundation Year

SEMESTER I **Credits**

Drawing I, FA151	3
2-D Design I: Black and White, FN131	3
4-D Design, FN151	3
First Year Seminar, AS120	
Reading and Composition, ENG101	

SEMESTER II* **Credits**

Drawing II, FA152	3
2-D Design II: Color, FN132	3
3-D Foundations, FN140	3
Art History I, AH111	3
Writing for the Arts, ENG102	3

**Animation, Graphic Design, Illustration, and Photography majors begin their chosen area in Semester II.*

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, four-dimensional (time-based) design, and color theory. The purpose of the foundation year experience is to develop visual literacy and skills 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 respective majors.

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 provide basic studio techniques and skills and to develop visual literacy and apply the underlying concepts and principles common to art and design.
- To connect and reinforce visual concepts between the first- year studio courses and art history curriculum.
- To prepare students for further studies in their chosen major.

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.
- 2:** Apply careful craftsmanship, techniques, and skills to attain clean and clear presentation in various media.
- 3:** Demonstrate creative problem solving, personal expression, and critical awareness through a variety of media and processes.

Liberal Arts

The mission of DCAD's Liberal Arts program is to provide students with a historical and interdisciplinary understanding of art and literature as well as language skills essential for aspiring artists and designers. The curriculum supports a student's studio experience by emphasizing the connection between visual, written, and verbal communication as well as developing critical thinking skills designed to promote the exploration of various creative, cultural, and intellectual disciplines.

LIBERAL ARTS GOALS

- To apply a strong foundation in the liberal arts disciplines of

art history, literature, and the core competencies in the studio program for transfer to a four-year program.

- To develop communication and critical thinking skills.
- To integrate a global and interdisciplinary knowledge, skills, and abilities important for the diverse society of the 21st century.
- To synthesize student's appreciation for the inter-relationship between the liberal arts and the studio/design arts.

LIBERAL ARTS COMPETENCIES

Students will:

- 1:** Categorize works of art, literature, and design from

various historical periods and global cultures.

- 2:** Analyze the significance of artistic and literary media, techniques, and designs and connect them to historical, cultural, religious, scientific, and stylistic contexts.

- 3:** Demonstrate their ability to ethically cite using a variety of credible sources, strategies, and approaches in written papers and oral presentations.

- 4:** Appreciate the diverse genres, styles, themes, and concepts of global literary and artistic masterpieces.

- 5:** Apply the conventions of English grammar and critical analysis to written and oral communication.

Animation

The Animation program focuses on the skills necessary for the production of independent and commercial applications. The primary objective of the program 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, 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 timing and spacing into projects.
- To produce animations using sound, image, and materials.
- To utilize current technologies for animation.

ANIMATION COMPETENCIES

Students will:

- 1)** Demonstrate general verbal and visual literacy while communicating ideas and story lines using animation.
- 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.

- 3)** Create a portfolio-quality animated short film, while applying basic animation techniques and technology by using both camera equipment and software.
- 4)** Create projects that demonstrate a basic knowledge of the history of animation and film making, and the knowledge of its technical development.
- 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.

Animation Curriculum

SEMESTER I	Credits
Drawing I	3
2-D Design I: Black and White	3
4-D Design	3
First Year Seminar	3
Reading and Composition	3

SEMESTER II	Credits
Drawing II	3
2-D Design II: Color	3
3-D Foundations	3
Animation I	3
Art History I	3
Writing for the Arts	3

SEMESTER III	Credits
Drawing for Animation	3
Animation Studio Elective*	3
Storyboarding/ Storytelling	3
Art History II *	3
Writing about Modern Literature	3

SEMESTER IV	Credits
Animation II	3
Digital Video	3
Studio Elective*	3
Moving Pictures	3
Intro to Non-Western Art	3

* Students choose one studio elective from the following courses: *Game Art: Visualization, Experimental Animation, or 3D Modeling.*

Fine Arts

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. Within the fine arts program, students may select electives in painting and drawing, sculpture, or printmaking.

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

Students will:

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

Fine Arts Curriculum

SEMESTER I	Credits
Drawing I	3
2-D Design I: Black and White	3
4-D Design	3
First Year Seminar	3
Reading and Composition	3

SEMESTER II	Credits
Drawing II	3
2-D Design II: Color	3
3-D Foundations	3
Art History I	3
Writing for the Arts	3

SEMESTER III	Credits
Drawing III: The Figure	3
Painting I*	3
Sculpture I*	3
Printmaking*	3
Art History III	3
Writing about Modern Literature*	3

SEMESTER IV	Credits
Drawing IV: Perception & Metaphor	3
Studio Elective**	3
Studio Elective**	3
After the Artistic Apocalypse	3
Intro to Non-Western Art	3

*Choice of two: *Painting I, Sculpture I, and Printmaking I.*

**Choice of *Painting II, Sculpture II or Printmaking II.*

Graphic Design

The Graphic Design program provides the student with tools and processes 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 which provide the opportunity necessary to become an effective designer.
- To possess a core of knowledge that prepares students for advanced study.
- To create a portfolio of work that demonstrates accepted competencies appropriate for the AFA.

GRAPHIC DESIGN COMPETENCIES

Students will:

- 1)** Demonstrate knowledge of a graphic design problem-solving skill set.
- 2)** Create a system for information gathering, R and D and how to apply tools to problem solving.
- 3)** Demonstrate ability to use drawing as a primary visualization tool for image making processes and as a structural guide for planning a successful message.
- 4)** Demonstrate the ability to present information as effective visual communication.
- 5)** Build a solid foundation for developing and understanding professional practice.

Graphic Design Curriculum

SEMESTER I	Credits	SEMESTER III	Credits
Drawing I	3	Communication Design II	3
2-D Design I: Black and White	3	Typography I	3
4-D Design	3	Visual Communication I	3
First Year Seminar	3	Art History II	3
Reading and Composition	3	Writing about Modern Literature	3
SEMESTER II	Credits	SEMESTER IV	Credits
Drawing II	3	Typography II	3
2-D Design II: Color	3	Visual Communication II	3
3-D Foundations	3	Digital Video	3
Communication Design I	3	Intro to Non-Western Art	3
Art History I	3	Visual Dialogues	3
Writing for the Arts	3		

Illustration

The mission of the Illustration program is to prepare students to understand and use pictorial imagery to communicate a concept, message, or narrative to impact an audience. The program provides a strong foundation of image creation and project development through the application of traditional and digital media techniques that are relevant to contemporary print and web-based publishers. Within Illustration, students select electives in book and editorial or sequential arts.

ILLUSTRATION GOALS

- To introduce the students to the critical skills needed for effective visual communication.
- To develop skills necessary for strong visual solutions to assignments.
- 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

Students will:

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

Illustration Curriculum

SEMESTER I

Credits

Drawing I	3
2-D Design I: Black and White	3
4-D Design	3
First Year Seminar	3
Reading and Composition	3

SEMESTER II

Credits

Drawing II	3
2-D Design II: Color Media & Methods	3
Art History I	3
Writing for the Arts	3

SEMESTER III

Credits

Illustration I	3
Drawing III: The Figure	3
Typography I	3
Art History II	3
Writing about Modern Literature	3

SEMESTER IV

Credits

Illustration II or Sequential Arts	3
3D Foundations	3
Digital Media & Methods	3
Creative Writing	3
Intro to Non-Western Art	3

Photography

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 whether they are journalistic, commercial or fine art oriented.

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.
- 2)** Create written responses that demonstrate awareness of contemporary and historical photographic works and ideas.
- 3)** Give at least one oral presentation in conjunction with a written project.
- 4)** Student will demonstrate effective use of quantitative literacy.

Photography Curriculum

SEMESTER I	Credits
Drawing I	3
2-D Design I: Black and White	3
4-D Design	3
First Year Experience Reading and Composition	3

SEMESTER III	Credits
Photography II	3
Digital Photo Editing	3
Studio Lighting	3
Art History II	3
Writing about Modern Literature	3

SEMESTER II	Credits
Drawing II	3
2-D Design II: Color	3
Photography I: Digital	3
Art History I	3
Writing for the Arts	3

SEMESTER IV	Credits
Color Photography	3
Digital Video	3
3D Foundations	3
Lenticular Vision	3
Intro to Non-Western Art	3

Community Programs

The Delaware College of Art and Design is dedicated to delivering visual arts education and opportunities that will serve a diverse community of creative learners. DCAD's visual arts community programs are designed to inspire artists and designers of all levels including youth, and teens, who are committed to artistic development and will foster an environment that encourages cross disciplinary collaborations and activities to enrich individual experiences.

Continuing Education

The Continuing Education Program at DCAD is dedicated to providing the community with dynamic courses that foster artistic and creative growth. From oil painting to computer graphics, a wide range of art & design classes and workshops are offered each semester.

Each semester the Continuing Education Program offers

exciting classes and workshops in the following areas: Graphic & Web Design, Fine Arts, Jewelry Design, and Photography.

[Click to view](#) the current course offering.

Young Artist Program

Through DCAD's Young Artist Program there are many opportunities for middle and high school-age artists to gain experience in the studio and build their portfolios. Highlights of the Young Artist Program include Pre-College Art Studio Weeks, Day Camps, Animation Workshops and Observational Drawing for High School Students Class.

Pre-College

The Delaware College of Art and Design's Pre-college program is dedicated to offering courses that are led by DCAD's engaging professors, who are all practicing professional artists

and designers. Through this program we aim to challenge rising artist in the classroom and through homework assignments to create portfolio-building work. DCAD is committed to offering small classes to enable students to work closely with professors and their peers, gaining valuable experience in critiques and flourish in the inspiring environment that is DCAD. Half the day is spent in portfolio prep and the other half in a major elective of choice including Animation, Graphic Design, Illustration, Fine Art or Photography. 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.

[Click to view](#) current Pre-College offerings.

Course Descriptions

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 lecture, film presentations, studio work and outside assignments that utilize traditional and digital means to explore creative possibilities. Class projects include hand-drawn animation, digital cell animation, stop motion, and experimental techniques. This course is a prerequisite for all intermediate and advanced animation courses.

Prerequisite: First semester of studio foundation year.

Animation II AN202

This course expands upon the foundation provided by the Animation I course emphasizing a greater understanding and application of animation principles, effective quality of movement, and storytelling. Through class exercises, group projects, independent research, and film screenings students will learn about character performance, lip-sync, weight, and properties of matter as it pertains to animated assets. The end of the course will focus on an individual project that employs experimental visual ideas, develops original characters, and tells a compelling narrative.

Prerequisite: Animation I

Drawing for Animation

AN209

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. In addition to these aspects of animation, students will continue to develop their understanding of perspective, proportion, and composition as it relates to characters, objects, and environments.

Prerequisite: Drawing I

Storyboarding/Storytelling

AN210

This course focuses on the fundamental skills of design for time-based media beginning with basic conceptual scripting and storyboarding 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.

Prerequisite: Animation I

Digital Video AN213

This course is an introduction to film making through hands on experience with digital video camera and recording equipment. It is the aesthetic and technical study of video. The course utilizes lightweight cameras for location shoots, documentaries, news gathering and commercial presentations. Pre-production, storyboarding and post production video editing is stressed. Through activities

with an emphasis on video editing, students learn to creatively rearrange, add and remove sections of the image and sound previously recorded on video.

Prerequisite: Studio Foundation Year

Game Art: Visualization

AN221

This course offers design-oriented strategies for the creation of characters, props, and environments for use in 2D mobile or web apps. Projects introduce the visualization process of assets through manipulation and experimentation of 2D software from concept to final design. Students will learn about the history of video games and the limitations and possibilities of interactivity, movement, and functionality of original 2D assets in a UI/UX workflow. Students will also be introduced to the technical process of importing original art into a game engine. *Prerequisite: Animation I*

Animation I

Experimental Animation

AN226

This course expands on the 'under the camera' techniques introduced in the Animation I course by allowing students to develop alternative and innovative approaches to animation and filmmaking. 3D Animation track students investigate the use of materials and methods while exploring the possibilities of moving images in narrative and non-narrative styles. Many projects will include discussion on techniques and

concepts found in film history and video art. *Prerequisites: Animation I*

3D Modeling AN229

This course introduces students to the principles and techniques used in 3D computer modeling. Students will apply their foundational design skills to effectively model, light, texture, and render three-dimensional forms, characters, and environments for use in animation, film, and video games. To create believability in the surfaces and forms of three-dimensional models, students will complete projects that utilize independent research and collaborative class exercises that incorporate character performance, physical properties of matter, and light. *Prerequisite: Animation I*

Moving Pictures AS224

While everyone has the experiential knowledge of the language of film, filmmakers are expected to know film's grammar and syntax. This course is designed to give animation students an understanding of the aesthetics of narrative filmmaking, and 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. The second half of the semester will focus on modern

films. *Prerequisites: Art History III*

Drawing III: The Figure FA223

This course focuses on figure drawing using the models for both analytical processes of observation and invention. Student will develop their abilities to create meaningful composition, space, and movement both in class problems and in individual independent projects. Intensive investigations of composition will focus on the dynamic relationship between form (the figure) and content. *Prerequisite: Drawing II*

Art History

Art History I AH111

A survey of global art history in which students are introduced to the painting, sculpture, architecture, and minor arts of prehistoric, ancient, and medieval cultures from around the world. Arts belonging to different religious traditions are discussed. Assignments and exams are specifically designed to develop visual literacy, encourage critical thinking, and practice written and oral communication skills.

Art History II AH113

Students examine significant works of art and architecture from around the world dating from the proto-Renaissance to the 19th century. Focus is on recognizing and classifying art historical styles, media, methods, and terminology that can be applied to continued study in the visual arts. Assignments and exams emphasize increased sophistication in critical thinking and continued

development of written and oral communication skills. *Prerequisite: Art History I*

Introduction to Non-Western Art AH248

This course provides students with a global perspective of art history by providing a survey of the art and architecture of Asian, African, and Pre-Columbian American cultures. Students explore the distinctive aesthetic characteristics of major non-western civilizations and examine the unique social, political, religious, and philosophical perspectives behind the creative output of each cultural group. *Prerequisite: Art History 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, value, proportion, and composition to build visual structures. Ultimately, this 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 and inventive aspects of drawing are investigated through a variety of media and motifs, including the investigation of the human figure. *Prerequisite: None*

Drawing II FA152

This course reinforces concepts from Drawing I and introduces tone as a tool to create light and shadow in a variety of drawing languages. Students continue to explore the analogous relationship

between the perception of nature and the drawing process and the inventive and analytical aspects of drawing through a variety of media and motifs. A more in-depth emphasis is placed on the human figure as a subject for observation and invention.

Prerequisite: Drawing I

Printmaking I FA223

An emphasis on process will be used to explore a variety of strategies to build form and convey meaning. This course will focus on creative problem solving and professional studio techniques. Technical expertise appropriate to a second-year student will be developed, as will the understanding of the relationship between form and content. *Prerequisites: Drawing II and Two-Dimensional Design II: Color*

Printmaking II FA225

Students increase their options for realizing form and develop their personal imagery through exploring various printmaking techniques. The course will focus on the link between printmaking issues and the expressive qualities contained within, leading to a more understood personal statement. Further investigation and exploration of historical antecedents and contemporary examples will help students develop their creative vision. Through these investigations, students will learn how printmaking can reflect and embody an expressive response to the world around us. *Prerequisite: Printmaking I*

Drawing III: The Figure

FA233

This course focuses on figure drawing using the models for both analytical processes of

observation and invention. Student will develop their abilities to create meaningful composition, space, and movement both in class problems and in individual independent projects.

Intensive investigations of composition will focus on the dynamic relationship between form (the figure) and content.

Prerequisite: Drawing II

Drawing IV: Perception and Metaphor FA234

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, white, and color media. Intensive investigations of concept and process 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. The class culminates with the creation of a personal body of work developed through independent research and in class critiques.

Prerequisite: Drawing III

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.

Prerequisites: Two-Dimensional Design II: Color and Drawing II

Painting II FA242

This course builds upon concepts introduced in Painting I. Observation and invention will be used to explore a variety of strategies to build form and convey meaning. 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 will learn how painting can reflect and embody our experience of reality. *Prerequisite: Painting I*

Sculpture I FA251

This course builds upon processes introduced in three-dimensional design courses. Students work both objectively and non-objectively through a variety of motifs and concepts, in a sequence of problems designed to develop their understanding of the possibilities of form and function in both representation and abstraction. Continued study and practice of the technical aspects of sculpture will enhance the student's ability to communicate effectively within a given medium.

Prerequisites:

Two-Dimensional Design II: Color and Three-Dimensional Design II

Sculpture II FA252

This course builds upon concepts explored in Sculpture I. Observation, abstraction, and invention will be used to explore a variety of strategies to build form and convey meaning. The course will focus on the advancement of student abilities towards the development of form through media introduced in Sculpture I, as well as the introduction to additional sculptural processes. Further investigation and exploration of the many languages of sculpture will use historical antecedents and contemporary references to help students develop their creative vision. Through these investigations, students can learn how sculpture can reflect and embody an expressive response to our existence.
Prerequisite: Sculpture I

After the Artistic Apocalypse AS218

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 of the century and trace the social, technological, theoretical, and critical forces that have driven a series of self-proclaimed revolutions.
Prerequisites: Art History III

Foundations

Two-Dimensional Design I: Black and White FN131

This course introduces 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. *Prerequisite: None*

Two-Dimensional Design II: Color FN132

This course reinforces the fundamentals of visual organization studied in Two-Dimensional Design I: Black and White 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. *Prerequisite: Two-Dimensional Design I: Black and White*

3D Foundations FN140

This course introduces the fundamental elements of three-dimensional visual organization (line, plane, space, mass, balance, and proportion) and how to apply expressive possibilities of this design language through the investigation of material manipulation, techniques, tools, and conceptual ideas. Practical matters of proper safety and use of tools, machine tools, and technological processes will be emphasized. Students are encouraged to learn independently while exploring projects from research to development to completion. Excellence in both concept and craftsmanship is encouraged in each assignment through critical analysis and quantitative literacy.
Prerequisite: None

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.
Prerequisite: None

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 with introductory 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. *Prerequisite: Studio Foundation Year*

Visual Communication II GD202

This course emphasizes to students the principals and process of visual problem solving, expanding a visual vocabulary and applied analysis of perception, audience and environment. The course reinforces, then 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. Students will complete projects where they will be

called upon to define subject matter, create original text and images as content, and produce cohesive visual statements. These pieces should demonstrate a developing awareness of a unique vision. *Prerequisite: Visual Communication I*

Communication Design I GD205

The goal of Communication 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 frame-of-use 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. *Prerequisite: Studio Foundation Year*

Communication 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 II 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. *Prerequisite: Communication Design I*

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. *Studio Foundation Year*

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 begin to express a unique artistic vision, striking a balance between communication integrity, and viewer comprehension. *Prerequisite: Typography I*

Digital Video AN213

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

Prerequisite: Studio Foundation Year

Visual Dialogues AS222

This course offers parallel histories of illustration and graphic design while emphasizing the evolution of technology, form, and style. Important designers, design philosophies, pictorial and typographic trends are considered and presented through a wide range of real examples produced in a

variety of contexts. Students investigate the ways in which communication practitioners of the past and present respond to problems of design and relate to the professional, marketplace. Students create valuable personal resources by keeping in-class visual journals that document, with text and images, examples cited throughout the course. *Prerequisites: Art History III*

Illustration

Intro to Sequential Arts IL210

Through a planned series of lectures, demonstrations and assignments, students will explore the medium of comics as a vehicle for storytelling and narrative communication. Using a combination of typography and imagery, student will complete assignments that will further their understanding of panel and page composition, controlling pace and mood of a story, and writing and character development. During the completion of these projects, students will be introduced to various techniques that include a mixture of computer-based media and traditional media to develop preliminary sketches and complete finished pages. Emphasis will be placed on story development and the idea of the artist as creator. *Prerequisite: Drawing II*

Illustration I IL215

Through a series of assignments, presentations, and exercises, students will explore methods for pictorial communication. Concepts will be developed and refined through research and comprehensive

sketch work. An introduction to real world applications for illustration will be presented through work with a functional context. *Prerequisite: Drawing II*

Illustration II IL216

Through a series of assignments, presentations, and exercises, students will strengthen their application of pictorial communication methods as it relates to contemporary illustration practices. Research into illustration markets will inform student's individual direction and creative voice. Students will execute a self-directed project designed to explore and apply industry standard practices in order to meet their personal, educational and emerging professional goals. *Prerequisite: Illustration I*

Media & Methods IL217

Through demonstrations, exercises, and studio assignments students will experiment with traditional media commonly employed in the illustration field. Digital tools will be introduced to refine and prepare work for print and digital applications. Students will begin to identify a process consistent with their individual creative voice. *Prerequisite: Studio Foundation Year*

Digital Media and Methods IL218

Through a variety of demonstrations, exercises, and assignments, students will

explore a variety of techniques that combine traditional and digital media. Adobe software will be utilized to refine, enhance, create and prepare illustrative artwork for print and digital applications. Students will continue to develop an individual style consistent with their personal, educational and professional goals. *Prerequisite: Media and Methods*

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. *Prerequisite: Writing about Modern Literature*

Drawing III: The Figure FA233

This course focuses on figure drawing using the models for both analytical processes of observation and invention. Student will develop their abilities to create meaningful composition, space, and movement both in class problems and in individual independent projects. Intensive investigations of composition will focus on the dynamic relationship between form (the figure) and content. *Prerequisite: Drawing II*

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. *Prerequisite: Student Foundation Year*

Liberal Arts

Academic Writing Lab AS099

This is a weekly lab designed to complement and supplement Writing & Literature I. The course offers instructional support and focused practice in college-level reading, writing, and analytical skills to students who are underprepared in these areas. Writing is the primary focus of this course in which classwork emphasizes the fundamentals of English grammar, syntax, paragraph development, vocabulary, and the application of these elements for text-based assignments given in writing & literature I. Since students' individual needs vary, instructors offer intensive individualized attention.

First Year Experience

AS120

Offered only in the fall semester, the DCAD First Year Experience course serves as an introduction for first-semester college students to the study and practice of art and design skills they will need to thrive in college and beyond. The course will focus on success strategies for college life and how to navigate contemporary discourses of art and design. Students will be lead through different modules that emphasize successful academic practices in addition to studio and technical skills, both analog and digital. This course will also prepare students with the skills needed to participate in the first-year portfolio in the spring semester.

Reading and Composition

ENG101

This course offers an introduction to active reading, critical thinking, and college-level writing. Students will read fiction and non-fiction materials which are theme-based and culturally diverse. The students will use these readings for expository and persuasive writing that emphasizes the writing process, analytical skills, and research practices.

Writing for the Arts

ENG102

This course will continue to develop the reading, research, and writing skills that the students developed in *Reading and Composition*. Students will read and analyze the types of writing most commonly found in the art and design world. The students will use these readings as a tool to learn how to structure and write for a profession in the arts. The types of papers may

include will be art critiques, gallery reviews, artist's statements, formal/visual analyses, and research papers.

Writing about Modern Literature ENG201

This survey offers a comprehensive study of literature from the birth of modernism through postmodernism. Students explore literary works including poetry, drama, philosophy, and fiction from around the globe from the mid-19th century to the late 20th century. Coursework focuses on providing students with a deeper appreciation of the connection 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

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 of the 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 approaches to the built environment and translated psychological and emotional response into physical form.

Visual Dialogues AS222

This course offers parallel histories of illustration and graphic design while emphasizing the evolution of technology, form, and style. Important designers, design philosophies, pictorial and typographic trends are considered and presented through a wide range of real examples produced in a variety of contexts. Students investigate the ways in which communication practitioners of the past and present respond to problems of design and relate to the professional marketplace. Students create valuable personal resources by keeping in-class visual journals that document, with text and images, examples cited throughout the course.

Moving Pictures AS224

While everyone has the experiential knowledge of the language of film, filmmakers are expected to know film's grammar and syntax. This course is designed to give students an understanding of the aesthetics of narrative filmmaking, and 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. The second half of the semester will focus on modern 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 Sixties & Seventies AS239

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 investigates 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 is 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.

The Invention of the Gothic: Ghosts, Monsters,

and the Unexplained

AS250

Ghost and monsters' stories have long captured our imagination from stories around the fire to literary classics. Horror stories are often thought of as childish, yet the Gothic literature of the late 18th and early 19th centuries explored complex ideas about psychology and the nature of humanity. Gothic literature was revolutionary in its expression of sexuality and politics, and quite frequently, it gave a voice to the downtrodden. This course will explore the invention of the Gothic in the 18th century and its development into the modern horror story. Throughout the semester, students will explore major themes and concepts in Gothic literature and its influences. Students will learn how to analyze complex literature and explore its potential to provoke change.

Photography

Digital Photo Editing

PH218

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. Student will investigate the relationship between image capture, resolution and output quality, and explore many practical possibilities of digital editing. *Prerequisite: Studio Foundation Year and Photography I*

Studio Lighting PH227

Studio Lighting is a lecture-demonstration course for the

serious photographer who has a firm grasp of basic black-and-white photographic skills. This course includes the use of tungsten and electronic flash illumination for portraiture, still life, and interior photography.

Prerequisite: Photography II or Commercial Photography: Black and White or Photojournalism I: Black and White

Photography I: Digital

PH228

The fundamentals of black and white photography are presented in a digital environment. Basic technical and analytical skills cover the operation of a digital SLR camera, downloading, workflow, making prints and enlargements, basic digital 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.

Prerequisite: none

Photography II PH229

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. *Prerequisite:*
Photography I

Color Photography PH231
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 the concepts 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.
Prerequisites: Photography II

Digital Video AN213
This course is an introduction to film making through hands on experience with digital video camera and recording equipment. It is the aesthetic and technical study of video. The course utilizes lightweight cameras for location shoots, documentaries, news gathering and commercial presentations. Pre-production, storyboarding and post production video editing is stressed. Through activities with an emphasis on video editing, students learn to creatively rearrange, add and remove sections of the image and sound previously recorded on video.

Prerequisite: Studio Foundation Year

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.

Admissions

The Admissions Department at the Delaware College of Art and Design has developed the following policies in order to select the best-qualified students who would benefit from our rigorous academic and artistic program of study. Admission is based on both academic and artistic aptitude as demonstrated through DCAD's application requirements.

Candidates for admission to DCAD must be responsible for all admissions requirements and understand that the Admissions Department, under the supervision of the President, will make application decisions based on all requirements. The College President or Director of Admissions may make exceptions to application requirements.

Special Notice

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, national origin, religion, sex, sexual orientation, gender identity or expression, age, physical disability, marital status, veteran 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 Delaware College of Art and Design. The facilities of the Delaware College of Art and

Design are accessible to those students with special needs.

Application Dates

The Delaware College of Art and Design enrolls students for the fall semester.

Early Decision Deadline:

December 1: for those students who wish to receive an admission and merit scholarship decision before January 1.

March 15 Deadline: for those students who wish to be considered for DCAD Merit-based Scholarships.

May 1 Deadline: 'universal' applicant deadline.

August 1 Deadline: Application and tuition deposit deadline.

All students who have been accepted must submit tuition deposits, housing deposits, and made payment arrangements with DCAD Finance.

Applications received after the deadlines will be reviewed and considered on a space-available basis. A rolling-admissions system 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.

Application Process and Requirements

1. Application Requirements
 - Application - online at www.dcad.edu/apply
 - Essay
 - Application Fee (\$40 for U.S. students; \$80 for International students)

- Portfolio Review (in person or online via dcad.slideroom.com)
- Official High School Transcript: final transcript with graduation date must be received prior to registration for fall classes
- College Transcripts - students who have completed college courses must forward official transcripts from all colleges attended. 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.

Optional application inclusions

- SAT or ACT scores; DCAD's CEEB code is 5161
- Letter of Recommendation from an art or academic teacher. For students who have been out of high school or college for more than three years, a letter of recommendation may be submitted from a professional reference.

Portfolio Requirements

A portfolio of artwork is required for admission into DCAD's Associate of Fine Arts degree program. The work 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 10-20 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 and/or oil-based paints should be represented. Three-dimensional work in sculpture, ceramics or other media, photography, graphic design, printmaking, collage and/or mixed media are also encouraged.

Based on receipt of all requirements, a total Applicant Score is derived for consideration of admission to DCAD. DCAD evaluates the applicant holistically based on said score.

International Students

Non-U.S. citizens living abroad are encouraged to contact DCAD one year in advance of their projected start semester to complete admission procedures specific to international students, which consist of:

- **Application** and the non-refundable \$80.00 international student application fee. International students may also apply online at www.dcad.edu.
- **Certified English translations** of all academic records, as well as official copies of all original transcripts
- **Portfolio Review**
- **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 if: the student has successfully completed a college-level English composition class at an accredited U.S. college or university; the student's only language of instruction has been English for three or more

years; or, the student has a minimum verbal score of 500 on the SAT.

DCAD recommends World Education Services (WES) or Educational Credential Evaluators (ECE).

Instructions and an application can be obtained directly from: [World Education Services](http://www.worldeducation.com)
Bowling Green Station
P.O. Box 5087
New York, NY 10274-5087
Telephone: 1-212-966-6311
Fax: 1-212-739-6100

- **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, Central Admission
5730 Uplander Way, Suite 203
Culver City, CA 90230
Tel: 310.348.1600 | www.els.com

- **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 admissions office along with a notarized bank statement showing available funds in U.S. dollars to cover tuition and living expenses for one year in the United States (approximately \$46,000).

- **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 US 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 DCAD Residence Halls upon availability.

Transfer Students

After completing the application process, transfer applicants should schedule an appointment for a campus tour, interview, and portfolio review.

Once official transcripts from all colleges and universities have been submitted, transfer credits are evaluated. Only grades of "C" and above from fully accredited institutions are considered for credit towards equivalent courses at DCAD.

A maximum of 29 credits can be transferred towards the AFA degree. Transfer students must successfully complete at least 39-41 credits through DCAD's curriculum to earn a DCAD degree.

Transfer credit evaluations prior to enrollment are conducted by the Registrar, Dean, and Program Chairs. Students may petition to change these evaluations only during their first two semesters of enrollment at DCAD.

Advanced Placement (AP) via the College Board

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 towards the

associate 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 towards Reading and Composition. 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 for Foundation for possible first-year studio credits.

Reapplication

Former applicants who wish to reapply may contact Admissions to have their application re-activated and reviewed if application was made within one year. For

students who applied over a year ago the student must re-apply and re-submit all application requirements.

Educational Recommendations

There is no prescribed set of prior high school or college courses required of applicants to DCAD. A college preparatory program is recommended, however, and it is also recommended that students in high school take as much art as is compatible with their academic programs both in and out of school. Academic 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.

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](#). School visits may also be arranged by appointment, which can be made by contacting DCAD's Admissions Office at 302.622.8000 ext. 118 or admissions@dcad.edu. Students may arrange portfolio reviews during campus visits.

Tuition and Housing

Tuition & Housing Costs

An important advantage of DCAD is its tuition, which is competitive with other private and independent colleges of art and design.

Students who plan to pursue a Bachelor 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 another art and design school, as third year students.

Tuition Deposit and Enrollment Agreement

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 as soon as possible to ensure that space is available; the deadline for acceptance is August 1.

Receipt of a \$350 deposit (which is applied to tuition upon registration), accompanied by a signed Enrollment Agreement Form, assures accepted students of their place in DCAD's degree program. After May 1 the tuition deposit is non-refundable.

All questions concerning admissions should be directed to:

Admissions Office
Delaware College of Art and Design

600 North Market Street
Wilmington, DE 19801

Delaware College of Art and Design, 600 N. Market St., Wilmington, DE 19801

Telephone: (302) 622-8000
Fax: (302) 622-8870
E-Mail: admissions@dcad.edu

Tuition Billing

All tuition and fees are payable in accordance with the College's published due dates. Students must sign a financial contract 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. DCAD will not impose late payments or any other penalty, to covered VA students, including the restriction of class, library and dining halls, or any other institutional facilities, nor will DCAD require the covered individual to borrow additional loan funding, due to the covered VA student's inability to meet the financial obligation to DCAD due to the delayed disbursement funding from VA under chapter 31 or 33.

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. No refunds after third week.

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.

Housing at DCAD

The Delaware College of Art and Design offers student accommodations at the Saville (located at the corner of Sixth and King Streets) and at 707 N. King Street. Students desiring housing can utilize these units. While there is no college policy stipulating mandatory housing, it is felt that students benefit from closer proximity and better access to college resources and enjoy a deeper relationship with the College community.

Housing is assigned on a first-come, first-served basis. A \$200 deposit is required to request a housing assignment. This deposit becomes the security deposit upon registration.

Housing fees are paid in two installments and will appear

on the student's tuition statement. After a student moves out of a housing unit at the end of the academic year or final semester, an inspection will identify any damage or special cleaning arrangements required; associated costs will be deducted from the deposit. For more information

regarding student housing, please refer to the Student Housing Handbook.

Housing Eligibility

To live in DCAD-sponsored housing, a student must be registered for a minimum of twelve (12) degree credits for any given semester. Enrolled students must maintain a

twelve-credit load throughout the semester unless the College advises the student to reduce her or his course load due to academic concerns.

2020-2021 Tuition, Fees and Housing (Per Semester)

Full-time Tuition (12-18 credits)	\$12,025
Part-time Tuition (per credit)	\$1,040
Academic Technology Fee	\$435 Full time \$ 305 Part time
Student Activities Fee	\$395 Full time \$262 Part-time
Housing Deposit	\$200*
Student Housing	\$4,090

Insurance (per year)

Accident Insurance (Mandatory)	\$60
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Books and Supplies (per year, estimated)

DCAD (first-year students) Supply Kit**	\$1,100
3-D Supplies	\$140

Refundable at the time of departure Entering students purchase a DCAD Art Kit that includes supplies needed for foundation-year studio classes as well as required books for liberal arts.*

Financial Aid

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; 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, private scholarships, and a variety of public and private loan programs. Students may also be eligible for the College's work-study program.

For more information, contact the [DCAD Financial Aid Office](#) at 302.622.8867 ext. 122, or visit the college's [website](#).

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
- Be in good standing with any prior federal student aid awards (loans or grants)

- Demonstrate financial need based on the current need-analysis requirements established by the U.S. Department of Education
- Maintain satisfactory academic progress toward the completion of the program of study *(See Academic and Financial Aid Progress under Academic Policies on pages 48-49).

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 as early as after October 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.

In order to complete the FAFSA, students and parents of dependent students must create an FSA ID and password [online](#). Once the FSA ID has been created, it can be used to sign the student's completed FAFSA online prior to submission. Unsigned FAFSAs cannot be processed.

FAFSA applicants are encouraged to use the FAFSA's IRS Data Retrieval Tool (DRT) 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 FSA ID(s).

If a SAR is not received, students may call the Federal Student Aid (FSA) Helpline, (800) 433-3243, to request a copy of the SAR. The SAR should contain the Expected Family Contribution (EFC) amount which the 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:

- Verification Worksheet
- IRS Tax transcript and/or W-2 forms from prior year (if DRT was not successful)
- Signed Child Support Paid Verification Form
- SNAP Received Confirmation document
- Other supporting documentation as determined by the Department of Education's regulations

DCAD typically receives FAFSA results within three to four business 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 a detailed award letter, Parent PLUS Loan application instructions, and other pertinent information.

Net Price Calculator

The Net Price Calculator can provide an early estimate of what the Financial Aid Award Package may look like. To use [DCAD's Net Price Calculator](#).

Institutional Aid

Merit-Based Awards

Merit-Based Awards are granted according to an applicant's artistic and academic performance at the time of acceptance. Grants are considered gift aid and do not need to be repaid.

*Each student may receive a maximum of two concurrent DCAD Merit based awards and must maintain at least a 2.0.

DCAD Merit Scholarship: \$1000-\$8000

The DCAD Merit Scholarship award is divided across four semesters and is carried over into the second year for students who maintain full-time status and Satisfactory Academic Progress (minimum 2.0 grade point average). Scholarships are awarded by the admissions committee following the portfolio review. The deadline to be considered for a merit-based scholarship is March 15th.

Delaware Artist Scholarship: \$5000

The Delaware Artist Scholarship is offered to Delaware high school seniors admitted to 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. This award offers one scholarship, distributed as \$2,500 per semester, renewable for the second year of study at DCAD. Admitted students and their art teachers will receive an application from our Admissions Office. The deadline to apply for the DCAD Art Award Scholarship is April 15th.

James P. Lecky Presidential Scholarship: \$700

The James P. Lecky Presidential Scholarship is awarded to one accepted full-time student who demonstrates outstanding academic and artistic ability. This award is divided across two semesters and renewable for a second year of studying at DCAD as long as the student maintains a minimum cumulative GPA of 3.0. The admissions committee will select the recipient from the pool of applicants after April 1st.

Stuart B. Young Scholarship: \$4000

The Stuart B. Young Scholarship is awarded to one accepted full-time student who demonstrates outstanding academic and artistic ability. The award is divided across two semesters renewable for a second year of studying at DCAD as long as the student maintains a minimum cumulative GPA of 3.0. The admissions committee will select the recipient from the pool of applicants after April 1st.

Need-Based Awards

Need Based awards are granted based on an applicant's financial need at the time of acceptance. Grants are considered gift aid and do not need to be paid back. *Need is determined by the federal EFC assigned on each student's FAFSA and other factors according to DCAD's Financial Aid Office policies.

DCAD Grant: \$500-\$6000

The DCAD Financial Aid Office awards grants to students who demonstrate financial need based upon the information reported on their FAFSA, and the institutional need analysis formula. The DCAD Grant is

re-calculated for each new school year and is adjusted according to enrollment status. FAFSA submission is the only requirement for this award.

**Milton and Hattie Kutz:
\$200-\$1000**

The Milton & Hattie Kutz Foundation Award assists students with Delaware residency and extreme financial need remaining after all federal, state, and institutional financial aid has been exhausted. The DCAD Financial Aid office will award the grant to students who demonstrate the greatest need after April 1st. Recipients are required to submit a thank you letter upon receipt of the scholarship.

Federal 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 [online](#) 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. All work study students earn the current federal minimum wage.

Federal and State Grants

Federal Pell Grant: up to \$5920

The Federal Pell Grant Program provides need-based grants to undergraduate students in order to promote access to postsecondary education. Grant amounts are dependent on: the students' expected family contribution (EFC) as determined by the FAFSA; the cost of attendance (COA) as determined by the institution; and the student's enrollment status (full-time or part-time); and whether the student attends for a full academic year or less. Pell grants do not require repayment; however, they are subject to all applicable federal regulations.

Federal Supplemental Educational Opportunity Grant (FSEOG)

FSEOG is comprised of funding from both the federal government and the institution. This grant is awarded to the neediest Pell recipients as determined by the institution's financial aid office. FSEOG funds will be awarded once enrollment is confirmed each semester and disbursed along with the Pell Grant awards. FSEOG funds do not require repayment; however, they are subject to all applicable federal regulations. Amounts vary according to individual student need.

State Grant Programs

Each state awards grants to residents of that state. Some states offer grants to students who are attending out of state institutions. Students must file the FAFSA by their state grant deadline and meet grade point average requirements. Visit your 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). Each state determines standards for monitoring academic progress and completion.

Loans

Federal Direct Loans

The Federal Direct Loan is a student loan, which is obtained by completing the FAFSA. All Federal Direct Loans require repayment.

- A first-year dependent student may borrow up to \$3,500 in Subsidized Loans and up to \$2000 in Unsubsidized Loans.
- Independent students, and those whose parent's PLUS Loan request 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. For additional details on Federal Direct Loans [visit online](#).

Federal Direct Parent PLUS Loans

Federal Direct Parent PLUS Loans are federally-funded loans available to parents who meet the Department of Education's credit criteria. A parent should consider a Federal PLUS Loan after all other aid is secured.

Parents must submit a PLUS Loan Application [online](#) after completing a FAFSA Application as a parent of a dependent student. Alternately, parents may submit a paper application to the DCAD Financial Aid office to have the institution complete the credit check on their behalf. Once credit is approved, the College will provide further instructions. Parents may elect to defer making principle payments on PLUS Loans while a student is enrolled in college, however interest will continue to accrue for the duration of the loan period.

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. While DCAD does not participate in any preferred lender agreements, our office will work with the financial institution of your choice to facilitate the process.

Other Resources

Private Scholarships

Private scholarships are funds awarded to a student by a private organization or donor in order to assist with tuition and do not need to be paid back. The DCAD Financial Aid Office has compiled an extensive list of private scholarships for art and design students which are available on our website at:

In addition, many of the forms required by the Financial Aid Office are available [online](#).

FINANCIAL AID POLICIES

Satisfactory Academic Progress (SAP)

A student's overall academic progress is the standard by which progress towards a degree is measured. Each student's academic standing is determined at the end of each semester on the basis of attempted credits and cumulative grade point average. In compliance with CFR 668.16 (e), to continue receiving financial aid, a student must make minimum satisfactory academic progress toward completion of the program of study in accordance with Title IV regulations and DCAD policies as follows:

- Maintain a minimum cumulative GPA of 2.0
- Complete at least 67% of all attempted credits
- Maximum Time Frame – 150% Rule. A student must complete the highest degree being sought within 150% of the published length of their program. For example, a student who enrolls full-time in a program that requires 4 semesters to complete at DCAD, may receive financial aid for six semesters or 150%-time frame. If a student enrolls part-time; the financial aid office prorates the maximum time frame accordingly.

SAP Probation

If a student does not meet all of the above the Financial Aid SAP standards at the end of each semester, the student will be given one probationary semester.

- A student may continue to receive financial aid for one semester while on SAP probation. A student who fails to remove themselves from probation after one semester will be subject to academic dismissal.
- During SAP Probation, it is highly recommended that students plan ahead and work with an advisor to correct deficiencies.

SAP Dismissal

No aid will be granted once a student's eligibility is suspended, including but not limited to federal, state and institutional aid.

SAP Appeal

A student whose aid is suspended may request reinstatement through the Financial Aid Appeals Committee. The student must effectively demonstrate that the failure to meet SAP was due to an unusual or extenuating circumstance and explain what has changed.

Student Withdrawals / Return of Title IV Funds

Federal regulations require Title IV financial aid funds to be awarded under the assumption that a student will attend the institution for the entire period in which federal assistance was awarded. When a student withdraws from all courses for any reason, including medical withdrawals, they may no longer be eligible for the full amount of Title IV funds that they were originally scheduled to receive.

The return of funds is based upon the premise that students earn their financial aid in proportion to the amount of time in which they are enrolled. A pro-rated schedule is used to determine the amount of federal student aid funds the student will have earned at the time of the withdrawal. Thus, a student who withdraws in the second week of classes has earned less of their financial aid than a student who withdraws in the seventh week.

Once 60% of the semester is completed, a student is considered to have earned all of their financial aid and will not be required to return any funds.

Federal law requires schools to calculate how much federal financial aid a student has earned if that student completely withdraws or stops attending before completing the semesters.

Based on this calculation, students who receive federal financial aid and do not complete their classes during a semester or term could be responsible for repaying a portion of the aid they received. Students who do not begin attendance must repay all financial aid disbursed for the term.

All students who withdraw and have received Direct Loan funds are required to complete Direct Loan Exit Counseling in preparation for loan repayment.

For additional information visit our [webpage](#).

Academic Policies

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 examinations and submit completed class 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 14 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 review or 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 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 may 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, faculty submit grades to the College LMS, Populi, after which grade reports are posted within the [DCAD Populi LMS](#). 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 generally not transfer to four-year colleges. Grades are made available on the Populi 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
P Pass
NP No Pass
W Withdrawal
N/A Audit/Not for credit

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" indicates that the student has failed to make satisfactory academic progress. Generally, the student cannot advance to the next level of course work until they have 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 and only in the semester that the student is enrolled in the course. The student must complete a "Request for Incomplete" form (available in the Registrar's Office), which requires the signature of the instructor and the program chair. 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.

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](#)) 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.
- Meet with the dean.

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 on page 35.

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 housing, or avail themselves of DCAD programs and services.

Leave of Absence

If a student anticipates a prolonged absence from the College, they 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 their advisor (Program Chair) 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.

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 program chair, 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 program chair 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 their 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. 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. For VA benefit recipients, the VA will not pay for repeated courses unless a new grade is needed to proceed in the program.

The Academic Forgiveness Policy

The Academic Forgiveness Policy provides previously enrolled students with an opportunity to pursue a one-time "fresh start". The policy is limited to students who have been away from the College for at least eight consecutive years and have re-applied to DCAD. Under the forgiveness policy, all courses taken and grades earned prior to re-admission will remain on

the students' transcripts but will not be used in computing students' overall grade point averages (GPAs). Courses completed during the initial matriculation cannot be used to fulfill degree or certificate requirements. Applications for academic forgiveness must be submitted to the registrar, who will review and discuss it with students before presenting applications to the academic dean for consideration.

All policies regarding academic probation will be enforced. Past academic standing will not be removed. If students withdrew from the College while on probation, said probations will continue until the students' new grades render probation unwarranted and dispensable, as decided by the Academic Review Committee at the close of the first semester.

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:
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 **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 32-35 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 3.9 or better at the completion of their AFA program are eligible to graduate with Distinguished 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. Honors distinction is noted on the transcript and becomes part of the permanent academic record.

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.

Mid-Semester Progress and Evaluations

The Mid-Semester Progress and Evaluation are early intervention indicators for student success. DCAD uses two mid-semester early intervention strategies, i.e., Mid-Semester Progress and Mid-Semester Evaluation. Course faculty meet with each student to discuss their academic progress in that course. Mid-Semester Warning forms are used to document when a student is at risk of receiving an unsuccessful grade and what strategy/plan will be used to improve. Mid-Semester Progress is an opportunity for faculty to highlight the student's strengths in addition to, if needed, strategies for improvement. Mid-Semester Evaluation is an advising opportunity for the Area Coordinator, the student's advisor, to review each student's progress at the midpoint of the semester. Each AC, at a mid-semester opportune time, meets with each of their advisees to discuss the students' academic progress. Using information gleaned from previous advisory meetings, discussions with the dean and or director of student services, and the data from previous Progress Reports and the Mid-Semester Progress Report, the AC provides active intervention strategies and may recommend additional academic resources. As an advisor, the AC can also provide career guidance in meeting the student's art and design educational goals, recommend opportunities to engage in the art and design community, and assist the student with course selections.

Academic Review

All students who earn an "F" and/or has a semester grade point below 2.0 will be placed on Academic Review and formally notified by the dean and the registrar.

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. VA education benefits will be terminated if the VA student is not removed from warning after one semester. Benefits may resume when the student returns to satisfactory academic standing.

Academic and Financial Aid Appeal

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 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 their petition.

The registrar will send the student an academic appeal decision letter within 10 business days following the Academic Action Committee's appeal decision.

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 is 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 is 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. For the purposes of VA benefit recipients, the VA will not pay 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 used 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 developmental course, academic writing lab in conjunction with reading and composition. The academic writing lab is a non-credit course and is 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 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.

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

Official transcripts will be released at the written request of the student for a fee of \$5.00 per copy. Transcript requests may be completed [online](#). An option for electronic delivery as well as standard mail service is available. 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 will result in an additional fee of \$35. Courses offered based on enrollment.

Changing Programs

A change of program will usually require extra time in school since the curriculum at DCAD is very different from department to department. Upon deciding to change programs, 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

This policy can be found on the [DCAD Website](#).

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, this policy articulates and documents DCAD adherence to the federal guidelines and its commitment to transparency.

Credit Hour Policies are the responsibility of the dean. For questions about the policy, contact the Academic Dean.

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](#). 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, on each course syllabi, in student, staff and faculty handbooks as well as on the college 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

The Delaware College of Art and Design welcomes applications from qualified students who have begun their undergraduate career at another higher education institution. DCAD offers rolling admissions. Under the selective admissions process, transfer applicants are encouraged to submit their application materials as early as possible to ensure space availability. After submitting the application for admission and application fee, applicants should send official high school and college transcripts and schedule an appointment for a portfolio review, interview, and campus tour. If an applicant cannot personally present the portfolio for geographic reasons, please refer to the Associate of Fine Arts admissions application requirements for sending images for review. The primary criteria for acceptance are portfolio quality and acceptable official transcripts that indicate G.P.A., course titles, and grades. The portfolio evaluation can supersede courses taken or grades earned. The required portfolio must contain works from studio courses for which transfer credit is sought and which meet the curricular demands of the DCAD A.F.A. degree.

All transfer credits must be grades of "C" or higher awarded from fully accredited institutions to be considered for equivalent course credits at DCAD; credits must have been earned in the last eight years. Transfer credits are considered for course similarity or equivalencies in content and expected learning outcomes. Course syllabi are required for all courses being considered for transfer. While courses at other institutions may have similar titles, acceptance of studio transfer credit relies greatly on the portfolio review. A maximum of 28 credits are accepted for transfer toward the AFA degree with 32 to 36 credits completed within DCAD's curricula to earn an A.F.A. degree. The dean is ultimately responsible for transfer credit approval. Students may petition the dean to reevaluate credits during their first semester of enrollment at the College. Transfer credits are noted on official DCAD transcripts and a copy of the transfer credit evaluation is forwarded to the applicant, dean, and registrar, and will be placed in the student's file for review by the students' academic advisor during semester registration. Transfer credits are only accepted for coursework at an accredited institution, not for "life experience". Please visit DCAD's Consumer Information page for complete Credit Hour and Transfer of Credit Policies.

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 DCAD Associate of Fine Arts

Degree. A grade of 5 in the Art History AP exam entitles a 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 the Reading and Composition course. In studio areas, scores of 5 in the Studio Art AP exam entitles students to submit a portfolio for evaluation by the Area Coordinator of Foundations for possible first-year studio credit.

Articulation Agreements

DCAD has established transfer credit through formal articulation agreements, which ensure a smooth transition from an AFA to a BFA. A listing of current agreements can be found on the [DCAD website](#).

Academic Calendar

Fall 2020

Fall Semester New Student Orientation

Saturday, August 22 –
Monday, August 24

First Day of Classes for AFA Degree Program

Tuesday, August 25
(MONDAY CLASSES)

Labor Day – No Degree Classes

Monday, September 7

Thanksgiving Holiday College Closed

Wednesday, November 25 –
Sunday, November 27

Last Day of Classes for Degree Program

Friday, December 11

College Closed

Tuesday, December 21 –
Wednesday, January 1

Spring 2021

Administrative Offices Re-Open

Thursday, January 4

Martin Luther King Jr. Day – College Closed

Monday, January 18

First Day of Classes for AFA Degree Program

Tuesday, January 19

Spring Break

Saturday, March 22 –
Sunday, March 26

Last Day of Classes for Degree Program

Tuesday, May 11

Summer 2021

First Day of Classes for AFA Degree Program

Monday, May 17

Memorial Day – College Closed

Monday, May 31

Fourth of July – College Closed

Monday, July 5

Last Day of Classes for Degree Program

Friday, August 20

A full academic calendar is available online at www.dcad.edu

General Policies

The Delaware College of Art and Design is dedicated to providing an academic environment to a diverse audience. 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, national origin, religion, sex, sexual orientation, gender identity or expression, age, physical disability, marital status, veteran 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 Delaware College of Art and Design.

Sexual Misconduct

Sexual misconduct, which includes sexual assault and harassment, is not simply inappropriate behavior – it is against the law. In accordance with Title VII of the 1964 Civil Rights Act, Title IX of the Education Amendments of 1972, and as outlined by the United States Government’s “Not Alone” policy published in the fall of 2014, The Delaware College of Art and Design has

established policies and procedures to address instances of sexual misconduct. These policies and procedures include expeditious response and thorough reporting procedures, mandatory training for all faculty and staff, and excellent support services, education, and programs for students. All faculty, staff, students, and third parties are expected to uphold these laws, policies, and procedures.

While extremely sensitive to all instances of sexual misconduct, The Delaware College of Art and Design has limited jurisdiction to act on its own on these matters unless the individuals involved are willing to report such occurrences to the proper authorities. The College considers all instances of sexual misconduct to be unlawful and unacceptable. The adjudication of such cases are processed within 24 business hours of any reported or witnessed act of sexual misconduct.

Victims and witnesses always have the right, and are encouraged to share information with local law enforcement. The College will provide support services throughout this process. Students seeking support, or who wish to discuss the incident confidentially, may contact a College Advocate.

The Delaware College of Art and Design publishes an annual, comprehensive report detailing the policies and procedures pertaining to sexual misconduct, and campus safety and security. Copies are located in the Library, on the website, and are available by request in the Student Services office.

As outlined in the United States Government’s “Not Alone” policy published in the fall of 2014, personal identifiable information is not released to third parties without the permission of the victim or reporting party. Those wishing to maintain confidentiality should consult with a College Advocate or speak directly to the Confidential Request Liaison. A comprehensive list of College officials and their roles can be located at: dcad.edu. These College officials have been trained to provide resources, and work to ensure the upmost confidentiality possible by law. All College employees must document and communicate all instances of witnessed and reported acts of sexual misconduct, assault, and/or harassment to the Title IX Coordinator for administrative purposes. Additionally, in accordance with Delaware state law, all instances involving minors must be reported to local law enforcement.

Student Grievances

Delaware College of Art and Design is committed to providing a diverse and welcoming environment which celebrates student rights and culture and promote integrity among all members.

Informal resolutions of complaints are encouraged when appropriate. In circumstances where the alleged infraction is not possible to solve through informal resolution, students have the right to file a formal written complaint/grievance.

Informal resolutions are defined as an attempt to resolve conflicts prior to submitting a written complaint/grievance. Informal resolutions include private meetings during office hours, mediated meetings that include a neutral party, and other processes that create constructive, transparent, and equitable communication. If students are unable to resolve the complaint through informal meeting processes, then a student may file a written complaint/grievance.

A complaint/grievance is defined as a response to an alleged action made by a college employee or college student that a student believes to be unfair or inconsistent with college policy or procedure and cannot be resolved informally.

Students should not be deterred from bringing forth complaints because of an individual's position or relationship to students.

A student may report a complaint/grievance to any College employee. At that time the student will be given

detailed resources and instructions regarding the Student Complain/Grievance Policy and Procedure. Students may also locate this information online on the Current Students page of the website.

Any complaint/grievance that constitutes a Student Conduct policy violation should be immediately reported by submitting an online incident report found on the [DCAD webpage](#).

Student Complaint/Grievance Procedure

DCAD encourages all students to first attempt an informal resolution if appropriate.

If a complaint/grievance is not resolved through informal resolution, complete the Complaint/Grievance form.

Submit the Complaint/Grievance form and any supporting documentation to the Director of Student Services or the Assistant Dean.

Complaints must be submitted within 7 days of the incident. Adjudications will be concluded within 7 days thereafter. The resolution will be sent to your DCAD email account.

Once you have reviewed the resolution of your complaint/grievance, if you do not believe you were provided with a fair resolution, you may submit an appeal.

Appeals must be made in writing within two business days of receiving the complaint/grievance

resolution. The appeal should include a completed copy of the Student Complaint/Grievance Appeal Statement form and copies of the complaint/grievance resolution(s).

The appeal will be adjudicated within seven business days by the Student Conduct Committee Appeal Officer(s). The appeal will then be closed and filed as "appeal resolved." All resolutions made by the Appeal Officer(s) are final. Resolutions will be sent via your DCAD issued email account and will contain a copy of the Appeal Statement form.

Students with Special Needs

The Americans with Disabilities Act, Section 504 mandates that "no otherwise qualified handicapped individual shall, solely by reason of their 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 within two weeks of the start of the semester.

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 Policy

Alcohol offenses refer to any behavior, which involves the use of alcohol by persons under the age of 21, and/or inappropriate or destructive behavior brought on by alcohol abuses. Students under the age of 21 may not possess, distribute, or be in the presence of alcohol while on campus. Possession of alcohol includes open and unopened containers, as well as consumed alcohol in an individual's bloodstream.

Students 21 years of age and older are permitted to store and consume alcohol in their assigned room on campus. A student may not have more than a six-pack of beer OR one 750 milliliter bottle of any other alcoholic beverage at any given time. Rooms in which both occupants are over the age of 21 may have double this allotted quantity, but 21 year old guests (student or not) cannot increase the alcohol quantity limit for a given room. For example, a 21 year old student with an underage roommate may have no more than a six-pack of beer or 750 milliliter bottle even when hosting a 21 year old guest. Alcohol may not be consumed in public areas such as hallways, lounges, classrooms, the Gallery, etc, in the presence of underage individuals, or to the point of excessive intoxication. Consuming alcohol in these ways will be considered inappropriate consumption. Distribution of alcohol to underage individuals is strictly prohibited. Students 21 years of age and older that wish to consume alcohol within these terms and conditions must request a new school identification card and will be asked to present their school ID when confronted by staff. Empty alcohol bottles for studio assignment use are only allowed in student rooms with prior approval from the Student Services office. Approval may be gained by visiting the Student Service office. Students are allowed a maximum of 5 empty alcohol bottles regardless of age. Bottles must be cleaned, empty, and be individually approved by the Student Services office. After approval, stickers will be placed on each

bottle. Excessive alcohol bottles or alcohol bottles without an approval sticker will be considered to have been consumed in the room and will be documented as a violation of "in the presence of or possession" policy.

Illegal Drug Policy

Drugs are strictly prohibited on campus. This includes the purchase, sale, possession, or use of an illegal substance or drug. Possession of drugs also includes consumed substances in an individual's bloodstream. Prescription drugs are permitted as medically necessary but must be kept in their original container with the name of the student they are prescribed to clearly labeled.

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

To achieve the College's mission and avoid disruptions to meeting the duties of the employee and their co-workers, reduce the potential for personal and property liability, and help promote the learning environment of the College, employees are not permitted to bring children (under the age of 17) onto campus (offices, library, common areas, etc.) prior to, during, or after their parent's daily work schedule. DCAD employees are expected to make arrangements for regular and proper daycare for their children. DCAD is not

insured for injury and damages caused by non-DCAD personnel on campus. Unless the College has specifically invited a person or persons, DCAD cannot assume responsibilities for injury or damage caused by or as unintended consequence of the actions of uninvited children or adults from outside of the DCAD community. However, this policy is not intended to prohibit campus visits by children of DCAD employees when the purpose of the visit is to attend college-sponsored events that are open to the public. The College also recognizes that emergency situations arise, and in such cases, the College recommends that employees use personal days to remain at home with their children. Because faculty members do not have personal days at their disposal, they should arrange coverage for their classes, as dictated by the normal procedure for faculty absences. Under these conditions, the faculty member should limit such absences to a single day to ensure continuing student learning.

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. 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 is required that students sign a "Liability Waiver Form," provided by the faculty member sponsoring a field trip, prior to departure.

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 their 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](#).

Student Conduct

The Delaware College of Art and Design (DCAD) has established this Student Conduct Handbook (SCH) to serve as a reference guide for students and describe expected standards of behavior for all students, including academic conduct and general conduct. It outlines students' rights and responsibilities, as well as campus processes for adjudicating alleged violations. Students' 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 DCAD's and other students') carefully, and to 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 and to abide by all state and federal laws.

Jurisdiction

Disciplinary action for violations of the SCH falls within the jurisdiction of a Student Conduct Committee (SCC).

The Student Conduct Committee Chairs have the jurisdiction to impose immediate and interim sanctions to ensure the safety of the college community. Similarly, the Title IX Coordinators have the jurisdiction to impose immediate and interim sanctions during sexual misconduct investigations. Should any of these positions be vacant or should parties appear to have a conflict of interest, the college's president may assign an interim person(s) to fulfill duties.

DCAD reserves the right to impose sanctions on any student, including dismissal from classes and/or student housing, whose conduct is detrimental to the college or to the community. DCAD must immediately notify the Wilmington Police Department for all violations of state or federal law when minors are present. The Wilmington Police Department is also notified for other SCH violations when the responding staff member requires additional assistance to ensure the health and wellness of the community or of the students involved.

Scope of Handbook

Each DCAD student has an obligation to know and to adhere to the SCH. The SCH applies to behavior that occurs on campus, within college owned and controlled facilities, and during all college sponsored activities. The SCH may also be applied to behaviors that occur online, including e mail or other digital mediums. DCAD does not regularly search for online information, obtain police reports, or receive incident reports from neighboring colleges. However, DCAD may take action if such information is brought to the attention of DCAD employees. Many of the procedures outlined in the SCH have significant exceptions in regards to cases of sexual misconduct. It is important for potential victims of acts of sexual misconduct to be aware of these differences and refer to Appendix A for Title IX procedures and resources. The SCH applies to a student from the time of application

for admission through the awarding of a degree. Behaviors that violate the SCH that occur while classes are no longer in session, are discovered after the awarding of a degree, or are discovered after a student has withdrawn from the college will be adjudicated accordingly, as long as the behavior was committed while the student was an applicant or enrolled at the college. All conduct violations may be considered during the admission or readmission process.

In cases where a SCH violation has occurred after a student has withdrawn, has taken a leave of absence, has been suspended or expelled, or has graduated, the SCC may elect to impose administrative sanctions on the student and adjudicate the violation when the student seeks to re-enroll in the college.

In the event that an individual named in a case has satisfied the academic requirements for a degree, the individual may not receive their degree until the case has been adjudicated.

Adjudication may also be initiated when a student is charged with a violation of a federal, state, or local law or ordinance. In these cases, the SCC may elect to adjudicate prior to, simultaneously with, or following civil or criminal proceedings.

Note:

See Student Conduct Handbook for Standard Sanctions for Student Conduct Violations.

Faculty

Rachel Bomze

Area Coordinator,
Foundations and Fine Arts
MFA, Tyler School of Art
BA, Brandeis University

John Breakey

Area Coordinator,
Graphic Design
MFA, University of the Arts
Ringling College of Art and
Design

Ron Brignac

Area Coordinator,
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MA, BA, Central Washington
University

John Brown

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Writing Center Coordinator
MFA, Rutgers
BA, Eastern Illinois University

Heather Castro

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BA, University of Kentucky

Lisa Consoli

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MFA, Savannah College of Art
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BFA, University of North
Carolina at Greensboro

Rebecca Gilbert

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BFA, Marshall University

Penni Gioffre

Adjunct Professor, 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

Emma Lena

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BFA, Cleveland Institute of Art

Casey Smith, PhD

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MA, Indiana University
AB, Kenyon College

Aki Torii

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MFA, Pennsylvania Academy
of Fine Arts
BFA, Indiana University

Michael Townsend

Adjunct Professor, Illustration
BFA, School of Visual Arts

Zaneta Zubkova

Adjunct Professor, Fine Arts
MFA, Brooklyn College, CUNY
BFA, Kauno Aukstesnioji Meno
Mokykla

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BS, Cheyney University

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BFA, Boston University

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D. Eric Saul

Chief Financial Officer
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BS, Rowan University

Linda Stevenson

Accounting Manager
AA, Delaware Technical
Community College

Financial Aid

Sharna Patterson

Director of Financial Aid
MA, Cairn University
BA, Temple University

Information

Technology

E. Bates Carter III

Information Technology
Coordinator
BS, Ithaca College

Library

Megan Johnson

Library Director
MEd, Appalachian State
University
MLIS, University of North
Carolina
BFA, Alfred University

Registrar

Hailey McCracken

Registrar
BFA, Pratt Institute
AFA, Delaware College
of Art and Design

Student Services

Sarah Garner

Director of Student Services
MS, BS, West Chester
University of Pennsylvania

Marcus Freeman

Assistant Director of Student
Services
M.Ed., Frostburg State
University
BS, Rutgers University

Location

Wilmington is a small city with big access, both at home and further afield.

Interstate 95 will take you from New York to Philadelphia to Baltimore to Washington in about the same time you'd spend in a studio class session. Wilmington is the mid-point along this cultural pipeline, and its location puts you within two hours of D.C. and NYC, about hour of B'more and about 40 minutes of Philly. Within those same travel parameters lie the Delaware, Maryland and New Jersey beaches and the Pocono Mountains.

Even closer are the popular Brandywine Valley attractions, including Longwood Gardens, Winterthur and the Delaware Museum of Natural History. Works on view in the Brandywine River Museum and the Delaware Art Museum by Howard Pyle, Jessie Wilcox Smith, Frank Schoonover, Harvey Dunn and N.C., Andrew and Jamie Wyeth reflect Greater Wilmington's status as the birthplace of both American illustration and an American art dynasty.

In walking distance of Delaware College of Art and Design, located in the heart of Wilmington's Creative District, are The Delaware Contemporary, a center for

visual arts; Theatre N, the city's home for art, indie and documentary film; and The Queen, Christina Cultural Arts Center, The Grand Opera House and The Playhouse on Rodney Square, which are venues for live music, comedy, dance, theater and other performing arts. Also nearby are Brandywine Park and Zoo, Blue Rocks Stadium, Constitution Yards Beer Garden and Games, Riverwalk Mini-Golf, Riverfront Ice Rink, Altitude Trampoline Park, Delaware Nature Society's DuPont Environmental Education Center and the Delaware Center for Horticulture.

Wilmington events held around DCAD include the annual Brandywine Festival of the Arts, the monthly Art Loop Wilmington and the weekly seasonal Rodney Square Farmers Market and Creative District Rock Lot activities. Indoor and outdoor celebrations are held by various organizations throughout the year as well. Local shopping ranges from thrift shops to high-end boutiques, with tax-free Delaware malls just quick rides away. Dining for every kind of cuisine and price point is easily accessible as well.

Students can walk to the Wilmington Amtrak and SEPTA

station for trips outside Delaware, and the DART bus system operates throughout the city and state.

To see a [calendar of Wilmington events](#) online.

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.

Map & Directions

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 N. Market St. on the corner of Sixth and Market streets.

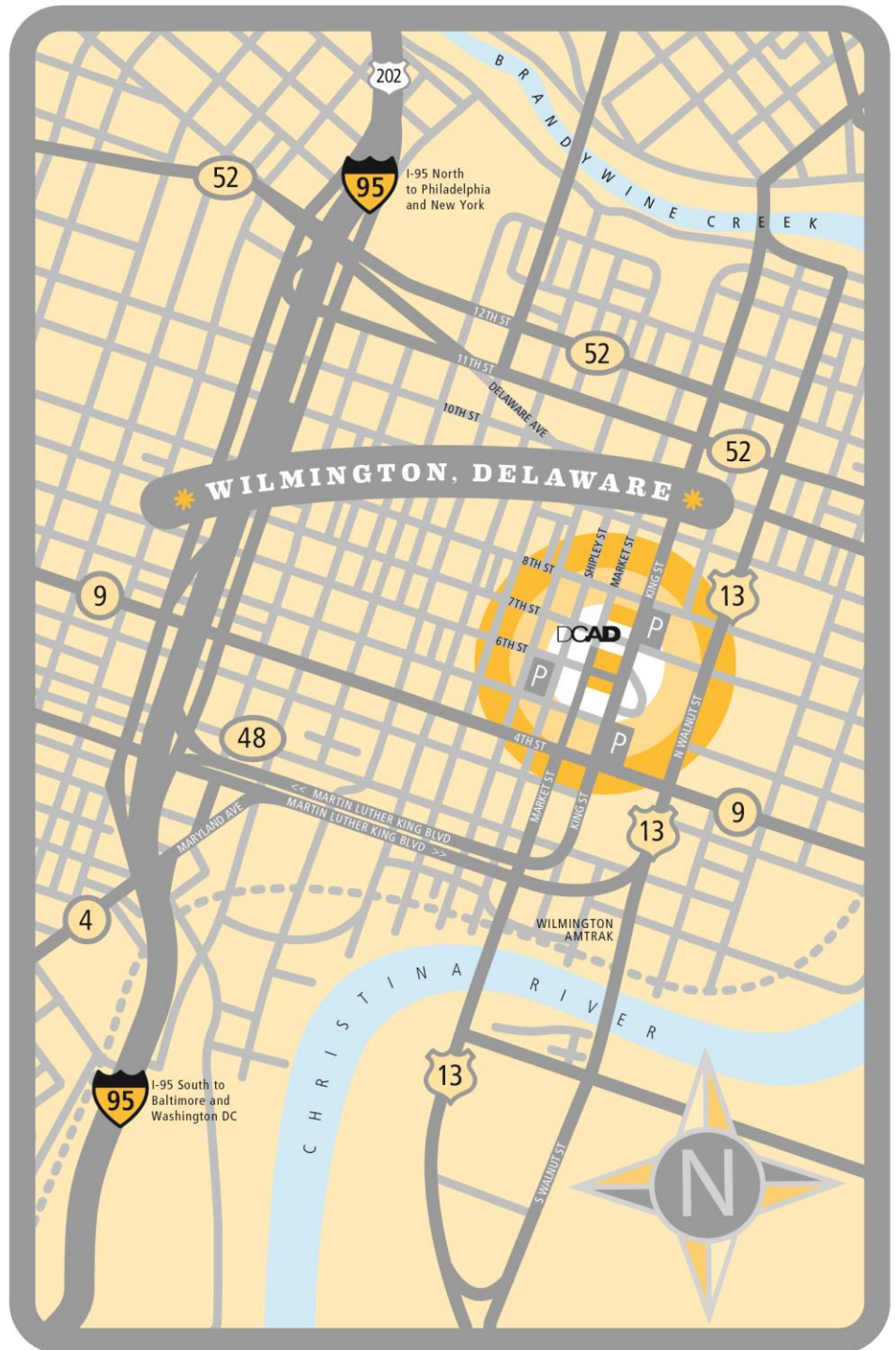
Driving from Washington, DC and Points South: Take I-95 North to Martin Luther King Blvd (Exit 6). Turn right onto DE-4 E / Maryland Ave. Turn left onto North Market St. DCAD is located at 600 N. Market St. on the corner of Sixth and Market streets.

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.




Contact Us

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