

BFA

Department of Graphic Design
Student Handbook 2015-2016

Virginia Commonwealth University
Department of Graphic Design

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Advising

Upon entry into the Department of Graphic Design, the Student Services Coordinator becomes your faculty advisor. This advisor will assist you with your registration each semester, answer questions about curriculum and academic policy, and help you with the degree application when you are ready to graduate. The Student Services Coordinator keeps weekly office hours to be available to advisees. It is the advisor's responsibility to provide guidance and assistance when requested and to answer questions about curriculum or any academic policy. It is the student's responsibility to understand and follow advisor policies and university guidelines.

Course Registration

Requirements for graduation are very strict, therefore, students are required to attend an advising meeting with the Student Services Coordinator prior to registration for each semester. If any student fails to schedule and attend this meeting an Academic Hold will be placed on the student's account, preventing course registration.

Each semester, the Student Services Coordinator will post special office hours prior to the beginning of course registration. You must meet with the advisor at this time, even if you plan to register later. Students are urged to pre-register so adequate tallies of enrollment can be made and the correct number of course sections may be added. This will greatly aid in meeting a student's scheduling needs.

Transfer Credit

After entering the Department of Graphic Design, if you wish to have credits from another institution applied toward your VCU degree, you must have the other institution send transcripts to the GDES Student Services Coordinator. After this transcript is received, you are urged to make an appointment with the Student Services Coordinator. The Student Services Coordinator will review the transcript with you, have the credits applied to your VCU transcript, and tell you how many credits remain. It is your responsibility to initiate this process.

Grades of "D" and "F" do not transfer, and a portfolio of your work must be shown when requesting transfer of studio course credit.

Studio credits are accepted for transfer only after admission. They are accepted by portfolio review which is coordinated by the department's Student Services Coordinator and reviewed by the department chair. This review will determine whether the course content and quality of work are compatible with an equivalent course in our curriculum.

Please see the VCU Academic Campus Bulletin for transfer admission guidelines. Also, please note that the School of the Arts Application Packet (portfolio) is reviewed first. On occasion, a portfolio admissions committee reserves the right to ask for a supplemental portfolio.

Note: After a student has entered VCU, all University Core and School of the Arts General Education credits may be completed at other accredited institutions and transferred back to VCU, except for courses equivalent to UNIV111, UNIV112 and UNIV200. Please refer to the School of the Arts Transfer Guide for details on this process: arts.vcu.edu/resources/students/advising/transfer-credit-process-current-students/

Undergraduate Credit By Examination

Recognizing that VCU enrolls students of varying backgrounds and experiences, the University provides its students the opportunity to accelerate their education through credit by examination. The following outline describes conditions under which credit by examination may be given and the procedure for doing so.

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With the approval of the Dean, each Department or Program shall:

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| <p>a. Determine which, if any, courses shall be available for credit by examination. The student should check with the Department offering course work in the area in which he or she wishes to take credit by examination for a list of the courses so designated.</p> | <p>b. Determine the types of examinations, standards of evaluation and evaluators for the courses so designated.</p> | <p>c. Determine the qualifications for students to be eligible to take the examinations.</p> |
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The examinations, if available, may be taken by any enrolled student during the fall and spring semesters and during the summer session.

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| <p>a. Not have received a grade listed in this bulletin, including “AU” or “W” for the course for which credit by examination is sought. Also, the student should not have been granted transfer credit for a similar course taken elsewhere.</p> | <p>b. Be a currently enrolled student as certified by the examining Department.</p> | <p>c. Meet Departmental and School eligibility requirements as evidenced by the written approval of the chair of the examining department.</p> |
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After consultation with the major adviser and within the first four weeks of a semester or the first week of a summer session, the student must complete the Credit by Examination Approval Form with the department chair. The form, available from the department, should be left with the chair when it is completed.

Within two weeks, the student is notified by the Dean's Office of the time and place of examination.

After notification, but before taking the exam, the student must pay the University cashier the fee established by VCU for each credit being sought. As verification of payment, the student presents the receipt to the department chair before the examination is taken.

After the examination is taken, the results and the examination are sent to the Dean's Office, which notifies the student of the results. If the student passes the examination, the course title, credits earned and the grade "CR" are recorded on the student's permanent academic record. Credits so earned are applied toward the graduation requirement for total credits. However, these credits are not included in the computation of the student's GPA.

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Please note: Credit by examination is not offered for Graphic Design courses.

Graduation Application

At the beginning of the semester during which you plan to graduate, you will receive emails from the Student Services Coordinator and the Records and Registration Office with a graduation application and instructions attached. Please fill out section A, leave section B blank, sign and date in section C, and turn the application in to the Department's Student Services Coordinator. It will be completed and forwarded for you.

Troubleshooting

Most questions and problems are readily handled by your Instructor or the Student Services Coordinator. If you have a special problem requiring attention from the department chair you may make an appointment in the GDES office.

Independent Study/Internship

Research/Independent Study

In order to register for GDES 392 Research/Independent Study, you must obtain an application from the Student Services Coordinator and meet the following criteria.

1. GDES 392 is restricted to School of the Arts majors enrolled in at least one regularly scheduled upper-division course.
2. Students must have either junior or senior standing and a 3.00 GPA in the major.
3. Students must have a valid reason for taking GDES 392 (it can not replace a required course).
4. Research must be in an area that is not covered by other courses in the curriculum (including electives).
5. Student is responsible for structuring, researching, executing, and presenting the independent project.
6. A written proposal, including the project(s) description, list of projected deliverables, weekly timeline, and frequency of meetings with the faculty mentor, must be approved by the GDES Student Services Coordinator prior to obtaining final signatures.
7. The final proposal must contain the student's and instructor's signatures both on this form and on the written proposal.
8. The completed application and signed proposal must be turned in to the Student Services Coordinator for course registration.

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Internship

Internship opportunities are available with local and national studios and businesses. Please check with the Department's Internship Coordinator. Internships require the following:

1. Permission of the Department's Internship Coordinator must be obtained before final placement is approved
2. Internship requires completion of the junior year and a 3.00 GPA in the major. (A Junior may complete an internship (for credit) at the discretion of the Internship Coordinator and the Department Chair.)
3. Intern must work 90 hours per semester to receive three credits towards their degree (30 hours per credit)
4. Intern must register for GDES 492 Graphic Design Internship
5. Intern must attend two required meetings with the Internship Coordinator (midterm & final)
6. Intern must produce a book (two copies) detailing his/her experiences, and in some cases, complete an outside project at the discretion of their Internship Supervisor
7. Intern must receive a satisfactory evaluation from their Internship Supervisor to receive credit
8. Final grade will be determined by the Department's Internship Coordinator with input from the Internship Supervisor

Scholarships

Four endowed scholarships are available for undergraduates students majoring in Graphic Design. The annual application deadline for each of the scholarships will be in the month of March. (Exact date will be announced yearly). Elected recipients will be notified by letter from the Department Chair after May 1.

Note: Awards are credited directly to the recipients' tuition accounts.

General selection criteria for each scholarship include: Creative Ability, Grade Point Average, Financial Need



Philip B. Meggs Scholarship

Awarded to "best-overall" full time senior in his/her last semester. (Shared and rotated with Departments of Graphic Design, Communication Arts, Kinetic Imaging, Painting and Printmaking and English).

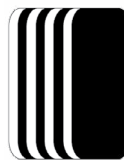
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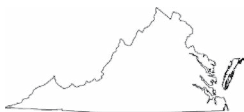
Akira Ouchi Memorial Scholarship

Awarded to an outstanding Graphic Design student.



Vernon Daniel Smith Memorial Scholarship

Nominees for the scholarship shall be students in their junior year who display individual achievement, academic excellence, skill in the field of Graphic Design or Communication Arts, and contribute to the school's diversity. (Shared and rotated with Departments of Graphic Design and Communication Arts).



Robert and Joyce Ledford Scholarship

Nominees must: (a) be full-time degree-seeking students, sophomore-level or higher, in the Department of Graphic Design or Communication Arts; (b) show financial need; (c) be residents of Virginia for at least three years prior to entering VCU. (Shared and rotated with Departments of Communication Arts and Kinetic Imaging).

In addition, Graphic Design students are eligible for the following VCUarts scholarships: Covington International Travel Scholarship, John Roos Memorial Scholarship, Dean's International Study Grants, Undergraduate Research grants. VCU students are also eligible for other University based scholarships. Please see the VCUarts website for details:

arts.vcu.edu/scholarships/

Please note each scholarship will have a set criteria. It is strongly suggested that you review all the scholarships for which you are available.

Process, Realization, and Professionalism

These categories are further defined for evaluation as follows:

Process

Research: are the research methods used by the students effectively chosen and implemented to arrive at successful solutions to design problems, and do they cover all aspects of the problems?

Concept: are concepts inventive and appropriate, and do they satisfy the objectives of a stated visual problem?

Motivation: did the student stay on task; were they motivated throughout the entire process?

Realization

Visual organization: are all syntactic concerns, such as form, composition, and visual hierarchy, well articulated?

Communication: does the problem solution present a clear message, and is this message appropriate for the intended audience?

Color: does the application of color support the message and satisfy aesthetic concerns?

Drawing: does the drawing exhibit technical and conceptual development?

Typography: Is typography effective in terms of structure, legibility, and function?

Kinetics: does the visual solution provide a kinetic quality that holds the attention of viewers/readers?

Craft: does the project reflect appropriate use of tools and materials, and is it presented in a professional manner?

Examinations and tests: what are the results of exams and tests, if administered in studio classes?

Professionalism

Attendance: was the student punctual, and did they exhibit a responsible attitude?

Deadlines: were the projects turned in on time?

Verbal articulation: was the student able to critically address his/her work orally and respond to concepts discussed in class?

Written articulation: when required, did the student document his/her work clearly, concisely, and accurately?

Participation: did the student actively contribute to critiques and topic discussions on a regular basis?

Attendance

Attending all class sessions is mandatory. The following attendance policy applies to all courses in the GDES Program. Class time plays a significant role in your education and this policy is strictly upheld. In-class experiences cannot be substituted or replicated in any other way. All absences count equally regardless of cause (including illness).

The faculty of the Department of Graphic Design supports a rigorous attendance policy in all classes. Consistent and prompt attendance develops responsible professional behavior and insures that students have access to the full range of experiences and information necessary to complete class assignments and acquire the skills and knowledge emphasized in a university education.

Absences and Tardies

Consistent with university practice, student absences during the semester are not expected to exceed the number of times the class meets in one week. (Example: For a class meeting twice a week, absences should not exceed two for the semester. For a class meeting once a week, only one absence for the semester is acceptable.)

Tardiness is defined as being ten minutes late for class or departing before the class has been formally dismissed by the instructor. Tardiness that exceeds one hour will be counted as an absence. Two tardies are counted as one absence.

Allotted absences are to accommodate routine illness, weddings, car trouble, etc. Doctor appointments, advisor conferences, trips to supply stores and labs, employment, etc., should not be scheduled to conflict with class. Faculty cannot be placed in the position of determining which absences are excusable and which are not. All students are expected to attend class on a regular basis. Prolonged illness must be verified by a physician and may require the student to withdraw from class if they cannot complete work in a comprehensive and timely manner.

Notification of an Attendance Problem

Students whose attendance matches the allotted number of absences will receive written warning from the class instructor. This warning letter will also be forwarded to the Student Services Coordinator. An absence or tardy accrued following this warning will result in the following:

1. Reduction in the overall grade for the semester.
(One letter grade reduction per additional absence)
2. Additional warnings from the Professor for each additional absence.
3. Recommended withdrawal from the class for attendance violations.

(If completed before the official withdrawal deadline, student's transcript will carry the grade 'W' indicating withdrawal.)

There are NO exceptions to this policy.

Please keep in mind that faculty are frequently called upon to recommend students for professional positions after graduation. In such instances, reliability is always discussed. Students with responsible records of attendance are likely to receive favorable recommendations.

Incompletes

Only when circumstances beyond a student's control prevent the student from meeting requirements of a course by the end of a semester may the student request the instructor to assign the mark of incomplete for that semester. If in agreement, the faculty member fills out an Incomplete Grade Form, bearing the student's signature. This form is submitted by the faculty member to the Student Services Coordinator. A grade cannot be changed to incomplete after the final day for submitting grades.

The time limit for submission of all course work necessary for removal of an incomplete given during the fall semester is 30 calendar days after the beginning of the following spring semester. For incomplete marks given during the spring semester or summer program, all course work must be submitted within 30 calendar days after the beginning of the following fall semester. The deadline for completion may be extended to the end of that semester upon the student's written request and with the approval of the faculty member and the dean of the school through which the course is offered. Extension beyond the end of the following semester is available only to students not enrolled during the semester in which the deadline falls and upon request submitted prior to the normal deadlines.

Upon expiration of the time limit, a remaining incomplete is automatically changed to a failing grade.

Continuation In The Program

Once accepted, students must maintain a minimum 2.5 GPA in GDES courses to continue in the program. Student GDES coursework GPA is monitored at the end of fall and spring semesters. A student with GDES coursework GPA that falls below 2.5 by the end of any semester is placed on departmental probation for the next semester. Students placed on GDES GPA probation must bring their GDES coursework GPA to 2.5 or above by the end of the following semester. Students failing to bring their GDES coursework GPA to 2.5 or above by the end of that semester are no longer permitted to continue in the program.

Note that GDES GPA probation students are still required to participate in advising and pre-registration.

Sophomore Portfolio Review & Junior Presentation Review

A portfolio review of graphic design studio work takes place at the end of the sophomore year. The student's portfolio, GPA and individual course evaluations are evaluated during this review to determine if the student may continue in the program. Additionally, the following courses must be completed at the end of the sophomore year to be eligible for continuation in the program: GDES 204, 205, 211, 212, 213, 214, 216, 252, 253.

A presentation review of graphic design studio work takes place at the end of the junior year. The student's verbal presentation, portfolio, GPA and individual course evaluations are evaluated during this review to determine if the student may continue in the Graphic Design Program.

University Policies

VCU Honor System: Upholding Academic Integrity

The VCU Honor System policy describes the responsibilities of students, faculty and administration in upholding academic integrity, while at the same time respecting the rights of individuals to the due process offered by administrative hearings and appeals. According to this policy, “Members of the academic community are required to conduct themselves in accordance with the highest standards of academic honesty and integrity.” In addition, “All members of the VCU community are presumed to have an understanding of the VCU Honor System and are required to:

- Agree to be bound by the Honor System policy and its procedures;
- Report suspicion or knowledge of possible violations of the Honor System;
- Support an environment that reflects a commitment to academic integrity;
- Answer truthfully when called upon to do so regarding Honor System cases, and,
- Maintain confidentiality regarding specific information in Honor System cases.”

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The Honor System in its entirety can be reviewed on the Web at <http://www.assurance.vcu.edu/Policy%20Library/Honor%20System.pdf>

More information can also be found on the Division of Student Affairs website at <http://www.students.vcu.edu/studentconduct/students/honor-system/>

The Student Code of Conduct can be reviewed on the web at <http://www.assurance.vcu.edu/Policy%20Library/Student%20Code%20of%20Conduct.pdf>

Code of Conduct

Academic Integrity

The VCUarts Department of Graphic Design (the Department) has initiated this Policy on Academic Integrity (the policy) effective immediately.

Students must adhere to this policy or face disciplinary measures.

1. As Communicators and Designers, you must always consider your resources and influences. If work is greatly influenced by a designer, students may note the work done as being “homage to” or as “being influenced by” another designer. All such influences must be clearly cited on the work, during critiques, on portfolio pieces and any other materials pertaining to inspired work. Students that do not cite their sources will face an honors hearing of Department representatives. The rigors being set forth by the Department are aligned with industry standards.

- All members of the Department (student, faculty, staff) are required to issue a formal complaint to the Chair if plagiarism or unauthorized help with projects are suspected. All complaints will be handled in order to ensure the privacy of the accused. Plagiarism is defined as taking the work or ideas of another and presenting them as your own. This definition applies to all designers, artists, maker, etc.**

Communication

VCU's e-mail system will be used for correspondence outside of class meetings. Students are required to obtain and use an official Virginia Commonwealth University email address. The GDES Listserv will be a valuable resource for you.

University Email Policy

Electronic mail or "email" is considered an official method for communication at VCU because it delivers information in a convenient, timely, cost effective and environmentally aware manner. Students are expected to check their official VCU email on a frequent and consistent basis in order to remain informed of university-related communications. The university recommends checking email daily. Students are responsible for the consequences of not reading, in a timely fashion, university-related communications sent to their official VCU student email account. This policy ensures that all students have access to this important form of communication. It ensures students can be reached through a standardized channel by faculty and other staff of the university as needed. Mail sent to the VCU email address may include notification of university-related actions, including disciplinary action. Please read the policy in its entirety: ts.vcu.edu/askit/policies-and-publications/technology-policies-guidelines--standards/student-e-mail-policy/

Religious observations

It is the policy of VCU to accord students, on an individual basis, the opportunity to observe their traditional religious holidays. Students desiring to observe a religious holiday of special importance must provide advance written notification to each instructor by the end of the second week of classes.

Student Conduct in the Classroom

According to the [Faculty Guide to Student Conduct in Instructional Settings](https://assurance.vcu.edu/Policy%20Library/Faculty%20Guide%20to%20Student%20Conduct%20in%20Instructional%20Settings.pdf) (assurance.vcu.edu/Policy%20Library/Faculty%20Guide%20to%20Student%20Conduct%20in%20Instructional%20Settings.pdf), "The university is a community of learners. Students, as well as faculty, have a responsibility for creating and maintaining an environment that supports effective instruction. In order for faculty members (including graduate teaching assistants) to provide and students to receive effective instruction in classrooms, laboratories, studios, online courses, and other learning areas, the university expects students to conduct themselves in an orderly and cooperative

manner.” Among other things, cell phones and beepers should be turned off while in the classroom. Also, the university Rules and Procedures prohibit anyone from having “in his possession any firearm, other weapon, or explosive, regardless of whether a license to possess the same has been issued, without the written authorization of the President of the university...” For more information, visit the VCU Insider online at docs.google.com/a/vcu.edu/file/d/0B7z3ZniSHWX-VU1ZmcFplQ1J2UXM/edit?pli=1.

Students with Disabilities

SECTION 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 as amended require that VCU provides “academic adjustments” or “reasonable accommodations” to any student who has a physical or mental impairment that substantially limits a major life activity. To receive accommodations, students must request them by contacting the Disability Support Services Office on the Monroe Park Campus (828-2253) or the Division for Academic Success on the MCV campus (828-9782). More information is available at the Disability Support Services webpage: students.vcu.edu/dss/ or the Division for Academic Success webpage at das.vcu.edu/.

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Any student who has a disability that requires an academic accommodation should schedule a meeting with the instructor at the student’s earliest convenience. Additionally, if coursework requires the student to work in a lab environment, the student should advise the instructor or a department chairperson of any concerns that the student may have regarding safety issues related to a disability. Students should follow this procedure for all courses in the academic semester.

Statement on Military Short-Term Training or Deployment

If military students receive orders for short-term training or deployment, they should inform and present their orders to Military Student Services and to their professor(s). For further information on policies and procedures contact Military Services at 828-5993 or access the corresponding policies at pubapps.vcu.edu/bulletins/about/?Default.aspx?uid=10096&iid=30704.

Excused Absences for Students Representing the University

Students who represent the university (athletes and others) do not choose their schedules. Student athletes are required to attend games and/or meets. All student athletes should provide their schedules to their instructors at the beginning of the semester. The Intercollegiate Athletic Council strongly encourages faculty to treat missed classes or exams (because of a scheduling conflict) as excused absences and urges faculty to work with the students to make up the work or exam.

Campus Emergency information

What to Know and Do to Be Prepared for Emergencies at VCU:

- Sign up to receive VCU text messaging alerts (vcu.edu/alert/notify). Keep your information up-to-date. Within the classroom, the professor will keep his or her phone on to receive any emergency transmissions.
- Know the safe evacuation route from each of your classrooms. Emergency evacuation routes are posted in on-campus classrooms.
- Listen for and follow instructions from VCU or other designated authorities. Within the classroom, follow your professor's instructions.
- Know where to go for additional emergency information (vcu.edu/alert).
- Know the emergency phone number for the VCU Police (804-828-1234). Report suspicious activities and objects.
- Keep your permanent address and emergency contact information current in eServices.

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VCU Mobile

The VCU Mobile application is a valuable tool to get the latest VCU information on the go. The application contains helpful information including the VCU directory, events, course schedules, campus maps, athletics and general VCU news, emergency information, library resources, Blackboard and more. To download the application on your smartphone or for more information, please visit m.vcu.edu.

Class Registration Required for Attendance

Students may attend only those classes for which they have registered. Faculty may not add students to class rosters. Therefore, if students are attending a class for which they have not registered, they must stop attending.

Withdrawal from Classes

Before withdrawing from classes, students should consult their instructor as well as other appropriate university offices. Withdrawing from classes may negatively impact a student's financial aid award and his or her semester charges. To discuss financial aid and the student bill, visit the Student Services Center at 1015 Harris Hall or contact a financial aid counselor at:

finaid.vcu.edu/resources/contact.html

Student Financial Responsibility

Students assume the responsibility of full payment of tuition and fees generated from their registration and all charges for housing and dining services, and other applicable miscellaneous charges.

Curriculum Guide

Department of Graphic Design School of the Arts Virginia Commonwealth University 2015–2016 (Effective Fall 2015). It is the student's responsibility to retain this guide. This guide allows the student to know exactly where he/she stands in progression through the curriculum.

Art Foundation Year

Fall	ARTF 131	Drawing Studio	3	___
	ARTF 132	Surface Research	3	___
	ARTF 139	Project	1	___
	ARTH 103	Survey of Western Art I	3	___
	UNIV 111	Focused Inquiry I (Core)	3	___
	_____	Quantitative Literacy (Core)	3	___
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Spring	ARTF 133	Space Research	3	___
	ARTF 134	Time Studio	3	___
	ARTF 139	Project	1	___
	ARTH 104	Survey of Western Art II	3	___
	UNIV 112	Focused Inquiry II (Core)	3	___
	_____	Humanities/Fine Arts (Core)	3	___
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Sophomore Year

Fall	GDES 202	Design Technology I	3	___
	GDES 211	Typography I	3	___
	GDES 212	Design Form & Communication	3	___
	GDES 214	Imaging I	3	___
	GDES 252	History of Visual Communication	3	___

Spring	UNIV 200	Inquiry & Craft of Argument (Core)	3	___
	GDES 205	Design Methods & Processes	3	___
	GDES 213	Typography II	3	___
	GDES 216	Imaging II	3	___
	GDES 253	Theory & Philosophy	3	___
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Junior Year

Fall

GDES 343	Systems in Design	3 _____
GDES 345	Print I	3 _____
GDES 347	Interaction I	3 _____
GDES ____	GDES Elective (300-500 level)	3 _____
_____	Social/Behavioral Sciences (Core)	3 _____
		15

Spring

GDES 346	Visual Narrative I	3 _____
GDES 365	Print II	3 _____
GDES 367	Interaction II	3 _____
_____	Natural/Physical Sciences (Core)	3 _____
_____	SOTA Gen. Ed. Elective(s)	3 _____
		15

Senior Year

Fall

GDES 470	Senior Seminar	3 _____
GDES ____	GDES Elective (300-500 level)	3 _____
_____	Open Elective (300-500 level)	3 _____
_____	SOTA Gen. Ed. Elective(s)	3 _____
_____	SOTA Gen. Ed. Elective(s)	3 _____
		15

Spring

GDES 472	Senior Studio (Capstone)	3 _____
GDES ____	GDES Elective (300-500 level)	3 _____
GDES ____	GDES Elective (300-500 level)	3 _____
_____	Open Elective (300-500 level)	3 _____
_____	Open Elective (300-500 level)	3 _____
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Total number of credits required for a BFA degree: 122

Requirements for Graduation

In order to graduate, an undergraduate must complete at least 122 total credit hours. These credits must be distributed as follows:

Art Foundation Program

Studios and Labs	14
Art History	6

Graphic Design Foundation Courses

Studios and Support Courses	24
Design Technology	3

Graphic Design Upper Level Courses

Major Design Studios: Systems, Print, Interaction and Visual Narrative I	18
Senior Seminar	3
Senior Studio (Capstone)	3
GDES Elective (300–500 level)	12

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Core Curriculum Courses

UNIV 111 Focused Inquiry I	3
UNIV 112 Focused Inquiry II	3
UNIV 200 Writing & Rhetoric Workshop II	3
Quantitative Literacy	3
Humanities/Fine Arts	3
Social/Behavioral Sciences	3
Natural/Physical Sciences	3

SOTA General Education Electives

General Education Elective	3
General Education Elective	3
General Education Elective	3

Open Upper Level Electives

Open Elective (300–500 level)	9
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Of the 122 credits required to graduate, 45 of those credit hours are required to be 300–500 level courses. These credits must be distributed as follows:

Upper Level Totals

GDES Required upper-level studios and Senior Seminar	24
GDES Electives (300–500 level)	12
VCU Open Electives	9

Note: Undergraduate students must complete the last 25% of their credit hours required for the bachelor's degree program at this institution. Total Credit Hours (equals 25% of total) 122 credits = 30cr.