NORTHWEST COLLEGE OF Art + Design

2024-2025 CATALOG

TABLE OF CONTENTS

2024 – 2025 CATALOG

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Northwest College of Art & Design (NCAD) is a private, career-oriented college accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC) and offers a Bachelor of Fine Arts Degree.

ADMINISTRATION OFFICE

Northwest College of Art & Design
1126 Pacific Avenue, Suite 101
Tacoma, WA 98402

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NCAD reserves the right to make changes to the curricula, calendar, and catalog without any prior notice. The course offerings and requirements of NCAD are under continual examination and revision. The most recent edition of the catalog supersedes any previous edition of the catalog published for the same academic year. This catalog is not a contract; it merely presents the offerings and requirements in effect at the time of publication and in no way guarantees that the offerings and requirements will not change. NCAD specifically reserves the right to change requirements for any program or concentration during any particular year. The individual student assumes full responsibility for compliance with all current academic requirements and policies. For the most current information, visit NCAD's official catalog online at: www.ncad.edu.

Catalog Production by Julie Perigard

COLLEGE INFORMATION

VISION

NCAD's vision is to:

Lead in the creative, professional, and personal growth and achievement of our students, transforming their lives and positively impacting the world.

MISSION

NCAD was founded on the principle that art is a business. Our driving force is the employability and future success of our graduates above all else, and our guiding philosophy is students first. We believe the heart and soul of our institution is a faculty that supports its students so they may thrive, and an administration that supports its staff and faculty so they may thrive. NCAD's priorities are to:

- Provide an educational setting ensuring creativity, creative thinking, and artistic excellence.
- Maintain student-focused services that enhance professional growth.
- Create an environment of academic responsibility, and professionalism supported by staff, faculty, and students.
- Utilize equipment and technology that mirrors evolving industry standards.
- Work with our Program Advisory Committee to identify emerging industry trends to ensure our curriculum stays relevant.
- Assist graduates in cultivating and fostering growth and success in their careers.
- Achieve program objectives for student success, retention, and completion, leading to desired careers and employment.

HISTORY

Founded in 1982 by Craig N. Freeman, the Northwest College of Art and Design has been a specialized school of art since its beginning.

Originally a certificate program, with growth and prestige, the demand for a degree program prompted the Founder to expand the curriculum to an associate degree level. In the early 1990's NCAD relocated to a 26-acre estate in Poulsbo, WA. This move provided the needed space to expand the program even further.

It was here that NCAD developed its flagship BFA degree program in Visual Communication which later expanded to the innovative double major (now called concentrations) program. In 2017, the College moved to downtown Tacoma, WA, increasing student opportunities with proximity to resources, metropolitan centers, and a vast commercial and employment marketplace.

ACCREDITATION AND APPROVALS

NCAD is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC), a recognized accrediting agency by the U.S. Department of Education.

WASHINGTON STUDENT ACHIEVEMENT COUNCIL

In accordance with the Degree-Granting Institutions Act Regulations (WAC 250-61-0603), institutions that meet certain criteria are eligible for exemption from degree authorization. NCAD is considered to be an eligible institution exempted from degree authorization requirements by the Washington Student Achievement Council (WSAC). NCAD's academic programs of study are approved by the Washington Student Achievement Council/State Approving Agency (WSAC/SAA) for the enrollment of those eligible to receive benefits under title 38 and Title 10 of the U.S. Code. NCAD is authorized under federal law to enroll non-immigrant alien students.

NCAD HOLDS ESSENTIAL THE VALUE AND POTENTIAL OF EACH STUDENT AND MAKES EVERY EFFORT TO PROVIDE QUALITY EDUCATIONAL PROGRAMS AND SERVICES TO SUPPORT STUDENT SUCCESS.

CAMPUS & STUDENT LIFE

CAMPUS & FACILITIES

NCAD is located at 1126 Pacific Avenue, in a 38,000 square foot, seven story modern building in the heart of downtown Tacoma, WA. Specialized facilities include multiple computer labs, lecture spaces, traditional art studios, and several open working spaces for student use. Admissions offices, and Student Resource Library are located on the first floor of the campus. Students also have dedicated eating/lounge areas for their use.

CLASS SIZE

To ensure a personal approach to our students' education and training, all courses within our program are intentionally kept small (maximum of 40:1 in a typical classroom setting). The student to faculty ratio is an average of 17:1.

THE AREA

Tacoma is located in the Pacific Northwest just 30 miles south of Seattle. It is situated along the shore of Puget Sound, and within sight of Mount Rainier. Tacoma is a main hub of business activity and the home of many major employers for the South Puget Sound region. Downtown Tacoma has a diverse array of museums, businesses, historic theaters, professional firms, cafes and restaurants amidst the perfect combination of architecture and natural beauty.

PROFESSIONAL AFFILIATIONS

Northwest Career College Federation https://www.nwcareercolleges.org

National Art Education Association https://www.arteducators.org

Tacoma-Pierce County Chamber of Commerce http://www.tacomachamber.org

NCAD STUDENT BODY

The average NCAD student is between the ages of 18 and 25 and typically seeking to prepare for their first professional careers. NCAD welcomes returning students of all ages who seek the education to fulfill their creative professional ambitions.

STUDENT LIFE

Students enjoy a variety of indoor and outdoor activities, including hiking, cycling, kayaking, fishing, exploring zoos and museums, arcades, bowling alleys, theaters, concert halls and more all within the city limits of Tacoma. Exploring more of Pierce County, students can find wonders such as Mt. Rainier National Park, Chambers Bay Golf Course, and The Washington State Fair.

Pierce County borders seven other Washington counties, which offer students access to many more attractions and opportunities. This includes Seattle, the state's largest city, with a population of over 700,000 people. Students are encouraged to explore their surroundings and familiarize themselves with potential employers and externship opportunities.

The surrounding area offers cultural and entertainment opportunities. NCAD is just blocks away from the Tacoma Art Museum, Museum of Glass, Foss Waterway Seaport, Washington State History Museum, Rialto and Pantages historic theaters, as well as Wright Park and the recently restored McMenamins Elks Temple. Tacoma is also home to the Tacoma Rainiers Triple-A Baseball, and Tacoma Defiance MLS Soccer Team. In addition, Tacoma has picturesque parks, including Point Defiance, one of the largest urban parks in the U.S. The greater PNW is ripe for exploration and inspiration.

CREATIVE CAREER PATHWAYS

Whether you know exactly where you're going or looking to take the first step, finding the right pathway is important to becoming a creative professional.

NCAD's degree programs can be an important step on your creative career pathway.

At NCAD, our mission is to provide our students with the skills and job training highly valued by employers. We support our current students in obtaining part-time employment while attending, as well as supporting graduates as they seek employment. A Career Services Coordinator is available to help our students and graduates take advantage of opportunities for employment in their chosen creative field for as long as NCAD remains in operation.

Our Career Services Department is available to our students and graduates at no charge – our alumni are welcome to make use of those free services following their graduation from NCAD.

While employment is not guaranteed, NCAD students and graduates find success with a combination of marketable skills, positive attitude, and persistence – with dedicated guidance from Career Services. Our on-site representative networks with numerous employers in the Tacoma and Seattle Region on a regular basis – seeking to build strong industry relationships and identifying potential career opportunities for graduates.

Support includes resume, cover letter writing, interviewing tips, portfolio review, and help in identifying employment opportunities that fit our students' diverse lifestyles. Our Career Services department remains dedicated to our graduates' success in accomplishing their professional goals.

"ART IS A BUSINESS."

—Craig Freeman
NCAD Owner/President

NCAD provides entry-level career education and training in Visual Communication. The following list of job titles illustrates some of the many potential employment options for creative professionals, each walking their unique path.

The list is not meant to be exhaustive, but to be illustrative of the diversity and quantity of opportunities that creative professionals may choose to pursue.

JOB TITLES

- 3D Animator
- 3D Generalist
- 3D Modeler
- 3D Texture Artist
- Art Director
- Book Illustrator
- Children's Book Illustrator
- Concept Artist
- Digital Artist
- Digital Effects Animator
- Digital Imaging Specialist
- Digital Matte Painter
- Digital Photographer
- Independent Studio Artist
- Freelance Illustrator
- Game Artist
- Game Texture Artist
- Graphic Designer
- Graphic Novel Artist
- Interactive Designer
- Motion Graphics Designer
- Production Artist
- Stop Motion Animator
- Storyboard Artist
- Visual Designer
- Visual Effects Art Director
- Visual Effects Compositing Artist
- Web Designer
- Web Developer
- UX Designer

NCAD BFA DEGREE

OUR BACHELOR OF FINE ARTS (BFA) DEGREE OFFERS AN ACCELERATED, WELL ROUNDED FULL-TIME EDUCATIONAL EXPERIENCE DESIGNED TO PREPARE STUDENTS FOR ENTRY LEVEL PRACTICE AS A CREATIVE PROFESSIONAL.

NCAD's BFA program allows flexibility for students to specialize and develop a unique style with a double concentration in Visual Communication.

These concentrations focus on technical skills, creative logic and the development of original concepts.

Students implement experimentation and communicate ideas through professional quality projects with the final goal of a presentation portfolio. Double concentrations (elective specializations) include Animation, Graphic Design, Illustration, User Experience (UX), Motion Design, and Media Arts.

The foundation courses (semester 1-4) for all students in the BFA program are identical.

Upper division courses (semester 5-9), include courses that are specific to the individual concentrations.

For students on the double concentration path, declaration will occur during the 3rd semester after the student has met and discussed their goals with the Director of Education.

"YOU CAN LOOK AT A PICTURE FOR A WEEK AND NEVER THINK OF IT AGAIN. YOU CAN ALSO LOOK AT THE PICTURE FOR A SECOND AND THINK OF IT ALL YOUR LIFE."

JOAN MIRO—SPANISH PAINTER, SCULPTER, AND CERAMIST

BFA DEGREE — CONCENTRATIONS

BFA in VISUAL COMMUNICATION

Choose from the following Double Concentrations:

Graphic Design / Illustration

Graphic Design / Media Arts

Graphic Design / Motion Design

Graphic Design / User Experience (UX)

Media Arts / Motion Design

Motion Design / Animation

Motion Design / User Experience (UX)

DOUBLE CONCENTRATIONS AT NCAD

NCAD's flagship BFA Degree Program in Visual Communication requires students to study in two related areas simultaneously, which we call "Double Concentrations." At NCAD, we believe there are significant benefits to earning a degree with double concentrations, most notably a broader range of skills and a wider body of work that enables our graduates to have more career opportunities, greater flexibility, and encourages adaptability in an ever-changing creative professional marketplace.

ANIMATION

Students will bring characters and stories to life through both 2D and 3D animation, combining artistic creativity with technical expertise. This concentration provides a solid foundation in animation principles, including modeling, rigging, character animation, and motion design. In addition to specific animation skill building courses, students also enhance their core abilities through studies in drawing, anatomy, color theory, and visual storytelling. The Animation concentration is designed to equip students with not only the artistic and technical skills necessary for the animation industry but also with essential competencies like critical thinking, public speaking, and entrepreneurship. A culminating portfolio, demo reel and a 15-week industry-relevant externship help prepare students for the professional world.

GRAPHIC DESIGN

Graphic Design is a broad field of study that spans a multitude of specific skills, skill sets, software applications, analog applications, visual experimentation, and creative thinking. This concentration prepares students for a variety of employment options such as art directors, print designers, web designers, package designers, brand, and identity designers as well as employment in adjacent fields such as marketing and brand consulting.

ILLUSTRATION

Illustration is visual communication and storytelling through images. Our tailored Illustration course track prepares students to succeed in the competitive world of entry level professional illustration as effective communicators and visual problem solvers. The work of illustrators can be found in magazines, books, media covers, and advertisements. In addition to traditional print media, illustrators work digitally in film, television, games, on the web, and more.

MEDIA ARTS

In the Media Arts concentration, students develop knowledge, technical expertise, and practical skills in industry leading software for 3D imagery and animation for game design, interactive multimedia, FX design, 3D industrial design and other digital and web-based fields. Graduates with a Media Arts concentration can become successful visual communicators and storytellers who may choose to work in the wide media art industry as modelers, animators, riggers, environment creators, FX artists, illustrators, or concept artists.

MOTION DESIGN

Motion Design allows artists and designers to create complex visual messages by blending elements of film, music, and graphic design. This often includes such work as the typography and graphics, which can be seen in the opening credits of a film, web-based animations or advertising, or 3D logos for television networks. The Motion Design concentration teaches our students both the art and the technology that go into creating this form of visual communication.

USER EXPERIENCE (UX)

The User Experience (UX) concentration offers a comprehensive approach to understanding both the design and technical aspects of user experience. Students will study visual design principles alongside user research methodologies, learning to create effective, user-centered digital solutions. This concentration prepares graduates for roles that require a deep understanding of how to design intuitive and engaging experiences across various digital platforms.

EDUCATIONAL OBJECTIVES

Primary Educational Objectives: NCAD has set its primary educational objectives for their programs as follows:

A. **Fundamental Knowledge:**
Graduates of the program will be skilled in the fundamental concepts of design necessary for success in the professional creative industry.

B. **Specialization:**
Graduates of the program will be prepared to pursue career choices in their selected concentrations or related fields that benefits from a strong background in applied design.

C. **Design Skills:**
Graduates of the program will be prepared with problem solving skills, laboratory skills, and design skills.

D. **Professional Skills:**
Graduates of the program will be prepared with communication and teamwork skills as well as an appreciation for ethical behavior necessary to be successful.
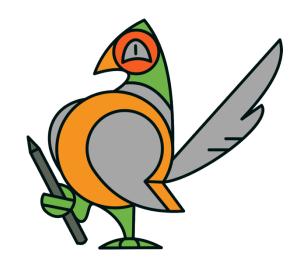
E. **Self-Learning:**
Graduates of the program will be prepared to continue their professional development through continuing education and personal experiences**.**

Knowledge/Skills Expected to be Demonstrated in Graduate Portfolio.

1. Demonstrate both the resource-fulness and flexibility of critical thinking, creative thinking, and problem-solving skills necessary to conceive effective visual communication solutions.

2. Demonstrate their ability to develop visual communication solutions for specific problems.

3. Demonstrate their ability to create visual communications that are audience appropriate and that function within a defined context.

4. Demonstrate their ability to create visual communications utilizing formal design skills based upon established design principles.

5. Demonstrate their ability to create visual communications demonstrating formal design skills based upon aesthetics.

6. Demonstrate their ability to utilize appropriate traditional and digital media, materials, tools, technology, platforms, and techniques to create effective, successful visual communication solutions.

7. Demonstrate a basic understanding of the nature of professional work in the field of Visual Communication through the development, selection, and presentation of a relevant body of visual work.

8. Demonstrate the skills necessary to assist in the development of competencies in communication, presentation, and business skills necessary to engage in professional practice in the field of Visual Communication.

BFA PROGRAM GRIDS

BFA - VISUAL COMMUNICATION
Course Grid

SEMESTER 1 FALL	Class	Credits	SEMESTER 2 WINTER	Class	Credits	SEMESTER 3 SUMMER	Class	Credits	SEMESTER 4 FALL	Class	Credits	
CSS 101	College Success Strategies	2	ARH 151	Art History I	2	ARH 201	Art History II	2	CRW 251	Creative Writing	2	**Graphic Design and Illustration**
ENC 101	English Composition	2	CRT 151	Critical Thinking	2	COM 201	Communications	2	PSY 251	Psychology	2	
MYT 101	Mythology	2	LIT 151	Literature	2	PUB 201	Public Speaking	2	SOL 251	Survey of Illustration	2	
DDE 101	2D Design	3	DDN 151	3D Design	3	DDA 201	Digital Art Applications II	3	IMD 251	Imagery and Design	3	
DAA 101	Digital Art Applications I	3	COT 151	Color Theory	3	DIP 201	Digital Painting	3	VID 251	Visual Development	3	
DRA 101	Drawing	3	FID 151	Figure Drawing	3	PAI 201	Painting	3	VIS 251	Visual Storytelling	3	

SEMESTER 5 WINTER	Class	Credits	SEMESTER 6 SUMMER	Class	Credits	SEMESTER 7 FALL	Class	Credits	SEMESTER 8 WINTER	Class	Credits	SEMESTER 9 SUMMER	Class	Credits
ANT 301	Anthropology	2	BPP 351	Business Planning & Practices	2	ENT 401	Entrepreneurship	2	CUS 451	Cultivating Success	2	SET 451	Senior Thesis	2
BUW 301	Business Writing	2	PSM 351	Principles of Sales & Marketing	2	POC 401	Pop Culture	2	ETH 451	Ethics	2	GRD 451	Advanced Graphic Design	3
VIC 301	Vis Comm	2	QUP 351	Quantitative Principles	2	SMB 401	Social Media Branding	2	PRF 451	Principles of Finance	2	AIL 451	Advanced Illustration	3
DDE 301	Advanced 3D Design	3	ILL 351	Illustration	3	TYP 401	Advanced Typography	3	COA 451	Concept Art	3	EXT 451	Externship	3
PAI 301	Advanced Painting	3	TYP 351	Typography	3	ENV 401	Environments	3	DEP 451	Design Production	3	POR 451	Portfolio	3
GRD 301	Graphic Design	3	WEB 351	Web Design	3	GRD 401	Intermediate Graphic Design	3	ILL 451	Intermediate Illustration	3			

134 Semester Credits / 2505 Clock Hours
Lower division classes Semesters 1-4. Upper division classes Semesters 5+
Classes, sequencing, and scheduling are subject to change.

BFA - VISUAL COMMUNICATION
Course Grid

SEMESTER 1 FALL	Class	Credits	SEMESTER 2 WINTER	Class	Credits	SEMESTER 3 SUMMER	Class	Credits	SEMESTER 4 FALL	Class	Credits	Graphic Design and Media Arts
CSS 101	College Success Strategies	2	ARH 151	Art History I	2	ARH 201	Art History II	2	CRW 251	Creative Writing	2	
ENC 101	English Composition	2	CRT 151	Critical Thinking	2	COM 201	Communications	2	PSY 251	Psychology	2	
MYT 101	Mythology	2	LIT 151	Literature	2	PUB 201	Public Speaking	2	SOL 251	Survey of Illustration	2	
DDE 101	2D Design	3	DDN 151	3D Design	3	DDA 201	Digital Art Applications II	3	IMD 251	Imagery and Design	3	
DAA 101	Digital Art Applications I	3	COT 151	Color Theory	3	DIP 201	Digital Painting	3	VID 251	Visual Development	3	
DRA 101	Drawing	3	FID 151	Figure Drawing	3	PAI 201	Painting	3	VIS 251	Visual Storytelling	3	

SEMESTER 5 WINTER	Class	Credits	SEMESTER 6 SUMMER	Class	Credits	SEMESTER 7 FALL	Class	Credits	SEMESTER 8 WINTER	Class	Credits	SEMESTER 9 SUMMER	Class	Credits
ANT 301	Anthropology	2	BPP 351	Business Planning & Practices	2	ENT 401	Entrepreneurship	2	CUS 451	Cultivating Success	2	SET 451	Senior Thesis	2
BUW 301	Business Writing	2	PSM 351	Principles of Sales & Marketing	2	POC 401	Pop Culture	2	ETH 451	Ethics	2	DMA 451	Advanced 3D Media Arts	3
VIC 301	Vis Comm	2	QUP 351	Quantitative Principles	2	SMB 401	Social Media Branding	2	PRF 451	Principles of Finance	2	GRD 451	Advanced Graphic Design	3
DMA 301	3D Foundations	3	DMO 351	3D Modeling	3	TYP 401	Advanced Typography	3	DMO 451	Advanced 3D Modeling	3	EXT 451	Externship	3
DDE 301	Advanced 3D Design	3	RIA 351	Rigging & Animation	3	GRD 401	Intermediate Graphic Design	3	ANI 451 / DEP 451	Animation OR Design Production	3	POR 451	Portfolio	3
GRD 301	Graphic Design	3	TYP 351	Typography	3	TEX 401	Texturing	3	LIS 451	Lighting & Shading	3			

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SEMESTER 1 FALL	Class	Credits	SEMESTER 2 WINTER	Class	Credits	SEMESTER 3 SUMMER	Class	Credits	SEMESTER 4 FALL	Class	Credits	Graphic Design and Motion Design
CSS 101	College Success Strategies	2	ARH 151	Art History I	2	ARH 201	Art History II	2	CRW 251	Creative Writing	2	
ENC 101	English Composition	2	CRT 151	Critical Thinking	2	COM 201	Communications	2	PSY 251	Psychology	2	
MYT 101	Mythology	2	LIT 151	Literature	2	PUB 201	Public Speaking	2	SOL 251	Survey of Illustration	2	
DDE 101	2D Design	3	DDN 151	3D Design	3	DDA 201	Digital Art Applications II	3	IMD 251	Imagery and Design	3	
DAA 101	Digital Art Applications I	3	COT 151	Color Theory	3	DIP 201	Digital Painting	3	VID 251	Visual Development	3	
DRA 101	Drawing	3	FID 151	Figure Drawing	3	PAI 201	Painting	3	VIS 251	Visual Storytelling	3	

SEMESTER 5 WINTER	Class	Credits	SEMESTER 6 SUMMER	Class	Credits	SEMESTER 7 FALL	Class	Credits	SEMESTER 8 WINTER	Class	Credits	SEMESTER 9 SUMMER	Class	Credits
ANT 301	Anthropology	2	BPP 351	Business Planning & Practices	2	ENT 401	Entrepreneurship	2	CUS 451	Cultivating Success	2	SET 451	Senior Thesis	2
BUW 301	Business Writing	2	PSM 351	Principles of Sales & Marketing	2	POC 401	Pop Culture	2	ETH 451	Ethics	2	GRD 451	Advanced Graphic Design	3
VIC 301	Vis Comm	2	QUP 351	Quantitative Principles	2	SMB 401	Social Media Branding	2	PRF 451	Principles of Finance	2	STN 451	Capstone II	3
DDE 301	Advanced 3D Design	3	MOD 351	Intermediate Motion Design	3	MOD 401	Advanced Motion Design	3	ANI 451	Animation	3	EXT 451	Externship	3
GRD 301	Graphic Design	3	TYP 351	Typography	3	TYP 401	Advanced Typography	3	DEP 451 / UXD 451	Design Production OR UX Design	3	POR 451	Portfolio	3
MOD 301	Motion Design	3	WEB 351	Web Design	3	GRD 401	Intermediate Graphic Design	3	CAP 451	Capstone I	3			

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CSS 101	College Success Strategies	2	ARH 151	Art History I	2	ARH 201	Art History II	2	CRW 251	Creative Writing	2	**Graphic Design and User Experience (UX)**		
ENC 101	English Composition	2	CRT 151	Critical Thinking	2	COM 201	Communications	2	PSY 251	Psychology	2			
MYT 101	Mythology	2	LIT 151	Literature	2	PUB 201	Public Speaking	2	SOL 251	Survey of Illustration	2			
DDE 101	2D Design	3	DDN 151	3D Design	3	DDA 201	Digital Art Applications II	3	IMD 251	Imagery and Design	3			
DAA 101	Digital Art Applications I	3	COT 151	Color Theory	3	DIP 201	Digital Painting	3	VID 251	Visual Development	3			
DRA 101	Drawing	3	FID 151	Figure Drawing	3	PAI 201	Painting	3	VIS 251	Visual Storytelling	3			
SEMESTER 5 WINTER	**Class**	**Credits**	**SEMESTER 6 SUMMER**	**Class**	**Credits**	**SEMESTER 7 FALL**	**Class**	**Credits**	**SEMESTER 8 WINTER**	**Class**	**Credits**	**SEMESTER 9 SUMMER**	**Class**	**Credits**
ANT 301	Anthropology	2	BPP 351	Business Planning & Practices	2	ENT 401	Entrepreneurship	2	CUS 451	Cultivating Success	2	SET 451	Senior Thesis	2
BUW 301	Business Writing	2	PSM 351	Principles of Sales & Marketing	2	POC 401	Pop Culture	2	ETH 451	Ethics	2	EXT 451	Externship	3
VIC 301	Vis Comm	2	QUP 351	Quantitative Principles	2	SMB 401	Social Media Branding	2	PRF 451	Principles of Finance	2	POR 451	Portfolio	3
GRD 301	Graphic Design	3	EXP 351	Experimentation & Prototyping	3	GRD 401	Intermediate Graphic Design	3	ANI 451	Animation	3	GRD 451	Advanced Graphic Design	3
IDD 301	Information Design & Data Visualization	3	TYP 351	Typography	3	TYP 401	Advanced Typography	3	PID 451	Principles of Inclusive Design	3	UXC 451	UX Capstone	3
UXD 301	UX Design	3	WEB 351	Web Design	3	DCA 401	Design Culture & Application	3	UXR 451	ABCs of UX Research	3			

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CSS 101	College Success Strategies	2	ARH 151	Art History I	2	ARH 201	Art History II	2	CRW 251	Creative Writing	2	**Media Arts and Motion Design**
ENC 101	English Composition	2	CRT 151	Critical Thinking	2	COM 201	Communications	2	PSY 251	Psychology	2	
MYT 101	Mythology	2	LIT 151	Literature	2	PUB 201	Public Speaking	2	SOL 251	Survey of Illustration	2	
DDE 101	2D Design	3	DDN 151	3D Design	3	DDA 201	Digital Art Applications II	3	IMD 251	Imagery and Design	3	
DAA 101	Digital Art Applications I	3	COT 151	Color Theory	3	DIP 201	Digital Painting	3	VID 251	Visual Development	3	
DRA 101	Drawing	3	FID 151	Figure Drawing	3	PAI 201	Painting	3	VIS 251	Visual Storytelling	3	

SEMESTER 5 WINTER	Class	Credits	SEMESTER 6 SUMMER	Class	Credits	SEMESTER 7 FALL	Class	Credits	SEMESTER 8 WINTER	Class	Credits	SEMESTER 9 SUMMER	Class	Credits
ANT 301	Anthropology	2	BPP 351	Business Planning & Practices	2	ENT 401	Entrepreneurship	2	CUS 451	Cultivating Success	2	SET 451	Senior Thesis	2
BUW 301	Business Writing	2	PSM 351	Principles of Sales & Marketing	2	POC 401	Pop Culture	2	ETH 451	Ethics	2	DMA 451	Advanced 3D Media Arts	3
VIC 301	Vis Comm	2	QUP 351	Quantitative Principles	2	SMB 401	Social Media Branding	2	PRF 451	Principles of Finance	2	STN 451	Capstone II	3
DMA 301	3D Foundations	3	DMO 351	3D Modeling	3	MOD 401	Advanced Motion Design	3	DMO 451	Advanced 3D Modeling	3	EXT 451	Externship	3
ANI 301	Animation	3	MOD 351	Intermediate Motion Design	3	ASC 401	Animation Sound/ Composition	3	CAP 451	Capstone I	3	POR 451	Portfolio	3
MOD 301	Motion Design	3	RIA 351	Rigging & Animation	3	TEX 401	Texturing	3	LIS 451	Lighting & Shading	3			

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CSS 101	College Success Strategies	2	ARH 151	Art History I	2	ARH 201	Art History II	2	CRW 251	Creative Writing	2	**Motion Design and Animation**
ENC 101	English Composition	2	CRT 151	Critical Thinking	2	COM 201	Communications	2	PSY 251	Psychology	2	
MYT 101	Mythology	2	LIT 151	Literature	2	PUB 201	Public Speaking	2	SOL 251	Survey of Illustration	2	
DDE 101	2D Design	3	DDN 151	3D Design	3	DDA 201	Digital Art Applications II	3	IMD 251	Imagery and Design	3	
DAA 101	Digital Art Applications I	3	COT 151	Color Theory	3	DIP 201	Digital Painting	3	VID 251	Visual Development	3	
DRA 101	Drawing	3	FID 151	Figure Drawing	3	PAI 201	Painting	3	VIS 251	Visual Storytelling	3	

SEMESTER 5 WINTER	Class	Credits	SEMESTER 6 SUMMER	Class	Credits	SEMESTER 7 FALL	Class	Credits	SEMESTER 8 WINTER	Class	Credits	SEMESTER 9 SUMMER	Class	Credits
ANT 301	Anthropology	2	BPP 351	Business Planning & Practices	2	ENT 401	Entrepreneurship	2	CUS 451	Cultivating Success	2	SET 451	Senior Thesis	2
BUW 301	Business Writing	2	PSM 351	Principles of Sales & Marketing	2	POC 401	Pop Culture	2	ETH 451	Ethics	2	ANP 452	Animation Production II	3
VIC 301	Vis Comm	2	QUP 351	Quantitative Principles	2	SMB 401	Social Media Branding	2	PRF 451	Principles of Finance	2	STN 451	Capstone II	3
DMA 301	3D Foundations	3	DMO 351	3D Modeling	3	MOD 401	Advanced Motion Design	3	ANP 451	Animation Production I	3	EXT 451	Externship	3
ANI 301	Animation	3	MOD 351	Intermediate Motion Design	3	CHA 401	Character Animation	3	CAP 451	Capstone I	3	POR 451	Portfolio	3
MOD 301	Motion Design	3	RIA 351	Rigging & Animation	3	TEX 401	Texturing	3	LIS 451	Lighting & Shading	3			

134 Semester Credits / 2505 Clock Hours
Lower division classes Semesters 1-4. Upper division classes Semesters 5+
Classes, sequencing, and scheduling are subject to change.

BFA - VISUAL COMMUNICATION
Course Grid

SEMESTER 1 FALL	Class	Credits	SEMESTER 2 WINTER	Class	Credits	SEMESTER 3 SUMMER	Class	Credits	SEMESTER 4 FALL	Class	Credits	Motion Design and User Experience (UX)		
CSS 101	College Success Strategies	2	ARH 151	Art History I	2	ARH 201	Art History II	2	CRW 251	Creative Writing	2			
ENC 101	English Composition	2	CRT 151	Critical Thinking	2	COM 201	Communications	2	PSY 251	Psychology	2			
MYT 101	Mythology	2	LIT 151	Literature	2	PUB 201	Public Speaking	2	SOL 251	Survey of Illustration	2			
DDE 101	2D Design	3	DDN 151	3D Design	3	DDA 201	Digital Art Applications II	3	IMD 251	Imagery and Design	3			
DAA 101	Digital Art Applications I	3	COT 151	Color Theory	3	DIP 201	Digital Painting	3	VID 251	Visual Development	3			
DRA 101	Drawing	3	FID 151	Figure Drawing	3	PAI 201	Painting	3	VIS 251	Visual Storytelling	3			
SEMESTER 5 WINTER	**Class**	**Credits**	**SEMESTER 6 SUMMER**	**Class**	**Credits**	**SEMESTER 7 FALL**	**Class**	**Credits**	**SEMESTER 8 WINTER**	**Class**	**Credits**	**SEMESTER 9 SUMMER**	**Class**	**Credits**
ANT 301	Anthropology	2	BPP 351	Business Planning & Practices	2	ENT 401	Entrepreneurship	2	CUS 451	Cultivating Success	2	SET 451	Senior Thesis	2
BUW 301	Business Writing	2	PSM 351	Principles of Sales & Marketing	2	POC 401	Pop Culture	2	ETH 451	Ethics	2	EXT 451	Externship	3
VIC 301	Vis Comm	2	QUP 351	Quantitative Principles	2	SMB 401	Social Media Branding	2	PRF 451	Principles of Finance	2	POR 451	Portfolio	3
MOD 301	Motion Design	3	MOD 351	Intermediate Motion Design	3	MOD 401	Advanced Motion Design	3	CAP 451	Capstone I	3	STN 451	Capstone II	3
IDD 301	Information Design & Data Visualization	3	MUX 351	Motion UX Design	3	DCA 401	Design Culture & Application	3	PID 451	Principles of Inclusive Design	3	UXC 451	UX Capstone	3
UXD 301	UX Design	3	TYP 351	Typography	3	INP 401	Interactive Programming	3	UXR 451	ABCs of UX Research	3			

134 Semester Credits / 2505 Clock Hours
Lower division classes Semesters 1-4. Upper division classes Semesters 5+
Classes, sequencing, and scheduling are subject to change.

BFA COURSE DESCRIPTIONS

The following descriptions reflect current course offerings that make up our curriculum. They are intended to give a broad overview of our degree programs. Courses are subject to change at NCAD's discretion as we respond to such things as changes in the employment market, industry standards or student needs. Changes may include but are not limited to course titles, sequence, schedules, curricula, or credit value.

GENERAL EDUCATION COURSES

General education courses are designed for the student to develop essential academic skills. Course curricula delivers core concepts, principles and theory and course material is designed for the development of critical thinking, problem solving and analytical skills, as well as communication skills such as verbal, written and group work. General education courses enable individuals to prepare for and excel in their professional lives and contribute to lifelong learning.

Anthropology
ANT 301 (2 credits)
Anthropology is the scientific study of the origins and nature of human beings. After introducing anthropology as a scientific study, the course will look into the salient features of physical anthropology and then of cultural anthropology. The former will investigate such topics as the origin of human beings, their life cycles, races, and prehistoric activities, while the latter will examine kinship, language, economic activities, religion, and politics as revealed by the known record. A final topic, within the realm of cultural anthropology, will be the role of art in the human experience.

Art History I
ARH 151 (2 credits)
Art History I introduces students to architecture, sculpture, painting, and the decorative arts produced by western cultures and those of the ancient Near East. It begins with the Paleolithic drawings and sculptures, continues through the art of Byzantium, and then moves on to European art from the Middle Ages to the Baroque era. It also introduces art of other cultures, giving students a global overview of the early history of art.

Art History II
ARH 201 (2 credits) - Prerequisite ARH 151
This course continues with the 18th century debate between the power of the aristocracy and the new philosophies of the Enlightenment. This course concludes with trends and controversies in contemporary art.

Business Writing
BUW 301 (2 credits)
Effective written communication in business and technical contexts is an essential skill. This course examines various forms of business and technical writing for print and web, developing and practicing professional approaches to researching, formatting, writing, and editing documents in a business environment.

Communications
COM 201 (2 credits)
This course emphasizes the analysis, understanding, and utilization of communication variables affecting human interaction. These variables include personal perception, feedback, idea development, and non-verbal cues. The course focuses on small group and individual communications in structured and non-structured environments.

Creative Writing
CRW 251 (2 credits)
This course encourages vision, expression, and personal growth through reading, analysis, and writing, with a focus on individual process. Students become familiar with the basic principles and forms of creative writing through lecture; analysis of the works of established and emerging authors; and ongoing writing projects in fiction, poetry, and/or drama. Student work is shared and discussed in ongoing supportive workshops.

Critical Thinking
CRT 151 (2 credits)
This course is designed to facilitate the development of problem-solving skills. A problem-based learning approach is used in which students are required to analyze and solve conceptual and practical problems. Students work independently or in small groups to collect information relevant to problem solutions and take a hypothesis-oriented approach to dealing with each task.

English Composition
ENC 101 (2 credits)
Exploring and developing written communication skills and understanding their importance in personal and professional communication are the purposes of this course.

Ethics
ETH 451 (2 credits)
Students develop important insights into the definition and practice of ethics in contemporary society. They gain a deeper understanding of how ethical behavior has been defined and practiced from the ancients (Greek and Asian and how these definitions have been carried forward, modified, and redefined in modern and postmodern philosophy.

Literature
LIT 151 (2 credits)
Students read novels, poems, plays, and essays and respond to them through discussion and written assignments. Various types of literary criticism are introduced in order to equip students with different "ways of reading". In writing essays students hone their academic skills, carried over from English Composition, by building strong arguments to support their theses for each literary assignment. Faculty will craft themes for this class which may include classical literature, contemporary, or a combination of both.

Mythology
MYT 101 (2 credits)
This course is an introduction to the myths of ancient Greece and Rome, their protagonists and visual representations and receptions throughout time and in different media. Mythology tells us about the gods, a hero's (tragic) journey, folklore, and opposite concepts such as order vs. chaos, good vs. evil, or immortal gods vs. mortal humans. These opposite concepts were used in ancient Greece and Rome to construct identities based on geography, religion, language, and historical events (e.g., Greeks vs. Persians, Romans vs. Etruscans), which were articulated through depictions of heroic battles in public monuments (the Trojan war, and battles between Greeks and Centaurs or Amazons, usually juxtaposed). This course is thus a survey of Classical mythology from antiquity to modern times.

Popular Culture
POP 401 (2 credits)
In this course, students examine American popular culture in the contemporary moment. Students take a step back from simply observing and consuming popular culture and in this course investigate how different cultural forms communicate ideas about the world.

Psychology
PSY 201 (2 credits)
This course is an introduction to contemporary methods and thought in psychology. This will include examining personality theory, methods of psychological inquiry, and the effects of the body on psychological functioning.

Public Speaking
PUB 251 (2 credits)
This course is designed to help the student become proficient at the types of public speaking that they will encounter in their personal and professional lives. The student will deliver no fewer than three speeches, all of considerable length. The types of speeches will include interview, persuasive, and impromptu. The persuasive speech will be written out in prose prior to the speech.

Quantitative Principles
QUP 351 (2 credits)
This course serves as an introduction to the power, scope, and richness of the mathematical ideas used in the modern world, with an emphasis on developing students' problem-solving, critical thinking, and analytic skills in dealing with quantities and their magnitudes and interrelationships. Students will explore a variety of topics that involve mathematical reasoning and in doing so, gain confidence and the ability to use various quantitative methods to solve problems.

"THE FUTURE BELONGS TO A DIFFERENT KIND OF PERSON WITH A DIFFERENT KIND OF MIND: ARTISTS, INVENTORS, STORYTELLERS: CREATIVE AND HOLISTIC 'RIGHT-BRAIN' THINKERS WHOSE ABILITIES MARK THE FAULT LINE BETWEEN WHO GETS AHEAD AND WHO DOESN'T."

— DANIEL PINK
AMERICAN AUTHOR

TECHNICAL/OCCUPATIONAL COURSES

Core technical or occupational courses, as distinguished from general education courses, provide education and training in areas associated with theoretical knowledge, technical skills, occupationally related skills, and associated competencies necessary for the student to achieve the program objectives.

FOUNDATION CORE COURSES (SEMESTERS 1-4)

2D Design
DDE 101 (3 credits)
The 2D Design course has two goals. The first is to familiarize students with the elements and principles of design. This will be accomplished through the application of art theory to specific assigned problems. The second goal is to learn specific ways to think creatively and develop original, innovative ideas. To excel as an artist, knowledge of art theory, while valuable, is not enough. The assignments in this course will involve specific aspects of design and will teach students both the vocabulary and concepts of 2-dimensional design.

3D Design
DDN 151 (3 credits) - Prerequisite DDE 101
This course is an introduction to 3-dimensional design. Studio problems are used to familiarize students with basic design processes, principles and elements of 3D design. Studio experiences, readings, and written analysis challenge students to explore basic 3D design and color. This course emphasizes a balance between the formal and communicative aspects of design, where students are presented with design problems and are challenged to devise appropriate solutions. Research, problem-solving skills, craft, professionalism and articulate presentations are all important to success in this course.

Color Theory
COT 151 (3 credits)
Making informed decisions in the application of color is essential for all artists. This course will explore the principles and theories of color through lecture, demonstration, and projects. A heavy emphasis will be placed on students' ability to develop under-standing in controlling the why of color and its use as mood in art. Knowledge will be gained through study of reading material, fine art, commercial design, and film. students will gain experience and skill through using traditional and digital mediums to mix colors, develop color schemes, and paint color studies.

Digital Art Applications I
DDA 101 (3 credits)
Digital Art Applications I is a hands-on introduction to the diverse and significant resources the computer offers the artist. This course is designed for students with either very limited or no experience in computer arts and is designed to facilitate the student's ongoing development of digital literacy. It sets the technical foundation for future college level use of digital technology. Students gain an understanding of the computer operating system and attain a working knowledge of several leading applications currently used by computer artists and designers. Through lectures, demonstrations, and applied learning a foundation of general under-standing, confidence, and skill is formed.

Digital Art Applications II
DDA 201 (3 credits) - Prerequisite DDA 101
Digital Art Applications II is designed to continue to facilitate the student's ongoing development of digital literacy. Students continue to develop a working knowledge of several leading digital art and design applications used by professional computer artists and designers. Through lectures, demonstrations, and applied learning a strong foundation of general knowledge, skill and confidence in digital art and design applications continues to be developed.

Imagery & Design
IMD 251 (3 credits)
Students continue to develop image creation and manipulation skills using industry-standard computer applications. Advanced techniques in Adobe Photoshop are introduced. Several comprehensive projects including advanced photo manipulation and advanced digital illustration work will be included. Additionally, a comprehensive understanding of scanning, resolutions, file management, and image output is expected.

Digital Painting
DIP 201 (3 Credits)
This is an intensive introduction to the world of digital painting. Students will use pressure sensitive digital tablets in combination with raster and vector-based software. Students will create and develop digital images using drawing and painting techniques, collage, masking, compositing, and precise color adjustment. Idea development within real world parameters, originality, aesthetics and technical proficiency are emphasized. Project work may involve designing and illustrating environments, figures, props, key frame illustrations, color keys, editorial narrative illustration and more.

Drawing
DRA 101 (3 credits)
In this introductory drawing course students will be exposed to the basic theory and practice of drawing. The primary goal for this course is to develop technical skill through observational drawing. Students will explore and develop their skills with visual expression via mark making, line quality, value and composition.

Figure Drawing
FID 151 (3 credits)
This course provides intensive study of human proportion as it is related to drawing the figure. Principles of foreshortening, development of visual memory, observation of gesture, visual viewpoint, multiple figures, and figures in motion are addressed. This course introduces drawing the human form while emphasizing critical inquiry and analytical observation. Its purpose is to expand the way of seeing and describing the 3D human form on a 2D surface.

Painting
PAI 201 (3 credits)
The purpose of this course is to provide each student with an introductory painting media experience extended from his or her knowledge of 2D design and drawing. This course uses a technical approach to the materials and the methods of representational painting from observation.

Visual Development
VID 251 (3 credits)
This course emphasizes methods of visualizing creative design concepts clearly and precisely, and of communicating them to others in the same manner. Information is presented on technique, and the usage of traditional and digital tools.

Visual Storytelling
VIS 251 (3 credits)
This class is meant to serve as an introduction to the elements of visual storytelling. It offers an exploration of and practice with the basic concepts of cinematic narrative and visual storytelling. Visual Storytelling engages in the discussion of the language of filmmaking and the conventions (and innovations of film history, animation, and sequential art. This class includes study of concepts such as shot types, continuity, pacing, transitions, and sequencing in visual narrative design. Emphasis will be placed on planning and pre-visualization and the exploration and development of a cinematic vocabulary and storytelling technique.

UPPER LEVEL NON-CONCENTRATION SPECIFIC COURSES (SEMESTERS 5-9)

Business Planning & Practices
BPP 351 (2 credits)
This course is an introduction to business for art and design related employment, career development, market research, and freelance issues. Learning to write, present, interview, research, and create business plans and other business documents are demonstrated, reviewed, and required.

Cultivating Success
CUS 451 (2 credits)
What makes a person successful? This class spans a wide variety of subjects providing opportunities for students to expand their personal abilities and inter-personal skills. In today's professional landscape having the right technical skills may get you halfway there. Having a successful mindset, grit, resilience, a can-do attitude will get you the rest of the way.

Entrepreneurship
ENT 401 (2 credits)
In this course, students learn about the principles and practical aspects of entrepreneurship as they relate to the creative business industry. This course is designed to equip students with marketing and entrepreneurial knowledge, to develop strategic thinking, to develop a marketing plan and to effectively focus their time and talent on marketing their art and themselves.

Externship
EXT 451 (3 credits)
Externships allow opportunity for students to gain professional experience and explore career options outside of the typical campus setting. Externships typically occur in the final semester of the program and involve coordinating with active professionals willing to work with NCAD students in their respective concentrations.

Portfolio
POR 451 (3 credits)
Special emphasis in this course will be placed upon developing and finishing the production and presentation of a body of creative work begun from the students' time in the upper division. Students will continue to be required to refine their critical and diplomatic communication skills, and to participate fully and honestly in the weekly critiques. Students must participate in and successfully complete a final graduate portfolio review by the course instructor and have their portfolios accepted and approved by the NCAD Director of Education prior to the last day of the regularly scheduled course to successfully pass this course and therefore complete the portfolio eligibility requirements necessary for graduation.

Principles of Finance
PRF 451 (2 credits)
This course introduces the student to the fundamentals of personal and business finance. Students will analyze typical personal and business-related financial decisions, evaluate the costs and benefits of their decisions, recognize their rights and responsibilities as consumers and business persons, and apply the knowledge learned to financial situations, in such areas as money management, budgeting, financial goal attainment, the wise use of credit, insurance, investments, and consumer rights and responsibilities. This course does require a basic understanding of mathematics as well as economic concepts and accounting principles. The course does emphasize practical application and problem-solving techniques. The primary objective is to provide the student with the tools to understand and solve the basic financial problems confronting them now and into the future.

Principles of Sales & Marketing
PSM 351 (2 credits)
This course provides an overview of sales and marketing for the art professional to build relationships between products, services, and consumers. Students develop basic under-standing of marketing concepts, research, and competitive analysis. Topics include the relationship of sales to marketing, the impact of technology on sales, branding, marketing metrics, consumer and business behavior, ethics, and social responsibility in marketing. Students in this course will have the opportunity to evaluate marketing strategies.

Senior Thesis
SET 451 (2 credits)
This course is where the Visual Communication BFA program students begin the development and production of their required senior thesis. Each student applying for the degree must complete a project thesis as approved by their Senior Thesis instructor and NCAD's Director of Education. The student must satisfactorily demonstrate an acceptable level of completion of each part of the thesis requirements to receive a passing grade for this course.

"DESIGN IS THE INTERMEDIARY BETWEEN INFORMATION AND UNDERSTANDING."

– HANS HOFFMANN, PAINTER

Social Media Branding
SMB 401 (2 credits)
An in-depth review of the impact that social media has had on marketing. The focus will be on developing an effective marketing plan using social media. Social networking is the communication and marketing tool of today. Students can gain a strategic approach to executing today's most relevant digital marketing tactics using social media platforms. Students will understand how to build clientele and develop a community around their work examining how marketers incorporate effective social media content generated by the brand, influencers, or users. Exposure to Facebook, Twitter, and blogging will be addressed to put these tools to use for business success. This course acts as a practical guide for art professionals to get online and embrace social networking efficiently and effectively.

Survey of Illustration
SOL 251 (2 credits)
Students survey the history of illustration and its relationship to both fine arts and commercial art and design. Students will learn about various areas within the field of illustration, including but not limited to advertising, editorial, concept art, and sequential imagery. Additionally, students will explore a wide range of approaches to illustration by surveying historical and contemporary professional illustrators.

Vis Comm
VIC 301 (2 credits)
This course is a survey of the history of visual communication of the 19th, 20th, and into the early 21st centuries. This course seeks to place the practice of visual communication in a wider cultural context, highlighting the key debates and issues surrounding it. The course allows students to research individual areas of interest to broaden their knowledge of contemporary issues in visual communication.

OTHER COURSES

College Success Strategies
CSS 101 (2 credits)
This first semester course assists students in their transition into the NCAD community. The class communicates NCAD's academic policies and student success expectations, connects students to NCAD resources, teaches skills for academic and personal success, stresses peer relationships, and seeks to motivate students to persist through the challenges of their education and career development. In this course students develop an understanding of the skills and motivation required to be successful at NCAD, as well as have developed academic and personal success strategies that can be applied during both their education and afterwards in their professional lives.

3D Foundations
DMA 301 (3 Credits)
In this course, students explore the use of professional-level software to create 3D digital images and animation for print, interactive multimedia, motion design, computer games and for the web. Topics include introductory techniques of 3D modeling, texturing, animation, rendering, editing, and compositing.

Advanced 3D Media Arts
DMA 451 (3 Credits) - Prerequisite DMA 301
This advanced course allows students to use their artistic skills and technical knowledge to create professional quality 3D assets and animation. This course will emphasize knowledge of digital animation workflow, pipeline, production, and professionalism. The course is modeled on a production environment and work must be completed within set deadlines to prepare students for the methods, environments, and conditions experienced in the production arena.

3D Modeling
DMO 351 (3 Credits)
This course explores the beginning of the digital animation process by creating models from concept art to final computer-generated digital imagery. Students begin this course with preproduction of a model, developing concept art and model sheets. Students then explore a variety of topics including modeling basics, production modeling techniques. In this course, students will complete a 3D digital model appropriate for use in broadcast film or high-resolution game technology.

Advanced 3D Modeling
DMO 451 (3 Credits) - Prerequisite DMO 351
In Advanced 3D Modeling, students will continue growing their creation skills by creating and texturing more advanced, more complex 3D assets. This project-oriented course will exercise student's learned techniques as well as continue to build upon those techniques, incorporating Substance Painter and Substance Designer in their overall workflow to a professional level.

"DON'T WAIT FOR INSPIRATION. IT COMES WHILE WORKING."

— HENRI MATISSE
FRENCH PAINTER

Advanced 3D Design
DDE 301 (3 Credits)
Working in three dimensions permits the use and application of a diverse range of conceptual possibilities. In this class, students will examine how various applications and strategies can be used to convey complex concepts and ideas. Projects are structured to introduce students to a variety of applications and methods of working. Character design, set design, prototyping, and 3D reference for illustration are some of the areas that students will explore and develop.

Animation
ANI 301 or ANI 451(3 Credits)
This entry level studio course focuses on gaining an understanding of the principles of animation which form the foundation of all animation. Students analyze motions of people and objects and learn to translate that knowledge into animation. Students are exposed to the technical aspects of animation, production workflows, and standard industry terms and tools. Upon successful completion of this course, students will have completed animation tests and a final project that will demonstrate their understanding of basic animation principles.

Animation Production I
ANP 451 (3 Credits)
In this studio course, students focus on the foundational phases of animation production, starting with preproduction and progressing into the early stages of production. Students will develop their animated shorts through story creation, concept art, environment and character design, as well as production planning and scheduling. The course emphasizes the importance of detailed preparation, while also introducing students to initial animation creation. Time management and effective planning are crucial as students transition from preproduction to the animation process.

Animation Production II
ANP 452 (3 Credits) - Prerequisite ANP 451
This studio course continues the animation projects developed in **Animation Production I** and guides students through the full production and post-production phases. Students will advance their projects by focusing on animation creation, refining their work and managing production schedules. Additionally, students will be introduced to post-production techniques, including video editing, sound production, and compositional aspects of animation. They will shoot live-action footage, record dialogue, and create custom foley to enhance their animations. The course emphasizes the completion of projects that demonstrate strong visual storytelling through fully realized animated content.

Animation Sound/Composition
ASC 401 (3 Credits)
In this studio course, animation students are introduced to video editing and sound production as well as compositional aspects of animation. Students will shoot live action footage, record dialog, and create custom foley to be used in the editing process. Students will use skills to complete a variety of projects that emphasize visual storytelling.

Capstone I
CAP 451 (3 Credits)
This course builds on skills developed in Advanced Motion Design. This is the first part of a 2-course cycle where students pitch, create, and are judged on advanced motion graphic work designed for their portfolio. Students follow an industry standard pipeline, beginning with the pitching of ideas/concepts to a faculty/industry panel. Once ideas are approved, students design a plan to complete their projects. Some projects require group-work where students work in a specialized role on a production team such as animator, visual effects person, etc. Students work on the entire pipeline including mood boards, sketches, storyboards, animatics (Leica reels, animation, effects, rendering, compositing, and post work. In this first part of the sequence, students will typically create their plans, storyboards, and animatics. In the final class, students will finish off the project with animation, effects, rendering, and post.

Capstone II
STN 451 (3 Credits) - Prerequisite CAP 451
In this class, students will typically already have their plans, storyboards, and animatics, and will then finish off the project with animation, effects, rendering, and post. The class will begin with determining how the animatic can be converted into a final animation. Students will create keyframe and procedural animation in 2D/3D/2.5D according to the timed animatic. Final animations will be sent to After Effects or similar software for compositing and post. Students will learn how to composite render layers and effects and use color grading tools for final output. Text, sound, music, and sound effects will be added. This final class is a capstone for the motion graphics students and final projects will range from title sequences, news or TV graphics, adverts, PSA's, etc.

Character Animation
CHA 401 (3 Credits)
Upon successful completion of this course, students will have a greater understanding of weight, motion, timing, and various aspects of drawing related to believable character animation. Development of the student's skills in the analysis and application of movement, focusing on human and animal locomotion is a core focus. Students are encouraged to develop their own characters and investigate personality and emotion in their animation.

Design Culture & Application
DCA 401 (3 credits)
Design Culture and Application provides an in-depth understanding of the professional environment of a product designer. The course focuses on the cultural aspects and interdisciplinary nature of design work, highlighting how designers collaborate directly with various stakeholders, such as engineers, marketers, and business leaders. Through case studies and project simulations, students will explore the roles and responsibilities within a design team, learn about effective communication strategies, and develop the skills needed to contribute meaningfully to a company's product design process.

Design Production
DEP 451 (3 Credits)
The purpose of this course is to develop core competencies in digital prepress. It provides students with theoretical and practical information regarding the multiple required elements of digital prepress and production. Course content includes information and course discussions on paper and printing, industry standards, and contemporary digital file preparation and production practices. This course also presents a broad overview of color printing processes and digital practices and gives students information and skills relevant to professional design production planning practices, and may more effectively supervise or estimate printing operations, and communicate effectively with creative service vendors or buyers.

"PAINTING IS EASY WHEN YOU DON'T KNOW HOW, BUT VERY DIFFICULT WHEN YOU DO."

—EDGAR DEGAS
FRENCH IMPRESSIONIST ARTIST

Environments
ENV 401 (3 credits)
What are environments? The background of a subject? Or is the setting the subject? This class explores environments in their many contexts, whether they are landscape, interior, outer space, or underwater, students must develop an understanding of the "why" of their environment in relation to their subject. Students will be guided on the "how" of their environments from atmospheric perspective to linear perspective, from time of day to period in time, and from flora to fauna. Students will have the opportunity to work both in analog and digital mediums and will develop an understanding of the unique benefits of both.

Experimentation & Prototyping
EXP 351 (3 credits)
This course will leverage everything students have learned thus far and put it to practical hands-on use. Research and Design topics include paper prototyping, lo-fi user flows, research synthesis, customer journey mapping, A/B testing, card-sorts, no-code prototypes, heuristic evaluation, and more.

Graphic Design
GRD 301 (3 Credits)
This course introduces exploration and application of the basic design methods of problem solving as used in graphic design. Emphasis is on innovative solutions and understanding design layout as related to corporate identity, brochures, posters, packaging, and a variety of client-related graphics.

Intermediate Graphic Design
GRD 401 (3 Credits) - Prerequisite GRD 301
This course emphasizes teamwork and group effort to create effective graphic design and print advertising. A strong focus is placed on preparing design students for professional practice, exploring the history and methods of graphic design, and examining the processes involved in coordinating art and typography with verbal and visual content. Students will be expected to expand their proficiency in all aspects of the design process, including creative brainstorming, conceptualizing, critical thinking, collaboration, technical proficiency, and presentation.

Advanced Graphic Design
GRD 451 (3 Credits) - Prerequisite GRD 401
Advanced Design requires the student to prepare highly conceptual, creatively conceived, and professionally presented design work. There is an emphasis on real-life graphic design projects, as well as concentration on preparing portfolio works with high levels of content and craftsmanship.

Illustration
ILL 351 (3 Credits)
This course presents illustration as a means of communicating ideas. This course addresses fundamental concepts in illustration and seeks to expand students' capability to solve visual problems with creative, individual, and expressive imagery. Various materials and practices are addressed (both traditional and digital.

Intermediate Illustration
ILL 451 (3 Credits) - Prerequisite ILL 351
In this intermediate illustration course students are asked to create illustrations with an emphasis on the development of well- conceived and selected concepts that express personal vision and result in the successful visual communication of their concept. The development of personal style is examined and emphasized considering its fundamental importance in the marketplace.

Advanced Illustration
AIL 451 (3 Credits) - Prerequisite ILL 451
The ability to bring a creative project to a full and successful level of finish is an essential professional skill. This is a comprehensive course designed to test the student's ability to create, complete, and document advanced illustration projects. Quality of both concept and execution is the goal. Work may be in any medium (digital or traditional. Work will be focused on the full realization of finished products.

Information Design & Data Visualization
IDD 301 (3 credits)
This course introduces both the theory and practice of presenting data and information in a way that fosters an audience's efficient and effective understanding of it. Students in this course will develop a working knowledge of how to structure, visualize, present information and gain practical experience in how to tell persuasive stories with data.

Interactive Programming
INP 401 (3 Credits)
This course introduces programming techniques using a scripting language to develop projects that include interactive websites, experimental interactive work and online games. The purpose of the course is to familiarize students with the fundamentals of programming, program design and problem solving and is oriented towards developing practical skills utilized in client-side programming for the web.

Lighting and Shading
LIS 451 (3 Credits)
This course investigates the mood and lighting, look, and feel, shadows and shading, reflections and atmospheres that bring scenes and models to life.

Motion Design
MOD 301 (3 Credits)
In this class we will focus on the history and aesthetics of motion graphics. Emphasis will be placed on the mograph pipeline, and understanding the terminology of vfx, mograph, and animation. We will look at After Effects, Illustrator and Photoshop, and introduce the pipeline to 3D. Focus will be on creating alpha channels, compositing, animation basics, non-linear editing, frame rates, film formats and codecs, titles, keyframes, color grading, etc. Storyboarding will be introduced as an integral part of pre-production.

Intermediate Motion Design
MOD 351 (3 Credits) - Prerequisite MOD 301 This course builds upon Motion Design. Here students will expand their knowledge of motion graphics tools and techniques. Focus will be on expanding students' range of skills by introducing advanced motion graphics tools in Cinema 4D and similar 3D applications, and delving into fluids, particles, and dynamics. Students will also be introduced to photo-realistic and stylized ways of rendering in 3D. Tracking and keying tools in After Effects will be used to composite and integrate 3D and 2D sequences. Students will exit the class with a strong grasp of intermediate motion graphics techniques.

Advanced Motion Design
MOD 401 (3 Credits) - Prerequisite MOD 351 This is an advanced course focusing on keyframe animation, procedural animation, effects, and high-quality output. Students will concentrate on advanced tools such as expressions, comps, parenting, and graphs in 2D applications such as After Effects. Advanced tracking and motion camera work in 2D and 3D will be explored. We will emphasize the use of 3D tools to achieve complex art shaders and experimental effects and examine strategies for artists to stay on the cutting edge of technology. Students will enter the final two stages of this class sequence with an exceptionally strong grasp on technology, and aesthetics for motion graphics work.

"It's Through mistakes That you can actually grow.

You have to get bad in order to get good."

— paula scher American Graphic Designer, Painter, and Art Educator.

Motion UX Design
MUX 351 (3 Credits)
Dive into the dynamic world of UX Motion Design in this comprehensive course designed to elevate your skills in creating engaging and intuitive user experiences through motion. Explore principles and techniques tailored for user interface design, emphasizing seamless interactions and delightful animations. Learn to apply timing, easing, and transitions to enhance usability and aesthetics, with hands-on projects to create motion that guides users, provides feedback, and brings interfaces to life. In this course you'll gain practical experience in industry-standard applications like Adobe After Effects and Figma. By course end, you'll have a solid foundation in designing motion for digital platforms, transforming static designs into interactive, user-friendly experiences.

Advanced Painting
PAI 301 (3 credits)
This course will enhance the students' painting skills and knowledge of materials and application of paint and surfaces, as well as prepare them for being able to complete high quality publishable work. Students will develop painted imagery that also relies on visual storytelling elements to communicate specific concepts to their audience.

Principles of Inclusive Design
PID 451 (3 credits)
Inclusive Design is a methodology, born out of digital environments, that enables and draws on the full range of human diversity. It is also a mindset, as every decision we make as Designers can raise or lower barriers to participation in society. It's our collective responsibility as Designers to lower these barriers though inclusive products, services, environments, and experiences that reflect and respect the diversity of the humans we're designing for. This course will cover the foundational elements of Inclusive Design, including history and current state of Accessibility regulations, best-practices, and considerations for design, how to recognize exclusion in a digital experience, and tools & tactics to assess the inclusivity of your own work.

Rigging & Animation
RIA 351 (3 Credits)
This course provides students with the knowledge and expertise to add skeletal structures to their models.
Students learn the techniques involved with the creation of model setups, by developing rigs and skeletal structures used in an animation pipeline.

Texturing
TEX 401 (3 Credits)
In this course, students develop an eye for texturing and lighting modeled objects and scenes that parallel the real world. This course builds on the core 3D digital art concepts, including surface lighting and shadow observations and techniques. In this course students develop expertise in creating and applying surface texture to their digital environments and models.

Typography
TYP 351 (3 Credits)
This course covers the fundamentals of typography: theory, practice, and history. Students will explore type from introductory usage to the advance use of type. The course includes the study of letter forms, composition, layout and page systems, typographic expression and communication, type with image, proportion and grids, hierarchy, legibility, etc.

Advanced Typography
TYP 401 (3 Credits) - Prerequisite TYP 351
This course continues the refinement of practical skill and aesthetic sensitivity in typographic principles introduced and developed in TYP 351. This course continues to explore issues of typographic design in context and to develop core competencies in digital typography. Advanced project work in this course addresses functional as well as expressive contemporary typographic design issues, with a continued emphasis on design history, developing hand skills, and fine-tuning computer skills.

ABC's of UX Research
UXR 451 (3 credits)
In a world of scarce resources (also known as the "real world", there is rarely enough time for everyone to cheerfully do whatever research they want and then put the pieces together. This course aims to not just introduce you to the most common methods of UX research, but to provide you with a framework that will help you and those you work with quickly discuss and determine which research method would be most effective, based on what you're seeking to learn.

UX Design
UXD 301 or UXD 451 (3 Credits)
This course provides a comprehensive overview of the user experience design process, and is intended to familiarize students with the methods, concepts, and techniques of user experiences design. You'll also be introduced to formal and informal methods of critical thinking, decision-making, and problem solving, which you will use throughout the rest of the program.

UX Capstone
UXC 451 (3 credits)
This course is the portfolio development process. Special emphasis in this course will be placed upon developing further and finishing the production and presentation of the body of creative work. Students will continue to be required to refine their critical and diplomatic communication skills, and to participate fully and honestly in the weekly critiques. Students must participate in and successfully complete a final graduate portfolio review by the course instructor and have their portfolios accepted and approved by the NCAD Director of Education prior to the last day of the regularly scheduled course to successfully pass this course and therefore complete the portfolio eligibility requirements necessary for graduation. The culminating Capstone Project is a key element in the portfolio development.

Web Design
WEB 351 (3 Credits)
This is an introductory website design and production course. It covers how to design and adapt content for the Internet and then produce fully functional websites that incorporate both text and graphics. Basic HTML, XHTML, CSS coding, site architecture, and navigational methods will be covered. Cross platform and browser issues will also be addressed.

PROGRAM LENGTH

BFA PROGRAMS

NCAD is authorized by the ACCSC to confer a Bachelor of Fine Arts (BFA), 134 semester credit (2,505 clock hours) degree in Visual Communication. This program is 4.5 academic years (9 semesters) in length and is typically completed in 36 months.

CREDIT INFORMATION

CLOCK HOUR DEFINITION

One "clock hour" is defined as a period of one hour comprising no less than 50 minutes of class time with a 10-minute break.

SEMESTER CREDIT HOUR

The semester credit hour is the basic unit of credit awarded at NCAD. A credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement.

A semester credit hour varies according to the content of the course. One semester credit hour of academic credit is given for at least 15 hours of classroom contact, at least 30 hours of supervised laboratory time, at least 30 hours of documented independent study activities, or at least 45 hours of externship experience.

Students will typically be expected to work two hours outside of class for each hour of lecture. Additional outside work may be required for specific technical/occupational classes.

OTHER INFORMATION

NCAD is a year-round college with three 15-week semesters per 12 months:

Fall Semester (September—December)

Winter Semester (January—April)

Summer Semester (May—August)

1. NCAD programs are considered full-time programs. Circumstances that would result in part-time enrollment would be due to transfer credits or additional semesters to make up failed classes.

2. The program grids are intended to give students an ideal schedule and broad overview of the curricula.

3. Program lengths are not guaranteed and may be lengthened for various reasons including, but not limited to course failure, suspension, program changes, course reduction or withdrawal.

4. Students who fail courses may be required to extend the length of their program in order to meet graduation requirements.

5. Students who interrupt the program at any time will be considered to have withdrawn from the program and must reapply.

6. The BFA degree program is expected to be completed within 150% of the program length (201 attempted credits or 13 semesters). Student will be become ineligible for financial aid if they exceed the 150% timeframe for completion.

7. NCAD's accelerated and highly structured programming does not lend itself to flexibility in terms of alternative scheduling.

COURSE HOURS

Courses can be held from 8AM-9PM, Monday-Friday.

ACADEMIC CALENDAR

FALL SEMESTER 2024

Sept 9 - Fall Semester Begins

Oct 14 - Indigenous Peoples Day *No school*

Nov 11 - Veterans Day *No school*

Nov 28-29 - Thanksgiving break *No school*

Dec 20 - Fall Semester Ends

Dec 21 - Jan 6 - Break

WINTER SEMESTER 2025

Jan 6 - Winter Semester Begins

Jan 20 - MLK Jr Day *No school*

Feb 17 - Presidents Day *No school*

Apr 18 - Winter Semester Ends

Apr 19 - May 4 - Break

SUMMER SEMESTER 2025

May 5 - Summer Semester Begins

May 26 - Memorial Day *No school*

June 19 - Juneteenth *No school*

July 4 - Independence Day *No school*

Aug 15 - Summer Semester Ends

Aug 16 - Sept 7 - Break

FALL SEMESTER 2025

Sept 8 - Fall Semester Begins

Oct 13 - Indigenous Peoples Day *No school*

Nov 11 - Veterans Day *No school*

Nov 27-28 - Thanksgiving break *No school*

Dec 19 - Fall Semester Ends

Dec 20 - Jan 4 - Break

WINTER SEMESTER 2026

Jan 5 - Winter Semester Begins

Jan 19 - MLK Jr Day *No school*

Feb 16 - Presidents Day *No school*

Apr 17 - Winter Semester Ends

Apr 18 - May 4 - Break

SUMMER SEMESTER 2026

May 4 - Summer Semester Begins

May 25 - Memorial Day *No school*

June 19 - Juneteenth *No school*

July 3 - Independence Day *No school*

Aug 14 - Summer Semester Ends

Aug 15 - Sept 6 - Break

> "A PLAN IS WHAT, A SCHEDULE IS WHEN. It takes both a plan and a schedule to get things done."
>
> — Peter Turla
> AUTHOR AND PUBLIC SPEAKER

HOLIDAYS

Courses will not be held on the following holidays:
Labor Day, Indigenous Peoples Day, Veterans Day, Thanksgiving *(2 days)*, Martin Luther King Jr Day, Presidents Day, Memorial Day, Juneteenth, Independence Day.

The calendar dates and course hours are subject to change.

FINANCIAL AID

Financial aid is available for those who qualify. Many of NCAD's students receive financial assistance from various sources. To see if you qualify for federal or WA State financial aid, you must complete the Free Application for Federal Student Aid (FAFSA).

Complete your FAFSA at: fafsa.ed.gov.
Federal school code is — 026021

It is the responsibility of the student to complete all forms correctly and in a timely manner. Information will be sent upon the student's acceptance. Errors, omissions and corrections will cause delays.

Please call 253.272.1126 or e-mail at financialaid@ncad.edu for additional information.

NOTE: Student does not need to complete the FAFSA if the following apply:

- Student does not want to see if they qualify for Federal or State grants).
- Student does not want to apply for low-interest federal education loans.
- Student intends to apply only for private (non-federal) education loans.
- Student intends to make only tuition cash payments.

FINANCIAL AID ELIGIBILITY REQUIREMENTS

1. You must be a U.S. citizen or an eligible non-citizen.
2. You must maintain satisfactory academic progress as defined by NCAD.
3. You must be enrolled or accepted for enrollment as a regular student in an eligible degree or certificate program.
4. You must be enrolled at least half-time to be eligible for Direct Loan Program Funds.
5. You must show that you're qualified to obtain a college or career school education by:
   - Having a high school diploma or a recognized equivalent such as a GED certificate.
   - Completing a high school education in a home school setting approved under state law.

While income is taken into consideration, it does not automatically prevent you from getting financial aid. *Visit: studentaid.ed.gov/eligibility/basic-criteria*

HIGHER EDUCATION TAX BENEFITS

Students or their parents may qualify for various tax benefits for students enrolled in higher education. They can learn more about educational tax benefits by obtaining the IRS Publication 970 "Tax Benefits for Education" at www.irs.gov/pub/irs-pdf/p970.pdf or consult their tax advisor.

START-UP COSTS

Most financial aid is not received at the school until after school is in session. Students should allow for initial "start -up" costs and have their own funds to pay for books, supplies and relocation. Please note that some financial aid for first-time freshmen is not disbursed until the student has been attending classes for 30 days.

GRANT PROGRAMS

Federal Pell Grant

The student may apply for a Federal Pell Grant by completing the FAFSA. This grant program is designed to assist qualifying students who desire to continue their education beyond high school. Eligibility is determined by the student's need, the cost of education and the amount of money appropriated by Congress to fund the program. Federal Pell Grants are gift aid and do not carry repayment provisions like loan programs.

Federal Work Study

NCAD does not currently participate in Federal Work Study.

State Grants

The Washington Student Achievement Council administers state aid programs for resident students. Students must have completed the FAFSA or WASFA.

The student must have a family income below a specified income cutoff. The cutoff equals a percentage of the state's median family income (MFI) and adjusts with the student's family size.

The Washington College Grant and other state aid programs may be available to students who qualify. NCAD does not currently participate in State Work Study.

For more information on State grants visit: wsac.wa.gov.

PROFESSIONAL JUDGMENT

If a student has special or unusual circumstances affecting their ability to pay for college, the financial aid office may be able to facilitate a process called Professional Judgment (PJ).

This process is typically reserved for extreme circumstances and is handled by the financial aid office on a case-by-case basis. Students who feel their circumstances warrant a review may submit a request along with adequate documentation. The financial aid office will review, and if the PJ is approved, they may be able to override certain data elements on the FAFSA or override the dependency status.

Students may inquire with financial aid office for more information or to submit a request. It may take up to two weeks for review once all requested documents are submitted.

LOAN PROGRAMS

Federal Direct Subsidized Loan

The Federal Direct Subsidized Loan is a need-based loan. The federal government subsidizes the interest while the student is in school. If the student is eligible, they can borrow up to their full need but not more than $3,500 for the first academic year, $4,500 for the second academic year, and $5,500 for subsequent academic years. Repayment is deferred until six months after graduation, withdrawal, drop to less than half-time, or dismissal from school. Annual and aggregate loan limits apply.

For those who do not qualify, funds from the Federal Direct Unsubsidized loan program may be increased from the amounts shown below.

Federal Direct Unsubsidized Loan

The Federal Direct Unsubsidized Loan provides $2,000 each academic year for dependent students and up to $6,000 for 1st and 2nd year independent students and $7,000 for 3rd and 4th year independent students. The student may defer payments on this loan until six months after student graduates, withdraws, drops to less than half-time, or is dismissed from the school. The student is responsible for interest accruing on an unsubsidized loan. Annual and aggregate loan limits apply.

Federal Direct PLUS Loan

The Federal Direct PLUS Loan provides loans up to the cost of attendance less other financial aid to qualifying parents of undergraduate dependent students. Repayment typically starts sixty days after the loan is fully disbursed but can be deferred until six months after graduation, withdrawal, drop to less than half-time or dismissal from school. The Federal Direct PLUS Loan is an option for parents of dependent students who may not qualify for other forms of aid, or to provide additional funding for those who need other assistance.

LOAN REPAYMENT INFORMATION

For information and resources about student loan repayment, or to submit a complaint relating to your student loans or student loan servicer, please visit: *wsac.wa.gov/loan-advocacy*.

or contact the Student Loan Advocate at *loanadvocate@wsac.wa.gov.*

OTHER STUDENT LOAN PROGRAMS

Private Student Loans

Private student loans are available through Sallie Mae Student Loans. These are flexible loan programs, which can either supplement federal programs or be used as a sole means of financing college costs. Loan limits are greater than those available for the Federal Direct Loan Program. Private loan borrowers can defer repayment while in school at least half time. Normally, repayment begins six months after the student graduates, leaves school, or drops to less than half time. Students are usually required to have a qualified co-applicant. Student may apply at salliemae.com/ student-loans.

Lender List Policy

NCAD is not affiliated with any lenders and does not have preferential arrangements or consortium agreements with lenders.

Alaskan Residents

Alaskan residents should visit acpe.alaska.gov to inquire or apply for student loans if needed.

Canadian Residents

Canadian residents can visit canada.ca/en/services/benefits/education.html to inquire about student aid options.

CODE OF CONDUCT FOR EDUCATIONAL LOANS

The Higher Education Opportunity Act of 2008 (HEOA) requires that institutions participating in the federal student loan programs develop, publish and enforce a code of conduct with respect to student's loans.

NCAD is committed to the highest standard of ethics and conduct and therefore, the Office of Financial Aid is bound by the institution's Code of Conduct and Ethics for Business Activities, which requires each individual to comply with legal and regulatory requirements, policies and procedures that apply to his or her particular duties.

Additionally, to comply with the HEOA, NCAD has adopted the following Code of Conduct which applies to the officers, employees and agents of NCAD.

The institution and its employees are banned from any revenue sharing arrangements with lenders. No employees of financial aid offices and those employees who have responsibilities with respect to education loans shall solicit or accept any gift from a lender, guarantor, or servicer of education loans.

Gifts are defined as any gratuity, favor, discount, entertainment, hospitality, loan or other item having a monetary value of more than a de minimus amount, consistent with NCAD's Conflict of Interest and Commitment Policy, and includes a gift of services, transportation, lodging, or meals, whether in kind, by purchase of a ticket, payment in advance or reimbursement.

Gifts do not include: standard material activities or programs related to a loan, default aversion/prevention, or financial literacy (e.g. workshops, training); food, refreshments, training or informational material furnished to an employee of an institution as an integral part of a training session designed to improve the service of a lender, guarantor or servicer of educational loans to the institution, if the training contributes to the professional development of the employee; loan benefits to a student employee if they are comparable to those provided to all students at the institution; entrance and exit counseling services provided to borrowers to meet the requirements of the HEA provided that the institution retains control of the counseling, and the counseling is not used to promote the lenders products; philanthropic contributions to the institution by the lender.

Employees of the College's financial aid offices and those employees who have responsibilities with respect to education loans shall not accept from a lender or affiliate or any lender any fee, payment, or other financial benefit as compensation for any type of consulting arrangement or other contract to provide services to a lender or on behalf of a lender relating to education loans.

NCAD will not for any first-time borrower, assign through award packaging or other methods, a borrower's private loans to a particular lender; or refuse to certify, or delay certification of, any loans based on the borrower's selection of a particular lender or guaranty agency.

NCAD shall not request or accept from any lender any offer of funds for private loans, including funds for an opportunity pool loan, to students in exchange for providing concessions or promises to the lender for a specific number of federal loans made, insured, or guaranteed, a specified loan volume, or a preferred lender arrangement.

NCAD shall not request or accept from any lender any assistance with call center staffing or financial aid office staffing (there are exceptions such as professional development training, providing counseling materials-debt management materials, etc. provided that the lender is disclosed on the materials; short term nonrecurring assistance during emergencies). Employees of NCAD's financial aid office and those employees who have responsibilities with respect to education loans and who serve on an advisory board, commission, or group established by a lender, guarantor, or group of lenders of guarantors, shall be prohibited from receiving anything of value from the lender, guarantor, or group of lender or guarantors, except that the employee may be reimbursed from reasonable expenses incurred in serving on such advisory board, commission, or group.

BFA SCHOLARSHIPS

NCAD has a BFA scholarship program for accepted entering freshmen and current students.

Scholarships are awarded each year to applicants who demonstrate financial need, academic and artistic excellence, motivation, determination, and passion for the arts.

Incoming students are encouraged to apply for any and all scholarships for which they are eligible. However, no incoming student shall be awarded more than one of these NCAD scholarships. Any student having the top entry for more than one scholarship shall be awarded the largest scholarship of those entries.

All NCAD scholarships are awarded as a tuition waiver to NCAD—no cash is awarded to the student.

All applications must follow the general guidelines and scholarship requirements as listed in the current scholarship packet. Applicants who do not submit all required application materials or who do not meet minimum scholarship criteria will be disqualified.

A scholarship packet is available to download on our website at ncad.edu.

$7,200 HENRY H. FREEMAN SCHOLARSHIP

FIFTY scholarships (one per state) may be awarded to full-time, non-transfer students, accepted and entering NCAD for the first time. A tuition waiver is distributed over nine semesters. Applicants must meet the Henry H. Freeman requirements listed in the current NCAD scholarship packet.

DEADLINE: Postmarked March 1st, for September enrollment.

$2,700 ENTERING TRANSFER STUDENT MERIT SCHOLARSHIP

NCAD offers TWO scholarships each year to at least half-time transfer students entering NCAD for the first time. A tuition waiver is distributed over remaining scheduled semesters. Applicants must meet the Merit Scholarship requirements listed in the current NCAD scholarship packet.

DEADLINE: Postmarked March 1st, for September enrollment.

$1,000 ENTERING FRESHMAN MERIT SCHOLARSHIP

TWO Entering Freshman Merit scholarships may be awarded to full-time, non-transfer students, accepted and entering NCAD for the first time. A tuition waiver is distributed over two semesters. Applicants must meet the Merit Scholarship requirements listed in the current NCAD scholarship packet.

DEADLINE: Postmarked March 1st, for September enrollment.

$1,000 KITSAP & PIERCE COUNTY HIGH-SCHOOL SENIOR MERIT SCHOLARSHIP

ONE scholarship may be awarded to a graduating senior from each high school. Applicants must be a full-time, non-transfer student, accepted and entering NCAD for the first time. A tuition waiver is distributed over two semesters. Applicants must meet the Merit Scholarship requirements listed in the current NCAD scholarship packet.

DEADLINE: Postmarked March 1st, for September enrollment.

$1,000 RELOCATION TUITION WAIVER (OUT OF STATE RESIDENTS)

FIVE tuition waivers may be awarded to out of state, full-time, non-transfer students, accepted and entering NCAD for the first time. The tuition waiver is distributed over two semesters. Applicants must meet the Relocation Tuition Waiver requirements listed in the current NCAD scholarship packet.

DEADLINE: Postmarked March 1st, for September enrollment.

$1,000 ENTERING FRESHMAN NEED-BASED SCHOLARSHIP

TWO Entering Freshmen Need-Based scholarships may be awarded to full-time, non-transfer students, accepted and entering NCAD for the first time. A tuition waiver is distributed over two semesters. Applicants must meet the Need-Based Scholarship requirements listed in the current NCAD Scholarship packet.

DEADLINE: Postmarked March 1st, for September enrollment.

OTHER SCHOLARSHIPS

$500 SYDNEE CUMMINGS MEMORIAL SCHOLARSHIP FOR CURRENT NCAD STUDENTS AFTER FIRST SEMESTER

Sydnee Cummings was a talented and enthusiastic student from Milton, WA who was killed tragically in a car accident on her way home from work March 14, 2011. Though her time at NCAD was short, Sydnee showed the promise to become a professional graphic designer and photographer. She was an active, fun, and likable person who loved her parents and really enjoyed school and her classmates. To honor Sydnee, the NCAD Continuing scholarship offered each semester to eligible upperclassmen has been renamed to memorialize Sydnee's life.

Sydnee Cummings Memorial scholarships are open to full-time students currently enrolled at NCAD. Two scholarships per academic level may be awarded each semester. Applicants must meet all scholarship requirements listed in the current NCAD scholarship packet.

Applicants must have achieved a GPA of 3.4 or higher in the previous semester. Winning students will receive their award as a tuition waiver in the following semester.

THE MICHAEL PERIGARD MEMORIAL SCHOLARSHIP FUND

Michael Perigard served as the Facilities Manager for NCAD and was loved by staff, faculty, and students alike. He always had a smile and kind words to share with all who crossed his path. In his memory, this scholarship fund was created to reward a deserving BFA student each year.

Every Winter semester, no later than Friday of Week 14, each NCAD instructor can submit a letter of recommendation to nominate a full-time Senior who is scheduled to graduate after completing their 9th semester. The student must be in good standing with no payments past due and meeting Satisfactory Academic Progress.

NCAD will add $1,000 to any money donated into the fund by the last business day of April each year. A tuition waiver will be awarded to the winner for their 9th semester.

The following scholarships are available to qualified NCAD students. These scholarships are sponsored by outside organizations not affiliated with NCAD.

All scholarship processes including, but not limited to applications, reviews, judging, fund disbursement, and other scholarship procedures are the responsibility of the sponsoring organization.

Careers That Work!

The Careers That Work! program was launched in 1999. Each year, every high school in Idaho, Oregon, and Washington (public and private) are given five $1,000 tuition scholarships to award to graduating students headed to one of the participating career colleges.

Seniors awarded Careers That Work! scholarships by their high school are not restricted to colleges within their home state. That means seniors graduating in Idaho, Oregon, and Washington may be awarded the scholarships for attendance at any participating private career colleges in any of those three states.

Scholarships are tentative, pending the student's acceptance for admission and commencement of study at the College. If accepted, the scholarship will be credited to the student's tuition, generally in equal disbursements during their first academic year.

McMILLEN ARTIST COMMUNITY REVERSE SCHOLARSHIP PROGRAM

The McMillen Artist Community (MAC) Reverse Scholarship Program is designed to award competitive grants to support artistic excellence in the visual arts for artists living and working in Washington State. The program recognizes creative talent and community impact and provides an opportunity for debt relief so that artists can achieve specific and creative career and life goals.

Applicants must already have their art degree, be 25 years of age or older, and have more than $10,000 in student loan debt. Income and other requirements apply.

Visit: https://mcmillenfoundation.org/scholarship-application/ for more eligibility information and to apply.

TUITION AND FEES

A student is typically enrolled for one academic year (two semesters) at a time and tuition is based on the number of credits scheduled each semester.

Repeat or withdrawn courses will incur additional tuition charges.

ALL TUITION AND FEES ARE SUBJECT TO CHANGE AT THE DISCRETION OF NCAD

Incoming NCAD student tuition will be locked in at the time of enrollment and will not increase throughout the normal expected program. Additional charges should be expected for any failed courses at the initial, locked in, per credit rate.

All students are notified of changes in tuition within 30 days of the start date of the change and are published in a revised catalog and enrollment agreement.

NON-PAYMENT OF TUITION AND FEES

Returned checks or credit card charges and failure to pay tuition and course-related fees may result in the student being withdrawn from his/ her classes. NCAD reserves the right to make a determination on a case-by-case basis. Students will be notified of the withdrawal and the current applicable refund policy will be calculated, based on the student's last date of attendance, to determine any charges that may be owed to the College, including the withdrawal fee. The students past due account will be turned over to SABA & Associates for collections services if the student has not made an approved payment plan with NCAD or fails to abide by the agreed upon payment plan. All outstanding fees, based on the current fee schedule, must be paid prior to the student being allowed to re-enter classes.

NCAD reserves the right to withhold a student's schedule for the next term until all charges have been paid and the student's account is cleared. NCAD reserves the right to suspend the student privilege of participating in NCAD scheduled field trips, events, and Commencement/ Graduation Ceremonies if the student has an unpaid student account balance. Failure to pay tuition and fees can result in cancellation of registration and financial aid.

FULL TIME TUITION

Full time enrollment is defined as 12-15 credits per semester. Any credit above the full time maximum of 15 credits per semester will be charged at the part-time tuition rate.

Full time tuition is $18,000 per Academic year (two semesters). Entire program tuition is $81,000 for BFA Program. Any failed classes needing to be repeated will add to the cost.

PART TIME TUITION

Part time enrollment is defined as less than 12 credits per semester. Part time tuition charge is $765 per credit.

FEES

$150 Enrollment Fee due on Acceptance
$100 Registration Fee (per academic year)
$35 NSF Check Fee
$25 Computer Lab Fine
$100 Program Withdrawal Fee
$5 Official Transcript Copy (each)
     for non-enrolled students

Late payments may be charged a monthly 0.83% finance charge.

TUITION DUE DATES

Tuition payments are due January 1st, May 1st, and September 1st.

REQUIRED EQUIPMENT AND SUPPLIES

Students are required to furnish some of their own equipment and supplies during the program. The estimated cost of books and supplies is $800 per academic year. The cost of suggested digital equipment is estimated to be $1,500 to $2,000 over the total length of the program.

Students will be informed of required materials, including required books, supplies, and digital equipment, in a timely manner. Purchases should be made before the semester begins.

Required/Recommended Equipment:
Digital Tablet - Wacom Pro or better (Required)
Female USB to Male USB-C adapter (Required)
Laptop - MacBook or similar (Recommended)

Required Software:
Adobe Creative Cloud

CANCELLATION POLICY

A. An applicant rejected by the school is entitled to a refund of all monies paid minus any applicable application fee.
B. Students who have not visited the school prior to enrollment will have the opportunity to withdraw without penalty within three days following either the regularly scheduled orientation procedures or following a tour of the school facilities and inspection of equipment where training and services are provided.
C. All monies paid by an applicant who cancels must be refunded if requested within three days of signing an enrollment agreement or making an initial payment.
D. An applicant requesting cancellation more than three days after signing an enrollment agreement and making an initial payment, but prior to attending classes, is entitled to a refund of all monies paid minus an enrollment fee of $150.
E. In the event that the minimum number of students needed to begin a program is not reached prior to any scheduled start date, or if appropriate approved facilities are not available, or if qualified approved instructors are not available, the start date will be delayed to the following September. Since this delay would occur before the program begins, the applicant is entitled to a refund (if requested because the student elects not to start the program) of all monies paid minus an enrollment fee of $150.

REFUND POLICY

Refund policies stated herein are implemented in cases where a student withdraws from the entire program. There is no refund or credit given when a student withdraws from individual courses. All monies due the student shall be refunded within sixty (60) days from the last date of student course attendance. However, if the student has outstanding Title IV loan(s) and/or alternative education loans, at the school's discretion the refund may be sent to the lender(s) to reduce or eliminate outstanding principal balance(s) with the following priority, first to Federal Direct Unsubsidized Loan, then to Federal Direct Subsidized Loan, then to Federal Direct PLUS Loan, then to alternative loans. Withdrawing from courses may affect a student's financial aid and anticipated graduation date. Please consult the Financial Aid Officer or Director of Operations for details. The termination date for refund computation purposes is the last date of attendance by the student.

PRO RATA REFUND—FIRST ENROLLMENT PERIOD

Refund to student attending the institution for the first time as defined by the academic year. A pro rata refund is a refund by the institution to a student attending such institution for the first time of not less than that portion of tuition, fees, and other charges assessed the student by the institution equal to the portion of the period of enrollment for which the student has been charged that remains on the last day of attendance by the student. The refund should be rounded downward to the nearest 10% of the period, less any unpaid charges owed by the student for the period of enrollment for which the student has been charged, and less a reasonable administration fee. For a student terminating training after completing more than 60% of the period of enrollment, the school may retain the entire contract price of the period of enrollment, including tuition, fees, and other charges. A reasonable administrative fee must not exceed the lesser of 5% of the tuition, fees, and other charges assessed the student or $100.

The "portion of the period of enrollment for which the student has been charged that remains" shall be determined by dividing the total number of weeks comprising the period of enrollment in which the student has been charged into the number of weeks remaining in that period as of the last recorded date of attendance.

REFUND—2ND & SUBSEQUENT ENROLLMENT PERIODS

A. During the first week of courses the school shall refund at least 90% of the academic year's institutional charges.
B. During the first 25% (week 2-7) of the period of financial obligation the school shall refund at least 55% of the academic year's institutional charges.
C. During the second 25% (week 8-15) of the period of financial obligation, the school shall refund at least 30% of the academic year's institutional charges.
D. In case of withdrawal after this point (week 16–30), the student must pay 100% of the academic year's institutional charges.

RETURN OF TITLE IV FUNDS POLICY

In compliance with Federal regulations, NCAD will determine how much Federal student financial assistance the student has earned or not earned when a student withdraws from NCAD.

When a recipient of a Title IV grant and/or loan withdraws from NCAD during any payment period in which the recipient began attendance, NCAD must determine the amount of Title IV grant and/or loan that the recipient earned as of the student's withdrawal date. Unearned funds must be returned to the Title IV programs.

This policy applies to all financial aid recipients who withdraw, drop out, leave without notice, or otherwise fail to complete 60% of the payment period for which they received Title IV funds (grants and/or loans). A student's withdrawal date is the last date of attendance as determined by NCAD's attendance records or the date of determination in accordance with NCAD's withdrawal policy.

The amount earned will be based on the percentage of the payment period that was completed in days up to and including the last date of attendance. The school calculates the amount of Title IV assistance earned by the student by dividing the number of days the student attended in the payment period by the total number of days in the payment period.

Calendar days (including weekends) are used but breaks of at least 5 days are excluded from both the numerator and denominator.

Until a student has passed the 60% point of a payment period, only a portion of the student's aid has been earned. A student who remains enrolled beyond the 60% point is considered to have earned all awarded aid for the payment period.

If a student received more than the amount of Federal student financial assistance earned, the difference will be returned in accordance with Federal Regulations in the following order: Federal Direct Unsubsidized loans, Federal Direct Subsidized loans, Federal Direct PLUS loans, and Federal Pell Grant. The Financial Aid Officer will ensure that any necessary adjustments are made.

The Director of Operations will return the funds to the Federal Direct Loan Program within 45 calendar days.

In addition, the student may also be obligated to return funds based on the calculation. A student returns funds to the Federal Direct loan programs based on the terms and conditions of the promissory note of the loan. If the remaining amount of funds to be returned include grant funds, the student must repay any amount of the overpayment that is more than half of the grant funds received. NCAD will notify the student as to the amount owed and how and where it should be returned.

Students who do owe grant funds are required to make payment of those funds within 45 days of being notified that they owe this repayment. During the 45-day period students will remain eligible for Title IV funds. If the student does not take action within the 45 days of being notified, NCAD will notify the US Department of Education. The student will no longer be eligible for Title IV funds until they enter into a satisfactory repayment agreement with the US Department of Education.

If more Federal student financial assistance has been earned than has been received, the student may be eligible for a post-withdrawal disbursement. NCAD will notify the student of any post-withdrawal disbursement for which the student may be eligible and what steps need to be taken for the Federal financial assistance funds to be received. NCAD is required to make a post-withdrawal disbursement within 180 days of the date NCAD determines the student withdrew. Upon completion of the Return of Title IV Funds calculation, if it is determined that a post-withdrawal disbursement is due to the student and/or parent NCAD will notify the student and/or parent in writing.

The student will be charged 100% of the institutional charges if the student's withdrawal date occurs after 60% of the payment period.

ADMISSIONS REQUIREMENTS

NCAD accepts admissions applications year-round. New students enter the program in the Fall semester. The recommended deadline for admission for the Fall semester start is **August 15th.**

Returning NCAD students can enter the program in either the Fall, Winter, or Spring semesters, as determined by the Director of Education.

ELIGIBILITY REQUIREMENTS

A. Students must have a high school diploma or GED equivalency prior to the first day of school.

B. Students must have an ability to understand written and oral instruction given in English.

C. Students with a GPA below a 2.0 are required at a minimum to interview in person or zoom video call with the Review Committee and are evaluated on a case-by-case basis.

ADMISSIONS CHECKLIST

❏ Submit a Completed Application to NCAD

❏ Complete Admissions Interview Questionnaire

❏ Schedule an Informational Interview with an Admissions Representative

❏ Submit High School and College Transcripts

❏ Submit Responses Addressing Essay Questions.

❏ Submit Digital Samples of Artwork Online

❏ Introductory Meeting with our Financial Aid Officer

❏ Provide Transfer Credit Information (if applicable)

All new and transferring applicants for admission to NCAD must comply with the following:

A. Submit a completed application to NCAD.

B. Submit official transcripts from all high schools and colleges attended, including a final transcript showing proof of high-school graduation. All transcripts must be submitted to "Registrar@ncad.edu". Type of transcripts student must submit depend on their situation:

1. Current high school seniors should submit their most recent high school transcripts with their application. Final transcripts will be required from all high school seniors prior to enrollment.

2. Students who have earned their GED should submit sealed transcripts for the time that they attended high school, along with official GED test scores.

3. Home schooled students should submit official transcripts from an accredited curriculum along with official GED test scores.

4. Students with foreign transcripts must submit certified-true copies of their academic records. Translated, if not in English by a foreign credential evaluator service that is recognized by the [National Association of Credential Evaluation Services (NACES)](#), or the [American Translators Association (ATA)](#). **The translation must include a credential evaluation to determine if there is a U.S. degree equivalency.**

C. Submit transfer credit information (if applicable) as outlined under "transfer credit" in this catalog. The transfer credit deadline is **August 15th.** Credit may not be transferred after this date.

D. Submit responses addressing essay questions (minimum five (5) sentences per question)

E. Submit digital samples of artwork.

F. Arrange for an informational interview with an Admissions Representative. This can be conducted on the phone, by zoom or at the NCAD campus.

G. Complete introductory meeting with our Financial Aid Officer.

Student should request official copies of their transcripts from each high school or college attended. The documents must be mailed to NCAD directly from the school unless produced through a third-party agency.

In the event of a school closure, fire, flood or other reason that would prevent access to official school transcripts, NCAD will accept an ACCU-PLACER exam to assess student readiness for college. A score of 250 or higher is required.

HOMESCHOOLED ADMISSION REQUIREMENTS

We welcome applicants from all types of educational backgrounds and encourage home school students to apply. All applicants are evaluated on an individual basis, and all aspects of application materials are considered.

Students must be a public or accredited private high school graduate, or be an accredited home school graduate, or have earned a GED. Students who have completed a home school program must show proof of school accreditation, program accreditation or GED.

ARTWORK REQUIREMENTS FOR ALL PROGRAMS

Submit samples of current artwork with a minimum of 10 pieces in digital format with application packet. All pieces do not need to be in chosen medium of concentration, but they should enable the Review Committee to assess current skills and potential for success in the program. Digital formats that are considered acceptable include jpegs of images/work or .pdfs of compilations of work. Please contact an Admissions Representative for more specifics about digital artwork submission requirements and the submission process.

In addition to the submitted pieces of recent finished work, applicants may choose optionally to submit several additional sample pages from their sketchbook digitally to illustrate the applicant's artistic process.

The Review Committee may determine additional information or work is necessary from the applicant in order to make a determination for enrollment.

"Every child is an artist. The Problem is how to remain an artist once we grow up."

— PABLO PICASSO
Spanish Painter, sculpter, print maker, and ceramist.

INTERNATIONAL (NON-U.S. RESIDENT) APPLICANTS

NCAD welcomes students from all countries and cultures. International applicants are persons who are not residents of the United States. Because of language and educational differences, NCAD does require some additional information from international applicants in order to ensure a successful experience for students.

International applicants are also asked to complete the application process early to allow sufficient time to process required documents for the U.S. Immigration and Customs Enforcement (ICE).

International Applicants are required to comply with all admissions requirements as outlined in the NCAD catalog. In addition, all international applicants must meet the following minimum requirements:

1. Proficiency in the English Language:
International students must demonstrate English proficiency in one of the following ways:

- TOEFL iBT score of at least 80. NCAD's TOEFL program code is 8835.
- TOEFL score reporting and exam information: www.ets.org/toefl
- A Minimum International English Language Testing System (IELTS) score of 6.5 or higher www.ielts.org.
- Completion of four years of high school in the United States at an English-speaking school, or an International School where the primary language of instruction is English.
- Completion of at least six semester credits or 10 quarter credits of college-level writing courses, equivalent to ENG 101 and 102, from any accredited two-year or four-year institution in the U.S. with a grade of B (3.0 GPA) or better.
- Completion of a post-secondary degree in the United States at an English-speaking school, at an International School where the primary language of instruction is English.

2. Financial Responsibility:
An official bank statement indicating that sufficient funds are available for an academic year of study and living expenses must be submitted to NCAD and made available to the U.S. ICE upon entry into the United States in a timely manner. International students intending to study at NCAD must obtain an F-1 visa from the U.S. ICE.

An F-1 student is a non-immigrant who is pursuing a full course of study towards a specific educational or professional objective at a school in the United States. Once that objective has been attained, the F-1 student is expected to return to their residence abroad.

International students should note their citizenship on the application form for admission. If accepted, NCAD will send student a Form I-20 (Certificate of Eligibility for Non-immigrant [F-1] Student Status. If student is a foreign citizen and is accepted but does not receive a Form I-20 in their acceptance packet, contact the NCAD Financial Aid Officer as soon as possible.

After student receives I-20 form from NCAD, they should take it to the nearest U.S. consulate to obtain a student visa. Please note that the visa process may take several months to complete, so NCAD recommends completing your application process early.

Student will also be required to take appropriate documents to prove that they have sufficient financial resources for their education and stay in the United States. For more information on visas, please consult the U.S. Immigration and Customs Enforcement website at www.ice.gov.

Applicants who are Permanent Residents of the United States do not need a student visa; however, they must prove their immigration status by submitting a copy of their permanent residency card and marking the appropriate citizenship status on their application for admission to NCAD.

The copy of their permanent residency card confirms that a student is a legal resident and that they may pursue studies at NCAD. Permanent residents are subject to the same rights, services, and rates as U.S. citizens.

3. Academic Records:
There is no application fee for international students. In addition to completing all of the admissions requirements listed previously, international students must submit a translated, certified true official copy of a high school transcript and TOEFL test score of at least 500.

TOEFL test scores are not required for students from English-speaking countries or for students who have graduated from a U.S. high school.

The official academic records must be reviewed and translated by a foreign credential evaluator service that is recognized by the National Association of Credential Evaluation Services (NACES), or the American Translators Association (ATA). **The translation must include a credential evaluation to determine if there is a U.S. degree equivalency.** It is the applicant's responsibility to obtain these services through the appropriate channels.

All transcripts need to be submitted to "Registrar@ncad.edu".

ADMISSIONS PROCESS

ADMISSIONS APPLICATION PROCESS

A. Meet all requirements.

B. Applicants for admission may apply in person, online at **ncad.edu**, or by mail.

C. Complete an Admissions Interview with an Admissions Representative to learn about NCAD and discuss academic, artistic, and professional goals. This interview can be conducted on the phone, by zoom or at the NCAD campus.

D. Submit all application materials outlined under *"admissions requirements."* An Application for Admissions form can be requested from an Admissions Representative or online at **ncad.edu**.

E. After all application materials are received, the application will be evaluated by the Review Committee. The Review Committee may determine an onsite interview or further information is necessary from the applicant (i.e. additional essay, artwork, etc.) in order to make a determination for acceptance.

F. A letter of acceptance or denial will then be sent to each applicant. Shortly thereafter, accepted students will receive an invoice for the $150 enrollment fee, which is due 10 days after receipt of letter.

G. Financial aid information will be sent to accepted students outlining possible financial aid programs or other options in order to assist the student in determining a financial plan.

H. After the applicant chooses their desired financial plan, an enrollment agreement will be completed and sent to the applicant for signature.

I. If the applicant is a high school student, a final copy of their official transcript outlining a graduation date and cumulative GPA must be sent to NCAD. Applicants will not be allowed to begin the program until this information has been submitted. In the event of a school closure, NCAD will accept a notarized copy of an official school transcript as a substitute for an original official transcript. Final Transcript must be sent to "Registrar@ncad.edu".

J. The applicant will be required to attend orientation, where they will receive their class schedule.

K. Throughout the year, we offer enrollment to qualified applicants in the order in which their applications are accepted, and their Enrollment Fee is submitted.

ACADEMIC POLICIES

ACADEMIC HONESTY

NCAD, in order to fulfill its program and institutional objectives, maintains high standards of academic honesty and models clear standards of professional behavior for its students. All members of the NCAD community are expected to exhibit strict honesty in their work. The fundamental principle of academic honesty is understood to include the writing of papers, reports, quizzes and exams, as well as the creation of art and design work. All material submitted for grade or credit must be original work created for a specific assignment. Additionally, students may not resubmit work created for previous or concurrent courses taken at NCAD or from other institutions.

NCAD addresses violations of this academic honesty policy on an individual basis. Academic honesty violations may be grounds for suspension or dismissal.

Plagiarism

All art and design work, and all written work, must be the original work of the student. Any quotations, paraphrases, or direct appropriation of imagery or ideas from source material must be properly cited according to college and/or instructor policy. Any student who plagiarizes will receive a grade of "F" for that assignment, with no opportunity to do the assignment again. This includes the use of AI image and text generators.

Cheating

Cheating is defined by NCAD as accepting or giving aid to another during an exam or for a report unless authorized by the instructor or accepting or giving aid to another student for an individual visual project unless authorized by the instructor. This includes representing another person's work as one's own, or illegally down-loading, copying, buying, or selling written or visual work to be turned in for a class. This also includes the use of AI image and text generators.

Cheating also includes possession of tests or other materials before such materials have been distributed by the instructor unless prior permission is granted; and failing to abide by the instructions of the instructor with respect to test-taking procedures.

All offenses of plagiarism or cheating should be reported to the Director of Education.

ACADEMIC REVIEW BOARD

This Board consists of the Director of Operations, Director of Education, appointed staff, faculty, or other individuals deemed appropriate for the situation who may be invited to provide specific information when it is deemed to be in the best interest of both the student and the school. The Director of Education has the discretionary authority to handle each student's academic situation in the best interest of all concerned.

ADVISING

Administrative staff is available by appointment for student advising regarding finance, academic progress, attendance, and scheduling. The Director of Education is available to discuss academic and school related concerns.

ARTWORK

Due to the nature of education, all artwork produced by students enrolled in at NCAD is a collective effort with student and instructor participation. The school reserves the right to select and utilize quality student works for display, advertising, and promotional purposes.

As such, the school reserves the right to photograph students, student work, or post student work to social media with the student's consent. The student retains all rights to their work, including ownership of the originals.

ATTENDANCE POLICY

Per the Accreditation Standards set forth by ACCSC, there are attendance requirements in all courses in which students are enrolled. Regular attendance is essential for academic and professional success. Missed instruction, regardless of the reason, can have significant academic consequences. Students should use mature judgment and consult with the Instructor concerning unavoidable absences from a course. Students may not miss more than 20% of a 15-week course per semester as follows:

- 12 hours for any 3 credit, Technical/ Occupational course (4-hour classes)
- 6 hours for any 2 credit, General Education course (2-hour classes)

Arriving to a course late, leaving early, or returning from breaks late are all considered missed course time and will be counted towards the allowed absence time per course, and will be calculated in 15-minute increments.

ATTENDANCE POLICY (continued)

At the Instructor's discretion, students may be marked absent if they attend courses without the required course supplies, caught sleeping, or on electronics in non-lab classes. Students will be warned of attendance noncompliance by the Registrar. It is the student's responsibility to provide the Registrar with valid contact information while attending NCAD.

Courses canceled due to weather conditions, may be rescheduled by sign-up only at the discretion of the Instructor. Students signed up for make-up classes must attend these classes or they will be marked absent. Courses will not be rescheduled for Instructor illness.

ATTENDANCE WAIVER POLICY

Under very limited circumstances students may request an Attendance Waiver. This would allow a student to make up the missed work/time if approval is granted. Attendance Waivers are only granted for extreme unavoidable circumstances. Attendance Waivers for medical reasons must be an emergency and a note from the attending physician must indicate the affected days. Attendance Waivers will not be given for routine medical care. These visits should be scheduled outside of class time. Attendance Waivers are not typically given for minor illnesses, weather or traffic reasons. Examples of waivers that may be approved include the following and documentation will be required:

- Medical emergency, including childbirth
- Severe contagious illness such as Covid or Influenza
- Death in the family
- Military service
- Religious accommodation (see Religious Accommodation Policy in Catalog)

Other extreme circumstances will be evaluated by the Registrar and Director of Operations on a case-by-case basis.

Student must provide documentation to the Registrar prior to waiver being approved. Student will need to coordinate with Instructor for making up work. The Registrar will communicate to the Instructor if the absence is excused allowing the missed day to be made up. Any excused time must be made up by the last week of the semester. Only excused time may be made up. No make up credit can be "banked" for future use. If the student fails to complete the work/time, they will fail and need to retake the affected course(s).

Under no circumstances may a student exceed the equivalent of five absences (10 hours for 2-credit courses or 20 hours for 3-credit courses) in any one class during a semester and still receive a passing grade.

CAREER SERVICES

At NCAD, our mission is to provide our students with the skills and job training highly valued by employers. Our support does not stop at the door. At NCAD, our Career Services Department will assist in obtaining part-time employment while attending, as well as support for graduates as they seek employment in their chosen creative field.

There is no charge to use the services of our Career Services Department — our alumni are welcome to make use of those services following their graduation for as long as NCAD remains in operation.

We cannot promise or guarantee anyone a job after graduation, but we do promise to support our students and alumni in their search for employment. Our Career Services Department contacts numerous employers in the Tacoma and Seattle region every year, seeking to establish strong industry relationships and identifying potential career opportunities for graduates.

Support includes resume, cover letter writing, interviewing tips, portfolio review, and help in identifying employment opportunities that fit our student's diverse lifestyles. Helping students and alumni accomplish their professional goals.

Career Services Support
- Individual employment counseling
- Job referrals based on individual and employer needs
- Resume and cover letter development
- Interview techniques
- Maintaining business relationships within the community to further promote and place our graduates with professional employment
- Personalized assistance post-graduation to further develop effective strategies for securing and maintaining art related jobs

Professional Networking

NCAD students have opportunities for networking with instructors, members of program advisory committees, classmates, and mentors in externships. Those professionals are often able to identify diverse employment opportunities and are regularly willing to provide references and are extremely valuable as job search resources.

COMMUNICATION POLICY

NCAD must have efficient and timely methods of communicating with students. The advancement of technology facilitates communication while also saving money. These advances permit information to be shared quickly and easily for the benefit of students and the College generally; the College is committed to promoting effective communication campus-wide.

NCAD recognizes the importance, frequency, and ease of students' communication with fellow students, College administration, and members of the public.

NCAD also recognizes the widespread use of the Internet and electronic devices to interact with other people through text, images, and sound.

Whenever possible, NCAD will communicate with students electronically through email or phone, or through paper where appropriate. Such methods of communication shall constitute official communication.

It is the student's responsibility to provide the College with up-to-date contact information including email, phone, and postal address. Any change to their personal contact information must be communicated to the College immediately. Correct and current contact information is crucial to effective communications between the College and the student.

All students are required to monitor their personal electronic communication tools regularly and frequently. It is the student's responsibility to read all communications and to respond as necessary.

Students are expected to communicate with others using the means and manner consistent with the standards of an institution of higher education. NCAD is a place of learning, and activity which inhibits or interferes with learning or other College functions will not be permitted.

Students shall not use any means of communication to abuse, harass, threaten, bully, or otherwise harm any person.

Students shall not use any means of communication to disrupt instruction, learning, or other College functions.

The personal use of the internet and/or electronic devices by students outside the classroom or other learning sites shall not be infringed; such personal use shall not constitute official College communication, and the College is not responsible for the content of students' personal communications. However, the College reserves the right to act upon personal student communications when such communication has a negative impact upon any official function of the College including instruction, health, safety, and public relations. Nothing in this policy shall be construed to restrict any person's right to avail themselves of civil remedies.

COMPUTER LAB

NCAD has several computer labs available for student use. Files on the computers and the server may be deleted every week. It is the student's responsibility to make sure their work has been backed up. Abuse of hardware technology as outlined in the student conduct policy and using computers or printers for personal (non-school related) work is strictly prohibited. Modifying desktop visuals or installing additional programming is expressly prohibited unless approved by the IT Admin. Students who violate computer lab rules will be subject to the student conduct policy and may be fined $25 dollars per offense and/or banned from lab use.

DAILY SCHEDULE

Courses may be scheduled from 8am – 9pm Monday through Friday. A full-time student typically attends 6 courses over three, four or five days in the week. A course will typically meet once per week. Schedules vary from semester to semester. Full-time schedules are not guaranteed for transfer, reapplying, or extended program students.

DIRECTOR'S LIST REQUIREMENTS

Prepared at the end of each semester, the Director's List officially recognizes and commends students whose semester grades indicate distinguished academic accomplishment. Both the quality and quantity of work done are considered. Students must meet the following qualifications to be a recipient of this honor:

1. Students must be matriculated.
2. Students must be registered full-time in credit-bearing courses during the Fall, Winter or Summer semester.
3. Full-time students must complete 12 or more credits in one semester.
4. Only passing grades in credit-bearing courses are counted for eligibility.
5. No failing grades: a grade of "F" in any course makes the student ineligible, regardless of other grades.
6. Minimum GPA of 3.5 is required.
7. Any courses not taken at NCAD are excluded.

The student's cumulative grade-point average is not considered; only the grade-point average for that particular semester is relevant.

DISMISSAL

A student may be dismissed by NCAD for the following:

- Conduct or attitude that, in the mind of NCAD, is detrimental to the school or the well-being of others.

- Failure to attend courses for a period of 14 days within a semester for Title IV or State aid recipients, or 30 days for all others without school notification of withdrawal or attendance waiver.

- Failure to comply with any NCAD policies, rules, and regulations including but not limited to; policies on attendance, harassment, satisfactory progress, student conduct, student grievances and payment of tuition and fees when due. Dismissal means the student will be dismissed from NCAD immediately. The student will not be allowed to continue their education and may not return to the College for any reason.

- If the student does not successfully pass Portfolio Review.

In the event of suspension or termination, the College will not be held responsible for the remaining portion of the course of instruction. The College will institute the appropriate refund policy based on the terminated student's last date of attendance.

EDUCATIONAL RECORDS HARD COPY REQUESTS

The Federal Family Educational Rights and Privacy Act (FERPA of 1974, as amended, and its implementing federal regulations affords to persons who are currently, or were formerly, in attendance at NCAD as registered students a right of access to their "educational records" that contain information directly related to such persons. Persons who unsuccessfully applied for admission to the College are not covered by the Act.

An unsuccessful applicant for admission to the College is not considered to be a "student" of NCAD.

The Act also restricts the persons to whom NCAD may disclose a student's education records without the student's written permission.

"Educational records" of a student include records, files, documents, and other materials regularly maintained by NCAD that contain information directly related to a student and that are maintained in connection with the student's attendance at the College.

There are a few types of records that are specifically excluded from the scope of the Act. For example, a student is not entitled to examine the following:

- Records maintained personally by faculty members that are not available to others.

- Records, such as those that might be maintained by the College's legal counsel, the confidentiality of which is protected by law.

- Records containing financial information about his or her parents, such as information submitted in connection with an application for financial aid.

Current or former NCAD students may request a hard copy of their Educational Records from the College. There is a $.25 per page processing fee for copies (the fee is for the copies and copying time). Additional postage fees may apply.

Under FERPA, the school is required to make education records ready for review by the student within 45 days of a request.

FACILITIES USAGE POLICY

Emergency Exits: Because the Commerce Street (2nd floor) exit is not under constant, in-person observation, in order to maintain building security no students are permitted to use the Commerce Street exit at any time unless there is a school emergency or drill requiring evacuation.

Hallways and Stairways: For safety reasons and in the event that evacuation becomes necessary, please do not congregate in large groups in these areas to the extent that they become blocked.

Lunch Break: The student lunch break is from 12:00pm - 1:00pm and students have full use the 5th and 6th floor classrooms and student lounge areas during this time. Students will be able to use other classrooms for work during lunch, but food and drink in these spaces is limited to closed-cap beverages and packaged snacks such as protein bars or chips.

Main Floor: The main floor is primarily administrative, including our Admissions Representatives who spend a significant amount of time on the telephone. For this reason, we ask students to keep their visits to other staff on this floor brief and to maintain a respectful volume when conversing.

Campus Access: The campus is open to students Monday through Thursday from 7:00am – 6:30pm.

FACULTY

Faculty members are practicing professionals and hold MFA, MA, BA, BFA degrees or may be non-degree practicing professionals with ACCSC approval. Faculty members are responsible for instruction, and evaluation of student academic and artistic progress. Faculty assignments are subject to change.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

FERPA affords eligible students certain rights with respect to their education records.

(An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution at any age.) These rights include:

- The right to inspect and review the student's education records within 45 days after the day the NCAD receives a request for access. A student should submit to the Registrar, a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

- The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

- A student who wishes to ask NCAD to amend a record should write the Registrar, clearly identify the part of the record the student wants changed and specify why it should be changed.

- If NCAD decides not to amend the record as requested, NCAD will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

- The right to provide written consent before NCAD discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

- NCAD discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is typically a person employed by NCAD in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of NCAD who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for NCAD.

- The right to file a complaint with the U.S. Department of Education concerning alleged failures by NCAD to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

    Family Policy Compliance Office
    U.S. Department of Education
    400 Maryland Avenue, SW
    Washington, DC 20202

See the following list of the disclosures that post-secondary institutions may make without consent.

FERPA permits the disclosure of PII from students' education records, without consent of the student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, §99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student —

- To other school officials, including teachers, within NCAD whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1)-(a)(1)(i)(B)(3) are met. (§99.31(a)(1)

- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2)

- To authorized representatives of the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the university's State-supported education programs. Disclosures under this

provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs.

These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§99.31(a) and §99.35)

- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4)

- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6)

- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7)

- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8)

- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9)

- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10)

- Information the school has designated as "directory information" under §99.37. (§99.31(a)(11)

- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of § 99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§99.31(a)(13)

- To the general public, the final results of a disciplinary proceeding, subject to the requirements of §99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a

violation of the school's rules or policies with respect to the allegation made against him or her. (§99.31(a)(14)

- To parents of a student regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15))

Release of Student Directory Information

FERPA protects the privacy of students' education records. However, the following information is considered public or directory information and may be released to anyone unless a student informs the Registrar that the student does not wish any information released:

1. Name
2. Primary telephone number
3. School email address
4. Concentration field of studies
5. Dates of attendance
6. Degrees and awards received
7. Full-time or part-time enrollment status
8. Number of credits for each semester
9. Educational institutions attended

Declining Release of Information

If a student does not wish to have NCAD release any directory information and/or does not want directory information to appear in any published or electronic student directory, the student may restrict access. No information will be released on students or to students who have restricted release of directory information, including degrees awarded and dates of attendance.

Allowing Release of Information

If a student restricted the release of information and wishes to allow information to be released, the student must present photo ID and a completed and signed form to the Registrar.

FREEDOM OF EXPRESSION POLICY

NCAD maintains a clear commitment to freedom of inquiry and expression. The College adheres to the principle that educational material, ideas, and dialogue should not be suppressed because some members of our college community or individuals outside the College may consider such materials, ideas, or activities to be socially or politically harmful, offensive, politically incorrect, or pernicious. Open debate and dialogue is a natural part of the marketplace of ideas.

We understand that this commitment to free expression necessarily opens our college community to potential discomfort. However, we believe that exposure to challenging views, even those viewed by some as

FREEDOM OF EXPRESSION POLICY (continued)

offensive, is an important part of personal growth and education. Insights are achieved through dialogue which is civil, intellectual, and respectful of differing views. Being exposed to competing perspectives is essential for questioning our assumptions, testing our beliefs and refining our knowledge.

Our commitment to freedom of inquiry and expression does not include expression that violates the law or otherwise violates NCAD Student Conduct Policy, including acts of discrimination, disrespect, excessive anger, overly aggressive behavior, verbal abuse or harassment directed toward a student or NCAD employee or guest, disruption of courses, lectures, critiques, College assemblies or other related College activities, or expression that otherwise interferes with the functioning of the College, including expression that prevents others from accessing learning opportunities.

GRADING POLICY

Students are evaluated in terms of the course outcomes and objectives which are published on the syllabus for each course. Students may access syllabi for in-progress courses either in their syllabi provided the first day of class in a digital form provided by the instructor, and accessible on the LRS. Final grades will reflect the quality of the student's overall performance relative to the course outcomes and objectives.

Semester Grading Periods

All courses report mid-term and final grades. Grades are intended to give students a clear view of where they rank academically so that they know how they are progressing in class and if they need to improve their academic performance. Students are encouraged to speak to their instructors about grades and expectations at any point throughout the semester. Courses report mid-term grades during week 7. Final Grades are reported during week 15. Official grades are typically posted the week following the end of the semester.

Individual course instructors ultimately have the final determination regarding the acceptance of late work. Late work may not be accepted by all instructors, please refer to course syllabi or instructor directly.

Grade Appeals

Students may appeal a final grade by submitting a written request with support documentation to the Registrar by the first day of the following semester. Appeals are evaluated by a Review Committee comprised of qualified staff, and faculty appointed by the Director of Operations, on a case-by-case basis. Approved grade appeals must receive a majority acceptance by the Review Committee. All grade appeal results are final.

GRADE LEVEL PROGRESSION POLICY

NCAD has established two types of grade level progression in order to meet the requirements set by the Department of Education regarding the Federal Direct Subsidized Loan. This policy will only apply to students receiving those funds.

Grade Level Based on Academic Year:

The table below shows NCAD's academic grade levels.

Grade Level	Academic Year
Freshman	Semesters 1 & 2
Sophomore	Semesters 3 & 4
Junior	Semesters 5 & 6
Senior	Semesters 7, 8, 9

Grade Level for Financial Aid:

A student's financial aid grade level is determined by the number of credits they have successfully completed. If a student successfully completes all attempted credits, their academic grade level and their financial aid grade level will be the same. If a student fails one or more courses during an academic year, they will not advance to the next level for financial aid purposes until they have earned the appropriate number of credits as shown in the table below. Once the student earns those credits, they will advance to the next level and can then receive the additional $1,000 provided they are otherwise eligible.

Grade Level	Credits Earned	Loan Amount
Freshman	Less than 30	$3,500
Sophomore	31 through 59	$4,500
Junior	60 through 89	$5,500
Senior	90 or more	$5,500

GRADUATE AUDITING OF COURSES

BFA - For a period of 5 years after graduation as part of ongoing career development and training, graduates of NCAD can audit technical/occupational concentration-specific courses free of charge. It means they take the course without credit and without a grade. They do not have to take any examinations, participate in course discussion or work, and are not required to submit project work for course or instructor review. Graduates are limited to auditing 2 courses per semester.

Request to audit courses by graduates must be reviewed and approved on a course-by-course basis by NCAD's Registrar. Seats must be available the first day of regularly scheduled courses.

Procedure for Auditing Courses

Initial enrollment in a course as an auditor must be completed before the first day of regular courses in any semester or term. Students wishing to enroll in a course as an auditor are required to fill out an Audit Form available from the Registrar and return the completed form to the Registrar for approval. Once approval has been granted, the graduate may then audit the course.

The auditor may choose to do the work required of regular attendees of the course, participate in discussion and/or critiques, and interact with both the students and the instructor like all regularly enrolled students in the course.

Conduct Policies for Auditing Courses

Auditors of any course at NCAD are required to comply with all Student Conduct policies outlined in the current NCAD Catalog. Failure to do so may result in the immediate revocation of permission to audit.

GRADUATION REQUIREMENTS

NCAD will award a BFA Degree providing the following graduation requirements are met:

- Successfully complete all courses within the scheduled program.
- Fulfill all financial obligations to the College within 15 days prior to the last day of courses.
- Attend an exit interview in the financial aid department (if applicable.)
- Take part in all career services activities.
- Prior to graduation, maintain satisfactory progress, attendance, and pass all courses.
- Successfully complete Portfolio Review and be approved by the Director of Education.
- All books and materials have been returned.

Students must meet all requirement listed above in order to participate in the graduation ceremony.

GRADUATING WITH ACADEMIC HONORS

NCAD recognizes and commends students whose cumulative GPA indicates distinguished academic accomplishment upon the completion of the program.

- Students who graduate with a cumulative GPA of 3.85-4.0 are recognized as graduating Summa Cum Laude.

- Students who graduate with a cumulative GPA of 3.70-3.84 are recognized as graduating Magna Cum Laude.

- Students who graduate with a cumulative GPA of 3.50-3.69 are recognized as graduating Cum Laude.

PORTFOLIO REVIEW POLICY

These Portfolio Reviews are key assessment points within the program where the student's performance to date is evaluated by instructors, outside professionals, and the Director of Education.

BFA Portfolio Review Semesters:
- 4th Semester
- 8th Semester

All students must submit portfolios of their best work by the designated deadlines.

There are two possible outcomes of the Portfolio Review (1 and 2) process.

1. **Continuance:** The student receives a positive assessment and is permitted to move forward in the program as a student in good standing.

2. **Probation:** Students receive a marginal assessment that indicates the student is at risk of failure to meet satisfactory standards. The student will receive a probation assignment to improve skill assessment from the Director of Education. Students who receive a Probationary Warning Form will have a maximum of 30 days to address any identified areas of needed improvement. The student's work will be reviewed after 30 days of new submission.

Portfolio Review Assessment Criteria

The mission of the BFA program is to prepare students to succeed in a competitive world while at the same time maintaining the standards and the aims of a NCAD education. Our program has an applied emphasis designed to prepare graduates to enter one of several professional fields of art or design.

Graduates of the program develop entry-level professional skills with fine art aesthetics and visual problem solving in traditional and digital media as evidenced in their portfolios. Students also develop an understanding of both historic and contemporary artistic trends and masters.

Collectively these attributes are gained through classroom instruction, work production, exposure to working professionals, and externships.

PORTFOLIO REVIEW POLICY (continued)

During Portfolio Reviews, the Director of Education will review student work to ascertain if it meets the standards of an NCAD education. Students will be assessed using the following criteria:

1. **Critical & Creative Thinking Skills**

   - Demonstrate both the resourcefulness and flexibility of critical thinking, creative thinking, and problem-solving skills necessary to conceive effective solutions.
   - Demonstrate their ability to develop solutions for specific problems.
   - Demonstrate their ability to create a body of work that is audience appropriate and that can function within a defined context.

2. **Technical/Occupational Skills**

   - Demonstrate their ability to create a body of work utilizing formal design skills based upon established design principles.
   - Demonstrate their ability to create a body of work demonstrating formal design skills based upon aesthetics.
   - Demonstrate their ability to utilize appropriate traditional and/or digital media, materials, tools, technology, platforms, and techniques to create effective, successful solutions.

3. **Professional Practices Skills**

   - Demonstrate a basic understanding of the nature of professional work in their chosen field through the development, selection, and presentation of a relevant body of visual work.
   - Demonstrate the skills necessary to assist in the development and advancement of their careers, normally including the development of competencies in communication, presentation, and business skills necessary to engage in professional practice in their chosen field.

PROGRAM ADVISORY COMMITTEE

NCAD maintains an independent Program Advisory Committee for the purpose of structuring and improving programs. The committee meets a minimum of two times per year to provide a meaningful review of the school's program materials, equipment, facilities, and student achievement outcomes. Program Advisory Committee members are made up of qualified representatives including employer representing concentration occupations for which training is provided, representatives from other educational institutions, and graduates with professional experience.

PROGRAMS IN VISUAL COMMUNICATION DOUBLE CONCENTRATION - BFA

1. The foundation courses (semester 1-4) for all concentrations are identical. Upper division courses (semester 5-9 include courses specific to the individual concentrations. Students will complete two concentrations in the Visual Communication program.
2. For specific courses included in each concentration pairing, please refer to the appropriate program grid.
3. Visual Communication Concentration Declaration will occur during the 3rd semester after the student has met and discussed their goals with the Director of Education.
4. Concentration Declaration is the process in which a student applies for admission into their preferred upper division areas of concentration (double concentrations) that are offered in the Visual Communication program.
5. The curriculum is highly specialized, and we ask all student applicants to seriously consider their choice of areas of concentration.
6. Students must specify one primary and one alternate double concentration combination from those available at the time of their Concentration Declaration application.
7. NCAD does not offer an undeclared concentration option and requires a focused application portfolio directed toward specific areas of concentration (double concentration).
8. Admission is competitive. Evaluation for admission is based on criteria in effect at the time the student applies for their double concentration selection. NCAD reserves the right to refuse admittance into a specific double concentration combination based on the student's academic record, portfolio, and stated career goals. In the case of denial of admittance, the student may reapply for acceptance into another double concentration.

A minimum of 5 BFA students are required to be accepted into any of the Visual Communication double concentrations available at the time of their Declaration for it to run. If the minimum number is not met, affected students will be placed in their alternate choice selection or another based on their stated career goals.

READMISSION

Students wishing to return to NCAD after having previously withdrawn, may apply at any time for readmission to the program, providing all previous financial obligations to the College have been met.

Returning students seeking readmission must reapply for admission following the normal admissions process. An Enrollment Fee of $150 is required. Current tuition and fees will apply.

Returning students have the option of beginning their enrollment in the Winter, Spring, or Fall semester, based on their last completed semester of prior enrollment at NCAD. Readmission is granted at the discretion of the College.

Factors considered when determining eligibility for readmission include, but are not limited to; previous academic achievement, length of absence, space availability in the concentration the student was previously enrolled, changes to the program since student's withdrawal, and any prior disciplinary actions.

SATISFACTORY ACADEMIC PROGRESS

Students must comply with cumulative minimum academic standards at the end of each semester in order to maintain financial aid eligibility. Failure to meet the following minimum standard requirements may result in denial of financial aid.

Minimum Academic Standards

Students must maintain a cumulative GPA greater than or equal to 2.00 while maintaining a program completion rate of 67% of the cumulative attempted credits at the end of each semester. The completion rate is equal to a student's cumulative number of credits completed divided by the cumulative number of credits attempted.

Evaluation Period

An evaluation period is equal to one semester. Evaluation of a student is completed after the completion of each semester.

Good Standing

Financial aid recipients that maintain a cumulative GPA of 2.00 and a cumulative completion rate of 67% at the time of evaluation are considered to be in good standing and are eligible for aid.

Academic Progress

A written report of grades will be given to students at the end of each completed semester. Grades are assessed by each instructor according to criteria outlined in his or her course syllabus.

Academic Grading Scale

A+	4.25	B-	2.75	D	1.00
A	4.00	C+	2.25	D-	0.75
A-	3.75	C	2.00	F	0.00
B+	3.25	C-	1.75	I	0.00
B	3.00	D+	1.25		

(W) Withdrawal indicates a student has dropped or discontinued a course during a scheduled semester. Courses failed due to academics or attendance are not eligible for a (W) grade. Courses designated with a (W) code are assigned no credit and must be repeated to graduate.

(P) Indicates a passing-level grade in a course that does not use letter grades.

(T) Indicates a course in which credits have been transferred from another college or university.

(I) Incomplete

Course Failures

Students are strongly encouraged to make every reasonable effort to pass all courses within the program in their first attempt. There are direct, measurable consequences for failing one or more courses within our program.

Failing one or more courses within the program will increase the overall cost of the program for the affected student. Failing one or more courses within the program can and often does result in an increase of time in the program beyond the typical length of program for the affected student.

All students are required to pass all courses within the program to be considered eligible to graduate. If a student fails a course, they are required to repeat that course until successful.

Courses are normally scheduled to occur once per calendar year, and course repeats are typically scheduled for the next available regularly scheduled session of the course. Alternatively, a special session may be scheduled for the affected student (or students) who has failed one or more courses.

SATISFACTORY ACADEMIC PROGRESS (SAP) (continued)

A special session may be considered and scheduled on a case-by-case basis if the required repeat course's regularly scheduled session conflicts with other regularly scheduled course sessions on the affected student's program schedule during their typical length of program; or if the next regularly scheduled course falls beyond the typical length of program or otherwise is not scheduled to be offered while the student is continuously enrolled (i.e., there would be a gap in attendance for one or more semesters prior to the next regularly scheduled session of the course.

If a student fails a course — or more than one course — they are expected to pay an additional fee equal to or greater than the original cost of the course or courses.

A special session of a course may cost more than a regularly scheduled class.

Course Withdrawal

A student may withdraw from a course during the first four weeks of a semester only if they are not currently failing the course (either academically or from lack of required attendance).

If the student has failed a course, that failure will be recorded on the transcript. Refund policies apply when a student has withdrawn from the entire program.

Students who withdraw from a course or courses will not be given a refund or credit after an enrollment agreement has been signed and courses have commenced.

Students who withdraw from a course or courses may increase their program length or require additional credits be taken above the full-time semester load.

Students who change concentrations may not have the option of maintaining a full-time schedule, or completing the program in the typical 134 credits, 4.5 academic years (9 semesters), 36 months completion time. All courses listed in the program grid must be successfully completed in order to qualify for graduation.

An incomplete grade is recorded only at mid-term and only if the student has done satisfactory work in a course and cannot complete all assignments before midterm because of illness or other serious problems beyond the student's control. NCAD does not record incomplete grades for final semester grades.

Students may appeal a final grade by submitting a written request with support documentation to the Registrar by the first day of following semester *(See Grade Appeals in this Catalog)*

Concentration Specific Academic Requirement (C Rule) for BFA Program

Concentration specific courses at NCAD are designed to represent a significant concentration of skills needed for a successful career. A grade lower than 2.0 (C) is considered unsatisfactory and the student will receive a grade of (F) Fail and must repeat the course. The student will be required to repeat the course(s) until a grade of 2.0 (C) or higher is achieved.

Maximum Time Frame for Program Completion

The BFA degree program is expected to be completed within 150% of the program length (201 attempted credits or 13 semesters). Student may become ineligible for financial aid if they exceed the 150% timeframe for completion.

Course Repetitions and Incompletes

When a student repeats a course, each grade received will be used in the calculation of the cumulative grade point average.

Incomplete or "I" grades are recorded only at mid-term and only if the student has done satisfactory work in a course and cannot complete all assignments before mid-term because of illness or other serious problems beyond the student's control. NCAD does not record incomplete grades for final semester grades. The student must complete all required work by the end of the semester in order to receive a letter grade.

If the required work is not completed by the end of the semester, a failing grade of "F" will replace the "I" grade.

Pass/Fail

A (P) grade is for a course that does not receive a letter grade but has been successfully completed. A grade of (F) is for a course that has not been completed successfully.

SATISFACTORY ACADEMIC PROGRESS (continued)

Application of Standards

These satisfactory progress standards apply to all students. Readmission and Change of Curriculum Students who have been dismissed for lack of satisfactory progress may apply to be readmitted to the College in the same curriculum. Re-admitted students will be enrolled for a probationary period upon reentry. With respect to financial aid, a student must complete that evaluation period with at least a 2.0 (C) average before financial aid awards will be made. This procedure applies only to dismissals caused by lack of satisfactory progress and only when a student is reentering the same curriculum. It does not apply to voluntary withdrawals.

If the student fails to complete the evaluation period with at least a 2.0 (C) average, the student will be terminated from the program.

A student who changes his/her educational objectives by entering a new concentration will have only the grades for those courses credited to the new concentration considered in the cumulative average.

For purposes of determining whether the student has completed a course in the maximum allowable time frame, the time spent in the program prior will not be considered. An Enrollment Fee of $150 is required. Reentering students will be charged at the current tuition rates being charged newly entering students.

Financial Aid Warning

A student that fails to meet eligibility standards at the time of evaluation is placed on academic warning. A student on academic warning may continue to receive federal aid for one semester. The student is expected to meet the minimum academic standards at the end of the semester of warning. A student that does not meet or exceed the minimum academic standards at the end of the semester of warning will be placed on academic probation and becomes ineligible for Federal Aid.

Academic Probation

A student that is unable to meet or exceed the minimum standard requirements after the semester of warning will be placed on academic probation. A student placed on academic probation will be notified in writing and will no longer be eligible for federal aid.

Reinstatement Of Federal Aid Eligibility

A student that fails to return to good standing at the end of the semester of warning may apply for a re-determination of eligibility through the financial aid appeal process.

The appeal process requires a written letter explaining the mitigating circumstances (the reason the student failed to meet minimum standard requirements and what has changed in the student's situation that will help the student meet minimum SAP requirements at the next semester end.

The student is encouraged to supply any supporting documentation.

Appeal Process for Academic Probation

A student may be considered for reinstatement of federal aid eligibility by completing the financial aid appeal process. A successful appeal will result in one semester of financial aid probation where federal aid will continue. During the semester of probation, the student will have to meet the requirements set forth in an Academic Plan assigned by the Director of Education.

An appeal, where return to good standing is not feasible within one probationary semester, requires a new successful appeal at the beginning of each semester and may require an adjustment to the steps required to return to good standing. The student must also demonstrate improvement as evidenced by their GPA.

STUDENT EXTERNSHIPS

Overview of Externships for Credit

Student externships are monitored work or service experiences for which students earn credit. Students who meet the prerequisites and are in good academic standing are eligible for externships.

The externship usually takes place in a professional workplace under the supervision of an experienced professional, whereby a high degree of responsibility is placed on the student. Externships can be part-time or full-time and paid or unpaid. Externships must be approved in advance by the Director of Education.

Examples of recent externships are:

- Working with a published author researching and developing a children's book
- Creating concepts and props or video games in development
- Learning about the process of creating and operation a small creative shop
- Working with stakeholders on delivering promotional animated shorts

General Information Regarding Externship Programs

Through an externship program, students establish and meet intentional learning goals through actual product development experience, while actively reflecting on what they are learning throughout the experience. The goals for the externship may include:

STUDENT EXTERNSHIPS (continued)

- Academic learning—applying knowledge learned in the classroom to tasks in the workplace.

- Career development—gaining knowledge necessary to meet minimum qualifications for a position in the student's field of interest.

- Skill development—an understanding of the skills and knowledge required in a specified job category within the industry.

- Personal development—gaining decision-making skills, critical thinking skills, and increased confidence and self- esteem.

Since externships have a strong academic component, students are carefully monitored and evaluated for academic credit.

Externships may vary in duration but generally last for one semester (15 weeks) and credit is granted based on 45 hours of externship per credit (for example 3 credits is equal to 135 hours).

BFA Externships are normally scheduled during the 9th semester.

Externship Procedures

Assistance in researching and identifying potential externships will be provided by Career Services, but the final responsibility for securing an approved externship rests upon the student. Students are required to submit signed documentation from an appropriate Externship Sponsor, and to receive approval from the Director of Education prior to the end of the 12th week of the prior semester (8th semester for BFA).

Students who do not provide the Director of Education with documentation of an appropriate Sponsor, and have their externship approved will receive a failing grade for the class. Approval of externships is not automatic. Student externships may be denied for various reasons at the discretion of the Director of Education, including if they are determined to not be in alignment with program learning outcomes. To receive credit, students must complete a minimum of 135 sponsor-approved (signed) externship hours during the scheduled semester.

Students must demonstrate regular progress in completing their required externship hours. Students will meet with their NCAD Externship Instructor five times as scheduled over the course of the semester. At each meeting (specifically meetings 2-5), students are expected to be able to document having completed 25% or more (approximately 34 hours) of

their required hours that should have been completed during the time between meetings.

At meeting 2, students should be able to document 34 hours, at meeting 3 students should be able to document 68 hours, at meeting 4 students should be able to document 102 hours, and at meeting 5 students should be able to document 135 or more hours completed.

Failure to attend regularly scheduled class meetings or failure to demonstrate regular progress over the course of the semester in completing required hours may result in a failing grade.

STUDENT PORTFOLIO POLICY (BEHANCE.NET)

A portfolio is a fundamental requirement for creative professionals. It is the single most powerful self-promotional tool, and the best and most important concrete, tangible evidence of skill and creative interest that a creative professional can have.

Consequently, as a further means of assisting our students with their objectives of achieving a creative career, and as a supplemental component of our Portfolio Review Policy, all NCAD students are required to have an active behance.net portfolio account, and to post completed work from classes they are enrolled in each semester.

Instructors may give each class a list of projects to post for their course. Students may be graded on this, and failure to post work in that case may result in a lower grade or failure. This work will or can be used as a component of Portfolio Reviews.

All work posted to behance.net should be labeled or tagged with the course title it was created in, the date created, along with a short description of the project itself.

Students will be tasked to curate their behance.net portfolios to best reflect their specific career objectives.

TRANSCRIPTS

The College will issue a transcript to the student upon request while attending the College. Students who are no longer attending the College must complete a transcript request form and will be charged a $5 fee for each transcript requested. Transcripts may be requested through our website at ncad.edu.

If an individual has outstanding tuition or fees, outstanding library materials, or other College property, the College will hold the transcript until the balance is paid in full or the library materials and/or property are returned. Students who wish to have transcripts sent to parents or others must complete an Information Release Form with the Registrar's Office.

TEACHER CERTIFICATION

Teaching art at private art schools, art colleges, arts organizations and public schools are a few of the choices available to individuals interested in a career in art education.

The requirements for employment in this field vary. In addition to a college degree these educational institutions may also require teaching or professional work experience and some (such as public school districts) may require teacher certification.

Those individuals wishing to pursue a Washington State Teacher Certification (grades K-12) must understand that the State certification regulations require an individual to complete a bachelor's degree program from a regionally accredited institution. In order to successfully prepare our students for the design, illustration, multimedia, or photography professions, NCAD has chosen to maintain accreditation with ACCSC.

ACCSC is one of many accreditation bodies available to colleges today. However, since ACCSC is not a part of the regional accreditation organization, individuals who complete the BFA degree program from NCAD will not be eligible to apply for Teacher Certification in Washington State.

Individuals who consider transferring from NCAD to a regionally accredited institution should investigate the receiving institution's transfer credit policy. Since no two programs are the same, NCAD cannot guarantee the transfer of credits—this is solely up to the receiving school.

For more information on teaching certification requirements in the state of Washington, visit the Washington Office of Superintendent of Public Instruction web site at k12.wa.us. Individuals wanting to teach in other states should contact that state's Department of Education for information on teacher certification requirements.

TRANSFER CREDIT

Transfer credit must have been completed at an accredited institution, including Running Start.

Standard high school courses other than Advanced Placement or Running Start courses do not apply. AP credits taken in high school and evaluated by the College Board will be evaluated for transfer credit based on the following requirements:

Technical/Occupational

A. Score of 5

B. NCAD review of AP portfolio to determine what course credits will be transferred for studio courses.

General Education

A. Score of 4–5

B. AP courses may be transferred for an appropriate NCAD general education course. NCAD reserves the right to interview student before transfer is approved.

NCAD AP COURSE CODE: 2432

Transferring credit may reduce program length; however, reduction is not guaranteed. Transferring credit may require the student to drop to a part-time status at certain times during the program.

Transfer credit requests will be reviewed after applicant has been accepted to NCAD and all transfer credit materials have been properly submitted. In any event, transfer credit requests will not be reviewed after **August 15th** of applicants starting year. Transfer credit will not be granted after matriculation.

No more than 50% of the program may transfer.

Transfer credit is not available for life experience or Credit-By-Examination (CBE).

General Education Course credit(s) successfully completed at other US accredited institutions may be transferred to NCAD prior to matriculation if the following conditions have been met:

- Courses must be level 100 or above and comparable in scope and content to courses at NCAD.
- Completed with a grade of C+ or better.
- Does not duplicate, overlap or regress previous coursework.
- Official transcript received from transferring school and course descriptions from the academic catalog are submitted. In the event of a school closure, NCAD will accept a notarized copy of an official school transcript as a substitute for an original official transcript.
- Transferring credit(s) meet NCAD's semester course requirements.

Technical/Occupational Course credit(s) successfully completed at other US accredited institutions may be transferred to NCAD prior to matriculation on a case-by-case basis if the following conditions have been met:

- Comparable in scope and content to courses offered at NCAD.
- Completed with a grade of B or better within the last 5 years.
- Applicant can demonstrate appropriate knowledge & proficiency. Examples may be requested.
- NCAD's Director of Education deems submitted examples as meeting course completion standards or better.

TRANSFER CREDIT (continued)

- Does not duplicate, overlap or regress previous coursework.
- Official transcript received from the transferring school and course descriptions from the academic catalog are submitted. In the event of a school closure, NCAD will accept a notarized copy of an official school transcript as a substitute for an original official transcript.
- Transferring credit(s) meet NCAD's semester course requirements.

TRANSFER CREDIT FROM NCAD TO ANOTHER COLLEGE

NCAD is not a school that concentrates on preparing students to continue their education in another field or at another school. Programs are technical in nature with an emphasis on preparation for entry level arts occupations and therefore may not be transferable to other programs.

Students interested in transferring credits should check with the receiving institution directly to determine to what extent, if any, credits can be transferred.

NCAD does not guarantee the transferability of NCAD credits.

WITHDRAWAL FROM PROGRAM

The withdrawal date for refund computation purposes is the last date of actual attendance by the student. Students must complete a program withdrawal form or contact NCAD in writing to withdraw. If a student who is receiving grants or loans through Title IV or WA State stops attending courses in progress for a period of fourteen (14) days without notification of withdrawal, the student shall be terminated. In all other situations, if a student has not attended courses for a period of thirty (30) days without notification of withdrawal, the student shall be terminated. The student will receive a grade of "F" for all courses not completed during their final semester of attendance.

A student who is out of school for a time period longer than 6 months will go into loan repayment.

GENERAL POLICIES

ANIMALS ON CAMPUS

Individuals with disabilities assisted via service animals in accordance with the Americans with Disabilities Act (ADA) Amendment Act of 2008 are given the same level of access to facilities operated by NCAD, in accordance with the law.

Definitions of Service Animals

Service animals are defined as dogs that are individually trained to do work or perform tasks for people with disabilities. Examples of such work or tasks include guiding people who are blind, alerting people who are deaf, pulling a wheelchair, assisting a person who is having a seizure, reminding a person with mental illness to take prescribed medications, calming a person with PTSD during an anxiety attack, or performing other duties. Service animals are working animals, not pets.

The work or task a service animal has been trained to provide must be directly related to the person's disability. Dogs whose sole function is to provide comfort or emotional support do not qualify as service animals under the (ADA).

Service Animals on Campus

Individuals are permitted to bring service animals in all areas of the campus. Service animals must be harnessed, leashed, or tethered.

Inquiries Related to Service Animals

Staff and faculty are allowed to ask only two questions regarding use of a service animal:

- Is the dog a service animal required because of a disability?
- What work or task has the dog been trained to perform?

Removal of Service Animals

An official may require an owner/partner to remove a service animal from NCAD facilities if:

- The animal is sick, unclean, or malodorous;
- Its behavior is disruptive, or displaying aggressive behavior;
- The owner/partner fails to clean up after his or her animal;
- The animal does not meet all applicable city/county/college ordinances or requirements.

If such circumstances or behaviors persist, NCAD Staff may direct the animal owner not to bring the animal onto campus. The owner may remain on campus and participate in activities, but the animal will not be allowed to return until the issues have been resolved.

Resources & References

Any questions regarding service animals and compliance with ADA regulations at NCAD can be directed to the Director of Operations or the Director of Education.

More information can be found at U.S. Department of Justice, Information about the Americans with Disabilities Act

COMPLAINT PROCEDURE

Any member of the NCAD community may file complaints related to NCAD Policies.

Individuals involved in filing a complaint will exhaust every effort to resolve the problem on a person-to-person basis.

All complaints must comply with the following:

- Individuals must represent themselves and should not rely on others to speak for them or take the right of self-representation away from others. Complaints must be in the name of the individual involved and not part of others' complaints or a "petition" of complaints. The language used should be professional and respectful.

- Individuals should deliver a completed NCAD Complaint Form to the Registrar. Forms are available from the Registrar. A complaint will be reviewed by the NCAD Complaint Review Committee, and a response forwarded to the student in a timely manner.

The Committee shall include the following staff members:

- Director of Operations
- Director of Education
- Title IX Coordinator
- Current Faculty Member *(to be appointed as needed by the Director of Operations & Director of Education)*

COMPLAINT PROCEDURE (continued)

Each member shall participate in all Complaint Reviews. Each member of the committee will have one regular vote regarding the outcome decision of any Review. The outcome of the review process will be based on a majority vote.

The Committee may request meetings with staff, faculty, or students to investigate or review the complaint and to invite others to be present at those meetings if they feel it is necessary.

The Committee's decision/resolution in the matter is final.

If a student does not feel that the Complaint Review Committee has adequately addressed a complaint or concern, the student may consider the following:

- Contact the Washington Student Achievement Council (WSAC). The Washington Student Achievement Council (WSAC) has authority to investigate student complaints against specific schools. WSAC may not be able to investigate every student complaint. Visit www.wsac.wa.gov/student-complaints for information regarding the WSAC complaint process.

- Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints reviewed by the Commission must be in written form and should grant permission for the Commission to forward a copy of the complaint to the school for a response. This can be accomplished by filing the ACCSC Complaint Form. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to:

    Accrediting Commission of Career Schools & Colleges
    2101 Wilson Boulevard, Suite 302
    Arlington, VA 22201 (703) 247-4212

    www.accsc.org | complaints@accsc.org

    A copy of the ACCSC Complaint Form is available at the school may be obtained by contacting complaints@accsc.org or at https://www.accsc.org/StudentCorner/Complaints.aspx.

DRUG-FREE AND ALCOHOL-FREE CAMPUS AND WORKPLACE

In accordance with federal law, NCAD has adopted this Drug-Free and Alcohol-Free Campus and Workplace Policy. NCAD recognizes that students and employees have a right to a safe and secure campus and workplace and has implemented a drug and alcohol abuse prevention and assistance program. Furthermore, NCAD recognizes that employers who hire students from its programs demand employees who are drug free. NCAD has adopted this policy to encourage students to develop a healthy lifestyle and to ensure that graduates are able to meet the demands of employers.

Standards of Conduct Regarding Drugs and Alcohol

The full policy can be found in NCAD's Annual Security Report which can be found on the NCAD website at: ncad.edu/disclosures/

FEDERAL COPYRIGHT LAWS

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than $750 and not more than $30,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to $250,000 per offense. For more information, please see the website of the U.S. Copyright Office: copyright.gov

FIXED TUITION POLICY

Incoming NCAD student tuition will be locked in at the time of enrollment and will not increase throughout the normal expected length of program. Additional charges should be expected for any failed courses at the initial, locked in, per credit rate.

GOVERNING STRUCTURE OF THE SCHOOL

The school administrative staff assumes the responsibility for the daily schedules, meetings, recording procedures, and day-to-day school operations, including admissions, finance, personnel, recruitment, student services, and facilities.

Administrative Staff:

President/Owner:	Craig Freeman
Director of Operations:	Kim Perigard
Director of Education:	Kurt Ikemeier
Administrative Assistant:	Dan Rothrock
Admissions Coordinator:	Jessie Kempf
Admissions Representative:	Jager Dzurcanin
Admissions Representative:	Kacey Kretzler
Admissions Representative:	Joey Rieg
Admissions Representative:	Timmery Turner
Career Services:	Kevin Sampson
Facilities Maintenance:	Kevin Donaldson
Facilities Maintenance:	Ike McLaurin
Financial Aid / Title IX:	Julie Perigard
Marketing & Curriculum:	Mikko Freeman
Registrar:	Jager Dzurcanin
Technology Administrator:	Branden Wilson

GUESTS

Students must notify the administration of any guests planning to enter the campus. Approved guests must check in with Registrar and are not allowed in class but may wait for the student. Guests are not allowed to use NCAD equipment or resources.

INFORMATION TECHNOLOGY ACCEPTABLE USE POLICY

General Computer and Computer Lab Use Policies

Files on the computers and the server may be deleted every week. It is the student's responsibility to make sure their work has been backed up. Abuse of hardware technology as outlined in the student conduct policy may lead to a $25 dollar fine per offense and a permanent ban from lab use.

To ensure that these resources remain available for legitimate academic usage, NCAD requires compliance with the following policies:

- Students are required to respect NCAD property. Students may not abuse, damage, vandalize, steal, or in any way alter NCAD property in any manner that would prevent another student from using it.

- Students will refrain from having open beverage containers or meals in all labs and classrooms during and after classes.
- Students may not modify desktop visuals, install software, drivers, patches, or any other program on NCAD computers without the permission of the IT Admin. Additional software may be requested through the IT Admin; it is the sole responsibility of NCAD to decide if, how, and when any new software is installed.
- Students are responsible for their own data and are encouraged to protect their work by utilizing resources provided by NCAD and by using a personal storage device such as a flash drive or laptop computer.
- Students may not attempt to access another student's information or purposefully display material intended to offend another student.
- Students may not copy, publish, or make available any NCAD property without written consent.
- Commercial use of NCAD computer or network resources is expressly and strictly forbidden. Any commercial activity may result in legal action against the offender.

NCAD reserves the right to monitor, log, or inspect any data stored on any NCAD computer or transmitted over the NCAD network without restriction or limitation in order to ensure compliance with the above policies.

Any students found to be in violation of these policies may be restricted from NCAD's network and subject to disciplinary action.

Copyright Infringement

NCAD prohibits copyright infringement in any form, including the illegal downloading and uploading of copyrighted works through peer-to-peer file sharing as defined by Title 17 of the United States Code.

Copyright infringement may result in civil and criminal penalties, including damages of up to $150,000 per infringed work, imprisonment of up to five years, and fines of up to $250,000 per offense. For more information, please see the web site of the U.S. Copyright Office at copyright.gov, especially the FAQs at copyright.gov/help/faq/. In addition to any civil and criminal penalties that may result from infringement, students who engage in illegal downloading or unauthorized distribution of copyrighted materials using NCAD's network will also be referred to the Director of Education for disciplinary action and may be subject to disciplinary sanctions such as Warning, Probation, Suspension, or Dismissal, according to NCAD's policies.

MISSING PERSON NOTIFICATION

NCAD considers the safety of our students to be essential in the creation and maintenance of an environment where learning is encouraged and supported. Any reports of a missing or unresponsive student should be directed to The Director of Operations or Director of Education immediately. NCAD's assistance is restricted to campus and campus-related activities. FERPA may limit the information that NCAD can share with the reporting party. In compliance with FERPA, NCAD may contact next of kin or authorities if the missing student is deemed to be in distress.

NO SMOKING POLICY

NCAD is dedicated to maintaining a healthy work and learning environment.

According to the U.S. Surgeon General's Report, smoking and secondhand smoke exposure causes disease and premature death in children and adults who smoke and who do not smoke. As such, all known forms of smoking (including cigarettes, cigars, pipes, or any other smoke-producing tobacco or marijuana product, and e-cigarettes (also known as "vape" by students, faculty, staff, guests, visitors, and contractors is prohibited on all properties owned or leased by NCAD.

Smokeless tobacco and related herbal products (e.g., chewing/dipping tobacco, tobacco snuff, herbal smokeless tobacco, herbal snuff, herbal dipping tobacco, etc.) are also prohibited under the policy.

The campus no smoking policy includes all areas in and around the building.

This policy is always in effect including before, during, and after classes and during breaks.

Any person found in violation of this policy will be asked to leave the campus immediately for a period of one day for each instance of smoking violation. Students who violate this policy will not be permitted back on campus until their next regularly scheduled day of class. Each suspension from campus will be counted as one full day's absence from whatever scheduled class or classes that the student will miss because of the violation.

NON-FRATERNIZATION POLICY

Students should be assured that the relationships they develop with the NCAD community will always be built upon the highest ethical precepts of the workplace and educational profession.

In order to promote the efficient and fair operation of NCAD and to avoid misunderstandings, complaints of favoritism, supervision problems, security problems, morale problems, questions regarding academic achievement and possible claims of sexual harassment, students are strictly prohibited from fraternizing with employees, including but not limited to:

- Dating
- Pursuit to date
- Romantic or sexual relationships with NCAD employees (staff or faculty)

NON-DISCRIMINATION POLICY

NCAD expressly prohibits discrimination or harassment based upon race, sex, gender, gender identity, gender expression, national origin, ancestry, religion, physical or mental disability, veteran status, age, or any other basis protected by federal, state or local law. NCAD also strives to provide a safe and respectful environment for its students, faculty, and staff. As such, harassment, or sexual misconduct of any kind, including the crimes of dating violence, domestic violence, sexual assault, and stalking will not be tolerated at NCAD.

Any student, faculty, or staff who violates this policy is subject to a number of consequences as outlined in NCAD's Title IX Policy.

NCAD's Title IX Policy can be found on the NCAD website at: ncad.edu/disclosures/

PARKING

Students are responsible for securing their own parking near the campus. Parking access typically is available at one of the neighboring lots. Parking costs vary from lot to lot but are preferred over street parking. Typically, street parking spots are only valid for a maximum of 2 hours daily.

PRINTING AND COPYING POLICY

NCAD is committed to promoting sustainability on campus. One of the initiatives that will help achieve this goal is paper reduction. Paper reduction can be accomplished by (1) moving to a digital environment for administrative, academic and student usage, (2) double-sided printing and (3) eliminating waste. To achieve the goal of sustainability and reduce paper consumption, all printers and copiers are restricted to Faculty and Staff use only.

Students have access to a local vendor (Minuteman Press, 1111 A St, Tacoma, WA 98402; for their printing needs. Students also receive a discount on purchases and assistance from the store staff is readily available. The skills learned on how to format their work for printing and communicate with a professional printing shop will help them as they embark on their career in Visual Communications.

PRIVACY POLICY

NCAD respects and is committed to protecting your privacy. We may collect personally identifiable information when you fill out forms in person or on our website. We may also collect personally identifiable information that you volunteer to us. We automatically receive and record information on our server logs from your browser including your IP address, and the page(s) you visited. We will not sell your personally identifiable information to anyone. You may opt out of any future communication with us by calling 253.272.1126 and being asked to be removed from our contact list.

RELIGIOUS ACCOMODATION

NCAD will make good faith efforts to provide reasonable religious accommodations to students who have sincerely held religious practices or beliefs that conflict with a scheduled course/program requirement. Students requesting a religious accommodation should make the request, in writing, directly to their instructor with as much advance notice as possible. Being absent from class or other educational responsibilities does not excuse students from keeping up with any information shared or expectations set during the missed class. Students are responsible for obtaining materials and information provided during any class missed. The student shall work with the instructor to determine a schedule for making up missed work.

Examples of religious accommodations may include: rescheduling of an exam or giving a make-up exam for the student in question; altering the time of a student's presentation; allowing extra-credit assignments to substitute for missed class work or arranging for an increased flexibility in assignment due dates; and releasing a graduate assistant from teaching or research responsibilities on a given day.

SAFETY AND SECURITY

NCAD's Annual Security Report and Safety & Emergency Preparedness Plan is distributed annually by October 1st and can also be found on the NCAD website at: https://ncad.edu/disclosures/.

SCHOOL WEATHER CLOSURE

NCAD follows the Tacoma School District (Tacoma School District No. 10) for weather conditions and other emergency related events. Possibilities include closure and late starts.

If we have a two-hour late start, all 8am-10am courses will be canceled. For 8am-12pm courses, the first two hours will be missed and not rescheduled.

SCHOOLWIDE POSTINGS

In an effort to prevent any unauthorized material that may be deemed harmful or irrelevant to the students, staff, and faculty of NCAD, all printed materials distributed or posted throughout the school must be approved by the Director of Operations. Students, staff, and faculty must adhere to this policy for safety and security purposes. Anyone found posting unauthorized materials will be subject to discipline.

SOLOMON AMENDMENT

This amendment requires NCAD make the following directory information available to military recruiting offices: name, address, telephone listing, date and place of birth, level of education, academic concentration, degrees received, and educational institution most recently enrolled. Students are advised that they have the right to prohibit the College from disbursing this information by providing a written request to the Registrar's office. This request must be in the student's academic file prior to the Military's request to provide data.

STUDENT CONDUCT POLICY

The following is a list of behaviors that violate the student conduct policy. Students who violate these policies may be subject to disciplinary action including, but not limited to warning, probation, suspension, dismissal, restitution and/or discretionary discipline (as described below) in accordance with the seriousness of the act.

A. Violation of any NCAD policies, rules, or regulations.
B. Violation of federal, state, or local laws on NCAD property, or at any NCAD sponsored event or function.
C. If a student is charged with a violation of federal, state, or local laws or regulations occurring away from NCAD, disciplinary action may be instituted when NCAD has a reasonable belief that the health, safety, or welfare of any NCAD student or employee is threatened.
D. Assault, battery, or any other form of physical abuse of a student or NCAD employee or guest.
E. Acts of discrimination, disrespect, aggressive behavior, verbal abuse, or harassment toward a student or NCAD employee or guest.
F. Coercion, threats or intimidation of a student, employee, or guest.
G. Fighting and/or endangering any person or any NCAD property.
H. Violation of NCAD safety regulations, including but not limited to tampering with fire safety and/or fire- fighting equipment, tampering with security equipment, setting fires, failure to exit during a fire drill, turning in false fire alarms or bomb threats.

I.   Possession, sale, distribution, or use of illegal or controlled substances on NCAD property, or at any NCAD sponsored event or function.

J.   Possession, sale, distribution, or use of alcohol on NCAD property, or at any NCAD sponsored event or function.

K.   Possession, sale, or distribution of guns, knives, explosives, dangerous chemicals, or any other instrument that may be used with the intent to harm.

L.   Unauthorized entry or use of NCAD facilities.

M.   Excessive absence, excused or unexcused.

N.   Written or visual plagiarism, cheating, tests or artwork submitted that are falsely credited.

O.   Altering, defacing, destruction or theft of school property or personal property of others.

P.   Abuse of technology including, but not limited to:
   a.   Unauthorized downloading and illegal use of copyrighted materials in violation of law.
   b.   Theft or abuse of computer, software, or e-mail information.
   c.   Unauthorized entry into a file for any purpose.
   d.   Use of computing facilities to interfere with normal operation of NCAD's computing system.

Q.   Non-professional or inappropriate appearance, hygiene, or attire.

R.   Solicitation of other students, including but not limited to handing out inappropriate material, leaving or posting information without prior approval.

S.   Disruption of courses, lectures, critiques, NCAD assemblies or other related NCAD activities.

T.   No pets are permitted on campus except authorized service animals.

Violation Reporting Procedure:

Any member of the NCAD community may file charges against any student for violation of provisions of this code. Charges shall be prepared in writing and directed to the Director of Education or the Director of Operations. Any charges should be submitted as soon as reasonably possible after the event takes place, preferably within five (5) academic days. Students charged with violating the NCAD Conduct Policy may be placed on suspension pending commencement of disciplinary action.

Any student charged with a violation will be informed of the charges and of the time, date and place of a hearing between the student and a Complaint Review Committee appointed by the Director of Education or the Director of Operations. The notice shall be sent to the student's last known address shown on NCAD records and/or last known email address via an electronic signature application. It is the student's responsibility to have his/her current contact information on file with NCAD.

After a review of the evidence and interview with the student(s) involved in the case, the Complaint Review Committee may take any of the following actions:

1.   Terminate the proceeding, exonerating the student or student(s)
2.   Dismiss the case
3.   Impose disciplinary action

The student will be notified in writing of the determination made by the NCAD Complaint Review Committee within ten (10) business days of the proceedings. Appeals contesting any disciplinary action may be made by the student involved (See Right of Appeal).

Disciplinary Actions:

NCAD is dedicated to a professional and orderly educational process and will uphold and protect a positive learning atmosphere.

The following disciplinary actions may be imposed, depending upon the seriousness of the violation(s) of the student code of conduct outlined above.

This list is considered a general guideline. Some sanctions may be omitted, and other sanctions not listed may be used. The College reserves the right to impose the most severe sanction if circumstances warrant it.

A.   **Warning:** a written advising form outlining the violation will be placed in the student's academic file.

B.   **Probation:** used for repeated violations or a specific violation of a serious nature. The NCAD Complaint Review Committee shall decide the terms of probation.

C.   **Suspension:** the student will be denied access to the College for a pre-determined period of time. The student may not attend courses, participate in college functions, use College facilities or enter the College campus. The student may be able to return to school once specified conditions for readmission are met. The NCAD Complaint Review Committee shall decide the length of the suspension and the conditions for return. In the event of a suspension, the College will not be held responsible for the remaining portion of the course of instruction. If necessary, The College will institute the appropriate refund policy based on the terminated student's last date of attendance.

D. **Dismissal:** The College reserves the right at its sole discretion to withdraw the privilege of enrollment from any student at any time whose conduct is determined to be detrimental to the academic environment or to the well-being of other students, NCAD employees, or to the College itself. In the event of dismissal, the student will be dismissed from NCAD immediately. The student will not be allowed to continue their education and may not return to the College for any reason. In the event of dismissal, the College will not be held responsible for the remaining portion of the course of instruction. The College will institute the appropriate refund policy based on the terminated student's last date of attendance.

E. **Restitution:** compensation for loss or damage to property leased, owned, or controlled by the College.

F. **Discretionary Discipline:** the student will be required to attend counseling, complete an educational service, or have restricted privileges.

Right of Appeal:

Any student who has been suspended or terminated has the right to appeal within ten NCAD business days. The appeal must be in written form and addressed to the NCAD Complaint Review Committee.

The Committee shall convene within thirty (30) days of notification of the appeal and the decision of the NCAD Complaint Review Committee shall be final.

Should the decision be to terminate the student from courses, the tuition refund policy will be used to determine any refund that may be due.

STUDENT RECORDS

NCAD maintains a permanent educational record for all currently and formerly enrolled students that consists of all admissions, academic and financial information upon which a student's enrollment is based. These records are securely maintained and protected against damage or loss (fire, water, theft, tampering, etc.).

NCAD maintains an official transcript for all currently and formerly enrolled students (graduates and terminated or withdrawn students). The transcript includes the program of study; the date of program entry; the date of graduation, termination, or withdrawal; graduation status; and the clock or credit hours and grades earned. An official transcript is available to students upon request from the Registrar and in accordance with the school's policies.

STUDENT SERVICES

From the moment a student enrolls at NCAD, our administrative staff is available to offer help and assistance. They can and do assist with the many concerns that arise as our students make the transition to college. New students will be introduced to our administrative staff at our Freshman Orientation.

Advising

Advisors are available to help individual students with various issues such as course attendance, or academic concerns, financial challenges, and placement opportunities.

Health Services

NCAD does not provide health-related services of any kind. Upon request, the College will provide students with referral information to local, professional providers of health services.

Housing

NCAD provides information about housing in nearby apartments or rental homes to interested students. When possible and appropriate, we assist with roommate matches. This often allows students to share housing costs, carpool to and from school, and to develop new friendships. NCAD does not guarantee roommate compatibility. NCAD provides housing information as a courtesy.

NCAD is not affiliated with any housing agencies, and we do not guarantee prices or availability. It is the responsibility of the student and/or parent to contact these agencies for prices, availability, amenities, restrictions, and to secure housing. We recommend allocating time well before school starts to secure housing and to familiarize themselves with the area.

Freshmen Orientation

NCAD holds Orientation before the start of each fall semester. Orientation is mandatory for all incoming freshmen and is for students only. Due to classroom space, we cannot accommodate parents or other guests.

Student Activities

Student activities, such as student art shows and social activities may be made available to our students throughout the year. Several examples of social activities from the recent past have included visiting The Museum of Flight, the TAM, video game tournaments, movie nights, Seattle Art Walk, paintball, or Mariners baseball games. Students interested in participating in these events should inquire with the Director of Education. Students can also participate in student run clubs on campus, such as, The League of Art Students, Artist Trading Cards, etc.

TITLE IX POLICY

Title IX is a federal law, enforced by the Office of Civil Rights, which prohibits discrimination on the basis of sex in any federally funded education program or activity. If schools participate in federal student aid programs, they must comply with Title IX, The Clery Act, and the Campus SaVE Act/Violence Against Women Act (VAWA).

NCAD's Title IX Policy can be found on the NCAD website at: ncad.edu/disclosures/.

NCAD Title IX Coordinator
Julie Perigard
1126 Pacific Avenue, Suite 101
Tacoma, WA 98402
253.272.1126
titleix@ncad.edu

"No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial Assistance."

–Title IX Educational Amendments of 1972

VOTER REGISTRATION

The Department of Education requires all schools participating in Title IV funds to make a good faith effort to distribute a mail voter registration form *(for federal elections and state elections for governor or other State chief executive)* to each student enrolled in a degree or certificate program and physically in attendance at the school.

In order to comply with this requirement, voter registration forms are readily available to all NCAD students. Voter registration forms may be obtained from the Registrar. Students may also register to vote online at the Washington Secretary of State's website at: olvr.votewa.gov/olvr2024/landing.aspx

WEAPONS AND VIOLENCE POLICY

In order to maintain a safe and secure campus, the possession, use, or threatened use of firearms (including but not limited to martial arts weapons, BB guns, air guns, and paint guns, ammunition, dangerous chemicals, explosives of any kind, or other weapons is strictly prohibited while on school property, and while engaging in school-related work or activities on or off campus. Violation of these safety regulations will result in disciplinary action.

Fixed blades are not allowed. Folding knives with a blade longer than three inches are not allowed under any circumstances.

Misuse of personal defense devices (such as pepper spray) is prohibited. The owner is responsible and will be held accountable for any misuse of these devices.

Violence or threats of violence are strictly prohibited. Any threat of violence or harm to students or employees should be reported immediately to the Director of Education, or the Director of Operations. The threat should be reported even if believed to be a joke. Any act of violence or threat will be subject to discipline and may result in legal action.

VETERANS AFFAIRS

All of NCAD's programs of study are approved by a Washington Student Achievement Council's State Approving Agency (WSAC/SAA) and select programs of study are approved by the Workforce Training and Education Coordinating Board's State Approving Agency (WTECB/SAA) for enrollment of those eligible to receive benefits under Title 38 and Title 10, U.S. Code. Veterans and dependents should contact the Financial Aid office for more information.

The Financial Aid Officer serves as the School Certifying Official and provides guidance to veteran students enrolled at the College. Services provided on campus for veterans are:

A. Information about how to apply for VA benefits.
B. Academic advising throughout the student's program.

For Veterans minimum standard of progress please refer to the satisfactory progress policy. All students will be given a progress report after mid-terms and after the end of each semester. Benefits for living expenses (if applicable) are paid directly to the student. In most cases, tuition benefits are paid directly to the school. NCAD does not waive any portion of tuition, fees, and other school related expenses that VA benefits may not meet.

NCAD does not and will not provide any commission, bonus, or other incentive payment based directly or indirectly on success in securing enrollment or financial aid to any persons or entities engaged in any student recruiting or admissions activities or in making decisions regarding the award of student financial assistance.

To apply for benefits, student should apply online at va.gov/education/ and return proof of application to the School Certifying Official. Student must also provide official transcripts from any other post-secondary institutions attended to evaluate for transfer credit. Once enrollment requirements have been completed and required documents for VA files have been received, the School Certifying Official will certify school enrollment to the VA.

Military Active Duty Policy

1. A student or military dependent leaving for active duty or due to relocation related to military service during an academic term will receive an Incomplete.
2. The student should request to resume academic work within six months of returning from active duty or relocating back to the area.
3. The school will place the student in the earliest possible enrollment period.
4. Upon returning and finishing the academic work for the class, the Incomplete will be removed and a final grade for that class will be given.

Refund Policy For Active Duty

1. Refunds will be processed in accordance with the Title IV refund policy when applicable.
2. Upon returning, Military Active-Duty students or military dependents whose training was interrupted due to military service will receive a waiver equal to the amount of prior tuition unless financial aid funds were used.

Externships For Students With VA Funding

All students who receive funding through Veterans Administration should limit their externship search to sites located in Washington State. Externship sites out of state may not be approved, and the Veterans Administration may not pay tuition.

85/15 RULE

The Veterans Administration requires that NCAD limit student enrollment to 85% veteran enrollment per cohort. In the event that a veteran wishes to enroll in a program that has already reached the 85% cap, he or she may do that but will not be eligible for VA funding. Chapter 35 and 31 students may still enroll even if the 85 percent has been realized.

VA POINT OF CONTACT

To contact NCAD's School Certifying Official, email Julie Perigard at jperigard@ncad.edu or call 253.272.1126.

VA PENDING PAYMENT POLICY

In accordance with Title 38 US Code 3679 subsection (e), this school adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post 9/11 GI Bill® (Ch. 33) or Vocational Rehabilitation and Employment (Ch. 31) benefits, while payment to the institution is pending from the VA. This school will not:

- Prevent the student's enrollment.
- Assess a late penalty fee.
- Require student secure alternative or additional funding.
- Deny their access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

However, to qualify for this provision, such students may be required to:

- Produce the Certificate of Eligibility by the first day of class.
- Provide written request to be certified.
- Provide additional information needed to properly certify the enrollment as described in other institutional policies.

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at va.gov/education/about-gi-bill-benefits/.

The willingness of America's veterans to sacrifice for our country has earned them our lasting gratitude.

-Jeff Miller
Florida Politician

DISABILITY SERVICES

NCAD strives to ensure that all students are provided with an equal opportunity to participate in the college's programs, courses, and activities. Students requiring special assistance must formally self-identify to the College administration and provide current documentation supporting their disability and any request for an accommodation.

As outlined by the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973, NCAD will provide reasonable accommodations and academic adjustments as long as those accommodation provisions do not fundamentally alter the nature of the programs or the academic requirements that are considered essential to the NCAD program of study.

Students must request academic accommodations within a reasonable time frame (at least 15 days) prior to the beginning of the semester(s) for which they are requesting any academic accommodations.

Services

NCAD will provide academic accommodations and services appropriate to the documented disability of the individual student. Reasonable accommodations at NCAD may include:

- Extra time for exams and/or projects as needed
- A quiet location for exams
- The use of a computer during exams
- Referral to external community resources

Obtaining Services

1. Make request to the College for academic accommodations at least 15 days prior to the beginning of each semester to allow time for any accommodation to be coordinated.
2. Students must submit their request and support materials to the Registrar or to the Director of Education.
3. Mail, fax, or bring in current medical documentation of disability.
4. Upon review of medical documentation and verification of disability, the Director of Education will discuss appropriate accommodations with student.
5. Medical support documentation and written administrative approval of specific accommodations will be maintained in the students's file; accommodations may be modified or updated upon student request at the discretion of the Director of Education.
6. Maintain on-going contact with the Director of Education for support throughout academic career (highly recommended).

ELIGIBILITY FOR SERVICES

Current documentation from a qualifying professional — such as a physician, clinical psychologist, and psychiatrist — must be provided as part of the accommodation request process.

The document should indicate that the student meets appropriate criteria of a physical or psychological impairment that substantially limits one or more major life/college activities.

In an academic setting, the disability must substantially limit the ability to participate equally in activities associated with learning and/or demonstration of specific skills and or knowledge.

No Disability Services accommodation request will be approved without current documentation being on file.

LEARNING DISABILITIES

Documentation of a learning disability consists of the provision of professional testing and evaluation including a written report, which reflects the individual s present level of information processing as well as his/ her achievement level.

The cost and responsibility for providing this professional evaluation shall be borne by the student.

The following guidelines are provided in the interest of assuring that any evaluation and report are appropriate for documenting eligibility and identifying reasonable accommodations.

Documentation must:

1. **Be prepared by a professional** qualified to diagnose learning disabilities, which would include but not be limited to: a licensed neuro-psychologist or psychologist, learning disability specialist, or other appropriate professional certified to administer class
"C" psychological tests. Experience in the evaluation of adults with learning disabilities is essential.

2. **Be comprehensive:** The use of a single test and/ or instrument (such as Slingerland, and Scopotic Sensitivity Screening) is not acceptable for the purposes of diagnosis. Minimally, areas to be addressed must include but not be limited to:

   a. Aptitude: The Wechsler Adult Intelligence Scale- Revised (WAIS-R) with subtest scores is preferred. The Woodcock-Johnson Psycho-Educational Battery Revised: Tests of Cognitive Ability is acceptable. The Leiter International Performance Scale or the

Comprehensive Test of Non-Verbal Intelligence (C-TONI) is accepted when cultural bias, or hearing loss is a concern.

b. **Achievement**: Current levels of functioning in reading, mathematics and written language are required. Acceptable instruments include the Woodcock-Johnson Psycho educational Battery- Revised: Tests of Achievement Stanford Test of Academic Skills (TASK): or specific achievement tests such as the Test of Written Language-2 (TOWL-@), Woodcock Reading Mastery Tests- Revised, or the Stanford Diagnostic Mathematics Test. (The Wide Range Achievement Test Revised is NOT a comprehensive measure of achievement and therefore is not suitable.

c. **Information Processing**: Specific areas of information processing (e.g., short- and long-term memory; sequential memory; auditory and visual perception/processing; processing speed) must be assessed. Use of sub tests from the WAIS-R or the Woodcock-Johnson Tests of Cognitive Ability is accepted. (This is not intended to be an exhaustive list or to restrict assessment in other pertinent and helpful areas such as a vocational interest and aptitudes.)

3. Be current: In most cases, this means within the past three years. Since assessment constitutes the basis for determining reasonable accommodations, it is in a student's best interest to provide recent and appropriate documentation to serve as the basis for decision-making about a student's needs for accommodations in an academically competitive environment.

4. Present clear and specific evidence, which identifies specific learning disabilities and reflects the individual's present level of functioning in processing and intelligence, as well as achievement. Individual "Learning Styles" and "learning differences" in and of themselves do not specify a learning disability.

5. Include in the report, the exact instruments used and procedures followed to assess the learning disabilities, test results (including sub tests score data), a written interpretation of the results by the professional doing the evaluation, the name of the evaluator, and dates of testing. A list of academic accommodations which would benefit the student as the post-secondary level may also be included and helpful, but not necessary.

6. Provide sufficient data to support the particular academic adjustments requested: Requests which are not supported by documentation may not be approved without additional verification.

Documentation should include:
- Date of evaluation
- Diagnosis of disability
- Current impact of the disability
- Recommendations for accommodations
- Credentials and contact information of the evaluator

Additional Resources For Students:
- Division of Vocational Rehabilitation (DVR)
- U.S. Department of Education Office of Civil Rights (OCR)
- Association of Higher Education and Disability (AHEAD)

Contact Information

To learn more about NCAD's Disability Services and to get answers to specific questions, please contact:

Kurt Ikemeier
NCAD Director of Education
Phone: 253.272.1126
Email: kikemeier@ncad.edu

CONSUMER INFORMATION

OVERALL GRADUATION RATE AND TRANSFER-OUT RATE

The overall graduation rate is also known as the "Student Right to Know" or IPEDS graduation rate. It tracks the progress of students who began their studies as full-time, first-time degree-seeking students to see if they complete their degree within 150% of "normal time" for completing the program in which they are enrolled.

Note that not all students at the institution are tracked for these rates. Students who have already attended another postsecondary institution, or who began their studies on a part-time basis, are not tracked for this rate. 77% of entering students were counted as "full-time, first-time" in 2022.

BACHELOR'S DEGREE GRADUATION RATES

Bachelor's degree graduation rates measure the progress of students who began their studies as full-time, first-time degree-seeking students to see if they complete a degree within 150% of "normal time" for completing the program in which they are enrolled.

Graduation Rates for Students Pursuing Bachelor's Degrees:

For the 2017 Student Cohort, 36% of students completed the program within 150% of the program length.

6-Year Graduation Rate by Gender for Students Pursuing Bachelor's Degrees:
• Male: 14%
• Female: 47%
(For students who began in Fall 2017)

6-Year Graduation Rate by Race/Ethnicity for Students Pursuing Bachelor's Degrees:
• American Indian/Alaska Native: 0%
• Asian: 25%
• Black/African American: 0%
• Hispanic/Latino: 0%
• Native HI or Other Pacific Island: 0%
• White: 46%
• Two or more races: 33%

RETENTION RATE

The following information is based on institutional data submitted to the Integrated Postsecondary Education Data System (IPEDS). First-to-Second Year Retention Rate — 53% of first-time bachelor's degree-seeking students who began their studies at NCAD in Fall 2021 returned to NCAD to continue their studies in Fall 2022.

Additional data (as submitted to IPEDS) is available through NCAD's College Navigator profile on the U.S. Department of Education website - http://nces.ed.gov/

STUDENT ACHIEVEMENT RATES

Student achievement rates on the most recent annual report required by our accrediting agency, the ACCSC, are as follows:

For the 2018 Student Cohort, 51% successfully completed the program and 76% of graduates found employment in the creative industry within 24 months of graduating.

GRADUATE AND PROFESSIONAL EDUCATION

NCAD graduates have enrolled in the following graduate or professional education programs upon graduating from our four-year programs:

• Academy of Art University (San Francisco) — Master of Fine Arts in Illustration

This information was compiled via surveys of alumni and their employers using personal contact and verification services as part of the employment verification process required by our accrediting agency, the ACCSC.

Please note: NCAD's mission is to prepare students for employment in the fields for which they study. The College advises all prospective students that the courses and credits reflected on their transcript may or may not be accepted by a receiving institution. Students should inquire with the specific receiving institution about the transferability of NCAD credits.

COST OF ATTENDANCE BY DEGREE PROGRAM

For students who begin in Fall and complete the program within the normal length of time indicated by NCAD, the estimated cost to complete a BFA program is $81,500.

The calculated amount is only an estimate and is not guaranteed. It does not include books, supplies, or additional living expenses, and is based on the prior years' tuition and fees data.

Median Loan Debt

This section lists the median loan debt among graduating seniors separated by federal student loans, institutional financing, and private educational loans. NCAD lists this information as an average of all students who received aid during their program:

Grad Year: 2022
• Title IV: $20,621
• Private Loans: $9,068
• Institutional Financing Plans: N/A

FACULTY PROFILES

KELSEY (VOGAN) ALGER,
BFA/MA – University of Puget Sound
Kelsey is a community focused innovator and programmer passionate about using the arts and literacy to respond to social issues. Her experience is grounded in working to create engagement opportunities, building relationships and structures of support through outreach and arts education, specifically with underserved populations.

AVIV ARAD,
BFA – Savannah College of Art & Design
Aviv graduated from Savannah College of Art and Design in 2002 with a BFA in Computer Animation. He has worked in Europe and all over the United States as an animator in the video game industry spanning a wide spectrum of genres. Some notable employers include THQ, Microsoft and Sony as well as various independent studios. He lives in Seattle.

JOEL BLAKELY,
BA – University of Washington
Joel has 18 years of experience as an artist in the game industry, 10 years as a lead character artist.He currently works full time for Ubisoft San Francisco (remotely). He has worked on a wide range of games, the highlights being Shadow of Mordor, Forza Motorsports and Bowser's Fury (Nintendo) as well as numerous medical-based training applications.

DENNIS BUTLER,
MA – Western New Mexico University
Dennis's background is unusual, combining engineering, philosophy, and creative writing. Dennis earned a Master of Arts in Interdisciplinary Studies in Psychology and English (2015), from Western New Mexico University, Silver City, New Mexico. He also holds a Bachelor of Arts in Western Philosophy (2011), from American Public University, Charles Town, West Virginia.

MIKKO FREEMAN,
BFA – The Evergreen State College
Mikko is a representational artist working in the tradition of fine art oil painting. He is influenced by both pre-modern realism from the European traditions as well as contemporary realism. He has a bachelor's degree with a major in painting and a minor in business as well as a certificate from the Florence Academy of Art where he studied classical drawing and painting. Mikko has been painting professionally and teaching for ten years. In addition to artwork, intellectually and academically Mikko is interested in storytelling, epistemology, ontology and in general the historiography of art and its meaning.

LISA GAREL,
BS – University of Colorado, Boulder
MS – DePaul University
As a UX professional who's been in the field for quite some time, it brings Lisa so much joy to share some learnings from her career.

SAMANTHA GRAVIS,
BFA – Idaho State University
Samantha has managed a multitude of different types of jobs and has also worked freelance creative. She has designed and created websites, curated fine art galleries, and been a participant in multiple gallery shows. She has a degree in Fine Art with an emphasis in painting/drawing and sculpting. Additionally, she is a triple minor in Women's Studies, Studio, and Mass Communications with an emphasis in photography/web/graphic design. Most recently she has been learning the media buyer's position and media trafficking for an advertising agency.

DEREK GUNDY,
BFA – Maine College of Art
Derek Gundy is an Illustrator and Fine Artist who includes travel, architecture, and storytelling in many of his creations. Decades of experience in the art supply and picture framing industry has been a key element in Derek's teachings over the years. Working in a variety of media such as watercolor, gouache, acrylic, and oil, Derek's whimsical wine artwork and Italian architectural illustrations are in client collections nationwide, as well as indoor and outdoor mural projects around the Pacific Northwest. In 2017 Derek was contracted by Umpqua bank to create regional illustration work for the Seattle region bank branches. Derek is well known for being a co-founder of Sketch Seattle, and for being a passionate advocate of both daily drawing and on location sketching. Derek has also been named Artist Ambassador for M. Graham & Co. Paint Company for 2020.

CARLI HILLMAN,
BFA – Northwest College of Art & Design
Carli Hillman is an artist and designer who graduated from NCAD with a BFA in Visual Communication, majoring in Illustration and Entertainment Art. Since then, she has worked within the music and live event industry as a Designer and Creative Director for 4 years. During this time, she has still held true to her love for traditional artwork by creating gallery work and developing her brand Carli Christina Art. Carli has a passion for helping others on their creative path and does so by sharing her knowledge through workshops as well as online on social media.

KURT IKEMEIER,
BS – Sam Houston State University
MPA – Seattle University
ABD – Walden University
Kurt is an Experienced Education Director and Instructor with a demonstrated history of working in higher education. Skilled in campus management, academic leadership, recruitment, retention, budgeting, forecasting, and strategic planning. Building community partnerships and connecting with relevant stakeholders. Strong business development professional with a focus on creating educational pathways for students.

DON MOORE,
BFA/MA – Academy of Art University
Don Moore has been fortunate to have worked at both large global agencies and small design studios. He has also spent time in traditional advertising agencies, as well as managed in-house creative teams on the client-side. He has a range of online and offline experience, managing digital projects as well as traditional print media. Because of his broad experience base, Don can deliver just about any design need, from a logo to a full-integrated campaign, reaching multiple touch points through the use of traditional and new media. In Don's 27 years of experience in design and art direction, he has worked with global companies that include, Nissan, Mercedes-Benz, Microsoft, Boeing, Infiniti, Subaru. Isuzu, The Bill and Melinda Gates Foundation, Adidas Golf, PGA of America, Corbis, and Warner Brothers. He has also lectured on design at California State University of Long Beach, the Academy of Art in San Francisco, and at the School of Visual Concepts in Seattle.

NICK OGILVIE,
AAS – Olympic College
BFA – The Art Institute
Nick formalized his creative interests with a Bachelor of Fine Art degree from the Art Institute of Seattle with a specific focus on media arts and animation. His career focus remains in the worlds of story telling where he applies his art to illustration, concept art, sculpture, design, motion graphics, and animation as a freelance artist. Working mostly independently has given Nick the opportunity to work on diverse subjects and develop his skills in bringing projects from concept through to completion in his own studio. "Art to me is the visual expression of an idea or emotion. This theory can be applied to any subject or medium from traditional gallery work to graphic design or animation. My passion in teaching is helping students develop their artistic skills to not be just technically skilled but successful at expressing ideas and emotions to the audience around them."

SUSAN OGILVIE,
BFA – Northwest College of Art & Design
MFA – Academy of Art University
Susan is originally from Southern California, with a professional background in graphic design and illustration. She has worked for a variety of design studios before opening her own studio, Windsor Graphics in Rancho Cucumonga, CA. Moving to the Northwest, Susan earned her BFA in Fine Art at Northwest College of Art, now NCAD, and her MFA in Traditional Illustration, and an MA in Art History from Academy of Art University, San Francisco. Susan is a member of the SCBWI (Society of Children's Book Writers and Illustrators) as well as the AIGA.

VALERIA RIEDEMANN,
MA – London's Global University
MA – Universidad de Chile
PHD – Oxford University
Valeria Riedemann is originally from Chile, where she initiated her studies in Philosophy, Aesthetics, and History of Art at Universidad de Chile. After obtaining her Master's degree in Theory and History of Art, she received a Chilean Government scholarship (Becas Chile) to pursue further graduate studies in the United Kingdom. She earned an MA in Comparative Art and Archaeology at University College London (2010), followed by a DPhil in Classical Archaeology at the University of Oxford (2016). During her academic career, Valeria has been a member of the British School at Athens (2010), and a Wiener-Anspach Fellow Researcher at the Centre de Recherches en Archéologie et Patrimoine (CReA-Patrimoine Research Centre) at Université Libre de Bruxelles in Belgium (2014). She has excavated in Italy and Turkey and is the author of various research papers, articles, and book reviews related to Greek, Apulian, and Etruscan art. Valeria is currently a Visiting Scholar at the University of Washington (Department of Classics) and, since 2017, and Adjunct Instructor in Art History, Anthropology, Visual Communication, and Popular Culture at the NCAD.

SARA SALAZAR,
BA – Saint Mary's College-Notre Dame
MA/PHD – California Institute of Integral Studies
Sara is an activist, educator, mother, and community organizer. She holds an MA and PhD in Philosophy and Religion with a concentration in Women's Spirituality from the California Institute of Integral Studies and a BA in English Literature from Saint Mary's College- Notre Dame (Indiana). Academic research interests include Chicana spirituality, art, and activism, reproductive justice, indigenous food systems, curanderismo, restorative justice, feminist theory, and Etruscology.

JEROME SCHMELZER,

BA – University of Dayton
MA – University of Maryland
PHD – Saint Louis University

Jerome is a philosophy professor, who specializes in ethics. For the past 11 years he has taught medical ethics and ethics. Of particular interest to him are the problems surrounding the interaction between philosophical anthropology, the nature of knowledge and ethical methods. Jerome currently lives in Sammamish, WA with his wife Kathleen and his son Alex.

TOPHER WELSH

Topher has been in the motion design and content creation industry for over 15 years. He is an industry thought leader, teacher, and personality in the design community. He continually tries to further his career by actively contributing to the creative community through his user groups, tutorials, and passion projects to keep his skills sharp.

MICHAEL WILFORD,

BA – Central Washington University

Michael teaches Web Design and 2D Design Theory. Teaching classes is still fairly new to Michael, but he realizes now that he's been teaching people all of his life. Michael has been working as a designer in one capacity or another since earning his BA in Graphic Design from CWU in the late eighties. He's owned and run his full-time web design/graphic design business, Wilford Design, since 2002 and worked with hundreds of clients to create successful projects (mostly websites). Michael has designed several websites which were GDUSA Magazine American Web Design Awards winners.