College of Arts & Media

Complete Course List for the College of Arts & Media

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Contact

Dean's Office

Office of Advising and Student Services

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“Art Changing Lives”

Mission: The College of Arts & Media (CAM) exists at the intersection of art, technology and commerce, and as such, faculty and students use powerful art making, expansive teaching/learning and strategic service to connect deeply with the arts disciplines and the creative industries—as these currently exist and as they might become.

At the College of Arts & Media, we view the arts as central in enabling people to express and know themselves and understand the world around them. We attract students from the Denver area as well as from across the country and around the world. Our students pursue individualized goals, such as seeking a first degree, making a career change or enriching personal growth. Our faculty bring both professional experience and artistic excellence to the classroom. Through connections and workshops with arts professionals and internships, CAM students are able to explore their chosen professions. CAM develops and maintains cooperative relationships with civic groups, regional arts agencies, museums, galleries, performance venues, public schools, community colleges, professional societies, and the
business community. The College of Arts & Media is committed to expanding its international presence.

College Goals

1. The College of Arts & Media fosters, inspires and models creativity founded upon the accumulated knowledge of human civilization.
2. The college operates at the intersection of art, technology and the creative industries.
3. The college develops artists committed to social responsibility and citizens who will advocate for the role of the artist in society.
4. The college is a center of cross-cultural exchange and understanding.
5. The college enriches the quality of life in the larger community, builds community partnerships and encourages mentorship.
6. The college integrates interdisciplinary modes of learning and creating.
7. The college adapts to meet the needs of diverse student constituencies.

College Values

- Experimentation and Innovation
- Excellence and Professionalism
- Community
- Creative Research and Scholarship
- Leadership
- Entrepreneurship
- Technological Innovation
- Critical Thinking
- Diversity, Accessibility and Equity
- Intellectual Freedom and Artistic Integrity
- Sustainability
- Civic Engagement
- Experiential Learning
- Social Responsibility

Programs

The College of Arts & Media (CAM) offers MS, BS, BFA and BA degrees in a wide range of arts disciplines in three departments: Theatre, Film and Video Production (TFVP), Visual Arts (VA) and Music and Entertainment Industry Studies (MEIS). Our vision, mission and values guide our teaching and learning, creative research and scholarly discovery, as well as our engagement with the university, the creative industries and professional fields.

Faculty in CAM design their courses with explicit learning outcomes that define knowledge (what students will know) and skills (what students will be able to do). Dispositional outcomes that describe how students will be changed are often included. Sequentially-designed courses enable CAM students to engage in art-making of consequence, embrace creative innovations,
integrate new technologies in their work, and build connections to creative industries. Our faculty infuse real-world knowledge in the classroom and create opportunities for students to develop an understanding of how their own art-making and scholarly pursuits impact others. Working sessions with arts professionals, lectures and workshops by visiting artists, internships with entertainment companies and other challenging opportunities let students connect their learning to careers in the creative industries.

Application Deadlines

Music and Entertainment Industry Studies (MEIS) Department:

Undergraduate: fall admittance only
February 11, 2013 - April 12, 2013 - Priority Application Review
March 29, 2013 - CU Denver Application Deadline
April 12, 2013 - Final MEIS Application Deadline
April 15, 2013 - April 30, 2013 - Final MEIS Review and Notification of Admission Status

Graduate: Master of Science in Recording Arts: February 15 (fall admittance only)

Visual Arts Department

Digital Design, Digital Design - Scientific Media Design Track, Illustration, Painting/Drawing, and Photography Emphases only:
Spring admittance only: November 1 - Portfolio Review

3-D Graphics and Digital Animation Emphasis only:
Fall admittance only: Application deadline to be announced in the preceding spring

Theatre, Film and Video Production Department, as well as other emphases in Visual Arts:

Priority University Application Deadlines:
Fall - April 1
Spring - October 1
Summer - March 1

Facilities

CAM is committed to both traditional and new technologies and celebrates the dynamic synergy between the two. CAM students can take advantage of superb studios, laboratories, equipment, galleries and performance spaces on campus. Students across all three CAM departments create work in computer labs where equipment and software are upgraded regularly. Most CAM studios are open for use by enrolled CAM majors, minors and graduate students when classes are not scheduled.
Music Facilities

- Five recording studios
  - Three studios include Surround Sound capabilities
  - Four studios are ProTools HD equipped
- Large inventory of microphones and outboard equipment available
- Vintage keys collection which includes DX-7, ARP Odyssey, ARP 2600, MiniMoog, PolyMoog, D-10, YC-30, B3, and Rhodes
- MIDI lab featuring ProTools & Logic; supplemental access to 3 College of Arts & Media computer labs
- Consoles include Portico 5088, Yamaha DM2000, DigiDesign Control 24 and Mackie 32x8 Bus
- Workstations include: ProTools, LogicPro and others for mastering, sequencing and synthesis applications
- 16-station piano lab featuring Apple Macintosh iMac computers with a wide selection of musical and songwriting/composition software applications
- Eight performance teaching studios
- 12 practice suites
- Private teaching studios for voice, piano, guitar, bass, drum kit, and percussion
- Audio/video forensics labs at the National Center for Media Forensics

Visual Arts Facilities

- Photography labs with black-and-white, non-silver, digital imaging and color capabilities, and large-format digital, color and black and white printing
- Sculpture lab with wood shop, metal shops and a foundry
- Drawing and painting studios with natural light
- Digital design labs, sound booths, editing suites, and video and digital cameras for student use
- Digital animation center computer labs and motion capture studio
- Serigraphy and visual arts foundations studios
- Auraria Visual Resources Center digital collection of contemporary and historical images, music and video
- Emmanuel Gallery, a tri-institutional arts space for student and faculty exhibitions and special exhibition events
- Partnership Gallery in the Downtown Denver Courtyard by Marriott for rotating exhibitions of faculty and student work

Theatre and Film Facilities

- Two "black box" production studios
- Scene shop and paint frame
- Costume shop
- Equipment cage stocked for video production, including; cameras, lighting, sound and grip equipment
- Computer labs equipped with digital editing facilities
- A cine-complex screen for courses and semester ending student programs
• Auraria Media Center, with two 3-camera TV studios with full control rooms, isolation booth and lighting control

Kenneth King Academic and Performing Arts Center

• 520-seat Concert Hall
• 350-seat Eugenia Rawls Courtyard Theatre - proscenium theater with optional thrust stage.
• 200-seat Recital Hall
• Fully wheelchair accessible production facilities, including catwalks
• Assisted Listening System available in all venues
• Wireless access

Scholarship Opportunities

The university and CAM provide access to a variety of scholarships, studio and lab work opportunities and other financial support for students. Students are encouraged to review scholarship opportunities provided by CAM and the university through the university's Scholarship/Resource Office (303-352-3608).

Undergraduate Programs

Theatre, Film and Video Production

Bachelor of Arts (BA) in Theatre, Film and Television with an emphasis in Theatre

Bachelor of Fine Arts (BFA) in Theatre, Film and Television with an emphasis in Film and Television

Theatre, Film and Television Minor

Music and Entertainment Industry Studies

Bachelor of Science (BS) in Music

Performance emphasis

Singer/Songwriter emphasis

Music Business emphasis

Audition track

Non-audition track
Recording Arts emphasis
Audition track
Non-Audition track

Visual Arts
Bachelor of Arts (BA) in Fine Arts
Art History emphasis
Studio Art emphasis

Bachelor of Fine Arts (BFA) in Fine Arts
with emphases in
3-D Graphics and Animation
Digital Design
Digital Design - Scientific Media Design track
Illustration
Painting/Drawing
Photography
Sculpture
Transmedia

Minors
Art History
Digital Design
Studio Photography
Sculpture
Studio Arts

Declaring a Major/Minor
All undergraduate degrees offered through the College of Arts & Media comprise 120 semester hours. Students must choose a major to graduate. Minors are optional.

All CAM majors require students to select a degree plan (BA, BS or BFA) and an emphasis (see above links). More information about specific majors and emphases is also available on the CAM
Students may choose to pursue a double degree, double major, double emphasis or minor. Each of these options may require more than 120 semester hours to graduate. Please consult a CAM advisor for additional information.

Minors

Departments in the college have developed a variety of minors. A maximum of 6 non-CU Denver credits can be used toward each minor. Please click the above links for specific minor requirements.

Students are not required to have a minor to graduate. Students may choose to declare a minor in CAM or through another college/school in the university. Students wishing to declare a minor in CAM should consult with a CAM advisor for details. More than 120 semester hours may be required to complete both a major and minor.

Double Emphases

Students may graduate with more than one emphasis in their major by completing all requirements for each emphasis (e.g., BFA in fine arts with a double emphasis in sculpture and photography). Completing these requirements will likely require more than 120 semester hours. Double emphases apply only to students completing two emphasis requirements, both within the same CAM major.

Double Majors

Students may graduate with more than one major in CAM by completing all requirements for each major within a single degree (e.g., a BA with a major in fine arts, art history emphasis AND a second major in theatre, film and television). Completing these requirements will likely require more than 120 semester hours. Double majors apply to students completing two program areas in two different CAM departments.

Double Degrees

Students may earn two degrees in the College of Arts & Media (e.g., BFA in fine arts and BA in theatre, film and television) or from two different schools or colleges in the university (e.g., BS in music and a BS in physics) simultaneously by fulfilling all requirements for both degrees. Students must complete a minimum of 120 semester hours applied toward the two degrees, and likely more will be needed to fulfill all requirements.

Second Degrees

Students who have been awarded a bachelor’s degree from CAM may be granted a second bachelor’s degree provided that (a) all general requirements for that degree have been met; (b) the degree plan for the second bachelor’s degree is different from the major for the first; and (c)
the college and major department residence requirements are satisfied. A second degree from the college requires a minimum of 30 additional semester hours of credit.

**General Degree Requirements**

The following requirements apply to all undergraduates earning a degree in CAM. Please refer to the specific department and emphasis pages in this catalog for additional information.

- Minimum of 120 semester hours passed
- Fulfillment of major degree requirements
- Fulfillment of [CAM General Course Requirements](#)
- For BA and BFA degrees: a minimum of 45 semester hours of upper division (3000/4000-level) course work passed
- A cumulative GPA of 2.0 in all University of Colorado course work
- A minimum of C (2.0) for each course applied toward the major
- A minimum of 30 semester hours of resident credit

**Requirements for Undergraduate Admission to the College of Arts & Media**

A student wishing to matriculate in the College of Arts & Media (CAM) must be admitted at three levels: (1) as a student of CU Denver, (2) as a student in CAM and (3) as a student in a CAM major, degree and emphasis. Acceptance to majors, degrees and emphases in CAM is selective based on a variety of factors, which may include:

- Careful evaluation of secondary school records, which may include recommendations from guidance counselors, advisors, teachers and professionals
- Scores on standardized tests
- Creative review in the form of an audition, portfolio review or other evaluation

Formal acceptance into specific degree programs or emphases may be contingent on successful academic and creative work, assessed following completion of foundation courses in the major.

**Overview**

- Students may enter the college as undecided (or undeclared) CAM students or may indicate intended area(s) of study.
- CAM recommends that undeclared students seeking entry into emphases that do not identify a review process declare their areas of study quickly since program emphases are designed sequentially, and many courses are offered in the fall or spring only. CAM recommends that students begin their major sequence of courses in the fall, as many spring-only courses require fall courses as prerequisites.
- Students may be accepted on a provisional basis for specific programs or emphases, with full acceptance pending satisfactory completion of foundation coursework and successful review by departmental faculty.
- The application is based on two parts: academic and creative/artistic.

1. The CU Denver Office of Admissions evaluates the academic component.
2. Undergraduate program emphases at CAM may require an incoming artistic/creative assessment such as an audition, portfolio review or an entrance interview.

- Artistic/creative review is conducted by the appropriate department or area (see specific emphases for details). Both the academic application and the artistic/creative materials are evaluated as a whole to determine admission and must be completed before an admissions decision can be made. Creative material, if required, should be submitted directly to the specific department or area.
- Some departments/emphases require sophomore reviews prior to students declaring specific emphases. Please read through the departmental pages of the catalog for additional information.

New freshmen and new transfers must meet the university entrance requirements as outlined in the Information for Undergraduate Students section of the catalog, in addition to appropriate artistic reviews/assessments, outlined in the CAM section of this catalog.

**Admission to the MEIS Department**

Acceptance into the CU Denver Department of Music and Entertainment Industry Studies (MEIS) is determined on a competitive basis with specific entrance evaluation requirements for both freshman and transfer students. All applicants will be placed in an enrollment pool, and admissions decisions will be based on several factors, including an indexed composite score of cumulative GPA, music aptitude exam score and an audition (if applicable). Application materials must be received by the deadline—no late applications will be considered. No admissions decision will be made for the MEIS program until the candidate’s file is complete and the department has forwarded artistic/creative review results to the Office of Admissions.

Prospective students should refer to the MEIS website for current requirements, deadlines and procedures.

**Notes:**

- Please be aware that neither the university nor CAM returns creative materials and will not assume any liability or responsibility for original materials submitted by an applicant that are lost or damaged while in its possession.
- Candidates are urged to complete and file their applications as soon as possible. Applicants will be notified promptly if additional information is required. No admission decision will be made without complete information.
- Courses reach maximum enrollment quickly; students are encouraged to apply early.
- The music degree’s emphasis in recording arts permits provisional program acceptance only, pending completion of sophomore-level review, including foundation course work, entrance examinations, formal application and acceptance by departmental faculty. Students will not be allowed to take upper-division recording arts courses until they have been formally accepted into the program/focus. Please visit the department website or contact CAMadvising@ucdenver.edu for more information.
Students who wish to pursue the BS in music with an emphasis in performance or singer/songwriter must pass a sophomore proficiency recital on their primary instruments prior to continuing the program and taking advanced level music courses.

**Admission into the Visual Arts Emphases and Minors**

Admission into the BFA digital design emphasis or minor, digital design emphasis - scientific media design track, illustration emphasis, painting/drawing emphasis, photography emphasis or minor, and 3-D graphics and animation emphasis is competitive with specific entrance evaluation requirements. Please see the Fine Arts BFA, Digital Design Minor and Photography Minor pages in this catalog for details.

**Intra-University Transfer**

Students who want to transfer to the College of Arts & Media (CAM) from another college or school within the university must formally apply to CAM and pass appropriate reviews/assessments as outlined in this section of the catalog. To be considered for admission, students must have a minimum 2.0 cumulative University of Colorado GPA.

**Transfer of Major within the College of Arts & Media**

Undergraduate students who wish to transfer from one department to another within CAM must currently be in good academic standing, pass appropriate reviews/assessments as outlined in this section of the catalog and notify the CAM Advising Office by submitting a change of major form.

**Undergraduate Academic Advising**

**Office of Advising and Student Services**

**Location:** Arts Building, Suite 177  
**Telephone:** 303-556-2279  
**Fax:** 303-556-2335  
**E-mail:** CAMadvising@ucdenver.edu  
**Web site:** [http://cam.ucdenver.edu/advising](http://cam.ucdenver.edu/advising)

The college's Office of Advising and Student Services is the main information center for CAM. Advisors assist students in tracking their academic progress, discussing remaining requirements and course sequencing, and in offering appropriate referrals to faculty and other university services (e.g., Career Center). The office also coordinates student notifications (e.g., Dean’s List, probation/suspension, scholarship opportunities) and college academic events (e.g., Open House, commencement, orientation) as well as maintaining advising-related materials. While students are encouraged to make use of the service of academic advising throughout their college career, students are ultimately responsible for their own academic progress.

Academic advising may be mandated or suggested prior to registration depending on the student’s status. All new freshmen and transfer students are required to meet with an academic
advisor prior to registering for their first semester of courses. Students can view registration holds in the Student Center of their UCDAccess accounts.

**New Freshmen**

All new freshmen are required to attend new student orientation where they will:

- Learn about the university
- Attend the CAM session to discuss academic programs, services and career opportunities in the creative industries
- Register for courses

Information about new student orientation will be mailed to students and is available by calling 303-315-3502. Students are encouraged to register for the earliest orientation they are able to attend.

CAM also recommends that new freshmen entering fall semester take a First Year Seminar course, offered through the Office of Undergraduate Experiences.

**Second-Semester Freshmen and Undecided Students**

CAM freshmen with declared majors and undeclared arts and media students are assigned to the **Academic Success and Advising Center**. ASAC introduces students to university and college policies and explains core and basic degree requirements. These students are required to meet with an advisor prior to registering each semester. Students are encouraged to bring sample schedules to their advising appointments.

**Academic Success and Advising Center**

**Location:** North Classroom, Suite 2024  
**Telephone:** 303-352-3520  
**E-mail:** ASAC@ucdenver.edu  
**Web site:** [www.ucdenver.edu/life/services/asac/Pages/default.aspx](http://www.ucdenver.edu/life/services/asac/Pages/default.aspx)

**New Transfers**

New transfers follow a two-step process:

1. The Office of Admissions evaluates the student’s prior transcript(s) and determines an initial set of courses to be transferred.
2. CAM advisors and faculty determine how these courses fit into the student’s degree plan, course by course. Students should set up an appointment with a CAM advisor to complete this process by calling 303-556-2279. Students may be referred to faculty for review of courses in the major.

If certain courses are not initially accepted by the Office of Admissions, the student and advisor can discuss the petition process for accepting these courses. If the student’s petition is approved, the advising office will request that the Office of Admissions accept the course(s) in transfer.

New transfers are required to receive individual academic advising to become eligible to register for courses their first semester.
Continuing Students

Students with declared majors who have completed at least 30 semester hours are assigned to the college’s Office of Advising and Student Services. Please see above for contact information and location. Students are encouraged to meet with an advisor at least once per year. We recommend bringing a sample schedule to each advising appointment.

Periodically, students may find a hold placed on their registration by the Office of Advising and Student Services, requiring them to meet with a CAM advisor prior to registering. Students can view registration holds in the Student Center of their UCDAccess accounts. As other offices may also place a hold on a student’s registration, students are encouraged to resolve any registration holds through the appropriate offices prior to their registration date/time.

Students approaching their junior and senior years are encouraged to meet with a faculty mentor in their area of study to discuss internships, career/employment opportunities, graduate school, professional organizations and other post graduation information. Faculty contact information is available on the CAM portfolio website camarts.org. Students also may contact the Office of Advising and Student Services for suggested faculty referrals by interest.

CAM Undergraduate Academic Policies

Please see the Registration and Records and the University Policies pages of this catalog for academic policies that apply to all undergraduate students at the university. The policies that follow apply specifically to undergraduates in the College of Arts & Media.

Dean’s List

CU Denver uses a fixed criterion across all colleges for determining eligibility for the Dean’s List. This policy applies to undergraduate students.

For fall and spring semesters, students must successfully complete nine (9) graded hours in the semester. These courses can be both within and outside of the college. Metropolitan State University of Denver pooled courses will not be included in the GPA calculation nor will they apply toward the 9 hours required for consideration. The GPA for inclusion in the Dean’s List is 3.75.

In the summer semester, students must complete six (6) graded hours. Course inclusion will be the same as in fall and spring semesters. The GPA for Dean’s List in summer is also 3.75.

Scholarships tied to Dean's Lists may have additional requirements.

The Registrar’s Office calculates the semester GPAs that are the basis for determining the Dean’s List. Incompletes will not be considered in the calculation of minimum number of hours. The Dean's List will not be recalculated to include completed incompletes.

Graduating with Academic Honors

Academic honors are awarded at the time of graduation, based on cumulative University of Colorado undergraduate GPA. To be eligible for honors, a CAM student must have completed a
minimum of 30 semester hours at the University of Colorado (on any CU campus). A cumulative
CU GPA of 3.65-3.749 earns cum laude, a 3.75-3.849 earns magna cum laude and 3.85 or above
earns summa cum laude honors designations on a degree for CAM students.

**Good Academic Standing**

Students at the university are expected to maintain progress in their degree program, as defined
by being in “good academic standing.” Good academic standing requires a minimal cumulative
GPA of 2.0 on all University of Colorado course work.

**Academic Probation and Academic Suspension**

**Academic Probation**

- Academic Probation is a warning to students that they are not progressing toward
  completion of their degree in a satisfactory manner.
- Students are placed on Academic Probation when their cumulative CU GPA falls below a
  2.0 at the end of any academic term.
- Students are informed in writing (via university-assigned e-mail and postal letter) of
  their academic probation status.
- Students on Academic Probation will be required to complete the Academic Success Plan
  during their first semester on Academic Probation.
- Students will be required to schedule an appointment and meet with their academic
  advisor to discuss the completed Academic Success Plan before they will be allowed to
  register for the subsequent term.
- Students on Academic Probation will be required to schedule an appointment and meet
  with their academic advisor every semester that they are on Academic Probation before
  they will be allowed to register.
- Academic Probation requires that students achieve a minimum 2.3 semester GPA each
  subsequent term until their cumulative CU GPA is at least a 2.0 to return to good
  academic standing.
- Students must achieve a minimum 2.0 cumulative CU GPA to meet graduation
  requirements.
- Students who fail to earn the 2.3 semester GPA during any semester of Academic
  Probation will be placed on Restricted Academic Probation.
- Students have five semesters or 30 credits (whichever happens sooner) to raise their
  cumulative GPA to above a 2.0, or they will be placed on Academic Suspension.
- Once a student has raised his/her cumulative CU GPA to at least a 2.0, s/he will be
  removed from Academic Probation and notified via university-assigned e-mail that s/he
  is in Good Academic Standing.

**Restricted Academic Probation**

- Students who fail to earn the 2.3 semester GPA during any semester of Academic
  Probation will be placed on Restricted Academic Probation.
- Students are informed in writing (via university-assigned e-mail and postal letter) of
  Restricted Academic Probation status.
• Students on Restricted Academic Probation will be allowed to enroll for a maximum of 6 credits/2 classes per semester (whichever is more). A course and its attached lab are considered to be one course in this case.
• Students on Restricted Academic Probation will be required to schedule an appointment and meet with their academic advisor in order to register for courses.
• Students on Restricted Academic Probation will not be able to register online; they will need to register for courses using a Schedule Adjustment Form, which must be submitted to the Student Service Center (North Classroom, Room 1003) for processing.
• Restricted Academic Probation requires that students achieve a minimum 2.3 semester GPA each subsequent term until their cumulative CU GPA is at least a 2.0. Students must achieve a minimum 2.0 cumulative CU GPA to return to good academic standing and to meet graduation requirements.
• Students on Restricted Academic Probation who do not meet the 2.3 minimum semester GPA will be placed on Academic Suspension.
• Students who fail to raise their cumulative GPA to 2.0 or above in five semesters or 30 credit hours on Academic Probation and Restricted Academic Probation will be placed on Academic Suspension.

Academic Suspension

• Students on Restricted Academic Probation who do not meet the 2.3 minimum semester GPA will be placed on Academic Suspension.
• Students are informed in writing via certified/registered letter of their Academic Suspension status.
• The minimum duration of Academic Suspension is for a period of one year (three semesters, including summer term). Students placed on Academic Suspension will be unable to take courses from any CU campus during this time.
• Should a student be placed on Academic Suspension while registered for the next semester, s/he will be administratively dropped from their courses by the university.
• A student’s Academic Suspension status is permanently indicated on his/her official University of Colorado transcript.
• During the one-year Academic Suspension period, students who wish to return to the university should consider one (or both) of the following actions:
  o Attend another regionally accredited college/university.
    ▪ Students who choose to attend another institution while on Academic Suspension can take as many or as few credits as they choose, but must earn a 2.75 cumulative GPA in all transferable course work.
    ▪ Students should consult their academic advisor to discuss appropriate course work.
  o Use the time off to directly address and resolve the factors that contributed to the academic difficulty.
• After the one-year suspension period has elapsed, a student must petition the appellate committee of the school or college he/she wishes to enter for readmission and meet at least one of the following criteria:
Attendance at another regionally accredited college/university where the student earned a minimum cumulative GPA of 2.75 in transferable credit.

Satisfactory explanation of their previous academic difficulty, demonstration of what has changed, and how this will allow the student to now achieve and maintain Good Academic Standing (including a semester GPA of at least 2.3 and a cumulative GPA of at least a 2.0). Students who choose to petition their college’s appellate committee for readmission must submit their petitions by the following deadlines:

- For fall admission: June 1
- For spring admission: December 1
- For Maymester/summer admission: April 1

If a student is granted readmission and his/her CU GPA is below a 2.0, s/he will be readmitted on Restricted Academic Probation. These students must meet the condition of Restricted Academic Probation every semester until his/her cumulative CU GPA is at least a 2.0.

**Second Academic Suspension**

- Students who are readmitted after their first Academic Suspension and fail to meet the conditions of Restricted Academic Probation for a second time are placed on a second suspension for an indefinite period of time.
- Students on a second suspension may be readmitted to the university only by petition to the college’s appellate committee.
- Students will not be considered for readmission unless they have demonstrated significant improvement in academic performance at the college/university level and/or considerable and positive change in personal circumstances.

**Leaves of Absence/Returning Students**

Students who have not attended the university for one calendar year or more should refer to the "Readmission Requirements for Former Students" in the [Information for Undergraduate Students](#) chapter of this catalog. Due to the dynamic nature of the CAM programs, returning students who have not attended in more than five years must complete their programs based on the current curriculum and policies. For assistance with your specific situation, please consult a CAM advisor.

**Independent Study**

The College of Arts & Media has very specific policies concerning eligibility and registration for independent studies. Students should consult a CAM advisor or their faculty mentors for specific eligibility criteria and registration procedures. The number of credits to be earned for an independent study project shall be determined at the time of registration. The college and academic programs have specific policies on how independent study credits may apply to the bachelor’s degree. A maximum of 12 semester hours of independent study may apply toward the bachelor’s degree and cannot be used to replace existing and available courses. Please contact [CAMadvising@ucdenver.edu](mailto:CAMadvising@ucdenver.edu) for additional information and appropriate paperwork.
Independent study should be added by the census date (add/drop deadline) as noted on the academic calendar.

**Internships**

Internships provide important educational and professional experience. A maximum of 3 hours of internship credit per semester and 9 hours overall is allowed. Internship credit may not be awarded retroactively or after the student begins internship hours. Students should consult with an academic advisor about the counting of internship credits in their degree plans.

The college requires that students have the following to qualify for an internship:

- 60 completed semester hours
- Minimum of a 2.75 cumulative University of Colorado GPA

Specific academic programs may have additional eligibility requirements for an internship. Students seeking an internship should consult with the CAM Office of Advising and Student Services and the Experiential Learning Center. Additional information is available by contacting CAMadvising@ucdenver.edu. Occasionally opportunities arise mid-semester; in such cases, students must file a Special Processing Form to add the course and, depending on the date, may be required to petition the advising office and/or the associate dean for approval to add an internship.

**Graduate Programs**

The Department of Music and Entertainment Industry Studies (MEIS) offers a master of science in recording arts (MSRA) with emphases in recording arts and media forensics. For details on program requirements, admissions and policies, please see the MSRA page or the Media Forensics page in this catalog.

**CAM General Academic Policies**

Please see the Registration and Records and the University Policies pages of this catalog for academic policies that apply to all students at the university. The policies that follow apply specifically to both undergraduate and graduate students in the College of Arts & Media.

**Incompletes**

The College of Arts & Media has very strict guidelines for granting incomplete grades. They include but are not limited to the following:

- Reason for incomplete must be a verified, compelling and extraordinary circumstance beyond student’s control that made completion of the course impossible
- The majority of course requirements (75 percent) must have been completed with a passing grade to be eligible for incomplete (C [2.0] for major/minor courses and select general education courses; D- [0.7] for most general education and general elective courses; and B [3.0] for courses toward a graduate degree)
• CAM course completion agreement must be signed by both the instructor and student, with final approval by the associate dean.
• All course work must be completed within one calendar year of the end of the original course.
• Requests for a retroactive change from a letter grade to an incomplete will not be considered.

The student is responsible for requesting an incomplete grade and submitting all of the appropriate paperwork and obtaining approvals. Please contact CAMadvising@ucdenver.edu for additional information.

Curricular Changes and Course Substitutions

Undergraduate students are required to complete the CAM General Course Requirements that were in effect when they began as a degree-seeking student at CU Denver, and major requirements as outlined when they declared their degree, major and emphasis and were admitted to the program. Similarly, graduate students fall under the degree requirements that were in place when they first enrolled in their programs. If a program revises its curriculum, students have the option of following their original degree requirements or the revised curriculum. Occasionally, courses under the original requirements may no longer be taught or may not be available for a set duration. In this case, the department will approve course substitutions.

Course substitutions in the major must be approved by the designated area head in the specific program area, the department chair and/or possibly the associate dean. Course substitutions in the CAM General Course Requirements must be approved by the Core Curriculum Oversight Committee through a petition process. Please contact CAMadvising@ucdenver.edu for additional information.

Students who switch majors (e.g., BS in music to BA in theatre, film and television) are required to complete the major curriculum in place when they declare their new degree or major. Students who switch degrees within the same major (e.g., BFA in fine arts to BA in fine arts) will be required to complete the degree curriculum that is in place when they declare their new degree. Students who switch emphases within a degree and major will be required to complete the emphasis curriculum that is in place when they are accepted into the new emphasis.

Applying to Graduate

Students expecting to graduate are required to apply to graduate via UCD Access by the published deadline. Students who do not apply by the deadline must apply to graduate for the following semester.

Applications will be accepted from the first day of the student’s registration for the semester in which the student plans to graduate through Census Date (the drop/add deadline) of the semester. Applications are due by 5 p.m. on census date of the semester in which the student is applying to graduate as noted in the academic calendar. Students are encouraged to meet with a
CAM advisor the semester before they intend to graduate to review graduation procedures and degree requirements.

Students who have not attended the university for one calendar year or more must gain readmission to the university prior to applying for graduation. It is the student’s responsibility to apply with enough time for the readmission process to be finalized by the census date.

**Academic Policies Committee**

The CAM Academic Policies Committee is the appellate committee for all student-related academic petitions, issues and appeals. The committee is responsible for the evaluation and interpretation of the approved academic policies of the college. Questions about interpretation of policies may be directed to the Office of Advising and Student Services. Procedures and petition guidelines are available at the CAM Web site or by emailing CAMadvising@ucdenver.edu.