COLLEGE OF ARTS & MEDIA

Leadership

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Associate Dean:

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Overview

Vision

The College of Arts & Media's vision is to prepare students for lives rich in creative and intellectual inquiry and filled with opportunity, meaning, and purpose.

Mission

The College of Arts & Media's mission is to foster a community of makers, scholars, and innovators who prepare students for a rapidly evolving creative industry. CAM achieves its mission by cultivating critical and creative thinking, honoring nuanced understanding and adaptability, and ensuring career readiness through real-world local and global engagements and via access to state-of-the-art technology.

Values

Rooted in community, the College of Arts & Media creates a nurturing environment for students, faculty, and staff, honors and supports intellectual and creative freedom, and embraces risk-takers, innovators, weirdos, and punks.

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, editing facilities, equipment, screening rooms, 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 students when classes are not scheduled. However, policy mandates that all equipment can only be used for class related projects. CAM is constantly working to enhance and add to its facilities; see below for just some of the resources.

Music & Entertainment Industry Studies Facilities

- Five recording studios
  - Three studios include surround sound capabilities
  - All studios are ProTools equipped
- Large inventory of microphones and outboard equipment available
- Vintage keys collection, including DX-7, ARP Odyssey, ARP 2600, MiniMoog, PolyMoog, D-10, Hammond B3 and Rhodes
- MIDI lab featuring ProTools, Logic and Ableton Live; supplemental access to three CAM computer labs
- Consoles, including SSL AWS 924, Yamaha DM2000, AVID S6 and Mackie 32x8 Bus, as well as an Avid Artist Control Surface
- 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
  - Computer lab featuring multimedia analysis and processing software such as Cognitech, Ocean Systems, DAC, Agnitio, iZotope Rx Advanced, Adobe Creative Cloud, MATLAB, EnCase, Cellebrite and CEDAR Cambridge hardware/software systems
  - Security DVR and camera lab
  - Graduate student workstations accessible from anywhere in the world via Remote Desktop Connection
  - ENF (Electric Network Frequency) databases around the US

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 (four large wet labs, individual color darkrooms, an RA4 color processor, an alternative process darkroom and a fully-outfitted digital lab with large-format Epson printers).
- Transmedia sculpture lab with wood shop, metal shops and a foundry, as well as digital facilities (metal and wood fabrication, mold casting/design, digital modeling, electronic art, foundry casting, and teaching gallery).
- Drawing and painting studios with flexible open space and excellent natural and studio lighting (studio classrooms with roll-out computers, projectors and small monotype presses, screen printing facilities, digital lab access and large format printing).
- Digital design labs, computer labs, sound booths, editing suites, and video and digital cameras for student use
- Digital Animation Center computer labs and motion capture studio

- Illustration studios including state-of-the-art computer labs using Adobe software and open hands-on studio facilities (design, drawing, painting, printmaking, 3D sculpting equipment).
- Emmanuel Gallery and Next Stage Gallery, public arts spaces for student and faculty exhibitions and special exhibition events
- Community partnerships with the Museum of Contemporary Art Denver, Redline Gallery, the Denver Performing Arts Center and more.

Film & Television Facilities

- Several Apple computer labs utilizing the Adobe Creative Suite as well as other industry-level software applications
- Equipment cage stocked with state-of-the-art tools for video production, including 4-6K cameras, HD cameras, lighting, sound and grip equipment
- Three "black box" production studios
- Scenic shops: wood, metal and paint
- Three full-size green screens
- Auraria Media Center, with two 3-camera TV studios with full control rooms, isolation booth and lighting control
- 120-seat movie theatre/classroom with a 2K projector and surround sound

Kenneth King Academic and Performing Arts Center

- 520-seat Concert Hall
- 268-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

College of Arts & Media Admissions Information

Admission to CU Denver is all that is required to start in many of the College of Arts & Media degree programs, with the exception of those listed below.

- Music & Entertainment Industry Studies (MEIS): In addition to being admitted to CU Denver, applicants to one of the audition track programs in the *Music and Entertainment Industry Studies (MEIS)* Department must complete additional music application requirements. Please review the music section on the How to Apply webpage (https://artsandmedia.ucdenver.edu/prospective-students/how-to-apply) for complete information about the audition/application process for audition track program applicants. Applicants to the MEIS non-audition track programs do not have to audition or complete any additional requirements.
- Film & Television: The Film and Television Department requires that applicants complete a secondary Film & Television application in addition to being admitted to CU Denver. Please review the film section on the How to Apply webpage (https://artsandmedia.ucdenver.edu/prospective-students/how-to-apply) for complete information about the secondary application for Film & Television program applicants.

Students wishing to pursue a CAM degree must be admitted to the University of Colorado Denver. See the Office of Admissions (https://www.ucdenver.edu/admissions) website for application requirements and deadlines. In addition, all audition track emphases in Music & Entertainment Industry Studies, and the Film & Television program require additional application components. Students typically submit these additional components at the same time as university applications. Certain Visual Arts require portfolio-reviews after students have completed initial course work at CU Denver. Find more details about CAM program application requirements and deadlines in this catalog by selecting the above program links. Music and Film & Television application guidelines and deadlines may also be found on the CAM Admissions website (https://artsandmedia.ucdenver.edu/).

(For Graduate Programs and information please refer to the Graduate (https://catalog.ucdenver.edu/cu-denver/graduate/schools-colleges-departments/college-arts-media/#departmentstext) catalog or contact CAM@ucdenver.edu.)

College of Arts & Media (CAM) Departments and Programs

- Film & Television (https://catalog.ucdenver.edu/cu-denver/undergraduate/schools-colleges-departments/college-arts-media/film-television/)
  - Acting for the Screen Emphasis, BFA (https://catalog.ucdenver.edu/cu-denver/undergraduate/schools-colleges-departments/college-arts-media/film-television/acting-screen-emphasis-bfa/)
  - Film & Television Emphasis, BFA (https://catalog.ucdenver.edu/cu-denver/undergraduate/schools-colleges-departments/college-arts-media/film-television/film-television-bfa/)
  - Film & Television Performance Minor (https://catalog.ucdenver.edu/cu-denver/undergraduate/schools-colleges-departments/college-arts-media/film-television/film-television-performance-minor/)
  - Film & Television Production Minor (https://catalog.ucdenver.edu/cu-denver/undergraduate/schools-colleges-departments/college-arts-media/film-television/film-television-production-minor/)
  - Film & Television Writing Minor (https://catalog.ucdenver.edu/cu-denver/undergraduate/schools-colleges-departments/college-arts-media/film-television/film-television-writing-minor/)
- Music & Entertainment Industry Studies (https://catalog.ucdenver.edu/cu-denver/undergraduate/schools-colleges-departments/college-arts-media/music-entertainment-industry-studies/)
  - General Music Minor (https://catalog.ucdenver.edu/cu-denver/undergraduate/schools-colleges-departments/college-arts-media/music-entertainment-industry-studies/general-music-minor/)
  - Music Business Emphasis, Audition Track, Music BS (https://catalog.ucdenver.edu/cu-denver/undergraduate/schools-colleges-departments/college-arts-media/music-entertainment-industry-studies/music-business-audition-track-music-bs/)
  - Music Business Emphasis, Non-Audition Track, Music BS (https://catalog.ucdenver.edu/cu-denver/undergraduate/schools-

colleges-departments/college-arts-media/music-entertainment-industry-studies/music-business-non-audition-track-music-bs/)
    - Music Industry Studies Minor (https://catalog.ucdenver.edu/cu-denver/undergraduate/schools-colleges-departments/college-arts-media/music-entertainment-industry-studies/music-industry-studies-minor/)
    - Performance Emphasis, Music BS (https://catalog.ucdenver.edu/cu-denver/undergraduate/schools-colleges-departments/college-arts-media/music-entertainment-industry-studies/performance-music-bs/)
    - Recording Arts Emphasis, Audition Track, Music BS (https://catalog.ucdenver.edu/cu-denver/undergraduate/schools-colleges-departments/college-arts-media/music-entertainment-industry-studies/recording-arts-audition-track-music-bs/)
    - Recording Arts Emphasis, Non-Audition Track, Music BS (https://catalog.ucdenver.edu/cu-denver/undergraduate/schools-colleges-departments/college-arts-media/music-entertainment-industry-studies/recording-arts-non-audition-track-music-bs/)
    - Singer/Songwriter Emphasis, Music BS (https://catalog.ucdenver.edu/cu-denver/undergraduate/schools-colleges-departments/college-arts-media/music-entertainment-industry-studies/singer-songwriter-music-bs/)
    - Songwriter Entrepreneur Emphasis, Audition Track, Music BS (https://catalog.ucdenver.edu/cu-denver/undergraduate/schools-colleges-departments/college-arts-media/music-entertainment-industry-studies/songwriter-entrepreneur-emphasis-audition-track-music-bs/)
- Visual Arts (https://catalog.ucdenver.edu/cu-denver/undergraduate/schools-colleges-departments/college-arts-media/visual-arts/)
    - 2D and Traditional Animation Minor (https://catalog.ucdenver.edu/cu-denver/undergraduate/schools-colleges-departments/college-arts-media/visual-arts/2d-traditional-animation-minor/)
    - 3D Graphics and Animation Emphasis, BFA (https://catalog.ucdenver.edu/cu-denver/undergraduate/schools-colleges-departments/college-arts-media/visual-arts/3d-graphics-animation-bfa/)
    - Art History Minor (https://catalog.ucdenver.edu/cu-denver/undergraduate/schools-colleges-departments/college-arts-media/visual-arts/art-history-minor/)
    - Art History, Fine Arts BA (https://catalog.ucdenver.edu/cu-denver/undergraduate/schools-colleges-departments/college-arts-media/visual-arts/art-history-ba/)
    - Art Practices Emphasis, BFA (https://catalog.ucdenver.edu/cu-denver/undergraduate/schools-colleges-departments/college-arts-media/visual-arts/art-practices-bfa/)
    - Art Practices Minor (https://catalog.ucdenver.edu/cu-denver/undergraduate/schools-colleges-departments/college-arts-media/visual-arts/art-practices-minor/)
    - Digital Design Emphasis, BFA (https://catalog.ucdenver.edu/cu-denver/undergraduate/schools-colleges-departments/college-arts-media/visual-arts/digital-design-bfa/)
    - Digital Design Minor (https://catalog.ucdenver.edu/cu-denver/undergraduate/schools-colleges-departments/college-arts-media/visual-arts/digital-design-minor/)
    - Game Art Minor (https://catalog.ucdenver.edu/cu-denver/undergraduate/schools-colleges-departments/college-arts-media/visual-arts/game-art-minor/)
    - Illustration Emphasis, BFA (https://catalog.ucdenver.edu/cu-denver/undergraduate/schools-colleges-departments/college-arts-media/visual-arts/illustration-bfa/)
    - Illustration Minor (https://catalog.ucdenver.edu/cu-denver/undergraduate/schools-colleges-departments/college-arts-media/visual-arts/illustration-minor/)
    - Photography Emphasis, BFA (https://catalog.ucdenver.edu/cu-denver/undergraduate/schools-colleges-departments/college-arts-media/visual-arts/photography-bfa/)
    - Photography Minor (https://catalog.ucdenver.edu/cu-denver/undergraduate/schools-colleges-departments/college-arts-media/visual-arts/photography-minor/)

College of Arts & Media Graduation Requirements

Important Note:

In addition to the requirements listed below, College of Arts & Media (CAM) students must complete requirements listed on the CU Denver Core Curriculum (https://catalog.ucdenver.edu/cu-denver/undergraduate/graduation-undergraduate-core-requirements/#cudenvercorecurriculumtext) page and also General Graduation Requirements listed on the Graduation (https://catalog.ucdenver.edu/cu-denver/undergraduate/graduation/) page in this catalog.

Grade and GPA Requirements

- A cumulative GPA of 2.0 is required in all University of Colorado course work
- A minimum of C (2.0) is required for each course applied toward a CAM major, minor or certificate requirement. A grade of C- (1.7) or lower will not fulfill a major, minor or certificate requirement. A grade of P is acceptable for courses in which the only grade available is Pass or Fail.

Upper Division

For BA and BFA degrees, a minimum of 45 semester hours of upper division (3000/4000-level) course work is required.

Residency Requirement

A minimum of 30 semester hours of resident credit is required.

CAM General Course Requirements

Non-Major Arts

All CAM undergraduates must complete at least one course in the arts outside of their major area. Specifically:

- **Music majors** must take three semester hours in theater, film and/or visual arts
- **Visual arts majors** must take three semester hours in film & television and/or music
- **Film and television majors** must take three semester hours in visual arts and/or music

Students may mix and match disciplines to reach 3 semester hours, or they may take a 3-semester hour course in one discipline.

Note: The course selected to fulfill Non-Major Arts cannot also fulfill a category of the CU Denver Core.

Foreign Language

For BA degree (Art History) students must complete the foreign language requirement using one of the options below:

- Completion of a 2nd year (Level II) high school course with a minimum grade of C- (1.7) in the final semester.
- Completion of a 2nd semester (Level II) college-level course with a minimum grade of C- (1.7). May not be taken pass/fail. A "conversation" course is not acceptable. This option may involve taking up to 10 semester hours.
- Demonstration of college-level second semester proficiency by exam. Contact the CU Denver Department of Modern Languages at 303-315-7234 for details.

For BFA degrees in Film and Television students must complete the foreign language requirement using one of the options below:

- Take a second course from the approved list for Core category: International Perspectives (recommended to be taken at the upper division (3000/4000) level)
- Take any level foreign language course

For BFA degrees in Fine Arts and the BS in Music, foreign language is not included as a requirement.

General Electives

CAM undergraduates may need to complete general elective courses to meet minimum credit requirements described in the General Graduation Requirements (https://catalog.ucdenver.edu/cu-denver/undergraduate/graduation/).

Majors

All CAM students must be admitted to a major and an emphasis within that major. Students must complete all major requirements to graduate. Links to information about specific majors and emphases, including any required reviews/assessments for admission, may be found on the Programs (https://catalog.ucdenver.edu/cu-denver/undergraduate/programs-a-z/) page in this catalog.

Minors

Departments in the college have developed a variety of minors. A maximum of six non-CU Denver semester hours can be used toward each CAM minor. In addition, students may use up to six semester hours to fulfill both major and minor requirements; the remaining semester hours for the minor must be taken in addition to the major requirements.

Students are not required to have a minor to graduate. Students may choose to declare a minor in CAM or in another college/school in the university. Links to information about specific minors, including any required reviews/assessments for admission, may be found on the Programs (https://catalog.ucdenver.edu/cu-denver/undergraduate/programs-a-z/) page in this catalog.

More than 120 semester hours may be required to complete both a major and minor.

Certificates

Departments in the college are working to develop a variety of certificates. In general, all credits toward a CAM certificate must be completed at CU Denver.

Students are not required to have a certificate to graduate. Students may choose to declare a certificate in CAM or in another college/school in the university. Links to information about specific certificates, including any required reviews/assessments for admission, may be found on the Programs (https://catalog.ucdenver.edu/cu-denver/undergraduate/programs-a-z/) page in this catalog.

More than 120 semester hours may be required to complete both a major and a certificate.

Double Emphases

Students may graduate with more than one emphasis within the same CAM major by completing all requirements for each emphasis (e.g., BFA in Fine Arts with double emphases in digital design and photography). Completing these requirements will likely require more than 120 semester hours.

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 BFA with a major in fine arts, photography emphasis **and** a second major in film & television). Completing these requirements will likely require more than 120 semester hours. Double majors apply to students completing two majors from different CAM departments.

Double Degrees

Students may earn two degrees in the College of Arts & Media (e.g., BFA in Film & Television and BA in Fine Arts) 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

1. all general requirements for the second degree have been met;
2. the degree plan for the second bachelor's degree is different from the first (for example, a student cannot twice complete a BFA in Fine Arts with an emphasis in photography); and
3. the college and major department residence requirements are satisfied.

A second degree from CAM requires a minimum of 30 additional semester hours.

Selection of Catalog for Degree Requirements

Students who switch majors (e.g., BS in Music to BFA in Film & 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.

Due to the dynamic nature of the College of Arts & Media programs, returning students who have not attended in more than five years must complete their programs based on the current curriculum and policies.

Applying for Graduation

Students are encouraged to meet with a College of Arts & Media 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 (three consecutive semesters, including summer term) or longer 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 Honors

Latin Academic Honors

Latin academic honors are awarded at the time of graduation, based on cumulative University of Colorado undergraduate GPA. To be eligible for honors, a College of Arts & Media (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 3.650-3.749 earns cum laude, a 3.750-3.849 earns magna cum laude and 3.850 or above earns the summa cum laude honors designation on a degree.

Outstanding Graduates

CAM recognizes "outstanding graduates" each fall and spring term. Students are nominated by CAM faculty and final selections are determined by the CAM Executive Committee.

Criteria for Outstanding Graduates:

- Cumulative University of Colorado GPA of 3.500 or higher
- Graduating senior in the semester the award is given
- Active member of CAM student club(s)
- Participant in production programs of the student's department
  - E.g., art exhibits, record productions, audio engineering
- Participant in outreach programs for the department and/or college
- Leadership qualities in the classroom
- Growth, development and demonstration of excellence as a practicing artist or scholar
- Active citizenship in the department, college, university and/or community
- Superior academic achievement

Petitioning for Exceptions to Standing Academic Policy

Students are required to complete the College of Arts & Media (CAM) general course requirements (including Core requirements) that were in effect when they began as degree-seeking students at CU Denver, and major requirements as outlined when they declared their degree, major and emphasis and were admitted to the program. If a program revises its curriculum, students have the option of following their original degree requirements or the revised curriculum. Courses under the original requirements may no longer be taught or may not be available for a set duration. In this case, the department faculty will approve reasonable course substitutions.

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

The CAM Academic Policies, Procedures and Curriculum 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 interpretations of policies may be directed to CAM Advising and Student Services. Procedures and petition guidelines are available at the CAM website or by emailing CAMadvising@ucdenver.edu.

College of Arts & Media Policies

For additional information regarding policies and procedures, please visit the Records and Registration (https://catalog.ucdenver.edu/cu-denver/undergraduate/records-registration/) section and the Academic Policies and Procedures (https://catalog.ucdenver.edu/cu-denver/undergraduate/academic-policies-procedures/) section of the catalog.

Undergraduates Taking Graduate Coursework

College of Arts & Media undergraduate students are not typically permitted to take courses at the graduate level. Undergraduates interested in taking graduate-level courses should consult with the instructor and the department, as well as with their academic advisor.

Independent Study

The College of Arts & Media (CAM) has independent study policies that determine eligibility, registration and how independent study credits may apply toward bachelor's degrees. Students should consult a CAM advisor, program director, or Department chair for specific eligibility criteria and registration procedures. The number of semester hours (1, 2, or 3) to be earned for an independent study project shall be determined at the time of registration. 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. Enrolling in an independent study course requires dean's/advising office approval and is not guaranteed. Please contact 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 semester hours of internship credit per semester and 9 semester 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 college's 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 associate dean for approval to add an internship.

Declaring a Major or Minor

All undergraduate degrees offered through the College of Arts & Media (CAM) comprise 120 semester hours. Students must declare a major to graduate. Minors are optional.

All CAM majors require students to select a degree plan (BA, BS or BFA) and an emphasis. Links to information about specific majors, emphases and minors, including any required reviews/assessments for admission, may be found on the Programs (https://catalog.ucdenver.edu/cu-denver/undergraduate/programs-a-z/) page in this catalog. If an emphasis or minor does not require review/assessment for admission, CAM students in good academic standing may contact their CAM advisor.

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 contact CAM@ucdenver.edu for additional information.

Changing a Major or Minor

Undergraduate students who wish to transfer from one emphasis or minor to another within CAM must currently be in good academic standing, pass appropriate reviews/assessments, as outlined in the program pages of this catalog, and notify CAM in Arts 177 by submitting a change of major or a change of minor form. Students who want to transfer to the College of Arts & Media (CAM) from another college or school within the university must formally apply for an intra-university transfer (IUT) and pass any appropriate reviews/assessments as outlined in the program pages of this catalog. To be considered for admission, students must have a minimum 2.000 cumulative University of Colorado GPA. To apply for an intra-university transfer, students must submit an intra-university transfer (IUT) form to the College of Arts & Media undergraduate advisor. Intra-university transfer forms are available at the Office of Registrar or from a CAM advisor. Additional information about IUTs can be found here (https://catalog.ucdenver.edu/cu-denver/undergraduate/records-registration/registration/registration-process/#iuttext).

Proficiency Testing

Degree students may take examinations for credit. To qualify for an examination, the student must be formally working toward a degree at CU Denver, have a GPA of at least 2.000 and be currently registered. Contact the registrar's office for instructions. A nonrefundable fee is charged. Students should contact their degree advising office to determine whether the credit will apply to their degree.

Students with sufficient experience and knowledge may contact CAMadvising@ucdenver.edu to discuss testing out of required course work. The College of Arts & Media does not waive credits or requirements; thus, if students successfully demonstrate mastery of the material (as determined by the appropriate faculty), they will be advised into substitute courses.

Holds

Periodically, students may find a hold placed on their registration by the Office of Advising and Student Services, requiring them to meet with a College of Arts & Media (CAM) advisor prior to registering. Students can view registration holds in the UCDAccess portal. 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.

All incoming CAM students will be flagged with advising holds which require a meeting with an academic advisor prior to registering for their first semester of courses. New first-year students are also required to attend New Student Orientation, and transfer students may be required to participate in an orientation as well.

Students on academic probation will have a hold placed on their registration and be required to connect with an academic advisor each semester in order to add classes. Consult the Academic Standing (https://catalog.ucdenver.edu/cu-denver/undergraduate/academic-policies-procedures/academic-standing/) page in this catalog for details.

Adding a Course

College of Arts & Media (CAM) policy states that students who miss the first two class sessions of any CAM course can be administratively dropped. Likewise, students may not be permitted to add any CAM course if they have missed the first two class sessions.

Course Credit Limitations

Up to 8 semester hours of activity courses in physical education will count toward the 120 hours required for the degree.

Adding a Course After Census

Students wishing to add a full-term course after census must file a Late Add Petition with the college for review and consideration. Contact CAMadvising@ucdenver.edu for petition guidelines.

Administrative Drop Policy

Students who miss the first two class sessions of a College of Arts & Media course can be administratively dropped. Students who never attend class should not assume that they will be automatically dropped from the course. The student is responsible for dropping courses by published deadlines. Failure to do so will result in a charge of tuition and/or fees for the class and a final grade of "F".

Retroactive Drop/Withdrawal

After the completion of a semester, students wishing to attempt to withdraw from one or more courses in that semester must file a petition for retroactive action with the College of Arts & Media. Petitions should include documentation of circumstances that were beyond the student's control and that impacted the grade(s) and the student's ability to withdraw from the course(s) before the end of the semester. Petitions should be submitted within one year of the end of the original semester. Contact CAMadvising@ucdenver.edu for petition guidelines. If the petition is approved, the course(s) and grade(s) of W will appear on the transcript; students remain responsible for all tuition and fees associated with the course(s).

Grade Appeals

For College of Arts & Media courses:

- When a student has questions or concerns regarding academic issues such as project grades, final grades, attendance policies, etc., the student is encouraged to speak directly with the faculty member teaching the course.
- If resolution or clarity of understanding is not reached, the following procedure should be followed:
  - The student contacts the chair of the department offering the course to discuss the concerns and their point of view.
  - The department chair speaks with the faculty member to ascertain the faculty member's point of view.
  - The department chair facilitates a meeting between the student and faculty member to discuss the issue.
  - If the student still has concerns after completion of these procedures, the student should contact the College of Arts & Media associate dean of academic and student affairs.

For non-CAM courses, students should consult the school/college offering the course.

Special Grading Options

A minimum grade of C (2.000) is required for each course applied toward a College of Arts & Media major, minor or certificate requirement. A grade of C- (1.700) or lower will not fulfill a major, minor or certificate requirement. A grade of S is acceptable **only** for courses in which the grading basis is S/U.

Courses taken to fulfill major/minor/ certificate requirements, Core English Composition, Core Mathematics, and the foreign language requirement may not be taken P+/P/F or S/U (unless the course is only offered on a S/U basis).

If the institution offers modified grading options, CAM faculty may vote to allow these options for CAM courses on a term-by-term basis. Consult a CAM advisor for details.

No more than 6 semester hours of P+/P/F is allowed in any given semester. No more than 12 semester hours may be elected as P+/P/F toward the degree.

Note: Effective Summer 2023 courses that were previously graded on the basis of Pass/Fail (P/F) are now graded with Satisfactory/Unsatisfactory (S/U). This is based on faculty approval of APS 1025 in May 2022. Students still have the option to use the P+ grading system (P+/P/F) by student selection for elective courses up to the maximum allowed by their program.

No Credit

A minimum grade of C (2.000) is required for each course applied toward a College of Arts & Media major, minor or certificate requirement. A grade of C- (1.700) or lower will not fulfill a major, minor or certificate requirement. Therefore, students are not permitted to take these courses for no credit.

Incomplete Grades

The College of Arts & Media (CAM) has strict policies for granting incomplete grades. They include but are not limited to the following:

- Reason for incomplete must be a verifiable circumstance beyond the student's control that made completion of the course impossible. The student must provide documentation.
- The majority of course requirements (75 percent) must have been completed with a passing grade to be eligible for an incomplete (C (2.000) for major/minor/certificate courses; C- (1.700) for select general education courses; D- (0.700) for most general education and general elective courses).
  - Whether the student has successfully completed 75% of the course with a passing grade is determined by the instructor and based on the requirements listed in the syllabus.
- CAM course completion agreement must be signed by both the instructor and student, with final approval by the dean's/advising office.
- All course work must be completed within one calendar year of the end of the original course, unless an earlier deadline is specified.
- 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.

Attendance Policy

Students are required to attend classes, including online classes, on a regular basis. Absences must be arranged with the instructor and must conform to university and instructor policies on attendance.

College of Arts & Media (CAM) policy states that students who miss the first two class sessions of any CAM course can be administratively dropped. Likewise, students may not be permitted to add any CAM course if they have missed the first two classes. Students should check with their instructor if they have any questions about their status in the course.

Course Repeat Policy

Students may re-register for any course. Both (all) courses remain on the transcript and both (all) grades are used to calculate the student's GPA. Certain courses may be eligible for grade forgiveness, wherein students may retake a course in which they earned a grade below C- to improve their cumulative GPAs. Students should consult the Grade Forgiveness website (https://www.ucdenver.edu/student/advising/undergraduate/grade-forgiveness) for complete information. Some types of courses (e.g. Internships, Independent Studies, etc.) may be repeatable for applicable credit within a certain range of total semester hours. Special Topics and/or other departmental courses may also be repeatable for applicable credit within a certain range of total semester hours, per departmental/program policy. Consult a College of Arts & Media (CAM) advisor for details.

A minimum grade of C (2.000) is required for each course applied toward a CAM major, minor or certificate requirement. These courses/requirements must be repeated if the student earns a final grade of C- (1.700) or lower. A grade of P is acceptable for major, minor or certificate courses in which the only grade available is Pass or Fail.