



Department of Graphic Design
Student Handbook
2010

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GDES Advising

Upon entry into the Graphic Design Department, Ms. Anne Graves, Administrative Director of the department becomes your faculty advisor. Ms. Graves will assist you with your registration each semester, answer questions about curriculum and academic policy, and help you with the degree application when you are ready to graduate. Ms. Graves keeps weekly office hours to be available to advisees. It is the advisor's responsibility to provide guidance and assistance when requested and to answer questions about curriculum or any academic policy.

Pre-registration

Each semester, the department advisor will post office hours during pre-registration. You must meet with the advisor at this time, even if you plan to register later.

Students are urged to pre-register so adequate tallies of enrollment can be made. This will greatly aid in meeting a student's scheduling needs. If you do not pre-register, you will probably find most courses are closed and you may find some courses cancelled when registering later.

Transfer Credit

If you wish to have credits from another institution applied toward your VCU degree, you must have the other school send transcripts to the VCU registrar and to the GDES Administrative Director. After this transcript is received and forwarded to the GDES department, you must make an appointment with the Administrative Director. The Administrative Director will review the transcript with you, have the credits applied to your VCU transcript, and tell you how many credits remain. It is your responsibility to initiate this process.

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

Academic credits from accredited schools are transferred if the grade is a "C" or better. The academic requirements for a Bachelor of Fine Arts in Graphic Design are:

6 cr Focused Inquiry I and II
6 cr English 200 and 215
9 cr Art History and Appreciation
12 cr Academic electives
6 cr General Education Electives

Total 42 cr

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

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

Note: English credits from Community College courses are no longer accepted for transfer credit by VCU.

Undergraduate credit by examination

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

With the approval of the dean, each department or program shall:

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

The student wishing to take credit by examination must meet the following requirements:

- a. Not have received a grade listed in this bulletin, including "AU" or "W" for the course for which credit by examination is sought. Also, the student should not have been granted transfer credit for a similar course taken elsewhere.
- b. Be a currently enrolled student as certified by the examining department.
- c. Meet departmental and school eligibility requirements as evidenced by the written approval of the chair of the examining department.

After consultation with the major adviser and within the first four weeks of a semester or the first week of a summer session, the student must complete the Credit by Examination Approval Form with the department chair. The form, available from the department, should be left with the chair when it is completed.

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

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

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

Graduation Application

Immediately at the beginning of the semester during which you plan to graduate, you will receive an email from the Records and Registration Office with application and instructions attached. Please fill out sections A and B and turn the application in to the Administrative Director. It will be audited and forwarded for you.

Troubleshooting

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

Research / Independent Study

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

GDES 392 is restricted to School of the Arts majors enrolled in at least one regularly scheduled upper-division course.

Students must have either junior or senior standing and a 3.0 grade point average.

You must have a valid reason for taking GDES 392, and it cannot be used to replace a required course.

Research must be in an area that is not covered by other courses in the curriculum.

You are responsible for structuring, researching, executing, and presenting the independent project.

The written proposal must be completed before obtaining signatures.

The proposal must be approved and have all signatures before you register for the course.

Internship

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

Permission of the department's internship coordinator must be obtained before final placement is approved

Internship requires completion of the junior year and a 3.00 GPA in the major

Intern must work 135 hours per semester to receive three credits towards their degree (45 hours per credit)

Intern must register for GDES 492, Graphic Design Internship

Intern must attend two required meetings with Department's Administrative Director

Intern must produce a book detailing his/her experiences, and in some cases, complete an outside project at the discretion of the internship supervisor

Intern must receive a satisfactory evaluation from his/her internship supervisor to receive credit

Final grade will be determined by the department's internship coordinator with input from the internship supervisor

Scholarships

Four endowed scholarships are available for undergraduates students majoring in Graphic Design. The annual application deadline for each of the scholarships will be in the month of March. (Exact date will be announced yearly). Elected recipients will be notified by letter from the department chairman after May 1. Application forms will be available in the Graphic Design office, Pollak Building, Room 332.

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

General selection criteria for each scholarship include:

- Creative Ability
- Grade Point Average
- Financial Need

Philip B. Meggs Scholarship

(Shared and rotated with Departments of Communication Arts Kinetic Imaging and Painting and Printmaking and English)

Awarded to "best-overall" full time senior in his/her last semester. Approximate annual award: \$3000.

Akira Ouchi Memorial Scholarship

Awarded to an outstanding GDES student. Approximate annual award: \$300.

Vernon Daniel Smith Memorial Scholarship

(Shared and rotated with Department of Communication Arts)

Nominees for the scholarship shall be students in their junior year who display individual achievement, academic excellence, skill in the field of Communication Arts or Graphic Design, and contribute to the school's diversity. Annual award: Up to \$600.

Robert and Joye Ledford Scholarship

(Shared and rotated with Departments of Communication Arts and Kinetic Imaging)

Nominees must: (a) be full-time degree-seeking students, sophomore-level or higher, in the Department of Communication Arts and Design; (b) show financial need; (c) be residents of Virginia for at least three years prior to entering VCU. Approximate annual award: \$950.

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

Evaluation and Grading Policy

Evaluation of performance is based on the quality of research and concepts, individual contributions, participation in discussion and critiques, oral and written communication skills, craft skills, ability to meet all deadlines, attendance and engagement with the project.

Students are to be prepared at the start of each class with assigned work and supplies. Students who do not participate in class critiques or individual discussions with faculty when scheduled to do so should not expect private critiques with faculty at a later date.

University courses and GDES courses are taught with high expectations. Many students are unaccustomed to the high standards by which they are evaluated and graded.

Perfect attendance, meeting all deadlines and working at your peak ability are universal expectations. Graphic Design standards are high and only the most rigorous and consistently exceptional students earn high grades. Expect your grade to be lowered if you do not meet the standards and deadlines set by your instructor.

Classroom conduct has an impact on course grades. You are expected to actively participate in class activities and be a considerate member of the 'community' within the classroom. Students who are disruptive to class may be removed from the class and their grades lowered accordingly. Please refer to [www.students.vcu.edu / rg](http://www.students.vcu.edu/rg) page 135 for University policies relating to conduct.

Not having supplies, for any reason, does not excuse participation in required activities or missed deadlines.

Grading

As the student work is reviewed, faculty mark either excellent, good, satisfactory, unsatisfactory, unacceptable, or not applicable, depending upon how well the project meets each of the above criteria.

Copies of this form are distributed to the student and the student's file in order for an ongoing record to be kept and to allow the department and faculty to maintain a precise developmental record of the student and his or her performance.

Grading Criteria

A : Student work must reflect outstanding achievement both in quantity and quality, and all work must be completed as assigned. Student must display exceptional attitude in critique participation, response to criticism, and professional conduct. Student ability to communicate and execute ideas exhibits outstanding achievement. Student must adhere to departmental and/or faculty attendance policy. Very difficult to attain.

B : Student work must reflect above-average achievement both in quantity and quality, and all work must be completed as assigned. Student must display a positive attitude in critique participation, response to criticism, and professional conduct. Student ability to communicate and execute ideas exhibits above-average achievement. Student must adhere to departmental and/or faculty attendance policy. Difficult to attain.

C : Student work must reflect an acceptable achievement both in quantity and quality, and all work must be completed as assigned. Student must display a positive attitude in critique participation, response to criticism, and professional conduct. Student should exhibit an acceptable level of ability in communication and execution of ideas and have an acceptable pattern of attendance. Most students receive this grade.

D : Student achievement is below average in quality and/or quantity. Student response to criticism, professional conduct, and participation in critique is below acceptable standards or reflects an indifferent attitude. Student work reflects an inability to satisfactorily communicate and execute ideas. Student pattern of attendance may be unsatisfactory.

F : Student work and attitude reflect an unsatisfactory level of achievement both in quantity and quality. Student exhibits an unsatisfactory ability to communicate and execute ideas and a pattern of low productivity. Student attendance record may be unacceptable. Student's lack of participation in critiques, poor response to criticism, and inappropriate professional conduct will result in a failing grade.

Process, Realization, and Professionalism

These categories are further defined for evaluation as follows:

Process

Research: are the research methods used by the students effectively chosen and implemented to arrive at successful solutions to design problems, and do they cover all aspects of the problems.
Concept: are concepts inventive and appropriate, and do they satisfy the objectives of a stated visual problem?
Motivation: did the student stay on task; was he/she motivated throughout the entire process?

Realization

Visual organization: are all syntactic concerns, such as form, composition, and visual hierarchy, well articulated?
Communication: does the problem solution present a clear message, and is this message appropriate for the intended audience?
Color: does the application of color support the message and satisfy aesthetic concerns?
Drawing: does the drawing exhibit technical and conceptual development? Typography. Is typography effective in terms of structure, legibility, and function?
Kinetics: does the visual solution provide a kinetic quality that holds the attention of viewers/readers?
Craft: does the project reflect the appropriate use of tools and materials, and is it presented in a professional manner?
Examinations and tests: what are the results of exams and tests, if administered in studio classes?

Professionalism

Attendance: was the student punctual, and did he/she exhibit a responsible attitude?
Deadlines: were the projects turned in on time?
Verbal articulation: was the student able to critically address his/her work orally and respond to concepts discussed in class?
Written articulation: when required, did the student document his/her work clearly, concisely, and accurately?
Participation: did the student actively contribute to critiques and topic discussions on a regular basis?

As the student work is reviewed, faculty mark either excellent (A), good (B), satisfactory (C), unsatisfactory (D), unacceptable (F), or not applicable (N/A), depending upon how well the project meets each of the above criteria.

Copies of this form are distributed to the student and the student's file in order for an ongoing record to be kept and to allow the department and faculty to maintain a precise developmental record of the student and his/her performance.

Attendance

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

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

Absences and Tardies

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

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

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

Notification of an Attendance Problem

Students whose attendance matches the allotted number of absences will receive written and/or verbal warning. An absence or tardy accrued following this warning may result in one or more of the following:

- 1 Additional warnings from the Chair.
- 2 Removal from the class for attendance violations. (If before the official withdrawal deadline, student's transcript will carry the word withdrawal.)
- 3 Reduction in the overall grade for the semester. (In some instances, unsatisfactory attendance may result in a failing grade.)

There are NO exceptions to this policy.

It should be further noted that faculty are frequently called upon to recommend students for professional positions upon graduation and are contacted by potential employers as references. In such instances, reliability is always discussed. Students with a responsible record of attendance are likely to receive favorable recommendations.

Incompletes

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

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

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

Continuation in the program

Once accepted, students must maintain a minimum 2.5 GPA in GDES courses to continue in the program.

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

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

Portfolio Review

A portfolio review of graphic design studio work takes place at the end of the sophomore year. The student's portfolio, GPA and individual course evaluations are evaluated during this review to determine if the student may continue in the program. Additionally, the following courses must be completed at the end of the sophomore year to be eligible for continuation in the program: GDES 202, 204, 205, 211, 212, 213, 214, 216, 252.

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

Requirements for Graduation

In order to graduate, an undergraduate must complete 45 credit hours in 300-500 level courses. These credits must be distributed as follows:

GDES required upper-level studios and Senior Seminar - 27 credits
GDES electives - 6 credits
VCU General Education electives - 6 credits
VCU Open electives - 6 credits

It is your responsibility to retain this guide. This guide serves two purposes: It will allow both you and the department advisor to know exactly where you stand as you progress through the curriculum. It will simplify the filling out of your graduation application when the time comes to do this.

Bring this guide to pre-registration each semester, and fill it out with the advisor. In addition, when it is time to fill out your graduation application, you should bring it along with your graduation application and transcript to the advisor.

Undergraduate students must complete the last 25% of their credit hours required for the bachelor's degree program at this institution.

Total Credit Hours (equals 25% of total) 120 credits = 30cr

Communication

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

VCU Honor System

Virginia Commonwealth University recognizes that honesty, truth, and integrity are values central to its mission as an institution of higher education. In a community devoted to learning, a foundation of honor must exist if that community is to thrive with respect and harmony. Therefore, members of the academic community are required to conduct themselves in accordance with the highest standards of academic honesty and integrity. The Honor System Pledge is "On my honor, I have neither given nor received aid on this assignment, and I pledge that I am in compliance with the VCU Honor System." Neither the presence nor the absence of a signed pledge statement, however, shall prevent a student from being charged with a possible violation or from being held to the standards of the Honor System. Students are required to become familiar with the VCU Honor System and adhere to guidelines. An overview is provided below; additional information is found online: <http://www.students.vcu.edu/rg/policies/honor.html>

Religious observations

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

Students with disabilities

The Americans with Disabilities Act (ADA) of 1990 requires Virginia Commonwealth University to provide a "reasonable accommodation" to any individual who advises us of a physical or mental disability. If you have a physical or mental limitation that requires an accommodation or an academic adjustment, please arrange a meeting with faculty at your earliest convenience. Any student with a documented disability (e.g., physical, learning, psychiatric, vision, hearing, etc.) who needs to arrange reasonable accommodations must contact the instructor and VCU Office of Disability Support Services (<http://www.students.vcu.edu/dss/>). All discussions will remain confidential. The Office of Disability Support Services determines appropriate academic adjustments such as program and exam modifications, classroom accommodations and auxiliary aids. Students with disabilities are responsible for self-identification prior to requesting services. Students are strongly encouraged to request accommodations at least four weeks prior to the first day of classes if they want accommodations in place by the first day. However, students can request accommodations at anytime during their tenure at VCU.

Classroom Conduct Policy

The instructional program at VCU is based upon the premise that students enrolled in a class are entitled to receive instruction free from interference by other students. Accordingly, in classrooms, laboratories, studios and other learning areas, students are expected to conduct themselves in an orderly and cooperative manner so that the faculty member can proceed with customary instruction. Faculty members (including graduate teaching assistants) may set reasonable standards for classroom behavior in order to meet these objectives. If a student believes that the behavior of another student is disruptive, the faculty member should be informed. If a faculty member believes that a student's behavior is disrupting the class and interfering with normal instruction, the faculty member may direct the student to leave the class for the remainder of the class period. In such circumstances, the faculty member is the sole judge that the student's behavior is sufficiently disruptive to warrant a temporary dismissal from the classroom. Disruptive behavior on the part of the student may result in the filing of formal charges under the University's Rules and Procedures document.

Release of Student Information

The University may not release to third parties any educational records or personally identifiable information without the written consent of the affected student except as is consistent with the Family Education Rights and Privacy Act (FERPA) (<http://www.students.vcu.edu/rg/policies/privacy.htm>).

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

1. Sign up to receive VCU text messaging alerts (<http://www.vcu.edu/alert/notify>). Keep your information up-to-date.
2. Know the safe evacuation route from each of your classrooms. Emergency evacuation routes are posted in on-campus classrooms.
3. Listen for and follow instructions from VCU or other designated authorities.
4. Know where to go for additional emergency information (<http://www.vcu.edu/alert>).
5. Know the emergency phone number for VCU police (828-1234). Report suspicious activities and objects.

Computer and Digital Camera Requirements

All students in the Graphic Design BFA Program are required to purchase/lease the following technology for GDES courses:

Suggested minimum computer requirements for the 2010-2011 academic year

Laptop computer:
Macintosh 15" MacBook Pro with Intel Core i5 2.4GHz processor
4GB of RAM 500GB/7200rpm Hard Drive
Apple SuperDrive
OSX 10.6

Software:
MS Office 2008
Adobe Creative Suite 5 Design Premium
Apple Safari, Firefox
Anti-virus software (downloadable from the University)
Additional software packages will be required with specific GDES courses

Specifications are subject to change.

Suggested minimum camera requirements for the 2010-2011 academic year

Digital camera:
10 mega pixel digital SLR camera with manual shutter speed and aperture control (not automatic)
Memory: 2 GB Flash , SD or SDX memory card

GDES students use their cameras in many of their courses, and you should purchase a camera that will grow with you skills.

Curriculum Guide

Department of Graphic Design
 School of the Arts
 Virginia Commonwealth University
 2010 – 2011 (Effective Fall 2010)

Art Foundation Year

Fall		
ARTF 131 Drawing Studio	3	_____
ARTF 132 Surface Research	3	_____
ARTF 139 Project	1	_____
ARTH 103 Survey of Western Art I	3	_____
UNIV 111 Focused Inquiry I	3	_____
_____ Quantitative Literacy Core	3	_____
	16	

Spring		
ARTF 133 Space Research	3	_____
ARTF 134 Time Studio	3	_____
ARTF 139 Project	1	_____
ARTH 104 Survey of Western Art II	3	_____
UNIV 112 Focused Inquiry II	3	_____
_____ Humanities/Fine Arts Core	3	_____
	16	

Sophomore Year

Fall		
GDES 202 Design Technology I	3	_____
GDES 205 Design Methods and Processes	3	_____
GDES 211 Typography I	3	_____
GDES 214 Imaging I	3	_____
GDES 252 History of Visual Communication	3	_____
	15	

Spring		
GDES 204 Design Technology II	3	_____
GDES 212 Design Form and Communication	3	_____
GDES 213 Typography II	3	_____
GDES 216 Imaging II	3	_____
ENGL 200 Writing & Rhetoric Workshop II	3	_____
	15	

Junior Year

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

Spring		
GDES 346 Visual Narrative I	3	_____
GDES 365 Print II	3	_____
GDES 367 Interaction II	3	_____
_____ Natural/Physical Sciences Core	3	_____
_____ General Education Elective(s)	4	_____
	16	

Senior Year

Fall		
GDES 366 Visual Narrative II	3	_____
GDES 470 Senior Seminar	3	_____
_____ Open Elective (300- to 500-level)	3	_____
_____ Gen Ed Elective (300- to 500-level)	3	_____
_____ Gen Ed Elective (300- to 500-level)	3	_____
	15	

Spring		
GDES 472 Senior Studio (Capstone)	3	_____
GDES ___ GDES Elective (300- to 500-level)	3	_____
_____ Open Elective (300- to 500-level)	3	_____
_____ Open Elective (300- to 500-level)	3	_____
	12	

Total number of credits required for a BFA degree: 120

Note: Within the 120 credit total, a minimum of 45 credits in 300- to 500-level courses is required for a bachelor's degree in the following areas:

GDES required upper-level studios 27
 GDES Electives 6
 VCU General Education Electives 6
 VCU Open Electives 6

Art Foundation Program

Studios and Labs	14
Art History	6
Graphic Design Foundation Courses	
Studios and Support Courses	18
Design Technology	6

Graphic Design Upper Level Courses

Major Design Studios: Systems, Print, Interaction and Visual Narrative	21
Senior Seminar	3
Senior Studio (Capstone)	3
GDES Elective (300- to 500-level)	6

Core Curriculum Courses

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

General Education Electives

General Education Elective(s)	4
General Education Elective (upper level)	3
General Education Elective (upper level)	3

Open Upper Level Electives

Open Elective (300- to 500-level)	9
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