Introduction

This 2004-2005 School of Art & Design Freshman-Sophomore Handbook is a guide to the policies, procedures and requirements of the School of Art & Design, as well as to other useful information. It is designed to give quick answers to many of the questions about curriculum, the School, the University, and your role as a student in the four-year Bachelor of Fine Arts degree program. For additional information or clarification, you should consult with faculty and staff of the School of Art & Design and with other University personnel who are available to assist you.

The material in this edition of the Handbook is based upon current policies, procedures, and requirements. Please familiarize yourself with the contents. An updated edition is issued every year. Your questions and suggestions will make subsequent editions more useful. A current edition of this Handbook is also available on the School of Art & Design's web site at http://www.art-design.umich.edu

Bryan Rogers
Dean

Mary Schmidt
Associate Dean for Academic Affairs

Academic Services Office Staff Members

  Brian Banks
  Academic Programs Assistant

  Wendy Dignan
  Academic Programs Associate

  John Luther
  Career Development Coordinator

  Joann McDaniel
  Director of Undergraduate Academic Services

  Jay Ransom
  Academic Records Administrator

  Meghan Schafbuch
  Academic Services Assistant
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2004/2005 University Calendar

2004 Fall Term
Registration (for students not pre-registered) Sept 3, Fri
Labor Day (Holiday) Sept 6, Mon
Classes begin Sept 7, Tues
Fall Study Break Oct 18-19, Mon-Tues
Thanksgiving recess 5:00 p.m. Nov 24, Wed
Classes resume 8:00 a.m. Nov 29, Mon
Classes end Dec 14, Tues
Study Days Dec 15, Wed & Dec 18-19, Sat-Sun
Examinations Dec 17-18 Thurs- Fri & Dec 20-23, Mon-Thurs
Commencement Dec 19, Sun

2005 Winter Term
Registration (for students not pre-registered) Jan 4, Tues
Classes begin Jan 5, Wed
Martin Luther King, Jr. Day (University Symposia. No Regular Classes.) Jan 17, Mon
Vacation begins 12:00 noon Feb 26, Sat
Classes resume Mar 7, Mon
University Honors Convocation Mar 20, Sun
Art & Design Classes end Apr 12, Wed
University Classes end Apr 19, Tues
Study Days Apr 20, Wed & Apr 23-24, Sat-Sun
Examinations Apr 21-22, Thurs-Fri & Apr 25-28, Mon-Thurs
Commencement Activities Apr 29-May 1, Fri-Sun

2005 Spring/Summer
Registration (Full and Spring Half Terms) May 2, Mon
Classes begin May 3, Tues
Memorial Day (Holiday) May 30, Mon
Classes end (Spring Half Term) June 20, Mon
Study Days June 21-22, Tues-Wed
Examinations June 23-24, Thurs-Fri
Spring Half Term ends June 24, Fri
Registration (Summer Half Term) June 28, Tues
Classes begin (Summer Half Term) June 29, Wed
Independence Day (Holiday) July 4, Mon
Classes end Aug 16, Tues
Study Day Aug 17, Wed
Examinations Aug 18-19, Thurs-Fri
Full & Summer Half Terms end Aug 19, Fri
### Faculty Directory

#### Tenured/Tenure-Track Faculty

<table>
<thead>
<tr>
<th>Name</th>
<th>Uniqname</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan-Henrik Andersen, Assistant Professor</td>
<td>janhande</td>
</tr>
<tr>
<td>Vince Castagnacci, Professor</td>
<td>vincec</td>
</tr>
<tr>
<td>David Chung, Associate Professor</td>
<td>davechung</td>
</tr>
<tr>
<td>Jim Cogswell, Professor</td>
<td>jcosgs</td>
</tr>
<tr>
<td>Larry Cressman, Associate Professor</td>
<td>jarrycre</td>
</tr>
<tr>
<td>Susan Crowell, Associate Professor</td>
<td>nasus</td>
</tr>
<tr>
<td>Julie Ellison, Professor</td>
<td>jeson</td>
</tr>
<tr>
<td>Phoebe Gloeckner, Assistant Professor</td>
<td>pshoebeg</td>
</tr>
<tr>
<td>Daniel Herwitz, Professor</td>
<td>herwitz</td>
</tr>
<tr>
<td>Al Hinton, Professor</td>
<td>ahinton</td>
</tr>
<tr>
<td>Holly Hughes, Associate Professor</td>
<td>hahughes</td>
</tr>
<tr>
<td>Sadashi Inuzuka, Associate Professor</td>
<td>inuzukas</td>
</tr>
<tr>
<td>Shaun Jackson, Associate Professor</td>
<td>sdesign</td>
</tr>
<tr>
<td>Carol Jacobsen, Associate Professor</td>
<td>jacobsen</td>
</tr>
<tr>
<td>Gordon Kane, Professor</td>
<td>gkane</td>
</tr>
<tr>
<td>Andy Kirshner, Assistant Professor</td>
<td>feelgood</td>
</tr>
<tr>
<td>Heidi Kumao, Assistant Professor</td>
<td>hkumao</td>
</tr>
<tr>
<td>Joanne Leonard, Distinguished University Professor</td>
<td>joannell</td>
</tr>
<tr>
<td>Lou Marinaro, Professor</td>
<td>seago</td>
</tr>
<tr>
<td>Malcolm McCullough, Associate Professor</td>
<td>mmme</td>
</tr>
<tr>
<td>Dennis Miller, Associate Professor</td>
<td>millerz</td>
</tr>
<tr>
<td>Patricia Olynyk, Assistant Professor</td>
<td>polynyk</td>
</tr>
<tr>
<td>Dwayne Overmyer, Professor</td>
<td>overmyer</td>
</tr>
<tr>
<td>Cynthia Pachikara, Assistant Professor</td>
<td>cpachika</td>
</tr>
<tr>
<td>Panos Papalambros, Professor</td>
<td>pyp</td>
</tr>
<tr>
<td>Janie Paul, Assistant Professor</td>
<td>janep</td>
</tr>
<tr>
<td>Marianetta Porter, Associate Professor</td>
<td>mptr</td>
</tr>
<tr>
<td>Dan Price, Assistant Professor</td>
<td>mattpriz</td>
</tr>
<tr>
<td>Ted Ramsay, Professor</td>
<td>tramsay</td>
</tr>
<tr>
<td>Michael Rodemer, Associate Professor</td>
<td>roderem</td>
</tr>
<tr>
<td>Bryan Rogers, Professor</td>
<td>bldrogers</td>
</tr>
<tr>
<td>Stephanie Rowden, Assistant Professor</td>
<td>srowden</td>
</tr>
<tr>
<td>Jon Rush, Professor</td>
<td>jonrush</td>
</tr>
<tr>
<td>Allen Samuels, Professor</td>
<td>allennall</td>
</tr>
<tr>
<td>Bradley Smith, Associate Professor</td>
<td>brdsmith</td>
</tr>
<tr>
<td>Sherri Smith, Catherine B. Heller Collegiate Professor</td>
<td>grackle</td>
</tr>
<tr>
<td>Hannah Smotrich, Assistant Professor</td>
<td>smotrich</td>
</tr>
<tr>
<td>James Steward, Professor</td>
<td>jsteward</td>
</tr>
<tr>
<td>Takeshi Takahara, Professor</td>
<td>takeshi</td>
</tr>
<tr>
<td>Satoru Takahashi, Assistant Professor</td>
<td>tsatoru</td>
</tr>
<tr>
<td>Nicholas Tobier, Assistant Professor</td>
<td>尼克托</td>
</tr>
<tr>
<td>Joseph Trumpey, Associate Professor</td>
<td>jtrumpey</td>
</tr>
<tr>
<td>Elona Van Gent, Associate Professor</td>
<td>evangent</td>
</tr>
<tr>
<td>Alicyn Warren, Assistant Professor</td>
<td>alicyn</td>
</tr>
<tr>
<td>Edward West, Professor</td>
<td>ewest</td>
</tr>
<tr>
<td>Georgette Zirbes, Professor</td>
<td>gzirbes</td>
</tr>
</tbody>
</table>

#### Visiting Faculty

<table>
<thead>
<tr>
<th>Name</th>
<th>Uniqname</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rebekah Modrak, Visiting Associate Professor</td>
<td>rmodrak</td>
</tr>
<tr>
<td>Anne Mondro, Visiting Assistant Professor</td>
<td>ammondro</td>
</tr>
<tr>
<td>Richard Pell, Visiting Assistant Professor</td>
<td>pell</td>
</tr>
</tbody>
</table>
Staff Directory

School Administration
Bryan Rogers, Dean
Mary Schmidt, Associate Dean for Academic Programs & Student Affairs
Brad Smith, Associate Dean for Creative Work, Research & Graduate Education
Lou Marinaro, Director, International Programs
Patricia Olynyk, Director of Visitors Programs
Janie Paul, Director, Outreach Programs

Dean's Office
Patricia Hodges, Executive Assistant to the Dean
Candice Middlebrook, Human Resources Coordinator

Academic Services
Brian Banks, Academic Programs Assistant
Wendy Dignan, Director of Graduate Academic Services and International Exchange
John Luther, Career Development Coordinator
Joanne McDaniel, Director of Undergraduate Academic Services
Jay Ransom, Academic Records Administrator
Meghan Schafbuch, Admissions Coordinator

Development
Betty Smith, Director
Dana Linnane, Assistant Director of Development
Joy Melzian, Development Assistant

Exhibitions Group
Graham Hamilton, Exhibitions Assistant
Mark Nielsen, Director, Academic Program Exhibitions
Gregory Steel, Director, Work Gallery

Communications
Patrick Young, Director
Sophia Rasul, Web Master & Electronic Imaging Specialist
Kate West, Associate Director of Communications

Finance and Facilities
Mahendra Kumar, Director of Finance & Facilities
Stefanie Ainley, Associate Director of Finance
Kirsten Neelands, Associate Director of Facilities
Jan Dryden, Office Assistant
Kela Green, Office Assistant

Information Technology
Neil Clennan, Computer Systems Specialist
Kris Fazzari, Sr. Computer Systems Specialist
Andre Grewe, Computer Systems Specialist

Library
Annette Haines, Field Librarian

Studio Coordinators
Ken Brown, Sculpture
Mark Krecic, Woodshop
John Leyland, Ceramics
David Liske, Electronic Media
Kirsten Neelands, Painting, Drawing & Illustration
Joe St. George, Photography
Dawn Simmons, Printmaking
Nancy Thorson, Fibers
Gerald Weston, Woodshop
Christopher Whaley, Metals

A&A Building Management
Helen Hoskins, Building Manager
Roy Gutknecht, Custodial Supervisor

Uniqname
blrogers
maryanna
brdsmith
seago
polynyk
janiep
phodges
candicem
bbscott
wwilks
jonel
jmcdan
bransom
mschaf
bmshawk
dlinnane
joym
mnielsen
gsteel
patyoung
ssrasul
katewest
mkumar
sainley
neelands
jadryden
kela
neelennan
fazzari
agrewe
ahaines
kebrown
mrkrecic
jleyland
diske
neelands
photojoe
dmsimmon
nthonson
jyweston
ewhaley
hhk
roylg
Curriculum

**BFA Degree Requirements**
The A&D undergraduate curriculum prepares graduates for a broad range of eventualities. It integrates art and design methodologies, interweaves traditional techniques with contemporary technologies, bridges the personal to the social, and engages the rich resources of the University and the community. This program also includes opportunities for international study and undergraduate student exhibitions. The first two years of the four-year program are highly structured; the second two are extraordinarily flexible. Career exploration and planning start in the first year. Following are components of the new program:

**First and Second Year Core Studio Requirements**
During the first two years of the program all students complete a common structured core of studio courses and several common academic courses. The four-semester Core Studios required of all students include four different sequences of courses: Tools, Materials, and Processes (TMP) Studios; Concept, Form, and Context (CFC) Studios; Digital Studios; and Drawing Studios.

- **Tools, Materials, and Processes Studios** provide introductory exposures to a wide spectrum of the physical materials, tools, and processes germane to contemporary art and design practices. These introductions establish a practical base for future work.

- **Concept, Form, and Context (CFC) Studios** focus on problem solving and problem generation. They complement the other Core Studio courses by focusing on the development and structuring of ideas as contrasted with the development of media or technical competence. They also incorporate reading, research and writing components. The content of these studios includes a broad range of general, transferable concepts based in the broad categories of The Human Being, Perception, Processes, and Systems. Ultimately, the intellectual skills developed in the CFC Studios will be particularly useful for independent formulation of complex projects in the final two years of the program.

- **Drawing Studios** provide exposure to the wide variety of approaches to drawing including life-drawing, technical drawing, design drawing, and illustration.

- **Digital Studios** introduce students to a variety of computer-based approaches to art and design creative work including, word-processing, 2-D and 3-D image creation, web development, video, sound, and animation. In addition to the virtual work, these studios cover palpable input and output technologies.

**Third and Fourth Year Advanced Studio Requirements**
This module is composed of three types of courses: Advanced Studios, Outreach Studios, and a final Integrative Project. Including the same number of credits as the highly structured Core Studios Module, this loosely structured Advanced Studios Module challenges the student to assemble a coherent program of courses and experiences leading towards, and preparing for, a culminating Integrative Project.
• The **Advanced Studios** component includes five advanced studio course electives. The content of these studios will range from advanced media studios and conceptually based studios, which build upon the experiences in the Core Studios, to highly specialized topics ranging from robotic to environmental to biological to social. A wide array of these courses will be available each semester. Proactive faculty and staff advising will guide each student in developing a rich individualized program. Most importantly, however, the responsibility for developing a coherent program will rest upon the student. In effect, each student will be creating a de facto individual major.

• The **Outreach Studios** component can be configured in several ways. It can consist wholly of a semester of international study, or it can be composed of community-project courses. Ideally, most students take advantage of the opportunity for international study.

• In the **Integrative Project** component of the program all students initiate and develop a year-long (four-course equivalent) comprehensive project, which incorporates issues and ideas from academic coursework as well as studio work and culminates in a public presentation and a document. The Integrative Project is viewed as a bridge between undergraduate education and life after the University.

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**Academic Course Requirement**

The four-year sequence of Academic Courses considers the value of a broad-based academic education, which fully engages the resources of a world-class University. The University component of the Academic Course module is designed to develop basic familiarity with the three traditional components of liberal arts – humanities, social sciences and natural sciences; an introduction to analytical reasoning; an awareness of other cultures; and familiarity with contemporary environmental issues. The School component requires attendance at the weekly lecture series, each with a weekly follow-up seminar, and four comprehensive “perspectives” courses in art-design history and theory taught by the School’s faculty. Following is a chart of academic requirements:

<table>
<thead>
<tr>
<th>Subject Area*</th>
<th># of Courses</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lecture Series</td>
<td>8</td>
<td>8</td>
</tr>
<tr>
<td>Art-Design Perspectives</td>
<td>4</td>
<td>12</td>
</tr>
<tr>
<td>English Composition**</td>
<td>1</td>
<td>3</td>
</tr>
<tr>
<td>Humanities</td>
<td>1</td>
<td>3</td>
</tr>
<tr>
<td>Natural Sciences</td>
<td>1</td>
<td>3</td>
</tr>
<tr>
<td>Social Sciences</td>
<td>1</td>
<td>3</td>
</tr>
<tr>
<td>Analytical Reasoning</td>
<td>1</td>
<td>3</td>
</tr>
<tr>
<td>Other Culture (Otherness)***</td>
<td>2</td>
<td>6</td>
</tr>
<tr>
<td>Environmental Studies</td>
<td>1</td>
<td>3</td>
</tr>
<tr>
<td>Electives</td>
<td>4</td>
<td>12</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>16</strong></td>
<td><strong>56</strong></td>
</tr>
</tbody>
</table>

* Includes 4-course area concentration
** Cannot be applied to the concentration
*** Includes foreign language or non-US cultures course
Second Year and Fourth Year Reviews
At the end of the second and fourth years, all students must conduct a presentation of their work to date in the program to an ad hoc faculty committee, projecting documentation of their work with their laptop computers and, when appropriate, actual works of art. A successful second-year review is required for advancement to the third year, and a successful fourth-year review is required for graduation. In preparation for reviews, students must supply the faculty committee members with their résumés, statements about their work and reflections on their development to date and, in the case of graduating students, statements regarding their plans for the upcoming few years following graduation. Special meetings for second-year students are held prior to the reviews in order to help them prepare.

Students who perform unsatisfactorily on the reviews will be asked to re-review at a designated date; some may be asked to take time off or improve deficiencies prior to advancing, and a small minority may be directed to leave the program. These reviews are considered a major, critical component of the new program.

Sample First and Second Year Schedules
In each semester of the first two years, students complete 9 credits of required studio courses, 4 credits of required academic courses, and 3-4 credits of elective academic courses. The only options are in the selection of one University academic course each semester. The School administration schedules students for required courses in Art & Design for the first semester, sorting and mixing students so that freshmen have the experience of working closely with as many of their peers as possible in the context of small studio courses in the first semester. In subsequent semesters, students choose their own sections of required courses from a schedule of multiple sections for each course. Below are sample schedules for the first two years.

First-Year Schedule

<table>
<thead>
<tr>
<th>Fall</th>
<th>Winter</th>
</tr>
</thead>
<tbody>
<tr>
<td>TMP Studio I: Paint</td>
<td>TMP Studio III: Photo</td>
</tr>
<tr>
<td></td>
<td>1.5 credits</td>
</tr>
<tr>
<td>TMP Studio II: Clay</td>
<td>TMP Studio IV: Wood</td>
</tr>
<tr>
<td></td>
<td>1.5 credits</td>
</tr>
<tr>
<td>Digital Studio I: Image</td>
<td>Digital Studio II: Document/Web</td>
</tr>
<tr>
<td></td>
<td>1.5 credits</td>
</tr>
<tr>
<td>Drawing Studio I: Line</td>
<td>Drawing Studio II: Form</td>
</tr>
<tr>
<td></td>
<td>1.5 credits</td>
</tr>
<tr>
<td>CFC Studio I: The Human Being</td>
<td>CFC Studio II: Perception</td>
</tr>
<tr>
<td>3 credits</td>
<td>3 credits</td>
</tr>
<tr>
<td>A&amp;D Perspectives I: The Individual</td>
<td>A&amp;D Perspectives II: Society</td>
</tr>
<tr>
<td>3 credits</td>
<td>3 credits</td>
</tr>
<tr>
<td>Lecture Series I</td>
<td>Lecture Series II</td>
</tr>
<tr>
<td>1 credit</td>
<td>1 credit</td>
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<tr>
<td>University Academic Course</td>
<td>University Academic Course</td>
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<tr>
<td>3-4 credits</td>
<td>3-4 credits</td>
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<tr>
<td>Total</td>
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</tr>
<tr>
<td>16-17 credits</td>
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</table>

Second-Year Schedule

<table>
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<tr>
<th>Fall</th>
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</tr>
</thead>
<tbody>
<tr>
<td>TMP Studio V: Print</td>
<td>TMP Studio VII: Video</td>
</tr>
<tr>
<td>1.5 credits</td>
<td>1.5 credits</td>
</tr>
<tr>
<td>TMP Studio VI: Fibers</td>
<td>TMP Studio VIII: Metal</td>
</tr>
<tr>
<td>1.5 credits</td>
<td>1.5 credits</td>
</tr>
<tr>
<td>Digital Studio III: 3-D</td>
<td>Digital Studio IV: Time</td>
</tr>
<tr>
<td>1.5 credits</td>
<td>1.5 credits</td>
</tr>
<tr>
<td>Drawing Studio III: Analysis</td>
<td>Drawing Studio IV: Ideation</td>
</tr>
<tr>
<td>1.5 credits</td>
<td>1.5 credits</td>
</tr>
<tr>
<td>CFC Studio III: Processes</td>
<td>CFC Studio IV: Systems</td>
</tr>
<tr>
<td>3 credits</td>
<td>3 credits</td>
</tr>
<tr>
<td>A&amp;D Perspectives III: Tech/Environ</td>
<td>A&amp;D Perspectives: Philosophy</td>
</tr>
<tr>
<td>3 credits</td>
<td>3 credits</td>
</tr>
<tr>
<td>Lecture Series III</td>
<td>Lecture Series IV</td>
</tr>
<tr>
<td>1 credit</td>
<td>1 credit</td>
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<tr>
<td>University Academic Course</td>
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<tr>
<td>3-4 credits</td>
<td>3-4 credits</td>
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<tr>
<td>Total</td>
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<tr>
<td>16-17 credits</td>
<td>16-17 credits</td>
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</table>
International Study

In this age of growing international awareness, every student should strive to arrange and carry out a summer or semester of travel and study in another country. Flexibility in the BFA curriculum allows for a semester of international study without impeding progress toward graduation. Though international study should be undertaken in the junior year, the freshman year is not too soon to begin planning. There are many possibilities available to Art & Design students, through A&D exchange programs, through the University of Michigan Office of International Programs (OIP) located in the Michigan Union, and through other American universities. OIP has a comprehensive web site at http://www.umich.edu/~iinet/oip/

Joint Degrees

Students who wish to pursue two degrees, one from the School of Art & Design, and a second from another unit of the University of Michigan/Ann Arbor campus, should read the bulletins/handbooks of both units carefully and plan a program of study which meets the degree requirements for both units. The following guidelines apply:

• Before applying for a joint degree, the student must be currently registered in the unit through which he or she plans to earn the first degree. This unit is considered the “home school.”

• A minimum of 30 hours of credit must be completed on the Ann Arbor campus before a student may apply for a joint degree program, and the cumulative grade point average for work completed on the Ann Arbor campus must be at least 3.0.

• The second academic unit may require additional evidence of ability such as an audition, a formal admission process, or completion of specific courses. The student should meet with a representative of the second unit to determine the procedure for pursuing the second degree.

• The student must then obtain written permission from both academic units. An Application for Special Individualized Joint Degree Program Form must be submitted to the Front Desk of the Academic Services Office for approval by Dean Schmidt, and then to the second academic unit for its approval. A copy of the form is in Appendix F.

• The University requires that a student earn a minimum of 150 credits. In reality, a joint degree requires more than the minimum. For example, Art & Design requires 92 credits. LSA requires 100. A joint A&D/LSA degree will require 192 credits.

• Wolverine Access will allow the student to register for courses in each academic unit.

• All degree requirements for both academic units must be fulfilled. The student must earn both degrees simultaneously. If any requirements for either degree are lacking, neither degree will be awarded.

• The student must submit a separate diploma application to each school along with required documents in order to graduate.

• Withdrawal from this program is possible at any time. Art & Design students may delete their second program by submitting a formal letter of withdrawal to Dean Schmidt.
Students may not delete their Art & Design program without first transferring to the second program.

Minors
The College of Literature, Science and the Arts (LS&A) offers minors in most of its departments. In most cases, a minor requires the completion of 16-18 credits (5-6 courses). Each minor has its own structure with prerequisites, requirements and elective choices. Appendix G presents a description of the Policies and Administration for LS&A minors. Appendices H and J present the forms necessary for declaration of a minor and certification of the minor for graduation. For minors available in liberal arts, please refer to the LS&A web site at http://www.lsa.umich.edu/saa/minors.html
Academic Policies & Procedures

**Academic Discipline**
To be in good academic standing, a student must have a term and a cumulative grade point average of 2.0 or higher. At the end of each term Dean Schmidt reviews the transcripts of all students showing evidence of academic difficulty and mails notification letters to students. The following disciplinary actions occur as appropriate:

**Probation**
Probation is assigned to students whose term grade point average falls below 2.0 for the first time but not severely enough to justify dismissal. Probation is assigned regardless of the number of credits elected or whether the cumulative grade point average remains above a 2.0. Probation is also assigned to students who are not making satisfactory progress, for a variety of possible reasons, toward the completion of their degrees.

Probation Continued is assigned when a student currently on probation earns a term grade point average above a 2.0 but the cumulative grade point average remains below 2.0. Probation Continued may also be assigned if a probationary student has a term average of exactly 2.0 or slightly below 2.0, but Dean Schmidt feels that the student is making satisfactory progress toward fulfilling degree and program requirements.

Students on Probation must complete all elected courses by the end of the next subsequent term with a term grade point average greater than 2.0 and no grades less than “C.” Specific conditions for the next term in residence will be specified in the discipline notification letter from Dean Schmidt.

Students with academic problems are encouraged to meet with faculty, Dean Schmidt, or administrative staff in the Academic Services Office to discuss strategies for improving their academic performance. All faculty and staff are available to offer students their assistance.

**Record Clear**
Record Clear officially confirms the removal of disciplinary action when a student has completed a probationary term with better than a 2.0 grade point average and a cumulative grade point average of 2.0 or better.

**Academic Stop**
Academic Stop is an action assigned
- When a student’s overall academic performance or performance during a single term indicates evidence of serious academic difficulty;
- When a student has failed to make satisfactory progress toward a degree; or
- For any reason deemed sufficient under the academic discipline policies of the School.

An Academic Stop occurs when a student on Probation has been forewarned that another term of poor performance will be the student’s final term, and the student’s grades are below the stated requirements for continuing in the undergraduate program. As soon as grades have been received, and after registration for the next term has already occurred, an Academic Stop will be imposed, withdrawing the student’s registration for the next term. A letter from Dean Schmidt will outline future possibilities for re-instatement.
The School of Art & Design maintains a more liberal policy for freshmen than for other students because of first-year adjustment issues. As a general rule, unless grades are especially poor in the first term, freshmen are placed on probation and are permitted a second term of enrollment to improve their academic performance. Similarly, transfer students are given special consideration unless the first term shows marked inability to meet the academic standards of the School. However, there is not an automatic, one-term probation period before a student may be dismissed from the School.

A student may appeal an Academic Stop by written petition to, and appointment with, Dean Schmidt. The student should be prepared to discuss all circumstances that affected his or her past academic performance and suggest solutions for future successful performance. The appeal should be submitted at least four weeks prior to the term for which the student is requesting re-instatement. In reaching a decision, Dean Schmidt will carefully consider the student’s academic promise and any special circumstances that may have contributed to past unsatisfactory academic performance.

**Academic Honors and Awards**

**Angell Scholar**
James B. Angell Scholars are students who earn all A+, A, or A- grades with a minimum of 12 graded credits for two or more consecutive terms. All other grades must be P, S, or CR. Students remain Angell Scholars in subsequent semesters as long as their grades qualify. Angell Scholars are invited to attend the annual University Honors Convocation; this University distinction is posted on the student’s transcript.

**BFA Awards**
At each A&D commencement, one senior receives a BFA Award. Members of the faculty nominate and vote for students who have demonstrated outstanding creativity and achievement, or have made special contributions to the School. Students with a cumulative grade point average of at least 3.2 are eligible for this honor.

**Branstorm Award**
Freshmen in the top 5% of the their class who have earned 14 graded credits are eligible for this honor, administered by the University Office of the Registrar. A book inscribed with a nameplate is presented to each student. Recipients of the Branstorm Award are invited to attend the annual University Honors Convocation; the distinction is posted on the student’s transcript.

**Dean's List**
Dean's List honors are awarded both fall and winter terms to students who satisfy minimum credit requirements for the completion of a bachelor of fine arts degree in eight semesters with distinction as follows:
- Earn at least 16 credits, with 15 graded credits
- Earn a grade point average of 3.50 or better
- Have no incomplete grades at the end of the term

Dean's List honors are posted to the student’s transcript, and the student receives a commendation letter from the Dean.
Graduation Honors
Candidates for the BFA degree are recognized for outstanding performance as follows:

Cum Laude 3.20-3.49 cumulative grade point average
Magna Cum Laude 3.50-3.74 cumulative grade point average
Summa Cum Laude 3.75 or above cumulative grade point average
This notation appears on the diploma and the final transcript with the degree posting.

Phi Beta Kappa
Phi Beta Kappa (PBK), founded in 1776, is the oldest scholastic society in America. School of Art & Design seniors with outstanding achievements in the liberal arts in other schools and colleges of the University of Michigan may be nominated for membership if they have earned at least 45 credits in Literature, Science and the Arts. The local chapter of PBK issues membership invitations, taking into account achievement in the liberal arts as indicated by a student’s cumulative grade point average, numerical rank, and percentile rank. Letter grades reported for Pass/Fail courses are calculated into the grade point average for PBK.

University Honors
Students who earn a minimum of 14 credits, with 12 graded credits, and a 3.5 grade point average, are eligible for University Honors. The University awards this Honor each fall and winter term. The Office of the Registrar posts the University Honors distinction on a student’s transcript. Students who receive this honor in two consecutive terms will be invited to attend the annual University Honors Convocation in March.

Academic Record
The Academic Record is the official cumulative record of courses, grades, and credits earned toward a degree. The degree is posted to this record once all requirements have been satisfied and the student has graduated. The University Office of the Registrar maintains academic records.

Students are responsible for enrolling in courses and completing credit hours required for their degree and must pay attention to the accuracy of their academic records. Students who believe there are errors in their academic records should contact the Front Desk of the Academic Services Office or the University of Michigan Office of the Registrar.

Some guidelines to remember:
• You may not receive credit for the same course twice, unless it is a repeatable course.
• You must be registered for the correct section number in order to receive a grade.
• You must officially drop a course you do not attend or that is cancelled. Otherwise, it will remain on your record.
• After registering or dropping and adding courses, check your schedule for accuracy.

School of Art & Design Student Files are maintained for each active student in the Academic Services Office. Student files contain admissions materials, test scores, a current academic transcript, memoranda, correspondence, and a comment card of informal notes from appointments with the Academic Services Office staff. Regarding access to student files, the School of Art & Design adheres to the Privacy Act as described below.

The Privacy Act
The following is a quote from the "Buckley Amendment" to the Family Educational Rights and Privacy Act of 1974 (FERPA): "Whenever a student has attained the age of eighteen years of age, or is attending an institution of post-secondary education, the rights
Access to student files is restricted to University personnel. Persons outside the University, including parents and spouses, will receive information from student records only when authorized in writing by the student, or when special circumstances exist in which the University Regents authorize disclosure. The complete policy can be found in Appendix D.

**Appeals Process**

The School of Art & Design Student Appeals Process provides student complainants, as well as faculty and staff respondents, with a just process to express opposing opinions and reach equitable decisions. In most cases, differences can be resolved through conversation between the parties involved, without mediation or intervention by others. Dean Schmidt is available to counsel students regarding strategies for resolving differences. Unresolved differences may be presented for the formal Appeals Process. A full description of the Appeals Process is presented in Appendix A.

**Attendance and Class Participation**

The School of Art & Design has a clear and concise policy regarding attendance and class participation: regular attendance in all studio and academic courses is expected and required. The dynamics of a class and the ability to learn from a class are directly related to participation, which requires regular attendance. Since courses in the School of Art & Design have a variety of structures, instructors in the first week of class will present the specific attendance/participation requirements for each course in writing. In most courses, the instructor will take attendance regularly and will indicate that class participation counts for a specific portion of your grade.

In no case can a student expect to earn a passing grade without regular attendance and class participation. Simply submitting projects, no matter what their quality, at mid-semester or at the end of the term will not result in a passing grade.

**Whom to Notify in Cases of Absence**

It is appropriate and courteous for you to notify your faculty in advance when you plan to be absent for a religious holiday or an event of personal importance. (See the University schedule of religious holidays on page 18-19.) When you have an unplanned absence for medical or personal reasons, offer an explanation to your faculty as soon as you return. In the case of an extended absence, contact the Front Desk of the Academic Services Office by mail, email, or phone, and a staff member will distribute a memo to your faculty including faculty in other academic units. Give copies of official medical documents to the Front Desk to be held in your academic file; copies will be distributed to faculty as appropriate.

In addition, attendance at the beginning of the term is crucial. Even though students may be officially registered for a course, if they have been absent without notification for the first two class periods, their spaces may be given to students on the waiting list.

If your space in a course is given to another student, you must follow through and drop the course from your own record through Wolverine Access.
BFA Degree Audits
In collaboration with the University Office of the Registrar, Art & Design has developed an electronic automated degree audit for the undergraduate curriculum. Currently, administrative advisors print out degree audits for students. In the future, students will have access to their degree audits through Wolverine Access. Watch for an announcement.

Class Standing
In order to complete the 128 credits required for a bachelor of fine arts degree in eight terms; students must average 16 credit hours per term. Federal guidelines for financial aid and University guidelines for academic progress, however, require a minimum of only 12 credits per term. At the University of Michigan, full-time undergraduate enrollment is defined as 12-18 credit hours per term; 6-9 credit hours in a half term. Students must obtain special permission from Dean Schmidt to register for additional credits. Registering for more than 18 credits incurs an additional tuition charge.

For the purposes of financial aid and registration appointments, the following number of credits earned toward a degree determines class standing:

- Freshman 0 - 24 hours
- Sophomore 25 - 54 hours
- Junior 55 - 84 hours
- Senior 85 hours or more

Disabilities
If you have a learning or physical disability, the University Office of Services for Students with Disabilities:
- Offers selected student services which are not provided by other University offices or outside organizations. Services are free of charge.
- Assists students in negotiating disability-related barriers to the pursuit of their education.
- Strives to improve access to University programs, activities, and facilities for students with disabilities.
- Promotes increased awareness of disability issues on campus.

For more information visit the University Office of Services for Students with Disabilities at G219 Angell Hall, phone 763-3000 or visit the web site at http://www.umich.edu/~sswd/ssd/index.html

Documenting Your Work
It is important for artists to document their work. Digital documentation is preferred. All students will want to develop portfolios of their work for many eventualities, including their sophomore and senior reviews, applications for international study, jobs, and for creating their own web sites in the second Digital Studio course. The School has digital cameras for checkout, though most students will want to use their own cameras.

Grades and Grading Policies
The term grade point average and the cumulative grade point average are computed at the end of each term and indicated on the academic record. The grade point average is computed by dividing Michigan Honor Points earned by the number of graded Michigan Semester Hours attempted. Courses completed at other colleges and universities are not calculated in the U-M grade point average.

Grades are valued per hour of credit as shown below:
### Letter Grade and Honor Points

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Honor Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>4.0</td>
</tr>
<tr>
<td>A</td>
<td>4.0</td>
</tr>
<tr>
<td>A-</td>
<td>3.7</td>
</tr>
<tr>
<td>B+</td>
<td>3.3</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
</tr>
<tr>
<td>B-</td>
<td>2.7</td>
</tr>
<tr>
<td>C+</td>
<td>2.3</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
</tr>
<tr>
<td>C-</td>
<td>1.7</td>
</tr>
<tr>
<td>D+</td>
<td>1.3</td>
</tr>
<tr>
<td>D</td>
<td>1.0</td>
</tr>
<tr>
<td>D-</td>
<td>0.7</td>
</tr>
<tr>
<td>E</td>
<td>0.0</td>
</tr>
<tr>
<td>NR/ED (unofficial drop)</td>
<td>0.0</td>
</tr>
<tr>
<td>I (Incomplete)</td>
<td>0.0</td>
</tr>
</tbody>
</table>

Until replaced by a passing grade, notations of I, NR or ED are computed into the term and cumulative grade point averages as if they were E grades.

The following grade notations do not affect grade point averages:

- **P** (passed) credit, no honor points
- **F** (failed) no credit, no honor points
  
  (A grade of C- or better must be earned for a [P] pass.)

- **CR** (credit) credit, no honor points
- **NC** (no credit) no credit, no honor points
- **S** (satisfactory) credit, no honor points
- **U** (unsatisfactory) no credit, no honor points

  (The School of Education uses the S/U symbols.)

- **W** (official withdrawal) no credit, no honor points
- **VI** (visitor/official audit) no credit, no honor points

### Incomplete Grades

School of Art & Design students are expected to complete courses in the term in which the courses are taken. However, if the instructor agrees, an incomplete (“I”) grade may be assigned when a student, for reasons beyond his or her control, is unable to complete the work of a course, the work completed is of passing quality, and the grade of incomplete provides no undue advantage to the student over other students. The student and instructor must have a written agreement, using the Incomplete Grade Form, for the amount of work needed to complete the course. The work must be completed by the end of the next term in residence. Administrative staff members are not involved in the process except to retain a copy of the form and to process the Supplemental Grade Report form when the faculty member completes the final evaluation and submits the grade. Students should exercise caution when electing a course while they have incomplete work from a prerequisite for that course. A copy of the form may be found in Appendix E.

### Grade Reports

Grades are available electronically through Wolverine Access. Though the University does not require mid-term grade reports, faculty in Art & Design prepare mid-term reports during the seventh week of the fall and winter terms, identifying students who have potential academic problems such as excessive absences, incomplete assignments, or inadequate work. The Academic Services Office distributes mid-term reports to students’ A&D mailboxes.
Graduation Procedure
The University of Michigan confers degrees in April, August and December. Graduation ceremonies are held in April and December only. Students who complete their degree requirements during the spring or summer half terms are listed as August graduates, but may participate in either the April or December commencement ceremonies. Commencement is a University-wide event held in Crisler Arena in December, or the Michigan Stadium in April. The School of Art & Design holds a personalized Recognition Ceremony and Reception in addition to the University ceremony.

Only students who submit a diploma application form by the deadline will be listed in the University Commencement Program. Deadlines are announced through email communication. Students who submit diploma applications after the deadline, but before the last day of classes in the term of expected graduation, will still be considered for graduation. However, they will only be included in the A&D Recognition Ceremony and Reception Program.

Leaving the University
Students planning to be off-campus for a term(s) must notify the Front Desk of the Academic Services Office and leave contact information. Students who have registered for a term, then decide not to return to the University, must notify Dean Schmidt in writing (US mail or email) or in person so that a Disenrollment Memorandum can be filed. If the student does not notify Dean Schmidt before the first day of classes a disenrollment fee plus registration fees will be assessed.

Students who decide to terminate their enrollment on or after the first day of classes for the term should notify Dean Schmidt as soon as possible in writing. A Withdrawal Notice, including the reason for withdrawing, must be filed. The student is responsible for processing the withdrawal form with appropriate University offices. Students withdrawing after classes begin but before the end of the drop/add period must pay term fees and a disenrollment fee. Students withdrawing after the drop/add deadline are liable for tuition charges. Any refund of fees is handled in accordance with University regulations.

Students who are away from the University for more than one full year must apply for readmission. Contact the Undergraduate Admissions Office, 1220 Student Activities Building, to obtain the readmission application. Readmission to Art & Design is automatic if students have left in good standing.

Books, Supplies, and Fees
Books and supplies for courses should be purchased only after classes begin. Typically, faculty provide supply lists to students during the first week of class. Local bookstores ask instructors to provide lists of books and supplies well in advance so that the correct resources are available.

A bookstore is conveniently located in the nearby Pierpont Commons. However, students indicate that for supplies other than books, prices may be lower and the selection better in other stores such as Michigan Book & Supply, the Art Warehouse, Ulrich's, and art supply stores such as Utrecht’s in Detroit.

A number of courses have required fees. These fees are utilized to purchase tools and materials in large quantities at discounted prices. Each entering student receives a toolkit, the cost of which is spread over the course fees for the first two years. Materials such as clay and metals are made available to students in classes according to the needs and requirements of the courses.
Fees are charged directly to the University accounts of all students registered for the course. A fee schedule is published in the University Schedule of Courses. If fees are not paid by the end of the third week in a full term, or by the end of one week in a spring/summer half term, the University assesses additional administrative fees.

**Registration**

Prior to registration, a hardcopy A&D course schedule is available at the front desk of Academic Services – and in the bins outside the door. The full University course schedule is available through Wolverine Access. A&D majors are guaranteed spaces in the required freshman and sophomore A&D courses. They register for University electives in the same manner as other students without guarantee of space availability. Students register on the web through Wolverine Access. The University Office of the Registrar assigns registration appointment times according to class standing. At U-M, seniors register first followed by juniors, sophomores, then freshmen. Students receive notification regarding their registration appointments by e-mail from the University Office of the Registrar. They may also find their registration appointments through Wolverine Access. Registration for continuing students occurs according to the following schedule:

- For winter term—late November through early December
- For spring, summer and fall terms—early April

Changes made to the A&D schedule between registration and the beginning of the next term are updated periodically through Wolverine Access and are posted on a bulletin board outside the Academic Services Office at the beginning of the term.

**Auditing Courses**

The Audit grade option is not appropriate for studio courses. Students may audit elective lecture courses with the instructor’s permission. An official audit obligates a student to attend classes regularly and complete course requirements. Regular tuition fees apply, and the course appears on the transcript with the notation VI (visitor). There is no grade posted and the student does not earn credit.

**Closed Courses**

Students gain access to closed courses via overrides. Art & Design administrators do not authorize overrides for closed courses; only faculty may authorize overrides. Students place their names on Wolverine Access waiting lists during registration and attend the first day of classes. Faculty authorize overrides through communication to Brian Banks, who issues the on-line overrides and notifies students that they are clear to register for closed courses. Students should contact representatives in other academic units to inquire about the policies for enrolling in closed courses in those units.

**Course Cancellations**

The School of Art & Design may occasionally find it necessary to cancel scheduled courses, and reserves the right to cancel any course which has an enrollment of fewer than 10 students. Students will be notified regarding a cancelled course, and must proceed to drop the course through Wolverine Access to remove the course entry from their record.

**Credit Hours**

For a lecture course, one credit hour represents one hour in class and two hours of preparation time per week for a full term (double the hours per week for a half term). For a studio course, one credit hour represents two hours per week in class plus additional outside work.
Dropping and Adding Courses
All students may alter their registration through Wolverine Access until the end of the third week of the full term (second week for a half term). Students may drop or add courses or change modifiers after that time using a hardcopy form with faculty signature approval and a School authorization stamp from the Academic Services Office. The student must then process the form with the University Office of the Registrar in the Pierpont Commons. Courses dropped after the deadline are recorded with a "W" (Withdrawal) notation. Non-attendance does not constitute withdrawal from a course. Students must drop courses through Wolverine Access or hardcopy form to remove courses from their records.

Pass/Fail Grade Option
School of Art & Design students may elect courses on a pass/fail basis under the following conditions:

- Only juniors and seniors qualify except for courses offered pass/fail only.
- The grade point average must be 2.0 or above.
- Only non-School of Art & Design elective courses may be elected for pass/fail.
- Only one course per term may be chosen.
- Students may not change registration from graded to pass/fail after the drop/add deadline.
- Pass/fail courses earn credit but are not calculated in the grade point average.
- Instructors are not notified of pass/fail elections; they report letter grades for all students. The University Office of the Registrar translates the letter grade to "P" or "F". Grades of "A" through "C-" are posted as "P"; grades of "D+" through "E" are posted as "F".
- If students elect the pass/fail option without being eligible, the option will be reversed.

Religious Holidays
It is the policy of the University of Michigan to make every reasonable effort to allow members of the University community to observe their religious holidays without academic penalty. Absence from classes or examinations for religious reasons does not relieve students from responsibility for any part of the course work required during the period of absence. Students who expect to miss classes, examinations, or other assignments as a consequence of their religious observance shall be provided with a reasonable alternative opportunity to complete such academic responsibilities. It is the obligation of students to provide faculty with reasonable notice of the dates of religious holidays on which they will be absent. Students who are absent on days of examinations or class assignments shall be offered an opportunity to make up the work, without penalty, unless it can be demonstrated that a makeup opportunity would constitute an unreasonable burden on the faculty. Should disagreement arise over what constitutes an unreasonable burden or any aspect of this policy, parties involved should contact the Dean Schmidt. The religious holidays that might pose conflicts with the 2003-04 academic calendar are:

<table>
<thead>
<tr>
<th>2004</th>
<th>2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>Holiday</td>
<td></td>
</tr>
<tr>
<td>Rosh Hashanah*</td>
<td>September 15-17</td>
</tr>
<tr>
<td>Yom Kippur*</td>
<td>September 24-25</td>
</tr>
<tr>
<td>Sukkot*</td>
<td>September 29-October 1</td>
</tr>
<tr>
<td>Shemini Atzeret*</td>
<td>October 6-8</td>
</tr>
<tr>
<td>Diwali</td>
<td>November 11-14</td>
</tr>
<tr>
<td>Ramadhan*</td>
<td>October 15</td>
</tr>
<tr>
<td>Id al-Fitr*</td>
<td>November 14</td>
</tr>
<tr>
<td>Holiday</td>
<td></td>
</tr>
<tr>
<td>Feast of the Epiphany</td>
<td>January 6</td>
</tr>
</tbody>
</table>
Eastern Orthodox Christmas (Julian Calendar) January 7  
Sankrant January 14  
Id al-Adha* January 21  
Ash Wednesday February 9  
Chinese New Year & Tet** February 9  
Eastern Orthodox Beginning of Lent March 14  
Good Friday March 25  
Baisakhi April 13  
Passover (Pesach)* April 23-25, April 29-May 1  
Eastern Orthodox Good Friday April 29  
Ascension Day May 5  
Eastern Orthodox Ascension Day June 9  
Shavuot June 12-14  

*Jewish and Islamic holy days begin at sundown of the previous day and end at sundown of the last date given.  
**Certain Hindu, Islamic and Buddhist holidays are calculated on a lunar calendar and are approximate.

**Requirement Substitution or Waiver**  
Students may submit requests for a substitution or waiver of degree requirements to the Front Desk of the Academic Services Office for Dean Schmidt’s approval. Waiver/Substitution Request Forms are available from the bins outside the Academic Services Office. Appendix K is a copy of the form.

**Student Conduct**  
Students enrolled in the School of Art & Design are subject to University regulations concerning student affairs, conduct, and discipline. In the School of Art & Design, Dean Schmidt handles all matters related to student conduct. Academic misconduct includes but is not limited to the following behavior.

Plagiarism: Submitting work including an essay, a design, an artwork, or a research project, which is not entirely the student’s own work and is without standard attribution.

Cheating: Using unauthorized notes, or study aids, or information from another student’s paper on an examination; altering a graded work after it has been returned and then submitting the work for re-grading; submitting work done by another under one’s own name.

Double Submission of Work: Submitting or resubmitting substantially the same paper or art/design project for two or more courses in the same or different terms, without the approval of each instructor.

Aiding and Abetting Dishonesty: Providing material or information to another student knowing it will be used improperly.

Falsification of Records and Official Documents: Altering documents that affect academic records; forging signatures of authorization or falsifying information on an official academic document, election form, grade report, letter of permission, petition, or any document designed to meet or exempt a student from an established School or University academic regulation.

Violations of standards of academic conduct are reported in writing to Dean Schmidt, who interviews the student, affording him or her an opportunity to explain the conduct in question.
A student who is charged and found guilty of academic misconduct in a fair and impartial hearing is subject to sanctions ranging from a failing grade to suspension or dismissal.

Transcripts
All official University of Michigan transcripts must be ordered through the University Office of the Registrar at the Pierpont Commons or requested electronically through Wolverine Access. Students may generate an unofficial record for themselves using Wolverine Access.

Transfer/AP Credit
The Undergraduate Admissions Office, 1220 Student Activities Building (734-764-7433), evaluates and approves academic courses for transfer. Dean Schmidt approves the evaluation of studio art courses. Complete guidelines regarding transfer credit are described in Appendix L. An official evaluation is completed after all documents have been received. Registration appointments are based upon the number of credits earned, so it is important to have transfer credits processed and posted before registration begins.

Advanced Placement
AP test scores in studio art courses are accepted for elective credit as follows:

<table>
<thead>
<tr>
<th>AP Exam</th>
<th>Score</th>
<th>Credit for Course</th>
<th>Credits</th>
<th>Placement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Drawing</td>
<td>4 or 5</td>
<td>Art &amp; Design</td>
<td>3</td>
<td>TBA</td>
</tr>
<tr>
<td>2-D Design</td>
<td>4 or 5</td>
<td>Art &amp; Design</td>
<td>3</td>
<td>TBA</td>
</tr>
<tr>
<td>3-D Design</td>
<td>4 or 5</td>
<td>Art &amp; Design</td>
<td>3</td>
<td>TBA</td>
</tr>
</tbody>
</table>

*AP course credits do not satisfy the program requirements for the BFA in Art and Design.

The Undergraduate Admissions Office evaluates AP test scores in academic disciplines following guidelines established by the appropriate University units. Details of those guidelines may be found on the University web site for AP credit at http://www.admissions.umich.edu/prospective/8-11thgrade/apguidelines.html
Advising & Career Development

Advising in the School of Art & Design

Students are encouraged to seek advice from all the possible resources both on- and off-campus. Plan ahead to get the most out of your undergraduate years by gathering information from faculty, administrators, staff, and other students in the School of Art & Design. Look for information from our colleagues in other University colleges, schools, and departments; and from personnel in service offices of the University. Read the documents published by the School and the University. Seek out advice from individuals whose achievements you regard highly. And use the internet.

Advising occurs on many levels. Students have questions ranging from "How many English courses do I have to take?" to "Why am I here?" and "What am I going to do when I leave here?" Small studio classes in the School afford you the opportunity to develop close working relationships with your faculty. We encourage you to discuss academic, professional and personal issues with them.

Members of the Academic Services Office staff are assigned as administrative advisors for degree requirements, the interpretation of University and School policies, and procedures relevant to undergraduate education. They will be able to answer most student questions or put students in touch with the person who can. Students can make individual appointments with their advisors through the front desk of the Academic Services Office. Administrative advisors will also call periodic group meetings with their student advisees to discuss relevant issues.

Faculty also serve a vital role in the advising of students. Each student chooses a faculty advisor for the last two years at the beginning of the junior year. In the first two years of the program, faculty serve as informal advisors.

Staff members in the Academic Services Office are:

- Brian Banks bbscott@umich.edu
- Wendy Dignan wwilks@umich.edu
- John Luther jonel@umich.edu
- Jay Ransom bransom@umich.edu
- Meghan Schafbuch mschaf@umich.edu

Dean Schmidt (maryanna@umich.edu) is available to discuss issues, which cannot be resolved in consultation with your faculty or the Academic Services Office staff members.

Career Development

John Luther, Career Development Coordinator, offers a robust program of day-to-day activities as well as special events for students. Activities and events include:

- Presenting workshops and group discussions to encourage students’ confidence, career exploration and awareness of options.
- Working one-on-one with students to assist in career exploration and decision-making.
- Counseling students both in groups and individually regarding practical skills such as resume writing, job search strategies, and interview skills.
- Helping students to identify and convey their transferable skills.
• Working with potential employers and representatives from other artist-designer sources of revenue to develop opportunities.
• Posting regular announcements for opportunities.
• Researching, writing and distributing instructional materials.
• Coordinating a Career Expo for A&D students.
• Contributing materials to the School web site. Watch the web site for developments.
• Collaborating with representatives of the University Career Planning & Placement Office to promote student and alumni awareness of their resources.

Watch for announcements for student meetings. Topics will include many presentations by the career development coordinator, as well as presentations about other topics of interest to students.

Some Useful University Information Web Sites
Following are some key web sites for student information:
Career Planning and Placement: http://www.cpp.umich.edu/
Computing on Campus: http://www.itd.umich.edu
Financial Aid: http://www.finaid.umich.edu
Housing: http://www.housing.umich.edu
Media Union: http://www.ummu.umich.edu
Parking Services: http://www.parking.umich.edu/
Office of the Registrar: http://www.umich.edu/~regoff/
U-M Student Services: http://www.umich.edu/UM-Students.html
Communications Venues

Increasingly, the School of Art & Design and University communications have become electronic. On the other hand, old-fashioned mailboxes and corridor bulletin boards in the School and around the University still play a role in distributing information. Some information will only be distributed electronically, some only hard copy. In emergency situations, the Front Desk of the Academic Services Office can assist with communications.

Bulletin Boards and Display Cases
Bulletin Boards and display cases are located throughout the building. They are useful resources that bring you:
- A gallery of all the faculty, staff, and students in the School;
- Notices for internships, jobs, international study, exhibitions, conferences;
- Announcements for lectures, presentations, exhibitions, and student meetings;
- Student-to-student announcements for ASL, MSA, AIGA, IDSA, SSAA and others;
- The School of Art & Design course schedule and related information; and
- Forms and information documents of interest to students.

Email
Faculty, staff, and students regularly communicate with one another through electronic mail. Although everyone's email is cluttered with junk mail these days, please pay serious attention to your electronic mailbox. You will receive information, and will be asked to respond to questions, sent to your email address from faculty, staff, and other students. Email, on the other hand, does not satisfy all our communication needs. It's great for information dissemination and information gathering, but communications of a confrontational or sensitive nature should still be conducted face to face. Treat email with the same discretion as you would any writing. If you don't want it posted for the world to read, don't write it.

Contacting Faculty
Permanent faculty have mailboxes adjacent to Room 2109; adjunct faculty and graduate students have mailboxes at the east end of the painting/drawing corridor on the second floor. The easiest ways to contact faculty are through email messages and visits to faculty classrooms before or after their classes. A schedule of classes for the School of Art & Design remains posted outside the Academic Services Office throughout the semester to provide students with faculty class times and locations.

Online Student/Faculty/Staff Directory
You can find all members of the University community and their email addresses through the online directory at http://directory.umich.edu/ Students are responsible for submitting timely address change information to the University through Wolverine Access.

Student Mailboxes
Each student in the School of Art & Design has an individual mailbox in the painting/drawing corridor on the second floor of the A&A building. These mailboxes serve as a communication link between the School's administration, staff, faculty, other students, and you. You are expected to check your mailbox on a regular basis.
Outside the Classroom

Exhibitions
Exhibiting is an important component of the educational experience. We have recently developed an extraordinary expansion of exhibition opportunities for undergraduate students in the School of Art & Design. In addition to the new hallway display areas and the Annual All Student Awards Exhibition, a new undergraduate gallery on State Street called Work is an ideal central campus location to promote undergraduate student work. Students are invited to submit work for new exhibitions every six weeks during the academic year. Faculty and the exhibitions staff members coordinate rotating exhibitions in the numerous hallway galleries.

The Annual All Student Awards Exhibition is held at the end of each academic year with over $35,000 in designated awards for freshmen, sophomores, juniors, seniors, and graduate students. Every student enrolled full-time in A&D is encouraged to submit one work for exhibition in this unjuried show. Undergraduates are eligible for awards for four years. Those who enroll for more than four years are encouraged to exhibit, but will not be eligible for awards beyond four years. Watch for an email announcement in March each year.

Funding for Special Projects
The School of Art & Design provides small funds to students for special projects and conference attendance, as well as modest support for international study. Requests for ordinary expenses, such as art supplies for classes, will be considered only when unexpected, extenuating financial circumstances apply. Pick up a Request for General Funding Form (Appendix C) or a Request for International Funding Form (Appendix D) outside the Academic Services Office. Submit the form to the Front Desk of Academic Services.

Lectures
Attending lectures in the School of Art & Design, and the rest of the University as well, affords you glimpses into the biographies, educational backgrounds, careers, ideas, and aspirations of artists and scholars. Nowhere else can you spend an hour and gain insight into new possibilities for creating your own future careers. The Penny W. Stamps Visiting Artists Lecture Series presents artists, designers, critics, and other renowned figures of interest to the Art & Design community every Thursday at 5:00 pm. All students are required to attend and to register for the one-credit Lecture Series course each semester. In addition, ad hoc lectures, presentations, performances, and artist residencies are scheduled and announced through email and postings on A&D bulletin boards.

Letters of Recommendation
From time to time you will need letters of recommendation from faculty and administrators in the School of Art & Design and other members of the University community. Students who wish to request letters of recommendation must do so in writing at least two weeks in advance of the due date. Attached the following to your request:
• A stamped, addressed envelope;
• Documentation explaining the opportunity for which the recommendation is requested;
• And a copy of your unofficial transcript that you can generate from Wolverine Access.
Student Organizations
The Art Students’ League (ASL) represents student views to the faculty and administration, and organizes periodic special events, trips, and social gatherings. There is an announced ASL meeting at the beginning of each academic year to recruit members, set the stage for the year, and establish an organizational structure for the group. Plan to be an active member of the student community; join the Art Students’ League.

Industrial Design Society of America (IDSA) student chapter is sponsored by the national and professional organization located in Great Falls, VA. This student/faculty managed organization sponsors visiting lectures, field trips, and other activities. IDSA fosters discussion and exposure to people, places, and ideas that introduce industrial design students to professional practice and potential.

The American Institute of Graphic Arts (AIGA) is the national organization for graphic designers. The student chapter provides access to the organization’s national design directory, regional portfolio reviews, web site, and conferences. In addition, the student chapter sponsors an annual student design exhibition and visiting speakers. Membership requires annual dues.

Art That Gets Out (ATGO) is a new student organization dedicated to connecting artmaking to the community.

The Michigan Student Assembly (MSA) is the central student government at the University of Michigan, representing students from every school and college. MSA facilitates communications between students and the University administration, and advocates student issues and concerns. It distributes almost $200,000 per term to student groups. MSA represents student concerns and opinions to the Board of Regents. MSA is committed to protecting students’ rights and is an important part of student involvement in the University's decision-making process. The School of Art & Design has one representative elected to the Michigan Student Assembly. Look for more information at http://www.umich.edu/~msa/

The Office of Academic Multicultural Initiatives (OAMI) works with various University units to create academic multicultural opportunities for undergraduate and graduate students. For more information, check out the web site at umich.edu/~oami

Weekly Calendar
Kate West, Associate Director of Communications, sends a weekly email calendar of events to all faculty, staff, and students listing lectures, openings, meetings, and other events of interest to the Art & Design community.

Work-Study Jobs
Many Art & Design students have part-time jobs in the A&A Building and elsewhere in the University. Having a work-study grant makes such employment more likely. Typical work-study jobs in the School include gallery attendant, clerical assistant, copy center worker, lab monitor, etc. Check out electronic job postings at http://www.finaid.umich.edu/Employ/ or check at the Front Desk of the Academic Services Office.
School Facilities & Facilities Policies

Animals
Except for guide dogs, animals are not permitted in University buildings.

Art & Architecture Building
The School of Art & Design and the A. Alfred Taubman College of Architecture and Urban Planning first occupied the Art and Architecture Building (A&A), designed by Swanson Associates, in 1974. Each unit has its own administrative offices, educational facilities, and some shared facilities. The courtyard in the center of the second floor is a favorite gathering place in all seasons. Emil Lorch, first Dean of the College of Architecture and Design, acquired the architectural fragments displayed in the courtyard prior to 1936. Other fragments from his collection are still in the garden area of Lorch Hall, at the corner of Monroe and Tappan. Most of the modern sculptures on display are student works donated to the school.

Bicycles
Bicycles, rollerblades, and skateboards are not permitted inside any University building. Bicycles should be parked in the bicycle racks outside the building.

Drugs and Alcohol
The legal drinking age in Michigan is 21. The University prohibits unlawful possession, use, or distribution of alcohol or illicit drugs by faculty, staff, or students on University property or as part of any University event. Alcohol may not be served or consumed during any class, meeting, seminar, or critique.

Handicap Access
Automatic doors have been installed in the northwest Bonisteel Blvd. building entrance and in the men's and women's restrooms on each floor. There is one elevator on the east side of the building near the Slusser Gallery.

Jean Paul Slusser Gallery
The gallery was dedicated in March 1975 in honor of Professor Emeritus Jean Paul Slusser, a former faculty member and the first director of the University of Michigan Museum of Art. The Gallery is a focal point of the building, providing exhibition space for students, faculty, visiting artists and designers, and international exhibitions.

Library, Art & Design
The library for Art & Design, located in the Media Union, is an integral part of the University library system. It contains over 60,000 volumes related to art, architecture, design, engineering, and urban planning. Included are a large slide collection, architectural drawings, photographs, maps, and manuscripts. The library provides access to extensive resources online including catalogs, full-text journals, image databases, and the web. Annette Haines, the School’s field librarian, whose office is located in the Academic Services Office, is the key person to assist you with your information resource needs.
Lockers
Students may rent lockers for a $5.00 refundable fee. See the Building Manager, Helen Hoskins, Room 1106, to secure a locker. Except for red and white approval stickers used by the manager, no posting is allowed on the outside of lockers. The fee is returned at the end of the term if the locker is clean. If lockers are used without authorization, locks will be cut and contents discarded. Locker approval is required each term; there is no charge for renewal.

Lost and Found
Lost and found items are handled in the following offices:

- Building Manager’s Office, Room 1106, 763-3132
- Art & Design, Room 2038, 764-0397
- TCAUP Dean’s Office, Room 2150, 764-1300

Media Union
The Media Union is an all-campus resource, a place to facilitate interdisciplinary collaboration, integrative learning, and exploration. It brings together information resources, information technology, production studios, and the combined talents of information professionals from across campus units to serve the University community.

The Media Union provides University students, faculty, and staff with 24-hour access to most services, seven days a week during the academic year. Within the Media Union is housed:
- Traditional and digital libraries;
- Computer training rooms;
- An advanced visualization laboratory;
- A virtual reality laboratory;
- Video and audio performance studios;
- Lab space for special projects;
- An exhibition gallery;
- A teleconference suite; and
- Over 500 workstations in open areas.

For more information check out the web site at http://www.ummu.umich.edu/index.html

Medical Emergencies
Report medical emergencies to the Building Manager (763-3132) during regular working hours and to University Security (763-1131) at all other times.

Parking
Metered parking is available in University parking lots behind the A&A building off Fuller Road and off Murfin Road in the lot behind Pierpont Commons.

Student parking permits are available only to Junior, Senior and Graduate Students. Freshmen and sophomore students are not eligible for parking permits; however, they may park at one of the Ann Arbor Transportation Authority (AATA) Park & Ride lots and purchase monthly AATA bus passes, or seek private parking off campus. Students must be registered for classes to purchase permits. Generally, parking for students at the University of Michigan is limited, and we strongly encourage students to leave their vehicles at home. There are many services available for moving around campus and the City of Ann Arbor. Personal vehicles are not usually necessary.

Freshmen and sophomore students who have exceptional needs and who require the use of their vehicles may appeal the parking eligibility policy by completing a UM Student Parking Appeal Form found at http://www.parking.umich.edu/parking/2002-2003_Students.html
Recycling
The School of Art & Design recycles the following materials:
- Paper: mixed office paper, newspaper, newsprint, and glossy magazines
- Containers: glass bottles, plastic bottles (#1, 2 & 3), steel & aluminum cans, foil,
  and paper milk cartons
- Corrugated paper and boxes (collected by custodial staff)

If you see the need for additional recycle containers in new locations, please contact the
Building Manager, Helen Hoskins, Room 1106.

Security
The A&A building is open and unlocked from 7:00 am until 10:00 pm seven days a week,
except during UM holidays when the building is closed. Signs announcing closing and
reopening times are posted. Students may access the building after hours with their M Cards.
For the safety of all, PLEASE DO NOT prop exterior doors open after hours. At night a
security guard makes regular rounds in the building. However, if you are working late at night
or in an isolated section, work with a partner. Make yourself familiar with the building. Know
the quickest exit routes from your working areas. Know where to find the nearest phones.

Rely on SAFE WALK (763-WALK) and Public Safety (763-1131) services when leaving late
at night to go home.

Smoking
The Art & Architecture Building, including the upstairs courtyard, is a non-smoking
environment. Smoking is permitted only outdoors. There are containers to stash your butts at
each entrance. All buildings on campus are non-smoking facilities.

Telephones
Pay phones are located on the first floor near the stairways of the northwest and southeast exit
doors. The southeast rear telephone now has a TDD box for hearing-impaired persons or for
anyone trying to reach a hearing-impaired person. In addition, there are free campus
telephones in the hallway near the painting studios, across from the Metals Studio (1069), and
near the Sculpture Studio (1258). When using a campus telephone, dial only the last five
digits of the number to call another campus phone.

Thefts
All thefts should be reported immediately to the Building Manager (763-3132), and to
University Security (763-1131). Secure your supplies, your personal belongings, and your
artwork to the extent you possibly can. On balance, the Art & Architecture Building is a safe,
low crime environment. Don't tempt the fates with carelessness.
University Computing Sites
The University provides several public access workstations for use by University students, faculty, and staff. Users need a valid uniqname and a UMICH password. Many of the campus sites are available around-the-clock with a University ID card. Hours of operation are available at http://www.umich.edu/~sites/hours/.

General use Campus Computing Sites on Central Campus are:
- Angell Hall Courtyard: Room 444, Angell Hall
- Caident: Room B344, Dental School Building
- Learning Resource Center (LRC): Room 3950, Taubman Medical Center
- North University Building (NUBS): Room 1000, North University Building
- School of Education (SEB): Room 3010, School of Education Building
- School of Natural Resources (SNRE): Room 2315, Dana Building
- School of Nursing (NIB): Room 4210, 400 N. Ingalls Building
- School of Public Health (SPH): Room G442, SPH II Building
- Shapiro Undergraduate Library: Room 2054, Shapiro Library
- Michigan Union: Basement Level
- West Hall: Room 120, West Hall

General use Campus Computing Sites on North Campus are:
- Art & Architecture: Room 2115, Art & Architecture Building
- Media Union: Multiple Sites
- School of Music: Room 2231, Moore Building

The Woodshop
The Woodshop, Room 1251, is a facility which provides both teaching and technical service for the Art & Design, and the Architecture and Urban Planning curricula. Equipment is available for woodworking, sheet metal work, metal machining, plastic fabrication and vacuforming, and paint finishing. (Some restrictions apply.) Two full-time staff members provide both supervision and instruction in all areas of service. A two-and-one-half hour orientation for upper-class students is required before students can use the facility. For freshmen in the 2002 curriculum, completing the TMP: Wood course qualifies students to use the facility.
Course Descriptions

Following are brief descriptions for freshman and sophomore courses. Each semester, committees of faculty assigned to teach freshman and sophomore courses meet to establish guidelines, which provide a common set of experiences across the eight sections of each course. Descriptions for junior and senior courses are listed on the A&D web site in time for registration each semester.

100 Drawing Studio I: Line (Fall only) 1.5 credits
No prerequisites. Priority registration for Art & Design freshmen. The first of four required freshman/sophomore studio courses that provides exposure to the wide variety of approaches to drawing including line, light & form, analysis and idea. Explores both objective and subjective visual representations and experiments with a variety of mark-making media.

101 Drawing Studio II: Light & Form (Winter only) 1.5 credits
No prerequisites. Priority registration for Art & Design freshmen. The second of four required freshman/sophomore studio courses that provides exposure to the wide variety of approaches to drawing including line, light & form, analysis and idea. Explores both objective and subjective visual representations and experiments with a variety of mark-making media.

110 Digital Studio I: Image (Fall only) 1.5 credits
No prerequisites. Priority registration for Art & Design freshmen. The first of four required freshman/sophomore studio courses that introduces students to a variety of computer-based approaches to art and design. Topics for this course include the characteristics of the digital image, its relationship to analog imagery, the influence of digital imaging methods on the final image, the application of color theory in the digital context, and ethical and aesthetic implications of using the computer to create and communicate visual content. Covers basic concepts and practices for computer hardware and software, and thus serves as groundwork for subsequent computing courses.

111 Digital Studio II: Document (Winter only) 1.5 credits
No prerequisites. Priority registration for Art & Design freshmen. The second of four required freshman/sophomore studio courses that introduces students to a variety of computer-based approaches to art and design. This course focuses on the integration of image and text for producing complex electronic and hard copy documents. By the end of this course all students will establish their own, on-going web site that will document their work and their ideas.

120 Tools, Materials and Processes I: Paint (Fall & Winter) 1.5 credits
No prerequisites. Priority registration for Art & Design freshmen. One of a series of eight required freshman/sophomore studio courses that focuses on the aesthetic development of the artist-designer through exposure to the materials, tools, and processes germane to paint and to contemporary art and design practices, and through creative problem solving assignments that require the mastery of a set of specific materials, tools, and processes for each course.

121 Tools, Materials and Processes II: Clay (Fall & Winter) 1.5 credits
No prerequisites. Priority registration for Art & Design freshmen. One of a series of eight required freshman/sophomore studio courses that focuses on the aesthetic development of the artist-designer through exposure to the materials, tools, and processes germane to clay and to contemporary art and design practices, and through creative problem solving assignments that require the mastery of a set of specific materials, tools, and processes for each course.

122 Tools, Materials and Processes III: Photo (Fall & Winter) 1.5 credits
No prerequisites. Priority registration for Art & Design freshmen.
One of a series of eight required freshman/sophomore studio courses that focuses on the aesthetic development of the artist-designer through exposure to the materials, tools, and processes germane to photo and to contemporary art and design practices, and through creative problem solving assignments that require the mastery of a set of specific materials, tools, and processes for each course.

123  **Tools, Materials and Processes IV: Wood** (Fall & Winter)  1.5 credits
No prerequisites. Priority registration for Art & Design freshmen.
One of a series of eight required freshman/sophomore studio courses that focuses on the aesthetic development of the artist-designer through exposure to the materials, tools, and processes germane to wood and to contemporary art and design practices, and through creative problem solving assignments that require the mastery of a set of specific materials, tools, and processes for each course.

130  **Concept, Form & Context I: The Human Being** (Fall only)  3 credits
No prerequisites. Priority registration for Art & Design freshmen.
One of a series of four required freshman/sophomore studio courses that focuses on problem solving, problem generation, and the development of ideas. Each incorporates reading, research and writing components that integrate critical thinking and language skills with personal expression, and focuses on structured projects that encourage the development of transferable conceptual and formal skills. This first course investigates human identity and representation in a range of contexts and motivations including biological, political, historical, social, spiritual, and technological.

131  **Concept, Form & Context II: Perception** (Winter only)  3 credits
No prerequisites. Priority registration for Art & Design freshmen.
One of a series of four required freshman/sophomore studio courses that focuses on problem solving, problem generation, and the development of ideas. Each incorporates reading, research and writing components that integrate critical thinking and language skills with personal expression, and focuses on structured projects that encourage the development of transferable conceptual and formal skills. This second course explores perception, the relationship between perception and conception, and the augmentation of perception through technology.

150  **Art-Design Perspectives I: The Individual** (Fall only)  3 credits
No prerequisites. Priority registration for Art & Design freshmen.
One of a series of four academic courses that casts a broad net to explore a variety of creative expressions from the mundane to the exotic, the celebrated to the unnoticed, the conceptual to the palpable, the useless to the practical, and the subatomic to the architectural. This first course uses a case study approach to focusing on the concept of artists’ individuality through time and across world cultures.

151  **Art-Design Perspectives II: Society** (Winter only)  3 credits
No prerequisites. Priority registration for Art & Design freshmen.
One of a series of four academic courses that casts a broad net to explore a variety of creative expressions from the mundane to the exotic, the celebrated to the unnoticed, the conceptual to the palpable, the useless to the practical, and the subatomic to the architectural. This second course uses a case study approach to focusing on the impact of society on the artist through time and across world cultures.

160  **Lecture Series I** (Fall only)  1 credit
No prerequisites. Priority registration for Art & Design freshmen.
Students are required to attend the weekly Penny W. Stamps Lecture Series and to provide a response that evidences their engagement with the lecture.

161  **Lecture Series II** (Winter only)  1 credit
No prerequisites. Priority registration for Art & Design freshmen.
Students are required to attend the weekly Penny W. Stamps Lecture Series and to provide a response that evidences their engagement with the lecture.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Prerequisites and Registration Info</th>
</tr>
</thead>
<tbody>
<tr>
<td>200</td>
<td><strong>Drawing Studio III: Analysis</strong> (Fall only)</td>
<td>1.5</td>
<td>No prerequisites. Priority registration for Art &amp; Design sophomores. The third of four required freshman/sophomore studio courses that provides exposure to the wide variety of approaches to drawing including line, light &amp; form, analysis and idea. Explores both objective and subjective visual representations and experiments with a variety of mark-making media.</td>
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<tr>
<td>201</td>
<td><strong>Drawing Studio IV: Idea</strong> (Winter only)</td>
<td>1.5</td>
<td>No prerequisites. Priority registration for Art &amp; Design sophomores. The final of four required freshman/sophomore studio courses that provides exposure to the wide variety of approaches to drawing including line, light &amp; form, analysis and idea. Explores both objective and subjective visual representations and experiments with a variety of mark-making media.</td>
</tr>
<tr>
<td>210</td>
<td><strong>Digital Studio III: 3-D</strong> (Fall only)</td>
<td>1.5</td>
<td>No prerequisites. Priority registration for Art &amp; Design sophomores. The third of four required freshman/sophomore studio courses that introduces students to a variety of computer-based approaches to art and design.Topics for this course include modeling and rendering of three-dimensional forms.</td>
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<tr>
<td>211</td>
<td><strong>Digital Studio IV: Time</strong> (Winter only)</td>
<td>1.5</td>
<td>No prerequisites. Priority registration for Art &amp; Design sophomores. The final of four required freshman/sophomore studio courses that introduces students to a variety of computer-based approaches to art and design. This course focuses on time-based digital imaging, including animation.</td>
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<tr>
<td>220</td>
<td><strong>Tools, Materials and Processes V: Print</strong> (Fall &amp; Winter)</td>
<td>1.5</td>
<td>No prerequisites. Priority registration for Art &amp; Design sophomores. One of a series of eight required freshman/sophomore studio courses that focuses on the aesthetic development of the artist-designer through exposure to the materials, tools, and processes germane to printmaking and to contemporary art and design practices, and through creative problem solving assignments that require the mastery of a set of specific materials, tools, and processes for each course.</td>
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<tr>
<td>221</td>
<td><strong>Tools, Materials and Processes VI: Fibers</strong> (Fall &amp; Winter)</td>
<td>1.5</td>
<td>No prerequisites. Priority registration for Art &amp; Design sophomores. One of a series of eight required freshman/sophomore studio courses that focuses on the aesthetic development of the artist-designer through exposure to the materials, tools, and processes germane to fibers and to contemporary art and design practices, and through creative problem solving assignments that require the mastery of a set of specific materials, tools, and processes for each course.</td>
</tr>
<tr>
<td>222</td>
<td><strong>Tools, Materials and Processes VII: Video</strong> (Fall &amp; Winter)</td>
<td>1.5</td>
<td>No prerequisites. Priority registration for Art &amp; Design sophomores. One of a series of eight required freshman/sophomore studio courses that focuses on the aesthetic development of the artist-designer through exposure to the materials, tools, and processes germane to video and to contemporary art and design practices, and through creative problem solving assignments that require the mastery of a set of specific materials, tools, and processes for each course.</td>
</tr>
<tr>
<td>223</td>
<td><strong>Tools, Materials and Processes VIII: Metal</strong> (Fall &amp; Winter)</td>
<td>1.5</td>
<td>No prerequisites. Priority registration for Art &amp; Design sophomores. One of a series of eight required freshman/sophomore studio courses that focuses on the aesthetic development of the artist-designer through exposure to the materials, tools, and processes germane to metal and to contemporary art and design practices, and through creative problem solving assignments that require the mastery of a set of specific materials, tools, and processes for each course.</td>
</tr>
</tbody>
</table>
230  Concept, Form & Context III: Processes (Fall only)  3 credits
No prerequisites. Priority registration for Art & Design sophomores.
One of a series of four required freshman/sophomore studio courses that focuses on
problem solving, problem generation, and the development of ideas. Each
incorporates reading, research and writing components that integrate critical thinking
and language skills with personal expression, and focuses on structured projects that
encourage the development of transferable conceptual and formal skills. This third
course investigates the development of creative work over time through processes,
from planning, to collaboration, to chance.

231  Concept, Form & Context IV: Systems (Winter only)  3 credits
No prerequisites. Priority registration for Art & Design sophomores.
One of a series of four required freshman/sophomore studio courses that focuses on
problem solving, problem generation, and the development of ideas. Each
incorporates reading, research and writing components that integrate critical thinking
and language skills with personal expression, and focuses on structured projects that
encourage the development of transferable conceptual and formal skills. This fourth
course explores the use of systems in creative work, including working with existing
systems and developing new systems.

250  Art-Design Perspectives III: Technology & the Environment
(Fall only)  3 credits
No prerequisites. Priority registration for Art & Design sophomores.
One of a series of four academic courses that casts a broad net to explore a variety of
creative expressions from the mundane to the exotic, the celebrated to the unnoticed,
the conceptual to the palpable, the useless to the practical, and the subatomic to the
architectural. This third course uses a case study approach to explore the relevance of
technology and the environment to artmaking through time and across world
cultures.

251  Art-Design Perspectives IV: Philosophy (Winter only)  3 credits
No prerequisites. Priority registration for Art & Design sophomores.
One of a series of four academic courses that casts a broad net to explore a variety of
creative expressions from the mundane to the exotic, the celebrated to the unnoticed,
the conceptual to the palpable, the useless to the practical, and the subatomic to the
architectural. This fourth course uses a case study approach to explore issues and
ideas in artworks through time and across world cultures.

260  Lecture Series III (Fall only)  1 credit
No prerequisites. Priority registration for Art & Design sophomores.
Students are required to attend the weekly Penny W. Stamps Lecture Series and to
provide a response that evidences their engagement with the lecture.

261  Lecture Series IV (Winter only)  1 credit
No prerequisites. Priority registration for Art & Design sophomores.
Students are required to attend the weekly Penny W. Stamps Lecture Series and to
provide a response that evidences their engagement with the lecture.
Appendices

A. Appeals Procedure
B. FERPA Guidelines
C. Request for General Funding Form
D. Request for International Funding Form
E. Incomplete Grade Form
G. Joint-Degree Application Form
H. LS&A Minors Policy
J. Minor Certification Form
K. Minor Declaration Form
L. Request for Waiver or Substitution of Requirement Form
M. Transfer Credit Policy
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