Introduction

This 2008-2009 School of Art & Design Undergraduate Student 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 answer many of the questions about curriculum, the School, the University, and the role of a student in the four-year Bachelor of Fine Arts degree program. For additional information or clarification, students should consult with faculty and staff of the School of Art & Design and with other University personnel who are available to assist them.

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 and Undergraduate Education  

Joann McDaniel  
Assistant Dean for Undergraduate Programs  

Brian Banks  
Academic Success Advisor  

Paula Bousley  
Assistant to the Associate Dean  

Wendy Dignan  
Director of Graduate Academic Services  

John Luther  
Career Development Coordinator  

Brandon Lynn  
Recruiting and Admissions Representative  

Karina Galvan Moore  
Recruiting and Admissions Coordinator  

Seantell Pratt  
Smucker Wagstaff Academic Programs Center Office Coordinator
# Table of Contents

**INTRODUCTION** .................................................................................................................. 1  
**TABLE OF CONTENTS** ................................................................................................. 1  
**2008/2009 UNIVERSITY CALENDAR** ................................................................. 1  
**FULL-TIME FACULTY DIRECTORY** .............................................................................. 2  
**STAFF DIRECTORY** ..................................................................................................... 3  
**CURRICULUM** ................................................................................................................ 4  
  **BFA DEGREE REQUIREMENTS** ................................................................................. 4  
  **CURRICULUM SCHEDULE** ...................................................................................... 4  
  **STUDIO COURSE REQUIREMENTS** ................................................................. 5  
    First and Second Year Core Studio Requirements .................................................. 5  
    Advanced (Elective) Studio Requirements ......................................................... 6  
    The Outreach/Engagement Requirement .......................................................... 6  
  **ACADEMIC COURSE REQUIREMENTS** .............................................................. 6  
    Art & Design Academic Course Requirements ............................................. 6  
    University-Wide Academic/Experiential Course Requirements ....................... 7  
**SAMPLE FIRST AND SECOND YEAR SCHEDULE** ............................................. 8  
**SOPHOMORE AND SENIOR REVIEWS** ................................................................. 8  
**INDEPENDENT STUDY** ............................................................................................. 9  
**INTERNSHIPS** ........................................................................................................... 9  
**INTERNATIONAL STUDY** .......................................................................................... 9  
**JOINT DEGREES** ....................................................................................................... 10  
**MINORS** .................................................................................................................. 11  
  Guidelines for A&D Students Pursuing an LSA Minor ....................................... 11  
  Procedure for Pursuing an LSA Minor .............................................................. 12  
**ACADEMIC POLICIES & PROCEDURES** .............................................................. 13  
  **ACADEMIC DISCIPLINE** ....................................................................................... 13  
  **ACADEMIC HONORS AND AWARDS** ............................................................... 14  
  **ACADEMIC RECORD** ........................................................................................... 15  
  **FERPA** ................................................................................................................ 15  
  **APPEALS PROCESS** ............................................................................................ 16  
  **ATTENDANCE AND CLASS PARTICIPATION** ............................................... 16  
  **WHOM TO NOTIFY IN CASES OF ABSENCE** ............................................ 17  
  **BFA DEGREE AUDITS** ......................................................................................... 17  
  **BOOKS, SUPPLIES, AND FEES** ...................................................................... 17  
  **CLASS STANDING – UNIVERSITY** ................................................................. 18  
  **CLASS STANDING – A&D CURRICULUM** ................................................... 18  
  **DISABILITIES** ..................................................................................................... 18  
  **DOCUMENTING CREATIVE WORK** ................................................................ 19  
  **GRADES AND GRADING POLICIES** .............................................................. 19  
  **GRADUATION PROCEDURE** .......................................................................... 20  
  **LEAVING THE UNIVERSITY** ............................................................................ 21
### 2008 Fall Term

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration (for students not pre-registered)</td>
<td>Aug 29, Fri</td>
</tr>
<tr>
<td>Labor Day (Holiday)</td>
<td>Sept 1, Mon</td>
</tr>
<tr>
<td>Classes Begin</td>
<td>Sept 2, Tues</td>
</tr>
<tr>
<td>Last Day to Withdraw from Term (100% tuition reimbursement less fees)</td>
<td>Sept 22, Mon</td>
</tr>
<tr>
<td>Last Day to Drop/Add (no “W” for drop)</td>
<td>Sept 22, Mon</td>
</tr>
<tr>
<td>Last Day for Tuition Adjustment for a Reduced Load</td>
<td>Sept 22, Mon</td>
</tr>
<tr>
<td>Pass/Fail Deadline</td>
<td>Sept 22, Mon</td>
</tr>
<tr>
<td>Authorization Needed to Withdraw from Class (“W” posted for drop)</td>
<td>Sept 23, Tues</td>
</tr>
<tr>
<td>Last Day to Withdraw from Term with 50% Tuition Waiver</td>
<td>Oct 13, Mon</td>
</tr>
<tr>
<td>Fall Study Break</td>
<td>Oct 20-21, Mon-Tues</td>
</tr>
<tr>
<td>Thanksgiving Recess</td>
<td>Nov 7, Fri</td>
</tr>
<tr>
<td>Classes Resume</td>
<td>5:00 p.m. Nov 26, Wed</td>
</tr>
<tr>
<td>Classes End</td>
<td>Dec 9, Tues</td>
</tr>
<tr>
<td>Integrative Project Reviews</td>
<td>Dec 10-11, Wed-Thurs</td>
</tr>
<tr>
<td>Study Days</td>
<td>Dec 10, Wed &amp; Dec 13-14, Sat-Sun</td>
</tr>
<tr>
<td>Examinations</td>
<td>Dec 11-12, Thurs-Fri &amp; Dec 15-18, Mon-Thur</td>
</tr>
</tbody>
</table>

### 2009 Winter Term

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration (for students not pre-registered)</td>
<td>Jan 5, Mon</td>
</tr>
<tr>
<td>Classes Begin</td>
<td>Jan 7, Wed</td>
</tr>
<tr>
<td>Last Day to Withdraw from Term (100% tuition reimbursement less fees)</td>
<td>Jan 27, Tues</td>
</tr>
<tr>
<td>Last Day to Drop/Add (no “W” for drop)</td>
<td>Jan 27, Tues</td>
</tr>
<tr>
<td>Last Day for Tuition Adjustment for a Reduced Load</td>
<td>Jan 27, Tues</td>
</tr>
<tr>
<td>Pass/Fail Deadline</td>
<td>Jan 27, Tues</td>
</tr>
<tr>
<td>Authorization Needed to Withdraw from Class (“W” posted for drop)</td>
<td>Jan 24, Thurs</td>
</tr>
<tr>
<td>Last Day to Withdraw from Term with 50% Tuition Waiver</td>
<td>Feb 17, Tues</td>
</tr>
<tr>
<td>Winter Recess Begins</td>
<td>12:00 noon Feb 21, Sat</td>
</tr>
<tr>
<td>Classes Resume</td>
<td>8:00 a.m. Mar 2, Mon</td>
</tr>
<tr>
<td>Last Day to Withdraw from a Class (“W” posted from drop)</td>
<td>Mar 20, Fri</td>
</tr>
<tr>
<td>University Honors Convocation</td>
<td>Mar 15, Sun</td>
</tr>
<tr>
<td>Art &amp; Design Classes End</td>
<td>April 15, Wed</td>
</tr>
<tr>
<td>University Classes End</td>
<td>Apr 21, Tues</td>
</tr>
<tr>
<td>Art &amp; Design Review Week</td>
<td>April 20-24, Mon-Fri</td>
</tr>
<tr>
<td>End-of-Year Reviews, Graduate Students</td>
<td>April 120, Mon</td>
</tr>
<tr>
<td>Thesis Presentations, Graduate Students</td>
<td>April 21-22, Tues-Wed</td>
</tr>
<tr>
<td>Study Days</td>
<td>Apr 22, Wed &amp; Apr 25-26, Sat-Sun</td>
</tr>
<tr>
<td>Examinations</td>
<td>Apr 23-24, Thurs-Fri &amp; Apr 27-30, Mon-Thurs</td>
</tr>
<tr>
<td>Commencement Activities</td>
<td>May 1-3, Fri-Sun</td>
</tr>
</tbody>
</table>

### Religious Holidays and Academic Conflicts

**Religious Holidays and Academic Conflicts**

Although the University of Michigan, as an institution, does not observe religious holidays, it has long been the University's policy that every reasonable effort should be made to help students avoid negative academic consequences when their religious obligations conflict with academic requirements. See details on the University web site at [http://www.provost.umich.edu/calendar/religious_holidays_07-08.html](http://www.provost.umich.edu/calendar/religious_holidays_07-08.html)
# Full-Time Faculty Directory

<table>
<thead>
<tr>
<th>Name, Rank</th>
<th>Uniqname</th>
</tr>
</thead>
<tbody>
<tr>
<td>Danielle Abrams, Assistant Professor</td>
<td>djabrams</td>
</tr>
<tr>
<td>Jan-Henrik Andersen, Associate Professor</td>
<td>janhande</td>
</tr>
<tr>
<td>David Chung, Associate Professor</td>
<td>davchung</td>
</tr>
<tr>
<td>Jim Cogswell, Professor</td>
<td>jecogs</td>
</tr>
<tr>
<td>Larry Cressman, Associate Professor</td>
<td>larrycre</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>Tirtza Even, Assistant Professor</td>
<td>tirtzae</td>
</tr>
<tr>
<td>Phoebe Gloeckner, Assistant Professor</td>
<td>phoebeg</td>
</tr>
<tr>
<td>Melissa Gross, Associate Professor</td>
<td>mgross</td>
</tr>
<tr>
<td>Daniel Herwitz, Professor</td>
<td>herwitz</td>
</tr>
<tr>
<td>Doug Hesseltine, Associate Professor</td>
<td>hesselti</td>
</tr>
<tr>
<td>Holly Hughes, Associate Professor</td>
<td>hahughes</td>
</tr>
<tr>
<td>Shaun Jackson, Associate Professor</td>
<td>sjdesign</td>
</tr>
<tr>
<td>Carol Jacobsen, Professor</td>
<td>jacobsn</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>hkkumao</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>John Marshall, Assistant Professor</td>
<td>tba</td>
</tr>
<tr>
<td>Malcolm McCullough, Associate Professor</td>
<td>mmcmc</td>
</tr>
<tr>
<td>Mick McQuaid, Assistant Professor</td>
<td>mcq</td>
</tr>
<tr>
<td>Rebekah Modrak, Associate Professor</td>
<td>rmmodrak</td>
</tr>
<tr>
<td>Anne Mondro, Assistant Professor</td>
<td>ammondro</td>
</tr>
<tr>
<td>Thylias Moss, Professor</td>
<td>thylasm</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, Associate Professor</td>
<td>janiep</td>
</tr>
<tr>
<td>Sallyanne Payton, Professor</td>
<td>spayton</td>
</tr>
<tr>
<td>Marianetta Porter, Professor</td>
<td>mptr</td>
</tr>
<tr>
<td>Dan Price, Assistant Professor</td>
<td>mattpriz</td>
</tr>
<tr>
<td>Michael Rodemer, Associate Professor</td>
<td>rodemer</td>
</tr>
<tr>
<td>Bryan Rogers, Professor</td>
<td>blrogers</td>
</tr>
<tr>
<td>Stephanie Rowden, Assistant Professor</td>
<td>srrowden</td>
</tr>
<tr>
<td>Mary Schmidt, Lecturer</td>
<td>maryanna</td>
</tr>
<tr>
<td>Tobin Siebers, Professor</td>
<td>tobin</td>
</tr>
<tr>
<td>Bradley Smith, Associate Professor</td>
<td>brdsmitth</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>Satoru Takahashi, Assistant Professor</td>
<td>tsatoru</td>
</tr>
<tr>
<td>Nicholas Tobier, Assistant Professor</td>
<td>nicktob</td>
</tr>
<tr>
<td>Joseph Trumpey, Associate Professor</td>
<td>jtrumpey</td>
</tr>
<tr>
<td>Malcolm Tulip, Assistant Professor</td>
<td>dmtulip</td>
</tr>
<tr>
<td>Elona Van Gent, Associate Professor</td>
<td>evangent</td>
</tr>
<tr>
<td>Kendall Walton, Professor</td>
<td>kiwalton</td>
</tr>
<tr>
<td>Edward West, Professor</td>
<td>ewest</td>
</tr>
</tbody>
</table>
## Staff Directory

### School Administration
- **Bryan Rogers**, Dean, Uniqlname `blirogers`
- **Mary Schmidt**, Associate Dean for Academic Affairs & Undergraduate Education, Uniqlname `maryanna`
- **Brad Smith**, Associate Dean for Creative Work, Research & Graduate Education, Uniqlname `brdsmith`
- **Joann McDaniel**, Assistant Dean for Undergraduate Programs, Uniqlname `jmdan`

### Dean's Office
- **Patricia Hodges**, Executive Assistant to the Dean, Uniqlname `phodges`
- **Scott Creech**, Human Resources Coordinator, Uniqlname `creech`
- **Christina Hamilton**, Director of the Visitors’ Program, Uniqlname `chrissti`
- **Rachael Hudak**, Prison Creative Arts Administrator, Uniqlname `rahudak`
- **Katherine Weider**, Creative Arts Producer, Uniqlname `kathwe`
- **Patrick Young**, Digital Print Media Advisor, Uniqlname `patyoung`

### Smucker Wagstaff Academic Programs Center
- **Wendy Dignan**, Director of Graduate Academic Services, Uniqlname `wwilks`
- **Brian Banks**, Academic Success Advisor, Uniqlname `bbscott`
- **Paula Bousley**, Assistant to the Deans for Undergraduate Education, Uniqlname `pbousley`
- **John Luther**, Career Development Coordinator, Uniqlname `jnel`
- **Brandon Lynn**, Recruiting and Admissions Representative, Uniqlname `bklynn`
- **Karina Moore**, Undergraduate Recruiting and Admissions Coordinator, Uniqlname `kmoore`
- **Seantell Pratt**, Office Coordinator, Uniqlname `skmp`

### Development
- **Betty Smith**, Director, Uniqlname `bmshawk`
- **Mary Alice Bankert**, Major Gifts Officer, Uniqlname `tba`
- **Joy Melzian**, Development Assistant, Uniqlname `joym`

### Exhibitions
- **Graham Hamilton**, Co-Director of Exhibitions, Ann Arbor, Uniqlname `grahamh`
- **Mark Nielsen**, Co-Director of Exhibitions, Ann Arbor, Uniqlname `mnielsen`
- **Stephen Schudlich**, Director of Exhibitions, Work:Detroit, Uniqlname `swschud`

### Communications
- **Kate West**, Director of Communications, Uniqlname `katewest`
- **Carl Greene**, Graphic Design, Uniqlname `gearl`

### Finance and Facilities
- **Mahendra Kumar**, Director, Uniqlname `mkumar`
- **Peter Jansen**, Director of Facilities, Uniqlname `jansenp`
- **Demond Davenport**, Assistant Director of Finance, Uniqlname `djdc`
- **David Constant**, Accountant, Uniqlname `davecon`
- **Jan Dryden**, Office Assistant, Uniqlname `jadryden`
- **Kevin McKay**, Custodial Supervisor, Uniqlname `kjmekay`

### Information Technology
- **Neil Clennan**, Computer Systems Specialist, Uniqlname `ncclennan`
- **Kris Fazzari**, Sr. Computer Systems Specialist, Uniqlname `fazzari`
- **Andre Grewe**, Webmaster, Uniqlname `agrewe`

### International Engagement
- **Joe Trumpey**, Director, Uniqlname `jttrumpey`

### Library
- **Annette Haines**, Field Librarian, Uniqlname `ahaines`

### Studio Coordinators
- **Ken Brown**, Sculpture, Uniqlname `kebrown`
- **Ana Fernandez**, Print Media, Uniqlname `aferna`
- **Mark Kreicic**, Woodshop, Uniqlname `mkkreicic`
- **John Leyland**, Ceramics, Uniqlname `jleyland`
- **Joe St. George**, Photography/Painting/Drawing, Uniqlname `photojoen`
- **Nancy Thorson**, Fibers, Uniqlname `nthorson`
- **Gerald Weston**, Woodshop, Uniqlname `jyweston`
- **Michael Vitale**, Metals, Uniqlname `mvitale`
Curriculum

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 structured; the second two are extraordinarily flexible. Career exploration and planning start in the first year.

While all students graduate from the program with the same degree, a B.F.A. in Art and Design, each student’s degree reflects his or her own personalized educational plan. Beginning in the first year, with faculty mentoring, students pursue individualized courses of study to create a unique educational experience and a body of creative work that serves as a basis for future endeavors. Students are able to engage in specific and traditional fields of study in art and design; many students pursue interests and talents that extend beyond the confines of traditionally defined art and design curricula. Students admitted to the School of Art & Design must follow the School’s curriculum for the first year. Students may transfer to another school within the University after earning 30 credits over two semesters.

BFA Degree Requirements

The total number of credits required for a B.F.A. in Art & Design is 128. Students are expected to complete an average of 16 credits per term to graduate in four years. Each semester, students complete three studio courses, two academic courses, and the Lecture Series. During the first two years of the program all students complete a common structured core of studio courses and academic courses in the School of Art & Design. Students begin to explore elective studio courses during the second semester of the first year and academic courses outside of Art & Design in the first semester. During the second two years, students complete three studio courses, two 3-4 credit academic courses per semester outside the school of Art & Design, and the Lecture Series.

Curriculum Schedule

<table>
<thead>
<tr>
<th>Semester 1</th>
<th>Semester 2</th>
<th>Semester 3</th>
<th>Semester 4</th>
<th>Semester 5</th>
<th>Semester 6</th>
<th>Semester 7</th>
<th>Semester 8</th>
</tr>
</thead>
<tbody>
<tr>
<td>Required Core Studio Courses</td>
<td>Elective Studio Courses</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A&amp;D Academic Courses</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>University Academic Courses</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>16-17 credits</td>
<td>16-17 credits</td>
<td>16-17 credits</td>
<td>16-17 credits</td>
<td>16-17 credits</td>
<td>16-17 credits</td>
<td>16-17 credits</td>
<td>16-17 credits</td>
</tr>
</tbody>
</table>

Studio courses comprise 72 of the 128 credits (56%); and academic courses, 56 credits (44%). Of the 72 studio credits, 24 credits are first and second year Core Studio Requirements, 36 credits are Advanced Studio Electives, and 12 credits are dedicated to the final-year, two-semester Integrative Project course. Seventeen of the 56 academic credits are Art & Design courses (three Art & Design Perspectives courses and the Lecture Series). The remaining 39 credits are courses completed predominately, though not exclusively, in the University’s liberal arts college – Literature, Sciences and the Arts (LSA). These academic courses are a
combination of required and elective courses. Students should consult with the faculty to
determine appropriate academic and advanced studio courses. The Academic Programs
Center staff members also help students in their selection of appropriate academic courses
and in charting their progress toward their degree.

**Studio Course Requirements**

**First and Second Year Core Studio Requirements**
The Core Studio courses required of all students include four different sequences of courses:
Tools, Materials, and Processes (TMP) Studios; Concept, Form, and Context (CFC) Studios;
the Digital (DIG) Studio; and the Drawing (DRW) Studio. 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. Core
studio courses are offered once per year, not every semester. Students who wish to be on
track for graduation in four years will want to make sure they enroll in these courses in the
recommended sequence and recommended semesters, i.e., Art Des 110, *Digital Studio* in the
first semester of the freshman year.

**Tools, Materials, and Processes (TMP) 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. First and
second year students complete ARTDES 120, *TMP I: Construction*; ARTDES 121, *TMP II:
Messages*; and ARTDES 220, *TMP III: Time*. *TMP I* and *TMP III* are offered fall term only. *TMP II* is offered winter term only.

**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*, and *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. First and second year
students complete ARTDES 130, *CFC I: The Human Being*; ARTDES 230, *CFC II:
Perception*; and ARTDES 231, *CFC III: Processes and Systems*. *CFC I* and *CFC III* are offered winter term only. *CFC II* is offered fall term only.

**The Drawing (DRW) Studio** provides exposure to the wide variety of approaches to
drawing including life-drawing, technical drawing, design drawing, and illustration. First year
students complete ARTDES 100, *Drawing Studio* during the first semester. *Drawing Studio* is offered fall term only.

**The Digital (DIG) Studio** is an introduction to fundamental computing processes that are
integral to contemporary studio practice. The three primary areas of focus are basic
computing skills and programming, 2-D image generation and manipulation, and 3-D object
generation and surfacing. Through hands-on experience with a variety of digital tools, the
course aims to engender an appreciation for the computer’s potential as a creative
tool/medium and provide a foundation of skills that will be developed further in more
advanced courses. First year students complete ArtDes 110, *Digital Studio* during their first
semester. *Digital Studio* is offered fall term only.
Advanced (Elective) Studio Requirements
In the second semester of the first year, students begin to select advanced studio courses according to their individual interests. By their third and fourth years, students elect all of their studio courses. Students will ultimately elect twelve advanced studio courses (36 credits total) to assemble a personal and coherent program of courses and experiences leading toward, preparing for, and integrating with, a culminating final-year Integrative Project (12 credits).

For students who entered the School of Art & Design in the Fall of 2005 or after, one of these twelve advanced studios must be an Outreach/Engagement Studio (ARTDES 310).

The content of these twelve Advanced Studios will range from advanced media studios to conceptually based studios, which build upon the experiences in the Core Studios, to highly specialized topics ranging from robotic and environmental to biological and social. A wide array of these courses is available each semester. Descriptions for advanced elective studios listed on the A&D web site in time for registration each semester. Students may take studio courses offered in other University units. Up to five pre-approved studio courses completed outside of A&D may be counted as advanced studios without the need to request a substitution. Students who plan to enroll in advanced studio courses at another US college or university must have approval from the Assistant Dean for Undergraduate Programs before enrolling. Courses completed in a study abroad program count as A&D in-house advanced studios. Proactive faculty and staff advising guides each student in developing a rich individualized program. Most importantly, however, the freedom and responsibility for developing a coherent program rests upon the student. In effect, each student creates a de facto individual major. Courses designated as ArtDes 300, 310, 350, 400 and 401 count as advanced studio credit.

The Integrative Project is a year-long undergraduate capstone experience that allows for the synthesis of the student’s academic and studio work through the development of an individual project proposal, and culminates in a thoughtful presentation that demonstrates knowledge of specific issues, methods, materials, and context. Working with faculty advisors, the student produces a series of works by organizing, planning, and investigating concepts in contemporary contexts. The final presentation engages the public (exhibition, publication, performance, or other appropriate means) and is documented in a written thesis, web site, and cd portfolio.

The Outreach/Engagement Requirement
2005 or Later Outreach/Engagement Guidelines
Students who enter Art & Design in Fall 2005 or later have a specific Outreach/Engagement requirement. They must complete one 3-credit A&D Outreach/Engagement studio course (ARTDES 310). International study, internships and independent study projects do not satisfy this requirement. No substitutions are allowed.

Academic Course Requirements
The four-year sequence of Academic Courses recognizes the value of a broad-based academic education, which fully engages the resources of a world-class University. Students must complete 17 credits of School of Art & Design academic courses and 39 credits of University academic courses.

Art & Design Academic Course Requirements
First and second year students complete a series of three A&D academic courses, Art-Design Perspectives courses (ADP), taught by the School’s faculty. ADP courses are ARTDES 150,
150, and 250. No substitutions are allowed for these courses. These courses are not traditional art history courses; they integrate art and design issues, ideas, and history.

All students enroll in the Lecture Series (LS) and attend the Penny W. Stamps Distinguished Visitors’ Series each semester in residence. ARTDES 160, 161 (first year); 260, 261 (second year); 360, 361 (third year); 460, 461 (fourth year). The lecture series courses are one credit each and are graded pass/fail. Students who study abroad for one semester, or who fail the lecture series, must earn an additional academic credit so that their total academic credits equal 56. Students may not enroll for more than one Lecture Series course per term.

University-Wide Academic/Experiential Course Requirements
The University component of the Academic Course module is a combination of required and elective courses 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 academically-based awareness of other cultures; and familiarity with contemporary environmental issues. The University component requires that students complete the 39 credits of the University component of the Academic course module distributed as follows:

<table>
<thead>
<tr>
<th>English Composition</th>
<th>4 credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Humanities</td>
<td>3 credits</td>
</tr>
<tr>
<td>Social Science</td>
<td>3 credits</td>
</tr>
<tr>
<td>Natural Science</td>
<td>3 credits</td>
</tr>
<tr>
<td>Analytical Reasoning</td>
<td>3 credits</td>
</tr>
<tr>
<td>Environmental Studies</td>
<td>3 credits</td>
</tr>
<tr>
<td>Cultural Diversity</td>
<td>6 credits</td>
</tr>
<tr>
<td>Free Academic Electives</td>
<td>14 credits</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>39 credits</strong></td>
</tr>
</tbody>
</table>

In some cases, more than one requirement may be met by completing a single course. For example, Introduction to Women’s Studies (WomenStd 240) may count as humanities (HU) and as cultural diversity (CD). Introduction to Microeconomics (Econ 101) may count as social science (SS) and as analytical reasoning (AR) credit. Introduction to Global Studies (Bio 110, Environ 110, et al.) may count as both the natural science (NS) and environmental studies (ES) requirements. Students may use AP credit to fulfill any of the academic requirements with the exception of English composition.

Students bear the primary responsibility for ensuring that their academic coursework meets the requirements of the B.F.A. degree. The explanations and courses given below provide a basic guide to LSA courses for most students under most circumstances. Additional courses in other academic units of the University, e.g., the College of Engineering, may satisfy these requirements. Courses in physical education; dance, music or vocal performance; or acting do not meet this requirement. Questions about specific requirements need to be directed to the Academic Programs Center staff. Requests for course substitutions or waivers of requirements need to be submitted to the Assistant Dean for Undergraduate Programs.

- English Composition: CompLit 122; History 195; ClCiv 101; Eng 124; Eng 125; GrtBks 191; RCCore 100; Slavic 151; LHSP 125 (Courses that transfer as EngComp 101x and AP credit do not meet this requirement.)
- Humanities: Any course marked HU in the LSA bulletin or course guide.
- Social Science: Any course marked SS in the LSA bulletin or course guide.
- Natural Science: Any course marked NS in the LSA bulletin or course guide.
- Analytical Reasoning: Any course marked MSA, QR/1 or QR/2 in the LSA bulletin or course guide, or Phil 180 or Phil 201.
Environmental Studies Any course offered in the Program in the Environment or any cross-listed course.

Cultural Diversity Any course marked R&E (Race and Ethnicity) in the LSA bulletin or course guide. Any foreign language or any culture courses at any level, specifically any ancient culture, any non-western culture, and any minority or disadvantaged culture.

Sample First and Second Year Schedule
As demonstrated in the chart below, in each semester of the first two years, students complete 9 credits of required studio courses, 3 credits of required A&D academic courses, 3-4 credits of non-A&D academic courses, and the one-credit Lecture Series

First-Year Sample Schedule

<table>
<thead>
<tr>
<th>Fall</th>
<th>Winter</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARTDES 120 (TMP I: Construction)</td>
<td>3 credits</td>
</tr>
<tr>
<td>ARTDES 100 (Drawing Studio)</td>
<td>3 credits</td>
</tr>
<tr>
<td>ARTDES 110 (Digital Studio)</td>
<td>3 credits</td>
</tr>
<tr>
<td>ARTDES 150 (ADP: The Creators)</td>
<td>3 credits</td>
</tr>
<tr>
<td>ARTDES 160 (Lecture Series)</td>
<td>1 credit</td>
</tr>
<tr>
<td>University Academic Course</td>
<td>3-4 credits</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>16-17 credits</td>
</tr>
</tbody>
</table>

Second-Year Sample Schedule

<table>
<thead>
<tr>
<th>Fall</th>
<th>Winter</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARTDES 220 (TMP III: Time)</td>
<td>3 credits</td>
</tr>
<tr>
<td>ARTDES 230 (CFC II: Perception)</td>
<td>3 credits</td>
</tr>
<tr>
<td>ARTDES 300 or 310 (adv studio elective)</td>
<td>3 credits</td>
</tr>
<tr>
<td>ARTDES 250 (ADP: Tech. &amp; Environ.)</td>
<td>3 credits</td>
</tr>
<tr>
<td>ARTDES 260 (Lecture Series)</td>
<td>1 credit</td>
</tr>
<tr>
<td>University Academic Course</td>
<td>3-4 credits</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>16-17 credits</td>
</tr>
</tbody>
</table>

Sophomore and Senior Reviews
After completing the Core Studios requirements and four elective advanced studio courses, customarily at the end of the second year, students 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 Sophomore Review is required for continuation in the program. In preparation for reviews, students must supply faculty committee members with their résumés, statements about their work, and reflections on their development to date. Special meetings for sophomores are held prior to the reviews in order to help them prepare.

Students who perform unsatisfactorily on their Sophomore Reviews are required 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 critical component of the program.

The Senior Review, which takes place in December, serves to evaluate the student’s progress midway through the year-long Integrative Project (IP), allowing for constructive advice about the student’s project. Details regarding preparation for the Senior Review are discussed in the individual IP classes.
Independent Study
Faculty-sponsored independent study projects provide opportunities for advanced studio work beyond the content of regularly scheduled courses. The following guidelines apply:

- Only juniors and seniors may undertake an independent study project.
- Independent study projects may not take the place of regularly scheduled courses.
- A 3.0 cumulative grade point average is required.
- Students may earn a maximum of 3 credits toward graduation requirements.
- Students need to secure a faculty member's agreement to sponsor the project as indicated by a signature on the Independent Study Proposal Form. Forms are available in the information bins outside the Academic Programs Center.
- The approved Independent Study Proposal Form must be returned to the Front Desk of the Academic Programs Center for a registration override.
- Students register for Independent Study (ARTDES 350).

Internships
Juniors and seniors in good academic standing are eligible to receive up to 3 credits for an internship. In many cases, students network for their own internship opportunities; however, the Career Development Coordinator in the Academic Programs Center compiles requests from organizations for interns, posts them on bulletin boards, and announces them to all students via email and the web site. The following internship guidelines apply:

- Students may earn one credit for each 50 hours of internship experience with a maximum of three credits applied toward graduation requirements.
- No grade is assigned. Internships are pass/fail only.
- Students first secure a site supervisor's signature on the Internship Proposal Form and then the Career Development Coordinator’s signature before undertaking an internship.
- The student's and site supervisor's signatures on the Internship Proposal Form indicate a contractual agreement. The Career Development Coordinator’s signature verifies approval for credit for the internship experience. Forms are available in the information bins outside the Academic Programs Center.
- Students register for Internship (ARTDES 351).
- Three documents are required for credit: the Internship Proposal Form with the three signatures listed above, a written summary of the experience by the student, and the site supervisor's performance evaluation.
- Students return these three documents to the Career Development Coordinator in the Academic Programs Center for a final evaluation by the Associate Dean before a passing grade is posted to the student’s transcript.
- Internship credits are applied toward academic electives NOT toward advanced studios.

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 is 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 or consortium programs, through the University of Michigan Office of International Programs (OIP) located in the Michigan Union, and through other American universities. Each year the School of Art & Design adds new international partner institutions and opportunities to its list of exchange/consortium programs. OIP has a comprehensive web site at http://www.umich.edu/~iinet/oip/
The A&D Director of International Engagement, Joe Trumpey, meets annually with sophomores as a group, and individually, to discuss study abroad opportunities and to guide them in the process of preparing for international study. Interested students may also meet with the A&D Field Librarian, Annette Haines, in the Academic Programs Center for assistance with researching international study opportunities. The A&D Recruiting and Admissions Coordinator assists international students with the exchange application process to study in A&D. Below is a list of current A&D exchange/consortium agreements:

**Completed Exchange Agreements:**
- Queensland University of Technology – Australia
- Nova Scotia College of Art & Design – Canada
- Universidad de Chile – Chile
- Universidad del Desarrollo – Chile
- Academy of Art and Design, Tsinghua University – China
- Dansmark Designskole – Denmark
- Berlin University of the Arts – Germany
- Magdeburg University of Applied Sciences – Germany
- Politecnico di Milano – Italy
- Creative-I-College – India
- Kyoto Seika University – Japan
- Universidad Veracruzana – Mexico
- Norwegian University of Science and Technology – Norway
- Pontificia Universidad Catolica del Peru – Peru
- Facultad de Bellas Artes University of Barcelona – Spain
- Institut voor de Opidelberg van Lerraren in Paramaribo – Surinam
- Ecole Cantonale d’Art du Valais – Switzerland
- Taipei National University of the Arts – Taiwan
- School of Art, Design, & Architecture, Bilkent University – Turkey

**Completed Consortium Participation Agreements:**
- Burren College of Art – Ireland
- UGA Studies Abroad Program in Cortona – Italy

**Exchange Agreements in Progress:**
- The University of Belize – Belize
- Guangzhou Academy of Fine Arts – China
- University of Leeds – England
- Aristotle University of Thessaloniki – Greece
- Bangalore University – India
- Bezalel Academy of Arts and Design – Israel
- Musashino Art University – Japan
- Tama Art University – Japan
- Universidad Iberoamericana – Mexico
- University of Guadalajara – Mexico
- Oslo School of Architecture – Norway
- Ewha Women’s University – South Korea
- Hong-ik Art College – South Korea

**Joint Degrees**

Students who wish to pursue a joint degree (actually two degrees at U-M), one in the School of Art & Design, and a second in another academic unit of the University of Michigan/Ann Arbor campus, need to read the bulletins/handbooks of both units carefully and plan a program of study that 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 meets with a representative of the second unit to determine the procedure for pursuing the second degree and to obtain signature approval for admission.

The student must obtain written permission from both academic units. Students submit the Application for Special Individualized Joint Degree Program Form to the A&D Academic Programs Center for approval by the Associate Dean, then to the second academic unit for its approval, and back to the A&D Recruiting and Admissions Coordinator, for recording in the University online system.

The University requires that a student earn a minimum of 150 credits. In reality, a joint degree often requires more than the minimum because the joint degree student must complete all the requirements for both degrees. A joint A&D/LSA degree will require 171 credits.

Wolverine Access will allow the student to register for courses in both academic units.

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

The student must submit a separate online diploma application for 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 the Associate Dean. Students may not delete their Art & Design program without first transferring to the second program.

Minors

The flexibility of the academic curriculum of the School of Art & Design allows students to complete a minor in a specific discipline without completing additional degree credits, and acknowledges the completion of the minor on the student’s transcript. A&D recognizes all the minors offered by the College of Literature, Science and the Arts (LSA). In most cases, a minor requires the completion of 16-18 credits (5-6 courses). Each minor has its own structure of prerequisites, requirements and elective choices. For more information, refer to http://www.lsa.umich.edu/bulletin/chapter3/minors

Students who elect to pursue a minor in LSA must complete all the requirements for that minor according to LSA policies. Guidelines specific to A&D students are provided below. Forms necessary for declaration of a minor and certification of the minor for graduation are available in the Academic Programs Center.

Guidelines for A&D Students Pursuing an LSA Minor

- Each B.F.A. student who wishes to complete an academic minor must develop a plan for the minor in consultation with the LSA departmental advisor, who must also approve it.

- Students may not elect courses in an academic minor plan by the Pass/Fail grading option, but must take academic minor courses for a grade, either A-E unless the course is offered pass/fail only.

- Students may not elect two academic minors offered by the same department or program, unless a specific exemption to this policy is noted with the approval of the minor.
• No course may be used to satisfy the requirements of more than one minor.
• Advanced Placement credits may be used to meet prerequisites to an academic minor, but may not be used to meet the requirements of an academic minor.
• Courses elected to meet the requirements of an academic minor also may be part of the student's required academic coursework.
• A student must earn an overall GPA of at least 2.0 in courses taken to meet requirements of an academic minor, including any prerequisites.
• Students who declare a minor do not graduate until they complete the minor or formally drop the minor. To drop a minor, students must contact the Art & Design Assistant Dean for Undergraduate Programs.

**Procedure for Pursuing an LSA Minor**

• Discuss the minor with an advisor from the relevant LSA department and with an advisor from A&D’s Academic Programs Center.
• Establish the program of study for the minor with the advisor from the relevant LSA department.
• Declare the minor by completing the Minor Declaration form (see above). Submit a copy of this form to the A&D Assistant Dean for Undergraduate Programs.
• Complete the coursework as outlined in the program of study for the minor.
• One semester before graduation, submit the Minor Release form (see above) to the A&D Assistant Dean for Undergraduate Programs. Students who fail to submit the Minor Release form will not graduate.
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 the Assistant Dean reviews the records of all students and determines what academic action, if any, is needed. Those who show evidence of academic difficulty must meet with the Academic Success Advisor to discuss strategies for improving their academic performance. 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, who earn a grade below a C- in a required course, or who have committed an infraction of academic integrity. Probation is assigned regardless of the number of credits elected or whether the cumulative grade point average remains above a 2.0. Probation may also be assigned to students who are not making satisfactory progress toward the completion of their degrees. The notation of Probation will appear on the student’s unofficial transcript. Students on probation must meet with the Academic Success Advisor to establish an Academic Success Agreement before being allowed to register for the subsequent term.

In addition, students may be assigned Probation for an infraction of academic integrity.

Probation Continued
Probation Continued is assigned to a student currently on probation who earns a term grade point average above a 2.0 but whose cumulative grade point average remains below 2.0. Probation Continued may also be assigned if a probationary student has a term average of above 2.0, but is not yet determined to be making satisfactory progress toward fulfilling degree and program requirements. The notation of Probation Continued will appear on the student’s unofficial transcript.

Record Clear
Record Clear officially confirms the removal of disciplinary action when a student has completed a probationary term with higher than a 2.0 grade point average and a cumulative grade point average of 2.0 or higher. The notation of Record Clear will appear on the student’s unofficial transcript.

In order to clear probation a student must complete all elected courses by the end of the subsequent term with a term grade point average greater than 2.0 and with no grades below “C.” Additional conditions for clearing probation may be specified in the Academic Success Agreement.

Suspension and Dismissal
The Assistant and Associate Deans confer in cases of suspension and dismissal. Suspension is assigned by 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. Suspension is intended to encourage students to address the issues that have negatively affected their academic performance.

Dismissal is assigned when a student's progress through the curriculum is no longer viable.
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 no automatic, one-term probation period before a student is dismissed from the School.

Suspension may be assigned for a specific period, e.g., one year, or for an indefinite period. Dismissal is permanent. Both actions are noted on the student’s official transcript as “Not in Good Academic Standing.”

A student may appeal a Suspension or Dismissal only through written petition to the Assistant Dean. The petition must address all circumstances that affected his or her past academic performance and suggest solutions for future successful performance. The appeal must be submitted at least four weeks prior to the term for which the student is requesting reinstatement. In reaching a decision, the Assistant and Associate Deans 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. The Angell Scholar distinction is a university-wide honor.

**Branstrom Awards**
Freshmen in the top 5% of 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 Branstrom Award are invited to attend the annual University Honors Convocation; the distinction is posted on the student’s transcript. The Branstrom Award distinction is a university-wide honor.

**Dean’s List**
The School of Art & Design’s 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 at least 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. The Dean’s List is prominently posted each semester outside the Office of the Dean. This is the highest academic honor in the School.

**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, founded in 1776, is the oldest scholastic society in America. School of Art & Design seniors with outstanding achievements in the liberal arts at the University of Michigan may be nominated for membership if they have earned at least 60 credits in the College of Literature, Science and the Arts. The local chapter of Phi Beta Kappa 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 Phi Beta Kappa. Students who believe they may be eligible for this award should contact the Assistant Dean for Undergraduate Programs.

University Honors
Each semester, 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 are 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 may check their unofficial transcript, available in Student Business on Wolverine Access. Students who believe there are errors in their academic records should contact the A&D Academic Programs Center or the University of Michigan Office of the Registrar.

Some guidelines to remember:
- Students may not receive credit for the same course twice unless it is a repeatable course.
- Students must be registered for the correct section number of a course in order to receive credit and a grade.
- Students must officially drop a course that is canceled or one that they do not attend. This includes sections of a course that they do not attend. Otherwise, the course will remain on the student’s record and will result in a grade of E.
- After registering or dropping and adding courses, students should check their schedules for accuracy. It is a good idea to print and keep a copy of changes.

The Academic Programs Center maintains student files for each active student in the School of Art & Design. Student files contain admissions materials, test scores, a current unofficial academic transcript, memoranda, correspondence, a comment card of informal notes from appointments with faculty mentors and the Academic Programs Center advisors, and any other information relevant to the student’s academic career.

In accordance with the University of Michigan’s policy regarding Student Rights and Student Records and the federal Family Educational Rights and Privacy Act of 1974 (FERPA) this information about a student’s record is limited to the student and to University officials with a legitimate educational interest consistent with their official functions at the University.

FERPA
The following is quoted 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 accorded to
and the consent required of the parent of the student shall thereafter only be accorded to and required of the eligible student." In effect, the law

- Allows for inspection of the records by a student;
- Establishes an opportunity through a hearing for a student to challenge the contents of the records;
- Requires the permission of the student for release of the records; and
- Allows for maintenance of a record of all persons, including the student, who inspect the file.

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. Students may permit A&D officials to release information from their records to specific persons by completing a FERPA Information Release Form, available from the Academic Programs Center. For more information about the right to privacy, go to http://www.ogc.umich.edu/faq_student.html

**Appeals Process**

The School of Art & Design Student Appeals Process provides students with a forum to contest grades, substitution and waiver decisions, and other decisions that impact upon them and their academic records. In many cases, differences can be resolved through conversation between the parties involved, without mediation or intervention by others. The Associate Dean is available to counsel students regarding strategies for resolving differences. Unresolved differences may be presented for the formal Appeals Process.

**Attendance and Class Participation**

Students are expected to attend every meeting of all classes, both studio and academic. 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 indicate in writing the specific attendance/ participation requirements for each course. In most courses, the instructor will take attendance regularly and will indicate that class participation counts for a specific portion of the grade.

Attendance at the beginning of the term is crucial. **Students must attend the first two class meetings of a course in order to retain their place in the course.** Any student who has been absent for either of the first two class periods, without first notifying the faculty member, risks losing his/her place in that course. These places may be reassigned to students on the wait list. If a student’s space in a course is reassigned to another student, the student is responsible for dropping the course from his/her own record through Wolverine Access.

When students are absent from class on behalf of the University of Michigan, it is the expectation that the faculty member and the student will make alternative arrangements for fulfilling class assignments. The alternative arrangement should not unduly inconvenience either the faculty member or the student.

It is the obligation of the student who expects to miss classes, examinations, or other assignments as a consequence of representing the University to provide the faculty member with reasonable notice for dates of anticipated absences and to work with the faculty member to obtain assignments so that he/she can prepare the necessary academic material. Every effort on the part of the student should be made to present this information **at the beginning of each term** or no later than the end of the fourth week of a full term, or at the end of a half term. The faculty member should allow him/her to make up, without prejudice or penalty, all the work missed due to the above circumstances.
Faculty are under no obligation to allow a student to make up class assignments when a student is absent from class for any reason other than representing the University of Michigan. 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

Students are required to notify faculty in advance in the case of an anticipated absence for a medical appointment, a religious holiday or an event of personal importance, and to arrange to make up all work missed.

In the case of an unplanned absence, the student must contact the faculty member as soon as possible with an explanation for the absence. Most faculty outline specific actions in their syllabi; consult the course syllabus for the action appropriate to the faculty member. In the case of an extended absence, such as illness or hospitalization, the student should contact the Academic Programs Center by mail, email, or phone (734-764-0397), and a staff member will distribute an email memo to the student’s professors and copy it to the student. It is the responsibility of the student to arrange with the individual faculty members to make up any work missed. **Faculty are under no obligation to allow a student to make up class assignments when a student is absent from class for any reason other than representing the University of Michigan. The School of Art & Design does not differentiate between excused and unexcused absences.**

BFA Degree Audits

The Academic Programs Center provides official degree audits by email for all students in the fall term of their third year before registration for the fall term of their final year. The degree audit helps students entering their final year of the program to meet all their requirements in time for graduation. Because it is the student’s responsibility to meet all degree requirements, students are wise to pay attention to their progress toward the degree long before they receive the official third-year degree audit. Advisors in the Academic Programs Center review a student’s progress toward degree either by appointment or during walk-in hours. Advisors also help students plan their academic careers with an eye toward timely completion of their requirements.

Electronic degree audits, now available to students on Wolverine Access, are in the process of being updated. Students should therefore be careful about using the on-line audit to plan their course of study. Students are advised to visit an advisor in the Academic Programs Center to obtain an accurate summary of their progress toward a degree.

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.

Instructors indicate which local bookstore carries the required texts for their courses. There is one bookstore on North Campus in the Pierpont Commons, but some of the popular preferences are on Central Campus. Students indicate that for supplies other than books, prices may be lower and the selection better in other stores such as Michigan Book & Supply, Ulrich’s, and art supply stores such as Utrecht’s or DickBlick in Detroit.
A number of courses have required fees used to purchase materials in large quantities at discounted prices. For example, 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. The fee schedule is available online through Wolverine Access and in the University Registrar’s Schedule of Classes at http://www.umich.edu/~regoff/timesched/.

Class Standing – University
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. Federal guidelines for financial aid and University guidelines for academic progress, however, require a minimum of only 12 credits per term. Students must obtain special permission from the Assistant Dean for Undergraduate Programs to register for more than 18 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

Class Standing – A&D Curriculum
Class standing in the A&D undergraduate curriculum is different from class standing by University designation. 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. In each semester of the four-year curriculum, students are required to complete 9 credits of studio coursework, 6-8 credits of academic coursework, and the Lecture Series.

There are two milestones for which students must remain on track:

- **Sophomore Review**: To be eligible for Sophomore Review, students must have completed (or be enrolled in) all eight Core Studio courses, any four advanced studio courses, and eight academic courses (not including the Lecture Series). Art-Design Perspectives courses satisfy three of the academic course requirements and must be completed during the first three semesters in residence. Sophomore Reviews are conducted only at the end of the academic year.

- **Integrative Project**: To be eligible for the final-year, two-semester Integrative Project course, students must have completed eighteen studio courses, including nine advanced studio courses. Advanced studio courses may not be taken after the Integrative Project is completed. The Integrative Project course sequence begins in the fall term only.

Students may make up University academic electives in the spring/summer semester at the University of Michigan or, with prior permission, at another college or university.

Disabilities
The faculty and staff of the School of Art & Design are eager to support students with learning and/or physical disabilities. In order for the School to provide appropriate accommodation for students with disabilities, students **MUST** register with the University Office of Services for Students with Disabilities. The OSSD is located at G-664 Haven Hall on South State Street Hall, phone 763-3000, and on the web at...
The 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.

Documenting Creative Work

It is important for artists to document their work. Digital documentation is mandatory in A&D. 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.

Students should consult with their faculty and with the Career Development Coordinator for more information about documenting their work.

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:

<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 failing 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
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 already completed is of passing quality, and the grade of incomplete provides no undue advantage to the student over other students. The work that remains to be completed may not represent more than one-third of the total work required in the course. The student and instructor must have a written agreement, using the Incomplete Grade Form, for the amount of work and time needed to complete the course. The work must be completed by the end of the next fall or winter term in residence, or the grade of I will lapse to an E. Once an incomplete has lapsed to an E it cannot be changed to a passing grade.

The Academic Programs Center is not involved in the incomplete grade procedure except to retain a copy of the form in the student’s file. Students must exercise caution when electing a course if they have incomplete work from a prerequisite for that course.

Grade Reports
Grades are available electronically on the unofficial transcript in “Student Business” through Wolverine Access. Students are responsible for checking that their grades have been posted and that they are accurate. Questions about a grade should be directed to the faculty member assigning the grade. Faculty email addresses are available in the Directory of this handbook.

Although the University does not require mid-term grade reports, faculty in Art & Design often 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 Programs Center distributes mid-term reports to students’ A&D mailboxes.

Graduation Procedure
Students may apply for graduation up to a year in advance of the semester they plan to graduate, but students must apply for graduation before the last day of classes of the term in which they wish to graduate. Students who fail to meet this deadline must contact the Assistant Dean for Undergraduate Programs. Applications are completed on-line through Student Business in Wolverine Access. Students who need assistance applying for graduation may speak with an advisor in the Academic Programs Center.

Students who wish to participate in the University-wide Commencement ceremonies in April, and who wish to be named in the University Commencement Program, must apply for graduation by October 15 for December graduation and by February 15 for April graduation.

The School of Art & Design’s Recognition Ceremony and Reception, held only in April or May, honors each individual graduate, and allows our new alumni to introduce their families to A&D faculty and staff. **A&D requires students to apply for graduation and indicate their participation in the School ceremony no later than April 1.** Students who do not apply for graduation by April 1 cannot be guaranteed inclusion in the A&D’s Recognition Ceremony and Reception.
Leaving the University

Students planning to be off-campus for a term(s) should notify the Academic Programs Center and leave contact information. Students who have registered for a term, then decide not to return to the University, must disenroll from the University BEFORE CLASSES BEGIN to avoid paying unnecessary fees and/or tuition. Students may disenroll via Wolverine Access. Students who wish to withdraw after classes have begun must go to the Academic Programs Center, complete a Withdrawal Notice and take it to the Registrar’s Office (either on North or on Central Campus).

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. Details of charges and/or refunds are available on the University calendar. Any refund of fees is handled in accordance with University regulations. For more information, students may consult the Registrar’s website: http://www.umich.edu/~regoff/

Students who are away from the University for more than one full year must apply for readmission. Contact the A&D Recruiting and Admissions Coordinator regarding the readmission application. Readmission to Art & Design is automatic if students have left in good standing.

Registration

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 find their registration appointment times through Wolverine Access “Student Center.” Early registration for winter term classes takes place in late November and early December. Early registration for spring, summer, and fall terms takes place in late March and early April. Prior to registration, a hardcopy of the A&D course schedule is available at the front desk of Academic Services, on the web site, and in the bins outside the door. The Associate Dean also emails the course schedule and course descriptions to all A&D students. The LSA on-line course guide is available to students approximately in mid-October and mid-March. The full University course schedule is available through Wolverine Access and in the University Registrar’s Schedule of Classes at http://www.umich.edu/~regoff/timesched/

Students need to check their email for messages notifying them of the availability of these resources. 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.

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 Programs Center at the beginning of the term.

Auditing Courses

The Audit grade option is not appropriate for studio courses. Students may audit elective non-A&D academic 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/Overrides
Students gain access to closed courses via overrides (class permissions). Most seats in Art & Design courses are reserved for Art & Design students or for students who are in the process of transferring to Art & Design.

Students who wish to enroll in a closed advanced / elective course must place their names on the waitlist via Wolverine Access and attend the first day of classes, and ask the professor to authorize an override. Faculty authorize overrides through communication to Brian Banks, Academic Success Advisor in the Academic Programs Center, who issues the on-line overrides and notifies students that they are clear to register for closed courses. Faculty provide the course information, student’s name, and UMID number when submitting the request for an override.

Students who wish to enroll in a closed core studio course must receive permission from the faculty member teaching that course and from the Assistant Dean.

During the early registration period, but before classes begin, the Assistant Dean authorizes courses to be filled from the waitlist. Students who are waitlisted should check their University email accounts for overrides, as these permissions are time-limited.

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 are notified via email regarding a cancelled course, and must proceed to drop the course through Wolverine Access to remove the course entry from their record. The Academic Programs Center staff endeavors to help students find a suitable replacement course.

**Credit Hours**
On average, for a lecture course, one credit hour represents one hour in class and two hours of preparation 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**
Students may drop or add a course on Wolverine Access until the third week of classes during the regular terms without penalty or charge. Courses dropped during this time period do not appear on the student’s transcript. The Academic Programs Center reminds students of these deadlines by email.

After the third week students may withdraw from a course or add a course they have already been attending by completing a hard copy form available in the Academic Programs Center and then take the signed form to the University Registrar’s Office (north or central campus). Courses dropped after the third week deadline are noted on the student’s transcript by a “W.”

Students may not withdraw from a course after the ninth week of classes unless they present evidence that the reason for withdrawal is not academic, was unforeseen, and did not exist before the withdrawal deadline. Students who wish to withdraw from a class after the ninth week must schedule an appointment with the Assistant Dean for Undergraduate Programs.

**Non-attendance does not constitute withdrawal from a course.** Students who decide not to attend a course must officially drop or withdraw from it.
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 cumulative 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 (three weeks for regular term, two for short term).
- 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 improperly, they jeopardize their graduation.

Regarding Religious - Academic Conflicts
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. Such notice must be given by the end of the fourth week of a full term or by the end of the third week of a half term. 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 make-up opportunity would interfere unreasonably with the delivery of the course. Should disagreement arise over any aspect of this policy, the parties involved should contact the Associate Dean. Final appeals will be resolved by the Provost. A calendar of religious holidays that may pose conflicts is available online at:
http://www.provost.umich.edu/calendar/religious_holidays_07-089.html

Requirement Substitution or Waiver
Students may submit a request for a course substitution or for a waiver of degree requirements to the Assistant Dean for Undergraduate Programs in the Academic Programs Center. Waiver and Substitution Request Forms are available from the bins outside the Academic Programs Center. Students may ordinarily expect a response within two weeks of submitting the form.

Student Conduct and Academic Integrity
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, the Associate Dean handles all matters related to student conduct within the School. Faculty report violations of standards of academic conduct in writing to the Associate Dean, 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.
Academic misconduct includes but is not limited to the following behavior:

**Cheating**

Cheating is committing fraud and/or deception on a record, report, paper, computer assignment, examination or any other course requirement. Examples of cheating are:
- Obtaining work or information from someone else and submitting it under one's own name.
- Using unauthorized notes, or study aids, or information from another student or student's paper on an examination.
- Altering a graded work after it has been returned, then submitting the work for re-grading.
- Allowing another person to do one's work and to submit the work under one's own name.
- Submitting substantially the same paper for two or more classes in the same or different terms without the expressed approval of each instructor.
- Fabricating data which were not gathered in accordance with the appropriate methods for collecting or generating data and failing to include a substantially accurate account of the method by which the data were gathered or collected.
- Submitting, as your own work, a computer program or part thereof which is not the result of your own thought and efforts. Contributions to a computer program from external sources must be acknowledged and properly documented.

**Plagiarism**

Plagiarism is representing someone else's ideas, words, statements, artwork, design, project or other works as one's own without proper acknowledgment or citation. Examples of plagiarism are:
- Copying word for word or lifting phrases or a special term from a source or reference without proper attribution.
- Paraphrasing: using another person's written words or ideas, albeit in one's own words, as if they were one's own thought.
- Borrowing facts, statistics, or other illustrative material without proper reference, unless the information is common knowledge, in common public use.

**Internet Plagiarism**

Students may not use Internet source material, in whole or in part, without careful and specific reference to the source. All utilization of the Internet must be documented. Students are advised to consult with the faculty member before using or documenting internet sources.

**Unacceptable Collaboration**

Collaboration is unacceptable when a student works with another or others on a project, then submits a written report that is represented explicitly or implicitly as the student's own work. Using answers, solutions, or ideas that are the result of collaboration without citing the fact of collaboration is improper. Engaging in collaboration when expressly instructed to do your own work is academically dishonest.

**Falsification of Data, Records, and Official Documents**

- Fabrication of data.
- Altering documents affecting academic records.
- Misrepresentation of academic status.
- Forging a signature of authorization or falsifying information on an official academic document, grade report, letter of recommendation/reference, letter of permission, petition, or any document designed to meet or exempt a student from an established College or University academic regulation.
Aiding and Abetting Dishonesty
Providing material or information to another person with knowledge that these materials or information will be used improperly. This includes both deliberate and inadvertent actions.

Unauthorized or Malicious Interference/Tampering with Computer Property
Unauthorized or malicious interference or tampering with computers is considered an academic offense and, as such, is subject to College judicial sanction.

A&D Students Accused of Plagiarism in LSA Courses
Under the Joint Agreement between LSA and A&D regarding academic misconduct, A&D students who are accused of misconduct in LSA classes will be adjudicated and punished under the policies established therein and outlined below:

• The LSA instructor reports the case to the LSA Office of the Assistant Dean. (The instructor also has the option of addressing the issue directly with the student.)
• The instructor provides case documentation to the LSA Assistant Dean.
• The LSA Assistant Dean’s office notifies the A&D Associate Dean.
• The LSA Assistant Dean notifies and meets with the student regarding guilt or innocence and course penalties.
• The LSA Academic Misconduct Board (AMB) and the A&D Associate Dean receive all documentation including recommendations for guilt or innocence, course sanctions, and/or additional recommending sanctions
• The Assistant to the A&D Associate Dean contacts the student to schedule a meeting with the Associate Dean.
• The A&D Associate Dean meets with student and determines additional sanctions if applicable.
• The A&D Associate Dean sends a final letter to the student with final determinations and copies are sent to the LSA Assistant Dean, the instructor of the course, and if applicable, the athletic department.

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 transcript for themselves using Wolverine Access.

Transfer/AP Credit
Transfer credit may be granted for course work completed outside of the University of Michigan. Students are responsible for requesting that the transcript be sent to the University; the University does not request transcripts, and transcripts are not sent automatically. For transferability of non-studio courses, please consult the Career Development Coordinator. For transferability of studio courses, please consult the transfer credit equivalency page and/or the out of residency form at http://www.lsa.umich.edu/students/transfer Please note there is minor variation between LSA transfer guidelines and A&D transfer guidelines.

• Official transcripts from the transferring institution should be sent to:
  John Luther, Career Development Coordinator
  School of Art & Design
  University of Michigan
  2000 Bonisteel Blvd.
  Ann Arbor, MI 48109-2069.

  • Grades must be "C" or better. Grades of "C-" and below are not acceptable. The previous institution's policy for pass/fail grades must stipulate that "P" grades count only
for a grade of "C" or better.

• Course work must be completed at an accredited American or Canadian college or university, or a degree-granting foreign university. Questions about accreditation should be directed to John Luther at jonel@umich.edu

• After a student has earned 60 or more credits toward a degree at the University, credit earned at a two-year college is not transferable.

• Credit for course work cannot exceed 64 credits from a four-year institution, or 60 credits from a two-year college (62 credits from a two-year college from which an Associate's Degree has been earned).

• The last 32 of the 128 credits required for a BFA degree must be earned in residence on the Ann Arbor campus. A maximum of 6 transfer credits can be counted toward the elective studio requirement (exception is international study). The final 15 required credits in elective studio courses must be taken in residence.

The Transfer Credit Procedure

After receipt of an official transcript, credit evaluation proceeds on two levels:

• The School of Art & Design forwards the transcript to Credit Evaluators in the Undergraduate Admissions Office for an evaluation of all academic course work, including international course work.

• The Associate Dean approves transfer credit evaluation of studio course work. Students should be prepared to submit course descriptions and a portfolio if requested.

Transfer credit is posted on the student's transcript without grades, except when credit is from another U-M campus. Transferred credits are not calculated in the student's U-M grade point average.

Transfer credit may be recorded in several ways: as equivalent to U-M courses; as departmental credit; or in the case of multidisciplinary courses, as divisional credit in humanities, social sciences or natural sciences.

Determination of the number of credits to be transferred cannot be guaranteed and final approval is only made upon receipt of an official transcript.

Questions about transfer credits should be directed to John Luther jonel@umich.edu The Undergraduate Admissions Office evaluates and approves transfer for academic courses. Consult the University transfer credit web site for information on how academic credits transfer:
http://www.lsa.umich.edu/lsa/students/req_conversion/

Students may transfer five advanced /elective studio courses to A&D. Studio courses taken in an approved study abroad program are considered the same as in-house A&D courses.

Advanced Placement Credits

AP test scores in studio art courses are not accepted as credit for graduation. AP test scores in academic areas are accepted as credit for graduation and to meet some requirements.
Advising in the School of Art & Design

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?" The first lesson that students learn at the University is to be proactive, to find out things for themselves. That said, advising is not left entirely to the student’s own initiative. All students new to the School of Art & Design are assigned two advisors: one is the academic advisor in the Academic Programs Center, and the other is the faculty mentor.

Members of the Academic Programs Center staff advise students about degree requirements, the interpretation of University and School policies, and procedures relevant to undergraduate education—anything that may affect a student’s progress toward graduation. They can answer most student questions or will put students in touch with the person who can. Students can make individual appointments with their advisors through the front desk of the Academic Programs Center. Walk-in advising is also available every day for quick responses to questions. Advisors in the Academic Programs Center are:

- Brian Banks
  bbscott@umich.edu
- Paula Bousley
  paulab@umich.edu
- John Luther
  jonel@umich.edu
- Joann McDaniel
  jmcdan@umich.edu
- Karina Galvan Moore
  kgmoore@umich.edu

Faculty in A&D also serve a vital role in the development of creative students. Each student new to A&D is assigned a faculty mentor. The faculty mentor acts as a key resource for the student’s creative development early in the program. Students are encouraged to meet with their faculty mentors at least once per term to discuss their creative goals and interests and to help them prepare for their Sophomore Review. While academic advisors help students navigate the curriculum so that they graduate on time, faculty mentors help them navigate the oceans of creativity, so that they can get the most out of their education. Most students learn about their faculty mentor at Orientation. Otherwise, the Assistant Dean for Undergraduate Programs notifies students by email.

Small studio classes in the School afford the opportunity to develop close working relationships with faculty. We encourage students to discuss academic, professional and personal issues with them. Other resources for students within A&D are other A&D faculty members, the administrative staff, studio coordinators, the School’s librarian, student organizations such as IDSA, AIGA, and the Society for Art Students SAS); and other students. From the Dean of the School to the newest first year students, everyone at A&D communicates through email, a marvelous source for critical deadlines and announcements of opportunities.

The wider University offers tutoring resources in many academic areas (writing, math, science, languages). Help with test anxiety and time management is available to all students at Counseling and Psychological Services, in addition to help with personal issues. Maize Pages offers information on over 1,100 student clubs. Students with disabilities (including learning disabilities) find the Office for Services to Students with Disabilities to be very supportive, and everyone can be found eventually at the University Health Services.

The University and the School of Art & Design offer practically limitless resources for students, but it is up to the student to seek benefit from them.
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 résumé 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 an annual Career Expo for A&D students.
- Contributing materials to the School web site. Watch the web site (http://www.art-design.umich.edu) for developments.
- Collaborating with representatives of the University Career Center (http://www.careercenter.umich.edu) 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.

Useful University Information Web Sites

- The Career Center: http://www.careercenter.umich.edu/
- Computing on Campus: http://www.itd.umich.edu
- Counseling and Psychological Services: http://www.umich.edu/~caps
- Financial Aid: http://www.finaid.umich.edu/
- Housing: http://www.housing.umich.edu
- Duderstadt Center: http://www.ummu.umich.edu
- Parking Services: http://www.pts.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 Academic Programs Center staff 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 students organizations;
- 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. The University email account is the primary means by which the A&D community communicates important information regarding changes in School policy, events, notices, etc. Ignoring messages in your University mailbox or automatically deleting them will cause you no end of annoyance.

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; part-time faculty and graduate student assistants 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 Programs Center 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. 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

Employee/Faculty/Student Relationships
The University’s policy regarding faculty/employee-student relationships defines the conflict of interest that arises when a faculty member/employee engages in a romantic or sexual relationship with a student and has the ability to influence the status or circumstances of the student through his or her professional responsibilities. When such a conflict of interest arises, the faculty member/employee is required to disclose the relationship to his or her supervisor so that a plan to resolve the potential for conflict can be developed. The policy strongly discourages such associations because they have the potential to pose risks to the faculty/employee, the student and third parties. It states the responsibility of all faculty/employees to avoid any apparent or actual conflict between their professional responsibilities and personal relationships with students. U-M faculty/employees are prohibited from making decisions and engaging in administrative actions for any student with whom the faculty member/employee is having a romantic and/or sexual relationship. In some cases, this prohibition extends to past relationships. The policy is intended to protect the integrity of professional relationships between faculty members/employees and students.

Exhibitions
Exhibiting is an important component of the educational experience. Exhibition opportunities for undergraduate students in the School of Art & Design -- hallway display areas; Play, the gallery for time-based work; the Annual All Student Exhibition; the undergraduate exhibition space on State Street called Work and Work:Detroit-- promote undergraduate student work. Students are invited to submit proposals for exhibitions. Faculty and the exhibitions staff members coordinate rotating exhibitions in the numerous hallway exhibition venues. For more information, refer to the A&D website.

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 or a Request for International Funding Form outside the Academic Programs Center. Submit the form to the Academic Programs Center.

Lectures
Attending lectures in the School of Art & Design, and the rest of the University as well, affords students glimpses into the biographies, educational backgrounds, careers, ideas, and aspirations of artists, designers, and scholars. Nowhere else can one spend an hour and gain insight into new possibilities for creating future careers. The Penny W. Stamps Distinguished Visitors 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 register for and to attend 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 students 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. The following must be attached to a request:

- A stamped, addressed envelope;
- Documentation explaining the opportunity for which the recommendation is requested;
- A copy of the unofficial transcript, available through Wolverine Access.

Student Organizations

The Society of Art Students (SAS) represents student views to the faculty and administration, and organizes periodic special events, trips, and social gatherings. There is an announced SAS 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 this student government organization.

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 largest 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.

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. Look for more information at http://www.umich.edu/~oami

Weekly Calendar of Events

Kate West (katewest@umich.edu), 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. Students are encouraged to send announcements about their accomplishments to Kate West.

Work-Study Employment

Many Art & Design students have part-time jobs in the School 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, lab monitor, etc. Check out electronic job postings at http://www.finaid.umich.edu/Employ
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 gathering place in all seasons. Emil Lorch, first Dean of the College of Architecture and Design, acquired the modern architectural fragments displayed in the courtyard and in the front of the building.

Bicycles
The use of bicycles, rollerblades, and skateboards is not permitted inside the Art & Architecture building. Bicycles must be parked in the bicycle racks outside the building.

Clean Up/Clear Out
Clean Up/Clear Out occurs twice during an academic year: in December at the end of classes and in the first week in May, all leftover materials, projects, and debris are discarded. Students who wish to keep their materials/projects must remove them from the building before the Clean Up/Clear Out date. The specific dates for Clean Up/Clear out will be announced via e-mail. Lockers must be emptied of contents in May.

Integrative Project studios must be returned to their original state. The School provides paint to repaint the studios. Brian Banks in the Academic Programs Center coordinates IP studio check-out. Students who do not clean and restore their studios will not graduate.

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, critique, or consumed by undergraduate students in any A&D facilities for any occasion.

Duderstadt Center
The Duderstadt Center 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 Duderstadt Center provides University students, faculty, and staff with 24-hour access to most services, seven days a week during the academic year. Within the Duderstadt Center are 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 website at http://www.UMmu.umich.edu/

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.

Library, Art & Design
The library for Art & Design, located in the Duderstadt Center, 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 Programs Center, is the key person to assist with information resource needs.

Lockers
Lockers are available free to all students on a first-come, first-served basis. No deposit is required, but students must provide their own locks and follow these guidelines:

- no postings on the lockers
- clear all lockers at the end of winter term by the posted clear date;
- look for the contents of your locker in the trash if you failed to clear by the clear date
- contact Kevin McKay (kjmckay@umich.edu) for any exceptions

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

<table>
<thead>
<tr>
<th>Name</th>
<th>Room</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kevin McKay</td>
<td>1107</td>
<td>763-3132</td>
</tr>
<tr>
<td>Art &amp; Design</td>
<td>2038</td>
<td>764-0397</td>
</tr>
<tr>
<td>TCAUP Dean’s Office</td>
<td>2150</td>
<td>764-1300</td>
</tr>
</tbody>
</table>

Medical Emergencies
Report medical emergencies to Peter Jansen (jansenp@umich.edu; 615-5973 office; 276-4727 cell) A&D Director of Facilities 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 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 contacting the UM Parking and Transportation Services at http://pts.umich.edu.
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 Kevin McKay <kjmckay@umich.edu>.

Safety and Security
Safety is a high priority in the School of Art & Design, most obviously in the studio where students use machinery, equipment, and potentially toxic materials. Safety extends, however, to other less obvious areas of the School community. Because all students have twenty-four hour access to the building, each student is responsible for the safety of every other student. Therefore, propping exterior and restricted studio doors, lending M-cards for unauthorized access, and other similar acts people make for the sake of convenience, compromise the security of every other person in the building.

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, and occasional outside exhibitions. Exhibitions are scheduled a year in advance. The faculty Exhibitions and Performance Committee solicits exhibition proposals through an email call for proposals to all students, faculty, and staff.

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

Storage
Lockers are available for semester-long storage of personal items, but storage for creative work is limited, and students should bear this in mind when developing their projects. Students frequently make special arrangements with studio coordinators to store large scale works during the term. Twice during the year at the end of fall and at the end of winter term, the School clears the studios and classrooms of all unclaimed work. Clean Up/Clear Out is widely published on email and on posters around the building in advance and occurs in mid-December and in early May. Lockers are emptied in May.

Studio Access
The School of Art & Design promotes an open-door policy for studio use, yet recognizes the need to regulate the use of certain studios in the interest of student safety. Students have access to the building and to the open studios (e.g., drawing and painting) twenty-four hours a day through their University M-cards. Equipment-dependent studios are available for students to use through their University M-cards when they are registered for a course in an equipment-dependent studio or when they have completed the course and have received clearance from the studio coordinator to use the studio. For safety reasons the wood studio is closed when no attendant is present.

Students are required to conduct themselves responsibly in the studios at all times. Responsible conduct includes cleaning up, not propping doors open (see “Safety”, above), and being considerate of others who are working in the studio.
Students registered for Integrative Project each receive an individual studio for which they sign a contract.

Studios are not open to students who are not enrolled in an Art & Design course.

**Telephones**

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 Peter Jansen (jansenp@umich.edu; 615-5973 office; 276-4727 cell), 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.

**Undergraduate Student Lounge**

A portion of the Slusser Gallery has been partitioned for an undergraduate student lounge. The space is administered by a committee of undergraduate students, and is used formally by the A&D undergraduate student government organization, the Society for Art Students (SAS), and informally as a gathering place for all undergraduate students. The space may be reserved for student-related activities (not for classes) by contacting the student committee at a&dslusserlounge@umich.edu.

**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.

**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 2109, Art & Architecture Building
- Duderstadt Center: Multiple Sites, over 500 workstations
- School of Music: Room 2231, Moore Building

**Work Exhibition Space**

Work exhibition space, located in the heart of Central Campus at 306 S. State Street, both provides undergraduate students with the educational experience of presenting their work to the public, and stimulates an awareness of the accomplishments of our undergraduate students in the University and Ann Arbor communities. Exhibitions are scheduled a year in advance. The faculty Exhibitions and Performance Committee solicits exhibition proposals through an email call for proposals to all students, faculty, and staff.
<table>
<thead>
<tr>
<th>Index</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>A&amp;A Building</td>
<td>32</td>
</tr>
<tr>
<td>Absences</td>
<td>17</td>
</tr>
<tr>
<td>Academic Conflicts</td>
<td>1</td>
</tr>
<tr>
<td>Academic Discipline</td>
<td>13</td>
</tr>
<tr>
<td>Academic Honors and Awards</td>
<td>14</td>
</tr>
<tr>
<td>Academic Record</td>
<td>15</td>
</tr>
<tr>
<td>Academic Requirements</td>
<td>6</td>
</tr>
<tr>
<td><strong>Adding Courses</strong></td>
<td>22</td>
</tr>
<tr>
<td>Advising</td>
<td>27</td>
</tr>
<tr>
<td>AIGA</td>
<td>31</td>
</tr>
<tr>
<td>Angell Scholar</td>
<td>14</td>
</tr>
<tr>
<td>Animals</td>
<td>32</td>
</tr>
<tr>
<td>AP Credit</td>
<td>25</td>
</tr>
<tr>
<td>Appeals Process</td>
<td>16</td>
</tr>
<tr>
<td>Attendance</td>
<td>16</td>
</tr>
<tr>
<td><strong>Auditing Courses</strong></td>
<td>21</td>
</tr>
<tr>
<td>Awards</td>
<td>14</td>
</tr>
<tr>
<td>BFA Degree Audits</td>
<td>17</td>
</tr>
<tr>
<td>BFA Degree Requirements</td>
<td>4</td>
</tr>
<tr>
<td>Bicycles</td>
<td>32</td>
</tr>
<tr>
<td><strong>Branstrom Awards</strong></td>
<td>14</td>
</tr>
<tr>
<td>Bulletin Boards</td>
<td>29</td>
</tr>
<tr>
<td>Calendar</td>
<td>1</td>
</tr>
<tr>
<td>Career Development</td>
<td>28</td>
</tr>
<tr>
<td><strong>Cheating</strong></td>
<td>24</td>
</tr>
<tr>
<td>Class Standing</td>
<td>18</td>
</tr>
<tr>
<td>Class Standing in A&amp;D</td>
<td>18</td>
</tr>
<tr>
<td>Clean Up</td>
<td>32</td>
</tr>
<tr>
<td><strong>Closed Courses</strong></td>
<td>21</td>
</tr>
<tr>
<td>Communication Venues</td>
<td>29</td>
</tr>
<tr>
<td>Computing Sites</td>
<td>35</td>
</tr>
<tr>
<td>Contacting Faculty</td>
<td>29</td>
</tr>
<tr>
<td><strong>Course Cancellations</strong></td>
<td>22</td>
</tr>
<tr>
<td><strong>Credit Hours</strong></td>
<td>22</td>
</tr>
<tr>
<td>Curriculum</td>
<td>4</td>
</tr>
<tr>
<td>Curriculum Schedule</td>
<td>4</td>
</tr>
<tr>
<td>Dean's List</td>
<td>14</td>
</tr>
<tr>
<td>Disabilities</td>
<td>18</td>
</tr>
<tr>
<td><strong>Dismissal</strong></td>
<td>13</td>
</tr>
<tr>
<td>Display Cases</td>
<td>29</td>
</tr>
<tr>
<td>Documenting Work</td>
<td>19</td>
</tr>
<tr>
<td><strong>Dropping and Adding Courses</strong></td>
<td>22</td>
</tr>
<tr>
<td>Drugs and Alcohol</td>
<td>32</td>
</tr>
<tr>
<td>Duderstadt</td>
<td>32</td>
</tr>
<tr>
<td>Email</td>
<td>29</td>
</tr>
<tr>
<td>Exhibitions</td>
<td>30</td>
</tr>
<tr>
<td>Faculty</td>
<td>2</td>
</tr>
<tr>
<td>Faculty/Student Relationships</td>
<td>30</td>
</tr>
<tr>
<td>Fees</td>
<td>17</td>
</tr>
<tr>
<td>FERPA</td>
<td>15</td>
</tr>
<tr>
<td>Funding</td>
<td>ii, 30</td>
</tr>
<tr>
<td><strong>Grade Reports</strong></td>
<td>20</td>
</tr>
<tr>
<td>Grades</td>
<td>i, 19</td>
</tr>
<tr>
<td>Graduation</td>
<td>20</td>
</tr>
<tr>
<td>Graduation Honors</td>
<td>14</td>
</tr>
<tr>
<td>Handicap Access</td>
<td>33</td>
</tr>
<tr>
<td>Holidays</td>
<td>1</td>
</tr>
<tr>
<td>Honors</td>
<td>14</td>
</tr>
<tr>
<td>IDSA</td>
<td>31</td>
</tr>
<tr>
<td><strong>Incomplete Grades</strong></td>
<td>20</td>
</tr>
<tr>
<td>Independent Study</td>
<td>9</td>
</tr>
<tr>
<td>International Study</td>
<td>9</td>
</tr>
<tr>
<td><strong>Internet Plagiarism</strong></td>
<td>24</td>
</tr>
<tr>
<td>Internships</td>
<td>9</td>
</tr>
<tr>
<td>Joint Degrees</td>
<td>10</td>
</tr>
<tr>
<td>Leaving the University</td>
<td>21</td>
</tr>
<tr>
<td>Lectures</td>
<td>30</td>
</tr>
<tr>
<td>Letters of Recommendation</td>
<td>31</td>
</tr>
<tr>
<td>Library</td>
<td>33</td>
</tr>
<tr>
<td>Lockers</td>
<td>33</td>
</tr>
<tr>
<td>Lost and Found</td>
<td>33</td>
</tr>
<tr>
<td>Mailboxes</td>
<td>29</td>
</tr>
<tr>
<td>Materials and Lab Fees</td>
<td>17</td>
</tr>
<tr>
<td>Medical Emergencies</td>
<td>33</td>
</tr>
<tr>
<td>Minors</td>
<td>11</td>
</tr>
<tr>
<td>MSA</td>
<td>31</td>
</tr>
<tr>
<td>OAMI</td>
<td>31</td>
</tr>
<tr>
<td>Organizations</td>
<td>31</td>
</tr>
<tr>
<td>Outreach/Engagement</td>
<td>1, 6</td>
</tr>
<tr>
<td>Parking</td>
<td>33</td>
</tr>
<tr>
<td><strong>Pass/Fail</strong></td>
<td>22</td>
</tr>
<tr>
<td><strong>Phi Beta Kappa</strong></td>
<td>14</td>
</tr>
<tr>
<td><strong>Plagiarism</strong></td>
<td>24</td>
</tr>
<tr>
<td><strong>Plagiarism in LSA</strong></td>
<td>25</td>
</tr>
<tr>
<td><strong>Probation</strong></td>
<td>13</td>
</tr>
<tr>
<td><strong>Probation Continued</strong></td>
<td>13</td>
</tr>
<tr>
<td><strong>Record Clear</strong></td>
<td>13</td>
</tr>
<tr>
<td>Recycling</td>
<td>34</td>
</tr>
<tr>
<td>Registration</td>
<td>21</td>
</tr>
<tr>
<td>Religious Conflicts</td>
<td>23</td>
</tr>
<tr>
<td>Reviews</td>
<td>8</td>
</tr>
<tr>
<td>Safety</td>
<td>34</td>
</tr>
<tr>
<td>Sample Schedule</td>
<td>34</td>
</tr>
<tr>
<td>SAS</td>
<td>31</td>
</tr>
<tr>
<td>Security</td>
<td>34</td>
</tr>
<tr>
<td>Slusser Gallery</td>
<td>34</td>
</tr>
<tr>
<td>Smoking</td>
<td>34</td>
</tr>
<tr>
<td>Staff</td>
<td>i, 3</td>
</tr>
<tr>
<td>Storage</td>
<td>34</td>
</tr>
<tr>
<td>Student Conduct</td>
<td>23</td>
</tr>
<tr>
<td>Student Directory</td>
<td>29</td>
</tr>
<tr>
<td>Student Lounge</td>
<td>35</td>
</tr>
<tr>
<td>Studio Access</td>
<td>34</td>
</tr>
<tr>
<td>Studio Requirements</td>
<td>5</td>
</tr>
<tr>
<td>Substitution</td>
<td>ii, 23</td>
</tr>
<tr>
<td><strong>Suspension</strong></td>
<td>13</td>
</tr>
<tr>
<td>Topic</td>
<td>Page</td>
</tr>
<tr>
<td>-----------------------------</td>
<td>------</td>
</tr>
<tr>
<td>Telephones</td>
<td>35</td>
</tr>
<tr>
<td>Thefts</td>
<td>35</td>
</tr>
<tr>
<td>Transcripts</td>
<td>25</td>
</tr>
<tr>
<td>Transfer/AP Credit</td>
<td>25</td>
</tr>
<tr>
<td>Unacceptable Collaboration</td>
<td>24</td>
</tr>
<tr>
<td>University Calendar</td>
<td>1</td>
</tr>
<tr>
<td>University Honors</td>
<td>15</td>
</tr>
<tr>
<td>University Web Sites</td>
<td>28</td>
</tr>
<tr>
<td>Waiver</td>
<td>23</td>
</tr>
<tr>
<td>Weekly Calendar</td>
<td>31</td>
</tr>
<tr>
<td>Work Exhibition Space</td>
<td>35</td>
</tr>
<tr>
<td>Work-Study Jobs</td>
<td>31</td>
</tr>
</tbody>
</table>