Preface to the Handbook

This 2011-2012 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 BFA and BA degree programs, including Interarts Performance. 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. The policies, procedures, and requirements regarding the curriculum and requirements for graduation apply to students admitted to and enrolled in the School of Art & Design for the first time in the 2011-2012 academic year. Students who were admitted and enrolled for the first time in a previous year should consult the handbook from that year for information pertinent to their cohort. This and previous editions of the Undergraduate Student Handbook are 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
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2011 Fall Term
Registration (for students not pre-registered)  Sept 2, Fri
Labor Day (Holiday)  Sept 5, Mon
Classes Begin  Sept 6, Tues
Last Day to Withdraw from Term w/ 100% tuition reimbursement  Sept 26, Mon
Last Day to Drop/Add (no “W” for drop)  Sept 26, Mon
Last Day for Tuition Adjustment for a Reduced Load  Sept 26, Mon
Pass/Fail Deadline  Sept 26, Mon
Authorization Needed to Withdraw from Class (“W” posted for drop)  Sept 27, Tues
Last Day to Withdraw from Term with 50% Tuition Waiver  Oct 17, Mon
Fall Study Break  Oct 17-18, Mon-Tues
Last Day to Withdraw from a Class (“W” posted for drop)  Nov 11, Fri
Thanksgiving Recess  5:00 p.m. Nov 23, Wed
Classes Resume  8:00 a.m. Nov 28, Mon
Classes End  Dec 13, Tues
Last Day to Post Grades for Incompletes  Dec 13, Tues
Integrative Project Consultations  Dec 14-15, Wed-Thurs
Examinations /Final Critiques  Dec 15-16, Thurs-Fri & Dec 19-22, Mon-Thurs

2012 Winter Term
Registration (for students not pre-registered)  Jan 3, Tues
Classes Begin  Jan 4, Wed
Martin Luther King, Jr. Day University Symposia (no regular classes)  Jan 16, Mon
Last Day to Withdraw from Term w/ 100% tuition reimbursement  Jan 24, Tues
Last Day to Drop/Add (no “W” for drop)  Jan 24, Tues
Last Day for Tuition Adjustment for a Reduced Load  Jan 24, Tues
Pass/Fail Deadline  Jan 24, Tues
Authorization Needed to Withdraw from Class (“W” posted for drop)  Jan 25, Wed
Last Day to Withdraw from Term with 50% Tuition Waiver  Feb 14, Tues
Winter Recess Begins  12:00 noon Feb 25, Sat
Classes Resume  8:00 a.m. Mar 5, Mon
Last Day to Withdraw from a Class (“W” posted for drop)  Mar 16, Fri
University Honors Convocation  Mar 18, Sun
Art & Design Classes End  April 11, Wed
University Classes End  Apr 17, Tues
Last Day to Post Grades for Incompletes  Apr 17, Tues
Art & Design Review Week (no regular classes in A&D)  April 16-20, Mon-Fri
Examinations/Final Critiques  Apr 19-20, Thurs-Fri & Apr 23-26, Mon-Thurs
University Commencement (Big House)  April 28, 10 a.m., Sat
A&D Graduation Recognition (Courtyard)  April 28, 2 p.m. Sat

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.html#confl
## Full-Time Faculty Directory

<table>
<thead>
<tr>
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<tr>
<td>Aaron Ahuvia, Professor</td>
<td>ahuvia</td>
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<tr>
<td>William Alexander, Professor</td>
<td>alexi</td>
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<tr>
<td>Jan-Henrik Andersen, Associate Professor</td>
<td>janhande</td>
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<tr>
<td>Celeste Brusati, Professor</td>
<td>cbrusati</td>
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<tr>
<td>David Chung, Professor</td>
<td>davchung</td>
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<tr>
<td>Jim Cogswell, Professor</td>
<td>jcogs</td>
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<tr>
<td>Larry Cressman, Associate Professor</td>
<td>larrycre</td>
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<td>Susan Crowell, Associate Professor</td>
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<td>Karl Daubman, Associate Professor</td>
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<td>Beth Diamond, Assistant Professor</td>
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<td>David Doris, Associate Professor</td>
<td>dtdoris</td>
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<td>Seth Ellis, Assistant Professor</td>
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<td>Julie Ellison, Professor</td>
<td>jeson</td>
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<td>Phoebe Gloeckner, Associate Professor</td>
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<td>Roland Graf, Assistant Professor</td>
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<td>Melissa Gross, Associate Professor</td>
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<td>John Hart, Assistant Professor</td>
<td>ajohnh</td>
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<td>Daniel Herwitz, Professor</td>
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<td>Doug Hesseltine, Associate Professor</td>
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<td>Holly Hughes, Professor</td>
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<td>Sadashi Inuzuka, Professor</td>
<td>inuzuka</td>
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<td>Shaun Jackson, Professor</td>
<td>sjdesign</td>
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<td>Carol Jacobsen, Professor</td>
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<td>Gordon Kane, Professor</td>
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<td>Matt Kenyon, Associate Professor</td>
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<td>Osman Khan, Assistant Professor</td>
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<td>Andy Kirshner, Associate Professor</td>
<td>feelgood</td>
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<td>Heidi Kumao, Associate Professor</td>
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<td>Petra Kuppers, Associate Professor</td>
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<td>William Lovejoy, Professor</td>
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<td>Lou Marino, Professor</td>
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<td>John Marshall, Assistant Professor</td>
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<td>Malcolm McCullough, Associate Professor</td>
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<td>Mick McQuaid, Assistant Professor</td>
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<td>Rebekah Modrak, Associate Professor</td>
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<td>Anne Mondro, Associate Professor</td>
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<td>Thylas Moss, Professor</td>
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<td>Abé Mark Nornes, Professor</td>
<td>amnornes</td>
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<td>Franc Nunoo-Quarcoo, Professor</td>
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<td>Dwayne Overmyer, Professor</td>
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<tr>
<td>Cynthia Pachikara, Associate Professor</td>
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<td>Panos Papalambros, Professor</td>
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</table>
Janie Paul, Associate Professor  janiep
Sallyanne Payton, Professor  spayton
Robert Platt, Assistant Professor  rbplat
Marianneta Porter, Professor  mptr
Endi Poskovic, Associate Professor  poskovic
Michael Rodemer, Professor  rodemer
Bryan Rogers, Professor  bbrog
Stephanie Rowden, Associate Professor  srowden
Mary Schmidt, Lecturer  mcschmidt
Max Shtein, Associate Professor  mshtein
Tobin Siebers, Professor  tobinn
Bradley Smith, Professor  brdsmith
Sherri Smith, Catherine B. Heller Collegiate Professor  grackle
Hannah Smotrich, Associate Professor  smotrich
Nicholas Tobier, Associate Professor  nicktob
Joseph Trumpey, Associate Professor  jtrumpey
Malcolm Tulip, Associate Professor  dmtulip
Elona Van Gent, Associate Professor  evangent
Kendall Walton, Professor  klwalton
Edward West, Professor  ewest

Staff Directory

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and Undergraduate Education
Brad Smith, Assoc. Dean for Creative Work, Research  brdsmith
and Graduate Education
Joann McDaniel, Assistant Dean for Undergraduate Programs  jmcdan

Office of the Dean
Patricia Hodges, Executive Assistant to the Dean  phodges
Betty Thomas, Office of the Dean Operations Specialist  thombett

Smucker-Wagstaff Academic Programs Center
Wendy Dignan, Director of Graduate Academic Services  wwilks
Brian Banks, Academic Success Advisor  bbscott
Paula Bousley, Assistant to the Undergraduate Deans  paulab
John Luther, Career Development Coordinator  jonel
Erika Hess, Recruiting Representative/Coordinator, Summer Programs  ebhess
Karina Moore, Director of Admissions  kgmoore
Romy Hill-Cronin, SWAPC Coordinator  rhillc

Communications
Kate West, Director of Communications  katewest
Carl Greene, Graphic Designer  gcarl
Andre Grewe, Webmaster/Administrator  agrewe
Katherine Weider, Director, PLAY  kathwe
Development
Betty Smith, Director  bmshawk
Mary Alice Bankert, Associate Director  mbankert
Scott Creech, Development & Human Resources Data Specialist  creechsc

Exhibitions
Mark Nielsen, Director, Work•Ann Arbor and Slusser Gallery  mnielsen
Stephen Schudlich, Director, Work•Detroit and Intersections  swschud

Finance
Mahendra Kumar, Chief Administrative Officer  mkumar
Demond Davenport, Assistant Director of Finance  djcd
David Constant, Accountant  davecon
Jennifer Wubbenhorst, Accounts Assistant  jwubby

Facilities
Peter Jansen, Director of Facilities  jansenp

Information Technology
Neil Clennan, Computer Systems Specialist  nclennan
Kris Fazzari, Senior Computer Systems Specialist  fazzari

International Engagement
Joe Trumpey, International Engagement Programs Director  jtrumpey
Nancy Thorson, International Engagement Programs Assistant  nThorson

Library
Annette Haines, Field Librarian  ahaines

Special Projects
Chrisstina Hamilton, Director of Visitors’ Programs  chrissti
Patrick Young, Digital Print Media Advisor  patyoung

Studio Coordinators
Ana Fernandez, Print Media  aferna
Mark Krecic, Woodshop  mrkrecic
TBD, Sculpture  jleyland
John Leyland, Ceramics  photojoe
Joe St. George, Photography/Painting/Drawing  nThorson
Nancy Thorson, Fibers  njweston
Gerald Weston, Woodshop  mjweston
Michael Vitale, Metals  mpvitale
Chapter One: Curriculum

Overview of All Degree Programs
The School of Art & Design offers four different degree opportunities for undergraduate students.

Bachelor of Fine Arts in Art and Design
The BFA in Art and Design is the undergraduate anchor degree in the School and the perfect degree for students who are passionate about pursuing an intense, rigorous program in art and design. The BFA prepares graduates for a broad range of eventualities, 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. The BFA also includes international study and student exhibition opportunities.

Bachelor of Arts in Art and Design
The BA in Art and Design is the perfect degree for students whose educational goals include broader exploration of the University’s academic resources as well as their desire for a rigorous program in art and design. The BA has all of the attributes of the BFA program described above: integration of art and design, traditional techniques and contemporary technologies, bridging the personal with the social, community engagement, international study, and exhibitions - with fewer studio credits required. It is an ideal program for students who are interested in Dual Admission for Joint degrees described below.

Bachelor of Fine Arts in Interarts Performance
The University of Michigan School of Art & Design and the Department of Theatre and Drama in the School of Music, Theatre, & Dance, collaborate to offer the nation’s first interdisciplinary Bachelor of Fine Arts in Interarts Performance. Adventuresome students who have interests in both the visual arts and theater as well as a desire to create original performance pieces may apply for this unique interdisciplinary program.

Dual Admission, Preferred Admission, & Joint Degrees
Prospective freshmen may apply to both the School of Art & Design and another academic unit at the University of Michigan, including Kinesiology; Engineering; Literature, Science, and the Arts; Music, Theatre & Dance; and Nursing. A&D applicants may also apply to the Preferred Admission programs of the Taubman College of Architecture and Urban Planning, or the Ross School of Business. Dual Admission and Preferred Admission offer opportunities for the pursuit of two concurrent degrees for students whose interests and educational goals include earning
undergraduate degrees in more than one academic unit at the University of Michigan.

BFA in Art and Design

Overview

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.

The defining characteristic of the BFA program is that it does not emphasize the usual disciplinary distinctions (painting, printmaking, graphic design, industrial design, animation, illustration) but focuses on the creative skills that are common to all of these practices. The goal is not to train masters of particular materials (paint, clay, computers, etc), but to provide a broad base of technical and conceptual skills that can be applied to a wide range of creative activities. Creative process, critical thinking, project development, community engagement and collaboration are at least as important as learning to block out a walk cycle or draw with perfect foreshortening.

While all students graduate from the program with the same degree, a BFA in Art and Design, each student’s degree reflects his or her own personalized educational plan. With faculty mentoring, students begin to pursue an individualized course of study in the first year of the program. Each student’s unique educational experience will generate a body of creative work that will serve as a basis for future endeavors. Students may engage in specific and traditional fields of study in art and design, though many students pursue interests and talents that extend beyond the confines of traditionally defined programs.

The total number of credits required for a BFA in Art & Design is 128. Students are expected to complete an average of 16 credits per term to graduate in four years: three studio courses, two academic courses and the lecture series each semester. During the first two years of the program all students complete a common structured core of eight studio courses, three academic courses and four credits of the lecture series (one credit per semester). Under faculty and staff guidance, students begin to explore academic courses outside of Art & Design in the first semester and elective studio courses during the second semester of the first year. Beginning the second semester of the second year, students are free to choose two studio courses and two academic courses outside Art &
Design per semester. By the third year, students are free to choose all their coursework, both studio and academic.

Studio courses comprise 72 of the 128 credits required for graduation. Studio credits are separated into three components: core studios, elective studios, and the Integrative Project. The 8 core studios (24 credits) are completed during the first two years of the program. The 12 elective studios (36 credits) are spread over the first through the fourth years of study. The Integrative Project (IP), completed in the final year, is a two-semester capstone educational experience totaling 12 credits.

Academic/experiential coursework comprises 56 of the 128 credits. Seventeen of those credits come from Art & Design courses (the three Art & Design Perspectives courses and eight semesters of the Lecture Series). The remaining 39 credits are courses taken predominately, though not exclusively, in the University's liberal arts college, Literature, Science and the Arts (LSA). These courses are a combination of required and elective courses. Students may undertake coursework to complete a minor in an academic area or may tailor their academic selections to complement their studio work.

Students are encouraged to consult with their academic advisor and with their faculty mentor(s) to determine appropriate academic and advanced studio coursework. The Smucker•Wagstaff Academic Programs Center advising staff helps students in charting their progress toward their degree.

**Degree Requirements (BFA)**

Students are encouraged to consult with their academic advisor and with their faculty mentor(s) to determine appropriate academic and advanced studio coursework. The Smucker•Wagstaff Academic Programs Center advising staff helps students in charting their progress toward their degree.

**Graduation Credits (BFA)**

The total number of credits required for a BFA in Art & Design is 128. Seventy-two of those are studio credits and 56 are academic/experiential credits. Students who plan to graduate in four years are expected to complete an average of 16 credits per term: three studio courses (9 credits), two academic/experiential courses (6 credits), and the lecture series (1 credit).

**Core Studio Credits (BFA)**

There are eight Core Studios (24 credits total) described below, all completed during the first two years of the program. They are Fundamentals of Drawing (ARTDES 100); Digital Studio (ARTDES 110); TMP I, II and III (ARTDES 120, 121, 220); and CFC I, II, and III (ARTDES 130, 230 and 231). Core Studios should be completed before the Sophomore Review.
Core Studio courses include four different sequences of courses: Tools, Materials, and Processes (TMP) Studios; Concept, Form, and Context (CFC) Studios; the Digital (DIG) Studio; and Fundamentals of Drawing (DRW). Core Studio courses are typically 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.

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

- **Digital Studio** (ARTDES 110) 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, web design, 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 Digital Studio during their first semester. Digital Studio is offered fall term.

- **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: Culture; and ARTDES 231, CFC III: Nature. CFC I and CFC III are offered winter term only. CFC II is offered fall term only.

Elective Studio Credits (BFA)
The twelve elective studios (36 credits) are 300 and 400 level courses taken from the first through the fourth years of study. One of the elective studios must be an engagement studio. Six credits (2 courses) of elective studios may come from other UM schools or departments.

In the second semester of the first year, students begin to select 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).

The content of these twelve 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. Students who plan to enroll in 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 studios. Faculty mentoring and staff advising help guide each student in developing a rich, individualized program of study. However, the freedom and responsibility for developing a coherent program rests upon the student. In effect, each student creates a de facto individual major.

The Integrative Project (BFA)
The Integrative Project (ARTDES 498 and 499) is a two-semester capstone educational experience totaling 12 credits and is completed in the final year of the program. Students must have completed all the core classes and all but two elective studios (54 studio credits) before beginning the Integrative Project (IP).

The Integrative Project 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 IP Critique, which takes place in December, serves to critique 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 IP Critiques are discussed in the individual IP classes.

**Art & Design Academic Courses (BFA)**

Seventeen of the 56 required academic/experiential credits come from Art & Design courses: ADP I, ADP II, ADP III, and the Lecture Series.

All students must earn 8 credits for attending the Penny W. Stamps Distinguished Visitors’ Series each semester in residence (one credit each semester). Students enroll in ARTDES 160 every fall term and winter term. Students who study abroad for one semester, or who fail the lecture series, must earn an additional academic credit to make up for the missed lecture series credit. Students who fail ARTDES 160 more than once may be asked to make up the credit by watching podcasts of a semester’s lectures and then writing an essay in response to each lecture.

First and second year students complete a series of three comprehensive Art & Design Perspectives courses (ADP) taught by the School’s faculty. These courses are ARTDES 150, 151, and 250 (3 credits each). These courses are broader in scope than traditional art history courses; they integrate art and design issues, ideas, and history. No substitutions are allowed for ADP courses.

**University Academic Courses (BFA)**

**Overview**

The University component of the Academic Course requirements is a mixture of required and elective courses designed to develop

- basic familiarity with the three traditional components of liberal arts: humanities (as the history of art), social sciences and natural sciences;
- analytical reasoning;
- empathy with other cultures; and
- familiarity with contemporary environmental issues.

The University academic component requires that students complete 39 credits distributed as follows:

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Year Writing</td>
<td>3-4</td>
</tr>
<tr>
<td>Art History</td>
<td>3</td>
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<tr>
<td>Social Science</td>
<td>3</td>
</tr>
<tr>
<td>Natural Science</td>
<td>3</td>
</tr>
<tr>
<td>Course</td>
<td>Credits</td>
</tr>
<tr>
<td>-------------------------------------------</td>
<td>---------</td>
</tr>
<tr>
<td>Analytical Reasoning</td>
<td>3</td>
</tr>
<tr>
<td>Environmental Studies</td>
<td>3</td>
</tr>
<tr>
<td>Race and Ethnicity</td>
<td>3</td>
</tr>
<tr>
<td>Upper Level Writing</td>
<td>3</td>
</tr>
<tr>
<td>Free Academic Electives (minimum)</td>
<td>14</td>
</tr>
<tr>
<td><strong>TOTAL (minimum)</strong></td>
<td><strong>39</strong></td>
</tr>
</tbody>
</table>

Students may use required and elective courses in their pursuit of a minor. Students may meet these requirements in as few as 13 or as many as 32 credits. A single course may be used meet two or three requirements.

**Requirements (BFA)**

Students in the BFA program are required to complete a First Year Writing Course; an Upper Level Writing Course; one 3-credit course each in art history, natural science, social science, environmental studies, analytical reasoning, and race and ethnicity; and additional academic electives to equal 39 credits.

- **First Year Writing**: Any of the following: Eng 124; Eng 125; GrtBks 191; RCCore 100; Slavic 151; LHSP 125; CompLit 122; History 195; or any other course marked FYWR. Courses that transfer as EngComp 101x do not meet this requirement. AP and IB English credit do not fulfill this requirement.
- **Upper Level Writing**: ARTDES 399 or any course marked ULWR in the LSA bulletin or course guide.
- **Art History**: Any course in the Department of the History of Art (HistArt).
- **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.
- **Environmental Studies**: Any course offered in the program in the Environment (ENVIRON) or in NRE; Bio 101, 102, 109, 171; English 320, 328; GeoSci 148; StdAbrd 303.
- **Race and Ethnicity**: Any course marked RE in the LSA bulletin or course guide.

In some cases, more than one requirement may be met by completing a single course. For example *Introduction to Global Studies* (Bio 110, Environ 110, *et al.*) may count as both the natural science (NS) and the environmental studies (ES) requirements. Students may use AP/IB credit to fulfill any of the academic requirements with the exception of First Year Writing composition.
Students bear the primary responsibility for ensuring that their academic coursework meets the requirements of the BFA degree. The explanations and courses given above provide a basic guide for most students under most circumstances. Questions about specific requirements need to be directed to the Smucker•Wagstaff Academic Programs Center staff. Requests for course substitutions or waivers of requirements must be submitted to the Assistant Dean for Undergraduate Programs.

Electives (BFA)
Elective academic courses may be used in combination with required academics or alone to earn a minor in LSA, in Engineering, or in Social Work. Academic electives may include experiential coursework such as ARTDES 351 (internship), Psych 211 (Project Outreach), or Sociology 389 (Practicum). Students are not limited in the number of elective credits, but must ensure that the TOTAL number of academic credits, both university and A&D must add up to no fewer than 56.

Courses in physical education, military science, and in music or vocal performance as part of a group do not meet any A&D graduation requirement. The credit earned in these courses does not apply to graduation from the School of Art & Design.
Milestones (BFA)
BFA students must complete two milestones: Sophomore Review and International Experience. Sophomore Reviews occur in April of the second year after the student has completed (or is completing) the core studio courses and four elective studios. The International Experience requirement may be met at any time during a student’s college career.

Sophomore Review
After completing the Core Studios and four elective 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 significant assessment component of the program.

International Experience
Students are required to have an international study experience. The experience need not be credit-bearing. Travel for pleasure or travel undertaken before a student enrolls in A&D is not eligible to meet this requirement. International students whose home address is not in the United States are reckoned to have met this requirement by virtue of their enrollment in A&D classes. Students who must be exempted from this requirement should schedule a meeting with the Assistant Dean for Undergraduate Programs.
### Sample First and Second Year Schedule (BFA)

<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>A&amp;D Academic Courses</td>
<td>University Academic Courses</td>
<td>Senior Integrative Project</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></td>
</tr>
</tbody>
</table>

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

**Fall**
- ARTDES 120 (TMP I) 3 cr
- ARTDES 100 (Drawing) 3 cr
- ARTDES 110 (Digital) 3 cr
- ARTDES 150 (ADP I) 3 cr
- ARTDES 160 (Lecture Series) 1 cr
- English 125 4 cr

**Winter**
- ARTDES 121 (TMP II) 3 cr
- ARTDES 130 (CFC I) 3 cr
- ARTDES 300 (Elective Studio) 3 cr
- ARTDES 151 (ADP II) 3 cr
- ARTDES 160 (Lecture Series) 1 cr
- Academic Elective 3-4 cr

Total 17 credits

#### Second-Year Sample Schedule

**Fall**
- ARTDES 220 (TMP III) 3 cr
- ARTDES 230 (CFC II) 3 cr
- ARTDES 300 (Elective Studio) 3 cr
- ARTDES 250 (ADP III) 3 cr
- ARTDES 160 (Lecture Series) 1 cr
- Academic Elective 3-4 cr

**Winter**
- ARTDES 231 (CFC III) 3 cr
- ARTDES 300 (Elective Studio) 3 cr
- ARTDES 400 (Elective Studio) 3 cr
- ARTDES 160 (Lecture Series) 1 cr
- Academic Elective 3-4 cr

Total 16-17 credits
Progress Toward Degree Checklist - BFA in Art & Design

I. MILESTONES (no credits attached)
   _____ Sophomore Review
   _____ International Experience

II. CORE STUDIOS (24 credits total)
   _____ ARTDES 100, Drawing
   _____ ARTDES 110, Digital
   _____ ARTDES 120, TMP I: Construction
   _____ ARTDES 121, TMP II: Messages
   _____ ARTDES 220, TMP III: Time
   _____ ARTDES 130, CFC I: The Human Being
   _____ ARTDES 230, CFC II: Culture
   _____ ARTDES 231, CFC III: Nature

III. ELECTIVE STUDIOS (36 credits total)

IV. INTEGRATIVE PROJECT (12 credits total)

V. A&D ACADEMIC REQUIREMENTS (17 credits total)
   _____ ARTDES 150, ADP I: The Creators
   _____ ARTDES 151, ADP II: Society
   _____ ARTDES 250, ADP III: Technology and Environment
   _____ ARTDES 160, Penny Stamps Lecture Series (8 credits)

VI. UNIVERSITY ACADEMIC REQUIREMENTS (total credits will vary)
   _____ First Year Writing (FYWR)
   _____ Art History (AH)
   _____ Social Science (SS)
   _____ Natural Science (NS)
   _____ Environmental Studies (ES)
   _____ Analytical Reasoning (AR, MSA, QR1, QR2)
   _____ Race & Ethnicity (RE)
   _____ Upper Level Writing (ULWR)

VII. ACADEMIC/EXPERIENTIAL ELECTIVES
     (enough to total 56 with all other academic courses)

BA in Art & Design
Overview
Students may elect the BA degree program after they have completed the first year BFA degree curriculum. The BA degree program parallels the elements and attributes of the BFA degree program with fewer studio course requirements. Like the BFA, it 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 BA offers a more comprehensive exploration of University resources than the BFA does. Because almost two-thirds of the credits required for the BA are outside of the School of Art & Design, BA candidates have the opportunity to acquire a depth of knowledge that may serve as a complement to their studio work or as a counterpoint to it. The BA degree is well-suited to students who plan to complete two undergraduate degrees; to students who anticipate graduate or professional school not directly related to art and design; to students whose interests in art and design and other educational pursuits are equally strong; or to those students who wish to integrate other educational pursuits with their visually creative work.

The first year of the four-year program is structured identically to the BFA program; the remaining three are extraordinarily flexible. Career exploration and planning start in the first year.

Like the BFA program, the BA program does not emphasize the usual disciplinary distinctions (painting, printmaking, graphic design, industrial design, animation, illustration) but focuses on the creative skills that are common to all of these practices. The goal is not to train masters of particular materials (paint, clay, computers, etc), but to provide a broad base of technical and conceptual skills that can be applied to a wide range of creative activities. Creative process, critical thinking, project development, community engagement and collaboration are as important as technical skill development.

While all students graduate from the program with the same degree, a BA in Art and Design, each student’s degree reflects his or her own personalized educational plan. With faculty mentoring, students begin to pursue an individualized course of study in the first year of the program. Each student’s unique educational experience allows the pursuit of interests and talents that extend beyond the confines of traditionally defined programs.

The total number of credits required for a BA in Art & Design is 128, 42 in studio work and 86 in academic work. Students select the BA program only after completing the first year BFA curriculum and are free thereafter to complete their requirements at their own pace. For example, BA students may complete their three remaining Core Studios in the second year, as do BFA students; or they may choose to concentrate more on academic coursework in the second year after an intensive studio-practice first year. Students are expected to complete an average of 16 credits per term to graduate in four years.

Studio courses comprise 42 of the 128 credits required for graduation. Studio credits are separated into two components: 8 core studios (24 credits) and six elective studios. Students complete fifteen credits of studio work their first year and spread the remainder over three years as desired.
Academic/experiential coursework comprises 86 of the 128 credits. Seventeen of those credits come from Art & Design courses (the three Art & Design Perspectives courses and eight semesters of the Lecture Series). The remaining 69 credits are courses taken predominately, though not exclusively, in the University’s liberal arts college, Literature, Science and the Arts (LSA). These courses are a combination of required and elective courses. Students may undertake coursework to complete a minor in an academic area, complete a pre-health curriculum, create a thematic or specialized body of study or tailor their academic selections to complement their studio work.

Students are encouraged to consult with their academic advisor and with their faculty mentor(s) to determine appropriate academic and elective studio coursework. The Smucker•Wagstaff Academic Programs Center advising staff helps students in charting their progress toward their degree.

Degree Requirements (BA)
Students may elect the BA degree program after they have completed the first year BFA degree curriculum.

Graduation Credits (BA)
The total number of credits required for a BA in Art & Design is 128. Forty-two of those are studio credits (24 Core Studio credits and 18 elective studio credits) and 86 are academic/experiential credits (17 Art & Design academic credits and 69 academic/experiential electives chosen from across the entire University). Students who plan to graduate in four years are expected to complete an average of 16 credits per term.

Core Studio Credits (BA)
There are eight Core Studio courses (24 credits total) described below. They are Fundamentals of Drawing (ARTDES 100); Digital Studio (ARTDES 110); TMP I, II and III (ARTDES 120, 121, 220); and CFC I, II, and III (ARTDES 130, 230 and 231). Courses at the 100 level must be completed in the first year.

Core Studio courses include four different sequences of courses: Tools, Materials, and Processes (TMP) Studios; Concept, Form, and Context (CFC) Studios; the Digital (DIG) Studio; and Fundamentals of Drawing (DRW). Core Studio courses are typically 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.

- Fundamentals of Drawing (ARTDES 100) provides exposure to the wide variety of approaches to drawing including life-drawing, technical drawing, design drawing, and
illustration. First year students complete Fundamentals of Drawing during the first semester. Drawing is offered fall and winter terms.

• Digital Studio (ARTDES 110) 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, web design, 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 Digital Studio during their first semester. Digital Studio is offered fall term.

• 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: Culture; and ARTDES 231, CFC III: Nature. CFC I and CFC III are offered winter term only. CFC II is offered fall term only.

Elective Studio Credits (BA)
The six elective studios (18 credits) are 300 and 400 level courses taken from the first through the fourth years of study. One of the elective studios
must be an A&D engagement studio. BA candidates do not complete the Integrative Project.

The content of these six studios may 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. Students who plan to enroll in studio courses at another US college or university and then transfer those credit to the School of Art & Design 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 studios. Faculty mentoring and staff advising help guide each student in developing a rich, individualized program of study. However, the freedom and responsibility for developing a coherent program rests upon the student. In effect, each student creates a de facto individual major.

Art & Design Academic Courses (BA)
Seventeen of the 86 required academic/experiential credits come from Art & Design courses: ADP I, ADP II, ADP III, and the Lecture Series.

All students must earn 8 credits for attending the Penny W. Stamps Distinguished Visitors’ Series each semester in residence (one credit each semester). Students enroll in ARTDES 160 every fall term and winter term. Students who study abroad for one semester, or who fail the lecture series, must earn an additional academic credit to make up for the missed lecture series credit. Students who fail ARTDES 160 more than once may be asked to make up the credit by watching podcasts of a semester’s lectures and then writing an essay in response to each lecture.

First and second year students complete a series of three comprehensive Art & Design Perspectives courses (ADP) taught by the School’s faculty. These courses are ARTDES 150, 151, and 250 (3 credits each). These courses are broader in scope than traditional art history courses; they integrate art and design issues, ideas, and history. No substitutions are allowed for ADP courses.

University Academic Courses (BA)

Overview
The University component of the Academic Course requirements is a mixture of required and elective courses designed to develop

- basic familiarity with the three traditional components of liberal arts: humanities (as the history of art), social sciences and natural sciences;
- analytical reasoning;
- empathy with other cultures; and
- familiarity with contemporary environmental issues.
The University academic component requires that students complete 69 credits distributed as follows:

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Year Writing</td>
<td>3-4</td>
</tr>
<tr>
<td>Art History</td>
<td>3</td>
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<tr>
<td>Social Science</td>
<td>3</td>
</tr>
<tr>
<td>Natural Science</td>
<td>3</td>
</tr>
<tr>
<td>Analytical Reasoning</td>
<td>3</td>
</tr>
<tr>
<td>Environmental Studies</td>
<td>3</td>
</tr>
<tr>
<td>Race and Ethnicity</td>
<td>3</td>
</tr>
<tr>
<td>Upper Level Writing</td>
<td>3</td>
</tr>
<tr>
<td>Free Academic Electives (minimum)</td>
<td>44</td>
</tr>
<tr>
<td><strong>TOTAL (minimum)</strong></td>
<td><strong>69</strong></td>
</tr>
</tbody>
</table>

Students may use required and elective courses in their pursuit of a minor. A single course may be used to meet two or three requirements.

**Requirements (BA)**

Students in the BA program are required to complete a First Year Writing Course; an Upper Level Writing Course; one 3-credit course each in art history, natural science, social science, environmental studies, analytical reasoning, and race and ethnicity; and additional academic electives to equal 39 credits.

- **First Year Writing**: Any of the following: Eng 124; Eng 125; GrtBks 191; RCCore 100; Slavic 151; LHSP 125; CompLit 122; History 195; or any other course marked FYWR. Courses that transfer as EngComp 101x do not meet this requirement. AP and IB English credit do not fulfill this requirement.
- **Upper Level Writing**: ARTDES 399 or any course marked ULWR in the LSA bulletin or course guide.
- **Art History**: Any course in the Department of the History of Art (HistArt).
- **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.
- **Environmental Studies**: Any course offered in the program in the Environment (ENVIRON) or in NRE; Bio 101, 102, 109, 171; English 320, 328; GeoSci 148; StdAbrd 303.
- **Race and Ethnicity**: Any course marked RE in the LSA bulletin or course guide.

In some cases, more than one requirement may be met by completing a single course. For example *Introduction to Global Studies* (Bio 110,
Environ 110, et al.) may count as both the natural science (NS) and the environmental studies (ES) requirements. Students may use AP/IB credit to fulfill any of the academic requirements with the exception of First Year Writing composition.

Students bear the primary responsibility for ensuring that their academic coursework meets the requirements of the BA degree. The explanations and courses given above provide a basic guide for most students under most circumstances. Questions about specific requirements need to be directed to the Smucker•Wagstaff Academic Programs Center staff. Requests for course substitutions or waivers of requirements must be submitted to the Assistant Dean for Undergraduate Programs.

**Electives (BA)**

Elective academic courses may be used in combination with required academics or alone to earn a minor in LSA, in Engineering or in Social Work. Academic electives may include experiential coursework such as ARTDES 351 (internship), Psych 211 (Project Outreach), or Sociology 389 (Practicum). Students are not limited in the number of elective credits, but must ensure that the TOTAL number of academic credits, both university and A&D must add up to no fewer than 86.

**Courses in physical education military science, and in music or vocal performance as part of a group do not meet any A&D graduation requirement. The credit earned in these courses does not apply to graduation from the School of Art & Design.**

**Milestones (BA)**

BA students must complete two milestones: Sophomore Review and International Experience. Sophomore Reviews occur in April of the second year. The International Experience requirement may be met at any time during a student’s college career.

**Sophomore Review**

At the end of the second year, BA 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. For BA students it is especially important to address the interface of their academic work with their visually creative work. 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 significant assessment component of the program.

International Experience
Students are required to have an international study experience. The experience need not be credit-bearing. Travel for pleasure or travel undertaken before a student enrolls in A&D is not eligible to meet this requirement. International students whose home address is not in the United States are reckoned to have met this requirement by virtue of their enrollment in A&D classes. Students who must be exempted from this requirement should schedule a meeting with the Assistant Dean for Undergraduate Programs.
Progress Toward Degree Checklist - BA in Art & Design

I. MILESTONES (no credits attached)
   _____ Sophomore Review
   _____ International Experience

II. CORE STUDIOS (24 credits total)
   _____ ARTDES 100, Drawing
   _____ ARTDES 110, Digital
   _____ ARTDES 120, TMP I: Construction
   _____ ARTDES 121, TMP II: Messages
   _____ ARTDES 220, TMP III: Time
   _____ ARTDES 130, CFC I: The Human Being
   _____ ARTDES 230, CFC II: Culture
   _____ ARTDES 231, CFC III: Nature

III. ELECTIVE STUDIOS (18 credits total)

IV. A&D ACADEMIC REQUIREMENTS (17 credits total)
   _____ ARTDES 150, ADP I: The Creators
   _____ ARTDES 151, ADP II: Society
   _____ ARTDES 250, ADP III: Technology and Environment
   _____ ARTDES 160, Penny Stamps Lecture Series (8 credits)

V. UNIVERSITY ACADEMIC REQUIREMENTS (total credits will vary)
   _____ First Year Writing (FYWR)
   _____ Art History (AH)
   _____ Social Science (SS)
   _____ Natural Science (NS)
   _____ Environmental Studies (ES)
   _____ Analytical Reasoning (AR, MSA, QR1, QR2)
   _____ Race & Ethnicity (RE)
   _____ Upper Level Writing (ULWR)

VI. ACADEMIC/EXPERIENTIAL ELECTIVES
(Enough to total 86 with all other academic courses)
BFA in Interarts Performance

Overview

The BFA in Interarts Performance is a unique interdisciplinary undergraduate degree jointly offered by the School of Art & Design and the Department of Theatre & Drama in the School of Music, Theatre & Dance. This is the perfect program for adventuresome students who have interests in both the visual arts and theater as well as a desire to create original performance pieces. Interarts Performance introduces students to a diverse range of art forms and creative practices from new media to traditional acting skills, with the aim of generating work that blurs boundaries between the visual arts and performance.

Developed in response to the emergence in the latter half of the 20th century of a new kind of performance domain, combining both creative and interpretive approaches to expression in time and space, this highly interdisciplinary program is the first of its kind in the nation. The School of Art & Design coursework contributes a broad visual language vocabulary, a culture of experimentation, and expertise with new and emerging media technologies. The Department of Theatre & Drama coursework contributes training in movement, voice, action, and narrative as well as expertise in the design and construction of sets, costumes and lighting.

The BFA in Interarts Performance includes a balanced combination of selected courses from the School of Art & Design (A&D) and the Department of Theatre & Drama (T&D), a component of academic courses in both schools, and academic requirements and electives from across the University. Students are immersed in the cultures of both schools and have the advantage of the academic resources of a major research University. Interarts Performance also includes comprehensive reviews at the end of the second and fourth years, a recommended semester of international study during the third year, student performance opportunities and a final-year, capstone educational experience. Intensive faculty mentoring guides each student through an individualized program of study.

Attributes of the Interarts Performance program include:

- Producing graduates capable of creating new, personal works which transcend aesthetic, discipline, and genre boundaries;
- Promoting the freedom and the value of utilizing the tools, materials, and processes from all of the arts in the creation of new work;
- Encouraging the development of work that draws upon multiple disciplines, both within and beyond the arts;
- Nurturing the role of the unique artistic voice in a world saturated by commonplace media entertainment;
• Situating contemporary performance practice in a historical context;
• Providing a useable understanding of visual and performance arts practice in non-Western cultures;
• Providing inspiration to make artistic practice a life-long journey of discovery;
• Providing a methodology for carrying out research;
• Connecting the personal and the social;
• Connecting creative and intellectual development;
• Encouraging the exploration of both established and experimental approaches;
• Engaging the community within and outside of the University; and
• Facilitating the integration of electronic media and information technology across the curriculum.

Degree Requirements (Interarts)
The BFA in Interarts Performance includes a balanced combination of selected courses from both the School of Art & Design and the Department of Theatre & Drama, a component of academic courses in both units, and electives from across the University. Students immerse themselves in the cultures of both A&D and T&D and will have the advantage of the wider academic resources of the University. The program also includes comprehensive reviews at the end of the second and fourth years. A semester or summer of international study during the third year is also highly recommended.

Graduation Credits (Interarts)
The total number of credits required for a BFA in Interarts Performance is 130. Sixty-six of those are studio credits: 30 Introductory or Core Studio credits; 24 elective/advanced studio credits; 12 credits of Integrative Project. Sixty-four are academic/experiential credits: 28 Interarts Performance academic credits and 36 academic/experiential electives chosen from across the entire University. Students who plan to graduate in four years are expected to complete an average of 16-17 credits per term. Considerable individual latitude is available for students in the studio course options. This latitude is possible only with regular, intensive faculty guidance.

Studio Courses (Interarts)
Three types of Art & Design and Theatre courses comprise the studio component of the program:
1. introductory or core studio courses taken primarily during the first two years, and
2. elective or advanced studio courses taken primarily during the third and fourth years.
3. The Integrative Project, the capstone course taken the senior year.
Introductory (Core) Studio Courses (Interarts)

Introductory studio courses provide the conceptual and physical foundation required to communicate ideas physically and visually. Students learn that techniques and materials are somewhat neutral tools used to express subjective notions about the world. They can be used in any context to create work. By being introduced to a wide variety of tools, students gain the advantage of many possible options.

Interarts Performance students select fifteen credits of introductory studio courses from Art & Design (at the 100 or 200 level) and fifteen credits from Theatre & Drama, for a total of 30 credits. Students should work with their academic advisors and faculty mentors to select courses that advance their individual artistic goals.

Advanced Studio Courses (Interarts)

Advanced studio courses build upon the introductory experiences, challenging students to work more independently and with greater focus. Students select twelve credits of advanced elective studio courses from A&D (at the 300 or 400 level) and twelve credits of advanced elective studio courses from T&D, for a total of 24 credits. Students should work with their academic advisors and faculty mentors to select courses that advance their individual artistic goals and will prepare them to undertake the Integrative Project.

The Integrative Project (Interarts)

The Integrative Project (ARTDES 498 and 499) is a two-semester capstone educational experience totaling 12 credits to be completed in the final year of the program. Students must have completed all the introductory core classes and all but six credits of advanced studios before beginning the Integrative Project (IP).

The Integrative Project 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 in A&D and in T&D, 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 IP Critique, which takes place in December, serves to critique 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 IP Critiques are discussed in the individual IP classes.
Interarts Performance Academic Courses

Interarts academic courses, chosen from academic courses in A&D and T&D, provide students with visual culture and performance histories and current practices spanning a wide variety of media and artistic tendencies. They also provide the opportunity to experience the potential of contemporary live art and live artists. Students learn to be aware that their creative work emanates from their cultural environment and that there are many cultural environments in the world, each one expressing universal human issues in different ways. Interarts students also learn about their own possibilities for making contributions to their particular cultural context. Interarts academic courses comprise 28 credits of coursework, as follows:

I. One course (3 credits) from the following:
   - ARTDES 150: Art & Design Perspectives I: The Creators
   - ARTDES 151: Art & Design Perspectives II: Society
   - ARTDES 250: Art & Design Perspectives III: Tech & Environ’ment

II. Intperf 150: Live Art Survey (3 credits)

III. Eight semesters of the Art & Design Lecture Series course (one credit each): ARTDES 160

IV. All eight Interarts Performance Forum courses (one credit each)
   - Intperf 160-461

V. Two courses (6 credits total) from the following (or an Interarts faculty-approved substitute):
   - THTRE 211: Introduction to Drama
   - THTRE 212: Intro to World Performance
   - THTRE 222: Intro to Black Theatre
   - THTRE 321: History of Theatre I
   - THTRE 322: History of Theatre II
   - THTRE 323: American Theatre and Drama
   - THTRE 324: Contemporary Black Theatre
   - THTRE 325: Contemporary American Theatre & Drama
   - THTRE 326: Script Analysis for Black Writers and Directors
   - THTRE 385: Performing Arts Management
   - THTRE 399: Topics in Drama
   - THTRE 400: Directed Reading
   - THTRE 402: Ideas of Theatre
   - THTRE 403, 404: Design & Production Forum I, II
   - THTRE 427: Advanced Playwriting
   - THTRE 440: Special Topics in African American Theatre
   - THTRE 441: Design for Directors
   - THTRE 466: History of Décor
University Academic Courses (Interarts)

Overview

The University component of the Academic Course requirements is a mixture of required and elective courses designed to develop

• basic familiarity with the three traditional components of liberal arts: humanities, social sciences and natural sciences;
• analytical reasoning;
• empathy with other cultures; and
• familiarity with contemporary environmental issues.

The University academic component requires that students complete 39 credits distributed as follows:

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Year Writing</td>
<td>3-4</td>
</tr>
<tr>
<td>Humanities</td>
<td>3</td>
</tr>
<tr>
<td>Social Science</td>
<td>3</td>
</tr>
<tr>
<td>Natural Science</td>
<td>3</td>
</tr>
<tr>
<td>Analytical Reasoning</td>
<td>3</td>
</tr>
<tr>
<td>Environmental Studies</td>
<td>3</td>
</tr>
<tr>
<td>Cultural Diversity</td>
<td>6</td>
</tr>
<tr>
<td>Free Academic Electives (minimum)</td>
<td>14</td>
</tr>
<tr>
<td><strong>TOTAL (minimum)</strong></td>
<td><strong>39</strong></td>
</tr>
</tbody>
</table>

Students may use required and elective courses in their pursuit of a minor. Students may meet these requirements in as few as 13 or as many as 32 credits. A single course may be used meet two or three requirements.

Requirements

Students in the BFA in Interarts Performance degree program are required to complete a First Year Writing Course; one 3-credit course each in humanities, natural science, social science, environmental studies, and analytical reasoning; two courses (six credits) in cultural diversity; and additional academic elective credits to equal 39.

• **First Year Writing** Any of the following: Eng 124; Eng 125; GrtBks 191; RCCore 100; Slavic 151; LHSP 125; CompLit 122; History 195; or any other course marked FYWR. Courses that transfer as EngComp 101x do not meet this requirement. AP and IB English credit do not fulfill 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.

• **Environmental Studies**: Any course offered in the program in the Environment (ENVIRON) or in NRE; Bio 101, 102, 109, 171; English 320 or 328; GeoSci 148; StdAbrd 303.

• **Cultural Diversity**: Any foreign language or any culture courses at any level, specifically any ancient culture, any non-western culture, and any minority or disadvantaged culture.

In some cases, more than one requirement may be met by completing a single course. For example, *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/IB 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 Interarts Performance BFA degree. The explanations and courses given above provide a basic guide for most students under most circumstances. Questions about specific requirements need to be directed to the student’s academic advisor in the Smucker•Wagstaff Academic Programs Center. Interarts faculty are available to recommend elective studios appropriate to the individual students’ education. Requests for course substitutions or waivers of requirements must be submitted to the Assistant Dean for Undergraduate Programs.

Courses in physical education, military science and in music or vocal performance as part of a group do not meet elective requirements and cannot be counted toward the credits required for a BFA in Interarts Performance.
Milestone (Interarts)
Interarts Performance BFA students must complete one milestone: Sophomore Review. Sophomore Reviews occur in April of the second year.

Sophomore Review
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 performances. 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 significant assessment component of the program.
Course and Credit Distribution Overview (Interarts)

The chart below provides an overview of the distribution of courses through the four years of the program. The course offerings are more or less equally divided between studio courses and academic courses.

<table>
<thead>
<tr>
<th></th>
<th>YR 1</th>
<th>YR 2</th>
<th>YR 3</th>
<th>YR 4</th>
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<th>%</th>
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<tr>
<td><strong>STUDIO</strong></td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>A&amp;D</td>
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<td>9</td>
<td>9</td>
<td>3</td>
<td>27</td>
<td>21%</td>
</tr>
<tr>
<td>T&amp;D</td>
<td>6</td>
<td>9</td>
<td>9</td>
<td>3</td>
<td>27</td>
<td>21%</td>
</tr>
<tr>
<td>Joint A&amp;D/T&amp;D</td>
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<td></td>
<td>12</td>
<td>12</td>
<td>9%</td>
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<tr>
<td><strong>TOTAL STUDIO</strong></td>
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<td>18</td>
<td>18</td>
<td>18</td>
<td>66</td>
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<tr>
<td><strong>ACADEMIC</strong></td>
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<td></td>
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<td></td>
</tr>
<tr>
<td>A&amp;D</td>
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<td>5</td>
<td>2</td>
<td>2</td>
<td>11</td>
<td>8%</td>
</tr>
<tr>
<td>T&amp;D</td>
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<td>3</td>
<td></td>
<td></td>
<td>6</td>
<td>5%</td>
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<tr>
<td>New A&amp;D/T&amp;D</td>
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<td>2</td>
<td>2</td>
<td>2</td>
<td>11</td>
<td>8%</td>
</tr>
<tr>
<td>University</td>
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<td>6</td>
<td>12</td>
<td>12</td>
<td>36</td>
<td>28%</td>
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<tr>
<td><strong>TOTAL ACADEMIC</strong></td>
<td>16</td>
<td>16</td>
<td>16</td>
<td>16</td>
<td>64</td>
<td>49%</td>
</tr>
<tr>
<td><strong>OVERALL TOTAL</strong></td>
<td>28</td>
<td>34</td>
<td>34</td>
<td>34</td>
<td>130</td>
<td>100%</td>
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## Sample Course of Study (Interarts)

### FIRST YEAR

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<thead>
<tr>
<th>Fall</th>
<th>Credits</th>
<th>Winter</th>
<th>Credits</th>
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<tbody>
<tr>
<td>INTPERF Forum</td>
<td>1</td>
<td>INTPERF Forum</td>
<td>1</td>
</tr>
<tr>
<td>T&amp;D Introductory Elective</td>
<td>3</td>
<td>T&amp;D Introductory Elective</td>
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<tr>
<td>A&amp;D Introductory Elective</td>
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<td>A&amp;D Introductory Elective</td>
<td>3</td>
</tr>
<tr>
<td>A&amp;D Lecture Series</td>
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<td>A&amp;D Lecture Series</td>
<td>1</td>
</tr>
<tr>
<td>INTPERF Live Art Survey</td>
<td>3</td>
<td>T&amp;D Studies Elective</td>
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<tr>
<td>Academic Elective</td>
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<td><strong>TOTAL</strong></td>
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<td><strong>TOTAL</strong></td>
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### SECOND YEAR

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<th>Credits</th>
<th>Winter</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>INTPERF Forum</td>
<td>1</td>
<td>INTPERF Forum</td>
<td>1</td>
</tr>
<tr>
<td>T&amp;D Introductory Elective</td>
<td>3</td>
<td>T&amp;D Introductory Elective</td>
<td>3</td>
</tr>
<tr>
<td>T&amp;D Introductory Elective</td>
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<td>A&amp;D Introductory Elective</td>
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</tr>
<tr>
<td>A&amp;D Introductory Elective</td>
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<td>A&amp;D Introductory Elective</td>
<td>3</td>
</tr>
<tr>
<td>A&amp;D Lecture Series</td>
<td>1</td>
<td>A&amp;D Lecture Series</td>
<td>1</td>
</tr>
<tr>
<td>A&amp;D Perspectives Elective</td>
<td>3</td>
<td>T&amp;D Studies Elective</td>
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<tr>
<td>Academic Elective</td>
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<tr>
<td><strong>TOTAL</strong></td>
<td><strong>17 credits</strong></td>
<td><strong>TOTAL</strong></td>
<td><strong>17 credits</strong></td>
</tr>
</tbody>
</table>

### THIRD YEAR

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<thead>
<tr>
<th>Fall</th>
<th>Credits</th>
<th>Winter</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>INTPERF Forum</td>
<td>1</td>
<td>INTPERF Forum</td>
<td>1</td>
</tr>
<tr>
<td>T&amp;D Advanced Studio</td>
<td>3</td>
<td>T&amp;D Advanced Studio</td>
<td>3</td>
</tr>
<tr>
<td>A&amp;D Advanced Studio</td>
<td>3</td>
<td>T&amp;D Advanced Studio</td>
<td>3</td>
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<tr>
<td>A&amp;D Advanced Studio</td>
<td>3</td>
<td>A&amp;D Advanced Studio</td>
<td>3</td>
</tr>
<tr>
<td>A&amp;D Lecture Series</td>
<td>1</td>
<td>A&amp;D Lecture Series</td>
<td>1</td>
</tr>
<tr>
<td>Academic Elective</td>
<td>3</td>
<td>Academic Elective</td>
<td>3</td>
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<tr>
<td>Academic Elective</td>
<td>3</td>
<td>Academic Elective</td>
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</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>17 credits</strong></td>
<td><strong>TOTAL</strong></td>
<td><strong>17 credits</strong></td>
</tr>
</tbody>
</table>

### FOURTH YEAR

<table>
<thead>
<tr>
<th>Fall</th>
<th>Credits</th>
<th>Winter</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>INTPERF Forum</td>
<td>1</td>
<td>INTPERF Forum</td>
<td>1</td>
</tr>
<tr>
<td>A&amp;D Advanced Studio</td>
<td>3</td>
<td>T&amp;D Advanced Studio</td>
<td>3</td>
</tr>
<tr>
<td>Integrative Project</td>
<td>6</td>
<td>Integrative Project</td>
<td>6</td>
</tr>
<tr>
<td>A&amp;D Lecture Series</td>
<td>1</td>
<td>A&amp;D Lecture Series</td>
<td>1</td>
</tr>
<tr>
<td>Academic Elective</td>
<td>3</td>
<td>Academic Elective</td>
<td>3</td>
</tr>
<tr>
<td>Academic Elective</td>
<td>3</td>
<td>Academic Elective</td>
<td>3</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>17 credits</strong></td>
<td><strong>TOTAL</strong></td>
<td><strong>17 credits</strong></td>
</tr>
</tbody>
</table>
Progress Toward Degree Checklist
BFA in Interarts Performance

I. **MILESTONE** (no credits attached)
    _____ Sophomore Review

II. **INTRODUCTORY STUDIOS** (30 credits total)
    _____ ARTDES Core Studio
    _____ ARTDES Core Studio
    _____ ARTDES Core Studio
    _____ ARTDES Core Studio
    _____ ARTDES Core Studio
    _____ ThreMus Intro Studio
    _____ ThreMus Intro Studio
    _____ ThreMus Intro Studio
    _____ ThreMus Intro Studio
    _____ ThreMus Intro Studio

III. **ELECTIVE/ADVANCED STUDIOS** (24 credits total)
    _____ ARTDES Elective/Advanced Studio
    _____ ARTDES Elective/Advanced Studio
    _____ ARTDES Elective/Advanced Studio
    _____ ARTDES Elective/Advanced Studio
    _____ ThreMus Elective/Advanced Studio
    _____ ThreMus Elective/Advanced Studio
    _____ ThreMus Elective/Advanced Studio
    _____ ThreMus Elective/Advanced Studio
    _____ ThreMus Elective/Advanced Studio

IV. **INTEGRATIVE PROJECT** (12 credits total)

V. **INTERARTS ACADEMIC REQUIREMENTS** (28 credits total)
    _____ Art-Design Perspectives (ADP)
    _____ Interperf 150
    _____ T&D Elective
    _____ T&D Elective
    _____ ARTDES 160, Lecture Series (8 credits)
    _____ INTPERF 160-461 Forum

VI. **UNIVERSITY ACADEMIC REQUIREMENTS** (total credits will vary)
    _____ English Composition (FYWR)
    _____ Humanities (HU)
    _____ Social Science (SS)
    _____ Natural Science (NS)
    _____ Environmental Studies (ES)
    _____ Analytical Reasoning (AR, MSA, QR1, QR2)
    _____ Cultural Diversity (CD)
    _____ Cultural Diversity (CD)

VII. **ACADEMIC/EXPERIENTIAL ELECTIVES**
(Enough to total 64 with all other academic courses)
Opportunities for All Degree Programs

Independent Study

Faculty-sponsored independent study projects provide opportunities for advanced studio work beyond the content of regularly scheduled courses. Independent study is not intended to take the place of a regularly scheduled course, but instead allows advanced students to explore a topic of their choice. Students who wish to undertake an independent study must first develop a written proposal for their coursework that includes a proposal statement, course objectives, project list, due dates, and a bibliography. 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 must 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 “Forms” section of the web site and in the information bins outside the Smucker•Wagstaff Academic Programs Center.
• The approved Independent Study Proposal Form must be returned to the Front Desk of the Smucker•Wagstaff 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 Smucker•Wagstaff 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.

While students may apply for as many internship credits as they wish, a MAXIMUM of 3 internship credits may be applied toward graduation. A&D posts credits beyond the 3-credit maximum as NFC (not for graduation credit) to a student’s transcript because many employers require that a student earn credit for internships.

For more information about credit for internships, please contact John Luther at jonel@umich.edu or 764-0397. 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. Forms are available in the “Forms” section of the web site and in the information bins outside the Smucker•Wagstaff Academic Programs Center.
• 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.
• Students register for Internship (ARTDES 351).
• Three documents are required for credit: the Internship Proposal Form, with the written proposal attached; a written summary of the experience by the student; and the site supervisor's performance evaluation.
• After securing permission to register for the credits via the proposal form, students submit their summary and the supervisor’s evaluation to the Career Development Coordinator in the Smucker•Wagstaff Academic Programs Center for a final evaluation by the Associate Dean before a passing grade is posted to the student’s transcript.
• Internship credits NEVER count for studio credit. Internship credit will be applied toward academic/experiential electives.

International Study
International study is required of all School of Art & Design students. Significant international experience gives today’s artists and designers an advantage as they enter the globalized economy and makes them more competitive for graduate study or employment. Cross-cultural engagement fosters global perspective, new life experiences, creative insights, and global connections. International study engenders self-confidence, independence, resourcefulness, flexibility, innovation, problem solving, empathy, and stimulates academic discipline. This experience will provide the knowledge to support subsequent research, global citizenship, and future international engagements – including applications for Fulbright Fellowships, the Peace Corps and similar programs.

Flexibility in the BA and BFA curricula allows for a semester of international study without impeding progress toward graduation. International study is usually undertaken in the junior year. Planning for international experiences should begin in the freshman year. There are many possibilities available to Art & Design students including A&D programs, A&D exchange partners, many University of Michigan programs, the University of Michigan Center for Global and Intercultural Studies (CGIS), and through other American universities and organizations.
The International section of the A&D web site provides information about advising, policies and procedures, and the M-Compass online application process. Please see https://mcompass.umich.edu/.

Joint Degrees
Students who wish to pursue two degrees, one from the School of Art & Design, and a second from another academic unit of the University of Michigan/Ann Arbor campus, should 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:

- The School of Art & Design requires that all joint degree students designate A&D as their “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 to pursue a joint degree from both academic units.

- 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. Joint A&D/LSA degrees can require more than 170 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 the joint program is possible at any time. Art & Design students who wish to drop either program should contact Brian Banks in the Smucker•Wagstaff Academic Programs Center.

Minors for A&D students
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); the College of Engineering’s Multidisciplinary Design minor; and the School of Social Work’s Community Action and Social Change minor. 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 about LSA minors, including a current list of minors, go to http://www.lsa.umich.edu/bulletin/chapter3/minors.

For more information about Multidisciplinary Design, go to www.engin.umich.edu/minors/multidisciplinarydesign

For more information about Community Action and Social Change, go to http://www.ssw.umich.edu/programs/undergrad/

Steps in Pursuing a Minor
• Discuss the minor with an advisor from the relevant discipline (school or college, department, office) and with an advisor from A&D’s Smucker•Wagstaff Academic Programs Center.

• Establish the program of study for the minor with the advisor from the relevant discipline.

• Declare the minor by completing the Minor Declaration form. 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 to the A&D Assistant Dean for Undergraduate Programs. Students who fail to submit the Minor Release form may not graduate.
The Minor in Art and Design

The School of Art & Design offers a minor in Art and Design to eligible UM students. The minor allows students to explore specific aspects of art and design in a programmatic fashion with enough structure to create a cohesive body of work and enough flexibility to make that work personal. The minor requires 18 credits of study beyond the pre-requisite. Students take one course in art-design survey, one in technique and materials, one in the creative process and three studios of their choice. Courses from other units and transfer courses cannot be used toward the minor in Art & Design.

Students enrolled in the School of Art & Design are not eligible for the minor. Students enrolled in units other than Art & Design must develop a plan for the minor in consultation with an advisor in the School of Art & Design. Advising appointments may be scheduled by visiting or calling the Smucker•Wagstaff Academic Programs Center, Art & Architecture Building, Room 2038, 734-764-0397. In course selection, the School of Art & Design gives precedence to declared minors (after majors). Students who are not declared minors cannot expect special consideration.

University units participating in the A&D minor are the College of Engineering, the Taubman School of Architecture and Urban Design, and the Ross School of Business.

Prerequisite to the Minor in Art and Design
Before declaring a minor, students must have completed either ARTDES 100, ARTDES 170 or any other college level drawing course with a minimum B grade.

Requirements for the Minor in Art and Design

I. Academic Survey Requirement (3 credits)
   One course from the following:
   ARTDES 150: Art & Design Perspectives I: The Creators
   ARTDES 151: Art & Design Perspectives II: Society
   ARTDES 250: Art & Design Perspectives III: Tech & Envir’ment

II. Core Studio Requirement (6 credits)
   One course from group A and one course from group B.
   A. ARTDES 120 Tools, Materials & Processes I: Construction
      ARTDES 121 Tools, Materials & Processes II: Messages
      ARTDES 220 Tools, Materials & Processes III: Time
   B. ARTDES 130 Concept, Form & Context I: The Human Being
      ARTDES 230 Concept, Form & Context II: Culture
      ARTDES 231 Concept, Form & Context III: Nature
III. Electives (9 credits)

Three studio courses in Art & Design, including courses in TMP, CFC, Digital, non-major courses and 300 or 400 level ARTDES courses. Neither ARTDES 100 nor ARTDES 170 may be used as an elective course.

Chapter Two: 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 may be required to meet with the Academic Success Advisor to discuss strategies for improving their academic performance. The following disciplinary actions occur as appropriate:

Probation

Probation is the academic action that serves as a warning to students that they are in need of improvement; the designation is not meant as punitive and should not be considered so. Probation is assigned to students whose term grade point average falls below 2.0, 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, including those students who have taken an incomplete in any course or those who have made below a C- in any course. The notation of Probation will appear on the student’s unofficial transcript. Students on probation may be required to meet with the Academic Success Advisor to establish an Academic Success Agreement before being allowed to register for the subsequent term.

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 or in a special letter from the Assistant Dean.

Suspension and Dismissal
The Assistant and Associate Deans confer in cases of suspension and dismissal. Suspension is assigned when a student’s overall academic performance or performance during a single term indicates evidence of serious academic difficulty; when a student has failed to make satisfactory progress toward a degree; or for any reason deemed sufficient under the academic discipline policies of the School. Suspension is intended to encourage students to address the issues that have negatively affected their academic performance without incurring further harm to their record.

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 re-instatement. 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.

Work completed elsewhere when a student is on suspension cannot be transferred back to the University.
Academic Integrity and Student Conduct

Students enrolled in the School of Art & Design are subject to University regulations concerning student affairs, conduct, and discipline. In the School of Art & Design, 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 behavior listed in this section.

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.

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.
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 that 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 thoughts and efforts. Contributions to a computer program from external sources must be acknowledged and properly documented.

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.

Plagiarism, including Internet 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.
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.

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 the School’s judicial sanction.

The 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 Assistant Dean is available to counsel students regarding strategies for resolving differences. Unresolved differences may be presented for the formal Appeals Process (see below). The Associate Dean will act as the Mediator in the case of any appeal.

I. Purpose
This student appeals process exists to provide student complainants as well as School of Art & Design faculty and staff respondents with a just process by which opposing views may be expressed and equitable decisions may be made relating to student grievances on matters of grades, academic misconduct, financial aid, illegal racial or sexual discrimination, intimidation, or harassment, violations of the Family Educational Rights and Privacy Act involving inaccuracy of student records or improper access of records to third parties without student comment or consent, and/or any other alleged arbitrary, capricious, or otherwise unprofessional conduct toward a student by a School of Art & Design faculty or staff member.

II. The Mediator
A. In the student appeals process, the School of Art & Design’s Associate Dean for Academic Affairs will serve as Mediator. The Mediator will not serve as an advocate for either party. In the event that the Associate Dean is in a conflict of interest position in a grievance procedure, an Alternate Mediator will be appointed by the Dean of the School of Art & Design for that one case only.

B. The Mediator’s duties are to:
   1. Insure that both the grievant and respondent have complete information on the appeals process as detailed below.
   2. Explain the appeals process to the student if necessary.
   3. Receive, acknowledge and record the history of student grievances and responses to them.
   4. Investigate the alleged grievance and circumstances surrounding it.
   5. Talk with both parties and make every attempt to get them to resolve their differences in a way satisfactory to both.
   6. Maintain accurate records of all grievance procedures.

III. The Appeals Process

A. Before submitting a grievance to the Mediator, students are encouraged to seek resolution to their problem by talking directly with the faculty or staff member involved. Should direct and informal dialogue yield unsatisfactory results, the student may then consider mediation.

B. The student appeals process consists of two distinct mediation phases. These are:
   1. Informal mediation
   2. Formal mediation

C. Upon being notified of the grievant’s intent to appeal, the Assistant Dean will provide a copy of the School of Art & Design’s Appeals Process document to both the grievant and the respondent. Both will be asked for a written acknowledgement that they have received and read this information. By this acknowledgement the grievant officially initiates the appeals process.

D. Informal Mediation
   1. The grievant must submit to the Mediator a written account of his/her grievance. This should normally take place within 60 days of the occurrence giving rise to the complaint. The grievant should describe the exact nature of the complaint, supporting the claim with any available evidence.
   2. The Mediator will file the complaint and acknowledge its receipt.
   3. The Mediator will give the respondent a copy of this grievance, and request a written response from the respondent, who should normally reply within ten (10) working days.
   4. The Mediator will acknowledge and record receipt of the
respondent's reply and give a copy of it to the grievant.
5. The Mediator will study the grievance and the response, and investigate the matter as necessary.
6. The Mediator will attempt to get the correspondents to resolve their differences in a way satisfactory to both.
7. If this mediation fails to satisfy the grievant, the matter then goes to the Student Appeals Committee for formal mediation.
8. If the grieving student requests the presence of a student on the committee, that student will be selected from a standing panel of two (2) undergraduate students (selected by the Associate Dean) and two (2) graduate students (selected by the Associate Dean for Graduate Education) on the basis of lack of involvement in the grievance. The standing panel of student members will have received training and signed a waiver covering confidentiality.

E. Formal Mediation. The Student Appeals Committee will
1. study the particulars of a grievance as supplied by the Mediator and the correspondents.
2. convene to hear the case, (usually within two weeks) hearing from both correspondents and any others involved.
3. deliberate on the evidence presented by the correspondents and other witnesses, and solicit and hear new evidence if necessary;
4. arrive at a collective decision as to whether a legitimate grievance exists, and if so, how it should be remedied.
5. report on this decision and recommend remedies, if any, to the grievant, the respondent and the Mediator. This will normally take place within two weeks of the hearing. The Committee may also present a dissenting opinion if the dissenting member of the committee wishes it entered into the record.

F. In the event that, at the conclusion of formal mediation, either correspondent feels that there have been procedural omissions and/or errors committed, which, in his/her view, adversely affected the Appeals Committee's view(s) and decision(s), either correspondent may appeal to the School of Art & Design's Executive Committee to address said issues of procedural omission or error.

G. In the event that, in addressing appeals on procedural issues of a case, the Executive Committee decides that there have been omissions and/or errors, which may have significantly effected the decision, it will instruct the Appeals Committee to make the appropriate corrections in the process. The Student Appeals Committee will then repeat any aspects of the procedure found wanting.

H. An accurate record of any and all Appeals Proceedings will be maintained throughout and filed with the Mediator's Office as formal documentation of the process.

J. At the conclusion of all the Appeals Committee's work, it will stand
down, and the matter will be considered closed by the School of Art & Design.

K. If there is good reason to do so, the time intervals in each phase of the Student Appeals Process may be extended upon approval by the Mediator.

Awards and Honors

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 Award
Freshmen in the top 5% of the their class who have earned 14 graded credits are eligible for this honor, administered by the University Office of the Registrar. A book inscribed with a nameplate is presented to each student. Recipients of the 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 term grade point average of 3.50 or better
- Have no incomplete grades at the end of the term
- Earn no grade lower than a C-

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
The School of Art & Design is in the process of revising the standards for graduation honors. The criteria given below apply to students who graduated through 2011. Standards for subsequent years will be announced during the 2011-2012 school year.
Candidates for bachelor’s degrees are recognized for outstanding performance, based on the ranking of the student according to GPA and number of credit hours as follows:

- **Cum Laude**: Top 20% of winter term graduating class
- **Magna Cum Laude**: Top 10% of winter term graduating class
- **Summa Cum Laude**: Top 3% of winter term graduating class

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 Smucker•Wagstaff 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 Smucker•Wagstaff 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 Smucker•Wagstaff 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 Smucker•Wagstaff Academic Programs Center. For more information about the right to privacy, go to [http://www.ogc.umich.edu/faq_student.html](http://www.ogc.umich.edu/faq_student.html)

**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 Credits**

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 studio courses, please consult the Career Development Coordinator. For transferability of non-studio courses, please consult the transfer credit equivalency page and/or the out of residency form at [http://www.ugadmiss.umich.edu/TCE/Public/CT_TCESearch.aspx](http://www.ugadmiss.umich.edu/TCE/Public/CT_TCESearch.aspx)

Please note there is some minor variation between LSA transfer guidelines and A&D transfer guidelines.

- Send official transcripts from the transferring institution 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 higher. 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).
- BFA students many transfer no more than 15 credits of studio work.
  BA students may transfer no more than 9 credits of studio work.
• 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.

Advanced Placement/IB Credits
AP/IB test scores in studio art courses are not accepted as credit for graduation. AP/IB test scores in academic areas are accepted as credit for graduation and to meet some requirements. Consult the Admissions website for information on AP/IB credits in academic areas.
http://www.admissions.umich.edu/admitted/freshmen/adv_credit/ap_guidelines.php#lsa

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
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.

Classes and Coursework

Absence from Class

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 Smucker•Wagstaff 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.**

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.

**Students who use cell phones or other communication media in class inappropriately can expect to have their grade reduced.**

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.

**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 on-line through Wolverine Access and in the University
Registrar’s Schedule of Classes at
http://www.umich.edu/~regoff/timesched/

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 http://www.umich.edu/~sswd/

Students who wish any accommodation for their disability must present to each of their faculty members a copy of the VISA form issued by the Office of Services for Students with Disabilities within the first three weeks of a course. Students who fail to do so risk the denial of accommodation.

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. Documentation for the Sophomore Review should begin with the student’s first project in the School of Art & Design.

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

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.html#conflicts

Degree Progress
Because it is the student’s responsibility to meet all degree requirements, students are wise to pay careful attention to their progress toward graduation. Advisors in the Smucker•Wagstaff 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. The Smucker•Wagstaff Academic Programs Center maintains records of the student’s progress toward degree and provides students with a copy on request. Students may also request an updated progress toward degree form at any time.

At the end of the first year the Assistant Dean for Undergraduate Programs sends each student a letter detailing the student’s progress toward degree. During the second year, students receive additional feedback on their degree progress when they meet with the Career Development Coordinator to discuss preparations for the Sophomore Review.

BFA/BA Degree Audits
The Smucker•Wagstaff Academic Programs Center provides official degree audits by email for all students in the fall term of their third year before they register for winter term classes. The degree audit provides students ample time to plot their progress toward their anticipated graduation date and allows students entering their final year of the program to meet all their requirements in time for graduation.
In the fall of a student’s senior year, the Assistant Dean meets with each student to review his/her gradation status. Students who fail to meet with the Asst. Dean may have their registration for winter term revoked.

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 Smucker•Wagstaff Academic Programs Center to obtain an accurate summary of their progress toward a degree.

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

A&D Curriculum
Class standing in the A&D undergraduate curriculum is different from class standing by University designation. Students are considered first year students the first year that they are enrolled in the School of Art & Design, no matter how many credits they have already earned. Students who have begun their second year are second year student and remain so until they have completed the sophomore review. After a student has successfully completed the sophomore review, he/she is considered a third year student. BA students in their final year are considered to be seniors as are BFA students enrolled in IP.

Students may make up coursework during the spring/summer either at the UM or, with prior permission, at another school or program in the U.S. or abroad. Students may not take any studio courses after they have completed IP.

Substitution or Waiver of Requirement
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 Smucker•Wagstaff Academic Programs Center. Waiver and Substitution Request Forms are available from the bins outside the Smucker•Wagstaff Academic Programs Center. Students may ordinarily expect a response within two weeks of submitting the form. Substitutions for core studios courses, ADP, the race and ethnicity (RE) and upper level writing (ULWR) requirements are very rarely allowed. Waivers of requirements are almost never allowed.

**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
- **S** (satisfactory) credit, no honor points
- **U** (unsatisfactory) no credit, no honor points
- **W** (official withdrawal) no credit, no honor points
Auditing a Course

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.

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 Smucker•Wagstaff Academic Programs Center distributes mid-term reports to students’ A&D mailboxes.

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.

Students who take an incomplete in any course may be assigned probation.

The Smucker•Wagstaff 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.
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 tem).
- 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.

Graduation
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 Smucker•Wagstaff Academic Programs Center.

Students who wish to participate in the University-wide Commencement ceremonies 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 Graduation Recognition Ceremony and Reception, held in late April or early May, honors each individual graduate, and allows our new alumni to introduce their families to A&D faculty and staff. All students who apply to graduate within the calendar year (winter summer or fall) are allowed to walk at A&D commencement.

A&D requires students to apply for graduation and indicate their participation in the School’s Graduation Recognition Ceremony no later than March 15. Students who do not apply for graduation by March 15 cannot be guaranteed inclusion in the A&D’s Recognition Ceremony and Reception.
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, the Associate Dean emails the course schedule and course descriptions to all A&D students. A hardcopy of the A&D course schedule is also available at the front desk of Academic Services, on the web site, and in the bins outside the door. 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 must check their email for messages notifying them of the availability of these resources, and for other important relevant information, including their registration appointment time. 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 Smucker•Wagstaff Academic Programs Center at the beginning of the term.

Students are encouraged to speak with an academic advisor each term before registering for courses. There are many subtleties to the variety of A&D requirements, and students are responsible for meeting them. Asking an advisor to review your course decisions with you is good insurance against a poor decision.

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.

A student who wishes to enroll in a closed A&D course must place his/her name on the waitlist via Wolverine Access. During the early registration period, but before classes begin, the Assistant Dean authorizes courses to be filled from the waitlist. If a space becomes available during the registration period, the student may be issued an override for the course. The override announcement goes to the student’s University email account and is usually valid for a very short period of time, 24 to 48 hours.
hours. Students should check their University email regularly if they expect an override.

Students who do not receive an override by the first day of classes should attend the first class meeting and request an override from the professor. Faculty authorize overrides through communication to Brian Banks, Academic Success Advisor, in the Smucker•Wagstaff Academic Programs Center, who then 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 should contact representatives in other academic units to inquire about the policies for enrolling in closed courses in those units.

How to Use an Override
If you have received an override for a course, check the course number and the section number, then go to Wolverine Access and enroll in the course. The course will be closed, but Wolverine Access will recognize your UMID number and allow you to register.

If you CANNOT register for the course despite having an override, it may be because

1. you are on the electronic waitlist.
   Solution: Drop yourself from the waitlist (use the “drop” feature on Wolverine Access), then try to register for the course. Remember that a course goes first into the backpack and then to registration.

2. you are trying to register for the wrong course or section.
   Solution: Go back to the email you received announcing the override. Look carefully at the course number and section number.

3. your override has expired.
   Solution: Go back to the email you received announcing the override. Look carefully at the expiration date on the override. If it has expired, write the person who gave you the override and ask for a new override.

If you are still unable to use the override, contact the Office of the Registrar.

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 Smucker•Wagstaff 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 Smucker•Wagstaff 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 Smucker•Wagstaff 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 it.

Term Withdrawal/Leave of Absence
Students planning to be off-campus for a term(s) should notify the Smucker•Wagstaff 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 Smucker•Wagstaff Academic Programs Center, complete a Withdrawal Notice and take it to the Registrar’s Office (either on North or on Central Campus). Depending on the circumstances, a term withdrawal can be cause for academic probation or suspension.
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 Director of Admissions regarding the readmission application. Readmission to Art & Design is automatic if students have left in good standing.
Chapter Three: Advising & Career Development

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 Smucker•Wagstaff Academic Programs Center, and the other is the faculty mentor. While academic advisors help students navigate the curriculum so that they graduate on time, faculty mentors help them begin to navigate the oceans of creativity, so that they can understand how to get the most out of their education. To find out who your advisor and your mentor are, go to the Student Services Center in Wolverine Access and look at “Advisors.” You will see the names of your academic advisor and your mentor.

Faculty in A&D serve a vital role in the development of creative students. Each student new to A&D is assigned a faculty mentor who acts as a key resource for the student’s creative development early in the program. Students meet their faculty mentor during fall term of their first year and are encouraged to meet with their faculty mentors at least once per term thereafter to discuss their creative goals and interests and to help them prepare for their Sophomore Review. After a student has completed the Sophomore Review, he/she is expected to seek out advice and mentorship informally from among the entire faculty. 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.

Students first meet their academic advisor during summer orientation. Members of the Smucker•Wagstaff Academic Programs Center staff advise students about degree requirements, the interpretation of University and School policies, procedures relevant to undergraduate education, and anything that may affect a student’s progress toward graduation. They are able to answer most student questions and if not, they will put students in touch with the person who can. Advisors work to offer options to students and to help them make decisions and exercise good judgment.

Students may make individual appointments with their advisors through the front desk of the Smucker•Wagstaff Academic Programs Center.
Walk-in advising is available every day from 11:30-1:30 for quick responses to questions.

The Assistant Dean is available to meet with students on a walk-in basis from 11:30 until 1:30 one day a week.

Advisors in the Smucker•Wagstaff 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

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, the major 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.

FAQs

* Why should I see an advisor?
Good question. Short answer: to keep from making a dumb mistake. Friends, colleagues, parents, roommates, roommates’ friends, faculty, websites, magazines, hearsay-- all offer plenty of information, but your advisor is the best bet for putting all the conflicting information together and help you sort out what’s fact, fiction, and right for you.
I don’t think A&D is a good fit for me. Should I transfer?
Before you decide anything, talk this over with your advisor. Your advisor will help you decide whether you are or are not a good fit and will be able to recommend a school or program that is better for you. Sometimes, especially during the first year of the program, students confuse their unhappiness in the program with other issues, such as homesickness, lack of confidence in their creative ability or the difficulty of adjusting to the intensity of studio work.

I plan to attend the graduation ceremony in A&D. How do I find out more about it?
Call Brian Banks or send him an email. Brian coordinates the A&D ceremony that honors our graduates.

Will I be able to graduate on time?
Ask your advisor to help you plan your academic career. Be sure to get a copy of your plan and your progress toward degree form to keep for your records.

No one told me this course wouldn’t count and now I won’t graduate on time.
Advisors are here to help you manage your academic career, and that includes helping you plan for graduation. It is up to the student, however, to make sure that he/she understands the requirements of the curriculum and that he/she has met them.

If I take this course at another school will it transfer?
After you have read all the information about transferring credits, check with your advisor.

How do I transfer in credits I took during the summer at another school?
Ask the other school’s registrar to send an official transcript of your work to John Luther. Another tip is to read the “Transfer Credit Guidelines” in Resources.

I don’t understand why Wolverine Access won’t let me register/waitlist/drop a course.
The Registrar’s Office can be very helpful in time of Wolverine Access Distress. Your advisor, though, usually has insight into the mysterious workings of WA. If not, he/she will question the entire advising team to find a solution.
My roommate took an academic elective that was so hard he failed it; it turned out that it was weed-out course for B-school students. Who knew?

Who knew? Academic advisors know. They can help you decide whether you have sufficient background and experience to do well in a particular course and they know what the courses are like here at the UofM. Calc III may be a real GPA booster for some students or at other schools, but your advisor will know what it’ll be like for you here.

How do I know whether something counts as Analytical Reasoning?
Check the requirements section of this site for this answer and all the answers to “What counts as…?” If you are still unsure, ask your advisor. An email message is fine. The on-line audit is making me crazy. The on-line audit is in its developmental stage. If you want to know what requirements you have met, and which ones you still need to complete, meet with your advisor. Ask for a copy of the progress toward degree form to keep for your records.

I missed the drop deadline. Now what?
The deadlines are always the same for dropping a course, they are noted in the A&D Academic Calendar, and the Assistant Dean sends a reminder of the dates in an email message to all students. There are two deadlines each term: one is at the three-week mark and the other is at the nine-week mark. Students may drop classes using Wolverine Access during the first three weeks of class. After that, and until the nine-week mark, they must come to the Smucker•Wagstaff Academic Programs Center to complete the paperwork to drop a course. Students who wish to drop a course after the first nine weeks of school must meet with the Assistant Dean.

I’m on probation. Now what?
Read the message that you got about being on probation, and make an appointment to see Brian Banks at once!

Who do I see about an internship?
John Luther, the Career Development Coordinator, is available to meet most of your internship needs. He can suggest internships, help you prepare your application, and give you tips on success. He will not, however, fill out the application for you.

Is there anyone who can help me with my résumé?
Two words: John Luther.

I think I may be failing a class.
Whether the course is in A&D or not, see your advisor as soon as you know something is wrong. Advisors may have solutions for or insight into problems that never occurred to you. Delaying can only make the
problems worse. The University has many resources for students in difficulty. Let your advisor make some suggestions; then, follow through.

※ I’m having a lot of problems outside of school and had to miss some classes and now one prof has told me to drop the class.
A lot of dilemmas have two or three or more components. Advisors can be good sounding boards, but they can also help you untangle complicated problems and show you what choices you have. For these sorts of problems, get input from your advisor. Soon.

※ It’s not fair that I got a B-. My work was better than that!
If talking with your professor hasn’t helped you understand why you got a B- when you think an A would have been more appropriate, then perhaps you will want to appeal your grade. Before you do initiate an appeal, talk this over with your advisor. You may need some perspective on what faculty members expect, how they grade, and what your chances of a successful appeal are.

※ I am having some issues with a faculty member.
Negotiating a good relationship with a faculty member sometimes takes some doing, especially if you have already gotten off on the wrong track. Your advisor will be able to tell you what is appropriate and what isn’t and help you make some decisions that are positive.

※ I don’t understand my financial aid.
While your advisor here in A&D may be able to address some simple issues involving financial aid, this is really a job for the Office of Financial Aid. Your advisor will likely be able to recommend a specific person in Financial Aid who can help you.

※ What can I do about my roommate?
Talk to your advisor about any issue that affects (or can affect) your academic performance. The advisor can refer you to others who can help you, or give you some insight into the way the university deals with similar problems. Sometimes, it helps simply to talk things over with your advisor. Depending on the situation, your advisor may suggest that you contact the Housing Office, your RA or hall director, CAPS, or UHS.

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 Portfolio 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

Academic Resources
• The Career Center  
  http://www.careercenter.umich.edu/
• Counseling & Psychological Services  
  http://www.umich.edu/~caps
• Duderstadt Center  
  http://www.ummu.umich.edu
• Office of the Registrar  
  http://www.umich.edu/~regoff/
• U-M Student Services  
  http://www.umich.edu/UM-Students.html
• Math Laboratory  
  http://www.math.lsa.umich.edu/undergrad/mathlab/
• Mitalk  
  http://mitalk.umich.edu/
• Science Learning Center  
  http://www.lsa.umich.edu/slc/
• Services for Students with Disabilities  
  http://www.umich.edu/~sswd/
• Sweetland Writing Center  
  http://www.lsa.umich.edu/swc/

Health Resources
• Counseling and Psychological Services  
  http://www.umich.edu/~caps
• Mitalk  
  http://mitalk.umich.edu/
• SAPAC
  http://www.umich.edu/~sapac/
• Services for Students with Disabilities
  http://www.umich.edu/~sswd/
• University Health Service
  http://www.uhs.umich.edu/

Other Resources
• Arts Engine
  http://artsonearth.umich.edu/
• Computing on Campus
  http://www.itd.umich.edu
• Department of Public Safety
  http://police.umich.edu/
• Information & Technology Services
  http://www.itd.umich.edu/
• Financial Aid
  http://www.finaid.umich.edu/
• Global and Intercultural Study
  http://www.lsa.umich.edu/cgis/
• Housing
  http://www.housing.umich.edu
• Parking Services
  http://www.pts.umich.edu/
## Studio Courses Outside Art & Design

Students may select two of the following courses as studio credit toward graduation from the School of Art & Design.

<table>
<thead>
<tr>
<th>Subject</th>
<th>Catalog #</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>AEROSP</td>
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<td>Intro CAD</td>
</tr>
<tr>
<td>AEROSP</td>
<td>481</td>
<td>Aircraft Design</td>
</tr>
<tr>
<td>AEROSP</td>
<td>483</td>
<td>Aerosp Sys Design</td>
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Chapter Four: Communication 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 Smucker•Wagstaff 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.
The Smucker•Wagstaff Academic Programs Center bulletin board just outside the Center contains information pertinent to academic deadlines, policies, and items of immediate academic interest.

**Email or Face to Face?**
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.

Some students find it useful to keep a special email folder to keep track of relevant announcements, information, opportunities, etc.

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 Smucker•Wagstaff Academic Programs Center throughout the semester to provide students with faculty class times and locations.

It is expected that students and faculty treat each other with respect in all communications.

**Online Student/Faculty/Staff Directory**
You can find all members of the University community and their email addresses through the online directory at [http://directory.umich.edu/](http://directory.umich.edu/).

Students are responsible for updating their addresses, phone numbers and emergency contact information in 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.
Chapter Five: 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 and posters. 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. Students who do not clean and restore their studios will be assessed a repair fee of $200. Peter Jansen (jansenp@umich.edu; 615-5973 office; 276-4727 cell) A&D Director of Facilities directs Clean Up/Clear Out.

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. This prohibition includes the Stamps IP studios.

Smoking is banned on the entire University campus. No exceptions.

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/

**Handicapped 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 Smucker•Wagstaff 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 Peter Jansen (jansenp@umich.edu) for any exceptions

Lost and Found
Lost and found items are handled in the following offices:
• Art & Design Room 2038 764-0397
• Peter Jansen Room 1106 615-9973
• TCAUP Dean’s Office Room 2150 764-1300

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.

If Peter Jansen is unavailable, report medical emergencies to the Assistant Dean.

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)
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 University of Michigan is a non-smoking environment. Smoking is not permitted on University property.

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.

Studies 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.

**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.

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

**Campus Computing Sites on Central Campus:**
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
Work • Ann Arbor 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 Exhibitions and Performance Committee solicits exhibition proposals through an email call for proposals to all students, faculty, and staff.

Chapter Six: Beyond 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 exhibition spaces Work•Ann Arbor 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 Smucker•Wagstaff 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.

It is customary to thank the writer for the letter and to apprise him/her of the outcome of the application.

**Student Organizations**
**The Society of Art Students**
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**
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**
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**
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.

**The Office of Academic Multicultural Initiatives**
The Office of Academic Multicultural Initiatives (OAMI) works with various University units to create academic multicultural opportunities for undergraduate and graduate students.

**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
Notes and Sketches