WELCOME TO THE
PENNY W. STAMPS
SCHOOL OF ART & DESIGN!

This handbook covers the curriculum, all the rules and regulations and requirements that no one can seem to remember, and some pointers about daily life in the Stamps School. If you read it and follow it, you stand a good chance of graduating in four years.

Keep this book at hand to keep your confusion at a manageable level. And if all else fails, see an advisor.

There’s more information here:
www.stamps.umich.edu/programs/undergraduate

This is where all the forms are stored:
www.stamps.umich.edu/forms/undergraduate
Who’s Who / pg 4

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The Curriculum / pg 10
The BFA Degree, The BA Degree, Interarts Degree, Dual Degrees, Elective and Academic Requirements, Sophomore Review, Documenting Your Creative Work, International Study, Integrative Project, Penny Stamps Speaker Series

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Minors, Independent Study, Internships, Certificate Programs, Awards and Honors

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Keeping Track of Your Progress / pg 62
Degree Progress, Academic Records, Transcripts, Class Standing, Grades and Grading Policies

Things To Know About Graduation / pg 70

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Class Attendance, Class Participation, Disabilities, Religious/Academic Conflicts

Other Stuff / pg 88
Lockers, Lost and Found, Medical Emergencies, Studio Access, Employee/Faculty/Student Relationships
Brian Banks - Academic Advisor  
email: bbscott@umich.edu  
Brian does general advising. See him to find out how far along you are in the program and to help you choose classes and set up your schedule. See Brian also if you need to drop a class or add one after the deadline. He’s a good person to talk to and a wellspring of sensible and calm advice when you seem to be overwhelmed.

John Luther - Career Development Coordinator  
email: jonel@umich.edu  
John handles careers—your careers. This means he can help you find an internship, prepare your resume, or help you figure out what you can do with your degree. John won’t find you a job, but he can teach you how to get the job you want and put you in touch with people who can give it to you. He also manages transfer credits and advises transfer students.

Sandra Wiley - International Engagement Coordinator  
email: swiley@umich.edu  
Sandra Wiley manages international programs. Most likely, you will be thanking Sandy for helping you figure out how to: find the program you want to go on, get a passport and a visa in time for your trip, apply for a travel grant or scholarship, buy your plane ticket, arrive safely, stay healthy, get your shots and all your toiletries together, and process your experience once you return.
Annette Haines - Senior Associate Librarian & Adjunct Assistant Prof.  
email: ahaines@umich.edu  
Annette Haines is the Stamps School librarian and resource specialist. If you manage to go through four years here without talking to her and using her expertise to make you a better artist/designer, then you have wasted your time and money. The best creative people do good research and the best research happens when you rely on an expert!

Romy Hill-Cronin - Academic Programs Center Coordinator  
email: rhillc@umich.edu  
Romy Hill-Cronin manages the Smucker-Wagstaff Academic Programs Center (SWAPC). She is the person who gives you directions, answers your first questions, tells you what to do next, and allows some of you to get free food on Campus Day.

Elona Van Gent - Associate Dean of Academic Programs and Professor  
email: evangent@umich.edu  
Elona Van Gent, Assoc. Dean for Academic Services, oversees your entire academic experience in Stamps. She leads the faculty in developing and offering courses for you to take, conceptualizes opportunities for careers, international study, and engagement, and ensures that you have the opportunity to do what you want to do before you know that you wanted to do it.

Joann McDaniel - Assistant Dean for Undergraduate Programs  
email: jmcdan@umich.edu  
Joann helps with almost everything academic. Good stuff: overrides, scholarships and grants, advice. Bad stuff: sickness, tragedy, sorrow and complaints. She provides answers—maybe you’ll like them and maybe you’ll learn to appreciate their benefit to you later on. If you have a big problem, Joann needs to know about it.

Gunalan Nadarajan - Dean  
Guna is the dean, as in, the guy in charge of the School. And you should know who the dean is, right?
**FALL 2014 TERM**

**September**

1.
- Labor Day (Holiday)

2.
- Classes Begin

8.

15.
- Drop/Add Deadline
- 1st 7 week classes

22.
- Last Day to Withdraw 100% reimbursement
- Last Day to Drop/Add (no “W”)
- Last Day for Tuition Adjust. Reduced Load
- Pass/Fail Deadline

29.

**October**

29.

6.

13.
- Fall Study Break
- Oct. 13-14

14.
- Last Day to Withdraw
- with 50% Tuition Waiver

20.

27.

2.

15.

8.
- Progress Reports Go Out
- Oct. 8-17

9.

16.

1.

3.

6.

5.
- Sophomore
- Re-reviews

7.

17.

30.

18.

2.

19.

31.

11.

100% reimbursement

12.

23.
- Auth. Needed to
- Withdraw
- ("W" posted)

24.

29.

25.

22.

26.

21.

28.

2.

27.

12.

23.
- Last Day to Withdraw
- with 50% Tuition Waiver

24.

30.

3.

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**November**

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**December**

Thanksgiving Recess
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- **January 7**: Classes Begin
- **January 20**: Drop/Add Deadline for 1st 7 week classes
- **January 27**: Last Day to Withdraw 100% reimbursement
- **January 28**: Auth. Needed to Withdraw (*“W”* posted)
- **January 29**: Winter Recess Begins

### February

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- **February 17**: Last Day to Withdraw with 50% Tuition Waiver
- **February 25-27**: Progress Reports Go Out

### 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.

Details at: [www.provost.umich.edu/calendar/religious_holidays.html#conf](http://www.provost.umich.edu/calendar/religious_holidays.html#conf)

For more information about the University’s final exam schedule, go to [www.ro.umich.edu/exams](http://www.ro.umich.edu/exams)
### Winter 2015 Term

#### March

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#### April

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<td>Undergrad Registration for Fall 2015 begins</td>
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<td>University Classes End</td>
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<td>University Examinations/ Final Critiques April 23-30</td>
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- 2, May: U-M Commencement Bighouse, 10am
- 17: Stamps Graduation Stamps Courtyard, 2pm
Chapter 1

THE CURRICULUM

→ The BFA Degree
→ The BA Degree
→ Interarts Performance Degree
→ Dual Degrees

INFO FOR ALL DEGREES

→ Elective Studio Course Requirements
→ Academic Course Requirements
→ Sophomore Review
→ Documenting Your Creative Work
→ International Study
→ Integrative Project
→ Penny Stamps Speaker Series
UNDERSTANDING YOUR DEGREE
SO YOU CAN GRADUATE

Who’s responsible for making sure that I have the credits I need to graduate?

You! Students bear the primary responsibility for ensuring that their academic coursework meets the requirements of their degree. The explanations and courses on the following pages provide a basic guide for most students under most circumstances.

But don’t worry, there’s more information on the Stamps website, the peer advisors are sources for advice and answers, and if all else fails, Brian Banks, your Stamps advisor, is here to answer questions, help solve problems and guide you along the way.
The **BFA** Degree

**How many credits do I need to graduate with a BFA?**

BFA credits – **128** *(72 studio, 56 non studio)*

**BFA in Art & Design**

For students interested in an intensive studio focused program.

Every term during your 4 years should look approximately like this:

- One Penny Stamps Speaker Series 1 credit
- Two Academic courses 6 credits
- Three Studio courses 9 credits

**Total** 16 credits per term

16 credits x 8 terms = **128 credits**

**128 credits** = a BFA in Art & Design! Like magic.
Here’s another way to look at the BFA.

### Studio Courses
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<td>Elective Studio Courses</td>
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<td>Integrative Project</td>
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<td><strong>72 credits</strong></td>
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### Non-Studio Courses
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<td>Art &amp; Design Academic Courses</td>
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<td>University Academic Courses</td>
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<td><strong>56 Credits</strong></td>
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### Milestone Requirements
- Sophomore Review
- International Experience

### BFA in Art & Design - Total
- **128 credits**

Internships count as academic experiential credits.
First Year
Sample Plan of Study: BFA

First Semester

Studio: Drawing 1  
3 credits

Studio: 2D  
3 credits

Studio: 3D  
3 credits

Stamps Academic: Art and Design in Context  
3 credits

University Academic Elective*  
3-4 credits

Stamps Lecture Series  
1 credit

Total  
16-17 credits

*we recommend the First Year Writing Requirement, if possible

Second Semester

Studio: Drawing 2  
3 credits

Studio: 4D  
3 credits

Studio: Methods of Inquiry  
3 credits

Stamps Academic: Theory, History and Criticism  
3 credits

Stamps Academic: Intersections  
3 credits

Stamps Lecture Series  
1 credit

Total  
16 credits

THE SUMMARY: Your first year is like your basic boxed pancake mix—the ingredients for getting you immersed in art and design practice and theory have been supplied; you just add attendance, open-mindedness and hard work. Forget majors and minors for a while. The big question to consider this year is: BFA or BA. One must-do during your first year is to begin documenting your work now. It’ll pay off next year.

Is the first year different from the following years?

Yes. During your first year, all of your courses except one are required foundation courses (both studio and academic). The freedom to explore starts in your sophomore year.
Second Year

Sample Plan of Study: BFA

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<td>History of Art Elective</td>
<td>3-4</td>
</tr>
<tr>
<td>University Academic Elective</td>
<td>3-4</td>
</tr>
<tr>
<td>Stamps Lecture Series</td>
<td>1</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>16</strong></td>
</tr>
</tbody>
</table>

THE SUMMARY: Aside from the Stamps lecture and the 2nd Year Studio, most of your required courses are done by this point and it’s time to start exploring and discovering your own interests within the School and in the University. Find some skills, build some skills and learn some things you had no idea existed. See where your interests and abilities take you and use them to guide your study abroad exploration.

→ A milestone during this year is the Sophomore Review, a time for you to reflect on your work and get feedback and advice from faculty.

For more information on Sophomore Review see page 34.

* For requirements on Elective Studios and Academics, see page 30.
# Third Year

## Sample Plan of Study: BFA

### First Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elective Studio</td>
<td>3</td>
</tr>
<tr>
<td>Elective Studio</td>
<td>3</td>
</tr>
<tr>
<td>Elective Studio</td>
<td>3</td>
</tr>
<tr>
<td>University Academic Elective</td>
<td>3-4</td>
</tr>
<tr>
<td>University Academic Elective</td>
<td>3-4</td>
</tr>
<tr>
<td>Stamps Lecture Series</td>
<td>1</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>16</strong></td>
</tr>
</tbody>
</table>

### Second Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elective Studio</td>
<td>3</td>
</tr>
<tr>
<td>Elective Studio</td>
<td>3</td>
</tr>
<tr>
<td>Elective Studio</td>
<td>3</td>
</tr>
<tr>
<td>University Academic Elective</td>
<td>3-4</td>
</tr>
<tr>
<td>University Academic Elective</td>
<td>3-4</td>
</tr>
<tr>
<td>Stamps Lecture Series</td>
<td>1</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>16</strong></td>
</tr>
</tbody>
</table>

**THE SUMMARY:** This year is all yours. You should begin concentrating on depth rather than breadth at this point, stacking advanced level classes on those intro studios from your sophomore year. The summer after your 3rd year can be a good time to complete an internship.

Many students choose this year to study abroad but you can study abroad any time you like, except for your first year and the semester you do your Sophomore Review.

*For more information about International Study see page 36.*

*For more information about Internships see page 44.*
Fourth Year

Sample Plan of Study: BFA

First Semester

Integrative Project  6
Elective Studio  3
University Academic Elective  3-4
University Academic Elective  3-4
Stamps Lecture Series  1
Total  16

Second Semester

Integrative Project  6
Elective Studio  3
University Academic Elective  3-4
University Academic Elective  3-4
Stamps Lecture Series  1
Total  16

THE SUMMARY: By this point, there is no pancake mix, there’s just you coming up with something only you would create, from scratch.

Aside from academics and an elective studio, you are able to pull what you’ve been learning together to pursue a single, self-directed year-long project called IP. And if you have any academic requirements left to complete, this is the time to do them.

For more information on IP (Integrative Project) see page 38.
Hey, Here’s A Handy Checklist To Make Sure You’re On Track To Graduate: THE BFA

1) **MILESTONES**

- Sophomore Review
- International Study Experience

2) **FOUNDATION STUDIOS**

- ARTDES 100, Studio: Drawing 1
- ARTDES 105, Studio: Drawing 2
- ARTDES 115, Studio: 2D
- ARTDES 120, Studio: 3D
- ARTDES 125, Studio: 4D
- ARTDES 130, Methods of Inquiry

3) **ELECTIVE STUDIOS**

- ARTDES 220, Second Year Studio: 3
- Four studios at the 200 level: 12
- Four studios at the 300 level: 12
- Three studios at the 200-400 level: 9
- One engagement studio: 3
- One studio at the 400 level: 3

4) **INTEGRATIVE PROJECT**

- 12 total credits

5) **STAMPS ACADEMIC REQUIREMENTS**

- First Year Writing (FYWR): 3-4
- ARTDES 150, Art & Design in Context: 3
- ARTDES 151, Theory, History, and Criticism: 3
- ARTDES 155, Intersections: 3
- ARTDES 160, Stamps Lecture Series: 8
- ARTDES 399, Writing in Art and Design: 3
- HISTART elective: 3-4
- HISTART elective: 3-4

6) **LIBERAL ARTS REQUIREMENTS**

- Social Science (SS)
- Natural Science (NS)
- Environmental Studies (ES)
- Analytical Reasoning (AR, MSA, QRI, QR2)
- Race & Ethnicity (RE)

7) **ACADEMIC/EXPERIENTIAL ELECTIVES**

- (enough to total 56 with all other non-studio courses)
Checklist for the: THE BA

1) MILESTONES
   ______ Sophomore Review
   ______ International Study Experience

2) FOUNDATION STUDIOS
   ______ ARTDES 100, Studio: Drawing 1
   ______ ARTDES 105, Studio: Drawing 2
   ______ ARTDES 115, Studio: 2D
   ______ ARTDES 120, Studio: 3D
   ______ ARTDES 125, Studio: 4D
   ______ ARTDES 130, Methods of Inquiry

3) ELECTIVE STUDIOS
   ______ ARTDES 220, Second Year Studio 3
   ______ Two studios at the 200 level 6
   ______ Two studios at the 300 level 6
   ______ Two studios at the 200-400 level 6
   ______ One engagement studio 3

4) STAMPS ACADEMIC REQUIREMENTS
   ______ First Year Writing (FYWR) 3-4
   ______ ARTDES 150, Art & Design in Context 3
   ______ ARTDES 151, Theory, History, and Criticism 3
   ______ ARTDES 155, Intersections 3
   ______ ARTDES 160, Stamps Lecture Series 8
   ______ ARTDES 399, Writing in Art and Design 3
   ______ HISTART elective 3-4
   ______ HISTART elective 3-4

5) LIBERAL ARTS REQUIREMENTS
   ______ Social Science (SS)
   ______ Natural Science (NS)
   ______ Environmental Studies (ES)
   ______ Analytical Reasoning (AR, MSA, QR1, QR2)
   ______ Race & Ethnicity (RE)

6) ACADEMIC/EXPERIENTIAL ELECTIVES
   (enough to total 86 with all other non-studio courses)
**THE BA DEGREE**

**When can I decide to become a BA student?**
Students may declare a BA in art and design after their first year or at the beginning of their second. It’s best to do this by February 1 of your sophomore year, before you do the Sophomore Review.

**What is the difference between a BA and a BFA?**
Basically, in the BA, you take more academics and fewer studios than in the BFA.

**BA credits - 128 (42 studio, 86 non-studio).**

**BA in Art & Design**
For students interested in a broader exploration of academic resources.
Here’s another way to look at the BA.

<table>
<thead>
<tr>
<th>Category</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Studio Courses</strong></td>
<td>42 credits</td>
</tr>
<tr>
<td>Foundation Studio Courses</td>
<td>18</td>
</tr>
<tr>
<td>Elective Studio Courses</td>
<td>24</td>
</tr>
<tr>
<td><strong>Non-Studio Courses</strong></td>
<td>86 Credits</td>
</tr>
<tr>
<td>Lecture Series</td>
<td>8</td>
</tr>
<tr>
<td>Art &amp; Design Academic Courses</td>
<td>16 - 18</td>
</tr>
<tr>
<td>University Academic Courses</td>
<td>60 - 62</td>
</tr>
<tr>
<td><strong>Milestone Requirements</strong></td>
<td>no credit</td>
</tr>
<tr>
<td>Sophomore Review</td>
<td></td>
</tr>
<tr>
<td>International Experience</td>
<td></td>
</tr>
<tr>
<td><strong>BA in Art &amp; Design - Total</strong></td>
<td>128 credits</td>
</tr>
</tbody>
</table>

- Internships count as academic experiential credits.
- BA students do not complete the Integrative Project Studio.
# First Year

**Sample Plan of Study: BA**

## First Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Studio: Drawing 1</td>
<td>3</td>
</tr>
<tr>
<td>Studio: 2D</td>
<td>3</td>
</tr>
<tr>
<td>Studio: 3D</td>
<td>3</td>
</tr>
<tr>
<td>Stamps Academic: Art and Design in Context</td>
<td>3</td>
</tr>
<tr>
<td>University Academic Elective*</td>
<td>3-4</td>
</tr>
<tr>
<td>Stamps Lecture Series</td>
<td>1</td>
</tr>
</tbody>
</table>

**Total** 16

*we recommend the First Year Writing Requirement, if possible

## Second Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Studio: Drawing 2</td>
<td>3</td>
</tr>
<tr>
<td>Studio: 4D</td>
<td>3</td>
</tr>
<tr>
<td>Studio: Methods of Inquiry</td>
<td>3</td>
</tr>
<tr>
<td>Stamps Academic: Theory, History and Criticism</td>
<td>3</td>
</tr>
<tr>
<td>Stamps Academic: Intersections</td>
<td>3</td>
</tr>
<tr>
<td>Stamps Lecture Series</td>
<td>1</td>
</tr>
</tbody>
</table>

**Total** 16

## THE SUMMARY:

Your first year is like your basic boxed pancake mix—the ingredients for getting you immersed in art and design practice and theory have been supplied; you just add attendance, open-mindedness and hard work. Forget majors and minors for a while. The big question to consider this year is BFA or BA. One must-do during your first year is to begin documenting your work now. It’ll pay off next year.
## Second Year

**Sample Plan of Study: BA**

### First Semester  

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elective Studio*</td>
<td>3</td>
</tr>
<tr>
<td>Elective Academic course</td>
<td>3-4</td>
</tr>
<tr>
<td>Elective Academic course</td>
<td>3-4</td>
</tr>
<tr>
<td>Elective Academic course</td>
<td>3-4</td>
</tr>
<tr>
<td>Elective History of Art</td>
<td>3</td>
</tr>
<tr>
<td>Stamps Lecture Series</td>
<td>1</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>16</strong></td>
</tr>
</tbody>
</table>

### Second Semester  

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Second Year Studio</td>
<td>3</td>
</tr>
<tr>
<td>Elective Studio</td>
<td>3-4</td>
</tr>
<tr>
<td>Elective Academic</td>
<td>3-4</td>
</tr>
<tr>
<td>Elective Academic</td>
<td>3-4</td>
</tr>
<tr>
<td>Elective History of Art</td>
<td>3-4</td>
</tr>
<tr>
<td>Stamps Lecture Series</td>
<td>1</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>16</strong></td>
</tr>
</tbody>
</table>

**The Summary:** Aside from the Stamps lecture and the 2nd Year Studio, most of your required courses are done by this point and it’s time to start exploring and discovering your own interests within the University, and to a lesser extent, in the School. Combine lots of academics with a studio or two. Avoid checking-off requirements—that’s a soul sapper. Instead, look for courses that intrigue you. See where your interests and abilities take you and use them to guide your study abroad exploration.

A milestone during this year is the Sophomore Review, a time for you to reflect on your work and get feedback and advice from faculty.

For more information on Sophomore Review see page 34.

* For requirements on Elective Studios and Academics, see page 30.
# Third Year

**Sample Plan of Study: BA**

## First Semester
- Elective Studio: 3 credits
- Elective Studio: 3 credits
- Elective Academic: 3 credits
- Elective Academic: 3 credits
- Elective Academic: 3 credits
- Stamps Lecture Series: 1 credit

**Total**: 16 credits

## Second Semester
- Elective Studio: 3 credits
- Elective Academic: 3 credits
- Elective Academic: 3 credits
- Elective Academic: 3 credits
- Elective Academic: 3 credits
- Stamps Lecture Series: 1 credit

**Total**: 16 credits

## THE SUMMARY:
This year is when you get into your academic field of study in greater depth and you begin to round out your studio work. Think seriously about what you are doing in the studio and the academic courses you have chosen. Make connections between them. The summer after your 3rd year can be a good time to complete an internship.

Third year is often when students complete their international study requirement, but you can study abroad any time you like except for your first year and the semester you do your Sophomore Review.

For more information about **International Study** see page 36.

For more information about **Internships** see page 44.
# Fourth Year

## Sample Plan of Study: BA

<table>
<thead>
<tr>
<th>First Semester</th>
<th>credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elective Studio</td>
<td>3</td>
</tr>
<tr>
<td>Elective Academic</td>
<td>3</td>
</tr>
<tr>
<td>Elective Academic</td>
<td>3</td>
</tr>
<tr>
<td>Elective Academic</td>
<td>3</td>
</tr>
<tr>
<td>Elective Academic</td>
<td>3</td>
</tr>
<tr>
<td>Elective Academic</td>
<td>3</td>
</tr>
<tr>
<td><strong>Stamps Lecture Series</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>16</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Second Semester</th>
<th>credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elective Studio</td>
<td>3</td>
</tr>
<tr>
<td>Elective Academic</td>
<td>3</td>
</tr>
<tr>
<td>Elective Academic</td>
<td>3</td>
</tr>
<tr>
<td>Elective Academic</td>
<td>3</td>
</tr>
<tr>
<td>Elective Academic</td>
<td>3</td>
</tr>
<tr>
<td>Elective Academic</td>
<td>3</td>
</tr>
<tr>
<td><strong>Stamps Lecture Series</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>16</strong></td>
</tr>
</tbody>
</table>

**THE SUMMARY:** By this point, there is no pancake mix at all. Your education is uniquely yours. If you have any academic requirements left to complete, this is the time to do them. It’s also time to wrap up a minor or two and put the finishing touches on your own program of study.
BFA IN
INTERARTS
PERFORMANCE

What is Interarts Performance?
Interarts is a unique interdisciplinary undergraduate degree jointly offered by the Stamps School of Art & Design and the Department of Theatre & Drama in the School of Music, Theatre & Dance.

Are the graduation requirements the same as the BFA and BA?
No. 130 credits are required to graduate. 66 studio credits and 64 academic experiential credits. Students who plan to graduate in four years are expected to complete an average of 16-17 credits per term.

Students bear the primary responsibility for ensuring that their academic coursework meets the requirements of the Interarts Performance BFA degree. Interarts students develop their personal plan of study with their professors. It is imperative that students in the program meet once a semester with both Karina Moore from the Stamps School and Christianne Myers from the School of Music Theatre & Dance to discuss progress toward their degrees and course selections for the semester.
BFA in Interarts Performance
For students with interests in both performance and art and design.

Studio Courses

Introductory/Foundation Studio Courses (Interarts)
Interarts Performance majors complete thirty credits of introductory/foundation courses, split evenly between Stamps School courses and Theatre & Drama courses. More advanced coursework may be substituted on a case-by-case basis when deemed appropriate by the Interarts faculty.

Advanced Studio Courses (Interarts)
Interarts Performance majors complete twenty-four credits of advanced studio coursework, split evenly between Stamps School courses and Theatre & Drama courses.

The Integrative Project (Interarts)
Interarts students participate in the Integrative Project (IP), the capstone year-long course taken fall and winter terms of the BFA student’s final year.

For more information on IP (Integrative Project) see page 38.

For more information on requirements talk to your Interarts faculty.
**DUAL (JOINT) DEGREES**

Students who wish to pursue two degrees—one from the Stamps School of Art & Design (BFA or BA), and a second from another academic unit (school or college)—should read the bulletins/handbooks of both units carefully and plan a program of study that meets the degree requirements for both units. Meeting with an academic advisor in the target school or college is a good idea.

**The following guidelines apply:**

- The Stamps School of Art & Design requires that all dual degree students designate Stamps as their “home school.”

- A minimum of 30 credits (close to one year of credits) must be completed on the Ann Arbor campus before a student may apply for a dual 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 dual degree from both academic units. And of course, there’s a form for it: [stamps.umich.edu/forms/undergraduate](http://stamps.umich.edu/forms/undergraduate)
How many credits do I need for a dual degree?
The University requires that a student earn a minimum of 150 credits. In reality, a dual degree often requires more than the minimum because the dual degree student must complete all the requirements for both degrees.

**NOTE:** 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.

How do I register for courses as a dual degree student?
Use Wolverine Access like everyone else. Unfortunately, Wolverine Access will give you the option of registering for classes in either of the two units (for example, Stamps or LSA). Resist the temptation to diversify. Always register in Stamps.

How do I apply for graduation as a dual degree student?
You must submit a separate online diploma application for each school.

Can I withdraw from a dual degree program?
Withdrawal from the dual degree program is possible at any time. Stamps students who wish to drop either school/college should contact Brian Banks in the Smucker•Wagstaff Academic Programs Center.
**ELECTIVE STUDIO COURSES**

How many Elective Studio Courses do I need to take?
BFA students need 14 Elective studios (42 credits)
BA students need 8 Elective studios (24 credits)

When do I take my Elective Studio Courses?
Elective studio courses are taken during your 2nd through 4th years of study.

Are there requirements around what kinds of studio courses I can take?
→ **BFA students**, throughout your 4 years you must complete:

1. Second Year Studio
2. 200 level studio courses
3. 300 level studio courses
4. 400 level elective studio
5. 1 Engagement studio (ArtDes 310-319)
6. 3 more elective studios (any level)

→ **BA students**, throughout your 4 years, you must complete:

1. Second Year Studio
2. 200 level studio courses
3. 200 level studio courses
4. 1 Engagement studio (ArtDes 310-319)
5. 2 more elective studios (any level)

Where can I find a list of Elective Studio Courses?
Go to [stamps.umich.edu/courses](http://stamps.umich.edu/courses)

**Note:** There are non-Stamps studio courses at the University. BFA students are allowed to take 2 of these, BA students can take 1.
ACADEMICS COURSES

Are Academics required at Stamps?
BFA students need **56 academic/experiential** credits to graduate.
BA students need **86 academic/experiential** credits to graduate.
These are also called non-studio classes.

When do I take my Elective Academic Courses?
Elective Academic courses are taken during your 2nd through 4th year of study. (Actually, you can take one elective academic your first year; we recommend taking *First Year Writing* requirement.)

Are there requirements around what kinds of Academic courses I can take?
Yes, there are two kinds of academic courses, *Stamps Academics* and *U-M Academics*. And they both have requirements.

→ For both BFA and BA students your U-M Academic courses must also fulfill the *Liberal Arts Requirement*. See next page.
What Stamps Academic courses are required?

Both BFA and BA students must take the following Stamps academic courses:

**Stamps Academic Required Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Year Writing (FYRW)</td>
<td>3-4</td>
</tr>
<tr>
<td>Art &amp; Design in Context (ARTDES 150)</td>
<td>3</td>
</tr>
<tr>
<td>Theory, History, and Criticism (ARTDES 151)</td>
<td>3</td>
</tr>
<tr>
<td>Intersections (ARTDES 155)</td>
<td>3</td>
</tr>
<tr>
<td>Stamps Lecture Series (ARTDES 160)</td>
<td>8</td>
</tr>
<tr>
<td>(1 cr. each semester)**</td>
<td></td>
</tr>
<tr>
<td>Writing in Art &amp; Design (ARTDES 399)</td>
<td>3</td>
</tr>
<tr>
<td>Two Art or Design History electives</td>
<td>6-8</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>29-32</strong></td>
</tr>
</tbody>
</table>

**Students who study abroad for one semester, or who fail the Stamps Lecture Series once, must earn an additional academic credit to make up for the missed Lecture Series credit.**

What U-M Academic courses are required?

There are **Liberal Arts Requirements** in five specific areas.

**Five Areas**

<table>
<thead>
<tr>
<th>Area</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Social Science (SS)</td>
<td>3</td>
</tr>
<tr>
<td>Natural Science (NS)</td>
<td>3</td>
</tr>
<tr>
<td>Analytical Reasoning (MSA)</td>
<td>3</td>
</tr>
<tr>
<td>Environmental Studies (ENVIRON)</td>
<td>3</td>
</tr>
<tr>
<td>Race and Ethnicity (RE)</td>
<td>3</td>
</tr>
</tbody>
</table>

Do I have to take one course in each of the five Liberal Arts areas?

No, what is required is that you cover the five areas in your course selection. You can find courses that meet two or even three of the five area requirements. For example, a student may take Environ 232 to meet the Environmental Studies, Natural Science and the Analytic Reasoning requirement. Because this course has the codes NS and QR/2 beside it in the LSA course guide, it will meet those requirements. As long as that course is worth three credits, you can use it to fulfill more than one area requirement.
How do I find these courses?
See the code next to the title: SS, NS, MSA, ENVIRON, RE, FYRW.
Use this code to locate courses on Wolverine Access. If it has one or more
of the codes listed above, that means it will fulfill your requirement(s)!

More options:
• For the Analytical Reasoning requirement, you can also use QR/1
  or QR/2 in the LSA course guide or any course in logic.
• Environmental Studies: You can also look for courses in SNRE; And, the
  following will count: Bio 101, 102, 109, and 171; ENGLISH 320 and 328.

→ Typically BFA students take one course
from each of the five Liberal Arts areas.

→ Student may use required and elective
courses in their pursuit of a minor.

→ Students may use AP/IB credit to fulfill
any of the academic requirements with
the exception of First Year Writing.
SOPHOMORE REVIEW

What is it: An oral presentation about your work to date in the program, enhanced by images of it and, when appropriate, by actual work.

Who: You present your work to an ad hoc faculty committee of three.

When does it happen: April of Sophomore Year

How do I prepare for it?
The Second Year studio (ARTDES 220) is designed, in part, to help you prepare for the review. But preparation starts long before you’re a 2nd semester sophomore. You start your freshman year, by keeping track of your progress and documenting your work each term.

Then, in the winter term of your sophomore year, you’ll receive detailed information about the review and, at least four weeks before your review date, you’ll set up a meeting with John Luther to go over your presentation.

In March you’ll need to supply the following materials to your faculty committee: your resume, statements about your work and reflections on your development to date.

Is Sophomore Review required?

Yes, a successful Sophomore Review is required for continuation in the program. You’ll receive an email copy and a snail mail copy of the sophomore review report in May.

Students who perform unsatisfactorily on their Sophomore Reviews may be asked to re-review the first Friday after school begins in the fall; 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 a significant assessment component of the program!
DOCUMENTING YOUR CREATIVE WORK

Do I have to document my work?
If your plan is to continue as an artist/designer and if you want to actually pass Sophomore Review, you will need to document your work. Artists and designers document their work to assess their progress and to show what they are capable of doing. Digital documentation is mandatory at Stamps!

How will I use this documentation?
All students will want to develop portfolios of their work for many eventualities, including their sophomore and senior reviews, applications for international study, for jobs, and for creating their own websites. On a personal level, documenting your work shows your growth and development (think of a family album).

Who do I talk with about how to document my work?
Students may consult with their faculty, especially their first year studio instructors, and with John Luther for more information about documenting their work.

Documentation for the Sophomore Review should begin with your first project at Stamps.
INTERNATIONAL STUDY

Am I required to study abroad?
All BA and BFA students are required to undertake a course of study outside the United States.

Are there exceptions?
• students whose permanent address is not in the U.S.
• students enrolled in the BFA in Interarts Performance are strongly encouraged to engage in an international experience, but are not required.
• students enrolled in a minor are exempt from the requirement.

When do I fulfill the requirement?
International study may be undertaken anytime except freshman year or the term in which a student is scheduled to complete his/her sophomore review.

How can I satisfy the international requirement?
There are three ways to satisfy the international requirement:
1) A formal course of study through an organized program, where credit is earned
2) An internship, where credit may or may not be earned
3) An independent research, volunteer or service-learning experience*

How do I apply?
Students must apply for all U-M programs through M-Compass. If you are doing an external program of study, you must also register the program in M-Compass.

*In addition, for the third path, students are required to submit a proposal describing their plans for independent research, volunteer or a service-learning experience, including documented reflections. The proposal and reflection plan are reviewed by the
Are there additional requirements?
All students are required to purchase travel health insurance for the time they are outside the U.S. U-M negotiates a policy for its students with an outside vendor. At the time of publication, the vendor is HTH Worldwide and the cost is $1.10 per day plus a $5 enrollment fee. **There are no exceptions to this policy.**

How long am I required to be out of the U.S.?
- The international experience must be at least three weeks in length.

Are there affordable options?
Program costs vary widely. The transferability of financial aid packages also varies. If you think you’ll need assistance, start exploring options during your freshman year. Subsidized programs and scholarships are available but require several months, sometimes years, of advance planning.

Where can I get more information?
- The International section of the Stamps website is a good place to go to read about Stamps students experiences and find out more about advising, cost, policies and procedures, and the M-Compass online application and registration process.

Please see: [www.stamps.umich.edu/international/undergraduate](http://www.stamps.umich.edu/international/undergraduate)
[www.mcompass.umich.edu](http://www.mcompass.umich.edu)

- Planning documents—how to prepare, self-reflections, detailed 4-year timeline, worksheet to compare program features, and research guide—are available in the resources/forms section of the Stamps website: [www.stamps.umich.edu/forms/undergraduate](http://www.stamps.umich.edu/forms/undergraduate)

- And, talk to your academic advisor! Your international study should be part of your four year plan and supplement your course study.
INTEGRATIVE PROJECT

What is IP?
The Integrative Project (IP) is the capstone year-long course taken fall and winter terms of the BFA and Interarts student’s final year.

Can every BFA student take IP?
Not only can they, it’s required in order to graduate. But it’s not automatic. Students must have completed twelve of the fourteen elective studios before they are allowed to register for IP. Students must pass both semesters of IP to be eligible for graduation.

Are there reviews for IP students?
Yes. The IP Critique, which takes place in December, serves to critique the student’s progress midway through IP, allowing for constructive advice from various faculty members about the student’s project. Details regarding preparation for the IP Critiques are discussed in the individual IP classes.

Where do I work?
This is the year you get your own piece of real estate. Stamps Studios on the first floor are where IP happens. Each IP student has their own studio for the whole year.
PENNY STAMPS
SPEAKER SERIES

What is it?
The Penny Stamps Speaker Series brings respected emerging and established artists/designers to the School to conduct a public lecture and engage with students.

The series provides students and the Ann Arbor community with art and design history while it happens. The only thing that is more contemporary is what’s going on with you and your art/design practice.

Do I have to attend?
Yes! Students must enroll in the 1-credit/semester Speaker Series and attend the weekly lecture each semester through all four years of the program.

In order to pass, you have to attend, listen or allow others to listen, and follow the instructions for getting your attendance recorded.

What happens if I have to miss a lecture?
If you miss a lecture, you must watch the talk online and write a reflection paper that will be submitted to the professor in charge of the course. Usually the professor in charge will allow you to make up a couple of missed lectures. After that, you’ll fail the course.
Chapter 2

DEGREE ENHANCERS

→ Minors

→ Independent Study

→ Internships

→ Certificate Programs

→ Awards and Honors
MINORS FOR STAMPS STUDENTS

How many credits are required to complete a 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.

Can I have a minor from any school at the University?
Almost. Stamps recognizes all the minors offered by the College of Literature, Science and the Arts (LSA); The School of Music, Theatre and Dance; the College of Engineering’s Multidisciplinary Design minor; and the School of Social Work’s Community Action and Social Change minor.

For information about LSA minors, including a current list of minors, go to www.lsa.umich.edu/students/academicsrequirements/majorsminors

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 www.ssw.umich.edu/programs/undergrad

If you find a minor not listed here and you’d like it added, contact Joann.
How do I get started?
Discuss the minor with an advisor from the relevant discipline (school or college, department, office) and with an advisor from the Smucker•Wagstaff Academic Programs Center. Establish the program of study for the minor with the advisor from the relevant discipline.

What paperwork is required?
Declare the minor by completing the Minor Declaration form. Submit a copy of this form to the Smucker•Wagstaff Academic Programs Center.

One semester before graduation, submit the Minor Release form to the Smucker•Wagstaff Academic Programs Center. Students who fail to submit risk losing the minor when they graduate!

Is my coursework for the minor in addition to my average 16 credits each semester for a BFA or BA?
Not necessarily. Sometimes required courses in Stamps also count as courses in the minor. All students have electives they have to take, so take them in your minor.
INDEPENDENT STUDY

Who can take an independent study?
Juniors and Seniors with a 3.0 grade point wanting to explore a particular topic.

How many credits is it worth?
Each independent study opportunity is worth a maximum of 3 credits.

How do I get an independent study?
1) Develop a written proposal, including a proposal statement, course objectives, project list, due dates, and a bibliography.
2) Get a faculty member to agree to sponsor the project.
3) Have him/her sign the Independent Study Proposal Form.
4) Return to the Front Desk of the Smucker•Wagstaff Academic Programs Center for a registration override.

Students register for Independent Study (ARTDES 350).
INTERNSHIPS

Who is eligible for an internship?
Juniors and seniors in good academic standing.

Can my internship fulfill the international requirement?
Yes. As long as the internship is at least 3 weeks and outside the U.S, it may fulfill the international requirement. You will need to register your internship in M-Compass, in addition to the process outlined below.

How many credits can I receive for an internship?
Students may earn one credit for each 50 hours of internship experience with a maximum of 3 credits applied toward graduation requirements. Stamps 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.

Are internships graded?
No grade is assigned. Internships are pass/fail only.

How do I identify internship opportunities?
In many cases, students network for their own internship opportunities; however, check your email! John Luther posts internship opportunities on bulletin boards, and announces them to all students via email, the Stamps website and John’s Career Tumblr: careersstamps.tumblr.com
What are the steps?

1) Complete the Internship Proposal form and attach a brief written proposal outlining the type of internship, the tasks, and the length of the internship.

2) Students 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 website and in the information bins outside the Smucker•Wagstaff Academic Programs Center.

3) 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.

4) Students register for the Internship (ARTDES 351).

4) After the Internship is complete students submit their summary and the supervisor’s evaluation to the Career Development Coordinator in the Smucker•Wagstaff Academic Programs Center for final evaluation 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.

What paperwork do I need to get the credit?

3 documents are required for credit:
1) the Internship Proposal Form with the written proposal attached;
2) a written summary of the experience by the student; and
3) the site supervisor’s performance evaluation.

All questions about internships, should go to John Luther at jonel@umich.edu or 764-0397
CERTIFICATE PROGRAMS

Certificate programs are like minors, but they generally involve fewer credits and often are awarded by non-degree units. Two certificate programs are available to Stamps students.

Certificate in Entrepreneurship (PIE)
The Center for Entrepreneurship awards a certificate for completing the Program in Entrepreneurship (PIE). Students must have sophomore standing or higher, have declared their major concentration, and be in good academic standing (minimum GPA of 2.0 for undergraduate students/5.0 for graduate students).

All students who satisfy the PIE requirements will earn a certificate of completion from the Center for Entrepreneurship (CFE) when they graduate.

To complete the PIE, students must take one entrepreneurship course from each of four categories and earn a minimum total of nine credit hours. All courses must be taken for a grade, unless the course is only offered Pass/Fail (e.g. ENTR 407 Entrepreneurship Hour).

For more information about a PIE certificate go to www.cfe.umich.edu/program-entrepreneurship

Certificate in Sustainability
Through the Graham Environmental Sustainability Institute up to 30 high-performing sophomores are accepted each year to pursue an 11-credit course sequence and related co-curricular activities during their junior and senior years. The program uses a cohort model emphasizing leadership development and skill building for professional development and organizational change across traditional disciplinary boundaries.

For more information go to: www.lsa.umich.edu/students/academicsrequirements/majorsminors/grahamenvironmentalsustainabilityinstitute/supplementalstudiessustainability
STAMPS SCHOOL AWARDS, SCHOLARSHIPS AND GRANTS FOR ENROLLED STUDENTS

Juried Student Exhibition Awards: the juried student exhibition takes place in November. Awards are usually $1000 - $2000. You can’t win if you don’t enter.

Sophomore Review Awards: students who perform exceptionally well on their sophomore review receive an award of $1000.

Candy Wei International Travel Award: this award provides financial support for students who may have difficulty meeting the costs of international travel.

Stamps Creative Work Scholarships: $5000 awarded to up to six continuing students for exemplary creative work. Applications may be submitted during the month of June.

Nelson Award: by application, $5000 to a student for their junior year.

McKinnell Award: by application, for travel.

IP Grants: for IP projects, by application.

IP Awards: Awards of $1000 made to outstanding IP students at the end of the year.

Gorman Prize: $2000 prize awarded to the most outstanding IP students.

International Study Grants: available to all students for support with international study.

Barbara & Dorothy Heers Memorial Travel Award: travel award for juniors studying ceramics, fiber, or metal.

Irene Bychinsky Bendler Awards in Design: by application, six annual awards of $1000 for superlative design.
ACADEMIC HONORS

Angel 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 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
Dean’s List honors are awarded both fall and winter terms to Stamps students who satisfy the following criteria:

• Earn at least 16 credits, with at least 15 graded credits
• Earn a term grade point average of 3.80 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 Stamps School of Art & Design has revised the standards for graduation honors. The criteria given below apply to students beginning with the 2014 graduating class.
Candidates for bachelor’s degrees are recognized for outstanding performance, based on the ranking of the student according to GPA:

- 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

Note: This notation appears on the diploma and on the final transcript with the degree posting.

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 Honors Convocation in March.

Phi Beta Kappa
Phi Beta Kappa, founded in 1776, is the oldest scholastic society in America. Stamps 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.
Chapter 3

THINGS TO KNOW ABOUT REGISTRATION

→ Registering for Courses
→ Overrides
→ Drop/Adds
→ Withdrawing, Transferring Credits and more
REGISTRATION

How and when do I register for courses?
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, and then freshmen. The more credits you have earned, the better chance you have of an earlier registration date.

How do I know when I register?
Students find their registration appointment times through Wolverine Access “Student Center.”

enção: Dates to Keep in Mind:

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.

How does it work?

1) Check your email!!
Prior to registration, the Stamps School holds an All Students Meeting in the Stamps Auditorium to showcase the next semester’s courses. Students are emailed information about the date and time—usually just before backpacking begins. Go look at the academic calendar. Students who attend get an advance copy of the course schedule. The course schedule and course descriptions are posted on the Stamps website within the next day or two.

The LSA online course guide is available to students approximately in mid-October and mid-March. www.lsa.umich.edu/cg

The full University course schedule is available through Wolverine Access and in the University Registrar’s Schedule of Classes at www.umich.edu/~regoff/timesched
First year students who are sharp know to attend a refresher seminar called Booster Orientation. Joann holds Booster Orientation sessions right after backpacking begins (fall and winter) to answer questions and review registration procedures and warn students of traps. Students who do not attend one of the sessions usually realize they should have when it’s too late.

2) Talk with Brian Banks!
Students are encouraged to speak with an academic advisor each term before registering for courses. There are many subtleties to the variety of Stamps requirements, and students are responsible for meeting them. Asking him to review course decisions is good insurance against a poor decision.

3) Register!
Students must check their email for messages notifying them of changes to the course schedule.

OTHER THINGS TO KNOW:

- Stamps majors are guaranteed spaces in the required freshman and sophomore Stamps courses. This does not mean you are guaranteed the section you want.

- Stamps students register for University electives in the same manner as other students without guarantee of space availability.
Changes made to the Stamps schedule between registration and the beginning of the next term are updated periodically on the website, on Wolverine Access and are posted on a bulletin board outside the Smucker•Wagstaff Academic Programs Center at the beginning of the term.

What if a course is closed? Can I get an override?
Students can gain access to closed courses via overrides (class permissions).

How do overrides and waitlists work?
Courses in Stamps are restricted to 20 students. If the course is closed when you try to register, get on the waitlist. This part is tricky. BEFORE you add a course to your backpack, check the box that says “add me to the waitlist if closed” or something like that. Then, if the course is closed by the time you register, you are on the waitlist. If you forgot to do this before you added the course to your backpack, well, you can figure that one out, right?

A student who wishes to enroll in a closed Stamps course must place his/her name on the waitlist via Wolverine Access.

If a space becomes available before classes begin, Joann will authorize the course to be filled from the waitlist. This means you will get an email (another reason to check your email!) with “Permission to register” in the subject line. This is an override. It applies only to a specific section of a course and it often expires in 24 hours. Use it or lose it.
What if I don’t receive 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, the academic advisor in the Smucker-Wagstaff Academic Programs Center, who then issues the online 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.

Once I have the Override, how do I use it?

If you have received an override for a course, verify 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 still 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. Good luck with that.
If all this fails and you are still unable to use the override, contact the Office of the Registrar! Do not contact Joann or Brian.

What if a course is cancelled?
The Stamps School 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. It's perfectly ok to ask Brian to help you find a replacement course.

How are credit hours determined?
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 an hour of outside work. Everyone knows that Stamps students work harder than that.

What if I need to drop or add a course?
You have three weeks! 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.

Students who add a course during this time period without the instructor’s consent may find that they are liable for all work done in the course from the beginning of the term.
After the third week what happens?
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 taking 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.”

When’s the last day to withdraw?
The dates are on the academic calendar (November and March). Joann will send a reminder by email (yet one more reason to read it). 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 deadline really need to meet with Joann.

Keep in Mind: Non-attendance does not constitute withdrawal from a course! Students who decide not to attend a course must officially drop or withdraw it.

Other Things To Know:

- Students may not receive credit for the same course twice (except for the lecture series).
- 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, check your schedule for accuracy. It is a good idea to print and keep a copy of changes.
Can I request a course substitution or a waiver of requirements?
Yes. And there’s a form for it. But you knew that. In the bins outside the Smucker•Wagstaff Academic Programs Center. Substitutions for foundation year courses, and the race and ethnicity (RE) and upper level writing (ULWR) requirements are very rarely allowed. Waivers of requirements are almost never allowed.

❯ Petitions for exceptions to any graduation requirements must be submitted to the Joann aka Assistant Dean for Academic Programs.

What courses do not apply toward graduation?
Courses in physical education, military science, and in music or vocal performance as part of a group do not meet any graduation requirements for the BFA or the BA in Art & Design. The credit earned in these courses does not apply to graduation from the Stamps School of Art & Design. Acting does!! So does individual music performance (that violin class) and dance.

What GPA do I need to graduate?
Students must have a minimum 2.0 cumulative GPA and a 2.0 minimum GPA in their major. There is no appeal of these requirements.

What if I need to withdraw from the term or take a 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.
Before classes begin:
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. Disenrolling cannot be done online. You have to contact the Registrar's Office.

After classes have begun:
Students who wish to withdraw after classes have begun, must go to the Smucker•Wagstaff Academic ProgramsCenter, 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 www.umich.edu/~regoff

What if I’m gone for more than a year?
Students who are away from the University for more than one full year must apply for readmission. Contact the Stamps School's Director of Admissions regarding the readmission application. Re-admission to the Stamps School is automatically granted if students have left in good standing.
TRANSFERRING CREDITS

Can I transfer credits from other institutions?
Yes, 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.

Can I transfer credits from my study abroad experience?
Yes! The same rules apply. Read on.

How do I know if my credits will count?
Two ways:
1) For transferability of studio courses, please consult John Luther, our Career Development Coordinator, jonel@umich.edu.
2) For transferability of non-studio courses, please consult the transfer credit equivalency page and/or the out of residency form: www.ugadmiss.umich.edu/TCE/Public/CT_TCESearch.aspx

Please note there is some minor variation between LSA transfer guidelines and Stamps transfer guidelines.

What about my 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 University Admissions website for information on AP/IB credits in academic areas. www.admissions.umich.edu/admitted/freshmen/adv_credit/ap_guidelines.php#lsa
How do I transfer credits?

1) Send official transcripts from the transferring institution to:
   John Luther, Career Development Coordinator
   Stamps School of Art & Design
   University of Michigan
   2000 Bonisteel Blvd.
   Ann Arbor, MI 48109-2069.

The Transfer Credit Procedure

2) After receipt of an official transcript, credit evaluation proceeds on two levels:
   • The Stamps 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. Consult the University transfer credit web site for information on how academic credits transfer www.lsa.umich.edu/lsa/students/req_conversion/
   • The Associate Dean approves transfer credit evaluation of studio course work. Students should be prepared to submit course descriptions and a portfolio if requested.

3) 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.

4) 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.

5) Determination of the number of credits to be transferred cannot be guaranteed and final approval is only made upon receipt of an official transcript.
Some rules and regulations about transferring credits:

• Students may transfer five advanced / elective studio courses to the Stamps School. Studio courses taken in an approved study abroad program are considered the same as in-house Stamps courses.
• 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 “Pass” 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.
• 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 may 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.

➡ Again, if you have questions about transfer credits, John Luther is the person to ask! jonel@umich.edu
Chapter 4

KEEPING TRACK OF YOUR PROGRESS

→ Degree Progress
→ Academic Records/Transcripts
→ Transcripts
→ Class Standing
→ Grades and Grading Policies
**DEGREE PROGRESS**

Who keeps track of my degree progress?
It is the student’s responsibility to meet all degree requirements, so students are wise to pay careful attention to their progress toward graduation. However, there is help!! Brian Banks, the academic advisor in the Smucker•Wagstaff Academic Programs Center will review a student’s progress toward degree by appointment. He can also help students plan their academic careers with an eye toward timely completion of their requirements.

Can I get a progress report?
The Smucker•Wagstaff Academic Programs Center maintains records of the student’s progress toward degree and provides students with a copy of the Progress Toward Degree form (it’s another form!) on request. Students may also meet with Brian for an updated progress toward degree form. Students can also fill in their own progress report. It’s really easy.

What is a Degree Audit?
The same thing as a Progress Toward Degree form.

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 online audit to plan their course of study. Students are advised to visit Brian Banks in the Smucker•Wagstaff Academic Programs Center to obtain an accurate summary of their progress toward a degree.
What is a Senior Audit?
In the fall of a student’s senior year, Joann meets with each student to review his/her graduation status. This is the official senior audit. The meeting is mandatory, but no one will track you down if you don’t bother to make an appointment. The worst that could happen is that you don’t graduate on time because you didn’t meet all your requirements. That’s a small price to pay. Isn’t it? Or is it?

ACADEMIC RECORDS

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

Who keeps track of my Academic Record?
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 University of Michigan Office of the Registrar.

Who gets to see my Records?
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) 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. People in SWAPC have access to students’ records because that’s what we do. Faculty and other staff do not.

For more information about FERPA visit stamps.umich.edu
How do I request a transcript?

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.

CLASS STANDING

How does class standing work at the University?

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

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

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.

How does class standing work at Stamps?

Class standing in the Stamps 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 Stamps School, no matter how many credits they have already earned. Students who have begun their second year are second year students 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.

GRADES AND GRADING POLICIES

The average GPA in Stamps and within the greater University is above a 3.0.

What is the lowest passing grade at Stamps?
The lowest passing grade in the Stamps School is a D-.

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

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

<table>
<thead>
<tr>
<th>Grade</th>
<th>Honor Points</th>
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<tbody>
<tr>
<td>A+</td>
<td>4.0</td>
</tr>
<tr>
<td>A</td>
<td>4.0</td>
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<tr>
<td>A-</td>
<td>3.7</td>
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<tr>
<td>B+</td>
<td>3.3</td>
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<td>B</td>
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<td>B-</td>
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<td>C+</td>
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<td>C</td>
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<td>C-</td>
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<td>D+</td>
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<td>D-</td>
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<td>E</td>
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<tr>
<td>NR/ED</td>
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<tr>
<td>I</td>
<td>0.0</td>
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</tbody>
</table>

(unofficial drop)

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

**Can I audit a course?**
The Stamps School of Art & Design does not allow students to audit courses.

**How do I get my grades?**
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 online. Although the University does not require mid-term grade reports, faculty in the Stamps School 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.

**What is an Incomplete?**
Stamps 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. This means the student has extra time to complete the work and earn a grade. No one is entitled to an incomplete and granting one is not automatic.
Here are the circumstances that allow an incomplete:

1) the student has already done 2/3 of the work and is passing
2) the student is unable to complete the work of the course before grades are due
3) the grade of incomplete provides no undue advantage to the student over other students.

The work must be completed before the last day of classes of the next fall or winter term in residence, or the grade of I will lapse to an E. Do not try to figure out this date by yourself. It will make you crazy. Instead, go look at the academic calendar. 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.

What is the Pass/Fail Grade Option?

Stamps School 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-Stamps School elective courses may be elected for pass/fail.
• Only one course per term may be chosen.
• Students may not change registration from graded to pass/fail after the drop/add deadline (three weeks for regular term, two for short term).
• Pass/fail courses earn credit but are not calculated in the grade point average.
• Instructors are not notified of pass/fail elections; they report letter grades for all students.
• The University Office of the Registrar translates the letter grade to “P” or “F”. Grades of “A” through “C-” are posted as “P”; grades of “D+” through “E” are posted as “F.” If students elect the pass/fail option improperly, they jeopardize their graduation. This means do not take a course P/F during your last semester unless you KNOW that you can make at least a C-. 
Chapter 5

THINGS TO KNOW ABOUT GRADUATION

Do I have to apply to graduate?
Yes. Graduation is not automatic. Seriously.
Seniors must schedule an appointment with the Assistant Dean (aka Joann) for their senior audit one semester before the term they plan to graduate. Just do it in September or October when she sends out the email about it.

Seniors 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.
How do I apply?
Applications are completed online through Student Business in Wolverine Access. Students who need assistance applying for graduation will want to take their problems to the Registrar’s Office.

How do I register for commencement? And when?
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.

What happens at Stamps Graduation Ceremony?
The Stamps School of Art & Design's Graduation Recognition Ceremony and Reception is held at 2 p.m. on the same Saturday as University Commencement ceremonies, in late April or early May. It honors each individual graduate, and allows our new alumni to introduce their families to Stamps faculty and staff. All students who apply to graduate within the calendar year (winter, spring, summer or fall) are allowed to walk at the Stamps School’s commencement.

> All graduating seniors are given the opportunity to make brief remarks as they cross the stage. It’s a small event, very sociable and relaxed. And no one is forced to talk—except for the official graduation speaker.
Chapter 6

STUDENT DANGER ZONES

→ Academic Discipline

→ Academic Integrity and Student Conduct

→ Academic Disciplinary Definitions
ACADEMIC DISCIPLINE

What is the minimum grade point average I need to have to be in good academic standing?
To be in good academic standing, a student must have a term grade point average and a cumulative grade point average of 2.5 or higher.

How often are grade points reviewed?
At the end of each term Joann aka Assistant Dean reviews the records of all students and determines what academic action, if any, is needed.

What happens if my grade point falls below 2.5?
We get worried. Since the average GPA is above a 3.0, making a C or lower in a course is not good work. Making several of them (or worse – Ds) in a term means that you’re having some big problems. We don’t want to kick you out of school. We want you to help you fix the problems.

What is academic probation?
Probation is not punitive (look it up). We’re not interested in punishing you. Being on probation signals you and us that you’re not doing well. It’s a warning. Academic probation is assigned to students whose term grade point average falls below 2.5 and/or who earn a grade below a C- in a required course. Students on probation are required to meet with Brian or with Joann to plan a way to solve the problems so the student can do good work. And no, you don’t get to choose.

The notation of Probation will appear on the student’s unofficial transcript.

By the way, Joann aka Assistant Dean notifies students of their probation by email. Email? Not again! Yes, again.
What is “Probation Continued”?  
You’re still on probation because you improved some but not enough. Bring that GPA up faster. Probation Continued is assigned to a student currently on probation who earns a term grade point average above a 2.5 but whose cumulative grade point average remains below 2.5. Probation Continued may also be assigned if a probationary student has a term average of above 2.5, but is not yet determined to be making satisfactory progress toward fulfilling degree and program requirements. That’s really rare. The notation of Probation Continued will appear on the student’s unofficial transcript. The Assistant Dean (Joann) notifies students by email that their probation has been continued. No surprise there.

What is “Record Clear”?  
You’re off probation, you’re back on track and we’re all happy for you.

Record Clear officially confirms the removal of probation. The notation of Record Clear will appear on the student’s unofficial transcript.

In order to clear probation a student must have solved the problems that started it all. Sometimes that’s just improving your grades and sometimes it means meeting certain standards set up in your plan to get off probation. The bottom line is that Record Clear means you have stopped digging yourself a hole and you are now out of the hole and looking around at clear sky in fresh air. Congratulations! Joann, Assistant Dean, notifies students by email that their record is clear.

What’s the difference between Suspension and Dismissal?  
The Assistant Dean (isn’t that Joann?) assigns Suspension when a student’s overall academic performance or performance during a single term indicates evidence of serious academic difficulty or when a student has failed to make satisfactory progress toward a degree. Translation: if you really mess up and your problems are going to take some time to solve, we don’t want you to waste your time and money making bad grades and bad decisions, destroying your academic record beyond redemption. No point in paying to be
miserable. Suspension is intended to encourage students to address the issues that have negatively affected their academic performance without incurring further harm to their academic record.

Dismissal is assigned when a student’s progress through the curriculum is no longer viable. This means you get dismissed when there’s nothing more we can do for you. This is sad even to read.

The Assistant Dean notifies students of their suspension or dismissal by email. In the case of suspension, the letter will contain the length of the suspension, the terms of the suspension, and the process for reinstatement. Suspension is assigned for a specific period, e.g., one year. Dismissal is permanent. Both actions are noted on the student’s official transcript as “Not in Good Academic Standing.”

Can I be reinstated after a suspension period?
Yes, of course. This happens all the time. Students who wish to be reinstated at the end of their term of suspension must meet with the Assistant Dean six weeks before the term they hope to return. The successful student must address all circumstances that affected his/her past academic performance and be ready to demonstrate how he/she has learned to manage similar circumstances with greater success. This is a process of learning to recognize adversity to deal with it effectively. Identify the problem and fix it. Simple.

In reaching a decision, the Assistant Dean will carefully consider the student’s academic promise and any special circumstances that may have contributed to past unsatisfactory academic performance.

Academic work completed elsewhere when a student is on suspension cannot be transferred back to the University. When you come back, you’ll be on probation for the first semester and we may ask you to take a restricted course load. We do not want you to fail.
ACADEMIC INTEGRITY AND STUDENT CONDUCT

Students enrolled in the Stamps School are subject to University regulations concerning student affairs, conduct, and discipline. In the Stamps School, the Assistant Dean handles all matters related to student conduct within the School. We’re talking about cheating and dishonesty, yes, but also a lot of other things that can undermine a strong community.

Faculty report violations of standards of academic conduct in writing to the Assistant 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 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.

The Assistant Dean maintains a record of all Stamps students found guilty of academic misconduct.

Stamps Students Accused of Plagiarism in LSA Courses
Under the Joint Agreement between LSA and the Stamps School regarding academic misconduct, Stamps students who are accused of misconduct in LSA classes will be adjudicated and punished by the LSA Assistant Dean for Undergraduate Education, who notifies the Stamps Assistant Dean of the misconduct and penalty. The Stamps Assistant Dean may impose further penalties.
ACADEMIC DISCIPLINARY DEFINITIONS

Aiding and Abetting Dishonesty
Providing material or information to another person with knowledge that these materials or information will be used improperly.

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 express 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.
• Falsifying attendance 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 and 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 about appropriate documentation of 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 unacceptable. Engaging in collaboration when expressly instructed to do one’s own work is unacceptable.
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.
Chapter 7

RULES AND REGULATIONS FOR CLASSES AND COURSEWORK

→ Class Attendance

→ Class Participation

→ Disabilities

→ Religious - Academic Conflicts
CLASS ATTENDANCE

Is class attendance important if I submit all of the assignments?
Yes. For pity’s sake, you do have to attend class. You can’t expect to earn a passing grade without regular attendance and class participation. Especially in a school that stresses collaboration and community. Simply submitting projects, no matter what their quality, will not result in a passing grade.

Can I let my professor know of a planned absence after I’ve missed class?
Sure. You can do that. You can also do a lot of other things that are ill-advised.

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. You know it’s going to happen so tell your teacher in advance. The professor does not have to excuse this absence. And by the way, a planned absence for “an event of personal importance” does not mean a party or a wedding or whatever. Think bereavement.

What if the absence is unplanned?
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. Again, letting someone know why you’ve been out does not mean you’re off the hook.
What should I do if I’m going to be away from class for more than one or two days?
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.

Do I have to make up course work that I miss?
Yes, of course you have to make up work you missed! It is the responsibility of the student to arrange with the individual faculty members to make up any work missed.

Am I automatically allowed to make up the work missed because I was absent?
No. 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 Stamps School of Art & Design does not differentiate between excused and unexcused absences. All missed days are counted as absences from class whether excused or unexcused. If you’re not there, you can’t learn.

What if I must be absent from class because I am representing the University?
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. And you have to have proof—as in a letter from your coach (sports, debate team, etc).
Do I have to notify my professor before I am absent from class to represent the University?

Yes. Here’s the U’s wording: 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.

CLASS PARTICIPATION

What happens if I miss the first two classes in a course?

Students are expected to attend every meeting of every class, both studio and academic. Students must attend the first two class meetings of a course in order to retain their place in the course. If you can’t make it to class for the first two sessions you are either in the hospital or stranded in some airport somewhere.

Any student who has been absent for either of the first two class periods, without first notifying the faculty member and getting his/her consent, risks losing his/her place in that course. These places may be reassigned to students on the waitlist. 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. So to answer your next question: Yes, they can do that.
Can I use my cell phone while in class?
Hmmm. Are you in Matt Kenyon’s Apps for Artists class? If so, yes; it’s required. If not, here’s a rule of thumb (if you’re not in Matt’s class): are you using your cell phone to dial 9-1-1 because there is an emergency? That’s ok. Otherwise, put it away and avoid the inevitable.

I think my instructor has said/done some pretty inappropriate things in class and it makes me uncomfortable but I don’t want to call him/her on it.
This is really serious. No one in our Stamps community wants to experience harassment, bias, abuse, proselytism or any other behavior inappropriate in class. And we don’t want that for our students, either. If you believe a faculty or staff member has acted in such a way, please see Joann. ASAP. Your statement will be taken seriously and will be kept confidential (unless the law requires otherwise). It may be hard to take a stand, but you won’t be the only person your voice helps.

Is it okay to submit a Penny Stamps slip for someone else?
No. That’s cheating.
DISABILITIES

If I’m a student with a learning disability, how do I get extra time to finish my work?

The Stamps School wants to help you; a lot of us have physical, mental and learning problems. But, in order for us to be effective and fair in our accommodations, we need you to do your part. You 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 www.umich.edu/~sswd

Can I present my registration as a disabled person at any time during the course?

OSSD will give you a VISA form to show your teachers. You can make copies of it in the SWAPC office for free. We’ll even keep a copy for you if you want us to. Show the VISA to your teacher within the first three weeks of school—earlier if you need accommodation for something. Do not wait until after the fact. If you have a disability that, for example, requires a very quiet room for test taking, do not wait until after the test. Sounds obvious, right? It isn’t. Don’t be afraid to speak up. Faculty are free to contact the Assistant Dean (that would be Joann) for help in accommodating for eligible students. And you’re only eligible if you have the VISA.

What help does the Offices of Services for Students with Disabilities provide?

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. They can help with note-taking or arrange an interpreter.

• Assists students in negotiating disability-related barriers to the pursuit of their education. You’ll value this when you find yourself on crutches during the winter.

• Strives to improve access to University programs, activities, and facilities for students with disabilities.

• Promotes increased awareness of disability issues on campus.
RELIGIOUS / ACADEMIC CONFLICTS

The University is going to have classes on some holy days. You may be religious and want to observe your religious holiday or custom. Do it. But first, let your teacher know and ask how you can otherwise account for the work or experience that you will miss. And have this conversation before the event. Faculty in Stamps are a sympathetic bunch, and will try to help you out, but they’re going to be less accommodating when you spring something on them at the last minute. Or the week after.

FYI, The University’s policy is given below.
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 makeup 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 Assistant Dean (Joann). Final appeals will be resolved by the Provost. A calendar of religious holidays that may pose conflicts is available online at www.provost.umich.edu/calendar/religious_holidays.html#conflicts
Chapter 8

OTHER STUFF

→ Lockers

→ Lost and Found

→ Medical Emergencies

→ Studio Access

→ Employee/Faculty/Student Relationships
LOCKERS

Lockers are available free to all students on a first-come, first-served basis. Provide your own lock and use it. Thieves come out near the end of the term. 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:
• Peter Jansen, Room 1106 (734) 615-9973
• TCAUP Dean’s Office, Room 2150 (734) 764-1300

MEDICAL EMERGENCIES

Report medical emergencies to Peter Jansen (jansenp@umich.edu; 615-5973 office; 276-4727 cell), Stamps Director of Facilities, during regular working hours and to University Security (763-1131) at all other times. If Peter Jansen is unavailable and it’s during the day, report medical emergencies to the Assistant Dean. Joann. As if you didn’t already know.
STUDIO ACCESS

How do I get into the studios?
And are there set hours when I can work?
The Stamps School of Art & Design 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. Studios are not open to students who are not enrolled in a Stamps School course.

Note: For safety reasons the wood studio is closed when no attendant is present.

Can I use equipment-dependent studios if I’m not taking a course in that studio?
Short answer is no. If you don’t like that answer keep reading.
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.

What about Studio Conduct?
Be responsible. Clean up, be careful and remember it’s SHARED space. Be considerate of others who are working in the studio. One way to be considerate is not to prop the doors open. When you prop open a door, anyone can enter the studio. Anyone. Think about how much fun it would be to encounter a stranger when you’re alone in a studio at night.
EMPLOYEE/FACULTY/STUDENT RELATIONSHIPS

The official blurb is below.

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.

University of Michigan Regents

Mark J. Bernstein, Ann Arbor
Julia Donovan Darlow, Ann Arbor
Laurence B. Deitch, Bloomfield Hills
Shauna Ryder Diggs, Grosse Pointe
Denise Ilitch, Bingham Farms
Andrea Fischer Newman, Ann Arbor
Andrew C. Richner, Grosse Pointe Park
Katherine E. White, Ann Arbor
Mary Sue Coleman, ex officia

Nondiscrimination Policy Statement

The University of Michigan, as an equal opportunity/affirmative action employer, complies with all applicable federal and state laws regarding nondiscrimination and affirmative action. The University of Michigan is committed to a policy of equal opportunity for all persons and does not discriminate on the basis of race, color, national origin, age, marital status, sex, sexual orientation, gender identity, gender expression, disability, religion, height, weight, or veteran status in employment, educational programs and activities, and admissions. Inquiries or complaints may be addressed to the Senior Director for Institutional Equity, and Title IX/Section 504/ADA Coordinator, Office of Institutional Equity, 2072 Administrative Services Building, Ann Arbor, Michigan 48109-1432, 734-763-0235, TTY 734-647-1388. For other University of Michigan information call 734-764-1817.