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

Gunalan Nadarajan
Dean

Elona Van Gent
Associate Dean of Academic Programs & Professor

Joann McDaniel
Assistant Dean for Undergraduate Programs

Contact:
2000 Bonisteel Boulevard
Ann Arbor, MI 48109-2069
(734) 764 0397
stamps.umich.edu

Office hours:
Mon - Fri 8:00am - 5:00pm
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**FALL 2016 TERM**

**November**

<table>
<thead>
<tr>
<th>MON</th>
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<td></td>
<td>Drop/Add Deadline for 2nd Mini-Courses</td>
<td>Auth. Needed to Drop/Add from 2nd Mini-Courses (&quot;W&quot; posted)</td>
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<td>Last Day to Withdraw Full-term Course (&quot;W&quot; posted)</td>
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</tbody>
</table>

| 14  | 15  | 16  | 17  |
| Backpacking for Winter 2017 begins | Travel Award Deadline |     |     |

| 21  | 22  | 23  | 24  | 25  |
|     |     |     | Thanksgiving Recess |     |

| 28  | 29  | 30  | 1   | 2   |
| Classes Resume • Undergraduate Registration for W2017 begins |     |     |     |     |

| 28  | 29  | 30  | 1   | 2   |
|     |     |     |     |     |

**December**

<table>
<thead>
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| 5   | 6   | 7   | 8   | 9   |
|     |     |     |     | Last Day to Post Grades for Incompletes (5:00pm) |

| 12  | 13  | 14  | 15  |
|     |     |     | All Classes End |

| 18  | 19  | 20  | 21  | 22  |
| University Commencement (Crisler) | Final Critiques & Exams Dec. 19-22 |     |     |     |

| 25  | 26  | 27  | 28  | 29  |
| Final Grades Due |     |     |     |     |

| 16  | 17  | 18  |
|     |     |     |

| 23  | 24  | 25  |
| Winter Break Begins |     |     |

| 30  | 31  |
|     |     |
## WINTER 2017 TERM

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</table>

### January

- **January 20:** Classes Begin

### February

- **February 1:** Classes Begin

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**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#confl](http://www.provost.umich.edu/calendar/religious_holidays.html#confl)

For more information about the University's final exam schedule, go to [www.ro.umich.edu/exams](http://www.ro.umich.edu/exams)
Backpacking for Fall 2016 begins (approx.)

Auth. Needed to Drop/Add 2nd Mini-Courses ("W" posted)

International Experience Application Deadline

Travel Award Deadline and Fall Study Abroad Deadline

Last Day to Drop/Add Full-term Course ("W" posted)

University Honors Convocation

Drop/Add Deadline for 2nd Mini-Courses ("W" posted)

Backpacking for Fall 2016 begins (approx.)

Undergraduate Registration for SP, SS, Fall 2017 begins (approx.)

Stamps & UM Classes End

Stamps Reviews

Stamps Reviews

Stamps Reviews

Stamps Reviews

Stamps Reviews

University Honors Convocation

Undergraduate Registration for SP, SS, Fall 2017 begins (approx.)

IP Extravaganza April 14-16

Stamps Reviews

Stamps Reviews

U-M Commencement Bignose, 10am

Stamps Graduation, 2pm

Grades Due

Details at: www.provost.umich.edu/calendar/religious_holidays.html#confl

For more information about the University's final exam schedule, go to www.ro.umich.edu/exams
Chapter 1

ADVISING AND ACADEMIC SUPPORT

- Advisors
- Advising Meeting Calendar
- Academic Support
- Benchmarks
- Milking the System
- askanadvisor@umich.edu
- stamps.genbook.com
Every student is assigned an academic advisor at orientation. Students identify their own faculty mentors early in their third year. Academic advisors and faculty mentors at the Stamps School of Art & Design will coach you in these key areas:

a) your individualized program of study
b) your career trajectory
c) the development of your practice as artists/designers

Your academic advisor is required to meet with you on six separate occasions to mark your progress in these areas: program of study, career preparation, and development of your creative practice. The first meeting takes place at orientation. Later meetings are also at critical points in the student’s college career. You will also have a required meeting (the Senior Audit) at the start of your senior year to determine your readiness for graduation and make sure you meet all those pesky requirements. This meeting takes place with the Asst. Dean (or her representative), usually in the fall.

**Brian Banks - Academic Advisor & Staff Liaison for Student Life**  
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. If you have questions about ADC, Stamps in Color, or Stamps International, he’s your man.

**Romy Hill-Cronin - Academic Program Specialist & Academic Advisor**  
email: rhillc@umich.edu  
Romy is there when you wish to check the progress you’re making toward completion of your degree or talk over your choice of classes for the upcoming semester.

**John Luther - Career Development Coordinator & Academic Advisor**  
email: jonel@umich.edu  
John handles academic advising and 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.
YOUR ADVISING
MEETING CALENDAR

Meeting 1  July  First Year Orientation
Preparation: read Stamps pre-orientation packet; take all placement tests; read “The Foundation Year Experience,” online. Be ready to discuss your expectations, goals, and concerns for the first year.

Meeting 2  December/January  First Year
Preparation: attend Course Preview (November); go through “Milk the System” checklist. Be ready to discuss how your expectations, goals, and concerns are changing for the first year.

Meeting 3  April  First Year
Preparation: attend Course Preview (March); bring list of 300 and 400 level courses; bring list of academic courses. Be ready to narrow your degree choice; to discuss your choice of classes and why; and to identify possible mentors.

Meeting 4  September  Second Year
Preparation: Update “Milk the System” checklist and identify goals for the year. Reflect on your foundation year. Be ready to discuss your reflections and your goals for the year.

Meeting 5  March  Second Year
Preparation: Complete statement and resume for Sophomore Review. Be ready to review them with your advisor.

Meeting 6  September  Third Year
Preparation: Review your sophomore review report. Obtain consent to mentor from two faculty members. Be able to articulate your academic goals and career trajectory.
During the meetings advisors will use a series of questions or prompts to determine your progress, to encourage you to see pathways not immediately visible to you, and to push you toward thought that is reflective, strategic, and independent. In each meeting the advisor uses the information from previous discussions to encourage you to develop further in each of the three key areas. You and your advisors will discuss challenges and expectations and set goals in these meetings. For most meetings you will be asked to come prepared. Your advisor will remind you of this before each meeting.
FACULTY MENTORS

Advisors encourage their advisees to identify several possible faculty mentors early on and then help the students develop supportive relationships with faculty members. At the time of Meeting 6, we expect you to have identified at least two faculty members as mentors. You will rely on your faculty mentors, not your academic advisors, to inform your choices during the final two years of school, but by the time you’re a junior you’ll know enough to manage most of your decisions.

ACADEMIC PEER ADVISORS AND INTERNATIONAL PEER ADVISORS

Too busy to make an appointment? Just have a quick question? Need help figuring out your international experience? Something personal? Academic peer advisors and international peer advisors can help. Progress toward degree, international study, writing proposals, course selection, drop/add, how to make Wolverine Access do your bidding. Your conversation with a peer advisor, like your conversation with your advisor, is confidential. The only time we break that confidence is when a crime has been committed, or if you seem to be a danger to yourself or someone else.

Academic Peer Advisors

Amy Kamdem-Wandji
Lead Advisor

Kara Calvert
General Advising

Perry Stella O’Toole
General Advising

Jiin (Jean) Suh
International Student Advising

International Peer Advisors

To be determined
ACADEMIC SUPPORT IN STAMPS

There are other resource people in Stamps that you need to know about just in case you aren’t already perfect.

Jamie Vander Broek - Art & Design Librarian
email: jlausch@umich.edu
Jamie Vander Broek works with you to support your research and learning needs. Her knowledge of how to get the resources you really need for that research paper or project is vast and invaluable, so take advantage of it! And if you have a project focusing on exhibiting work, have a talk with her because she also develops and coordinates exhibits. She’s available in person, by email, and online [www.lib.umich.edu/ask-librarian](http://www.lib.umich.edu/ask-librarian).

Jennifer Metsker - Writing Coordinator
email: jmetsker@umich.edu
Jennifer specializes in helping art and design students use writing to enhance their creative practice. She is a writer and visual artist and teaches the upper-level writing course for Stamps students.

- After you’ve read up on the issue in the handbook, you may still have a quick question…. just email [AskanAdvisor@umich.edu](mailto:AskanAdvisor@umich.edu). The advising team will respond with the appropriate information or let you know if you need to come in for an appointment.

- Speaking of appointments, if you need to schedule an appointment with an academic advisor, Joann, or Jennifer Metsker, go to: [stamps.genbook.com](http://stamps.genbook.com)

- Seeing a peer advisor will not require an appointment, though! Their walk-in advising hours will be announced and posted at the start of each semester.
BENCHMARKS FOR PROGRESS AKA DARN, I FORGOT TO GRADUATE

The Summer Before College
1. Read through the handbook. Think about what’s in it and why.
2. Look at the information about the first year experience on the web
3. Talk with a current student about what to expect in Stamps
4. Meet with your advisor at Orientation

During your First Year
1. Find at least one course that you want to take in each of these academic areas:
   - Art History
   - Social Science
   - Natural Science
   - Environmental Studies
   - Analytical Reasoning
   - Race & Ethnicity
2. Identify three 300- or 400-level studios that you want to take.
   What are their prerequisites?
3. Attend a sophomore review
4. Apply for a passport or apply for a passport scholarship (and then apply for a passport)
5. Identify two instructors from your first year who could write you a letter of recommendation
6. Get involved in one club/activity at a time
7. Become an expert in time management
8. Meet with your advisor (twice)
9. Attend a Wonderful Wednesday session on documenting your work
10. Begin to document your work

The Summer After Your First Year
1. Gather all the images from your first year projects and put them in a folder marked Sophomore Review
2. Spend time researching study abroad and internship opportunities
3. Reflect on your goals for the next year; bring them with you when you meet your advisor for your 4th meeting in the fall
4. Expand your visual knowledge: look at art and design: online, in galleries, in museums, in stores, in books/magazines, etc. Note what influences you and how and why it influences you
5. Expand your art/design practice to incorporate your foundation year experience and the new influences you have begun to take notice of
6. Take classes at a local college or university, if necessary
7. Look at the checklist “Milking the System” and check off everything you can

**During Your Second Year**

1. Extend your creative work beyond the classroom: exhibit your work or do freelance design
2. Decide on the BA or the BFA
3. Decide on your study abroad: when/where/why. Find an appropriate program. Apply.
4. Attend professional practice workshops. Eliminate high school work from your resume and portfolio.
5. Explore (200 level courses), then learn more (300 level courses)
6. Add two or three professors to your reference bank
7. Meet with your advisor (twice)
8. Attend a senior IP consultation (December)
9. Consider how the engagement requirement informs your practice
10. Begin to self-promote (website, news items, resume)

**The Summer After Your Second Year**

1. Read your sophomore review report and get to work on the recommendations. Correct weaknesses, research artists/designers, and read suggested books.
2. Begin to apply the committee’s observations/suggestions to your art/design practice.
3. Study abroad
4. Intern in an area that could be a career option
5. Look at the checklist “Milking the System” and check off everything you can

**During Your Third Year**

1. Attend Portfolio Expo
2. Attend Career Bootcamp
3. Apply for internships; it’s serious now.
4. Learn more (300 levels), then refine (400 level)
5. Identify two mentors
6. Begin to consider the question(s) you want to answer in your IP
7. Take your ULWR
8. Attend final meeting with your advisor
9. Meet with your mentors
10. Take engagement studio

**The Summer After Your Third Year**

1. Intern
2. Study abroad (if you haven’t already)
3. Refine the question(s) you want to answer in your IP
4. Clean up resume, portfolio, artist’s statement, website
5. Research grad programs, take GRE
6. Look at the checklist “Milking the System” and check off everything you can

**During Your Senior Year**

1. Last chance: Portfolio Expo
2. Last chance: Career Bootcamp
3. Get your Senior Audit done
4. Meet with your mentors
5. Have a professional-quality resume, portfolio, and presentation
6. Spend quality time with your website
7. Graduate

**The Summer After Graduation**

1. Make sure John Luther knows where you are!
MILKING THE SYSTEM — LEARNING BEYOND THE CLASSROOM

- Interviewed at Portfolio Expo
- Entered the Juried student show (extra points for each extra time)
- Participated in a resume workshop
- Attended a legal issues workshop
- Gone to a writing workshop/tutorial in Stamps (not Sweetland)
- Participated in portfolio preparation & presentation workshop
- Graduated from Career Bootcamp
- Gone to a faculty brownbag
- Asked a question at a faculty brownbag
- Applied for a Stamps School scholarship
- Met with an academic peer advisor
- Met with an international peer advisor
- Asked for (and received) a letter of recommendation
- Identified — officially — two faculty mentors
- Attended a recommendation letter workshop
- Curated an exhibition
- Sat in on an IP consultation
- Gone to a CAPS sponsored event or place (PlayDay, support group, Wellness Zone)
- Attended ANY of Karen Henry’s workshops (mindfulness, time management, stress relief)
- Participated in Makeathon
- Participated in a design charrette
- Visited the Faculty Studios
- Helped install an exhibition
- Designed (or helped design) an exhibition
- Exhibited your work outside of Stamps
- Sold any work you made or designed (in class or out of class)
- Completed an internship you got without any family connections
- Written a thank-you note to a Stamps donor
- Taken a faculty member out for coffee (or tea)
- Attended more than two Wonderful Wednesday events
- Kept all six of your required advising appointments
- Had lunch with Guna
- Completed your senior audit
- Had an Alumni Face-to-Face
- Attended an opening
- Attended an opening by an artist you didn’t already know
- Helped out with Campus Day or Admissions call outs
- Given a tour of Stamps to a stranger
- Observed a sophomore review
- Attended a Q and A after the Penny Stamps lecture
- Eaten dinner with a Penny Stamps speaker
- Attended a cultural event that is not part of your culture
- Participated in an MLK, Jr. Day activity on MLK, Jr. Day
- Helped with TED-X
- Joined IDSA, AIGA, ThinkSlate, the Print Club, the Ceramics Club, the Animation Club
- Created (and maintained) your website
- Attended the IP/Capstone Extravaganza
- Visited the IP/Capstone studios
- Updated your resume
Chapter 2

THE CURRICULUM

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

INFO FOR ALL DEGREES

→ Elective Studio Course Requirements
→ Studio Courses Outside Stamps
→ Academic Course Requirements
→ Penny Stamps Speaker Series
→ Sophomore Review
→ Documenting Your Creative Work
→ International Experience
→ Integrative Project/Capstone
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.
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.

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<tr>
<th>Studio Courses</th>
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<tr>
<td>Foundation Studio Courses</td>
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<tr>
<td>Elective Studio Courses*</td>
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<tr>
<td>Integrative Project</td>
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<table>
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<tr>
<th>Non-Studio Courses</th>
<th>56 Credits</th>
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<tr>
<td>Lecture Series</td>
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<tr>
<td>Art &amp; Design Academic Courses</td>
<td>12</td>
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<td>University Academic Courses</td>
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<th>Milestone Requirements</th>
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<td>Sophomore Review</td>
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<tr>
<td>International Experience</td>
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**BFA in Art & Design - Total** 128 credits

*Internships count as academic experiential credits.*

*One studio must be an Engagement Studio.*
First Year
Sample Plan of Study: BFA

First Semester

<table>
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<td>Studio: Drawing 1 (ARTDES 100)</td>
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<td>Studio: 2D (ARTDES 115)</td>
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<td>Studio: 3D (ARTDES 120)</td>
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<tr>
<td>Stamps Academic: Art &amp; Design in Context (ARTDES 150)</td>
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</tr>
<tr>
<td>University Academic Elective*</td>
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<tr>
<td>Stamps Lecture Series (ARTDES 160)</td>
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<td><strong>Total</strong></td>
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*we recommend the First Year Writing Requirement, if possible

Second Semester

<table>
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<th>Course</th>
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<tr>
<td>Studio: Drawing 2 (ARTDES 105)</td>
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<td>Studio: 4D (ARTDES 125)</td>
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<tr>
<td>Studio: Methods of Inquiry (ARTDES 130)</td>
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<tr>
<td>Stamps Academic: Art &amp; Design History (ARTDES 151)</td>
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</tr>
<tr>
<td>Stamps Academic: Intersections (ARTDES 155)</td>
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<tr>
<td>Stamps Lecture Series (ARTDES 160)</td>
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<tr>
<td><strong>Total</strong></td>
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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

#### First Semester

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<tr>
<td>Elective Studio (ARTDES 200 level)*</td>
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<td>Elective Studio (ARTDES 200 level)</td>
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<td>University Academic Elective</td>
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<td>Stamps Lecture Series</td>
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#### Second Semester

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<tr>
<td>Elective Studio (200 or 300 level)</td>
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</tr>
<tr>
<td>Second Year Studio Required (ARTDES 220)</td>
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<tr>
<td>Art or Design History/Theory/Criticism Elective</td>
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<tr>
<td>University Academic Elective</td>
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<tr>
<td>Stamps Lecture Series</td>
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<td><strong>Total</strong></td>
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</tbody>
</table>

**THE SUMMARY:** Aside from the Stamps lecture and the Second 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 exploration of the international experience best for you. The summer after your sophomore year is a good time to complete your international experience requirement. See page 52, International Experience.

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 50.
For information on Elective Studios and Academics, see page 42.

*Mini-courses can be counted as 200-level courses.
**For more information on H/T/C see page 47.*
### Third Year

**Sample Plan of Study: BFA**

<table>
<thead>
<tr>
<th>First Semester</th>
<th>credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elective Studio/Engagement Studio</td>
<td>3</td>
</tr>
<tr>
<td>Elective Studio (200–400 level)</td>
<td>3</td>
</tr>
<tr>
<td>Elective Studio (200–400 level)</td>
<td>3</td>
</tr>
<tr>
<td>University Academic Elective</td>
<td>3-4</td>
</tr>
<tr>
<td>University Academic Elective/ARTDES 399*</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>

<table>
<thead>
<tr>
<th>Second Semester</th>
<th>credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elective Studio/Engagement Studio</td>
<td>3</td>
</tr>
<tr>
<td>Elective Studio (200–400 level)</td>
<td>3</td>
</tr>
<tr>
<td>Elective Studio (200–400 level)</td>
<td>3</td>
</tr>
<tr>
<td>University Academic Elective</td>
<td>3-4</td>
</tr>
<tr>
<td>University Academic Elective/ARTDES 399</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. It is the best year for a semester-long international experience. The summer after your third year can be a good time to complete an internship.

For more information about **International Experience**, see page 52.
For more information about **Internships**, see page 60.

*For more information about ARTDES 399, see Academic Requirements, page 45.*
Fourth Year
Sample Plan of Study: BFA

First Semester  
Integrative Project 6 credits
Elective Studio (300–400 level) 3
University Academic Elective 3-4
University Academic Elective 3-4
Stamps Lecture Series 1
Total 16

Second Semester  
Integrative Project 6 credits
Elective Studio (300–400 level) 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 each semester, 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 55.
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
   18 total credits
   _____ 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
   42 total credits
   _____ 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
   20 total credits
   _____ ARTDES 150, Art & Design in Context 3
   _____ ARTDES 151, Art and Design History 3
   _____ ARTDES 155, Intersections 3
   _____ ARTDES 160, Stamps Lecture Series 8
   _____ ARTDES 399, Writing in Art and Design 3

6) LIBERAL ARTS REQUIREMENTS
   total credits will vary
   _____ First Year Writing (FYWR)
   _____ Social Science (SS)
   _____ Natural Science (NS)
   _____ Environmental Studies (ES)
   _____ Analytical Reasoning (AR, MSA, QR/1 or QR/2)
   _____ Race & Ethnicity (RE)
   _____ Art or Design History/Theory/Criticism elective
   _____ Art or Design History/Theory/Criticism elective

7) ACADEMIC/EXPERIENTIAL ELECTIVES
   (enough to total 36 credits with the liberal arts requirements)
And, Here’s A Handy Checklist To Make Sure You’re On Track To Graduate: 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
   - One studio at the 400 level 3
   - BA capstone or one studio at any level 3
   - One engagement studio 3

4) **STAMPS ACADEMIC REQUIREMENTS**
   - ARTDES 150, Art & Design in Context 3
   - ARTDES 151, Art and Design History 3
   - ARTDES 155, Intersections 3
   - ARTDES 160, Stamps Lecture Series 8

5) **LIBERAL ARTS REQUIREMENTS**
   - First Year Writing Requirement (FYWR)
   - Social Science (SS)
   - Natural Science (NS)
   - Environmental Studies (ES)
   - Analytical Reasoning (AR, MSA, QR/1 or QR/2)
   - Race & Ethnicity (RE)
   - Art or Design History/Theory/Criticism elective
   - Upper Level Writing Requirement (ULWR)

6) **ELECTIVES**
   (enough to total 128 credits)
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?
The BFA is for students who have a primary focus: studio work. The BA is for students who have a dual focus: studio work with a strong academic component either in the liberal arts or in another discipline taught at the University.

BA credits - 128 (59 in Stamps, 69 outside of Stamps).

BA in Art & Design
For students interested in a broader exploration of academic resources.

Outside of Stamps (within the wider University) 58%
Stamps Classes 42%
Here’s another way to look at the BA.

**Stamps Courses**  
- Foundation Studio Courses: 18 credits  
- Elective Studio Courses: 24 credits  
- Lecture Series: 8 credits  
- ARTDES Academic Courses: 9 credits  

**Non-Stamps Courses**: 69 Credits

**Milestone Requirements**: no credit  
- Sophomore Review  
- International Experience

**BA in Art & Design - Total**: 128 credits

- Internships do not count as studio credit for the BA.
- BA students do not complete the Integrative Project Studio, but may choose the BA Capstone.
### First Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
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<tbody>
<tr>
<td>Studio: Drawing 1 (ARTDES 100)</td>
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<tr>
<td>Studio: 2D (ARTDES 115)</td>
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</tr>
<tr>
<td>Studio: 3D (ARTDES 120)</td>
<td>3</td>
</tr>
<tr>
<td>Stamps Academic: Art &amp; Design in Context (ARTDES 150)</td>
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</tr>
<tr>
<td>University Academic Elective*</td>
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<tr>
<td>Stamps Lecture Series (ARTDES 160)</td>
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</table>

**Total** 16-17

*we recommend the First Year Writing Requirement, if possible*

### Second Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>Studio: Drawing 2 (ARTDES 105)</td>
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<tr>
<td>Studio: 4D (ARTDES 125)</td>
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</tr>
<tr>
<td>Studio: Methods of Inquiry (ARTDES 130)</td>
<td>3</td>
</tr>
<tr>
<td>Stamps Academic: Art &amp; Design History (ARTDES 151)</td>
<td>3</td>
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<tr>
<td>Stamps Academic: Intersections (ARTDES 155)</td>
<td>3</td>
</tr>
<tr>
<td>Stamps Lecture Series (ARTDES 160)</td>
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</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>
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<tbody>
<tr>
<td>Elective Studio (200 level)*</td>
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<tr>
<td>Elective Academic course</td>
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<tr>
<td>Elective Academic course</td>
<td>3</td>
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<tr>
<td>Elective Academic course</td>
<td>3</td>
</tr>
<tr>
<td>Art or Design History/Theory/Criticism Elective**</td>
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</tr>
<tr>
<td>Stamps Lecture Series</td>
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</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>16</strong></td>
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</tbody>
</table>

### Second Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>Second Year Studio (ARTDES 220)</td>
<td>3</td>
</tr>
<tr>
<td>Elective Studio (200 or 300 level)</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>Art or Design History/Theory/Criticism Elective**</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>

**THE SUMMARY:** Aside from the Stamps lecture and the Second Year Studio, most of your required courses are done by this point. Now 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 exploration of the international experience best for you. The summer after your sophomore year is a good time to complete the international experience requirement. See page 52, International Experience.

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.

*Mini-courses can be counted as 200-level courses.
**For more information on H/T/C see page 47.
## Third Year

**Sample Plan of Study: BA**

### First Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elective Studio/Engagement Studio</td>
<td>3</td>
</tr>
<tr>
<td>Elective Studio (200–300 level)</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>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/Engagement 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>
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<tr>
<td>Elective Academic</td>
<td>3</td>
</tr>
<tr>
<td>Elective Academic</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>

### 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. It is the best year for a semester-long international experience. The summer after your third year can be a good time to complete an internship.

For more information about **International Experience**, see page 52.

For more information about **Internships**, see page 60.
# Fourth Year

**Sample Plan of Study: BA**

## First Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elective Studio (200–400 level)</td>
<td>3</td>
</tr>
<tr>
<td>Elective Academic</td>
<td>3</td>
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<tr>
<td>Elective Academic</td>
<td>3</td>
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<tr>
<td>Elective Academic</td>
<td>3</td>
</tr>
<tr>
<td>BA Capstone or Elective Studio</td>
<td>1-3</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>Elective Studio (200–400 level)</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>BA Capstone or Elective Studio</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>

**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.
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 Joann McDaniel 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 24 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 30 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 55.**

For more information on requirements, talk to the Interarts professor.
Checklist: **BFA IN INTERARTS PERFORMANCE**

1) **MILESTONES**
   No credits
   ______ Sophomore Review

2) **REQUIRED STUDIOS**
   12 total credits
   ______ ARTDES 125
   ______ ARTDES 220
   ______ THTREMUS 101
   ______ THTREMUS 240, 250, or 256

3) **ELECTIVE STUDIOS**
   42 total credits
   ______ ARTDES 100-200 level 6
   ______ ARTDES 200-400 level 15
   ______ Theatre & Drama Intro 6
   ______ Theatre & Drama Advanced 15

4) **INTEGRATIVE PROJECT**
   12 total credits

5) **REQUIRED ACADEMIC COURSES**
   28 total credits
   ______ ARTDES 150, 151, OR 155 3
   ______ ARTDES 160 8
   ______ INTPERF 150 3
   ______ INTPERF 160 8
   ______ Theatre & Drama 3
   ______ Theatre & Drama 3

6) **LIBERAL ARTS REQUIREMENTS**
   total credits will vary (13-25)
   ______ First Year Writing Requirement (FYWR)
   ______ Humanities (HU)
   ______ Social Science (SS)
   ______ Natural Science (NS)
   ______ Environmental Studies (ES)
   ______ Analytical Reasoning (AR)
   ______ Cultural Diversity (CD)
   ______ Cultural Diversity (CD)

7) **ACADEMIC/EXPERIENTIAL ELECTIVES**
   total credits will vary (11-23)
   (enough to total 130 credits with all other courses)
DUAL (JOINT) DEGREES AKA MDDP (MULTIPLE DEPENDENT DEGREE PROGRAM)

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. Get started by meeting with Karina Moore, the Stamps Director of Admissions: stamps.genbook.com

Stamps students are allowed to pursue a joint degree with LSA, the College of Engineering, the Ross School of Business, the School of Nursing, the School of Kinesiology, and the School of Information.
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.

How exactly do I get started?
Do as much research as you can on your projected second major by visiting their webpages and meeting with one of their advisors to talk over what it means to pursue a dual degree in their unit. Then continue gathering information by meeting with your Stamps advisor. Once you understand the expectations and degree requirements of each unit, if you’d still like to pursue a dual degree, it is time to have your application approved by both Stamps and the other unit. Start the paperwork by making an appointment with Karina Moore, Director of Admissions at Stamps: stamps.genbook.com.

Your dual degree status is official once both units show up on your academic record on Wolverine Access.
ELECTIVE
STUDIO COURSES

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

When do I take my Elective Studio Courses?
Students begin their elective studios sophomore year.

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
4 200 level studio courses*
4 300 level studio courses
1 400 level elective studio
1 Engagement studio (ARTDES 310-319)
3 more elective studios (any level)

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

1 Second Year Studio
2 200 level studio courses
2 300 level studio courses
1 400 level studio course
1 Engagement studio (ARTDES 310-319)
1 BA Capstone or elective studio (any level)

Where can I find a list of Elective Studio Courses?
Go to stamps.umich.edu/courses

*Students may take two ARTDES mini-courses in place of one 200 level studio.

Note: There are non-Stamps studio courses at the University. BFA students are allowed to take two of these. BA students can take one. See page 43.
**STUDIO COURSES OUTSIDE STAMPS**

BFA Students may take two courses (6 credits) outside Stamps that count as studio credit toward graduation. BA student may take only one (3 credits). Studio courses taken abroad during the required international experience are considered as ARTDES (in Stamps) credits.

**SAC 404 and 423 counts as studio credit only for students who work as art directors.**

<table>
<thead>
<tr>
<th>Subject</th>
<th>Catalog #</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>ARCH</td>
<td>202</td>
<td>Graphic Communications</td>
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<tr>
<td>ARCH</td>
<td>218</td>
<td>Visual Studies</td>
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<tr>
<td>DANCE</td>
<td>335</td>
<td>Dance and Related Arts</td>
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<td>MECHENG</td>
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<td>Design &amp; Manufacturing II</td>
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<td>406</td>
<td>Museum Methods</td>
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<td>201</td>
<td>Intro to Computer Music</td>
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<td>Ceramics</td>
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<td>Intro to Media Production</td>
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<td>SAC</td>
<td>302</td>
<td>Television Studio I</td>
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<td>SAC</td>
<td>304</td>
<td>Topics in Media Production</td>
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<td>SAC</td>
<td>306</td>
<td>New Media Practices I</td>
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<td>SAC</td>
<td>400</td>
<td>Dramatic Narrative II</td>
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<td>SAC</td>
<td>404</td>
<td>TV Pilots</td>
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<td>SAC</td>
<td>405</td>
<td>Screendance</td>
</tr>
<tr>
<td>SAC</td>
<td>406</td>
<td>New Media Practices II</td>
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<tr>
<td>SAC</td>
<td>423</td>
<td>Practicum for the Screenwriter**</td>
</tr>
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<td>Subject</td>
<td>Catalog #</td>
<td>Course Title</td>
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<td>THTREMUS</td>
<td>240</td>
<td>Intro to Design</td>
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<td>THTREMUS</td>
<td>256</td>
<td>Lighting Design I</td>
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<tr>
<td>THTREMUS</td>
<td>260</td>
<td>Scene Design I</td>
</tr>
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<td>THTREMUS</td>
<td>263</td>
<td>Design Rendering</td>
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<tr>
<td>THTREMUS</td>
<td>270</td>
<td>Costume Design I</td>
</tr>
<tr>
<td>THTREMUS</td>
<td>370</td>
<td>Costume Design II</td>
</tr>
</tbody>
</table>
ACADEMIC COURSES

Are Academics required at Stamps?
Yes. The School requires both BA and BFA students to take classes in core disciplines (e.g., art history, science, writing, and environmental studies).

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

Do I need to take a foreign language?
A foreign language is not required, but many students use their elective academic credits to take one to prepare for their international experience.

Some of the academic courses are Stamps (ARTDES) courses, and they are required. Other academic courses meet general liberal arts requirements, but there is still room for you to take classes that meet your requirements: foreign languages, minors, or whatever piques your interest.
What are the Stamps Academic courses?
Both BA and BFA 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>Art &amp; Design in Context (ARTDES 150)</td>
<td>3</td>
</tr>
<tr>
<td>Art and Design History (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><strong>Writing in Art &amp; Design (ARTDES 399)</strong> (BFA ONLY)</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>17-20</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.

**This course meets the Upper Level Writing Requirement for Stamps and for LSA (ULWR).**

What U-M Academic courses are required?
Both BA and BFA students must meet these requirements.

- First Year Writing (FYWR)                     4
- Social Science (SS)                           3
- Natural Science (NS)                          3
- Analytical Reasoning (MSA, QR/1, QR/2)        3
- Environmental Studies (ENVIRON)               3
- Race and Ethnicity (RE)                       3
- 2 Art or Design History/Theory/Criticism electives 6-8
- *Upper Level Writing (ULWR) (BA ONLY)         3

*BA students may take ARTDES 399 or an Upper Level Writing course in their subject area.

Do I have to take one course in each of the Liberal Arts areas?
No. What is required is that you cover these areas in your course selection. You can find courses that meet two or even three of the liberal arts requirements. For example, a student may take Environ 232 to meet the Environmental Studies, Natural Science, and the Analytical 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 know that a course meets one of these requirements?

The guide below tells you what to look for:

• **FYWR**: Look in the LSA Course Guide for courses identified as FYWR
• **ULWR**: Look in the LSA Course Guide for courses identified as ULWR. ARTDES 399 also meets the requirement.
• **H/T/C**: Art/design history/theory/criticism. Any course with the subject HISTART or any course on the Art & Design H/T/C list.
• **NS**: Look in the LSA Course Guide for courses identified as NS
• **SS**: Look in the LSA Course Guide for courses identified as SS
• **ES**: Any course in the LSA Course Guide with the subject code ENVIRON. This includes courses cross-listed as ENVIRON. Other courses that meet the requirement are: BIOLOGY 101, 102, 109, and 171; ENGLISH 320 and 328.
• **AR**: Look in the LSA Course Guide for courses identified as MSA, QR/1 or QR/2, or for any course in logic
• **RE**: Look in the LSA Course Guide for courses identified as RE
• **CD**: Cultural Diversity

Students 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.
PENNY STAMPS
SPEAKER SERIES

What is it?
The Penny Stamps Speaker Series (ARTDES 160) brings respected emerging and established artists/designers to the School to conduct a public lecture and engage with students. Lectures are scheduled every Thursday of the academic year at 5:00pm in the Michigan Theater in downtown Ann Arbor.

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.

What happens if I fail?
Failing the lecture series will put you on probation. If you fail it more than once, you must take HISTART 272 to replace the lost credits. HISTART 272 cannot meet any other Stamps requirement when taken to make up for lecture series credits.
It is considered a violation of the Stamps Academic Integrity Policy to submit an attendance slip other than your own.

**DINNER WITH THE SPEAKER**
Interested in meeting with a particular speaker? Contact the Director of Stamps Visitors Program, Chrisstina Hamilton (chrissti@umich.edu) to have dinner with your idol!
SOPHOMORE REVIEW

**What is it:** An oral presentation about your work to date in the program, enhanced by images of it and 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 second-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 your advisor to go over your presentation.

👉 In March you’ll need to supply the following materials to your faculty committee: your resume, website link, 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 a copy of the sophomore review report by email 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!

**Are the reviews open to the public?**
Yes, and students are encouraged to attend.
DOCU MENTING
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 the international experience, 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.
- Matt Pritchard, the Digital Studio Coordinator, is also available to assist you: mpritch@umich.edu.
INTERNATIONAL EXPERIENCE

Is it required?
All BA and BFA art and design students are required to complete an international experience 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 the Art & Design minor are exempt from the requirement.

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

When do I fulfill the requirement?
An international experience may be undertaken as soon as the summer between your first and second year. For a semester abroad, the third year is a popular choice.

When do most students go abroad?
Two-thirds of students select a summer program.

How can I satisfy the requirement?
There are three ways:
1) Study abroad through an accredited 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*

Do I need a passport?
Yes. Students need a valid passport. Passport scholarships are available to students who have financial need. Read Follow the Money section on p. 64.
How do I apply?
Students apply online using the U-M database called M-Compass: www.mcompass.umich.edu. All Stamps students use M-Compass, even for non-UM study abroad programs, as well as international internships and independent research experience.* In short, if you are fulfilling your international experience requirement in any way, shape, or form, you use M-Compass.

*This requires a detailed written proposal due December 1. Applications are reviewed once each year, so get your proposal in by December 1, before you make plans to travel.

Are there additional requirements?
Yes. Students are required to complete the entire M-Compass application. This includes extensive health, safety and security preparations, including purchasing travel health insurance from the U-M preferred vendor, currently HTH Worldwide. There are no exceptions to this policy.

Is it affordable?
There are a lot of choices, and budgets will vary. If there is a specific program or place you have your heart set on, start early to find out whether you can afford it. The most affordable option is studying abroad for an entire semester. Talking with your academic advisor during your freshman advising is perfect!

Is there funding?
Yes. Review the Follow the Money section of this handbook (p. 64). And, click on the “Funding” tab in M-Compass.

Is there a foreign language requirement?
No. If you speak only English and need to enroll in studio courses abroad, a Stamps-sponsored program will be the best option. If you speak additional languages proficiently, more opportunities will be available.
Where can I get more information?
Start with the international section of the Stamps website. Read about student experiences, how and where to identify programs, costs, when to apply, and more.

Need face-to-face advice?
See the international peer advisors (IPAs) for walk-in advising. For difficult or sensitive issues, meetings can be scheduled with the Director of International Study Programs, Sandra Wiley: stamps.genbook.com. Go to the Stamps International Fair in November and talk to faculty and other student travelers.

How can my academic advisor help me?
Talk with your academic advisor to incorporate the international experience into your four-year plan of study and to make sure you can afford to go!

**IMPORTANT INTERNATIONAL EXPERIENCE DEADLINES**

<table>
<thead>
<tr>
<th>Program term abroad</th>
<th>Stamps deadline</th>
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<tbody>
<tr>
<td>Winter (Stamps-sponsored)</td>
<td>Oct 1</td>
</tr>
<tr>
<td>Winter (non-UM)</td>
<td>Nov 1</td>
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<tr>
<td>Independent proposal</td>
<td>Dec 1</td>
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<tr>
<td>Faculty-led (Stamps)</td>
<td>Dec 15</td>
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<tr>
<td>Spring, Summer or Fall</td>
<td>Mar 1</td>
</tr>
<tr>
<td>Independent reflections</td>
<td>Sep 1</td>
</tr>
</tbody>
</table>

Sandra Wiley - Director of International Engagement
email: swiley@umich.edu
Think of your international experience as a musical score, with Sandy as your maestro. She will help you identify the experience that meets your needs, and provide perfectly timed advice for applying for a passport, searching for funding, and applying for a program. With her recommendations, you’ll be even better prepared for the transition to your host country!
INTEGRATIVE PROJECT and BA CAPSTONE

What is IP? What is Capstone?
The Integrative Project (IP) is the required course taken fall and winter terms by Art & Design and Interarts Performance BFA students. The BA Capstone is the equivalent year-long course for BA students, but it is optional.

When do I get to take IP/Capstone?
BFA students need to have completed 54 studio credits to be eligible to enroll in IP. This means students will take IP their senior year, and must pass both semesters of IP to be eligible for graduation. BA students who are scheduled to graduate at the end of winter or summer terms may enroll in the BA Capstone.

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. Capstone students do not have a December review.

Where do I work?
This is the year you get your own piece of real estate. The Stamps Studios on the first floor are for IP and Capstone students.
Chapter 3

DEGREE ENHANCERS

• Minors
• Independent Study
• Internships
• Follow the Money
• Academic 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. Both the BA and BFA in Art & Design have room for minors. Many students finish in four years with a minor.

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; the Ross School of Business minor; and Innovate Blue’s Minor in Entrepreneurship.

For more information about Innovate Blue and the minor in entrepreneurship, go to [www.lsa.umich.edu/students/academicsrequirements/majorsminors](http://www.lsa.umich.edu/students/academicsrequirements/majorsminors)

For information about LSA minors, including a current list of minors, go to [www.lsa.umich.edu/students/academicsrequirements/majorsminors](http://www.lsa.umich.edu/students/academicsrequirements/majorsminors)

For more information about Multidisciplinary Design, go to [www.engin.umich.edu/minors/multidisciplinarydesign](http://www.engin.umich.edu/minors/multidisciplinarydesign)

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

One semester before graduation, let your advisor in the relevant discipline know that you will need a minor release. This information will go to the records coordinator in Stamps. Students who fail to submit proper paperwork risk losing the minor when they graduate!

Will I need to go an extra semester to get a minor?
Not usually. If you begin the minor late, you may have to enroll an extra semester, but most students manage to complete the minor on time. **HINT:** careful planning of your courses is crucial. 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.

**NOTE:** Only one ARTDES studio course may be used to meet the requirements of a minor.
INDEPENDENT STUDY

Who can take an independent study?
Juniors and Seniors with a 3.5 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, which should include a proposal statement, course objectives, project list, bibliography, list of artists cited, and due dates, as well as logistical information on how you plan to carry out the work. Your proposal statement (aka an abstract) should be about 250 words long.
2) Get a faculty member to agree to sponsor the project.
3) Have him/her sign the Independent Study Proposal and Instructions Form.
4) Email all documents to the Assistant Dean for approval.

Students register for Independent Study (ARTDES 350) after they receive the override.
INTERNSHIPS

Who is eligible for an internship?
All Stamps students are eligible to do an internship. However, many formal internship programs are reserved for juniors and seniors.

Can my internship fulfill the international experience requirement?
Yes. As long as the internship lasts at least 3 weeks and is outside the U.S., it may fulfill the international experience requirement. Proposals are reviewed annually; deadline December 1. There are no exceptions to the deadline.

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

Additionally, some UM-sponsored international internships are listed in M-Compass: www.mcompass.umich.edu

The Wonderful Wednesday program hosts an Internship
Basics workshop each semester (Wed, noon - 1:00pm).

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. If the internship is located outside the U.S., and you want it to meet the International Experience requirement, you must also submit your proposal to the International Committee by December 1. There are no exceptions to this deadline.

2) Students must first secure a site supervisor’s signature on the Internship Proposal Form and then the Career Development Coordinator’s signature before undertaking an internship. Forms are available in the “Forms” section of the website.

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 of credit for the internship experience.

3) Students register for the Internship (ARTDES 351) after they receive the override.

4) After the Internship is complete, students submit their summary and the supervisor’s evaluation to John Luther, Career Development Coordinator, for final evaluation. A passing grade will be posted to the student’s transcript on completion.

NOTE: 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
3) the site supervisor’s performance evaluation.

All questions about internships should contact John Luther at
ACADEMIC HONORS

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

Branstrom Award
Freshmen in the top 5% of 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 3.8 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**

Candidates for bachelor’s degrees are recognized for outstanding performance, based on the ranking of the student according to GPA:

- Summa Cum Laude: Top 3% of winter term graduating class
- Magna Cum Laude: Top 10% of winter term graduating class
- Cum Laude: Top 20% 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 terms are invited to attend the annual University 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.
FOLLOW THE MONEY SCHOLARSHIPS AND AWARDS

General Information
The Stamps School wants to provide as much financial support and incentive as possible to as wide a range of students as possible. Funding is available for international study (including a passport scholarship); internship support; professional development; and tuition during the regular academic year. A few awards are made during fall term for the current year, but most scholarships and awards are made during winter term, usually for use the following academic year. The Winter Scholarship Competition offers scholarships for the subsequent academic year in amounts ranging from $500-$10,000.

Our alumni and friends have generously supported the work of our undergraduate students though their gifts to the School. All students who receive scholarships or awards from the Stamps School are expected to write the donors or fund representatives a thank-you note for each year of funding.

Amber Connell (amconnel@umich.edu), Stamps Annual Giving and Alumni Relations Assistant Director, will be in touch with you about sending your thank-you note.
International Experience Awards

Deadlines: Nov 15, Jan 15 and Apr 15

- **Passport scholarships:** For students with financial need, $175
- **Marjorie A. Bacon:** In honor of a Stamps alumna
- **Milton J. Cohen Fund:** In memory of a beloved faculty member
- **Barbara & Dorothy Heers Memorial Travel Award:**
  For juniors studying ceramics, fiber, or metal
- **Tamer Travel Grants:** For students with financial need
- **Candy R. Wei International Travel Award:**
- **Candy R. Wei Prize for International Studies in Art & Design:**
  For five graduating seniors, $1000 in recognition of exemplary work influenced by their international experience.

Apply through M-Compass: [https://mcompass.umich.edu/?go=ArtDesign%5FFunding](https://mcompass.umich.edu/?go=ArtDesign%5FFunding)

Internship Support

The Stamps School is able to provide support for students with demonstrable financial need who might not otherwise be able to undertake an unpaid or underpaid internship. Full details, including the application, at [www.stamps.umich.edu/career/internship_scholarship](http://www.stamps.umich.edu/career/internship_scholarship)
Fall Term Awards

The Undergraduate Juried Exhibition in early December allows students a chance to show their best work and win awards that range from $800-$2000. You can’t win if you don’t enter. The 150 Award ($250) is given to three students who submit the best papers written in Art and Design in Context, ARTDES 150.

Winter Term Awards

The Sophomore Review Awards ($250-$500) recognize students whose sophomore reviews are deemed outstanding by the reviewing faculty committee.

Winter Scholarship Competition

The Stamps School of Art & Design offers enrolled undergraduates the opportunity to compete for merit-based scholarships during the winter term for use in the subsequent academic year. The competition opens in early March, closes at the end of March, and winners are announced in April. More information about individual awards and scholarships including application requirements will be available in early March.

- Kelly McKinnell Memorial Award. $1000
- The Kristoffer and Richard Gillette Scholarship. $2000
- Alice Elizabeth Kalom Award. $1000
- David Robert and Sylvia Jean Nelson Foundation for Arts and Letters Scholarship. $5000
- Stamps Creative Work Awards. Six awards, $5000 each
- The Irene Bendler Bychinsky Award in Design. $5000
- The Riggs Hoenecke Scholarship for Design. $10,000
- William Carter Award. $1000
- The Sherwood Scholarship. $1000
- The Silberman Scholarship. $1000
- Arden Fate Awards. Two awards, $500 each
- William A. Lewis Awards. Two awards, $500 each
**Special Opportunities**
The Stamps School, in collaboration with the **Andersen Ranch Arts Center**, offers an advanced painting student a full scholarship including travel to one of the Andersen Ranch summer workshops in Snowmass Village, Colorado. Nominations are solicited from the painting faculty in January.

In March the Stamps School nominates up to two students for the **Ellen Battell Stoeckel Fellowship at the Yale Summer School of Music and Art in Norfolk**, Connecticut. Students who are awarded the fellowship spend six weeks (May-July) engaged in advanced work in printmaking, painting, drawing, or photography at the Yale Summer School. The Stamps School provides travel, art supplies, and all fees. The Stoeckel Fellowship covers tuition, room, and board.

**IP and Capstone Grants and Awards**
As part of their professional development, IP and Capstone students apply for modest Stamps-supports grants to defray the costs associated with creating and exhibiting their work. The IP/Capstone faculty administer these funds.

IP and Capstone students and faculty vote on outstanding students to receive $1000 IP awards.

The **Gorman Prize** is awarded to the most outstanding IP student.

**Other Opportunities**
Although student jobs in Stamps are often restricted to students who are receiving work-study as part of their financial aid package, that is not always the case. Students with specialized skills can find employment with the Stamp Communication Team (photography, graphic design) or with the Smucker • Wagstaff Academic Programs Center (advising). John Luther, the Stamps Career Opportunities Coordinator, sends out daily announcements and posts for short- and long-term employment.
Chapter 4

THINGS TO KNOW ABOUT REGISTRATION

→ Registering for Courses
→ Overrides
→ Drop/Add
→ Term Withdrawal
REGISTRATION

How and when do I register for courses?
Through Wolverine Access the University Office of the Registrar assigns registration appointment times. 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.”

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) Gather Information!
a) Prior to registration, attend the Stamps Course Previews in November and March, to get valuable information on the upcoming semester. Students are emailed information about the date and time — usually just before backpacking begins. 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: stamps.umich.edu/courses

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

c) 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

d) Talk to the peer advisors about their classes and experiences.
2) Talk with your academic advisor or faculty mentor!
First and second year students have time to talk with their assigned advisors during their regularly scheduled meetings. Third and fourth year students are expected to work with their faculty mentors, but your assigned advisor is available if the need arises. See Advising and Academic Support (p. 9). There are many subtleties to the variety of Stamps requirements, and students are responsible for meeting them. Asking advisors to review course decisions is good insurance against a poor decision.

3) Register!

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.

- Sometimes courses get canceled or rescheduled. Keep your eyes on your email!

- 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). Note that requesting an override does not guarantee you will get it. Send your request for all ARTDES course overrides to artdes-overrides@umich.edu

How do overrides and waitlists work?

Courses in Stamps are restricted to 19 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 about LSA courses?

It’s complicated. Each LSA department has a different procedure. Add your name to the waitlist and cross your fingers.

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. This goes for just about every class at the University. After classes have begun, your Stamps instructor will authorize your override. Again, look for “permission to register” in your mailbox. If it’s not there, remind your professor. 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. Getting an override, aka “permission to register”, does not mean you are enrolled. It means you may enroll.

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!

4) You may be trying to register for more than 18 credits.
   **SOLUTION:** If that’s intentional, keep in mind this will increase your tuition, and Joann’s approval is required. If it’s not, drop one of your classes.

5) You may have a hold on your record.
   **SOLUTION:** Check Wolverine Access, under “Student Center,” to see what type of hold it is and take care of it.

What if a course is canceled?
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 canceled course, and must drop the course through Wolverine Access to remove the course entry from their record. It’s perfectly ok to ask peer advisors or your assigned advisor 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 even 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 Stamps course after the first full week of classes without the instructor’s consent may find that they are liable for all work done in the course from the beginning of the term. Aack!

**After the third week what happens?**

The Late Drop/Add process in Wolverine Access allows students to submit a late drop/add request electronically. The request is automatically routed to the student’s School/College, instructor, and academic advisor. This system, new for Fall 2016, replaces the old “green form” and eliminates the need for students to track down faculty, advisors, and administrators (who are usually hiding in their offices). Courses dropped after the third week deadline are noted on the student’s transcript by a “W.”
When’s the last day to withdraw?
Please consult the academic calendar at the front of this book. The dates are on it (November and March). Joann will send a reminder by email (yet one more reason to read your email). 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 from 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. On our website (stamps.umich.edu/undergraduate-current/forms). 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 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.

Any Stamps courses designated for “non-majors” (that is ARTDES 170-189) cannot be counted toward graduation.

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. No appeals can be made against 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 (or terms) should notify their academic advisor before they leave.
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 meet with their academic advisor, complete a Withdrawal Notice, and take it to the Registrar’s Office (either on North or 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 Registrar’s Office website. Any refund of fees is handled in accordance with University regulations. For more information, 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 re-admission. Contact the Stamps School’s Director of Admissions regarding the re-admission application. Re-admission to the Stamps School is automatically granted if students have left in good standing.
Chapter 5

KEEPING TRACK OF YOUR PROGRESS

→ Degree Progress

→ Academic Records/Transcripts

→ Transcripts

→ Transfer Credits & Credits by Exam

→ Class Standing

→ Grades and Grading Policies
DEGREE PROGRESS

How do I keep track of my degree progress?
Use the BA or BFA Audit/Progress Toward Degree form or the BA or BFA Checklist. Both are available online.

How do I know it’s correct?
Peer advisors can help with this. Drop by during peer advisor office hours and get them to help you. Your academic advisor can then check it for you.

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

Electronic degree audits 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 an advisor 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.
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. Aka, ‘transcript.’

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 record should contact the Registrar’s Office.

Who gets to see my Record?
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 ro.umich.edu/ferpa and ogc.umich.edu/frequently-asked-questions/faq-student.html

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.
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 John Luther. The University does not request transcripts, and transcripts are not usually 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?
Three ways:
1) For transferability of studio courses, please consult John Luther, 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
3) If you don’t see the course listed on the TCE page, go ahead and complete the transfer credit evaluation form: www.ugadmiss.umich.edu/TCE/Student/CT_TCEForm.aspx

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

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 website for
     information on how academic credits transfer:
     www.ugadmiss.umich.edu/TCE/Public/CT_TCESearch.aspx
   • 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.

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:
http://admissions.umich.edu/apply/freshmen-applicants/ap-ib-credit
Some rules and regulations about transferring credits:

- 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.
- Total credit for coursework 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 (9 at the foundation (or 100 level) and 6 at the 200 level or above).
- BA students may transfer no more than 9 credits of studio work (6 at the foundation (or 100 level) and 3 at the 200 level or above).
- The last 32 of the 128 credits required for a BFA degree must be earned in residence on the Ann Arbor campus.

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

- **First Year**: You started this year
- **Second Year**: You aren't in your first year any longer, but haven't yet done your Sophomore Review
- **Third Year**: You've done your Sophomore Review
- **Senior**: You’re graduating this year, in IP or BA Capstone or have 96+ credits

Students may make up coursework during the spring/summer either at the U-M or 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.)

GPA = \( \frac{\text{MHP}}{\text{MSA}} \)

Grades are valued per hour of credit as shown below:

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

Until replaced by a passing grade, notations of I, NR, or ED are computed into the term and cumulative grade point averages as if they were failing grades.
The following grade notations do not affect grade point averages:

- **P** (passed) credit, no honor points
- **F** (failed) no credit, no honor points
  (A grade of C- or better must be earned for a [“P”] pass.)
- **CR** (credit) credit, no honor points
- **NC** (no credit) no credit, no honor points
- **S** (satisfactory) credit, no honor points
- **U** (unsatisfactory) no credit, no honor points
- **W** (official withdrawal) no credit, no honor points
- **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 at the front of this book. 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 6

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?
No one needs to “register” for Commencement. Applying to graduate takes care of that. If your parents want to see your name in the U-M Commencement program, you need to apply for graduation by October 15 (for December graduation) and by February 15 (for April graduation).

What happens at the Stamps Graduation Ceremony?
The Stamps School of Art & Design’s Graduation Recognition Ceremony and Reception is held at 2pm 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 7

STUDENT DANGER ZONES

→ Communication
→ Academic Discipline
→ Academic Integrity and Student Conduct
→ Academic Disciplinary Definitions
INCOMMUNICADO

What should you do if you receive an email from Joann (aka the Assistant Dean)?
Official Stamps messages go to your UMICH email address. Check it — and your junk mailbox! — regularly. If you see a message from one of the deans, read it, and read it carefully. Respond if necessary. And in communicating with him or her (or any advisor), use your UMICH email account.

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 — D’s) in a term means that you’re having some big problems. We don’t want to kick you out of school. We want 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 to 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 an academic advisor 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 means 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 into a hole; 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.
Now, I’m scared! Tell me the difference between Suspension and Dismissal.

The Assistant Dean (isn’t that Joann?) with the approval of the Associate Dean, 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.

With the approval of the Associate Dean, Joann notifies students of their suspension by email, and requests to meet with them. The email will contain the terms of the suspension, the process for reinstatement and the length of the suspension. Suspension is assigned for a specific period, usually one year.

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. Dismissal is permanent.

Both suspension and dismissal are noted on the student’s official transcript as “Not in Good Academic Standing.”

Students have 72 hours to respond to a decision of suspension or dismissal. Students who wish to appeal either suspension or dismissal must send a written appeal statement to the School’s Appeal Manager within the first 72 hours of notification. See p. 97 for more information.

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 starting date of the term in which 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 (Joann) will carefully consider the student’s academic promise and any special circumstances that may have contributed to past unsatisfactory academic performance, and will consult with the Associate Dean.

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 (Joann) coordinates 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 academic conduct standards in writing to Joann. Joann will email the student that a change has been made and invite the student to meet with her to explain the conduct in question. Students must respond to this request within 72 hours.

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.

Joann 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 (Joann) of the misconduct and penalty. Joann may impose further penalties.

Students who are found guilty of academic misconduct in the second instance should consider dismissal a real possibility. See the section on dismissal in this handbook (p. 93). In such a case, the decision to dismiss is made unanimously by the Dean, Associate Dean, and Assistant Dean.

ACADEMIC DISCIPLINARY DEFINITIONS

The following definitions cover most violations, but may not include every eventuality.

Aiding and Abetting Dishonesty
Providing material or information to another person with the 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 then submitting 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. THIS MEANS YOU ARE GUILTY IF YOU TURN IN SOMEONE ELSE’S ATTENDANCE SLIP FOR THE PENNY STAMPS LECTURE SERIES.
• 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.

**What can I appeal and how do I appeal?**

Final grades and a suspension or dismissal decision.

*For more information: stamps.umich.edu/handbook/section/student_appeals_process*

**The Quick Guide to Student Appeals**

**Appealing a Final Grade**

1. Talk to the instructor
2. Send a written appeal statement to the School’s Appeal Manager
3. Wait for a reply
4. Ask the School’s Appeal Manager to initiate a formal appeal
5. Wait for a reply
6. It’s over.

**Appealing a Suspension or Dismissal**

1. Send a written appeal statement to the School’s Appeal Manager
2. Wait for a reply
3. That’s it.

*For further information, consult the full guide in the online version of your Student Handbook.*
Chapter 8

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 their assigned advisor, who will then send an email memo to the student’s professors and distribute a copy 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: 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?
Not exactly. 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 for an interpreter.
• Assists students in negotiating disability-related barriers to the pursuit of their education. You’ll value this if 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 9

STUDENT LIFE IS YOUR LIFE

→ Counseling

→ Medical Emergencies

→ Employee/Faculty/Student Relationships

→ Lockers

→ Lost and Found
**COUNSELING**

Karen Henry - Counseling Psychologist & Therapist  
email: karhenry@umich.edu  
Karen Henry is our very own counseling psychologist and therapist. She’s attached to CAPS, but works specifically with art, design and architecture students, and is sensitive to your world and your concerns. Her office, located in our building, is a haven for those moments when one is needed. For appointments, reach out to her by email.

**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.

**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.

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
YOUR WORK LOOKS FABULOUS

→ The Stamps Galleries, Mark Nielsen
→ Video Lab, Photo/Video Studio, and Digital Print Lab, Matthew Pritchard
→ Drawing Studios, Painting Studios, and Printmedia Studio, Nick Dowgwillo
→ Fibers Studio, John Leyland
→ Ceramics Studio, John Leyland
→ Woodshop Studio, Mark Krecic
→ Sculpture Studio, Matt Bierl
→ Metals Studio, Mike Vitale
→ Digital Fabrication, Mike Vitale
Here are people who can connect you with the resources, tools, equipment, and expertise to make your fairly mediocre work look barely mediocre. Imagine how terrific your best can be!

**THE STAMPS GALLERIES**

The Stamps Galleries are high-grade professional exhibition facilities, providing a showcase for student and faculty work, while also welcoming established artists and traveling exhibitions. Annual shows include a faculty show, a juried undergraduate show, graduate student shows, and an alumni show. Students often visit the gallery for the first time in the context of a class critique, but then return for one of the many festive receptions.

⇒ Showing work in a public space forms a crucial dialogue between artist and viewer. Every detail, however subtle, contributes to the success of an exhibition.

**Mark Nielsen - Exhibition Specialist**
email: mnielsen@umich.edu

Mark designs and hangs the Stamps exhibits in the galleries. He will be the one who makes sure your IP or Capstone project is shown to best advantage. Listen and learn. If you think three thumbtacks and a wall are good enough, please, find Mark and ask his advice. Then take it.
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) 24 hours a day through their University M-Cards. Studios are not open to students who are not enrolled in a Stamps School course. Keep reading for information on specific studios and the coordinators who oversee them.

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.

VIDEO LAB

The Video Lab (room 2114) is outfitted with 21 computers and the software needed to support all Stamps audio, video and animation courses. Students may use the lab equipment for their course and portfolio work, or simply to plug their personal laptops into the Lab iMacs via a Thunderbolt cable and have it act as a second monitor. The Lab is open Monday–Friday, 8:00am–5:00pm, and after hours if you submit an Access Request Form to the coordinator.
PHOTO/VIDEO STUDIO

The Photo/Video Studio (room 2006) is designed to meet a variety of art and design needs and is open to all Stamps students. Use it to document your finished work, for large scale photo/video shoots, or as a temporary installation studio. Students may reserve time in the studio through ECHO*, either for shared sessions or for private shoots.

DIGITAL PRINT LAB

The Digital Print Lab is available to all currently enrolled Stamps students, faculty, and staff. The Lab is equipped with archival inkjet printers that have been calibrated to provide the very best color reproduction. You may use the lab equipment for your course and portfolio work, after attending a simple orientation, given by Matthew Pritchard.

*ECHO: Equipment Checkout Office (room 2144) - The Equipment Checkout Office, or ECHO for short — provides Stamps students, faculty, and staff with a wide variety of resources at no cost to the user. ECHO focuses primarily on offering audio/visual equipment, but it also provides a range of drawing and animation tools. Users may borrow resources on the spot or place a reservation online ahead of time. Reservations for the Photo/Video Studio are made through ECHO, too.

ECHO is open Monday–Thursday from 8:30AM–9:00PM and Fridays from 8:30–5:00PM.

For more information and online reservations visit: stamps.umich.edu/echo

Matthew Pritchard - Digital Studio Coordinator
email: mpritch@umich.edu
Matthew is the resident digital media expert. If you have questions about Photoshop, Illustrator, digital printing, photography, video installations, animation — you name it — he’s the one to talk to. Matthew oversees the Photo/Video Studio, the Video Lab, the Digital Print Lab, and ECHO. You can usually find him in his office or lending a hand in one of his studios. He’s the one with the beard.
DRAWING STUDIOS

The drawing studios (rooms 2058, 2062, 2063) are equipped with easels, drawing and flat tables, and you are free to use these studios whenever classes are not in session. (Please note that it’s important to clean up after yourself.)

PAINTING STUDIOS

The painting studios (room 2063 and 2094) have easels and are ventilated to prevent the buildup of paint fumes. Students who wish to use these studios need to contact the studio coordinator, Nick Dowgwillo (dowgwill@umich.edu) to get an orientation to the space.

PRINTMEDIA STUDIO

The printmedia studio (room 2143) is equipped for relief, intaglio, and planographic processes. It has 2 etching presses, 3 lithography presses, and a small Vandercook proofing press. For lithography, it has a library of approximately 75 Bavarian limestones, a large graining sink, and largescale plate supports. For etching, it has ferric chloride baths, a rosin box, and multiple hotplates. In addition, the studio is equipped with a Nuarc exposure unit for photoprocesses.

Training on how to use the equipment in the printmedia studio is necessary. Please contact the studio coordinator, Nick Dowgwillo.

Nick Dowgwillo - Exhibition 2D Media Studio Coordinator
email: dowgwill@umich.edu
Nick is in charge of the printmaking, painting, and drawing studios. Talk to him if you would like to discuss oil painting mediums or if you keep getting salty flats in your litho. He is also available for personal lectures on the finer points of litho chemistry.
FIBERS STUDIO

Three rooms comprise the fibers studio: the Weaving Studio with its 22 Macomb looms, winders, and umbrella swifts (to name a few!); the Printing and Dyeing Room; and the Sewing Studio, home to 18 sewing machines, some computerized.

Students can weave, print and dye practically anything, then draw and cut the patterns they need to sew projects that range from industrial design projects to quilts, clothing, and Halloween costumes. They can work on baskets and soft sculpture. They can leave around enough pink glitter to last for years. The possibilities are unlimited.

CERAMICS STUDIO

Enter the ceramics studio and discover everything you need to know about clays, glazes, moldmaking, kilns and clay sculpture. It is home to 15 electric wheels, a kick wheel, and a large handbuilding space (equipped with two extruders and a slab roller) for largescale sculptural work. Facilities also include a glaze room, a spray booth, eleven indoor kilns (including a digital Blaauw kiln) as well as 3 outdoor kilns for soda, wood and raku firings. Students work with both waterbased and oilbased clays made right here in the studio.

John Leyland - Ceramics Studio Coordinator, Fibers Studio Coordinator
email: jleyland@umich.edu

John Leyland, MFA, is the coordinator for two studios: Ceramics and Fibers. He has been a potter for over 20 years, so you know you can depend on him to provide full technical support whenever you use the Ceramics Studio and to share his extensive knowledge of all the materials and processes you need to throw a vase or build a sculpture by hand. See him, too, about access to the sewing, weaving, printing and dyeing rooms in Fibers.
WOODSHOP STUDIO

The Art and Architecture Woodshop Studio is a jointly held facility, serving the Stamps School of Art & Design and TCAUP. ‘The shop’ is the first stop for getting your hands on traditional woodworking machinery and hand tools, of course, but is also home to machinery for metal and plastic work and two CNC laser cutters. So this is a vital incubator space for all kinds of prototype fabrication, from simple material preparations to sophisticated design models.

Note: Students may not use the shop outside of the posted hours and without having completed a three-hour ‘shop orientation’. We make no exceptions, which is why the shop has been accident-free forever, or close to that. Please contact Mark Krecic (mrkrecic@umich.edu) or Dennis Racine (dracine@umich.edu). Hours are posted on the hallway door.

Mark Krecic - Woodshop Studio Coordinator
email: mrkrecic@umich.edu
Mark Krecic, BFA, is an established craftsman and artisan, and has been the woodshop coordinator for 38 years! He’s our expert for a wide variety of wood, metal, and plastic technologies, as well as modelmaking and furniture construction. Students who care about craftsmanship and polished, professional work would do well to have a word with Mark.

SCULPTURE STUDIO

The Sculpture Studio is home to the Stamps School foundry, which is where you’ll be able to discover how to cast objects in bronze and aluminum. It also has facilities for clay modeling, woodworking, large-scale sculpture, prototyping and plastic casting. If you are taking a course on 3D anatomy, bronze sculpture, contemporary sculpture, or experimental architecture, you will be spending a lot of time here. And while you’re
here, you’ll find out about powdercoating equipment, vacuum pots for degassing silicones, waxfilled stainless steel vats, and Tig welders. You can gain access to the studio by enrolling in a studio-based course or by requesting access from the studio coordinator, Matt Bierl (see next paragraph). Along with the Studio Assistant and friendly student workers, Matt is available to help out with requests or expert advice.

Matt Bierl - Materials Fabrication Studio Coordinator
email: mbierl@umich.edu
Matt Bierl is the Materials Fabrication Studio Coordinator for Sculpture and Prototyping. He is available to advise, assist, and guide Stamps Students with their making and thinking about making. You will be consulting him if your project involves moldmaking, sculpture building, casting, fabricating, welding, modeling, CNC routing, 3D printing, installations, prop building, modelmaking, and other 3D processes for objects bigger than a ham sandwich. If you don’t know where to start, start with Matt.

METALS STUDIO

The Metals Studio is really two shops: the Hot Shop for hot processes like welding, forging, soldering, casting and enameling; and the Cold Shop for coldforming, shearing, cutting, milling, lathing and grinding, to name a few. There’s also a classroom in the studio, where you can find jewelry machines and supplies. In other words, this is where you will come for all your metalworking needs (except for foundry, which is located in sculpture), and especially if you are passionate about jewelry, forged shapes, design parts, or metal sculpture. Please see Mike Vitale (see next page).
DIGITAL FABRICATION

Our digital fabrication equipment is located throughout the Art and Architecture building, and is being currently expanded to include even more options.

**Our current CAM machines include:**
- Roland 4 Axis Milling Machine
- Formlabs Form1+ SLA 3D Printer
- Roland GX-400 Vinyl Cutter
- Onsrud 4’x8’ 3 Axis CNC Router (shared with TCAUP and housed in their shop)

**NOTE:** access to these machines is possible only by appointment or after training, contact Mike Vitale: mpvitale@umich.edu

Other state-of-the-art machines are available (for a usage fee).

**In the 3D Lab in Duderstadt Center these include:**
- Project FDM 3D Printer
- Dimension Elite FDM 3D printer
- Various desktop FDM 3D printers including Printrbot, Makerbot Replicator, Cubes, etc.)

**In the TCAUP Fab Lab:**
- Waterjet CNC Cutter

**Mike Vitale - Material Fabrication Studio Coordinator**
email: mpvitale@umich.edu

Mike, an active metalsmithing artist, is the coordinator for the Metals Studio, design spaces, and all things related to digital fabrication. Do you need to know about **CAD/CAM** processes? Not a problem! Mike will be able to explain them. See him, too, for questions about working with metal at any scale or for any purpose: sculpture, design, or jewelry. And to have access to any of the Stamps fabrication equipment, you will need to contact Mike.

**computer-aided design/computer-aided manufacturing**
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.