Preface to the Handbook

This 2013-2014 Penny W. Stamps School of Art & Design Undergraduate Student Handbook is a guide to the policies, procedures and requirements of the Stamps School. For additional information or clarification, students should consult with faculty and staff of the Stamps School.

The material in this edition of the Handbook is based upon current policies, procedures, and requirements. The policies, procedures, and requirements regarding the curriculum and requirements for graduation apply to students admitted to and enrolled in the Stamps School for the first time in the 2013-2014 academic year. Students who were admitted and enrolled for the first time in a previous year should consult the handbook from that year for information pertinent to their cohort.

Gunalan Nadarajan, Dean

Elona Van Gent, Associate Dean for Academic Programs

Joann McDaniel, Assistant Dean for Undergraduate Programs
# Table of Contents

## 2013/2014 STAMPS SCHOOL CALENDAR

**5**

## CHAPTER ONE: CURRICULUM

**6**

**BFA in Art and Design**

**Overview**

**Degree Requirements (BFA)**

**Progress Toward Degree Checklist**

**BFA in Art & Design**

**BA in Art & Design**

**Overview**

**Degree Requirements (BA)**

**Progress Toward Degree Checklist - BA in Art & Design**

**BFA in Interarts Performance**

**Overview**

**Degree Requirements (Interarts)**

**Sample Course of Study (Interarts)**

**Progress Toward Degree Checklist**

## OPPORTUNITIES FOR ALL DEGREE PROGRAMS

**21**

**Independent Study**

**Internships**

**International Study**

**Joint Degrees**

**Minors for A&D students**

**Chapter Two: Academic Policies & Procedures**

**1**

**Academic Discipline**

**Probation**

**Probation Continued**

**Record Clear**

**Suspension and Dismissal**

**Academic Integrity and Student Conduct**

**A&D Students Accused of Plagiarism in LSA Courses**

**Awards and Honors**

**Angell Scholar**
APPENDIX .............................................................................................................. 22
I. FOUNDATION COURSE DESCRIPTIONS ........................................... 22
II. STUDIO COURSES OUTSIDE STAMPS ............................................ 29
III. ACADEMIC MISCONDUCT ....................................................................... 31
## 2013 Fall Term

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Labor Day (Holiday)</td>
<td>Sept 2, Mon</td>
</tr>
<tr>
<td>Classes Begin</td>
<td>Sept 3, Tues</td>
</tr>
<tr>
<td>Sophomore Re-reviews</td>
<td>Sept 6, Fri</td>
</tr>
<tr>
<td>Last Day to Withdraw from Term with 100% tuition reimbursement</td>
<td>Sept 23, Mon</td>
</tr>
<tr>
<td>Last Day to Drop/Add (no “W” for drop)</td>
<td>Sept 23, Mon</td>
</tr>
<tr>
<td>Last Day for Tuition Adjustment for a Reduced Load</td>
<td>Sept 23, Mon</td>
</tr>
<tr>
<td>Pass/Fail Deadline</td>
<td>Sept 23, Mon</td>
</tr>
<tr>
<td>Authorization Needed to Withdraw from Class (“W” posted for drop)</td>
<td>Sept 24, Tues</td>
</tr>
<tr>
<td>Last Day to Withdraw from Term with 50% Tuition Waiver</td>
<td>Oct 15, Mon</td>
</tr>
<tr>
<td>Progress Reports Go Out</td>
<td>Oct 09-11, 16-18, Wed-Fri</td>
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<tr>
<td>Fall Study Break</td>
<td>Oct 14-15, Mon-Tues</td>
</tr>
<tr>
<td>Last Day to Withdraw from a Class (“W” posted for drop)</td>
<td>Nov 8, Fri</td>
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<tr>
<td>Thanksgiving Recess</td>
<td>5:00 p.m. Nov 27, Wed</td>
</tr>
<tr>
<td>Classes Resume</td>
<td>8:00 a.m. Dec 2, Mon</td>
</tr>
<tr>
<td>Last Day to Post Grades for Incompletes</td>
<td>Dec 9, Mon</td>
</tr>
<tr>
<td>Classes End</td>
<td>Dec 11, Wed</td>
</tr>
<tr>
<td>Integrative Project Consultations</td>
<td>Dec 12-13, Thurs-Fri</td>
</tr>
<tr>
<td>Sophomore Re-Reviews</td>
<td>Dec 12-13</td>
</tr>
<tr>
<td>University Commencement (Crisler)</td>
<td>Dec 15, Sun</td>
</tr>
<tr>
<td>University Examinations /Final Critiques</td>
<td>Dec 13, Fri &amp; Dec 16-20, Mon-Thurs</td>
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<tr>
<td>Final Grades Due</td>
<td>Dec 23, Mon</td>
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## 2014 Winter Term

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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<tr>
<td>Martin Luther King, Jr. Day University Symposia (no regular classes)</td>
<td>Jan 20, Mon</td>
</tr>
<tr>
<td>Last Day to Withdraw from Term with 100% tuition reimbursement</td>
<td>Jan 28, Tues</td>
</tr>
<tr>
<td>Last Day to Drop/Add (no “W” for drop)</td>
<td>Jan 28, Tues</td>
</tr>
<tr>
<td>Last Day for Tuition Adjustment for a Reduced Load</td>
<td>Jan 28, Tues</td>
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<tr>
<td>Pass/Fail Deadline</td>
<td>Jan 28, Tues</td>
</tr>
<tr>
<td>Authorization Needed to Withdraw from Class (“W” posted for drop)</td>
<td>Jan 29, Wed</td>
</tr>
<tr>
<td>Last Day to Withdraw from Term with 50% Tuition Waiver</td>
<td>Feb 18, Tues</td>
</tr>
<tr>
<td>Winter Recess Begins</td>
<td>12:00 noon Mar 1, Sat</td>
</tr>
<tr>
<td>Classes Resume</td>
<td>8:00 a.m. Mar 10, Mon</td>
</tr>
<tr>
<td>University Honors Convocation</td>
<td>Mar 16, Sun</td>
</tr>
<tr>
<td>Last Day to Withdraw from a Class (“W” posted for drop)</td>
<td>Mar 21, Fri</td>
</tr>
<tr>
<td>Stamps Classes End</td>
<td>April 16, Wed</td>
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<tr>
<td>Integrative Project Extravaganza</td>
<td>April 17-20, Thurs-Sun</td>
</tr>
<tr>
<td>Last Day to Post Grades for Incompletes</td>
<td>Apr 20, Mon</td>
</tr>
<tr>
<td>University Classes End</td>
<td>Apr 22, Tues</td>
</tr>
<tr>
<td>Stamps Review Week (no regular classes in Stamps)</td>
<td>April 21-25, Mon-Fri</td>
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<tr>
<td>University Examinations/Final Critiques</td>
<td>Apr 24-25, Thurs-Fri &amp; Apr 28-May 1, Mon-Thurs</td>
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<tr>
<td>University Commencement (Big House)</td>
<td>May 3, 10 a.m., Sat</td>
</tr>
<tr>
<td>Stamps Graduation Recognition (Courtyard)</td>
<td>May 3, 2 p.m. Sat</td>
</tr>
<tr>
<td>Final Grades Due</td>
<td>May 4, Sun</td>
</tr>
</tbody>
</table>

### 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 [http://www.provost.umich.edu/calendar/religious_holidays.html#confl](http://www.provost.umich.edu/calendar/religious_holidays.html#confl)
Chapter One: Curriculum

BFA in Art and Design

Overview
The total number of credits required for a BFA in Art & Design is 128. Students are expected to complete an average of 16 credits per term to graduate in four years: three studio courses, two academic courses and the Stamps Lecture Series each semester.

During the first year of the program all students complete a foundation requirement of six studio courses, HISTART 272, and two Stamps School academic courses. The Stamps Lecture Series is required every term in residence for a total of 8 credits (one credit each semester). Students are advised to complete the First Year Writing Requirement (FYWR) in the first term.

During the second year students take two elective art history courses, two academic courses outside of the Stamps School, and six elective studios, chosen under faculty and staff guidance. The second year ends with the Sophomore Review.

Third year students enroll in six studios and four academic courses outside of the Stamps School. Winter term of the third year is a popular time for students to study abroad.

In the fourth year, students enroll in four academic courses outside of the Stamps School, two elective studios and the Integrative Project studio.

Studio courses comprise 72 of the 128 credits required for graduation. Studio credits are separated into foundation studios, elective studios, and the Integrative Project. The six foundation studios (18 credits) are completed during the first year of the program. The 14 elective studios (42 credits) are spread from the second year through the fourth year of study. The Integrative Project (IP), completed in the final year, is a two-semester capstone educational experience totaling 12 credits.

Non-studio coursework comprises 56 of the 128 credits. These credits include Art & Design in Context (ARTDES 150); three art history courses, including HISTART 272; the Stamps Lecture Series; internship credits; liberal arts distribution requirements; and other non-studio electives. Students may undertake coursework to complete a minor in an academic area or they may choose to tailor their academic selections to complement their studio practice or career goals.
Degree Requirements (BFA)

Graduation Credits (BFA)
The total number of credits required for a BFA in Art & Design is 128. Seventy-two must be studio credits and 56 must be non-studio credits. Students must have a minimum 2.0 cumulative GPA and a 2.0 minimum GPA in their major. There is no appeal of these requirements.

Foundation Courses (BFA)
Nine courses, all taken during the student's first year, comprise the foundation courses for the BFA:

- 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 (studio)
- ARTDES 150, Art & Design in Context (non-studio)
- ARTDES 155, Being Here: Communities and Trajectories (non-studio)
- HISTART 272, Modern Art: Avant-Garde to Contemporary (non-studio)

Foundation course competencies and descriptions of Stamps foundation courses can be found in the Appendix.

Elective Studio Credits and Integrative Project (BFA)
The fourteen elective studios (42 credits) are 200 to 400 level courses taken from the second through the fourth years of study. Four of the courses must be at the 200 level. One must be an engagement studio (ARTDES 310-319). Six credits (2 courses) of elective studios may come from other UM schools or departments (see list in Appendix).

The Integrative Project (IP) is the capstone year-long course taken fall and winter terms of the BFA student's final year. Students must have completed twelve of the fourteen elective studios before they are allowed to register for IP. Students must pass both semesters of IP to be eligible for graduation.

The IP Critique, which takes place in December, serves to critique the student’s progress midway through IP, allowing for constructive advice about the student’s project. Details regarding preparation for the IP Critiques are discussed in the individual IP classes.
Required Academic/Experiential Courses (BFA)
Students in the BFA program must earn 56 credits altogether in academic/experiential course work, including 8 credits for the Stamps lecture series. Students take six required courses (24-28 credits), and meet seven specific liberal arts requirements. The balance of the credits may be taken in any non-studio area. The following six academic courses are required for graduation:

Art & Design in Context (ARTDES 150), 3 cr.
Being Here (ARTDES 155), 3 cr.
Stamps Lecture Series (ARTDES 160), 8 cr.
Modern Art: Avant-Garde to Contemporary (HISTART 272), 4 cr.
Two Art history electives, 6 cr.

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.

Liberal Arts Requirements (BFA)
There are seven specific liberal arts area requirements. Students must earn at least three credits in each area but may use one course to meet two or even three requirements. Students may use required and elective courses in their pursuit of a minor.

- First Year Writing (FYRW): 3-4 credits
- Upper Level Writing (ULWR): 3 credits
- Social Science (SS): 3 credits
- Natural Science (NS): 3 credits
- Analytical Reasoning (AR): 3 credits
- Environmental Studies (ES): 3 credits
- Race and Ethnicity (RE): 3 credits

- **First Year Writing**: Any of the following: ENGLISH 124; ENGLISH 125; GRTBKS 191; RCCORE 100; SLAVIC 151; LHSP 125; COMPLIT122; HISTORY 195; or any other course marked FYWR. Courses that transfer as ENGCOMP 101x do not meet this requirement. AP and IB English credit do not fulfill this requirement.
- **Upper Level Writing**: ARTDES 399 or any course marked ULWR in the LSA course guide.
- **Social Science**: Any course marked SS in the LSA course guide.
- **Natural Science**: Any course marked NS in the LSA course guide.
- **Analytical Reasoning**: Any course marked MSA, QR/1 or QR/2 in the LSA course guide or any course in logic.
• **Environmental Studies**: Any course offered in the Program in the Environment (ENVIRON) or in NRE; Bio 101, 102, 109, 171; ENGLISH 320, 328; GEOSCI 148; STDABRD 303.

• **Race and Ethnicity**: Any course marked RE in the LSA bulletin or course guide.

In some cases, more than one requirement may be met by completing a single course. Students may use AP/IB credit to fulfill any of the academic requirements with the exception of First Year Writing.

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

**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.**

**Milestones (BFA)**

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

**Sophomore Review**

At the end of their second year, students conduct a presentation of their work to date in the program to an *ad hoc* faculty committee, projecting documentation of their work with their laptop computers and, when appropriate, presenting actual works of art. A successful Sophomore Review is required for continuation in the program. In preparation for reviews, students will have documented creative work from all their studios. In March students must supply faculty committee members with their résumés, statements about their work, and reflections on their development to date.

Early in winter term students are sent detailed information about the Sophomore Review. Special meetings for sophomores are held prior to the
reviews in order to help them prepare, and all students are required to have met with John Luther at least four weeks before the review.

Students receive a copy of the sophomore review report by regular mail, usually during the last week of May. Those who perform unsatisfactorily on their Sophomore Reviews are required to re-review either during the first week of classes the following September or during review week in December; some may be asked to take time off or to improve deficiencies prior to advancing; a small minority may be directed to leave the program. These reviews are considered a significant assessment component of the program.

**International Experience**

Students are required to have an international study experience. The experience need not be credit-bearing. Travel for pleasure or travel undertaken before a student enrolls in A&D is not eligible to meet this requirement. Students whose permanent address is not in the United States are exempt from this requirement. Requests for an exception to this policy should be directed to the International Engagement Coordinator.
Progress Toward Degree Checklist
BFA in Art & Design

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

II. FOUNDATION STUDIOS (18 credits total)
   _____ 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

III. ELECTIVE STUDIOS (42 credits total)
   _____ Four studios at the 200 level (12 credits)
   _____ Nine studios at the 200-400 level (27 credits)
   _____ One engagement studio (3 credits)

IV. INTEGRATIVE PROJECT (12 credits total)

V. A&D ACADEMIC REQUIREMENTS (24-26 credits total)
   _____ ARTDES 150, Art & Design in Context
   _____ ARTDES 155, Being Here: Communities and Trajectories
   _____ ARTDES 160, Stamps Lecture Series (8 credits)
   _____ HISTART 272, Modern Art: Avant-Garde to Contemporary
   _____ HISTART elective
   _____ HISTART elective

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

VII. ACADEMIC/EXPERIENTIAL ELECTIVES
    (enough to total 56 with all other non-studio courses)
**BA in Art & Design**

**Overview**
The total number of credits required for a BA in Art & Design is 128. Students are expected to complete an average of 16 credits per term to graduate in four years.

During the first year of the program all students complete the same series of foundation courses, whether they intend to seek a BFA or a BA. Students may declare the BA in Art & Design at the end of their first year or at the beginning of their second.

During the second year students take two elective art history courses, academic and studio courses of their choosing, and the Stamps Lecture Series. The second year ends with the Sophomore Review. Students who intend to review as BA students rather than as BFA students must make that decision and complete the paperwork required for the change by February 1 before the Sophomore Review.

Students in the BA program must earn 42 credits in studio work: six foundation studio courses (18 cr) and eight elective studios (24 cr). At least two of the elective studios must be at the 200 level, and one must be an engagement studio. Three credits (one course) of elective studio work may come from another UM school or department (see list in Appendix).

Non-studio coursework comprises 86 of the 128 credits. These credits include Art & Design in Context (ARTDES 150); three art history courses, including HISTART 272; the Stamps Lecture Series; internship credits; liberal arts requirements; and non-studio electives. Students may undertake coursework to complete a minor in an academic area or may tailor their academic selections to complement their studio practice or other career goals.

**Degree Requirements (BA)**
Requirements for the BA in Art & Design are identical to those of the BFA in Art & Design with the following exceptions:

1. The BA requires 42 studio credits and 86 non-studio (academic or experiential) credits.

2. The BA requires eight elective studios at the 200-400 level, two of which must be 200-level studios. One must be an engagement studio. Only one studio course from another unit or department is allowed.

3. BA students do not complete the Integrative Project Studio.
Progress Toward Degree Checklist - BA in Art & Design

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

II. FOUNDATION STUDIOS (18 credits total)
   _____ 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

III. ELECTIVE STUDIOS (24 credits total)
   _____ Two studios at the 200 level (6 credits)
   _____ Five studios at the 200-400 level (15 credits)
   _____ One engagement studio (3 credits)

IV. A&D ACADEMIC REQUIREMENTS (24 credits total)
   _____ ARTDES 150, Art & Design in Context
   _____ ARTDES 155, Being Here: Communities and Trajectories
   _____ ARTDES 160, Stamps Lecture Series (8 credits)
   _____ HISTART 272, Modern Art: Avant-Garde to Contemporary
   _____ HISTART elective
   _____ HISTART elective

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

VII. ACADEMIC/EXPERIENTIAL ELECTIVES
     (enough to total 86 with all other non-studio courses)
BFA in Interarts Performance

Overview
The BFA in Interarts Performance 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. The total number of credits required for a BFA in Interarts Performance is 130. Interarts students develop their personal plan of study with their professors. It is imperative that students in the program meet once a semester with both Karina Moore from the Stamps School and Christianne Myers from the School of Music Theatre & Dance to discuss progress toward their degrees and course selections for the semester.

Degree Requirements (Interarts)

Graduation Credits (Interarts)
The total number of credits required for a BFA in Interarts Performance is 130. Sixty-six of those are studio credits and sixty-four are academic/experiential credits. Students who plan to graduate in four years are expected to complete an average of 16-17 credits per term. Students must have a minimum 2.0 cumulative GPA and a 2.0 minimum GPA in their major. There is no appeal of these requirements.

First Year Requirements (Interarts)
During their first year in the program, Interarts Performance students are required to take the following:

- ARTDES 125, Studio: 4D
- ARTDES 150, Art & Design in Context, or ARTDES 155, Being Here or HISTART 272, Modern Art: Avant-Garde to Contemporary
- THTRMUS 250 and 251, Introduction to Technical Theatre Practice
- THTREMUS 101, Introduction to Acting 1.

Studio Courses (Interarts)

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

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

**The Integrative Project (Interarts)**
The Integrative Project (IP) is the capstone year-long course taken fall and winter terms of the BFA student's final year. Students must have completed fifty studios credits before they are allowed to register for IP. Students must pass both semesters of IP to be eligible for graduation.

The IP Critique, which takes place in December, serves to critique the student’s progress midway through the Integrative Project, allowing for constructive advice about the student’s project. Details regarding preparation for the IP Critiques are discussed in the individual IP classes.

**Interarts Performance Academic Courses**
Interarts Performance academic courses comprise 28-29 credits of coursework, as follows:

I. One course (3-4 credits) from the following:
   - ARTDES 150
   - ARTDES 155
   - HISTART 272

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

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

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

V. Two courses (6 credits total) from the following (or an Interarts faculty-approved substitute):
   - THTREMUS 211: Introduction to Drama
   - THTREMUS 212: Intro to World Performance
   - THTREMUS 222: Intro to Black Theatre
   - THTREMUS 321: History of Theatre I
   - THTREMUS 322: History of Theatre II
   - THTREMUS 323: American Theatre and Drama
   - THTREMUS 324: Contemporary Black Theatre
   - THTREMUS 325: Contemporary American Theatre & Drama
University Academic Courses (Interarts)

Overview
The University component of the Academic Course requirements is a mixture of required and elective courses designed to develop
- basic familiarity with the three traditional components of liberal arts: humanities, social sciences and natural sciences;
- analytical reasoning;
- empathy with other cultures; and
- familiarity with contemporary environmental issues.

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

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

Students may meet these requirements in as few as 13 or as many as 32 credits. A single course may be used meet two or three requirements.

Requirements
Students in the BFA in Interarts Performance degree program are required to complete a First Year Writing Course; one 3-credit course each in humanities, natural science, social science, environmental studies, and analytical reasoning; two courses (six credits) in cultural diversity; and additional academic elective credits to equal 39.
• **First Year Writing**: Any of the following: ENG 124; ENG 125; GRTBKS 191; RCCORE 100; Slavic 151; LHSP 125; COMPLIT 122; HIST 195; or any other course marked FYWR. Courses that transfer as ENGCOMP 101x do not meet this requirement. AP and IB English credit do not fulfill this requirement.

• **Humanities**: Any course marked HU in the LSA course guide.

• **Social Science**: Any course marked SS in the LSA course guide.

• **Natural Science**: Any course marked NS in the LSA course guide.

• **Analytical Reasoning**: Any course marked MSA, QR/1 or QR/2 in the LSA course guide, or any course in logic.

• **Environmental Studies**: Any course offered in the Program in the Environment (ENVIRON) or in NRE; BIO 101, 102, 109, 171; ENGLISH 320 or 328; GEOSCI 148; STDABRD 303.

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

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

Students bear the primary responsibility for ensuring that their academic coursework meets the requirements of the Interarts Performance BFA degree. The explanations and courses given above provide a basic guide for most students under most circumstances. Questions about specific requirements need to be directed to Karina Moore in the Smucker•Wagstaff Academic Programs Center or to Christianne Myers. Interarts Performance faculty are available to recommend elective studios appropriate to the individual students’ education. Requests for course substitutions or waivers of requirements must be submitted to the Assistant Dean for Undergraduate Programs.

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

Sophomore Review
At the end of their second year, students conduct a presentation of their work to date in the program to an ad hoc faculty committee, projecting documentation of their work with their laptop computers and, when appropriate, presenting actual works of art. A successful Sophomore Review is required for continuation in the program. In preparation for reviews, students will have documented creative work from all their studios. In March students must supply faculty committee members with their résumés, statements about their work, and reflections on their development to date.

Early in winter term students are sent detailed information about the sophomore review. Special meetings for sophomores are held prior to the reviews in order to help them prepare, and all students are required to have met with John Luther at least four weeks before the review.

Students receive a copy of the sophomore review report by regular mail, usually during the last week of May. Those who perform unsatisfactorily on their Sophomore Reviews are required to re-review either during the first week of classes the following September or during review week in December; some may be asked to take time off or to improve deficiencies prior to advancing; a small minority may be directed to leave the program. These reviews are considered a significant assessment component of the program.
Sample Course of Study (Interarts)

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<tr>
<th>FIRST YEAR</th>
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<td>THTREMUS Elective</td>
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</tr>
<tr>
<td>TOTAL</td>
<td>17 credits</td>
<td>TOTAL</td>
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</table>
Progress Toward Degree Checklist  
BFA in Interarts Performance

I. MILESTONE (no credits attached)  
_____ Sophomore Review

II. INTRODUCTORY STUDIOS (30 credits total)  
_____ ARTDES 125, Studio: 4D  
_____ ARTDES Core Studio  
_____ ARTDES Core Studio  
_____ ARTDES Core Studio  
_____ ARTDES Core Studio  
_____ THTREMUS 250, 251  
_____ THTREMUS 101  
_____ THTREMUS Intro Studio  
_____ THTREMUS Intro Studio  
_____ THTREMUS Intro Studio

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

IV. INTEGRATIVE PROJECT (12 credits total)  

V. INTERARTS ACADEMIC REQUIREMENTS (28 credits total)  
_____ ARTDES 150, 155, or HISTART 272  
_____ INTPERF 150  
_____ THTREMUS Elective  
_____ THTREMUS Elective  
_____ ARTDES 160, Lecture Series (8 credits)  
_____ INTPERF 160-461 Forum

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

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

Independent Study

Independent study is not intended to take the place of a regularly scheduled course, but instead allows advanced students to explore a topic of their choice. Students who wish to undertake an independent study must first develop a written proposal for their coursework that includes a proposal statement, course objectives, project list, due dates, and a bibliography. The following guidelines apply:

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

Internships

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

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

For more information about credit for internships, please contact John Luther at jonel@umich.edu or 764-0397. The following internship guidelines apply:
• Students may earn one credit for each 50 hours of internship experience with a maximum of three credits applied toward graduation requirements.
• No grade is assigned. Internships are pass/fail only.
• Students first secure a site supervisor's signature on the Internship Proposal Form and then the Career Development Coordinator’s signature before undertaking an internship. Forms are available in the “Forms” section of the web site and in the information bins outside the Smucker•Wagstaff Academic Programs Center.
• The student's and site supervisor's signatures on the Internship Proposal Form indicate a contractual agreement. The Career Development Coordinator’s signature verifies approval for credit for the internship experience.
• Students register for Internship (ARTDES 351).
• Three documents are required for credit; the Internship Proposal Form with the written proposal attached; a written summary of the experience by the student; and the site supervisor's performance evaluation.
• After securing permission to register for the credits via the proposal form, students submit their summary and the supervisor’s evaluation to the Career Development Coordinator in the Smucker•Wagstaff Academic Programs Center for final evaluation before a passing grade is posted to the student's transcript.
• Internship credits NEVER count for studio credit. Internship credit will be applied toward academic/experiential electives.

International Study
International study is required of all BA and BFA in Art and Design students in the School of Art & Design. The only exceptions are students whose permanent address is not in the United States. Students enrolled in the BFA in Interarts Performance are strongly encouraged to engage in international study, but international study is not required of them.

International study may be undertaken anytime except for the term in which a student is scheduled to compete his/her sophomore review. The International section of the A&D web site provides information about advising, policies and procedures, and the M-Compass online application process. Please see https://mcompass.umich.edu/.

Students must register with M-Compass before arranging a meeting with the International Engagement Coordinator.

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

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

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

- The second academic unit may require additional evidence of ability such as an audition, a formal admission process, or completion of specific courses. The student meets with a representative of the second unit to determine the procedure for pursuing the second degree and to obtain signature approval for admission.

- The student must obtain written permission to pursue a joint degree from both academic units.

- The University requires that a student earn a minimum of 150 credits. In reality, a joint degree often requires more than the minimum because the joint degree student must complete all the requirements for both degrees. Joint A&D/LSA degrees can require more than 170 credits.

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

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

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

- Withdrawal from the joint program is possible at any time. Art & Design students who wish to drop either program should contact Brian Banks in the Smucker•Wagstaff Academic Programs Center.
Minors for A&D students
A&D recognizes all the minors offered by the College of Literature, Science and the Arts (LSA); the College of Engineering’s Multidisciplinary Design minor; and the School of Social Work’s Community Action and Social Change minor. In most cases, a minor requires the completion of 16-18 credits (5-6 courses). Each minor has its own structure of prerequisites, requirements and elective choices.

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

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

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

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

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

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

• Complete the coursework as outlined in the program of study for the minor.

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

The Minor in Art and Design
The School of Art & Design is reworking its minor to reflect changes in the foundation curriculum.

University units participating in the A&D minor are the College of Engineering, the Taubman School of Architecture and Urban Design, and the Ross School of Business.
Chapter Two: Academic Policies & Procedures

Academic Discipline
To be in good academic standing, a student must have a term grade point average and a cumulative grade point average of 2.0 or higher. At the end of each term the Assistant Dean reviews the records of all students and determines what academic action, if any, is needed. Those who show evidence of academic difficulty may be required to meet with the Academic Success Advisor to discuss strategies for improving their academic performance. The following disciplinary actions occur as appropriate:

Probation
Probation is the academic action that serves as a warning to students that they are in need of improvement; the designation is not meant as punitive and should not be considered so. Probation is assigned to students whose term grade point average falls below 2.0, but not severely enough to justify dismissal; who earn a grade below a C- in a required course, or who have committed an infraction of academic integrity. Probation is assigned regardless of the number of credits elected or whether the cumulative grade point average remains above a 2.0. Probation may also be assigned to students who are not making satisfactory progress toward the completion of their degrees, including those students who have taken an incomplete in any course or those who have made below a C- in any course. The notation of Probation will appear on the student’s unofficial transcript.

The Assistant Dean notifies students of their probation by email. Students on probation may be required to meet with the Academic Success Advisor to establish an Academic Success Agreement before being allowed to register for the subsequent term.

Probation Continued
Probation Continued is assigned to a student currently on probation who earns a term grade point average above a 2.0 but whose cumulative grade point average remains below 2.0. Probation Continued may also be assigned if a probationary student has a term average of above 2.0, but is not yet determined to be making satisfactory progress toward fulfilling degree and program requirements. The notation of Probation Continued will appear on the student’s unofficial transcript. The Assistant Dean notifies students by email that their probation has been continued.
Record Clear
Record Clear officially confirms the removal of disciplinary action when a student has completed a probationary term with higher than a 2.0 grade point average and a cumulative grade point average of 2.0 or higher. The notation of Record Clear will appear on the student’s unofficial transcript. In order to clear probation a student must complete all elected courses by the end of the subsequent term with a term grade point average greater than 2.0 and with no grades below “C.” Additional conditions for clearing probation may be specified in the Academic Success Agreement or in a special letter from the Assistant Dean. The Assistant Dean notifies students by email that their record is clear.

Suspension and Dismissal
The Assistant 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. Suspension is intended to encourage students to address the issues that have negatively affected their academic performance without incurring further harm to their academic record.

Dismissal is assigned when a student’s progress through the curriculum is no longer viable.

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

There is no automatic, one-term probation period before a student is dismissed from the Stamps School.

Students who wish to be reinstated at the end of their term of suspension must meet with the Assistant Dean six weeks before the term they hope to return. The successful student must address all circumstances that affected his/her past academic performance and be ready to demonstrate how he/she has learned to manage similar circumstances with greater success. In reaching a decision, the Assistant Dean will carefully consider the student’s academic promise and any special circumstances that may have contributed to past unsatisfactory academic performance.

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

Students enrolled in the Stamps School are subject to University regulations concerning student affairs, conduct, and discipline. In the Stamps School, the Assistant Dean handles all matters related to student conduct within the School. Faculty report violations of standards of academic conduct in writing to the Assistant Dean, who interviews the student, affording him or her an opportunity to explain the conduct in question. A student who is charged and found guilty of academic misconduct is subject to sanctions ranging from a failing grade to suspension or dismissal. Academic misconduct includes but is not limited to the behavior listed in this section.

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

For detailed descriptions of academic misconduct consult the Appendix.

**A&D Students Accused of Plagiarism in LSA Courses**

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

**Awards and Honors**

**Angell Scholar**

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

**Branstrom Award**

Freshmen in the top 5% of their class who have earned 14 graded credits are eligible for this honor, administered by the University Office of the Registrar. A book inscribed with a nameplate is presented to each student. Recipients of the Branstrom Award are invited to attend the annual University Honors Convocation; the distinction is posted on the student’s transcript. The Branstrom Award distinction is a university-wide honor.
Dean's List
Dean's List honors are awarded both fall and winter terms to Stamps students who satisfy the following criteria:

- Earn at least 16 credits, with at least 15 graded credits
- Earn a term grade point average of 3.80 or better
- Have no incomplete grades at the end of the term
- Earn no grade lower than a C-

Dean's List honors are posted to the student’s transcript, and the student receives a commendation letter from the Dean. The Dean's List is prominently posted each semester outside the Office of the Dean. This is the highest academic honor in the School.

Graduation Honors
The Stamps School of Art & Design has revised the standards for graduation honors. The criteria given below apply to students beginning with the 2014 graduating class.

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

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

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.

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

Students are responsible for enrolling in courses and completing credit hours required for their degree and must pay attention to the accuracy of their academic records. Students may check their unofficial transcript, available in Student Business on Wolverine Access. Students who believe there are errors in their academic records should contact the A&D Smucker•Wagstaff Academic Programs Center or the University of Michigan Office of the Registrar.

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

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.

**FERPA**
The following is quoted from the "Buckley Amendment" to the Family Educational Rights and Privacy Act of 1974 (FERPA): "Whenever a student has attained the age of eighteen years of age, or is attending an institution of post-secondary education, the rights accorded to and the consent
required of the parent of the student shall thereafter only be accorded to and required of the eligible student." In effect, the law

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

Access to student files is restricted to University personnel. Persons outside the University, including parents and spouses, will receive information from student records only when authorized in writing by the student, or when special circumstances exist in which the University Regents authorize disclosure. Students may permit A&D officials to release information from their records to specific persons by completing a FERPA Information Release Form, available from the Smucker•Wagstaff Academic Programs Center. For more information about the right to privacy, go to [http://www.ogc.umich.edu/faq_student.html](http://www.ogc.umich.edu/faq_student.html)

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

Transfer Credits
Transfer credit may be granted for course work completed outside of the University of Michigan. Students are responsible for requesting that the transcript be sent to the University; the University does not request transcripts, and transcripts are not sent automatically. For transferability of studio courses, please consult the Career Development Coordinator. For transferability of non-studio courses, please consult the transfer credit equivalency page and/or the out of residency form at [http://www.ugadmiss.umich.edu/TCE/Public/CT_TCESearch.aspx](http://www.ugadmiss.umich.edu/TCE/Public/CT_TCESearch.aspx)

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

- Send official transcripts from the transferring institution to:
  - John Luther, Career Development Coordinator
  - Stamps School of Art & Design
  - University of Michigan
  - 2000 Bonisteel Blvd.
  - Ann Arbor, MI 48109-2069.
• Grades must be "C" or higher. Grades of "C-" and below are not acceptable. The previous institution's policy for pass/fail grades must stipulate that "P" grades count only for a grade of "C" or better.

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

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

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

• BFA students may transfer no more than 15 credits of studio work. BA students may transfer no more than 9 credits of studio work.

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

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

The Transfer Credit Procedure
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.

• The Associate Dean approves transfer credit evaluation of studio course work. Students should be prepared to submit course descriptions and a portfolio if requested.
• Transfer credit is posted on the student's transcript without grades, except when credit is from another U-M campus. Transferred credits are not calculated in the student's U-M grade point average.

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

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

Questions about transfer credits should be directed to John Luther jonel@umich.edu

The Undergraduate Admissions Office evaluates and approves transfer for academic courses. Consult the University transfer credit web site for information on how academic credits transfer http://www.lsa.umich.edu/lsa/students/req_conversion/.

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

**Classes and Coursework**

**Absence from Class**

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

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

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

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

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

Faculty are under no obligation to allow a student to make up class assignments when a student is absent from class for any reason other than representing the University of Michigan. In no case can a student expect to earn a passing grade without regular attendance and class participation. Simply submitting projects, no matter what their quality, at mid-semester or at the end of the term will not result in a passing grade.

Books, Supplies, and Fees
Books and supplies for courses should be purchased only after classes begin. Typically, faculty provide supply lists to students during the first week of class.

A number of courses have required fees used to purchase materials in large quantities at discounted prices. For example, clay and metals are
made available to students in classes according to the needs and requirements of the courses. Fees are charged directly to the University accounts of all students registered for the course. The fee schedule is available on-line through Wolverine Access and in the University Registrar’s Schedule of Classes at http://www.umich.edu/~regoff/timesched/

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

Students who wish any accommodation for their disability must present to each of their faculty members a copy of the VISA form issued by the Office of Services for Students with Disabilities within the first three weeks of a course. Students who fail to do so risk the denial of accommodation. Faculty are free to contact the Assistant Dean for help in accommodating for eligible students.

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

Documenting Creative Work
It is important for artists to document their work. Digital documentation is mandatory in A&D. All students will want to develop portfolios of their work for many eventualities, including their sophomore and senior reviews, applications for international study, jobs, and for creating their own web sites. Documentation for the Sophomore Review should begin with the student’s first project in the Stamps School.

Students may consult with their faculty and with the Career Development Coordinator for more information about documenting their work.
Religious - Academic Conflicts
It is the policy of the University of Michigan to make every reasonable effort to allow members of the University community to observe their religious holidays without academic penalty. Absence from classes or examinations for religious reasons does not relieve students from responsibility for any part of the course work required during the period of absence. Students who expect to miss classes, examinations, or other assignments as a consequence of their religious observance shall be provided with a reasonable alternative opportunity to complete such academic responsibilities.

It is the obligation of students to provide faculty with reasonable notice of the dates of religious holidays on which they will be absent. Such notice must be given by the end of the fourth week of a full term or by the end of the third week of a half term. Students who are absent on days of examinations or class assignments shall be offered an opportunity to make up the work, without penalty, unless it can be demonstrated that a make-up opportunity would interfere unreasonably with the delivery of the course. Should disagreement arise over any aspect of this policy, the parties involved should contact the Assistant Dean. Final appeals will be resolved by the Provost. A calendar of religious holidays that may pose conflicts is available online at http://www.provost.umich.edu/calendar/religious_holidays.html#conflicts

Degree Progress
Because it is the student’s responsibility to meet all degree requirements, students are wise to pay careful attention to their progress toward graduation. Advisors in the Smucker•Wagstaff Academic Programs Center review a student’s progress toward degree either by appointment or during walk-in hours. Advisors also help students plan their academic careers with an eye toward timely completion of their requirements. The Smucker•Wagstaff Academic Programs Center maintains records of the student’s progress toward degree and provides students with a copy on request. Students may also request an updated progress toward degree form at any time.

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

BFA/BA Degree Audits
The Smucker•Wagstaff Academic Programs Center provides official degree audits by email for all students in the fall term of their third year
before they register for winter term classes. The degree audit provides students ample time to plot their progress toward their anticipated graduation date and allows students entering their final year of the program to meet all their requirements in time for graduation.

In the fall of a student’s senior year, the Assistant Dean meets with each student to review his/her gradation status. The meeting is mandatory.

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

Class Standing

University

At the University of Michigan, full-time undergraduate enrollment is defined as 12-18 credit hours per term; 6-9 credit hours in a half term. Federal guidelines for financial aid and University guidelines for academic progress, however, require a minimum of only 12 credits per term. Students must obtain special permission from the Assistant Dean for Undergraduate Programs to register for more than 18 credits. Registering for more than 18 credits incurs an additional tuition charge.

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

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

A&D Curriculum

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

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

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

**Grades and Grading Policies**
The lowest passing grade in the Stamps School is a D-.

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

Grades are valued per hour of credit as shown below:

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Honor Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>4.0</td>
</tr>
<tr>
<td>A</td>
<td>4.0</td>
</tr>
<tr>
<td>A-</td>
<td>3.7</td>
</tr>
<tr>
<td>B+</td>
<td>3.3</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
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<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>
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<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

Auditing a Course
The Stamps School of Art& Design does not allow students to audit courses.

Grade Reports
Grades are available electronically on the unofficial transcript in “Student Business” through Wolverine Access. Students are responsible for checking that their grades have been posted and that they are accurate. Questions about a grade should be directed to the faculty member assigning the grade. Faculty email addresses are available 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. The Smucker•Wagstaff Academic Programs Center distributes mid-term reports to students’ mailboxes in the A&A building.

Incomplete Grades
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 when a student, for reasons beyond his or her control, is unable to complete the work of a course, the work already completed is of passing quality, and the grade of incomplete provides no undue advantage to the student over other students. The work that remains to be completed may not represent more than one-third of the total work required in the course. The student and instructor must have a written agreement, using the Incomplete Grade Form, for the amount of work and time needed to complete the course. The work must be completed 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. Dates by which incomplete grades must be posted are noted in the Stamps School calendar at the
beginning of the handbook. **Once an incomplete has lapsed to an E it cannot be changed to a passing grade.**

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

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

### Pass/Fail Grade Option

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

- Only juniors and seniors qualify (except for courses offered pass/fail only).
- The cumulative grade point average must be 2.0 or above.
- Only non-School of Art & Design elective courses may be elected for pass/fail.
- Only one course per term may be chosen.
- Students may not change registration from graded to pass/fail after the drop/add deadline (three weeks for regular term, two for short 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.

### Graduation

Seniors must schedule an appointment with the Assistant Dean for their senior audit one semester before the term they plan to graduate.

Graduation is not automatic. 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. Applications are completed on-line through Student Business in Wolverine Access. Students who need assistance applying for graduation may speak with an advisor in the Smucker•Wagstaff Academic Programs Center.

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

The Stamps School of Art & Design’s Graduation Recognition Ceremony and Reception is held at 2 p.m. on the same Saturday as University Commencement ceremonies, in late April or early May. It honors each individual graduate, and allows our new alumni to introduce their families to Stamps faculty and staff. All students who apply to graduate within the calendar year (winter 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. Students who do not apply for graduation by March 15 cannot be guaranteed inclusion in the Stamps' Recognition Ceremony and Reception.

\textbf{Registration}

Students register on the web through Wolverine Access. The University Office of the Registrar assigns registration appointment times according to class standing. At U-M, seniors register first followed by juniors, sophomores, then freshmen. Students find their registration appointment times through Wolverine Access “Student Center.” Early registration for winter term classes takes place in late November and early December. Early registration for spring, summer, and fall terms takes place in late March and early April. Prior to registration, Stamps students are emailed the course schedule and course descriptions. A hardcopy of the Stamps course schedule is also available at the front desk of Academic Services, on the web site, and in the bins outside the door. The LSA on-line course guide is available to students approximately in mid-October and mid-March. The full University course schedule is available through Wolverine Access and in the University Registrar’s Schedule of Classes at http://www.umich.edu/~regoff/timesched/

Students must check their email for messages notifying them of the availability of these resources, and for other important relevant information, including their registration appointment time. Stamps majors are guaranteed spaces in the required freshman and sophomore Stamps courses. They register for University electives in the same manner as other students without guarantee of space availability.

Changes made to the Stamps schedule between registration and the beginning of the next term are updated periodically through Wolverine Access and are posted on a bulletin board outside the Smucker•Wagstaff Academic Programs Center at the beginning of the term.
Students are encouraged to speak with an academic advisor each term before registering for courses. There are many subtleties to the variety of Stamps requirements, and students are responsible for meeting them. Asking an advisor to review course decisions is good insurance against a poor decision.

Closed Courses/Overrides
Students gain access to closed courses via overrides (class permissions). Most seats in Stamps School courses are reserved for Stamps students or for students who are in the process of transferring to Stamps. Overrides are not granted unless there is room in the course. Courses for majors are capped at twenty students.

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

Students who do not receive an override by the first day of classes should attend the first class meeting and request an override from the professor. Faculty authorize overrides through communication to Brian Banks, Academic Success Advisor, in the Smucker•Wagstaff Academic Programs Center, who then issues the on-line overrides and notifies students that they are clear to register for closed courses. Faculty provide the course information, student’s name, and UMID number when submitting the request for an override.

Students should contact representatives in other academic units to inquire about the policies for enrolling in closed courses in those units.

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

If you CANNOT register for the course despite having an override, it may be because
   1. you are still on the electronic waitlist.
Solution: Drop yourself from the waitlist (use the “drop” feature on Wolverine Access), then try to register for the course. Remember that a course goes first into the backpack and then to registration.

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

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

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

Course Cancellations
The School of Art & Design may occasionally find it necessary to cancel scheduled courses, and reserves the right to cancel any course which has an enrollment of fewer than 10 students. Students are notified via email regarding a cancelled course, and must proceed to drop the course through Wolverine Access to remove the course entry from their record. The Smucker•Wagstaff Academic Programs Center staff endeavors to help students find a suitable replacement course.

Credit Hours
On average, for a lecture course, one credit hour represents one hour in class and two hours of preparation per week for a full term (double the hours per week for a half term). For a studio course, one credit hour represents two hours per week in class plus additional outside work.

Dropping and Adding Courses
Students may drop or add a course on Wolverine Access until the third week of classes during the regular terms without penalty or charge. Courses dropped during this time period do not appear on the student’s transcript. The Smucker•Wagstaff Academic Programs Center reminds students of these deadlines by email. Students who add a course during this time period without the instructor’s consent may find that they are liable for all work done in the course from the beginning of the term.

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

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

**Non-attendance does not constitute withdrawal from a course.** Students who decide not to attend a course must officially drop or withdraw it.

**Term Withdrawal/Leave of Absence**

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

Students withdrawing after classes begin but before the end of the drop/add period must pay term fees and a disenrollment fee. Students withdrawing after the drop/add deadline are liable for tuition charges. Details of charges and/or refunds are available on the University calendar. Any refund of fees is handled in accordance with University regulations. For more information, students may consult the Registrar’s website http://www.umich.edu/~regoff/

Students who are away from the University for more than one full year must apply for readmission. Contact the Stamps School’s Director of Admissions regarding the readmission application. Readmission to the Stamps School is automatically granted if students have left in good standing.
Chapter Three: Miscellany

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

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

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

- Peter Jansen Room 1106 615-9973
- TCAUP Dean’s Office Room 2150 764-1300

Medical Emergencies
Report medical emergencies to Peter Jansen (jansenp@umich.edu; 615-5973 office; 276-4727 cell), Stamps Director of Facilities, during regular working hours and to University Security (763-1131) at all other times.

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

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

Students are required to conduct themselves responsibly in the studios at all times. Responsible conduct includes cleaning up, not propping doors, and being considerate of others who are working in the studio.

Students registered for Integrative Project each receive an individual studio for which they sign a contract.
Studios are not open to students who are not enrolled in a Stamps School course.

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

Studio: Drawing 1 (ARTDES 100). First year, first semester. 3 credits.

This is the first of two foundation drawing studio courses that introduce students to a basic skill at the core of the creative process. It promotes respect for perceptive seeing and visual thinking, and promotes its practice as a matter of intellectual and psychological inquiry leading to levels of invention commensurate with an individual’s developing sense of the world. This first semester affirms the role the human hand has established in effecting the convergence between thought and making and prepares students to consider more technologically mediated approaches as their practice matures. A variety of drawing media and processes will be employed to achieve confident and intelligently articulated visual responses.

Objectives of Studio: Drawing 1 (ARTDES 100).
1. Heighten awareness of the two-dimensional arena by focusing attention on what one sees and how one sees it.
2. Work primarily from observation to explore a wide range of fundamental compositional considerations related to form, space, perception, line, tone, boundaries and edges, and visual organization as the interaction of individual parts to create a whole.
3. Cultivate an understanding of drawing as a means of visual inquiry and articulation of both perceptual and conceptual visualizations.
4. Expose students to a variety of drawing media and processes and investigate multiple ways to describe form independently of observed light and shadow.
5. Consider marks as fundamental visual units possessing their own expressive power aside from being descriptive and analytic.
6. Supplement making activities with rigorous critique and systematic exposure to historical and contemporary precedents for drawing.

Studio: Drawing 2 (ARTDES 105). First year, second semester. 3 credits.

This course is the second of two foundation studio drawing courses. It builds on the student’s previous experience in observational drawing and other foundation studio courses to focus on drawing as the basis for a broad range of approaches to visualization, conceptualization, and communication. Students will learn to utilize a range of media, tools, techniques and pictorial conventions to draw both freehand gesture and carefully constructed representations of existing and imagined objects and environments. Course work will include a review of how the human visual system perceives form and space, an exploration of how different
drawing systems can transcribe information gathered from the visual world into graphic representation, and examination of the relationship between drawing systems and modes of communication. Analogue and digital drawing tools will be used in projects that incorporate varying proportions of accuracy and measurement with imagination and conceptualization.

Objectives of Studio: Drawing 2 (ARTDES 105).
1. Gain a working knowledge of various drawing media (i.e., pen, pencil, colored pencil, crayon, marker, computer).
2. Gain a working knowledge of different drawing systems (i.e., freehand, projection, contour, construction, assembly, sketching) along with their best practices.
3. Understand that the choice of a drawing system, technique, speed and media will influence how information will be communicated.
4. Reinforce the significance of basic design elements and principles (size, shape, surface, material, context, number, variety and pattern, emphasis, contrast and balance) along with ways they can be employed to create effective relationships between elements within a design or presentation.
5. Gain knowledge of and practice in the uses of digital forms of drawing including ways that analog information can be translated to digital information (i.e., scanners, digital cameras, etc.) and ways digital and analog approaches can be synthesized.
6. Understand and practice drawing as a method of both developing ideas (sequential drawing) and presenting them.

Studio: 2D (ARTDES 115). First semester, first year. 3 credits
Studio: 2D is a studio course that focuses on developing the basic visual skills used by artists and designers when working creatively in two dimensions. Conceived as a broad-based, integrative approach to learning as well as making, this foundation studio will sensitize students to the processes of visual perception and potential of visual communication. Students will learn to work with form, color, texture, and pattern through a series of projects emphasizing the generation, organization, and analysis of pictorial space. Students will gain technical skills and knowledge of two-dimensional practices, compositions and their implications for meaning as well as the context of imagery in contemporary culture. Analog, digital, and lens-based media will be employed. A major thrust of the Studio: 2D experience will be to encourage discovery and stress the discipline necessary in achieving artistic growth and excellence. Along with the other first-year courses, Studio: 2D provides a strong foundation for more advanced exploration of image-based media and their integration with other art and design practices.
Objectives of Studio: 2D (ARTDS 115)
1. Heighten awareness of how one sees and makes sense of visual experience.
2. Experience the relationship between making and thinking by engaging image-based projects as challenges informed by both hands-on activity and critical reflection.
3. Develop the ability to apply the formal constructs of visual thinking to the communication of form and content, underscoring the correlation between formal choices and meaning.
4. Experience a representative range of 2D media (analog, digital, and lens-based) in order to develop skills, be exposed to unfamiliar media, and foster enthusiasm for further investigation in more advanced courses.
5. Develop the ability to perceive, formulate, analyze and solve problems, think critically, listen acutely, and present effectively in critique situations.
6. Become familiar with historical and contemporary precedents for art and design practice.

Studio: 3D (ARTDES 120). First semester, first year. 3 credits.
Studio: 3D is a studio course that focuses on developing the basic visual skills used by artists and designers when working creatively in three dimensions. Conceived as a broad-based, integrative approach to learning as well as making, this foundation studio will sensitize students to the form language, vocabulary, concepts, and principles associated with three-dimensional composition and construction. Students will gain technical skills and knowledge through a series of projects emphasizing the manipulation, organization, and analysis of materials and space, their implications for meaning as well as the context of objects and environments in contemporary culture. A major thrust of the Studio: 3D experience will be to encourage discovery and stress the discipline necessary in achieving artistic growth and excellence. Along with the other first-year courses, Studio: 3D provides a strong foundation for more advanced exploration of image-based media and their integration with other art and design practices.

Objectives of Studio: 3D (ARTDES 120)
1. Heighten awareness of how one experiences 3D form and space by exploring, both structurally and conceptually, the fundamental elements of 3D visual expression.
2. Introduce a practical vocabulary that allows students to speak intelligently about the way visual elements are used to generate forms, activate space, communicate ideas and define function.
3. Expose students to various ways of conceiving and constructing dynamic three-dimensional compositions and encourage them to experiment with a variety of materials, processes and technologies.
4. Experience the relationship between making and thinking by engaging three-dimensional projects as challenges informed by both hands-on activity and critical reflection.
5. Cultivate an awareness and understanding of form in its aesthetic as well as its functional capacities.
6. Develop the ability to perceive, formulate, analyze and solve problems, think critically, listen acutely, and present effectively in critique situations.
7. Foster an awareness, understanding and appreciation for issues and influences in three-dimensional art and design along with related domains.

Studio: 4D (ARTDES 125). First year, second semester. 3 credits

Studio: 4D is a studio course that focuses on developing the basic concepts, tools, vocabulary, and principles used by artists and designers in time-based creative practices. Conceived as a broad-based, integrative approach to learning as well as making, this foundation studio will provide opportunities for students to develop technical and aesthetic skills as well as a critical understanding of work that utilizes time as an essential element. This course situates 4D work in the larger continuum of art and design history and contemporary practices while also sensitizing students to its unique potential to shape viewers’ perceptions of time and space. A major thrust of the Studio: 4D experience will be to encourage discovery and stress the discipline necessary in achieving artistic growth and excellence. Along with the other first-year courses, Studio: 4D provides a strong foundation for more advanced exploration of image-based media and their integration with other art and design practices.

Objectives of Studio: 4D (ARTDES 125)
1. Heighten awareness of how one experiences time and concepts related to time-based work such as duration, rhythm, repetition, cycles, pacing/tempo, montage and editing, timing, sequence, linear vs. nonlinear narrative, continuity, transitions, sound image relationships, plot vs. narrative, and sound design.
2. Develop basic technical competency with audio/video recording, digital editing and software, sequencing, mixing, and project planning including pre-production (visualization/storyboarding), production, post-production and output/distribution.
3. Experience the relationship between making and thinking by engaging time-based projects as challenges informed by both hands-on activity and critical reflection.
4. Learn about historical and contemporary time-based creative work, issues, and practitioners along with differing cultural or discipline specific attitudes about time.
5. Develop the ability to perceive, formulate, analyze and solve problems, think critically, listen acutely, and present effectively in critique situations.
Methods of Inquiry (ARTDES 130). First year, second semester. 3 credits.
Methods of Inquiry is a studio course in which students learn and practice a series of creative inquiry methods that enhance skills acquired in other Foundation courses. Creative inquiry includes research, ideation, iteration, contextualization, presentation, and critique. Students will learn different ways of approaching these creative tasks, drawing on and integrating creative methods from disciplines across the art and design spectrum. Course work will include learning how to effectively present project proposals and thoughtfully assess a project’s strengths and weaknesses. By the end of the semester, students will be able to employ multiple methods for finding and addressing meaningful creative problems, as well as a sense of which methods work best for them.

Objectives of Methods of Inquiry (ARTDES 130)
1. Provide opportunities for extensive practice with different modes of finding and addressing creative problems including material exploration (thinking through making), brainstorming, mind-mapping, information retrieval and evaluation, prototyping, iterative development, intuition, and comparative analysis.
2. Experience working independently and collaboratively in groups.
3. Learn to effectively propose and present project ideas and results.
4. Understand the opportunities and limitations associated with finding one’s own problems and with addressing problems posed by others.
5. Develop strong critique skills that include the ability to evaluate one’s own work objectively, the ability to analyze and articulate characteristics of the work of others, and the ability assimilate praise and criticism from peers and professionals.
6. Expand one’s awareness of “concept” and “context,” the meaning of those terms and their significance for creative work; become better prepared to answer the “what” and “why” questions related to creative work -- “What’s your concept?” and “What’s the context for the work?” and “Why does it matter?”
7. Learn to reflect productively on process and outcomes, identify successes and failures, and build on past experiences.

Art & Design in Context (ARTDES 150). First year, first semester. 3 credits.
Art & Design in Context is a lecture and discussion course which aims to achieve three main goals: first, to introduce students to key concepts and topics in contemporary design and art; second, to use these concepts to analyze case studies in contemporary art and design; and third, to enable students to employ these concepts and topics to place their own work and that of others in appropriate critical contexts. Lectures, readings,
exercises, and discussions will challenge students to apprehend correlations between specific case studies drawn from contemporary culture (images, objects, media, and events), the issues associated with them, and the social, political, and cultural contexts in which they exist. Students will begin to apprehend the complex network of people, ideas, things, and histories in which works of art and design, including their own, exist.

Objectives of Art & Design in Context (ARTDES 150)
1. Become familiar with preeminent contemporary cultural artifacts, designers, and artists.
2. Appreciate and understand the significance of the fact that all things and people are situated in contexts which can vary depending on the point of view.
3. Learn to analyze cultural artifacts and events and place them within appropriate contexts (historical, social, theoretical).
4. Learn to articulate clearly, in speech and writing, the salient characteristics of a cultural artifact and its context.
5. Understand how reading, writing, critical thinking, and research dovetail with making and creative practice.
6. Begin to situate one’s own work and that of peers within appropriate cultural and critical contexts.

Being Here (ARTDES 155), First year, second semester. 3 credits.
Being Here: Communities and Trajectories is a lecture-discussion course designed to provide first-year students with experiences that foster a more informed understanding of their new identity as art and design students and as future art and design professionals. The course aims to engender a sense of place, context, and community relative to the school, region, and art and design practices. Course work will include in-class presentations and exercises, response papers, discussion of relevant issues and themes, and class trips to studios, museums, design firms, organizations, and other places related to creative practice. By the end of the semester, students will have a stronger understanding of who and where they currently are as students of art and design, the opportunities available to them in the University and southeast Michigan, and what curricular elements will best prepare them for the kind of creative practice they choose.

Objectives of Being Here (ARTDES 155)
1. Enable students to develop a sense of place and community as a member of the Stamps School (class of 20xx, academic programs, services, people) and as an art and design student within the larger context of the University of Michigan (resources available, opportunities, interesting organizations and institutes)
2. Introduce students to the region of southeast Michigan and the northern Midwest -- Ann Arbor and Detroit in particular along with Grand Rapids and Chicago (history, art and design related places and organizations, opportunities for involvement)

3. Provide students with up-close encounters with artists and designers who are currently working in a wide variety of areas/manners in order to clarify and expand the understanding of who artists and designers are and what they do; assist students in using these experiences to formulate a vision of their own academic and professional trajectories

4. Provide focused attention on and preparation for three unique strengths of the Stamps School: individualized curriculum, engagement, and International study
II. STUDIO COURSES OUTSIDE STAMPS

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

<table>
<thead>
<tr>
<th>Subject</th>
<th>Catalog #</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>AEROSP</td>
<td>384</td>
<td>Intro CAD</td>
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<tr>
<td>AEROSP</td>
<td>481</td>
<td>Aircraft Design</td>
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<tr>
<td>AEROSP</td>
<td>483</td>
<td>Aerosp Sys Design</td>
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<tr>
<td>ARCH</td>
<td>211</td>
<td>CAD Fundamentals</td>
</tr>
<tr>
<td>ARCH</td>
<td>218</td>
<td>Visual Studies</td>
</tr>
<tr>
<td>ARCH</td>
<td>312</td>
<td>Arch Design I</td>
</tr>
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<td>ARCH</td>
<td>322</td>
<td>Arch Desn II</td>
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<td>ARCH</td>
<td>412</td>
<td>Arch Design I</td>
</tr>
<tr>
<td>ARCH</td>
<td>421</td>
<td>Geometric Modeling</td>
</tr>
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<td>ARCH</td>
<td>422</td>
<td>Arch Design II</td>
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<tr>
<td>ARCH</td>
<td>432</td>
<td>Arch Des III</td>
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<tr>
<td>ARCH</td>
<td>442</td>
<td>Arch Des IV</td>
</tr>
<tr>
<td>ASIAN</td>
<td>480</td>
<td>Javanese Puppet Workshop</td>
</tr>
<tr>
<td>BIOMED</td>
<td>450</td>
<td>Biomedical Design</td>
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<td>Biomed Instrum Des</td>
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<td>CEE</td>
<td>413</td>
<td>Design Metal Struct</td>
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<td>CEE</td>
<td>415</td>
<td>Design RC Structures</td>
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<td>460</td>
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<td>CHE</td>
<td>487</td>
<td>Proc Sim &amp; Design</td>
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<td>EECS</td>
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<td>VLSI Design I</td>
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<td>EECS</td>
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<td>DSP Design Lab</td>
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<td>494</td>
<td>Comp Game Design</td>
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<td>496</td>
<td>Major Design/Prof</td>
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<tr>
<td>EECS</td>
<td>497</td>
<td>Major Des Projects</td>
</tr>
<tr>
<td>ENGLISH</td>
<td>323</td>
<td>Creative Writing</td>
</tr>
<tr>
<td>ENGLISH</td>
<td>326</td>
<td>Comm. Writing &amp; Public Culture</td>
</tr>
<tr>
<td>ENGLISH</td>
<td>423</td>
<td>The Writing of Fiction</td>
</tr>
<tr>
<td>ENGLISH</td>
<td>424</td>
<td>Advanced Poetry Writing</td>
</tr>
<tr>
<td>ENGR</td>
<td>450</td>
<td>Multidisc Design</td>
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<tr>
<td>IOE</td>
<td>333</td>
<td>Ergonomics</td>
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<td>IOE</td>
<td>334</td>
<td>Ergonomics Lab</td>
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<td>MATSCIE</td>
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<td>Matls Engr Design</td>
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<td>485</td>
<td>Design Problems</td>
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<td>250</td>
<td>Des &amp; Mfg I</td>
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<td>MECHENG</td>
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<td>Des &amp; Mfg II</td>
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<td>450</td>
<td>Des &amp; Mfg III</td>
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<td>452</td>
<td>Design for Mfg</td>
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<td>MECHENG</td>
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<td>MFG 458</td>
<td>Design Problems</td>
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<td>MFG 470</td>
<td>Fund Ship Design</td>
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<tr>
<td>MUSMETH 406</td>
<td>Museum Methods</td>
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<td>NAVARCH 401</td>
<td>Small Craft Design</td>
<td></td>
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<tr>
<td>NAVARCH 470</td>
<td>Fund Ship Design</td>
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<td>NAVARCH 475</td>
<td>Team Design Project</td>
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<td>PAT 201</td>
<td>Intro to Comp Mus</td>
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<td>PAT 221</td>
<td>Computer Music</td>
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<tr>
<td>PAT 280</td>
<td>Sound Reinforcement</td>
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<td>PAT 331</td>
<td>Sound Rec 1</td>
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<td>PAT 380</td>
<td>Sound for Thre</td>
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<td>PAT 403</td>
<td>Digital Mus Ensemble</td>
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<td>PAT 441</td>
<td>Music&amp;Media I</td>
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<td>PAT 461</td>
<td>Dig Sound Synth I</td>
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<td>PAT 471</td>
<td>Timbral Ear Training</td>
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<td>PAT 480</td>
<td>Adv Sound Recording</td>
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<td>RCARTS 385</td>
<td>Interdis Photo Appl</td>
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<td>RCARTS 389</td>
<td>Ceramics Th &amp; Crit</td>
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<tr>
<td>SAC 290</td>
<td>Film, Video &amp; TV Prod</td>
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<td>SAC 300</td>
<td>Dramatic Narrative I</td>
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<td>SAC 301</td>
<td>Video Making I</td>
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<td>SAC 302</td>
<td>Television Studio I</td>
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<td>SAC 304</td>
<td>Interdisc. Collab: Visual Media I</td>
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<td>SAC 306</td>
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<td>Digital Animation II</td>
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<td>*Dramatic Narrative III (counts as a studio ONLY for art directors)</td>
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<td>THTREMUS 240</td>
<td>Intro to Design</td>
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<tr>
<td>THTREMUS 256</td>
<td>Lighting Design I</td>
<td></td>
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<tr>
<td>THTREMUS 260</td>
<td>Scene Design I</td>
<td></td>
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<tr>
<td>THTREMUS 263</td>
<td>Design Rendering</td>
<td></td>
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<tr>
<td>THTREMUS 270</td>
<td>Costume Design I</td>
<td></td>
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<tr>
<td>THTREMUS 356</td>
<td>Lighting Design II</td>
<td></td>
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<tr>
<td>THTREMUS 360</td>
<td>Scene Design II</td>
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<tr>
<td>THTREMUS 370</td>
<td>Costume Design II</td>
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<tr>
<td>THTREMUS 452</td>
<td>Costume Construction</td>
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<tr>
<td>THTREMUS 456</td>
<td>Lighting Design III</td>
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<tr>
<td>THTREMUS 460</td>
<td>Scene Design III</td>
<td></td>
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<tr>
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<td>Drafting</td>
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<tr>
<td>THTREMUS 464</td>
<td>Sc Paint for Theatr</td>
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<tr>
<td>THTREMUS 470</td>
<td>Costume Design III</td>
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<tr>
<td>THTREMUS 471</td>
<td>Womens Pattern Draft</td>
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<td>Men Pattern Draft</td>
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</tbody>
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III. ACADEMIC MISCONDUCT

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

Cheating
Cheating is committing fraud and/or deception on a record, report, paper, computer assignment, examination or any other course requirement. Examples of cheating are:

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

Falsification of Data, Records, and Official Documents
- Fabrication of data.
- Altering documents affecting academic records.
- Misrepresentation of academic status.
- Forging a signature of authorization or falsifying information on an official academic document, grade report, letter of recommendation/reference, letter of permission, petition, or any document designed to meet or exempt a student from an established College or University academic regulation.

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