Undergraduate Handbook 2020–2021

Written to communicate policies specific to students entering Fall 2020.

This handbook covers the curriculum, rules, regulations, and requirements at Stamps. Read it, follow it, and you’ll do just fine.

It is a great “go-to” when you’ve got questions about life at Stamps. As always, your advisors are here to help.
Welcome to the Penny W. Stamps School of Art & Design!

Alumna, design professional, arts advocate, philanthropist, and friend Penny W. Stamps (1944–2018) dedicated herself to elevating opportunities for the culture-makers of tomorrow. In 2012, the U-M Board of Regents named the School of Art & Design in her honor, creating the Penny W. Stamps School of Art & Design at the University of Michigan. The Penny Stamps Speaker Series, Stamps Gallery, and Stamps Creative Work Awards are also named for her honor. Learn more: stamps.umich.edu/penny

Calendar 4
Advising and Academic Support
Advising at Stamps 9, Your Advising Meeting Calendar 11, Faculty Mentors 12, Academic Support in Stamps 13, Step-by-Step to Graduation 15, Beyond the Studio 18

The Curriculum

Degree Enhancers & Helpers
Minors for Stamps Students 61, Independent Study 63, Internships 64, Scholarships, Awards and Grants 67, Academic Honors 72

Things to Know about Registration
Registration Overview 75, Overrides 77, Drop/Adds 80, Term Withdrawal 83

Keeping Track of Your Progress
Degree Progress Overview 85, Academic Records/Transcripts 86, Transfer Credits & Credits by Exam 87, Class Standing 90, Grades and Grading Policies 91

Graduation: Application & Commencement 94

Student Danger Zones
Incommunicado 97, Academic Discipline 97, Academic Integrity and Student Conduct 100, Academic Disciplinary Definitions 101, Student Appeals 103

Rules and Regulations for Classes and Coursework
Class Attendance 105, Class Participation 108, Disabilities 110, Religious/Academic Conflicts 111

Student Life
Medical Emergencies 113, Emergency Funds and Food Bank 113, Diversity, Equity, and Inclusion (DEI) 113, Faculty/Employee-Student Relationships 114, Course Fees 114, Lockers 115, Lost and Found 115, Complaints 115

Stamps Gallery and Studios
Stamps Gallery 117, Studio Access 118, Studios and Coordinators 119

Office hours:
Monday – Friday
8:00 a.m. – 5:00 p.m.
### FALL 2020 TERM

<table>
<thead>
<tr>
<th>MON</th>
<th>TUE</th>
<th>WED</th>
<th>THU</th>
<th>FRI</th>
</tr>
</thead>
<tbody>
<tr>
<td>31</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>Classes Begin</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>8</td>
<td>9</td>
<td>10</td>
<td>11</td>
</tr>
<tr>
<td>Labor Day (Holiday)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>15</td>
<td>16</td>
<td>17</td>
<td>18</td>
</tr>
<tr>
<td>Drop/add deadline for 1st mini-courses</td>
<td>Auth. needed to drop/add 1st mini-courses (“W” posted)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>21</td>
<td>22</td>
<td>23</td>
<td>24</td>
<td>25</td>
</tr>
<tr>
<td>Last day to drop/add full-term course</td>
<td>Auth. needed to drop/add full-term course (“W” posted)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>28</td>
<td>29</td>
<td>30</td>
<td>1</td>
<td>2</td>
</tr>
</tbody>
</table>

#### September

- **5**: Progress reports go out Oct. 5–Nov. 6
- **12**: Last day for term withdrawal with 50% tuition waiver
- **19**: Fall study break Oct. 19–20

#### October

- **26**: Classes resume • Second mini-course session begins

#### November

- **30**: Classes resume

#### December

- **28**: Classes resume
- **29**: Drop/add deadline for 2nd mini-courses
- **30**: Final Critiques & Exams
- **31**: Winter break begins

#### Other Important Dates

- **8**: Back to school
- **9**: Backpacking opens for W21
- **15**: Travel award deadline
- **26**: Thanksgiving Day
- **30**: Thanksgiving break begins at 5 p.m.

### Undergraduate Professional Development Grant applications due

- **14**: Final Critiques & Exams Dec. 14-18
- **15**: Winter break begins
- **24**: Final grades due (5 p.m.)
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.


For more information about the university’s final exam schedule, go to [ro.umich.edu/exams](http://ro.umich.edu/exams).
ADVISORY AND ACADEMIC SUPPORT

→ Advising at Stamps / 9
→ Advisors / 10
→ Your Advising Meeting Calendar / 11
→ Faculty Mentors / 12
→ Academic Support in Stamps / 13
→ Step-by-Step to Graduation / 15
→ Beyond the Studio / 18

Got questions? Ask an advisor
askanadvisor@umich.edu

To schedule an appointment with an advisor
stamps.genbook.com

ADVISING AT STAMPS

Students come to Stamps because the curriculum is open and they can explore and learn broadly without ever declaring a major, but navigating a curriculum that doesn’t have many straight lines can quickly become frustrating and bewildering, especially during your first two years here. You can get lost trying to find your own path and easily wind up settling for something less than what you want. Most students find that they need help putting it all together. Advising at Stamps is designed to do just that. Your assigned academic advisor will ask questions that make you think, they will guide you in reflection about your growth as a creative person, and they will help you design the education that you want. No settling required. Our goal is to help you learn to make your own decisions about your future as you grow and develop your knowledge and skills, particularly in goal-setting and strategizing. We focus on three areas critical to your development as a creative practitioner:

a) your individualized program of study
b) your career trajectory
c) your own creative practice as an artist/designer

At each of the six meetings scheduled for important times in your college career, we ask you to reflect on what you’ve learned, what you’ve done, and what you need to explore. We give you tools so you will know what you need to be doing and when you need to be doing it. By the sixth meeting, you should have a firm grasp on where you’re going and how you’ll get there. And that’s when you choose the faculty mentors who will continue to guide you as you become the artist/designer you always wanted to be.
As the Diversity and Inclusion Advisor, Brian creates and manages programs related to the values of diversity, equity, and inclusion and helps keep our Stamps community focused on those values. He is the staff sponsor of Stamps in Color and is here to assist any Stamper interested in creating or working with any student organization.

When Romy is not guiding her advisees through the ups and downs of college life, she supports the assistant dean in managing special projects and difficult situations that students may be having. Any student is welcome to meet with her to discuss sensitive situations or matters that may need special treatment. She also has expertise advising students on international study and using M-Compass.

John addresses the academic advising needs of his assigned students. He is also the school’s Career Development Coordinator and meets with all students to help them build a solid base for future employment. He also handles transfer credit questions/issues. So, whether you are looking for a job, an internship, advice on networking, or just figuring out what counts as Analytical Reasoning for the math phobic, John can handle it.

### Meeting 1 - July | First-Year Orientation
**Preparation:** Read Stamps pre-orientation information; take all placement tests; learn about your first year in Stamps on our website. Come to this meeting ready to clearly articulate and discuss your expectations, goals, and concerns for the first year. Send the Future Planning Sheet to your assigned advisor. Do all of this before you attend orientation.

**Meeting 2 - November/December | First Year**
**Preparation:** Attend Experience Expo (November); go through the "Beyond the Studio" checklist (page 18). Be ready to discuss how your expectations, goals, and concerns are changing for the first year.

**Meeting 3 - April | First Year**
**Preparation:** Attend Experience Expo (March); use the Curriculum Designer to map out future coursework (curriculum-designer.com). Reflect on what you have learned about yourself as a creative professional. Give thought to your degree choice and to possible faculty mentors. Be ready to talk about your progress over the year. What goals did you meet?

**Meeting 4 - September | Second Year**
**Preparation:** Prepare your résumé. Identify goals for the year. Reflect on your foundation year. Be ready to discuss your reflections and your goals for the year, including your professional development and plans for study abroad.

**Meeting 5 - March | Second Year**
**Preparation:** Complete your statement for Sophomore Review. Be ready to review it with your advisor. Bring in names of possible faculty mentors. What goals did you meet? Discuss academic plans for junior and senior years.

**Meeting 6 - September | Third Year**
**Preparation:** Review your Sophomore Review report. Ask two faculty members to be your mentor and obtain their consent. Be able to articulate your academic goals and career trajectory when you meet with your advisor.
During the meetings, advisors will use a series of questions or prompts to determine your progress, to encourage you to see pathways not immediately visible to you, and to push you toward thought that is reflective, strategic, and independent. In each meeting the advisor uses the information from previous discussions to encourage you to develop further in each of the three key areas discussed on page 9 (“Advising at Stamps”). You and your advisor will discuss challenges and expectations and set goals in these meetings. For most meetings you will be asked to come prepared. Your advisor will remind you of this before each meeting. To help you understand the mentorship program, have a look at the short mentee handbook: stamps.umich.edu/images/uploads/resources/Mentee_Handbook.pdf.

FACULTY MENTORS

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

Academic and International Peer Advisors

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

International Peer Advisor

The new international peer advisor will be announced in September 2020.

Academic Peer Advisors

Our new academic peer advisors will be announced in September 2020.

ACADEMIC SUPPORT IN STAMPS

These Stamps staff members are here to support your research, scholarship, and well-being.

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

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

Jennifer Metsker
Writing Coordinator
email: jmetsker@umich.edu
Jennifer teaches Stamps’ upper level writing course, ARTDES 399: Writing in Art & Design. She consults one-on-one with students and instructors on all types of writing projects, specializing in upper level and graduate students. Jennifer has undergraduate and graduate degrees in fine art, painting and poetry.

Ali Shapiro
Writing Program Lecturer
email: alishap@umich.edu
Ali teaches Stamps’ first year writing course, ARTDES 129: Making Writing. She consults one-on-one with students and instructors on all types of writing projects, specializing in first and second year students. Ali has undergraduate and graduate degrees in creative writing and also makes comics.
After you’ve read up on an issue in the handbook, you may still have a quick question. Just email 
AskanAdvisor@umich.edu. The advising team will respond with the appropriate information or let you know if you need to come in for an appointment.

Need to schedule an appointment with your advisor or with one of our writing consultants? Go to: stamps.genbook.com.

Seeing a peer advisor is easy and fast. Their drop-in advising hours are posted at the start of each semester.


Keep track of upcoming events by reading the Stamps Weekly Bulletin email.

The Advising Blog is a great way to stay caught up with all kinds of information needed to keep you on track to graduate: stamps.umich.edu/advising/blog.

STEP-BY-STEP TO GRADUATION (AND BEYOND)

During Your First Year
1) Find at least one course that you want to take in each of these academic areas:
   • Art history
   • Social science
   • Natural science
   • Environmental studies
   • Analytical reasoning
   • Race and ethnicity
2) Identify three 300- or 400-level studios that you want to take. What are their prerequisites?
3) Attend a Sophomore Review; in fact, attend two.
4) Apply for a passport or apply for a passport scholarship (and then apply for a passport).
5) Identify two instructors from your first year who could write you a letter of recommendation.
6) Get involved in a club or activity.
7) Become an expert in time management (or try).
8) Meet with your advisor (twice).
9) Begin to document your work.
10) Attend the Experience Expo and try a new food.

The Summer After Your First Year
1) Gather all of the images from your first-year projects and put them in a folder marked Sophomore Review.
2) Spend time researching study abroad and internship opportunities.
3) Reflect on your professional, academic, and personal goals for the next year; bring them with you when you meet your advisor for your fourth meeting in the fall.
4) Expand your visual knowledge: Look at art and design online, in galleries, in museums, in stores, in books/magazines, etc. Note what influences you and how and why it influences you.
5) Expand your art/design practice to incorporate your first-year experience and the new influences you have begun to take notice of.

6) Take classes at a local college or university, if necessary.

7) Look at the checklist “Beyond the Studio” (page 18) and check off everything you did.

8) Start your résumé.

**During Your Second Year**

1) Extend your creative work beyond the classroom: Exhibit your work or do freelance design.

2) Decide on the BA or the BFA.

3) Decide on your study abroad: when/where/why. Find an appropriate program. Apply.

4) Attend professional practice workshops. Eliminate high school work from your résumé and portfolio.

5) Explore (200 level courses), then learn more (300 level courses).

6) Add two or three professors to your reference bank.

7) Meet with your advisor (twice).

8) Attend a senior Integrative Project (IP) review (December).

9) Consider how the engagement requirement informs your practice.

10) Begin to self-promote (website, news items, résumé).

**The Summer After Your Second Year**

1) Read your Sophomore Review report and get to work on the recommendations. Correct weaknesses, research artists/designers, and read suggested books/articles.

2) Begin to apply the committee’s observations/suggestions to your art/design practice.

3) Study abroad.

4) Intern in an area that could be a career option for you.

5) Look at the checklist “Beyond the Studio” and check off everything you did this year.

**During Your Third Year**

1) Attend Portfolio Expo.

2) Attend Career Bootcamp.

3) Apply for internships; it’s serious now.

4) Learn more (300 levels), then refine (400 level).

5) Identify two mentors and meet with them.

6) Begin to consider the question(s) you may want to answer in your IP.

7) Take your ULWR.

8) Attend the final meeting with your advisor.

9) Take an engagement studio.

10) Study abroad for a semester.

**The Summer After Your Third Year**

1) Complete an internship.

2) Study abroad (if you haven’t already).

3) Refine the question(s) you want to answer in your IP.

4) Clean up your résumé, portfolio, artist’s statement, website.

5) Research grad programs, take the GRE (if required).

6) Look at the checklist “Beyond the Studio” and check off everything you can.

**During Your Senior Year**

1) Last chance: Portfolio Expo.

2) Last chance: Career Bootcamp.

3) Get your Senior Audit done.

4) Meet with your mentors.

5) Tweak your professional-quality résumé, portfolio, and presentation.

6) Spend quality time with your website.

7) Graduate. Apply for graduation.

8) Attend the final meeting with your advisor.

9) Apply for the Candy R. Wei International Experience prizes.

**The Summer After Graduation**

1) Go beyond the studio.

2) Keep in touch: John Luther can help keep you connected to the Stamps alumni network of creative professionals.
BEYOND THE STUDIO

- Interview at Portfolio Expo.
- Enter the Juried Student Show.
- Participate in a résumé workshop.
- Go to a writing workshop/tutorial in Stamps (not Sweetland).
- Participate in a portfolio preparation workshop.
- Graduate from Career Bootcamp.
- Apply for a Stamps School scholarship.
- Meet with an academic peer advisor.
- Meet with an international peer advisor.
- Ask for (and receive) a letter of recommendation from a faculty member.
- Identify — officially — two faculty mentors.
- Thank, in writing, everyone who wrote you a letter of recommendation.
- Curate an exhibition.
- Sit in on an IP consultation.
- Participate in Makeathon.
- Participate in Hackathon.
- Visit the Faculty Studios.
- Help install an exhibition.
- Design (or help design) an exhibition.
- Exhibit your work outside of Stamps.
- Sell any work you made or designed (in class or out of class).
- Complete an internship.
- Write a thank-you note to a Stamps donor.
- Take your faculty mentor out for coffee (or tea).
- Attend more than two Terrific Tuesday events.
- Keep all six of your required advising meetings.
- Complete your senior audit.
- Attend an opening.
- Attend an opening by an artist you didn’t already know.

- Give a tour of Stamps to a stranger.
- Observe a Sophomore Review.
- Attend a Q and A after the Penny Stamps lecture.
- Eat dinner with a Penny Stamps speaker.
- Attend a cultural event that is not part of your culture.
- Help with TED-X.
- Join IDSA, AIGA, ThinkSlate, the Print Club, the Ceramics Club, the Animation Club, etc.
- Create (and maintain) your website.
- Attend the Senior Show.
- Visit the Senior Studios.
- Update your résumé.
- Do the creative work for a U-M publication (the Daily, Shei magazine...).
- Document changes to your own creative practice.
- Visit the Stamps Gallery.
- Join the Art and Design Collective (the Stamps student government).
- Become a volunteer.
- Bookmark the Stamps Advising Blog (stamps.umich.edu/advising blog).
- Take ARTDES 391: Professional Practice.
- Attend an event at Hill Auditorium.
- Talk to a professional about a current issue in art and design.
- Apply for an undergraduate professional development grant.
UNDERSTANDING YOUR DEGREE

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

You! Students bear the primary responsibility for ensuring that their academic coursework meets the requirements of their degree. The explanations and courses on the following pages provide a basic guide for most students under most circumstances. This doesn’t mean you’re alone. You have these resources to help you:

- Your academic advisor
- Peer advisors (academic and international)
- Other advisors on our team
- John Luther (career development)
- Sandra Wiley (international experience)
- Jennifer Metsker and Ali Shapiro (writing)
- Jamie Vander Broek (library)
- This handbook
- Last resort, Romy Hill-Cronin (Director of Advising)
How many credits do I need to graduate with a BFA?

BFA credits – **128** (66 studio + 56 non-studio + 6 FLEX* credits)

*FLEX credits can be studio credits or not, whatever works for you!

**BFA in Art and Design**

For students interested in an intensive, studio-focused program.

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

- One Penny Stamps Speaker Series: 1 credit
- Two academic courses: 6 credits
- Three studio courses: 9 credits

**Total**: 16 credits per term (average)

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

128 credits = a BFA in Art and Design! Like magic.

Here’s another way to look at the BFA.

**Studio Courses**

- Required studio courses: 21 credits
- Elective studio courses*: 45 credits

**Non-Studio Courses**

- Required academic courses: 17 credits
- Elective academic courses: 39 credits

Free Elective "FLEX" Credits (Studio or Non-Studio): 6 credits

Milestone Requirements

- Sophomore Review
- International Experience

**BFA in Art and Design - Total**: 128 credits

Internships count as academic elective credits.

*Read more about elective studios, including how many you need at each level, on pp. 43-45.
**First Year**

*Sample Plan of Study: BFA*

<table>
<thead>
<tr>
<th>FALL</th>
<th>WINTER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Drawing: Observation (ARTDES 100)</td>
<td>Drawing: Visualization (ARTDES 105)</td>
</tr>
<tr>
<td>Studio: 2D (ARTDES 115)</td>
<td>Studio: 4D (ARTDES 125)</td>
</tr>
<tr>
<td>Studio: 3D (ARTDES 120)</td>
<td>Studio: Methods of Inquiry (ARTDES 130)</td>
</tr>
<tr>
<td>University academic elective</td>
<td>Art &amp; Design History (ARTDES 151)</td>
</tr>
<tr>
<td>FYWR (ARTDES 129 or another FYWR)</td>
<td>University academic elective</td>
</tr>
<tr>
<td>Stamps Lecture Series (ARTDES 160)</td>
<td>Stamps Lecture Series (ARTDES 160)</td>
</tr>
</tbody>
</table>

Total credits: 13-18

**Summary:** The first-year experience at Stamps is designed to help you explore new media, refine your foundational skills, and prepare you to chart your own customized path through the Stamps open curriculum, starting in your sophomore year. You’ll be working closely with your advisor to address one of the biggest decisions you’ll make in your college career: BFA or BA?

**First-Year Tips:** We also recommend that you take the First Year Writing Requirement (FYWR) in your first year, and ARTDES 129 is a good option. Photo documentation of your work is critical. Trust us — it will pay off next year.

---

**Second Year**

*Sample Plan of Study: BFA*

<table>
<thead>
<tr>
<th>FALL</th>
<th>WINTER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elective studio</td>
<td>Elective studio</td>
</tr>
<tr>
<td>Elective studio</td>
<td>Elective studio</td>
</tr>
<tr>
<td>Elective studio</td>
<td>Second Year Studio (ARTDES 220)</td>
</tr>
<tr>
<td>University academic elective</td>
<td>University academic elective</td>
</tr>
<tr>
<td>University academic elective</td>
<td>University academic elective</td>
</tr>
<tr>
<td>Art &amp; Design in Context (ARTDES 150)</td>
<td>Art &amp; Design in Context (ARTDES 150)</td>
</tr>
<tr>
<td>Stamps Lecture Series (ARTDES 160)</td>
<td>Stamps Lecture Series (ARTDES 160)</td>
</tr>
</tbody>
</table>

Total credits: 16-17

**Summary:** The second-year experience at Stamps gives you the freedom to schedule courses that speak more directly to the themes, topics, and methods that fuel your creative, inquiry-led work (see page 43 for more). A milestone during this year is the Sophomore Review, a time for you to reflect on your work and get feedback and advice from faculty (see page 51 for important details).

**Second-Year Tips:** The summer after your sophomore year is a good time to complete your International Experience requirement. Depending on your type of International Experience, application deadlines can range from November to March, so start planning in September. (see page 54 to get started). Consider your academic electives in light of this.
### Third Year

**Sample Plan of Study: BFA**

<table>
<thead>
<tr>
<th>FALL</th>
<th>WINTER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elective studio 3</td>
<td>Elective studio 3</td>
</tr>
<tr>
<td>Elective studio 3</td>
<td>Elective studio 3</td>
</tr>
<tr>
<td>Elective studio/ Academic elective 3</td>
<td>Elective studio/ Academic elective 3</td>
</tr>
<tr>
<td>University academic elective 3-4</td>
<td>University academic elective 3-4</td>
</tr>
<tr>
<td>University academic elective/ARTDES 399 3-4</td>
<td>University academic elective/ARTDES 399 3-4</td>
</tr>
<tr>
<td>Stamps Lecture Series 1</td>
<td>Stamps Lecture Series 1</td>
</tr>
<tr>
<td><strong>Total credits 16-18</strong></td>
<td><strong>Total credits 16-18</strong></td>
</tr>
</tbody>
</table>

**Summary:** This year is about preparing for senior year success. This means that your course schedule will have less breadth and more depth as you delve into advanced-level classes.

**Third-Year Tips:** If you haven’t already fulfilled your International Experience, the second semester of this year is also a very popular time — keep deadlines in mind when planning (see pages 54–58 for more). Also, the summer after your junior year is a great time to do an internship (see page 64 for more). Think about how you’ll use your six FLEX credits. Talk with your mentor about course selection.

### Fourth Year

**Sample Plan of Study: BFA**

<table>
<thead>
<tr>
<th>FALL</th>
<th>WINTER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Integrative Project/400 3</td>
<td>Integrative Project/400 3</td>
</tr>
<tr>
<td>Elective studio 3</td>
<td>Elective studio 3</td>
</tr>
<tr>
<td>Elective studio 3</td>
<td>Elective studio 3</td>
</tr>
<tr>
<td>University academic elective 3-4</td>
<td>University academic elective 3-4</td>
</tr>
<tr>
<td>University academic elective 3-4</td>
<td>University academic elective 3-4</td>
</tr>
<tr>
<td>University academic elective 3-4</td>
<td>University academic elective 3-4</td>
</tr>
<tr>
<td>Stamps Lecture Series 1</td>
<td>Stamps Lecture Series 1</td>
</tr>
<tr>
<td><strong>Total credits 16-18</strong></td>
<td><strong>Total credits 16-18</strong></td>
</tr>
</tbody>
</table>

**Summary:** In your final year at Stamps, you can, if you choose to, pull together everything you’ve been learning so you can pursue a self-directed, yearlong, “professional grade” project called Integrative Project (IP) (see page 59 for more). You also have the option of taking three 400-level ARTDES studios instead of IP. Plan to spend a lot of time at Stamps Career Prep events (or considering/applying to graduate programs). And if you have any academic requirements left to complete, this is the time to do them.

**Fourth-Year Tips:** Senior year can be exhilarating, but it can also be stressful. Make sure you’re tending to your self care and your mental health during this hectic time of life (see page 13 for information on the free, in-house Stamps therapist, Karen Henry).
**BFA CHECKLIST**

### STUDIOS

1. **MILESTONES**  
   - Sophomore Review  
   - International Experience

2. **REQUIRED STUDIOS**  
   - ARTDES 100, Drawing: Observation  
   - ARTDES 105, Drawing: Visualization  
   - ARTDES 115, Studio: 2D  
   - ARTDES 120, Studio: 3D  
   - ARTDES 125, Studio: 4D  
   - ARTDES 130, Methods of Inquiry  
   - ARTDES 220, Second Year Studio

**Total credits: 21**

3. **ELECTIVE STUDIOS**  
   - Four studios at the 200 level  
   - Four studios at the 300 level  
   - One studio at the 100-400 level  
   - One engagement studio  
   - Five studios at the 400 level (includes IP)

**Total credits: 45**

### NON-STUDIOS

1. **REQUIRED ACADEMICS**  
   - ARTDES 150, Art & Design in Context  
   - ARTDES 151, Art and Design History  
   - ARTDES 160, Stamps Lecture Series

**Total credits: 17**

2. **ACADEMIC ELECTIVES**  
   - ARTDES 399, Writing in Art and Design

**Total credits: 39**

**FREE ELECTIVE “FLEX” CREDITS**

**Total credits: 6**

**GRAND TOTAL**  
**128 credits**  
(minimum)

---

**BA CHECKLIST**

### STAMPS

1. **MILESTONES**  
   - Sophomore Review  
   - International Experience

2. **REQUIRED STUDIOS**  
   - ARTDES 100, Drawing: Observation  
   - ARTDES 105, Drawing: Visualization  
   - ARTDES 115, Studio: 2D  
   - ARTDES 120, Studio: 3D  
   - ARTDES 125, Studio: 4D  
   - ARTDES 130, Methods of Inquiry  
   - ARTDES 220, Second Year Studio

**Total credits: 21**

3. **ELECTIVE STUDIOS**  
   - Two studios at the 200 level  
   - Two studios at the 300 level  
   - One studio at the 400 level (or Senior Studio)  
   - One studio at any level  
   - One engagement studio

**Total credits: 45**

4. **REQUIRED ACADEMICS**  
   - ARTDES 150, Art and Design in Context  
   - ARTDES 151, Art and Design History  
   - ARTDES 160, Stamps Lecture Series

**Total credits: 14**

5. **ARTDES ELECTIVE**  
   - One studio at any level

**Total credits: 3**

### NON-STAMPS

**Total credits: 64**

Must include at least 3 credits in each of the subjects listed below:  
   - First year writing  
   - Social science  
   - Natural science  
   - Environmental studies  
   - Analytical reasoning  
   - Race and ethnicity  
   - Two courses of art or design history/theory/criticism  
   - Upper Level Writing

**FREE ELECTIVE “FLEX” CREDITS**

**Total credits: 5**

**GRAND TOTAL**  
**128 credits**  
(minimum)
THE BA DEGREE

What is a BA?
The BA is for students who have a dual focus: studio work with a strong academic component either in the liberal arts or in another discipline taught at the university. If you’re primarily interested in studio work, the BFA may be a better fit (go back to page 22).

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

BA credits - 128 (59 in Stamps + 64 outside of Stamps + 5 from Stamps or the wider university.)

Helpful hint: Because the BA requires much less studio work than the BFA, BA students must be very focused and strategic in selecting their elective studios.

Here’s another way to look at the BA.

<table>
<thead>
<tr>
<th>Course Type</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stamps Courses</td>
<td>59</td>
</tr>
<tr>
<td>Required studio courses</td>
<td>21</td>
</tr>
<tr>
<td>Elective studio courses</td>
<td>21</td>
</tr>
<tr>
<td>Required academic courses</td>
<td>14</td>
</tr>
<tr>
<td>Elective courses</td>
<td>3</td>
</tr>
<tr>
<td>Non-Stamps Courses</td>
<td>64</td>
</tr>
<tr>
<td>Free Elective &quot;FLEX&quot; Credits</td>
<td>5</td>
</tr>
<tr>
<td>Milestone Requirements</td>
<td>no credit</td>
</tr>
<tr>
<td>Sophomore Review</td>
<td></td>
</tr>
<tr>
<td>International Experience</td>
<td></td>
</tr>
</tbody>
</table>

BA in Art and Design - Total 128 credits

- Internships do not count as studio credit.
- BA students do not complete the Integrative Project Studio.
### First Year

**Sample Plan of Study: BA**

<table>
<thead>
<tr>
<th>FALL</th>
<th>WINTER</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Drawing: Observation</strong></td>
<td><strong>Drawing: Visualization</strong></td>
</tr>
<tr>
<td>(ARTDES 100) 3</td>
<td>(ARTDES 105) 3</td>
</tr>
<tr>
<td><strong>Studio: 2D</strong></td>
<td><strong>Studio: 4D</strong></td>
</tr>
<tr>
<td>(ARTDES 115) 3</td>
<td>(ARTDES 125) 3</td>
</tr>
<tr>
<td><strong>Studio: 3D</strong></td>
<td><strong>Studio: Methods of Inquiry</strong></td>
</tr>
<tr>
<td>(ARTDES 120) 3</td>
<td>(ARTDES 130) 3</td>
</tr>
<tr>
<td><strong>University academic</strong></td>
<td><strong>Art &amp; Design History</strong></td>
</tr>
<tr>
<td>elective 3-4</td>
<td>(ARTDES 151) 3</td>
</tr>
<tr>
<td><strong>FYWR (ARTDES 129 or another FYWR)</strong></td>
<td><strong>University academic</strong></td>
</tr>
<tr>
<td>4</td>
<td>elective 3-4</td>
</tr>
<tr>
<td><strong>Stamps Lecture Series</strong></td>
<td><strong>Stamps Lecture Series</strong></td>
</tr>
<tr>
<td>(ARTDES 160) 1</td>
<td>(ARTDES 160) 1</td>
</tr>
</tbody>
</table>

*Total credits: 13-18
Total credits: 13-17*

**Summary:** The first-year experience at Stamps is designed to help you explore new media, refine your foundational skills, and prepare you to chart your own customized path through the Stamps open curriculum, starting in your sophomore year. You’ll be working closely with your advisor to address one of the biggest decisions you’ll make in your college career: BFA or BA?

**First-Year Tips:** We also recommend that you take the First Year Writing Requirement (FYWR) in your first year, and ARTDES 129 is a good option. Photo documentation of your work is critical. Trust us — it will pay off next year.

### Second Year

**Sample Plan of Study: BA**

<table>
<thead>
<tr>
<th>FALL</th>
<th>WINTER</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Elective studio</strong></td>
<td><strong>Second Year Studio</strong></td>
</tr>
<tr>
<td>3</td>
<td>(ARTDES 220) 3</td>
</tr>
<tr>
<td><strong>Elective studio</strong></td>
<td><strong>Elective studio</strong></td>
</tr>
<tr>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td><strong>University academic</strong></td>
<td><strong>University academic</strong></td>
</tr>
<tr>
<td>elective 3-4</td>
<td>elective 3-4</td>
</tr>
<tr>
<td><strong>University academic</strong></td>
<td><strong>University academic</strong></td>
</tr>
<tr>
<td>elective 3-4</td>
<td>elective 3-4</td>
</tr>
<tr>
<td><strong>Art &amp; Design in Context</strong></td>
<td><strong>University academic</strong></td>
</tr>
<tr>
<td>(ARTDES 150) 3</td>
<td>elective 3-4</td>
</tr>
<tr>
<td><strong>University academic</strong></td>
<td><strong>University academic</strong></td>
</tr>
<tr>
<td>elective 3-4</td>
<td>elective 3-4</td>
</tr>
<tr>
<td><strong>Stamps Lecture Series</strong></td>
<td><strong>Stamps Lecture Series</strong></td>
</tr>
<tr>
<td>(ARTDES 160) 1</td>
<td>(ARTDES 160) 1</td>
</tr>
</tbody>
</table>

*Total credits: 16-18
Total credits: 16-18*

**Summary:** This is the year to explore and define your academic studies. Think about subjects that matter to you and that fuel your creativity — your academic pursuits in year two will inform your creative work in the studio courses you’ll take in your third and fourth year. A milestone during this year is the Sophomore Review, a time for you to reflect on your work and get feedback and advice from faculty (see page 51 for important information).

**Second-Year Tips:** The summer after your sophomore year is a good time to complete your International Experience requirement. Depending on your type of International Experience, application deadlines can range from November to March, so start planning in September (see page 54 for to get started). Consider your academic electives in light of this.
### Third Year

**Sample Plan of Study: BA**

<table>
<thead>
<tr>
<th>FALL</th>
<th>WINTER</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Elective studio</strong></td>
<td>3</td>
</tr>
<tr>
<td><strong>University academic elective</strong></td>
<td>3-4</td>
</tr>
<tr>
<td><strong>University academic elective</strong></td>
<td>3-4</td>
</tr>
<tr>
<td><strong>University academic elective</strong></td>
<td>3-4</td>
</tr>
<tr>
<td><strong>University academic elective</strong></td>
<td>3-4</td>
</tr>
<tr>
<td><strong>University academic elective</strong></td>
<td>3-4</td>
</tr>
<tr>
<td><strong>Stamps Lecture Series (ARTDES 160)</strong></td>
<td>1</td>
</tr>
</tbody>
</table>

**Summary:** This year, you’ll delve deeply into your academic pursuits. As you learn incredible new things about the world, you’ll begin to make connections between fields of study and your creative work. Before you know it, you’ll put the academic subjects that you’re most passionate about to service in the studio.

**Third-Year Tips:** If you haven’t already fulfilled your International Experience, the second semester of this year is also a very popular time — keep deadlines in mind when planning [see page 54 for more](#). Also, the summer after your junior year is a great time to do an internship [see page 64 for more](#). If you’d like to pursue a minor, this is the year to begin. Think about how you’ll use your five FLEX credits. Talk to your mentor about your course selections.

### Fourth Year

**Sample Plan of Study: BA**

<table>
<thead>
<tr>
<th>FALL</th>
<th>WINTER</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Elective studio/ Senior Studio</strong></td>
<td>3</td>
</tr>
<tr>
<td><strong>Elective studio</strong></td>
<td>3</td>
</tr>
<tr>
<td><strong>University academic elective</strong></td>
<td>3-4</td>
</tr>
<tr>
<td><strong>University academic elective</strong></td>
<td>3-4</td>
</tr>
<tr>
<td><strong>University academic elective</strong></td>
<td>3-4</td>
</tr>
<tr>
<td><strong>University academic elective</strong></td>
<td>3-4</td>
</tr>
<tr>
<td><strong>Stamps Lecture Series (ARTDES 160)</strong></td>
<td>1</td>
</tr>
</tbody>
</table>

**Summary:** You’ve spent three years learning both in the studio and in the university classroom. You’re comfortable with a variety of media and a number of creative techniques and approaches, and have strong academic interests that fuel your work. In your fourth year, your work will become truly transdisciplinary in nature. It will fuse your knowledge and creative perspectives in surprising and unique-to-you ways.

**Fourth-Year Tips:** Senior year can be exhilarating, but it can also be stressful. Make sure you’re tending to your self care and your mental health during this hectic time of life [see page 13 for information on the free, in-house Stamps therapist, Karen Henry](#).
BFA IN
INTERARTS
PERFORMANCE

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

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

How do I tailor the Interarts Performance degree to fit my interests?
In this program, you will forge an entirely customized, individual path under the mentorship of the Interarts Performance mentors and advisors: Holly Hughes (Stamps/SMTD) and Andy Kirshner (Stamps/SMTD).

As exciting as a tailor-made path is, Interarts Performance students are required to bring both schools together. It’s a big responsibility and requires proactive, engaged stewardship on your part. While your cohort of Interarts peers will serve as a tight-knit creative network, your individual interests, passions, and talents will inform your curricular path through the program.

This degree is for students with interests in performance (dance, theater/drama/PAT), art, and design.
What courses will I take?

**Studio Courses (Interarts)**

Interarts Performance majors complete 24 credits of introductory courses, split evenly between Stamps School courses and Theatre & Drama courses. Twelve of the credits are in required courses: ArtDes 125, ArtDes 220, ThtreMus 101, and ThtreMus 240, 250, or 256. More advanced coursework may be substituted on a case-by-case basis when deemed appropriate by the Interarts faculty.

Interarts Performance majors complete 33 credits of advanced studio coursework, split between Stamps School courses and Theatre & Drama courses, and 9 credits of the Integrative Project (IP), the capstone year-long course taken during the fall and winter terms of the BFA student’s final year.

**For more information on IP (Integrative Project), see page 59.**

_for more information on requirements, talk to an Interarts professor._

<table>
<thead>
<tr>
<th>FALL</th>
<th>WINTER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Interarts Forum (INTPERF 160)</td>
<td>1</td>
</tr>
<tr>
<td>Live Art Survey (INTPERF 150)</td>
<td>3</td>
</tr>
<tr>
<td>Introductory studio (ARTDES 100, 115, 120)</td>
<td>3</td>
</tr>
<tr>
<td>Acting One (THTREMUS 101)</td>
<td>3</td>
</tr>
<tr>
<td>Stamps Lecture Series (ARTDES 160)</td>
<td>1</td>
</tr>
<tr>
<td>Studio or university academic elective</td>
<td>3-4</td>
</tr>
<tr>
<td>University academic elective</td>
<td>3-4</td>
</tr>
</tbody>
</table>

**Total credits** 17-18  **Total credits** 17-18

**Summary:** The first year is all about getting your bearings, meeting your cohort, and learning what resources you have at your disposal. You will be laying the groundwork to get the most out of your upper-level coursework.

**Interarts Tips:** When choosing your classes each term, check in with your Interarts faculty mentors and fellow students in the program. Also, you do have required courses as part of this program (see page 38); it’s best to “front-load” those in your freshmen/sophomore year to allow you to acclimate to the program. We recommend that you take the First Year Writing Requirement (FYWR) in your first year.
### BFA IN INTERARTS PERFORMANCE CHECKLIST

1) **MILESTONES**
   - Sophomore Review: No credits

2) **REQUIRED STUDIOS**
   - Total credits: 21
   - ARTDES 125: 3
   - ARTDES 220: 3
   - THTREMUS 101: 3
   - THTREMUS 240, 250, or 256: 3
   - INTEGRATIVE PROJECT: 9

3) **ELECTIVE STUDIOS**
   - Total credits: 45
   - ARTDES 100-200 level: 6
   - ARTDES 200-400 level: 15
   - ARTDES 400 level: 3
   - Theatre & Drama 100-200 level: 6
   - Theatre & Drama 300-400 level: 15

4) **REQUIRED ACADEMICS**
   - Total credits: 28
   - ARTDES 150 or 151: 3
   - ARTDES 160: 8
   - INTPERF 150: 3
   - INTPERF 160: 8
   - Theatre & Drama: 3
   - Theatre & Drama: 3

5) **ACADEMIC ELECTIVES**
   - Total credits: 36
   - Must include at least 3 credits in each of the subjects listed below:
   - First year writing
   - Humanities
   - Social science
   - Natural science
   - Environmental studies
   - Analytical reasoning
   - Cultural diversity (2): 6 credits

**GRAND TOTAL**

130 credits (minimum)

---

### DUAL DEGREES*

*The University of Michigan refers to the Dual Degree program as “MDDP” (short for “Multiple Dependent Degree Program”). You may also hear the Dual Degree path referred to as a “joint degree” or “double major.”*

Students who wish to pursue two degrees — one from the Stamps School of Art & Design (BFA or BA), and a second from another academic unit (school or college) — are pursuing the Dual Degree path. There is no dual degree option for the BFA in Interarts Performance.

**Is a Dual Degree right for me?**

The Dual Degree path is a big commitment. As with any big decision, it’s important to pause and ask yourself some tough questions. Here are some to get you started:

- How many years are you interested in committing to your undergraduate education? (The average length of a Dual Degree path is five years.)

- What financial supports do you have to sustain an extended course of study?

- What is your desired outcome? How does this fit into your post-graduation future?

- Have I earned 30 credits and do I have a 3.0 GPA?

**Where can I pursue a Dual Degree?**

Stamps students are allowed to pursue a joint degree with LSA, the College of Engineering, the Ross School of Business, the School of Nursing, the School of Kinesiology, the Taubman College of Architecture and Urban Planning, and the School of Information. Additionally, a pre-med path is possible at Stamps.

**How many credits do I need for a Dual Degree?**

The university requires that a student earn a minimum of 150 credits. In reality, a Dual Degree often requires more than the minimum because the Dual Degree student must complete all of the requirements for both degrees. The student must earn both degrees simultaneously.
How exactly do I get started?

**Step 1:** Check your cumulative GPA ($\geq 3.0$) and the number of credits you’ve earned ($\geq 30$).

**Step 2:** Meet with an advisor from your target school to get a firm grasp on which courses at that school you’d need to take.

**Step 3:** If you didn’t start U-M as a Dual Degree student, you have to wait until the end of your freshman year to apply. Contact stamps-admissions@umich.edu to initiate the application process.

How do I register for courses as a Dual Degree student?

Use Wolverine Access like everyone else. Unfortunately, Wolverine Access will give you the option of registering for classes in either of the two units (for example, Stamps or LSA). Resist the temptation to diversify. Always register in Stamps (unless you’re pursuing a Dual Degree with the Taubman College of Architecture).

How do I apply for graduation as a Dual Degree student?

You must submit a separate online diploma application for each school.

Can I withdraw from a Dual Degree program?

Withdrawal from the Dual Degree program is possible at any time. Stamps students who wish to drop either school/college should email Eric Gieske to process the drop: egieske@umich.edu.

**Dual Degree Tips:** Explore a subject area you’re interested in before you commit to it fully. In your first or second year, take your academic electives in the school/subject area you’re interested in. Work with your advisors to find a course that will serve as a good introduction to that subject.

---

**ELECTIVE STUDIO COURSE REQUIREMENTS**

How many elective studio courses do I get to take?

**BFA students:** 15-17 elective studios (45-51 credits), depending on how you use your FLEX credits.

**BA students:** 7-9 elective studios (21-27 credits), depending on how you use your FLEX credits.

When do I take my elective studio courses?

Students begin their elective studios in their sophomore year.

Are there requirements for the kinds of studio courses I can take?

→ **BFA students**, throughout your four years you must complete:
  - 4 200-level studio courses
  - 4 300-level studio courses
  - 5 400-level elective studio courses (includes IP)

→ **BA students**, throughout your four years you must complete:
  - 2 200-level studio courses
  - 2 300-level studio courses
  - 1 400-level studio course (can be Senior Studio)

Where can I find a list of elective studio courses?

Go to curriculum-designer.com to explore Stamps offerings.

**Note:** There are non-Stamps studio courses at the university. BFA students are allowed to take two of these; BA students can take one. See page 44.

*Students may take three ARTDES mini-courses in place of one of these studios.*
BFA students may take two courses (6 credits) outside of Stamps that count as studio credit toward graduation. BA students may take only one (3 credits). Studio courses taken abroad during the required International Experience are considered as ARTDES (Stamps) credits.

<table>
<thead>
<tr>
<th>Subject</th>
<th>Catalog #</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARCH</td>
<td>211</td>
<td>Digital Drawing</td>
</tr>
<tr>
<td>ARCH</td>
<td>218</td>
<td>Visual Studies</td>
</tr>
<tr>
<td>ARCH</td>
<td>312</td>
<td>Architectural Design</td>
</tr>
<tr>
<td>FTVM</td>
<td>290</td>
<td>Intro to Media Production</td>
</tr>
<tr>
<td>FTVM</td>
<td>300</td>
<td>Dramatic Narrative I</td>
</tr>
<tr>
<td>FTVM</td>
<td>304</td>
<td>Topics in Media Production I</td>
</tr>
<tr>
<td>FTVM</td>
<td>306</td>
<td>New Media Practices I</td>
</tr>
<tr>
<td>FTVM</td>
<td>400</td>
<td>Dramatic Narrative II (counts as 300-level)</td>
</tr>
<tr>
<td>FTVM</td>
<td>406</td>
<td>Animation and Digital Media Practices II (counts as 300-level)</td>
</tr>
<tr>
<td>MECHENG</td>
<td>250</td>
<td>Design &amp; Manufacturing I</td>
</tr>
<tr>
<td>PAT</td>
<td>201</td>
<td>Intro to Computer Music</td>
</tr>
<tr>
<td>PAT</td>
<td>202</td>
<td>Computer Music</td>
</tr>
<tr>
<td>PAT</td>
<td>280</td>
<td>Sound Reinforcement</td>
</tr>
<tr>
<td>PAT</td>
<td>331</td>
<td>Sound Recording I</td>
</tr>
<tr>
<td>PAT</td>
<td>380</td>
<td>Sound for Theatre</td>
</tr>
<tr>
<td>RCARTS</td>
<td>285</td>
<td>Photography</td>
</tr>
<tr>
<td>RCARTS</td>
<td>286</td>
<td>Sculpture</td>
</tr>
<tr>
<td>RCARTS</td>
<td>287</td>
<td>Printmaking</td>
</tr>
<tr>
<td>RCARTS</td>
<td>289</td>
<td>Ceramics</td>
</tr>
<tr>
<td>RCARTS</td>
<td>385</td>
<td>Advanced Photography</td>
</tr>
<tr>
<td>RCARTS</td>
<td>389</td>
<td>Ceramics Theory and Criticism</td>
</tr>
<tr>
<td>SI</td>
<td>538</td>
<td>Citizen Interaction Design</td>
</tr>
<tr>
<td>THTREMUS</td>
<td>240</td>
<td>Intro to Design</td>
</tr>
<tr>
<td>THTREMUS</td>
<td>256</td>
<td>Lighting Design I</td>
</tr>
<tr>
<td>THTREMUS</td>
<td>260</td>
<td>Scene Design I</td>
</tr>
<tr>
<td>THTREMUS</td>
<td>263</td>
<td>Design Rendering</td>
</tr>
<tr>
<td>THTREMUS</td>
<td>270</td>
<td>Costume Design I</td>
</tr>
<tr>
<td>THTREMUS</td>
<td>285</td>
<td>Introduction to Puppetry</td>
</tr>
<tr>
<td>THTREMUS</td>
<td>356</td>
<td>Lighting Design II</td>
</tr>
<tr>
<td>THTREMUS</td>
<td>360</td>
<td>Scene Design II</td>
</tr>
<tr>
<td>THTREMUS</td>
<td>370</td>
<td>Costume Design II</td>
</tr>
<tr>
<td>UARTS</td>
<td>250</td>
<td>Creative Process</td>
</tr>
</tbody>
</table>
Are academics required at Stamps?
Absolutely. Remember, you chose to study art and design at a top-tier research university because you knew that academic inquiry would fuel your creative work in incredible and unexpected ways.

What are the Stamps required academic courses?

<table>
<thead>
<tr>
<th>Required Stamps academic courses</th>
<th>credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art and Design in Context (ARTDES 150)</td>
<td>3</td>
</tr>
<tr>
<td>Art and Design History (ARTDES 151)</td>
<td>3</td>
</tr>
<tr>
<td>Stamps Lecture Series (ARTDES 160)</td>
<td>8</td>
</tr>
<tr>
<td>Writing in Art &amp; Design (ARTDES 399)*</td>
<td>3</td>
</tr>
</tbody>
</table>

1 credit each semester

*BFA only

Total 14-17

What other academic courses do I need to take?

Academic credits should include coursework in these areas:

| First year writing (FYWR) | 3 |
| Social science (SS) | 3 |
| Natural science (NS) | 3 |
| Analytical reasoning (MSA, QR/1, QR/2) | 3 |
| Environmental studies (ENVIRON) | 3 |
| Race and ethnicity (RE) | 3 |
| 2 Art or design history/theory/criticism electives | 6 |
| Upper level writing (ULWR)** | 3 |

**BA only

*ARTDES 399 meets the Upper Level Writing Requirement for Stamps and for LSA (ULWR).

How do I know that a course meets one of these areas?

The guide below tells you what to look for:

FYWR: Look in the LSA Course Guide for courses identified as FYWR.

ULWR: Look in the LSA Course Guide for courses identified as ULWR. ARTDES 399 also meets the requirement, and is required for the BFA.

ADHTC: Art/design history/theory/criticism. ARTDES 398, AMCULT 320, AMCULT 335, FTVM 272, FTVM 313, SLAVIC 312, any course with the subject HISTART, or any course cross-listed with HISTART. This includes AP/IB credit for art history.

NS: Look in the LSA Course Guide for courses identified as NS. AP/IB credit for biology, chemistry and physics also meet NS.

SS: Look in the LSA Course Guide for courses identified as SS. AP/IB credit for history, psychology, political science, economics and anthropology also meet SS.

ES: Any course in the LSA Course Guide with the subject code ENVIRON. This includes courses cross-listed as ENVIRON. Other courses that meet the requirement are ARCH 357; BIOLOGY 101, 102, 109, and 171; EARTH 109, 114, 148, 154, 156, 277 and 331; ENGLISH 320 and 328; as well as URP 423.

AR: Look in the LSA Course Guide for courses identified as MSA, QR/1, or QR/2; PHIL 183; SI 106; AP STATS 180. Some courses in logic also meet the requirement.

RE: Look in the LSA Course Guide for courses identified as RE. EDUC 118 also meets RE.

CD: Cultural Diversity. Look for any course in non-western culture or language or any course that meets RE.
Do I have to take one course in each area?

No. What is required is that you cover these areas in your course selection. You can find courses that meet two or even three of the liberal arts requirements. For example, a student may take ENVIRON 232 to meet the environmental studies, natural science, and analytical reasoning requirement. Because this course has the codes NS and QR/2 beside it in the LSA Course Guide, it will meet all three of those requirements. As long as that course is worth three credits, you can use it to fulfill more than one area requirement.

Do I need to take a foreign language?

A foreign language is not required, but many students use their elective academic credits to take one to prepare for their International Experience.

What are my free elective credits and how can I use them?

**BFA** students can use 6 free elective credits (aka FLEX credits) for extra studios or for additional academic courses, or a combination of both. These credits help you tailor your degree to what you are most passionate about.

**BA** students can use 5 free elective credits (aka FLEX credits) for extra Stamps courses or for non-Stamps courses, or a combination of both. Again, this allows you to customize your degree.

- Students may use required and elective courses in their pursuit of a minor. Learn more about minors on page 61.

- Students may use AP/IB credit as academic electives, with the exception of First Year Writing.

---

**PENNY STAMPS SPEAKER SERIES**

**What is it?**

The Penny Stamps Speaker Series (ARTDES 160) brings a diverse range of world-class creative practitioners to the Michigan Theater every Thursday of the academic calendar at 5:10 p.m. This is your chance to hear from thought leaders in your field, network with creative movers and shakers, and open yourself up to a wide range of views and professional possibilities. Stamps Speaker Series events are designed to spark your imagination and instigate community dialogue. Your conversations after Speaker Series events may prove to be just as thought-provoking as the talks themselves. If you’d like to refer back to the talks, a video of nearly every lecture in the series is archived online within 10 days of the live event at [stamps.umich.edu/stamps](http://stamps.umich.edu/stamps).

**Do I have to attend?**

Yes! Students must enroll in the 1-credit/semester Speaker Series and attend the weekly lecture each semester through all four years of the program. Some lectures may be offered as options or as alternatives. Check your syllabus for details.

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

**What happens if I have to miss a lecture?**

Read the course syllabus and contact Bill Burgard (wcburg@umich.edu) immediately. Additional absences must be arranged with the professor or the result will be failure of the course.

**What happens if I fail?**

Failing the lecture series will put you on academic probation. If you fail it more than once, you must take ARTDES 398 to replace the lost credits. ARTDES 398 cannot meet any other Stamps requirement when taken to make up for lecture series credits.
It is considered a violation of the Stamps Academic Integrity Policy to submit an attendance slip other than your own.

**DINNER WITH THE SPEAKER**

Interested in meeting with a particular speaker? Contact the Art & Design Collective ([Stamps.ADC@umich.edu](mailto:Stamps.ADC@umich.edu)), to have dinner with your idol!

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

**SOPHOMORE REVIEW**

**What is it?**

You’ve been here for two years already — can you believe it? The Sophomore Review is an opportunity to pause and take stock of how far you’ve come and what you can do to become the creative practitioner you want to become. While the Stamps faculty is always here to help you by offering advice and suggestions, the Sophomore Review formalizes this process. It serves as part of your professional development and prepares you for other important assessments, such as performance reviews in your career and/or critiques in graduate school.

**What:** An oral presentation about your work to date in the program, enhanced by images of it and by actual work. Part of the review should focus on work you have done in ARTDES 220, Second Year Studio.

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

**When:** April of your sophomore year.

**How do I prepare for it?**

The Second Year Studio (ARTDES 220) is designed, in part, to help you prepare for the review. That said, preparation starts long before you’re a second-semester sophomore — and much of it unfolds without you even realizing it. You start your freshman year by keeping track of your progress and documenting your work each term. You will work with your advisor to prepare for this milestone of your creative development. Your third, fourth, and fifth meetings are of particular importance.

In the winter term of your sophomore year, your ARTDES 220 teacher will give you information about preparing for the Sophomore Review. In addition, part of Meeting 5 with your academic advisor will focus on getting ready for your review.

**Still nervous?** Schedule time to chat with the Stamps Peer Advisors. They’ve been through the process and are more than happy to talk to you about their experience.
Is Sophomore Review required?

Yes, a successful Sophomore Review is required for continuation in the program, and, unless you are a dual degree student, you must review in April of your sophomore year. You’ll receive a copy of the Sophomore Review report by email in May. Students who perform unsatisfactorily on their Sophomore Reviews may be asked to re-review on the first Friday after school begins in the fall; some may be asked to take time off or improve deficiencies prior to advancing; and a very small minority may be directed to leave the program. These reviews are a significant professional and creative milestone.

Are the reviews open to the public?

Yes, and students — particularly first years — are encouraged to attend.

How will my work be evaluated?

Your work will be evaluated by your committee according to the following criteria:

- Evidence of visual skills
- Evidence of making skills
- Evidence of creative and design process strategies
- Evidence of critical reflection
- Understanding how work fits into context
- Evidence of work ethic and commitment
- Articulation of future goals
- Presentation

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

DOCUMENTING YOUR CREATIVE WORK

Why should I document my creative work?

Smart artists and designers document their work to assess their progress and to show what they are capable of doing. Plus, it will help you create a portfolio you can use for your Sophomore Review, job applications, and creating your own website. On a personal level, documenting your work shows your growth and development, and allows you to reflect on your progress.

How do I document my work?

Talk to your faculty about this, especially your first-year studio instructors. Matt Prichard, the Digital Studio Coordinator, is also available to assist you with technical matters (mpritch@umich.edu). For what to include in your portfolio, consult with your instructors. For career-related recommendations, speak with John Luther, Career Development Coordinator (jonel@umich.edu).

Visit stamps.umich.edu/undergraduate-current/resources and click on “Studios” to download a step-by-step guide to lighting and photographing your work.
INTERNATIONAL EXPERIENCE

What is it?
The Stamps School of Art & Design International Experience prepares students to thrive in culturally diverse settings as they bring their design and art practices into the world.
The objectives for these international experiences are to:
1) Challenge students to experience their art and design practices in new cultures.
2) Facilitate development of personal and professional connections with designers and artists from diverse cultures.
3) Increase student interest in and ability to negotiate diverse cultures.
4) Increase student independence and adaptability.

Is it required?
All BA and BFA art and design students are required to complete a Stamps pre-approved International Experience outside the United States. This is true for everyone except:
• Students whose permanent addresses are outside the US.
• Students enrolled in the BFA in Interarts Performance.
• Students enrolled in the Stamps minor.

How do I get started?
• Visit stamps.umich.edu/international/start and use the documents found in the “Preparation” section to begin exploring what you would like to do: stamps.umich.edu/international/requirements.
• If you haven’t already, complete the advising questionnaire. Find the link here: stamps.umich.edu/international/start.
• Take advantage of drop-in hours with your International Experience peer advisor (see hours posted on the door of the Academic Programs Center) or make an appointment on stamps.genbook.com.

What’s the time commitment?
At a minimum, your International Experience must last at least 21 days on the ground in a host country (excluding travel days). Timing matters: An international experience may be undertaken as soon as the summer between your first and second year. For a semester abroad, the third year is a popular choice. Two-thirds of students select a summer program.
Occasionally, a student may want to study abroad for a full year. Study abroad for an entire academic year requires a written rationale and approval from the Assistant Dean for Undergraduate Programs. You will need to explain your plan of study at the host institution and the specific factors/reasons that make this a necessity.

How do I apply?
Students apply online using the U-M database called M-Compass: mcompass.umich.edu. For study abroad, international internships, international residencies, and travel awards, use M-Compass. Read brief descriptions of each program on the Stamps website and then follow the links to M-Compass. stamps.umich.edu/international/programs

What are my options for satisfying the requirement?
Easiest option:
• Study abroad through a Stamps pre-approved program, where credit is earned, in Costa Rica, Denmark, France, India, Ireland, Italy, Japan, Mexico, Singapore, South Korea, the U.K. and more. Follow the “Destinations & Programs” link on stamps.umich.edu/international/programs

Requires more work on your part:
• An internship, where credit may or may not be earned.
• A residency, independent research, volunteer, or service-learning experience.

These options require a detailed written proposal due December 1. For more information on the proposal: mcompass.umich.edu/?go=IndIE
Note: December 1 is a hard deadline.
Do I need a passport?
Yes. Students need a valid passport. Passport scholarships are available to students who have financial need. (Read the Scholarships and Awards section on page 67). For information on how to apply for a passport and to request funding: mcompass.umich.edu/?go=passport.

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

Is it affordable?
The most affordable option is studying abroad for an entire semester, but budgets will vary depending on the program you choose. M-Compass will also have more detailed information regarding costs.

Can I use financial aid for study abroad?
Yes. See finaid.umich.edu/faqs-study-abroad.

Is there funding?
Yes. See page 67. For more opportunities from other U-M funding sources, click on the “Funding” tab in M-Compass.

Is there a foreign language requirement?
No. If you speak only English and need to enroll in studio courses abroad, there are many choices. If you speak additional languages proficiently, more opportunities will be available, such as exchange programs in Germany, Italy, Japan, and Spain.

Need face-to-face advice?
See the International Peer Advisor (IPA) for walk-in advising. For difficult or sensitive issues, meetings can be scheduled with the Director of International Study Programs, Sandra Wiley: stamps.genbook.com. Go to the semi-annual Stamps Experience Expo and talk to faculty and other student travelers.

How can my academic advisor help me?
Talk with your academic advisor to incorporate the International Experience into your four-year plan of study.

IMPORTANT INTERNATIONAL EXPERIENCE DEADLINES

<table>
<thead>
<tr>
<th>Program term abroad</th>
<th>Stamps deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Winter</td>
<td>October 1</td>
</tr>
<tr>
<td>Independent Proposal</td>
<td>December 1</td>
</tr>
<tr>
<td>Stamps Faculty-led Winter/Spring</td>
<td>January 15*</td>
</tr>
<tr>
<td>Stamps Faculty-led Summer Abroad</td>
<td>February 15**</td>
</tr>
<tr>
<td>Spring, Summer, or Fall at Stamps Partners</td>
<td>March 1</td>
</tr>
</tbody>
</table>

Sandra Wiley
Director of International Study Programs
e-mail: swiley@umich.edu
Are you excited that your degree program requires you to live in another country? When Sandy studied abroad it transformed her so much she decided to become an education abroad professional. She channels her enthusiasm into designing cool programs for Stamps students. Drawing from her own experience as a first-generation college student, she also makes them accessible and affordable. The newest program is located in South Korea. Travel to the land of M-Compass and start planning your own adventure.

*For these programs, students enroll and pay winter tuition, but spend time abroad during spring term.

**For these programs, students enroll and pay summer term tuition.
Keep track of International Experience events at Stamps and across campus by reading the weekly Stamps newsletter and Sandy’s emails and by checking the Advising Blog!

Don’t miss these international events: Stamps Experience Expo, International Experience information sessions, study abroad partner information sessions, orientations, and much more!

Use the Curriculum Designer to identify study abroad programs that match your interests.

**INTEGRATIVE PROJECT**

**What is IP?**

The Integrative Project is a sequence of two independent project courses taken in the fall and winter terms by some BFA students and all Interarts students. Students who choose to take IP register for ARTDES 498 (3 credits) fall term and ARTDES 499 (6 credits) winter term. This sequence is offered as an option; it is not required for graduation.

**When do I get to take IP?**

To be eligible to enroll in IP, Art and Design BFA and Interarts students need to have completed 48 studio credits. This means students will take IP their senior year, and must pass both semesters of IP to be eligible for graduation.

**Are there reviews for IP students?**

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

**Where do I work?**

This is the year you get your own piece of real estate. The Stamps Senior Studios on the first floor are for IP students.

*Note:* Students who choose to complete IP cannot take studio classes toward graduation after they complete IP.
Chapter 3

DEGREE ENHANCERS & HELPERS

→ Minors for Stamps students / 61
→ Independent Study / 63
→ Internships / 64
→ Scholarships, Awards, and Grants / 67
→ Academic Honors / 72

MINORS FOR STAMPS STUDENTS

How many credits are required to complete a minor?

In most cases, a minor requires the completion of 16-18 credits (5-6 courses). Each minor has its own structure of prerequisites, requirements, and elective choices (check with the unit or school in which you are doing the minor). Both the BA and BFA in Art and Design have room for minors, so you can finish in four years with a minor.

Can I have a minor from any school at the university?

Almost. Stamps recognizes all of the minors offered by the College of Literature, Science and the Arts (LSA); the School of Music, Theatre & Dance; the College of Engineering’s Multidisciplinary Design minor; the School of Social Work’s Community Action and Social Change minor; the Ross School of Business minor; Innovate Blue’s Minor in Entrepreneurship; and the College of Education’s minor in Education for Empowerment.

For information about LSA minors, including a current list of minors, go to lsa.umich.edu/lsa/academics/majors-minors.html.

For more information about the School of Music, Theatre & Dance, go to smtd.umich.edu/programs-degrees/degree-programs/minors-certificates/undergraduate.

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

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

For more information about Innovate Blue and the minor in entrepreneurship, go to innovateblue.umich.edu/academics.

For more information about the minor in Education for Empowerment, go to soe.umich.edu/academics-admissions/degrees/minor/education-empowerment.

For more information about the minor in Business, go to michiganross.umich.edu/programs/minor-in-business/curriculum.
How do I get started?
Discuss the minor with an advisor from the relevant discipline (school or college, department, office) and with your Stamps advisor.

Can I focus on a subject without doing a minor?
Yes, of course! All U-M schools and departments will allow you to take most of their courses without your having to declare a minor. Here, for example, is a list of business courses open to non-business majors: michiganross.umich.edu/programs/non-business-undergraduate-electives.

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

Will I need to go an extra semester to get a minor?
Not usually. If you begin the minor late, you may have to enroll an extra semester, but most students manage to complete the minor on time.

Hint: Careful planning of your courses is crucial. Sometimes required courses in Stamps also count as courses in the minor. All students have electives they have to take, so take them in your minor.

Note: Only one ARTDES studio course may be used to meet the requirements of a minor.

INDEPENDENT STUDY

What’s independent study?
For passionately curious students with a specific idea of what they’d like to study, independent study can be a good option. Basically, you’re proposing your own course and charting your own path under the mentorship/advice of a faculty member.

Who can take an independent study?
Juniors and seniors with a 3.5 grade point average wanting to explore a particular topic.

How many credits is it worth?
Each independent study opportunity is worth a maximum of 3 credits. Students may earn no more than 3 credits of ARTDES 350, but may earn additional independent study credits through other academic units at the U-M.

How do I get an independent study?
1) Develop a written proposal, which should include a proposal statement, course objectives, project list, bibliography, list of artists cited, and due dates, as well as logistical information on how you plan to carry out the work. Your proposal statement (aka an abstract) should be about 250 words long.
2) Get a faculty member to agree to sponsor the project.
4) Email all documents to the Assistant Dean for approval.

Students register for Independent Study (ARTDES 350) after they receive the override.
Who is eligible for an internship?
All Stamps students are eligible to do an internship. However, many formal internship programs are reserved for juniors and seniors.

How many credits can I receive for an internship?
Students may earn 1 credit for each 50 hours of internship experience with a maximum of 3 credits applied toward graduation requirements. Stamps posts credits beyond the 3-credit maximum as NFC (not for graduation credit) to a student’s transcript because many employers require that a student earn credit for internships.

Note: Internship credits never count for studio credit. Internship credit will be applied toward academic/experiential electives or count as free elective credit.

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

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

Additionally, some Stamps sponsored international internships are listed in M-Compass: mcompass.umich.edu. Use the “Internships and Projects” tab in M-Compass.

The Terrific Tuesday program hosts an Internship Basics workshop each semester (at 11 a.m., on Tuesdays of course).

What are the steps?
1) Complete the Internship Proposal form (stamps.umich.edu/images/uploads/Internship_Proposal_Scholarship_Form.pdf) and attach a brief written proposal outlining the type of internship, the tasks, and the length of the internship.

2) Secure Internship Proposal form signatures from your supervisor and the Career Development Coordinator. You need to do this before undertaking an internship: The signatures indicate a contractual agreement. Forms are available in the Career Section of our site. Again, if you complete the proposal before you undertake the internship, then you will get credit.

3) Register for the internship (ARTDES 351) after receiving the override from the Career Development Coordinator.

4) After the internship is complete, submit a summary and your supervisor’s evaluation to the Career Development Coordinator. Credit will be posted to your transcript on completion of this final evaluation.

What paperwork do I need to get the credit?
Three documents are required for credit:
1) The Internship Proposal form with the written proposal attached
2) A written summary of the experience by the student
3) The site supervisor’s performance evaluation
Can my internship fulfill the International Experience requirement?
Yes. Stamps pre-approved internships can be found in M-Compass. Additionally, students can submit proposals to request review of internships that last at least three weeks and are located outside the US. Proposals are reviewed annually; deadline is December 1.
Note: This is different from the regular internship proposal process. Apply through M-Compass: mcompass.umich.edu/?go=IndIE.

Questions? Contact John Luther at jonel@umich.edu or 734-764-0397.

SCHOLARSHIPS, AWARDS AND GRANTS

What general types of financial support are available?
The Stamps School wants to provide as much financial support and incentive as possible to as wide a range of students as possible. Funding is available for international study (including a passport scholarship); internship support; professional development; and tuition during the regular academic year.

When are funds awarded?
A few awards are made during fall term for the current year, but most scholarships and awards are made during winter term. The Winter Scholarship Awards are competitive, and scholarships are usually for the subsequent academic year in amounts ranging from $500 to $10,000.

What's expected if I receive a donor-funded scholarship?
Stamps alumni, parents, faculty and friends have generously supported the work of our undergraduate students through their donations to the school. All students who receive donor-funded scholarships or awards from the Stamps School are expected to complete a brief survey, which includes writing a thank-you note to the donor(s) or fund representatives for each year of funding.

Alex Reeds (areeds@umich.edu or 734-936-0671), Stamps Development and Alumni Relations, will be in touch with you about completing the survey process.

Who do I contact for more information?
For questions regarding award disbursement or selection criteria, please contact the Assistant Dean for Undergraduate Academic Programs.
What specific scholarships, awards, and grants are available?

**International Experience Awards**
The Stamps School offers awards for students with demonstrated need to help defray costs associated with international travel. Students apply for awards through M-Compass in advance of the application deadlines on **November 15, January 15, and March 15**.

Apply through M-Compass:
- mcompass.umich.edu/?go=intlstudy
- mcompass.umich.edu/?go=passport

- Passport scholarships
- Marjorie A. Bacon Fund
- Milton J. Cohen Fund
- Barbara & Dorothy Heers Memorial Travel Award
  
  For juniors studying ceramics, fiber, or metal
- Holzer Family International Study Fund
- Tamer Travel Grants
- Laura Merrill Segal Fund
- Candy R. Wei International Travel Memorial Award

**Internship Support**
The Stamps School is able to provide support for students with demonstrable financial need who might not otherwise be able to undertake an unpaid or underpaid internship. Full details, including the application, are at: stamps.umich.edu/career/internship_scholarship.

- David and Lisa Barse Internship Fund
- Lisa and Tim Sloan Fund for Student Internships
- Maxine and Larry Snider Design Award
  
  A merit-based award

---

**Fall Term Awards**
The Undergraduate Juried Exhibition in early December allows students a chance to show their best work and win awards that range from $800 to $2000. You can’t win if you don’t enter!

- Irene Bychinsky Bendler Award in Design
- William Carter Award
- Arden Fate Award
- Alice Elizabeth Kalom Award
- William A. Lewis Watercolor Prize
- John McCluney Memorial Award
- Guy Palazzola Memorial Award
- Robert D. and Betsy D. Richards Memorial Award

**Winter Term Awards**

**Winter Scholarship Competition**
The Stamps School offers enrolled undergraduates the opportunity to compete for merit-based scholarships during the winter term for use in the subsequent academic year. More information about individual awards and scholarships, including application requirements, will be available in early March, when the application process begins. Submissions are accepted until the end of March, with winners announced in April. **Awards range from $500 – $5,000.**

- Anna Bychinsky Award for Excellence in Visual Arts
- Kristoffer M. Gillette Memorial Scholarship  
  Photography
- Riggs Hoenecke Scholarship for Design  
- Matthew C. Hoffmann Award in Jewelry Design
- William A. Lewis Watercolor Prize
- Kelly McKinnell Memorial Award  
  Photography
- David Robert and Sylvia Jean Nelson Foundation for Arts and Letters Scholarship
- Stamps Creative Work Awards
- Lyn H. Silberman Scholarship
Candy R. Wei Prize for International Studies in Art & Design

For five graduating seniors, this merit-based award provides $1,000 of support, in recognition of exemplary work influenced by their International Experience. This award was established in memory of Stamps student Candy R. Wei, 1980-2001, candywei.org.

Big Idea Award

This award was conceived from Penny Stamp’s 2018 Commencement speech where she challenged graduates to use their education to create work that is so moving and powerful in its expression, that it becomes a force for change through the lives of those who experience it. Funded through the generosity of supporters and friends of Penny, The Big Idea Award provides one graduating senior with $25,000. The recipient of the award is chosen by committee through a two-stage process and will use the award to foster realization, accelerate progress towards, and amplify the impact of their world-changing idea.

Special Opportunities

Painting

The Stamps School, in collaboration with the Anderson Ranch Arts Center, offers an advanced painting student a full scholarship including travel to one of the Anderson Ranch summer workshops in Snowmass Village, Colorado. Nominations are solicited from the painting faculty in January.

Integrative Project Grants and Awards

As part of their professional development, Integrative Project (IP) students apply for modest Stamps support grants to defray the costs associated with creating and exhibiting their work. The IP faculty administer these funds. IP students and faculty vote on outstanding students to receive $1,000 IP awards.

• The Gorman Award is awarded to the most outstanding IP student.

Professional Development Grants

Grants of up to $400 are available for students who would like to attend conferences or workshops, or to help with exhibition-related expenses. Professional development funds cannot be used for costs associated with meeting the requirements of a degree program.

Other Opportunities

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

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

Branstrom Award
First-year students in the top 5 percent 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; this 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 in both fall and winter terms to Stamps students who satisfy the following criteria:

• Earn at least 16 credits, with at least 15 graded credits
• Earn a term grade point average of 3.8 or better
• Have no incomplete grades at the end of the term
• Earn no grade lower than a C

Dean’s List honors are posted to the student’s transcript, and the students are commended in a public letter from the Dean. The Dean’s List is posted each semester to the Stamps website. This is the highest academic honor in the school.

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

• Summa cum laude: Top 3 percent of winter term graduating class
• Magna cum laude: Top 10 percent of winter term graduating class
• Cum Laude: Top 20 percent of winter term graduating class

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

University Honors
Each semester, students who earn a minimum of 14 credits, with 12 graded credits, and a 3.5 grade point average, are eligible for University Honors. The university awards this honor each fall and winter term. The Office of the Registrar posts the University Honors distinction on a student’s transcript. Students who receive this honor in two consecutive terms are invited to attend the annual University Honors Convocation in March.

Phi Beta Kappa
Phi Beta Kappa, founded in 1776, is the oldest scholastic society in America. Stamps seniors with outstanding achievements in the liberal arts at the University of Michigan may be nominated for membership if they have earned at least 60 credits in the College of Literature, Science and the Arts. The local chapter of Phi Beta Kappa issues membership invitations, taking into account achievement in the liberal arts as indicated by a student’s cumulative grade point average, numerical rank, and percentile rank. Letter grades reported for pass/fail courses are calculated into the grade point average for Phi Beta Kappa. Students who believe they may be eligible for this award should contact the Assistant Dean.
THINGS TO KNOW ABOUT REGISTRATION

→ Registration Overview / 75
→ Overrides / 77
→ Drop/Adds / 80
→ Term Withdrawal / 83

REGISTRATION OVERVIEW

How and when do I register for courses?
Through Wolverine Access the University office of the Registrar assigns registration appointment times. At U-M, seniors register first followed by juniors, sophomores, and then first-year students. The more credits you have earned, the better your chance of an earlier registration date.

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

DATES TO KEEP IN MIND:
Early registration for winter term classes takes place in late November and early December.
Early registration for spring, summer, and fall terms takes place in late March and early April.

How does it work?
1) Gather information!
   a) Prior to registration, attend the semi-annual Stamps Experience Expo to get valuable information on the upcoming semester. Check the Advising Blog for information about the date and time. Students who attend get an advance copy of the course schedule. The course schedule and course descriptions are posted on the Stamps website within a day or two of the event: stamps.umich.edu/courses.
   b) The LSA online Course Guide is available to students approximately in mid-October and mid-March: lsa.umich.edu/cg.
   c) The full university course schedule is available through Wolverine Access. (click on U-M Course Catalog)
   d) The University Registrar’s Office has registration “Tips & Terms” at ro.umich.edu/records-registration/registration.
   e) Talk to the peer advisors about their classes and experiences.

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

3) **Register!**

**OTHER THINGS TO KNOW:**

- Stamps majors are guaranteed spaces in the required freshman and sophomore Stamps courses. This does not mean you are guaranteed the section you want.
- Take advantage of the help sessions that Advising holds during the last week of registration.
- If the Stamps course you want is closed, add yourself to the waitlist. This is the best way to get an override. And be sure to check your U-M email daily for updates or overrides.
- Sometimes courses get canceled or rescheduled. Keep your eyes on your email and the advising Blog!
- Changes made to the Stamps schedule between registration and the beginning of the next term are updated on the website, on Wolverine Access, and are posted to the Advising Blog at the beginning of the term.
- If you cannot register due to a financial hold, let Romy know immediately. We have a work-around.

**STAMPS UNDERGRADUATE HANDBOOK**

**OVERRIDES**

**What if a course is closed? Can I get an override?**

Students can gain access to closed courses via overrides (class permissions). Note that requesting an override does not guarantee you will get it. Check the Stamps course guide (stamps.umich.edu/courses) and the Advising Blog for information about overrides.

**How do overrides and waitlists work?**

Courses in Stamps are restricted to 18 students. If the course is closed when you try to register, get on the waitlist. This part is tricky. BEFORE you add a course to your backpack, check the box that says “add me to the waitlist if closed” or (something like that). Then, if the course is closed by the time you register, you are on the waitlist. If you forgot to do this before you added the course to your backpack, you will not be added to the waitlist.

If a space becomes available before classes begin, the Director of Advising will authorize the course to be filled from the waitlist. This means you will get an email with “permission to register” in the subject line. This is an override. It applies only to a specific section of a course and it often expires in 24 hours.

- Key takeaway: A student who wishes to enroll in a closed Stamps course must place their name on the waitlist via Wolverine Access.

**What about LSA courses?**

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

**What if I don’t receive an override?**

Students who do not receive an override by the first day of classes should attend the first class meeting and request an override from the professor. This goes for just about every class at the university. After classes have begun, your Stamps instructor will authorize your override.
Again, look for “permission to register” in your mailbox. If it’s not there, remind your professor. Students should contact representatives in other academic units to inquire about the policies for enrolling in closed courses in those units.

Once I have the override, how do I use it?
If you have received an override for a course, verify the course number and the section number, then go to Wolverine Access and enroll in the course. The course will be closed, but Wolverine Access will recognize your UMID number and allow you to register. Getting an override, aka “permission to register,” does not mean you are enrolled. It means you may enroll.

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

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

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

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

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

5) You may have a hold on your record.
   Solution: Check Wolverine Access, under “Student Center,” to see what type of hold it is and take care of it. If it’s a financial hold, email Romy (rhillc@umich.edu) ASAP. We may have a work-around!

What if a course is canceled?
The Stamps School may occasionally find it necessary to cancel scheduled courses, and reserves the right to cancel any course that has an enrollment of fewer than 10 students. Students are notified via email regarding a canceled course, and must drop the course through Wolverine Access to remove the course entry from their record. It’s perfectly OK to ask peer advisors or your assigned advisor to help you find a replacement course.

How are credit hours determined?
On average, for a lecture course, one credit hour represents one hour in class and two hours of preparation per week for a full term (double the hours per week for a half term).
For a studio course, one credit hour represents one and a half hours per week in class plus one and a half hours of outside work. Everyone knows that Stamps students work even harder than that.
Drop/Adds

What if I need to drop or add a course?
You have three weeks! Students may drop or add a course on Wolverine Access until the third week of classes during the regular terms without penalty or charge. Courses dropped during this time period do not appear on the student’s transcript. Check your U-M email and the Advising Blog!

Students who add a Stamps course after the first full week of classes without the instructor’s consent may find that they are liable for all work done in the course from the beginning of the term. Aack!

After the third week what happens?
The Late Drop/Add process in Wolverine Access allows students to submit a Late Drop/Add request electronically. The request is automatically routed to the student’s school/college, instructor, and academic advisor. Courses dropped after the third-week deadline are noted on the student’s transcript by a “W.”

Is it true I can’t drop a first year course?
Failing a course in your first year is never a good thing, but that’s about the only reason you can drop a first year Stamps course. Before we let you do that, you’ll need to have a talk with your advisor and get Romy’s permission by contacting her at rhilc@umich.edu.

When’s the last day to withdraw?
Please consult the academic calendar at the front of this book. The dates are on it (November and March). Students may not withdraw from a course after the tenth week of the term unless they present evidence that the reason for withdrawal is not academic, was unforeseen, and did not exist before the withdrawal deadline. Students who wish to withdraw from a class after the deadline really need to meet with Romy.

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

Other Things To Know:
• Students may not receive credit for the same course twice (except for the lecture series).
• Students must be registered for the correct section number of a course in order to receive credit and a grade.
• Students must officially drop a course, or sections of a course, that is canceled or one that they do not attend. Otherwise, the course will remain on the student’s record and will result in a grade of E.
• Your unofficial transcript will show whether you’ve added or dropped a course successfully.

Can I request a course substitution?
Yes. And there’s a form for it on our website (stamps.umich.edu/undergraduate-current/resources/advising). However, there are a few things to take into consideration. For example, substitutions for foundation year courses as well as the race and ethnicity (RE) and upper level writing (ULWR) requirements are very rarely allowed. In addition, waivers of requirements are never allowed. In the case of the International Experience requirement, a substitution may be requested for extenuating circumstances, such as life-threatening health conditions. Students should consult with the Director of International Study Programs.

Petitions for exceptions to any graduation requirements must be submitted to the Assistant Dean for Academic Programs.
What courses do not apply toward graduation?
Courses in physical education and military science do not meet any graduation requirements for the BFA or the BA in Art and Design. In other words, the credit earned in these courses does not apply to graduation from the Stamps School of Art & Design. Up to six credits earned in music or vocal performance (ENS) as part of a group can be used as FLEX (aka free elective) credits.

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

What GPA do I need to graduate?
Students must have a minimum 2.0 cumulative GPA and a 2.0 minimum GPA in their major. No appeals can be made against these requirements.

TERM WITHDRAWAL

What if I need to withdraw from the term or take a leave of absence?
Students planning to be off-campus for a term (or terms) should notify their academic advisor before they leave.

Before classes begin:
Students who have registered for a term and then decide not to return to the university must disenroll from the university BEFORE CLASSES BEGIN to avoid paying unnecessary fees and/or tuition.

After classes have begun:
Students who wish to withdraw after classes have begun must meet with their academic advisor, complete a Withdrawal Notice, and take it to the Registrar’s Office (either on North or Central Campus). Depending on the circumstances, a term withdrawal can be cause for academic probation or suspension.

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

What if I’m gone for more than a year?
Students who are away from the university for more than one full year must apply for reactivation. Contact stamps-admissions@umich.edu to initiate the process. Reactivation of your enrollment in the Stamps School is automatically granted if students have left in good standing.
DEGREE PROGRESS OVERVIEW

How do I keep track of my degree progress?

The Advisement Report on Wolverine Access (aka the Electronic Degree Audit) may not be fully accurate due to recent changes in curricular requirements. Please consult with your academic advisor concerning keeping track of your degree progress. Your advisor can set up an interactive progress toward degree (PTD) form so you can chart your progress.

How do I know it’s correct?

A peer advisor can help with this. Drop by during peer advising office hours to get help. Your academic advisor can then check it for you.

What is a Senior Audit?

The Senior Audit confirms all of the remaining requirements a student needs to meet before his/her degree can be conferred. Seniors should sign up to get a Senior Audit the semester before they plan to graduate. Reminders will appear during the fall and winter terms on the Advising Blog and in the Stamps weekly newsletter. If you don’t get an audit, you run the risk of not graduating, so make sure everything is OK by signing up for your audit!
ACADEMIC RECORDS/TRANSCRIPTS

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

Who keeps track of my Academic Record?
Students are responsible for enrolling in courses and completing credit hours required for their degree and must pay attention to the accuracy of their academic records. Students may check their unofficial transcript, available in Student Business on Wolverine Access. Students who believe there are errors in their Academic Record should contact the Registrar’s Office. If you need additional assistance with this, please contact the Stamps Director of Advising.

Who gets to see my record?
In accordance with the university of Michigan’s policy regarding Student Rights and Student Records and the federal Family Educational Rights and Privacy Act of 1974 (FERPA), information about a student’s record is limited to the student and to university officials with a legitimate educational interest consistent with their official functions at the university. People in the Smucker Wagstaff Academic Programs Center (SWAPC) have access to students’ records because that’s what they do. Faculty and other staff do not. For more information about FERPA, visit: ro.umich.edu/ferpa and ogc.umich.edu/frequently-asked-questions/student-records.

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

TRANSFER CREDITS & CREDITS BY EXAM

Can I transfer credits from other institutions?
Yes, transfer credit may be granted for coursework completed outside of the University of Michigan. Students are responsible for requesting that the transcript be sent to John Luther. The university does not request transcripts, and transcripts are not usually sent automatically.

How do I know if my credits will count?
Three ways:
1) For transferability of studio courses, please consult John Luther, jonel@umich.edu.
2) For transferability of non-studio courses, please consult the transfer credit equivalency page and/or the out-of-residency form: www.ugadmiss.umich.edu/TCE/Public/CT_TCESearch.aspx.
3) If you don’t see the course listed on the TCE page, go ahead and complete the transfer credit evaluation form: www.ugadmiss.umich.edu/TCE/Student/CT_TCEForm.aspx.

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

Can I transfer credits from my study abroad experience?
Students register for an ARTDES course during the study abroad program and receive in-residence credit. Students must also request a transcript from the host institution, which is a standard question in the study abroad program application process.
How do I transfer credits?

1) Send official transcripts from the transferring institution to jonel@umich.edu if they are digital, secure e transcripts. Hardcopies go to:

John Luther, Career Development Coordinator
Stamps School of Art & Design
University of Michigan
2000 Bonisteel Blvd.
Ann Arbor, MI 48109-2069

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

   • The Stamps School of Art & Design forwards the transcript to credit evaluators in the Undergraduate Admissions Office for an evaluation of all academic coursework, including international coursework. Consult the university transfer credit website for information on how academic credits transfer: www.ugadmiss.umich.edu/TCE/Public/CT_TCESearch.aspx.

   • For studio courses, students should be prepared to submit course descriptions and a portfolio if requested.

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

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

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

Some rules and regulations about transferring credits:

• Studio courses taken in an approved study abroad program are considered the same as in-house Stamps courses.

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

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

• Total credit for coursework cannot exceed 64 credits from a four-year institution, or 60 credits from a two-year college (62 credits from a two-year college from which an associate’s degree has been earned).

• BFA students may transfer no more than 15 credits of studio work (9 at the foundation/100-level and 6 at the 200-level or above).

• BA students may transfer no more than 9 credits of studio work (6 at the foundation/100-level and 3 at the 200-level or above).

• The last 32 of the 128 credits required for a BFA degree must be earned in residence on the Ann Arbor campus.

• Students may not transfer credits for coursework that is comparable to that for which they have already earned credit.

What about my Advanced Placement/IB credits?

AP/IB test scores in studio art courses are not accepted as credit for graduation. AP/IB test scores in academic areas are accepted as credit for graduation and to meet some requirements. Consult the University Admissions website for information on AP/IB credits in academic areas: admissions.umich.edu/apply/freshmen-applicants/ap-ib-credit. Also, look at “How do I know that a course meets one of these areas?” (see page 47).

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

How does class standing work at the university?

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

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

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

How does class standing work at Stamps?

Class standing in the Stamps undergraduate curriculum is different from class standing by university designation.

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

Students may make up coursework during the spring/summer either at the U-M or at another school or program in the US or abroad.

Students who have chosen to do IP may not take any studio courses after they have completed IP.

**GRADES AND GRADING POLICIES**

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

What is the lowest passing grade at Stamps?

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

How are grades computed?

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

\[
\text{GPA = MHP/MSA}
\]

Grades are valued per hour of credit as shown below:

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

NR/ED denotes an unofficial drop. 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.

What is the minimum GPA required to graduate?

A GPA of 2.0. Students must have at least a 2.0 average in all Stamps classes and an overall 2.0.
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” [passed].)
- **CR** (credit) credit, no honor points
- **NC** (no credit) no credit, no honor points
- **S** (satisfactory) credit, no honor points
- **U** (unsatisfactory) no credit, no honor points
- **W** (official withdrawal) no credit, no honor points
- **VI** (visitor/official audit) no credit, no honor points

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

How do I get my grades?
Grades are available electronically on the unofficial transcript in “Student Business” through Wolverine Access. Students are responsible for checking that their grades have been posted and that they are accurate. Questions about a grade should be directed to the faculty member assigning the grade. Faculty email addresses are available online. Students have the right to appeal their final grades. (For more information, see page 103.)

Although the university does not require mid-term grade reports, faculty in the Stamps School often prepare mid-term reports during the seventh week of the fall and winter terms, identifying students who have potential academic problems such as excessive absences, incomplete assignments, or inadequate work.

What is an incomplete?
Stamps students are expected to complete courses in the term in which the courses are taken. However, if the instructor agrees, an incomplete (“I”) grade may be assigned. This means the student has extra time to complete the work and earn a grade. No one is entitled to an incomplete and granting one is not automatic.

Here are the circumstances that allow an incomplete:
1) The student has already done two-thirds of the work and is passing.
2) The student is unable to complete the work of the course before grades are due.
3) The grade of incomplete provides no undue advantage to the student over other students.

The work must be completed before the last day of classes of the next fall or winter term in residence, or the grade of "I" will lapse to an "E". Do not try to figure out this date by yourself. Instead, look at the academic calendar at the front of this book. Once an incomplete has lapsed to an E it cannot be changed to a passing grade.

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

What is the pass/fail grade option?
Stamps School students may elect courses on a pass/fail basis under the following conditions:

- Students must have completed Sophomore Review (except for courses offered pass/fail only).
- The cumulative grade point average must be 2.0 or above.
- Only non-Stamps School elective courses may be elected for pass/fail.
- Only one course per term may be chosen.
- Students may not change registration from graded to pass/fail after the drop/add deadline (three weeks for regular term, two for short term).
- Pass/fail courses earn credit but are not calculated in the grade point average.
- Instructors are not notified of pass/fail elections; they report letter grades for all students.
- The University Office of the Registrar translates the letter grade to P or F. Grades of A through C- are posted as P; grades of D+ through E are posted as F. If students elect the pass/fail option improperly, they jeopardize their graduation. **This means you should not take a course P/F during your last semester unless you KNOW that you can make at least a C-.**
Chapter 6

GRADUATION: APPLICATION & COMMENCEMENT

Do I have to apply to graduate?

Yes. Graduation is not automatic. Seriously.
Seniors must apply for graduation one semester before the term they plan to graduate. It’s important to do it in September or October when the Director of Advising sends out the email about it.

Seniors may apply for graduation up to a year in advance of the semester they plan to graduate, but students must apply for graduation before the last day of classes of the term in which they wish to graduate.

How do I apply?

Applications are completed online through “Student Business” in Wolverine Access. Students who need assistance applying for graduation will want to take their problems to the Registrar’s Office.

How do I register for commencement? And when?

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

What happens at the Stamps graduation ceremony?

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

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

The minimum GPA required to graduate is a 2.0. Students must have at least a 2.0 average in Stamps classes and an overall 2.0.
What should you do if you receive an email from the Assistant Dean or Director of Advising?

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

Avoiding your email, especially when your advisor or teachers write to ask about you, is a sign you are in trouble. Reach out and get help from your teacher or advisor.

What is the minimum grade point average I need to be in good academic standing?

To be in good academic standing, a student must have a term grade point average and a cumulative grade point average of 2.5 or higher.

How often are grade points reviewed?

At the end of each term the Assistant Dean reviews the records of all students and determines what academic action, if any, is needed.

What happens if my GPA falls below 2.5?

We get worried. Since the average GPA is above a 3.0, making a C or lower in a course is not good work. Making several of them (or worse — D’s) in a term means that you’re having some big problems. We don’t want to kick you out of school. We want to help you fix the problems.

What is academic probation?

Probation is not punitive. We’re not interested in punishing you. Being on probation signals to you and us that you’re not doing well. It’s a warning. Academic probation is assigned to students whose term grade point average falls below 2.5 and/or who earn a grade below a C- in a required course. Students on probation may be required to meet with an academic advisor to plan a way to solve the problems so the student can do good work. The notation of “Probation” will appear on the student’s unofficial transcript.
By the way, the Assistant Dean notifies students of their probation by email. Email? Not again! Yes, again.

What is “Probation Continued?”
You’re still on probation because you improved some but not enough. Bring that GPA up faster. Continued probation is assigned to a student currently on probation who earns a term grade point average above a 2.5 but whose cumulative grade point average remains below 2.5. The status of “Probation Continued” may also be assigned if a probationary student has a term average of above 2.5, but is not yet determined to be making satisfactory progress toward fulfilling degree and program requirements. That’s really rare. The notation of “Probation Continued” will appear on the student’s unofficial transcript. The Assistant Dean notifies students by email that their probation has been continued.

What is “Record Clear?”
You’re off probation, you’re back on track, and we’re all happy for you. Record Clear officially confirms the removal of probation. The notation of “record clear” will appear on the student’s unofficial transcript. In order to clear probation, a student must have solved the problems that started it all. Sometimes that means just improving your grades and sometimes it means meeting certain standards set up in your plan to get off probation. The bottom line is that “Record Clear” means you have stopped digging yourself into a hole; you are now out of the hole and looking around at clear sky in fresh air. Congratulations! The Assistant Dean will notify students by email that their record is clear.

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

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

Dismissal is assigned, with approval of the Associate Dean, when a student’s progress through the curriculum is no longer viable. This means you get dismissed when there’s nothing more we can do for you. Dismissal is permanent.

Both suspension and dismissal are noted on the student’s official transcript as “Not in good academic standing.” Students have 72 hours to respond to a decision of suspension or dismissal. Students who wish to appeal either suspension or dismissal must send a written appeal statement to the school’s Appeal Manager within the first 72 hours of notification. (See page 103 for more information on appeals.)

Can I be reinstated after a suspension period?
Yes, of course. This happens all the time. Students who wish to be reinstated at the end of their term of suspension must meet with the Assistant Dean six weeks before the starting date of the term in which they hope to return. The successful student must address all circumstances that affected their past academic performance and be ready to demonstrate how they have learned to manage similar circumstances with greater success. This is a process of learning to recognize adversity as well as learning to face it effectively.

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, and will consult with the Associate Dean.

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

ACADEMIC INTEGRITY
STAMPS UNDERGRADUATE HANDBOOK

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 coordinates all matters related to student conduct within the school. We're talking about cheating and dishonesty, yes, but also a lot of other things that can undermine a strong community.

Faculty report violations of academic conduct standards in writing to the Assistant Dean, who will email the student that a charge of academic misconduct has been made and invite the student to a meeting to explain the conduct in question. Students must respond to this request within 72 hours.

A student who is charged and found guilty of academic misconduct is subject to sanctions ranging from a failing grade to suspension or dismissal. Academic misconduct includes but is not limited to the behavior listed in this section.

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

Stamps Students Accused of Plagiarism in LSA Courses

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

Students who are found guilty of academic misconduct in the second instance should consider dismissal a real possibility. See the section on dismissal in this handbook (page 98).

In such a case, the decision to dismiss is made unanimously by the Dean, Associate Dean, and Assistant Dean.

ACADEMIC DISCIPLINARY DEFINITIONS

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

Aiding and Abetting Dishonesty

Providing material or information to another person with the knowledge that these materials or information will be used improperly.

Cheating

Cheating is committing fraud and/or deception on a record, report, paper, computer assignment, examination, or any other course requirement, including projects in a studio course.

Examples of cheating are:

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

Falsification of Data, Records, and Official Documents

• Fabrication of data.
• Altering documents affecting academic records.
• Falsifying attendance records. THIS MEANS YOU ARE GUILTY IF YOU TURN IN SOMEONE ELSE’S ATTENDANCE SLIP FOR THE PENNY STAMPS LECTURE SERIES.
• Misrepresentation of academic status.
• Forging a signature of authorization or falsifying information on an official academic document, grade report, letter of recommendation/reference, letter of permission, petition, or any document designed to meet or exempt a student from an established college or university academic regulation.

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

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

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

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

STUDENT ACADEMIC INTEGRITY PLEDGE
You will be asked to sign the following pledge:
“I acknowledge that I have read and fully understand the policies pertaining to academic integrity and student conduct, including the academic disciplinary definitions (pages 101-103). I understand that these policies apply to all work — written, digital, or fabricated — submitted for a grade or other evaluation at the Stamps School and at the University, and I understand that a violation of these policies will result in disciplinary action in accordance with Stamps and University policy. I pledge to abide by these policies as long as I am enrolled in the Stamps School of Art & Design.”

STUDENT APPEALS
What can I appeal and how do I appeal?
You can appeal final grades and a suspension or dismissal decision. For more information: stamps.umich.edu/resources/detail/student_appeals

The Quick Guide to Student Appeals*
Appealing a Final Grade
1) Talk to the instructor.
2) Send a written appeal statement to the school’s Appeal Manager.
3) Wait for a reply.
4) Ask the school’s Appeal Manager to initiate a formal appeal.
5) Wait for a reply.
6) It’s over.

Appealing a Suspension or Dismissal
1) Send a written appeal statement to the school’s Appeal Manager.
2) Wait for a reply.
3) That’s it.

*For further information: stamps.umich.edu/resources/detail/student_appeals
RULES AND REGULATIONS FOR CLASSES AND COURSEWORK

→ Class Attendance / 105
→ Class Participation / 108
→ Disabilities / 110
→ Religious/Academic Conflicts / 111

CLASS ATTENDANCE

Is class attendance important if I submit all of the assignments?

Yes. You do have to attend class. You can’t expect to earn a passing grade without regular attendance and class participation, especially in a school that stresses collaboration and community. Simply submitting projects, no matter what their quality, will not result in a passing grade.

Can I let my professor know of a planned absence after I’ve missed class?

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. If you know it’s going to happen, tell your teacher in advance. The professor does not have to excuse this absence.

How many absences do I get?

The Stamps School leaves this decision up to the individual instructor. Your instructor determines the number of absences allowed. Your instructor also decides whether they are excused or not. A note from a doctor does not mean you are automatically excused. Please check your class syllabus for details.

What if the absence is unplanned?

In the case of an unplanned absence, the student must contact the faculty member as soon as possible with an explanation for the absence. Most faculty outline specific actions in their syllabi; consult the course syllabus for the action appropriate to the faculty member. Again, letting someone know why you’ve been out does not mean you’re off the hook.

What should I do if I’m going to be away from class for more than one or two days?

In the case of an extended absence, such as illness or hospitalization, you should contact your instructors. If you are too ill to do that, just ask your assigned advisor, who will then send an email to your instructors and copy you.
What if I have a doctor’s appointment?
Do your very best to make that appointment for some other time.

Do I have to make up coursework that I miss?
Yes. It is the responsibility of the student to arrange with the individual faculty members to make up all missed work.

Am I automatically allowed to make up the work missed because I was absent?
No. Faculty are under no obligation to allow a student to make up class assignments when a student is absent from class for any reason other than representing the University of Michigan.
The Stamps School of Art & Design does not differentiate between excused and unexcused absences. All missed days are counted as absences from class whether excused or unexcused. If you’re not there, you can’t learn.

What if I must be absent from class because I am representing the university?
When students are absent from class on behalf of the University of Michigan, it is the expectation that the faculty member and the student will make alternative arrangements for fulfilling class assignments. The alternative arrangement should not unduly inconvenience either the faculty member or the student. And you have to have proof — as in a letter from your coach (sports, debate team, etc).

Do I have to notify my professor before I am absent from class to represent the university?
Yes. Here’s the U-M’s wording: It is the obligation of the student who expects to miss classes, examinations, or other assignments as a consequence of representing the university to provide the faculty member with reasonable notice for dates of anticipated absences and to work with the faculty member to obtain assignments so that he/she can prepare the necessary academic material.
CLASS PARTICIPATION

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

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

Any student who has been absent for either of the first two class periods, without first notifying the faculty member and getting their consent, risks losing their place in that course. These places may be reassigned to students on the waitlist. If a student’s space in a course is reassigned to another student, the student is responsible for dropping the course from their own record through Wolverine Access. So to answer your next question: Yes, instructors can do that.

Can I use my cell phone while in class?

No, not unless your instructor has asked you to as part of a class assignment. Otherwise, please keep your phones on silent and tucked away.

I don’t like to talk in class. Can I be graded down?

Yes, you can. Learning at Stamps is engaged and often collaborative. Your input matters to others and to you, if you want to learn.

I think my instructor has said/done some pretty inappropriate things in class and it makes me uncomfortable, but I don’t want to call him/her on it.

This is really serious. No one in our Stamps community wants to experience harassment, bias, abuse, proselytism, or any other behavior inappropriate in class. And we don’t want that for our students, either. If you believe a faculty or staff member has acted in such a way, please see the Director of Advising. ASAP. Your statement will be taken seriously and will be kept confidential (unless the law requires otherwise). It may be hard to take a stand, but you won’t be the only person your voice helps.

Is it OK to submit a Penny Stamps slip for someone else?

No. That’s cheating.
DISABILITIES

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

The Stamps School wants to help you; a lot of us have physical, mental, and learning problems. But, in order for us to be effective and fair in our accommodations, we need you to do your part. You MUST register with the University Office of Services for Students with Disabilities. The OSSD is located at G-664 Haven Hall on South State Street Hall, phone 734-763-3000, and on the web at ssd.umich.edu.

Can I present my registration with OSSD at any time during the course?

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

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

The Office of Services for Students with Disabilities:

• Offers selected student services, which are not provided by other university offices or outside organizations. Services are free of charge. They can help with note-taking or arrange for an interpreter.
• Assists students in negotiating disability-related barriers to the pursuit of their education. You’ll value this if you find yourself on crutches during the winter.
• Strives to improve access to university programs, activities, and facilities for students with disabilities.
• Promotes increased awareness of disability issues on campus.

RELIGIOUS / ACADEMIC CONFLICTS

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

FYI, the university’s policy is given below.

It is the policy of the University of Michigan to make every reasonable effort to allow members of the university community to observe their religious holidays without academic penalty. Absence from classes or examinations for religious reasons does not relieve students from responsibility for any part of the coursework required during the period of absence. Students who expect to miss classes, examinations, or other assignments as a consequence of their religious observance shall be provided with a reasonable alternative opportunity to complete such academic responsibilities.

It is the obligation of students to provide faculty with reasonable notice of the dates of religious holidays on which they will be absent. Such notice must be given by the end of the fourth week of a full term or by the end of the third week of a half term. Students who are absent on days of examinations or class assignments shall be offered an opportunity to make up the work, without penalty, unless it can be demonstrated that a makeup opportunity would interfere unreasonably with the delivery of the course. Should disagreement arise over any aspect of this policy, the parties involved should contact the Assistant Dean. Final appeals will be resolved by the Provost. A calendar of religious holidays that may pose conflicts is available online at provost.umich.edu/calendar/religious_holidays20-21.html.
STUDENT LIFE

Medical Emergencies / 113
Emergency Funds and Food Bank / 113
Diversity, Equity, and Inclusion (DEI) / 113
Faculty/Employee-Student Relationships / 114
Course Fees / 114
Lockers / 115
Lost and Found / 115
Complaints / 115

MEDICAL EMERGENCIES

Crisis? 911. Then report the incident to Sarah Weiss (shweiss@umich.edu, 734-615-5973, room 2003), Stamps Facilities Manager. If Sarah Weiss is unavailable and it’s during the day, report medical emergencies to the Director of Advising, Romy Hill-Cronin. After business hours? Report to University Security (734-763-1131).

EMERGENCY FUNDS AND FOOD BANK

From time to time, students may face unexpected expenditures: a warm coat, an emergency trip home, a gas bill, food, or a prescription needed at the end of a pay period. In these cases, students need not go without. Instead, they should contact Brian Banks (bbscott@umich.edu).

Emergency funds cannot be used for school materials or supplies.

The university also maintains a food bank run by and for students, Maize & Blue Cupboard: mbc.studentlife.umich.edu.

DIVERSITY, EQUITY, AND INCLUSION AT STAMPS

Diversity, equity, and inclusion (DEI) are core values at the Stamps School of Art & Design and the University of Michigan at large. Learn more about DEI initiatives, stories, and our strategic plan at stamps.umich.edu/about/dei.

Experience a bias incident?
Report it immediately: expectrespect.umich.edu/topic/report-incident.
FACULTY/EMPLOYEE-STUDENT RELATIONSHIPS

The university strongly discourages its faculty and staff from engaging in romantic and/or sexual relationships with students. In such relationships, voluntary consent by the student is suspect because of the inherently unequal nature of the relationship. Such relationships can lead to a complaint of sexual harassment when the student feels exploited. When a faculty member engages in such a relationship with a student over whom the faculty member has supervisory responsibility, the faculty member is obligated to disclose the relationship to the university. Similarly, when a staff member has such a relationship with a student and the staff member’s professional responsibilities make it possible for the staff member to influence the student’s status or circumstances, the staff member is obligated to disclose the relationship to the university. Upon disclosure, the university will take action to eliminate any real or perceived conflict.

For more information, please refer to SPG 601.22, Faculty-Student Relationships, and SPG 601.22-1, Employee-Student Relationships.

COURSE FEES

Course fees are charged when additional materials, supplies or activities, such as field trips, are required. Fees range from $20 to $375. On occasion, a refund may be necessary, for example, if a course is canceled or if you drop the course before the early drop/add deadline. In both instances, the fee will be returned to your student account without any action on your part. Very rarely, an instructor will determine near the end of the semester that the course fees were not used, in which case they will also be refunded. There’s a process for that, and it is outlined in a document on our website: stamps.umich.edu/images/uploads/resources/Course_Fees.pdf (see Step 3: Form Pickup + Delivery: Students). That document also has useful information on how students can go about requesting reimbursement for out-of-pocket expenses which have been approved by your instructor.

LOCKERS

Lockers are available free to all students on a first-come, first-served basis. Provide your own lock and use it. Thieves come out near the end of the term. Follow these guidelines:

- No postings on the lockers.
- Clear all lockers at the end of winter term by the posted clear date.
- Look for the contents of your locker in the trash if you failed to clear by the clear date.
- Contact Sarah Weiss (shweiss@umich.edu) for any exceptions.

LOST AND FOUND

Lost and found items are handled in the following offices:

- Sarah Weiss, Room 2003, 734-615-5973
- TCAUP Dean’s Office, Room 2150, 734-764-1300

COMPLAINTS

Here’s where to start in Stamps:

- Sensitive issues, academic issues: Romy Hill-Cronin, rhilc@umich.edu
- Curricular complaints: Brad Smith, brdsmith@umich.edu
- DEI: Brian Banks, bbscott@umich.edu
- Facilities: Sarah Weiss, shweiss@umich.edu
Here are the people who can connect you with the resources, tools, equipment, and expertise you need to help you create your best work.

**STAMPS GALLERY**

The Stamps Gallery is a high-grade professional facility with approximately 8,000 square feet of exhibition space in the heart of downtown Ann Arbor at 201 S. Division Street. Directed by curator Srimoyee Mitra and supported by her team, the Stamps Gallery provides a showcase for student and faculty work, while also welcoming established artists and traveling exhibitions. Annual shows include a faculty show, a juried undergraduate show, graduate student shows, and an alumni show.

Visit the Stamps Gallery, early and often! Consider participating in its interactive public programming, meeting visiting artists and designers, and even pitching your own event there!

**Srimoyee Mitra,** Stamps Gallery Director
email: srimoyee@umich.edu

Srimoyee sets the vision, tone, and policy for the Stamps Gallery. She is responsible for coordinating Stamps exhibitions, touring exhibitions, and gallery scholarships. She also coordinates exhibition partnerships and learning opportunities within the university, community, and world at large.

**Jennifer Junkermeier-Khan,** Outreach and Public Engagement Coordinator, Stamps Gallery
email: jenjkhan@umich.edu

In her role at the Stamps Gallery, Jennifer works on all aspects of outreach and public programming for the gallery. Have an idea for a public program, a gallery event, or just want to talk about art? Stop by the gallery for a chat, call, or email her.

**Joe Rohrer,** Exhibitions Coordinator/Preparator
email: jdrohrer@umich.edu

Since earning his BFA, Joe has worked as part of curatorial and exhibitions teams at three museums accredited by the American Alliance of Museums, and was head preparator at Hasted Kraeutler gallery in New York City, before relocating to Michigan.
STUDIO ACCESS

How do I get into the studios? And are there set hours when I can work?

Stamps School of Art & Design students have access to the building and to the open studios (e.g., drawing and painting) 24 hours a day through their university M-Cards. Studios are not open to students who are not enrolled in a Stamps School course. Keep reading for information on specific studios and the coordinators who oversee them.

Can I use equipment-dependent studios if I’m not taking a course in that studio?

The short answer is no. If you don’t like that answer, keep reading. Equipment-dependent studios are available for students to use through their university M-Cards when they are registered for a course in an equipment-dependent studio OR when they have completed the course and have received clearance from the studio coordinator to use the studio.

What about studio conduct?

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

WORK COMMONS

The Ann and Bob Aikens Commons (room 1430) is open to all Stamps students for collaborative and independent work of all types. Access it 24 hours a day by using your MCard.

DIGITAL COMMONS

The Digital Commons (room 2450) contains all the equipment you need for your digital-making, as well as the new photo documentation space. For more information: Matthew Pritchard, mpritch@umich.edu.

VIDEO LAB

The Video Lab (room 2114) is outfitted with 21 computers and the software needed to support all Stamps audio, video, and animation courses. The lab is open Monday–Friday, 8:00 a.m.–5:00 p.m., and after hours if you submit an Access Request Form to the coordinator, Matthew Pritchard, mpritch@umich.edu.

PHOTO/VIDEO STUDIO

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

DIGITAL PRINT LAB

The Digital Print Lab (room 2125) is available to all currently enrolled Stamps students, faculty, and staff. The lab is equipped with archival inkjet printers that have been calibrated to provide the very best color reproduction. You may use the lab equipment for your course and portfolio work after attending a simple orientation, given by Matthew Pritchard.

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

ECHO is open Monday–Thursday from 8:30 a.m.–9:00 p.m. and Fridays from 8:30 a.m.–5:00 p.m.

For more information and online reservations visit: stamps.umich.edu/echo.
Matthew Pritchard, Digital Studio Coordinator  
email: mpritch@umich.edu

Matthew is the resident digital media expert. If you have questions about Photoshop, Illustrator, digital printing, photography, video installations, animation — you name it — he’s the one to talk to. Matthew oversees the Photo/Video Studio, the Video Lab, the Digital Print Lab, and ECHO. You can usually find him in his office or lending a hand in one of his studios.

DRAWING STUDIOS

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

PAINTING STUDIOS

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

PRINT MEDIA STUDIO

The Print Media Studio (room 2143) is equipped for relief, intaglio, and planographic processes. It has two etching presses, three lithography presses, and a small Vandercook proofing press. For lithography, it has a library of approximately 75 Bavarian limestones, a large graining sink, and largescale plate supports. For etching, it has ferric chloride baths, a rosin box, and multiple hotplates. In addition, the studio is equipped with a Nuarc exposure unit for photoprocesses. Training on how to use the equipment in the Print Media Studio is necessary. Please contact the studio coordinator, Nick Dowgwillo.

Kit Parks, 2D/Fibers Studio Coordinator  
email: kitparks@umich.edu

Kit is a Stamps alum (BFA 2015), and an artist, educator, and community organizer. They have a strong and varied skillset in fibers-related tools and techniques, photography, and studio maintenance, and they manage their own studio, constructing and selling wearables.

FIBERS STUDIO

Three rooms comprise the Fibers Studio (rooms 1068, 1075B, 1076): the Weaving Studio with 22 Macomber looms, winders, and umbrella swifts (to name a few); the Print and Dye Studio; and the Sewing Studio, home to 18 sewing machines, a serger, and a Barudan digital embroidery machine. Students can weave large- or small-scale projects on two sizes of looms, screen print and dye practically anything, and make patterns to sew projects that range from industrial designs to quilts, clothing, and soft sculpture. The possibilities are unlimited.

Hayden Richer, 3D/Ceramics/Sculpture Studio Coordinator  
email: hricher@umich.edu

Hayden is an experienced studio coordinator and an interdisciplinary sculptor, who has a broad range of 3D skills and experiences, including woodworking, metalsmithing, glass casting, and weaving. Hayden holds an MFA from the Cranbrook Academy of Art and a BFA from the College for Creative Studies.
WOODSHOP STUDIO

The Art and Architecture Woodshop Studio *(room 1251)* is a jointly held facility, serving the Stamps School of Art & Design and TCAUP. “The shop” is the first stop for getting your hands on traditional woodworking machinery and hand tools, of course. It is also home to machinery for metal and plastic work and two CNC laser cutters. This is a vital incubator space for all kinds of prototype fabrication, from simple material preparations to sophisticated design models.

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

**Mark Krecic, Woodshop Studio Coordinator**
**email: mrkrecic@umich.edu**
Mark is an established craftsman and artisan, and has been the woodshop coordinator for over 40 years. He’s our expert for a wide variety of wood, metal, and plastic technologies, as well as modelmaking and furniture construction. Students who care about craftsmanship and polished, professional work would do well to have a word with Mark.

SCULPTURE STUDIO

The Sculpture Studio *(rooms 1258, 1262)* is home to the Stamps School foundry, which is where you’ll be able to learn how to cast objects in bronze and aluminum. It also has facilities for clay modeling, woodworking, large-scale sculpture, prototyping, and plastic casting. If you are taking a course on 3D anatomy, bronze sculpture, contemporary sculpture, or experimental architecture, you will be spending a lot of time here. And while you’re here, you’ll find out about powdercoating equipment, vacuum pots for degassing silicones, waxfilled stainless steel vats, and TIG welders. You can gain access to the studio by enrolling in a studio-based course or by requesting access from the studio coordinator, Matt Bierl.

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

METALS STUDIO

The Metals Studio *(rooms 1258, 1262)* is where you’ll go for large metals processes such as welding, forging, soldering, casting, and enameling; you’ll head to the Cold Shop for coldforming, shearing, cutting, milling, lathing, grinding, and to use the CNC Plasma Cutter. This is where you will come for all of your large metalworking needs.

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

DIGITAL FABRICATION STUDIOS

Our digital fabrication equipment is located in rooms 1070, 1071, and 1074. These are the studios you’ll turn to for 3D printing, CNC milling/routing, vinyl cutting, and laser cutting.

Equipment includes:
- 2x Fusion3 FDM 3D printers
- 3x Formlabs SLA 3D printers
- Roland GX-400 vinyl cutter
- ILS 12.75 universal laser cutter
- PLS 6.75 laser cutter
- Roland MDX-540A CNC milling machine with rotary axis
- Shop Bot PRSalpha CNC router with rotary axis
- Panel saw
- Electric soldering table
- Heat Press for Heat Press Vinyl

**Mark Krecic, Woodshop Studio Coordinator**
**email: mrkrecic@umich.edu**
Mark is an established craftsman and artisan, and has been the woodshop coordinator for over 40 years. He’s our expert for a wide variety of wood, metal, and plastic technologies, as well as modelmaking and furniture construction. Students who care about craftsmanship and polished, professional work would do well to have a word with Mark.

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

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

**Mark Krecic, Woodshop Studio Coordinator**
**email: mrkrecic@umich.edu**
Mark is an established craftsman and artisan, and has been the woodshop coordinator for over 40 years. He’s our expert for a wide variety of wood, metal, and plastic technologies, as well as modelmaking and furniture construction. Students who care about craftsmanship and polished, professional work would do well to have a word with Mark.

**Matt Bierl, Materials Fabrication Studio Coordinator**
**(Sculpture Studio and Metals Studio)**
**email: mbierl@umich.edu**
Matt is the Materials Fabrication Studio Coordinator for sculpture and prototyping. He is available to advise, assist, and guide Stamps Students with their making and thinking about making. You will be consulting him if your project involves moldmaking, sculpture building, casting, fabricating, welding, modeling, CNC routing, 3D printing, installations, prop building, modelmaking, and other 3D processes for objects bigger than a ham sandwich. If you don’t know where to start, start with Matt.
Note: Access to these machines is possible only by appointment or after training. Contact Mike Vitale (mpvitale@umich.edu).

Other state-of-the-art machines are available (for a usage fee). In the 3D Lab in Duderstadt Center these include:

- Project FDM 3D printer
- Dimension Elite FDM 3D printer
- Various desktop FDM 3D printers including Printrbot, Makerbot Replicator, Cubes, etc.

In the Taubman College of Architecture and Urban Planning (TCAUP) Fab Lab:

- Waterjet CNC cutter

Mike Vitale, Material Fabrication Studio Coordinator
(Digital Fabrication Studios and Metalsmithing/Jewelry Design Studios)
email: mpvitale@umich.edu

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

METALSMITHING/ JEWELRY DESIGN STUDIO

The Metalsmithing/Jewelry Design Studio (room 1069) is available to meet a variety of needs, including: soldering, forming, casting, powder coating, and enameling.

Equipment includes:

- Acetylene soldering stations
- Etching station
- Enameling kilns
- Powder coating station
- Burn out kiln/casting station
- Hydraulic press
- Roll press
- Forming station
- Shear
- Flex shafts
- Polishers
- Sparkie II
- Small sandblaster
- Various handtools

*computer-aided design/computer-aided manufacturing
Get the latest, authoritative info at: stamps.umich.edu/advising/blog

Get an answer to a quick academic question: askanadvisor@umich.edu

Make an appointment with your assigned advisor: stamps.genbook.com

Get drop-in advising: stop by the peer advisors’ table (hours will be posted)

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

This is where all of the forms are stored: stamps.umich.edu/undergraduate-current/resources/advising