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

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

This book is a great “go-to” when you’ve got questions about life at stamps. As always, your advisors are here to help.

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

This is where all the forms are stored:
www.stamps.umich.edu/forms/undergraduate

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

Elona Van Gent
Associate Dean of Academic Programs & Professor

Gunalan Nadarajan
Dean

Joann McDaniel
Assistant Dean for Undergraduate Programs

Office hours:
Monday-Friday
8:00 am-5:00 pm
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<tr>
<td>Labor Day (Holiday)</td>
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<td>Stamps Welcome Back Bash</td>
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**FALL 2017 TERM**

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<td>IP Consultations</td>
<td>Final Critiques &amp; Exams Dec.14-15</td>
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<td>Final Critiques &amp; Exams Dec. 18-21</td>
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Religious Holidays and Academic Conflicts
Although the University of Michigan, as an institution, does not observe religious holidays, it has long been the University’s policy that every reasonable effort should be made to help students avoid negative academic consequences when their religious obligations conflict with academic requirements.

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

For more information about the University’s final exam schedule, go to [www.ro.umich.edu/exams](http://www.ro.umich.edu/exams)
### Winter 2018 Term

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| University Honors Convocation | **Drop/Add Deadline for 2nd Mini-Courses** | **Auth. Needed to Drop/Add 2nd Mini-Courses (“W” posted)** |     |     |
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<td><strong>IP Extravaganza</strong>&lt;br&gt;• 5 pm Video&lt;br&gt;• 7:30 pm Performances</td>
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<td><strong>Stamps &amp; UM Classes End Final Critiques &amp; Exams April 19-20, 23-26</strong></td>
<td><strong>Sophomore Reviews</strong></td>
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<td><strong>U-M Commencement</strong>&lt;br&gt;The Big House, 10am&lt;br&gt;• Stamps Graduation, 2pm</td>
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<td>Last Day of Exams/Critiques</td>
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**Details at:**
[www.provost.umich.edu/calendar/religious_holidays.html#confl](www.provost.umich.edu/calendar/religious_holidays.html#confl)

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Chapter 1

ADVISING AND ACADEMIC SUPPORT

→ Advisors / 9

→ Your Advising Meeting Calendar / 10

→ Faculty Mentors / 12

→ Academic Support in Stamps / 13

→ Step-by-Step to Graduation / 15

→ Beyond the Studio / 18

Got a question? Ask an advisor

=* askanadvisor@umich.edu*

To schedule an appointment with an advisor

=* stamps.genbook.com*
Every student is assigned an academic advisor at orientation. Early in your third year, you will identify two faculty members to serve as your mentors. Academic advisors and faculty mentors at the Stamps School of Art & Design will coach you in these key areas:

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

Your academic advisor is required to meet with you on six separate occasions to mark your progress in these areas: program of study, career preparation, and development of your creative practice. The first meeting takes place at orientation. Later meetings are also at critical points in your student’s college career.

**Brian Banks - Academic Advisor & Diversity and Inclusion Advisor**

email: bbscott@umich.edu

In addition to being the academic advisor for his assigned students, Brian is the primary advisor for the minor in art and design. 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.

**Romy Hill-Cronin - Academic Advisor and Assistant to the Asst. Dean**

email: r hillc@umich.edu

When Romy is not gently guiding her advisees through the ups and down 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.
YOUR ADVISING

MEETING CALENDAR

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. Do all of this before you attend orientation.

Meeting 2  
December/January First Year
Preparation: Attend Course Preview (November); go through the “Beyond the Studio” checklist (p. 18). Be ready to discuss how your expectations, goals, and concerns are changing for the first year.

ADVISORS

John Luther - Career Development Coordinator & Academic Advisor
email: jonel@umich.edu
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 and coordinates the Sophomore Review. 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.

Joann McDaniel - Assistant Dean for Undergraduate Programs
email: jmcdan@umich.edu
Joann leads the advising team and is the assigned advisor for dually admitted students and to students in Interarts Performance. She also manages appeals, hears student complaints (and tries to resolve them), and maintains the academic standards.
Meeting 3  
April  
**First Year**  
**Preparation:** Attend Course Preview (March); use the Curriculum Designer to map out future coursework ([curriculum-designer.com](http://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:** Identify goals for the year. Reflect on your foundation year. Be ready to discuss your reflections and your goals for the year.

Meeting 5  
March  
**Second Year**  
**Preparation:** Complete statement and résumé for Sophomore Review. Be ready to review them with your advisor. What goals did you meet?

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. You and your advisors will discuss challenges and expectations and set goals in these meetings. For most meetings you will be asked to come prepared. Your advisor will remind you of this before each meeting.
Advisors encourage their advisees to identify several possible faculty mentors early on and then help the students develop supportive relationships with faculty members. At the time of Meeting 6, we expect you to have identified at least two faculty members as mentors. You will rely on your faculty mentors, not your academic advisors, to inform your choices during the final two years of school — but, by the time you’re a junior, you’ll know enough to manage most of your decisions.

**Academic Peer Advisors and International Peer Advisors**

Too busy to make an appointment? Just have a quick question? Need help figuring out your international experience? Something personal? Academic peer advisors and international peer advisors can help 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.

**Academic Peer Advisor**

**Perry Stella O’Toole, BFA 2019 - General Advising**  
email: otoolep@umich.edu  
Perry is a junior from Sterling Heights, Michigan. She's interested in a wide array of mediums, including (but not limited to) fibers, painting, drawing, audio, and projection. In addition to working toward a BFA in Art and Design, she’s also in the joint degree program with the College of Literature, Science, and the Arts (LSA), majoring in Evolutionary Anthropology.
ACADEMIC SUPPORT IN STAMPS

These Stamps staff members are here to support your research, scholarship, and wellbeing.

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

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

International Peer Advisors
To be determined. Check in with Sandra Wiley at swiley@umich.edu.
Jennifer Metsker - Writing Coordinator
email: jmetsker@umich.edu
Jennifer specializes in helping art and design students use writing to enhance their creative practice. She is a writer and visual artist and teaches the upper-level writing course for Stamps students.

After you’ve read up on the issue in the handbook, you may still have a quick question.... just email AskanAdvisor@umich.edu. 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 Jennifer Metsker? Go to: stamps.genbook.com

Seeing a peer advisor is easy and fast. Their walk-in advising hours are posted at the start of each semester.
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 & Ethnicity
2) Identify three 300- or 400-level studios that you want to take. What are their prerequisites?
3) Attend a sophomore review; heck, 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.

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

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 want to answer in your IP.
7) Take your ULWR.
8) Attend the final meeting with your advisor.
9) Take an engagement studio.

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 résumé, portfolio, artist’s statement, website.
5) Research grad programs, take 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.

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 portfolio preparation & presentation workshop
☐ Graduate from Career Bootcamp
☐ Attend a Stamps town hall meeting
☐ 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
☐ Go to a relaxation workshop here in Stamps
☐ 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 a faculty member out for coffee (or tea)
☐ Attend more than two Wonderful Wednesday events
☐ Keep all six of your required advising meetings
☐ Have tea with Guna in Work Commons
☐ Complete your senior audit
☐ Have an Alumni Face-to-Face
- Attend an opening
- Attend an opening by an artist you didn’t already know
- Help out with Campus Day or Admissions call outs
- 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
- Participate in an MLK Jr. Day activity on MLK Jr. Day
- 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 IP/Capstone Extravaganza
- Visit the IP/Capstone studios
- Update your résumé
- Do the creative work for a U-M publication (the Daily, Shei magazine...)
- Document changes to your own creative practice
Chapter 2

THE CURRICULUM

→ Understanding Your Degree / 21

→ The BFA Degree / 22

→ The BA Degree / 30

→ BFA in Interarts Performance / 38

→ Dual Degrees / 42

→ Elective Studio Course Requirements / 44

→ Studio Courses Outside Stamps / 45

→ Academic Course Requirements / 47

→ Penny Stamps Speaker Series / 50

→ Sophomore Review / 52

→ Documenting Your Creative Work / 54

→ International Experience / 55

→ Integrative Project and the BA Capstone / 59
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 search)
- Sandra Wiley (international study)
- Jennifer Metsker (writing)
- Karen Henry (Stamps psychologist)
- The online Advisement Report (aka Degree Audit)
- This handbook
The BFA Degree

How many credits do I need to graduate with a BFA?
BFA credits - 128 (72 studio, 56 non-studio)

BFA in Art & Design
For students interested in an intensive, studio-focused program.

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

- One Penny Stamps Speaker Series 1 credit
- Two Academic courses 6 credits
- Three Studio courses 9 credits
  **Total** 16 credits per term (average)

16 credits x 8 terms = 128 credits

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

<table>
<thead>
<tr>
<th>Studio Courses</th>
<th>72 credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Required Studio Courses</td>
<td>33</td>
</tr>
<tr>
<td>Elective Studio Courses*</td>
<td>39</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Non-Studio Courses</th>
<th>56 Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Required Academic Courses</td>
<td>17</td>
</tr>
<tr>
<td>Elective Academic Courses</td>
<td>39</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Milestone Requirements</th>
<th>no credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sophomore Review</td>
<td></td>
</tr>
<tr>
<td>International Experience</td>
<td></td>
</tr>
</tbody>
</table>

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

Internships count as academic elective credits.

*One studio must be an Engagement Studio.
THE 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? We also recommend that you take the First Year Writing Requirement (FYWR) in your first year.

FIRST YEAR TIPS: Photo documentation of your work is critical. Trust us — it will pay off next year.
Second Year
Sample Plan of Study: BFA

**THE SUMMARY:** The second year experience at Stamps is designed to give you the freedom to schedule courses that speak most directly to the themes, topics, and methods that fuel your creative, inquiry-led work (see page 44 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 52 for more).

**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 December-March, so start planning in September. (see page 55 for more).

<table>
<thead>
<tr>
<th></th>
<th>FALL</th>
<th>WINTER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elective Studio (ARTDES 200 level)</td>
<td>3</td>
<td>Elective Studio (200 or 300 level)</td>
</tr>
<tr>
<td>Elective Studio (ARTDES 200 level)</td>
<td>3</td>
<td>Elective Studio (200 or 300 level)</td>
</tr>
<tr>
<td>Elective Studio (ARTDES 200 level)</td>
<td>3</td>
<td>Second Year Studio (ARTDES 220)</td>
</tr>
<tr>
<td>Academic Elective</td>
<td>3-4</td>
<td>Academic Elective</td>
</tr>
<tr>
<td>Academic Elective</td>
<td>3-4</td>
<td>Academic Elective</td>
</tr>
<tr>
<td>Stamps Lecture Series (ARTDES 160)</td>
<td>1</td>
<td>Stamps Lecture Series (ARTDES 160)</td>
</tr>
<tr>
<td>Total credits</td>
<td>16-18</td>
<td>Total credits</td>
</tr>
</tbody>
</table>
### Third Year

**Sample Plan of Study: BFA**

**The 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. You’ll prepare for your Integrative Project (IP) success by taking an Engagement Studio and an upper-level writing course in your third year.

**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 55 for more). Also, the summer after your junior year is a great time to do an internship (see page 64 for more).

<table>
<thead>
<tr>
<th><strong>FALL</strong></th>
<th><strong>WINTER</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Elective Studio</td>
<td>3</td>
</tr>
<tr>
<td>Elective Studio</td>
<td>3</td>
</tr>
<tr>
<td>Elective Studio</td>
<td>3</td>
</tr>
<tr>
<td>Academic Elective</td>
<td>3</td>
</tr>
<tr>
<td>Academic Elective/ARTDES 399</td>
<td>3-4</td>
</tr>
<tr>
<td>Stamps Lecture Series</td>
<td>1</td>
</tr>
</tbody>
</table>

**Total credits:** 16-18

**Required courses are in PINK**
## Fourth Year

**Sample Plan of Study: BFA**

### THE SUMMARY:
In your final year at Stamps, you will pull together everything you’ve been learning so you can pursue a self-directed, year-long, “professional grade” project called Integrative Project (IP) ([see page 59 for more](#)). You’ll also be spending 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](#)).

### FALL

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Integrative Project</td>
<td>6</td>
</tr>
<tr>
<td>Elective Studio (300–400 level)</td>
<td>3</td>
</tr>
<tr>
<td>Academic Elective</td>
<td>3-4</td>
</tr>
<tr>
<td>Academic Elective</td>
<td>3-4</td>
</tr>
<tr>
<td>Stamps Lecture Series</td>
<td>1</td>
</tr>
<tr>
<td><strong>Total credits</strong></td>
<td>16-18</td>
</tr>
</tbody>
</table>

### WINTER

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Integrative Project</td>
<td>6</td>
</tr>
<tr>
<td>Elective Studio (300–400 level)</td>
<td>3</td>
</tr>
<tr>
<td>Academic Elective</td>
<td>3-4</td>
</tr>
<tr>
<td>Academic Elective</td>
<td>3-4</td>
</tr>
<tr>
<td>Stamps Lecture Series</td>
<td>1</td>
</tr>
<tr>
<td><strong>Total credits</strong></td>
<td>16-18</td>
</tr>
</tbody>
</table>
### 1) MILESTONES
- Sophomore Review
- International Study Experience

### 2) REQUIRED STUDIOS
- **ARTDES 100, Studio: Drawing 1** 3
- **ARTDES 105, Studio: Drawing 2** 3
- **ARTDES 115, Studio: 2D** 3
- **ARTDES 120, Studio: 3D** 3
- **ARTDES 125, Studio: 4D** 3
- **ARTDES 130, Methods of Inquiry** 3
- **ARTDES 220, Second Year Studio** 3
- INTEGRATIVE PROJECT (two semesters) 12

### 3) ELECTIVE STUDIOS
- Four studios at the 200 level 12
- Four studios at the 300 level 12
- Three studios at the 200-400 level 9
- One engagement studio 3
- One studio at the 400 level 3

### 4) REQUIRED ACADEMICS
- **ARTDES 150, Art & Design in Context** 3
- **ARTDES 151, Art and Design History** 3
- **ARTDES 160, Stamps Lecture Series** 8
- **ARTDES 399, Writing in Art and Design** 3

### 5) ACADEMIC ELECTIVES
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 & Ethnicity
- Two Courses of Art or Design History/Theory/Criticism

**GRAND TOTAL:** 128 credits (minimum)
Notes
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 (see 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, 69 outside of Stamps).

Outside of Stamps (within the wider University) 58%

Stamps Classes 42%

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

<table>
<thead>
<tr>
<th>Stamps Courses</th>
<th>59 credits</th>
</tr>
</thead>
<tbody>
<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>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Non-Stamps Courses</th>
<th>69 Credits</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Milestone Requirements</th>
<th>no credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sophomore Review</td>
<td></td>
</tr>
<tr>
<td>International Experience</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>BA in Art &amp; Design - Total</th>
<th>128 credits</th>
</tr>
</thead>
</table>

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

*One studio must be an Engagement Studio.
### First Year

#### Sample Plan of Study: BA

<table>
<thead>
<tr>
<th>FALL</th>
<th>WINTER</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Studio: Drawing 1</strong> (ARTDES 100) 3</td>
<td><strong>Studio: Drawing 2</strong> (ARTDES 105) 3</td>
</tr>
<tr>
<td><strong>Studio: 2D</strong> (ARTDES 115) 3</td>
<td><strong>Studio: 4D</strong> (ARTDES 125) 3</td>
</tr>
<tr>
<td><strong>Studio: 3D</strong> (ARTDES 120) 3</td>
<td><strong>Studio: Methods of Inquiry</strong> (ARTDES 130) 3</td>
</tr>
<tr>
<td><strong>Art &amp; Design in Context</strong> (ARTDES 150) 3</td>
<td><strong>Art &amp; Design History</strong> (ARTDES 151) 3</td>
</tr>
<tr>
<td><strong>Academic Elective</strong> 3-4</td>
<td><strong>Academic Elective</strong> 3-4</td>
</tr>
<tr>
<td><strong>Stamps Lecture Series</strong> (ARTDES 160) 1</td>
<td><strong>Stamps Lecture Series</strong> (ARTDES 160) 1</td>
</tr>
</tbody>
</table>

**Total credits** 13-18  

#### THE 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? We also recommend that you take the First Year Writing Requirement (FYWR) in your first year.

#### FIRST YEAR TIPS:
Photo documentation of your work is critical. Trust us — it will pay off next year.
## The 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 52 for more).

## 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 December-March, so start planning in September (see page 55 for more).

<table>
<thead>
<tr>
<th>FALL</th>
<th>WINTER</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Elective Studio</strong> (200 level) 3</td>
<td><strong>Second Year Studio</strong> (ARTDES 220) 3</td>
</tr>
<tr>
<td>Academic Elective 3</td>
<td>Elective Studio (200 or 300 level) 3</td>
</tr>
<tr>
<td>Academic Elective 3</td>
<td>Academic Elective 3</td>
</tr>
<tr>
<td>Academic Elective 3</td>
<td>Academic Elective 3</td>
</tr>
<tr>
<td>Academic Elective 3</td>
<td>Academic Elective 3</td>
</tr>
<tr>
<td>Stamps Lecture Series (ARTDES 160) 1</td>
<td>Stamps Lecture Series (ARTDES 160) 1</td>
</tr>
<tr>
<td><strong>Total credits</strong> 16</td>
<td><strong>Total credits</strong> 16</td>
</tr>
</tbody>
</table>
### FALL

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elective Studio (200–400 level)</td>
<td>3</td>
</tr>
<tr>
<td>Elective Studio (200–400 level)</td>
<td>3</td>
</tr>
<tr>
<td>Academic Elective</td>
<td>3</td>
</tr>
<tr>
<td>Academic Elective</td>
<td>3</td>
</tr>
<tr>
<td>Academic Elective</td>
<td>3</td>
</tr>
<tr>
<td>Stamps Lecture Series (ARTDES 160)</td>
<td>1</td>
</tr>
<tr>
<td><strong>Total credits</strong></td>
<td><strong>16</strong></td>
</tr>
</tbody>
</table>

### WINTER

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elective Studio (200–400 level)</td>
<td>3</td>
</tr>
<tr>
<td>Academic Elective</td>
<td>3</td>
</tr>
<tr>
<td>Academic Elective</td>
<td>3</td>
</tr>
<tr>
<td>Academic Elective</td>
<td>3</td>
</tr>
<tr>
<td>Stamps Lecture Series (ARTDES 160)</td>
<td>1</td>
</tr>
<tr>
<td><strong>Total credits</strong></td>
<td><strong>16</strong></td>
</tr>
</tbody>
</table>

**THE 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 55 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.
Fourth Year
Sample Plan of Study: BA

**THE SUMMARY:** You’ve spent three years learning both in the studio and in the university classroom. You’re comfortable with a variety of medias, 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).

---

**FALL**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elective Studio (300–400 level)</td>
<td>3</td>
</tr>
<tr>
<td>Academic Elective</td>
<td>3</td>
</tr>
<tr>
<td>Academic Elective</td>
<td>3</td>
</tr>
<tr>
<td>Academic Elective</td>
<td>3</td>
</tr>
<tr>
<td>BA Capstone or Elective Studio</td>
<td>1-3</td>
</tr>
<tr>
<td>Stamps Lecture Series (ARTDES 160)</td>
<td>1</td>
</tr>
<tr>
<td><strong>Total credits</strong></td>
<td><strong>16</strong></td>
</tr>
</tbody>
</table>

**WINTER**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elective Studio (300–400 level)</td>
<td>3</td>
</tr>
<tr>
<td>Academic Elective</td>
<td>3</td>
</tr>
<tr>
<td>Academic Elective</td>
<td>3</td>
</tr>
<tr>
<td>Academic Elective</td>
<td>3</td>
</tr>
<tr>
<td>BA Capstone or Elective Studio</td>
<td>3</td>
</tr>
<tr>
<td>Stamps Lecture Series (ARTDES 160)</td>
<td>1</td>
</tr>
<tr>
<td><strong>Total credits</strong></td>
<td><strong>16</strong></td>
</tr>
</tbody>
</table>
BA Checklist

1) MILESTONES
   _____ Sophomore Review
   _____ International Study Experience

2) REQUIRED STUDIOS
   21 total credits
   _____ ARTDES 100, Studio: Drawing 1  3
   _____ ARTDES 105, Studio: Drawing 2  3
   _____ ARTDES 115, Studio: 2D  3
   _____ ARTDES 120, Studio: 3D  3
   _____ ARTDES 125, Studio: 4D  3
   _____ ARTDES 130, Methods of Inquiry  3
   _____ ARTDES 220, Second Year Studio  3

3) ELECTIVE STUDIOS
   21 total credits
   _____ Two studios at the 200 level  6
   _____ Two studios at the 300 level  6
   _____ One studio at the 400 level  3
   _____ One studio at any level  3
   _____ One engagement studio  3

4) REQUIRED ACADEMICS
   14 total credits
   _____ ARTDES 150, Art and Design in Context  3
   _____ ARTDES 151, Art and Design History  3
   _____ ARTDES 160, Stamps Lecture Series  8

5) ACADEMIC ELECTIVES
   72 total credits
   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 & Ethnicity
   _____ Two Courses of Art or Design History/Theory/Criticism
   _____ Upper Level Writing

GRAND TOTAL: 128 credits (minimum)
BFA IN
INTERARTS
PERFORMANCE

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

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

BFA in Interarts Performance
This degree is for students with interests in performance (Dance, Theater/Drama/PAT), art, and design.

Holly Hughes (Stamps/SMTD)
Andy Kirshner (Stamps/SMTD)
Christianne Myers (SMTD)
Joann McDaniel (Interarts Advisor)
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), Andy Kirshner (Stamps/SMTD), and Christianne Myers (SMTD). Assistant Dean Joann McDaniel is the Interarts advisor for Stamps and academic courses.

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.

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, ArtDes220, ThreMus 101, and ThreMus 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 30 credits of advanced studio coursework, split evenly between Stamps School courses and Theatre & Drama courses, and 12 credits of the Integrative Project (IP), the capstone year-long course taken fall and winter terms of the BFA student’s final year.

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

🔗 For more information on requirements, talk to an Interarts professor.
**First Year**

Sample Plan of Study: BFA in Interarts Performance

<table>
<thead>
<tr>
<th>FALL</th>
<th>WINTER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Interarts Forum (INTPERF 160)</td>
<td>Interarts Forum (INTPERF 160)</td>
</tr>
<tr>
<td>Live Art Survey (INTPERF 150)</td>
<td>Introductory Studio (THTREMUS 240, 250, 256)</td>
</tr>
<tr>
<td>Introductory Studio (ARTDES 100, 115, 120)</td>
<td>Theatre/Drama Academic (THTREMUS Elective)</td>
</tr>
<tr>
<td>Acting One (THTREMUS 101)</td>
<td>Studio 4D (ARTDES 125)</td>
</tr>
<tr>
<td>Art &amp; Design in Context (ARTDES 150)</td>
<td>Stamps Lecture Series (ARTDES 160)</td>
</tr>
<tr>
<td>Stamps Lecture Series (ARTDES 160)</td>
<td>Academic Elective</td>
</tr>
<tr>
<td>Academic Elective</td>
<td>Academic Elective</td>
</tr>
</tbody>
</table>

Total credits 17-18

**THE 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 39); 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

2) REQUIRED STUDIOS
   ______ ARTDES 125  3 total credits
   ______ ARTDES 220  3
   ______ THTREMUS 101  3
   ______ THTREMUS 240, 250, or 256  3
   ______ INTEGRATIVE PROJECT  12

3) ELECTIVE STUDIOS
   ______ ARTDES 100-200 level  6
   ______ ARTDES 200-400 level  15
   ______ Theatre & Drama 100-200 level  6
   ______ Theatre & Drama 300-400 level  15

5) REQUIRED ACADEMIC COURSES
   ______ ARTDES 150 or 151  3
   ______ ARTDES 160  8
   ______ INTPERF 150  3
   ______ INTPERF 160  8
   ______ Theatre & Drama  3
   ______ Theatre & Drama  3

6) ELECTIVE ACADEMIC COURSES
   ______ First Year Writing
   ______ Humanities
   ______ Social Science
   ______ Natural Science
   ______ Environmental Studies
   ______ Analytical Reasoning
   ______ Cultural Diversity
   ______ Cultural Diversity

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.

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 5 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?

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 the School of Information. Additionally, a pre-med path is possible at Stamps. To learn more and see a tailored course of study compiled by students who’ve gone the pre-med route, visit stamps.umich.edu/advising/pre-med.

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

**STEP 1:** 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 2:** If you didn’t start U-M as a dual degree student, you have to wait until the end of your freshmen year to apply. Karina Moore, the Stamps Director of Admissions, will help you with this: [stamps.genbook.com](http://stamps.genbook.com).

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 Brian Banks to let him know: [stamps.genbook.com](http://stamps.genbook.com)

**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: 13 Elective studios (39 credits)
BA students: 7 Elective studios (21 credits)

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

Are there requirements around what kinds of studio courses I can take?

→ BFA students, throughout your 4 years you must complete:
  4 200 level studio courses
  4 300 level studio courses
  1 400 level elective studio
  1 Engagement studio (ARTDES 310-319)
  3 more elective studios (any level)*

→ BA students, throughout your 4 years, you must complete:
  2 200 level studio courses
  2 300 level studio courses
  1 400 level studio course
  1 Engagement studio (ARTDES 310-319)
  1 Elective studio (any level)

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 45.

*Students may take three ARTDES mini-courses in place of one of these studios.
**STUDIO COURSES OUTSIDE STAMPS**

BFA Students may take two courses (6 credits) outside 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 (in 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>MECHENG</td>
<td>250</td>
<td>Design &amp; Manufacturing I</td>
</tr>
<tr>
<td>MUSMETH</td>
<td>406</td>
<td>Museum Methods</td>
</tr>
<tr>
<td>PAT</td>
<td>201</td>
<td>Intro to Computer Music</td>
</tr>
<tr>
<td>PAT</td>
<td>221</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>Interdisciplinary Photographic Applications</td>
</tr>
<tr>
<td>RCARTS</td>
<td>389</td>
<td>Ceramics Theory and Criticism</td>
</tr>
<tr>
<td>SAC</td>
<td>290</td>
<td>Intro to Media Production</td>
</tr>
<tr>
<td>SAC</td>
<td>300</td>
<td>Dramatic Narrative I</td>
</tr>
<tr>
<td>SAC</td>
<td>304</td>
<td>Topics in Media Production</td>
</tr>
<tr>
<td>SAC</td>
<td>306</td>
<td>New Media Practices I</td>
</tr>
<tr>
<td>SAC</td>
<td>400</td>
<td>Dramatic Narrative II</td>
</tr>
<tr>
<td>SAC</td>
<td>406</td>
<td>New Media Practices II</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>Subject</td>
<td>Catalog #</td>
<td>Course Title</td>
</tr>
<tr>
<td>----------</td>
<td>-----------</td>
<td>-----------------------</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>
ACADEMIC COURSE REQUIREMENTS

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><em>(1 cr. each semester)</em></td>
<td></td>
</tr>
<tr>
<td><em>Writing in Art &amp; Design (ARTDES 399) BFA ONLY</em></td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>14-17</strong></td>
</tr>
</tbody>
</table>

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

What other academic courses do I need to take?

<table>
<thead>
<tr>
<th>Academic Elective Credits (39 for BFA, 72 for BA)</th>
<th>credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Should include coursework in these areas:</td>
<td></td>
</tr>
<tr>
<td>• First Year Writing (FYWR)</td>
<td>3</td>
</tr>
<tr>
<td>• Social Science (SS)</td>
<td>3</td>
</tr>
<tr>
<td>• Natural Science (NS)</td>
<td>3</td>
</tr>
<tr>
<td>• Analytical Reasoning (MSA, QR/1, QR/2)</td>
<td>3</td>
</tr>
<tr>
<td>• Environmental Studies (ENVIRON)</td>
<td>3</td>
</tr>
<tr>
<td>• Race and Ethnicity (RE)</td>
<td>3</td>
</tr>
<tr>
<td>• 2 Art or Design History/Theory/Criticism electives</td>
<td>6</td>
</tr>
<tr>
<td>• Upper Level Writing (ULWR) BA ONLY</td>
<td>3</td>
</tr>
</tbody>
</table>

See page 48 for more information.
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.
- **ADHTC**: Art/design history/theory/criticism. ARTDES 398, AMCULT 320, AMCULT 335, SAC 236, SAC 272, SAC 313, SLAVIC 312, any course with the subject HISTART or any course cross-listed with HISTART.
- **NS**: Look in the LSA Course Guide for courses identified as NS.
- **SS**: Look in the LSA Course Guide for courses identified as SS.
- **ES**: Any course in the LSA Course Guide with the subject code ENVIRON.
  This includes courses cross-listed as ENVIRON. Other courses that meet the requirement are: BIOLOGY 101, 102, 109, and 171; ENGLISH 320 and 328.
- **AR**: Look in the LSA Course Guide for courses identified as MSA, QR/1 or QR/2; or for any course in logic; PHIL 183.
- **RE**: Look in the LSA Course Guide for courses identified as RE.
- **CD**: Cultural Diversity. Any course in non-western culture or language; 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 the Analytical Reasoning requirement. Because this course has the codes NS and QR/2 beside it in the LSA Course Guide, it will meet those requirements. As long as that course is worth three credits, you can use it to fulfill more than one area requirement.

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.
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 pm. 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. 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.

*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?**
The course requirements allow two missed lectures. 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 Director of the Stamps Visitors Program, Chrisstina Hamilton (chrissti@umich.edu), to have dinner with your idol!

Students who study abroad for one semester, or who fail the Stamps Lecture Series once, must earn an additional academic credit to make up for the missed Lecture Series credit.
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.
Who: You present your work to an ad hoc faculty committee of three.
When: April of sophomore year.

How do I prepare for it?
The Second Year studio (ARTDES 220) is designed, in part, to help you prepare for the review. 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, you’ll receive detailed information about the review and, at least four weeks before your review date, you’ll set up a meeting with your advisor to go over your presentation.

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. You’ll receive a copy of the sophomore review report by email in May. Students who perform unsatisfactorily on their Sophomore Reviews may be asked to re-review the first Friday after school begins in the fall; some may be asked to take time off or improve deficiencies prior to advancing; and a 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.

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

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.

**How do I document my work?**
Students may consult with their faculty, especially their first year studio instructors. Matt Prichard, the Digital Studio Coordinator, is also available to assist you ([mpritch@umich.edu](mailto:mpritch@umich.edu)). For ways to include work in your portfolio, speak with John Luther, Career Development Coordinator ([jonel@umich.edu](mailto:jonel@umich.edu)).

🔗 Visit [stamps.umich.edu/undergraduate-current/resources](http://stamps.umich.edu/undergraduate-current/resources) 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 an International Experience outside the United States. **This is true for everyone except:**

- Students whose permanent address is not in the U.S.
- Students enrolled in the BFA in Interarts Performance are strongly encouraged to engage in an International Experience, but are not required.
- Students enrolled in the Art & Design minor are exempt from the requirement.

How do I get started?
- Visit [stamps.umich.edu/international/undergraduate](stamps.umich.edu/international/undergraduate) and use the documents found in the “Preparation” section to begin exploring what you would like to do.
- If you haven’t already, complete advising questionnaire. Go to: [stamps.umich.edu/international/mcompass](stamps.umich.edu/international/mcompass).
- Take advantage of walk-in hours with your International Experience peer advisors (see hours posted on the door of the Academic Program Center).
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: [www.mcompass.umich.edu](http://www.mcompass.umich.edu). All Stamps students use M-Compass, even for non-UM study abroad programs, as well as international internships and independent research experience. In short, if you are fulfilling your International Experience requirement in any way, shape, or form, you use M-Compass.

What are my options for satisfying the requirement?
**Easiest option:**
- Study abroad through an accredited program, where credit is earned. Examples include Stamps faculty-led programs and Stamps-sponsored programs such as DIS and SACI.

**Requires more work on your part:**
- An internship, where credit may or may not be earned.
- An independent research, volunteer, or service-learning experience. These options require a detailed written proposal form due December 1. For more information on the proposal: [stamps.umich.edu/international/undergraduate](http://stamps.umich.edu/international/undergraduate). **December 1 is a hard deadline.** You must have approval before you make plans to travel.
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 p. 66.)

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

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

Is there funding?
Yes. Review the Scholarships and Awards section of this handbook (p. 66). And, click on the “Funding” tab in M-Compass.

Is there a foreign language requirement?
No. If you speak only English and need to enroll in studio courses abroad, a Stamps-sponsored program will be the best option. If you speak additional languages proficiently, more opportunities will be available.

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

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

<table>
<thead>
<tr>
<th>Program term abroad</th>
<th>Stamps deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Winter (Stamps-sponsored)</td>
<td>Oct 1</td>
</tr>
<tr>
<td>Winter (non-UM)</td>
<td>Nov 1</td>
</tr>
<tr>
<td>Independent proposal</td>
<td>Dec 1</td>
</tr>
<tr>
<td>Faculty-led (Stamps)</td>
<td>Jan 31</td>
</tr>
<tr>
<td>Spring, Summer or Fall</td>
<td>Mar 1</td>
</tr>
<tr>
<td>Independent reflections due</td>
<td>Sep 1</td>
</tr>
</tbody>
</table>

Sandra Wiley - Director of International Engagement
email: swiley@umich.edu

Think of your International Experience as a musical score, with Sandy as your maestro. She will help you identify the experience that meets your needs, and provide perfectly timed advice for applying for a passport, searching for funding, and applying for a program. With her recommendations, you’ll be even better prepared for the transition to your host country!
INTEGRATIVE PROJECT and the **BA CAPSTONE**

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

When do I get to take IP/Capstone?
To be eligible to enroll in IP, Art and Design BFA students need to have completed 54 studio credits; 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. BA students who are scheduled to graduate at the end of winter or summer terms may enroll in the BA Capstone.

Are there reviews for IP students?
Yes. The IP Critique, which takes place in December, serves to critique the student’s progress midway through IP, allowing for constructive advice from various faculty members about the student’s project. Details regarding preparation for the IP Critiques are discussed in the individual IP classes. Capstone students do not have a December review.

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

DEGREE ENHANCERS

→ Minors for Stamps students / 61

→ Independent Study / 63

→ Internships / 64

→ Scholarships and Awards / 66

→ Academic Honors / 70
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 & Design have room for minors. Many students finish in four years with a minor.

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

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

For more information about the School of Music, Theatre & Dance, go to: music.umich.edu/index.php

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
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 minor in Marketing?
You can get a business minor with Ross, but it won’t specifically be in Marketing. You don’t need to be a business minor to study that though; visit the Ross website to see a full list of courses for 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. 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 wanting to explore a particular topic.

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

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

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

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

How many credits can I receive for an internship?
Students may earn one credit for each 50 hours of internship experience with a maximum of 3 credits applied toward graduation requirements. Stamps posts credits beyond the 3-credit maximum as NFC (not for graduation credit) to a student’s transcript because many employers require that a student earn credit for internships. **NOTE:** Internship credits never count for studio credit. Internship credit will be applied toward academic/experiential electives.

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

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

Additionally, some U-M sponsored international internships are listed in M-Compass: [http://mcompass.umich.edu/](http://mcompass.umich.edu/)

The Wonderful Wednesday program hosts an **Internship Basics workshop** each semester (Wed, noon - 1:00 pm).
What are the steps?

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

2) 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 “Forms” section of the website. **You must complete the proposal before you undertake the internship in order to 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?

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

Can my internship fulfill the International Experience requirement?

Yes. As long as the internship lasts at least 3 weeks and is outside the U.S., it could fulfill the International Experience requirement. Proposals are reviewed annually; **deadline December 1.** There are no exceptions to the deadline. Note: this is different from the regular internship proposal process.

Questions? Contact John Luther at jonel@umich.edu or (734) 764-0397
SCHOLARSHIPS AND AWARDS

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

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

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

Deadlines: Nov 15, Jan 15, and Apr 15

- **Passport scholarships**: For students with financial need, $175
- **Marjorie A. Bacon**: In honor of a Stamps alumna
- **Milton J. Cohen Fund**: In memory of a beloved faculty member
- **Barbara & Dorothy Heers Memorial Travel Award**: For juniors studying ceramics, fiber, or metal
- **Tamer Travel Grants**: For students with financial need
- **Candy R. Wei International Travel Award**: In memory of a Stamps student, 1980-2001, [www.candywei.org](http://www.candywei.org)
- **Candy R. Wei Prize for International Studies in Art & Design**: For five graduating seniors, $1000 in recognition of exemplary work influenced by their International Experience.

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

Internship Support

The Stamps School is able to provide support for students with demonstrable financial need who might not otherwise be able to undertake an unpaid or underpaid internship.

Full details, including the application, are at [stamps.umich.edu/career/internship_scholarship](http://stamps.umich.edu/career/internship_scholarship)

- **Lisa and Tim Sloan Fund for Student Internships**
- **Maxine and Larry Snider Design Award**
- **Markus Family Fund**
Fall Term Awards
The Undergraduate Juried Exhibition in early December allows students a chance to show their best work and win awards that range from $800-$2000. You can’t win if you don’t enter.

The 150 Award ($250) is given to three students who submit the best papers written in Art and Design in Context, ARTDES 150.

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

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

Please Note: amounts are approximate.

- **Kelly McKinnell Memorial Award.** $1000
- **The Kristoffer Gillette Scholarship.** $2000
- **Alice Elizabeth Kalom Award.** $1000
- **David Robert and Sylvia Jean Nelson Foundation for Arts and Letters Scholarship.** $5000
- **Stamps Creative Work Awards.** Six awards, $5000 each
- **The Irene Bychinsky Bendler Award in Design.** $5000
- **The Riggs Hoenecke Scholarship for Design.** $10,000
- **William Carter Award.** $1000
- **The Marilyn and Budge Sherwood Scholarship.** $1000
- **The Silberman Scholarship.** $1000
- **Arden Fate Awards.** Two awards, $500 each
- **William A. Lewis Watercolor Prize.** Two awards, $500 each
Special Opportunities

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.

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

IP and Capstone Grants and Awards

As part of their professional development, IP and Capstone students apply for modest Stamps-supports grants to defray the costs associated with creating and exhibiting their work. The IP/Capstone faculty administer these funds. IP and Capstone students and faculty vote on outstanding students to receive $1000 IP awards.

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

Other Opportunities

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

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

Branstrom Award
Freshmen in the top 5% of their class who have earned 14 graded credits are eligible for this honor, administered by the University Office of the Registrar. A book inscribed with a nameplate is presented to each student. Recipients of the Branstrom Award are invited to attend the annual University Honors Convocation; 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 both fall and winter terms to Stamps students who satisfy the following criteria:

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

Dean’s List honors are posted to the student’s transcript, and the student receives a commendation letter from the Dean. The Dean’s List is prominently posted each semester outside the Office of the Dean. This is the highest academic honor in the School.
Graduation Honors
Candidates for bachelor’s degrees are recognized for outstanding performance, based on the ranking of the student according to GPA:

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

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

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

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

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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 freshmen. The more credits you have earned, the better chance you have of an earlier registration date.

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

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

How does it work?
1) Gather Information!
   a) Prior to registration, attend the Stamps Course Previews in November and March, to get valuable information on the upcoming semester. Students are emailed information about the date and time — usually just before backpacking begins. Students who attend get an advance copy of the course schedule. The course schedule and course descriptions are posted on the Stamps website within the next day or two: stamps.umich.edu/courses

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

   c) The full University course schedule is available through Wolverine Access and in the University Registrar’s Schedule of Classes at www.umich.edu/~regoff/timesched

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

3) Register!

OTHER THINGS TO KNOW:

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

➔ Stamps students register for University electives in the same manner as other students without guarantee of space availability.

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

➔ Changes made to the Stamps schedule between registration and the beginning of the next term are updated periodically on the website, on Wolverine Access, and are posted on a bulletin board outside the Smucker Wagstaff Academic Programs Center (SWAPC) at the beginning of the term.
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. Send your request for all ARTDES course overrides to artdes-overrides@umich.edu.

How do overrides and waitlists work?
Courses in Stamps are restricted to 19 students. If the course is closed when you try to register, get on the waitlist. This part is tricky. BEFORE you add a course to your backpack, check the box that says “add me to the waitlist if closed” or (something like that). Then, if the course is closed by the time you register, you are on the waitlist. If you forgot to do this before you added the course to your backpack, you will not be added to the waitlist.

If a space becomes available before classes begin, Joann, the assistant dean, 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. Use it or lose it.

Key takeaway: a student who wishes to enroll in a closed Stamps course must place his/her 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 Joann’s approval is required. If it’s not, drop one of your classes.

5) You may have a hold on your record.
   **SOLUTION:** Check Wolverine Access, under “Student Center,” to see what type of hold it is and take care of it.
What if a course is canceled?
The Stamps School may occasionally find it necessary to cancel scheduled courses, and reserves the right to cancel any course which has an enrollment of fewer than 10 students. Students are notified via email regarding a canceled course, and must drop the course through Wolverine Access to remove the course entry from their record. It’s perfectly ok to ask peer advisors or your assigned advisor to help you find a replacement course.

How are credit hours determined?
On average, for a lecture course, one credit hour represents one hour in class and two hours of preparation per week for a full term (double the hours per week for a half term).

For a studio course, one credit hour represents two hours per week in class plus an hour of outside work. Everyone knows that Stamps students work even harder than that.

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!

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.”

When’s the last day to withdraw?  
Please consult the academic calendar at the front of this book. The dates are on it (November and March). Joann will send a reminder by email (yet one more reason to read your email). Students may not withdraw from a course after the ninth week of classes unless they present evidence that the reason for withdrawal is not academic, was unforeseen, and did not exist before the withdrawal deadline. Students who wish to withdraw from a class after the deadline really need to meet with Joann.

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

Other Things To Know:

- Students may not receive credit for the same course twice (except for the lecture series).
- Students must be registered for the correct section number of a course in order to receive credit and a grade.
- Students must officially drop a course, 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.
- After registering or dropping and adding courses, check your schedule for accuracy. It is a good idea to print and keep a copy of changes.
Can I request a course substitution or a waiver of requirements?
Yes. And there’s a form for it. But you knew that. On our website (stamps.umich.edu/undergraduate-current/forms). Substitutions for foundation year courses, and the race and ethnicity (RE) and upper level writing (ULWR) requirements are very rarely allowed. Waivers of requirements are almost never allowed.

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

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

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

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

学生们从课程开始后但在结束前的drop/add期必须支付学期费用和退学费用。退出在drop/add期限后的学生将对学费负责。详情可在招生办公室网站上查看。任何退款都将根据大学规定处理。更多信息，请访问招生办公室网站：www.umich.edu/~regoff

What if I’m gone for more than a year?
Students who are away from the University for more than one full year must apply for re-admission. Contact the Stamps School’s Director of Admissions regarding the re-admission application. Re-admission to the Stamps School is automatically granted if students have left in good standing.
Chapter 5

KEEPING TRACK OF YOUR PROGRESS

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DEGREE PROGRESS
OVERVIEW

How do I keep track of my degree progress?
The BA or BFA Audit/Progress Toward Degree form or the BA or BFA Checklist. Both are available on the Stamps website. Students in the BFA or BA degree programs can use the “Advisement Report” on Wolverine Access. This is also called an Electronic Degree Audit. Interarts and MDPP (dual degree) students must use the old-school paper and pencil.

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

What is a Senior Audit?
The semester before they plan to graduate (usually fall), seniors meet with their academic advisor to review their graduation status and to confirm a plan to complete all degree requirements. This is the official senior audit. The meeting is mandatory.
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.

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 we do. Faculty and other staff do not.
For more information about FERPA visit ro.umich.edu/ferpa and http://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.

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

How do I know if my credits will count?
Three ways:

1) For transferability of studio courses, please consult John Luther, jonel@umich.edu.

2) For transferability of non-studio courses, please consult the transfer credit equivalency page and/or the out-of-residency form: www.ugadmiss.umich.edu/TCE/Public/CT_TCESearch.aspx

3) If you don’t see the course listed on the TCE page, go ahead and complete the transfer credit evaluation form: www.ugadmiss.umich.edu/TCE/Student/CT_TCEForm.aspx

Please note there is some minor variation between LSA transfer guidelines and Stamps transfer guidelines.
How do I transfer credits?

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

2) After receipt of an official transcript, credit evaluation proceeds on two levels:
   • The Stamps School of Art & Design forwards the transcript to
     Credit Evaluators in the Undergraduate Admissions Office for an evaluation of all academic 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](http://www.ugadmiss.umich.edu/TCE/Public/CT_TCESearch.aspx)
   • The Associate Dean approves transfer credit evaluation of studio coursework. Students should be prepared to submit course descriptions and a portfolio if requested.

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

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

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

What about my Advanced Placement/IB Credits?

AP/IB test scores in studio art courses are not accepted as credit for graduation. AP/IB test scores in academic areas are accepted as credit for graduation and to meet some requirements. Consult the University Admissions website for information on AP/IB credits in academic areas:

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

- Studio courses taken in an approved study abroad program are considered the same as in-house Stamps courses.
- Grades must be “C” or higher. Grades of “C-” and below are not acceptable. The previous institution’s policy for pass/fail grades must stipulate that “Pass” grades count only for a grade of “C” or better.
- 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 (or 100 level) and 6 at the 200 level or above).
- BA students may transfer no more than 9 credits of studio work (6 at the foundation (or 100 level) and 3 at the 200 level or above).
- The last 32 of the 128 credits required for a BFA degree must be earned in residence on the Ann Arbor campus.

Again, if you have questions about transfer credits, John Luther is the person to ask!
jonel@umich.edu
How does class standing work at the University?

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

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

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

How does class standing work at Stamps?

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

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

Students may make up coursework during the spring/summer either at the U-M or at another school or program in the U.S. or abroad. Students may not take any studio courses after they have completed IP.
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.)

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>
</tbody>
</table>

NR/ED (unofficial drop) 0.0
I (Incomplete) 0.0

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

- **P** (passed) credit, no honor points
- **F** (failed) no credit, no honor points
  (A grade of C- or better must be earned for a [“P”] pass.)
- **CR** (credit) credit, no honor points
- **NC** (no credit) no credit, no honor points
- **S** (satisfactory) credit, no honor points
- **U** (unsatisfactory) no credit, no honor points
- **W** (official withdrawal) no credit, no honor points
- **VI** (visitor/official audit) no credit, no honor points

**Can I audit a course?**

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

**How do I get my grades?**

Grades are available electronically on the unofficial transcript in “Student Business” through Wolverine Access. Students are responsible for checking that their grades have been posted and that they are accurate. Questions about a grade should be directed to the faculty member assigning the grade. Faculty email addresses are available online.

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

**What is an Incomplete?**

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

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

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

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

What is the Pass/Fail Grade Option?
Stamps School students may elect courses on a pass/fail basis under the following conditions:

- Only juniors and seniors qualify (except for courses offered pass/fail only).
- The cumulative grade point average must be 2.0 or above.
- Only non-Stamps School elective courses may be elected for pass/fail.
- Only one course per term may be chosen.
- Students may not change registration from graded to pass/fail after the drop/add deadline (three weeks for regular term, two for short term).
- Pass/fail courses earn credit but are not calculated in the grade point average.
- Instructors are not notified of pass/fail elections; they report letter grades for all students.
- The University Office of the Registrar translates the letter grade to “P” or “F.” Grades of “A” through “C-” are posted as “P”; grades of “D+” through “E” are posted as “F.” If students elect the pass/fail option improperly, they jeopardize their graduation. This means do not take a course P/F during your last semester unless you KNOW that you can make at least a C-.
Do I have to apply to graduate?
Yes. Graduation is not automatic. Seriously. Seniors must schedule an appointment with the Assistant Dean (aka Joann) for their senior audit one semester before the term they plan to graduate. Just do it in September or October when she sends out the email about it.

Seniors may apply for graduation up to a year in advance of the semester they plan to graduate, but students must apply for graduation before the last day of classes of the term in which they wish to graduate.
How do I apply?
Applications are completed online through Student Business in Wolverine Access. Students who need assistance applying for graduation will want to take their problems to the Registrar’s Office.

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

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

All graduating seniors are given the opportunity to make brief remarks as they cross the stage. It’s a small event, very sociable and relaxed. And no one is forced to talk — except for the official graduation speaker.
Chapter 7

STUDENT DANGER ZONES

→ Incommunicado / 95
→ Academic Discipline / 95
→ Academic Integrity and Student Conduct / 98
→ Academic Disciplinary Definitions / 99
→ Student Appeals / 101
INCOMMUNICADO

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

ACADEMIC DISCIPLINE

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

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

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

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

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

By the way, Joann, aka Assistant Dean, notifies students of their probation by email. Email? Not again! Yes, again.

**What is “Probation Continued?”**

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

**What is “Record Clear?”**

You’re off probation, you’re back on track, and we’re all happy for you.

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

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

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

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

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

Students have 72 hours to respond to a decision of suspension or dismissal. Students who wish to appeal either suspension or dismissal must send a written appeal statement to the School’s Appeal Manager within the first 72 hours of notification. (See p. 101 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 his/her past academic performance and be ready to demonstrate how he/she has learned to manage similar circumstances with greater success. This is a process of learning to recognize adversity to deal with it effectively. Identify the problem and fix it. Simple.

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

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

**ACADEMIC INTEGRITY AND STUDENT CONDUCT**

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

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

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

Joann maintains a record of all Stamps students found guilty of academic misconduct.
Stamps Students Accused of Plagiarism in LSA Courses
Under the Joint Agreement between LSA and the Stamps School regarding academic misconduct, Stamps students who are accused of misconduct in LSA classes will be adjudicated and punished by the LSA Assistant Dean for Undergraduate Education, who notifies the Stamps Assistant Dean (Joann) of the misconduct and penalty. Joann may impose further penalties.

Students who are found guilty of academic misconduct in the second instance should consider dismissal a real possibility. See the section on dismissal in this handbook (p. 97). In such a case, the decision to dismiss is made unanimously by the Dean, Associate Dean, and Assistant Dean.

ACADEMIC DISCIPLINARY DEFINITIONS

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

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

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

Examples of cheating are:
• Obtaining work or information from someone else and submitting it under one's own name.
• Using unauthorized notes or study aids, or information from another student or student's paper on an examination.
• Altering a graded work after it has been returned, then submitting the work for re-grading.
• Allowing another person to do one's work and then submitting the work under one's own name.
• Submitting substantially the same paper for two or more classes in the same or different terms without the express approval of each instructor.

• Fabricating data that were not gathered in accordance with the appropriate methods for collecting or generating data and failing to include a substantially accurate account of the method by which the data were gathered or collected.

• Submitting, as your own work, a computer program or part thereof which is not the result of your own thoughts and efforts. Contributions to a computer program from external sources must be acknowledged and properly documented.

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

Plagiarism, including Internet Plagiarism
Plagiarism is representing someone else’s ideas, words, statements, artwork, design, project, or other works as one’s own without proper acknowledgment or citation. Examples of plagiarism are:

• Copying word for word or lifting phrases or a special term from a source or reference without proper attribution.

• Paraphrasing: using another person’s written words or ideas, albeit in one’s own words, as if they were one’s own thought.

• Borrowing facts, statistics, or other illustrative material without proper reference, unless the information is common knowledge and in common public use.
Students may not use Internet source material, in whole or in part, without careful and specific reference to the source. All utilization of the Internet must be documented. Students are advised to consult with the faculty member about appropriate documentation of Internet sources.

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

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

**STUDENT APPEALS**

What can I appeal and how do I appeal?
Final grades and a suspension or dismissal decision.
For more information: [stamps.umich.edu/handbook/section/student_appeals_process](stamps.umich.edu/handbook/section/student_appeals_process)

The Quick Guide to Student Appeals*

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

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

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

RULES AND REGULATIONS FOR CLASSES AND COURSEWORK

→ Class Attendance / 103
→ Class Participation / 106
→ Disabilities / 108
→ Religious/Academic Conflicts / 109
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. You know it’s going to happen, so tell your teacher in advance. The professor does not have to excuse this absence. And by the way, a planned absence for “an event of personal importance” does not mean a party or a wedding or whatever. Think bereavement.

What if the absence is unplanned?

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

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

In the case of an extended absence, such as illness or hospitalization, the student should contact their assigned advisor, who will then send an email memo to the student’s professors and distribute a copy to the student.
Do I have to make up 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’s wording: It is the obligation of the student who expects to miss classes, examinations, or other assignments as a consequence of representing the University to provide the faculty member with reasonable notice for dates of anticipated absences and to work with the faculty member to obtain assignments so that he/she can prepare the necessary academic material. Every effort on the part of the student should be made to present this information at the beginning of each term or no later than the end of the fourth week of a full term, or at the end of a half term. The faculty member should allow him/her to make up, without prejudice or penalty, all the work missed due to the above circumstances.
CLASS PARTICIPATION

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

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

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

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

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

No. That’s cheating.
DISABILITIES

If I’m a student with a learning disability, how do I get extra time to finish my work?
The Stamps School wants to help you; a lot of us have physical, mental, and learning problems. But, in order for us to be effective and fair in our accommodations, we need you to do your part. You MUST register with the University Office of Services for Students with Disabilities. The OSSD is located at G-664 Haven Hall on South State Street Hall, phone 763-3000, and on the web at www.umich.edu/~sswd

Can I present my registration 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 Assistant Dean (that would be Joann) for help in accommodating for eligible students. And you’re only eligible if you have the VISA.

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

The University is going to have classes on some holy days. You may be religious and want to observe your religious holiday or custom. Do it. But first, let your teacher know and ask how you can otherwise account for the work or experience that you will miss. And have this conversation before the event. 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 (Joann). Final appeals will be resolved by the Provost. A calendar of religious holidays that may pose conflicts is available online at https://www.provost.umich.edu/calendar/religious_holidays16-17.html
Chapter 9

STUDENT LIFE

→ Diversity, Equity, and Inclusion (DEI) / 111

→ Medical Emergencies / 111

→ Complaints / 111

→ Employee/Faculty/Student Relationships / 112

→ Lockers / 112

→ Lost and Found / 113
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

MEDICAL EMERGENCIES

Crisis? 911. After, report to Peter Jansen (jansenp@umich.edu; 615-5973, office; 276-4727, cell), Stamps Director of Facilities. If Peter Jansen is unavailable and it’s during the day, report medical emergencies to the Assistant Dean, Joann McDaniel. After business hours? Report to University Security (763-1131).

COMPLAINTS

Start low, go high. Here’s where to start in Stamps.

- Sensitive issues, academic issues: Joann McDaniel
- Curricular complaints: Ann Mondro or Elona Van Gent
- DEI: Irina Aristarkhova or Brian Banks
- Facilities: Peter Jansen
EMPLOYEE/ FACULTY/STUDENT RELATIONSHIPS

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

LOCKERS

Lockers are available free to all students on a first-come, first-served basis. Provide your own lock and use it. Thieves come out near the end of the term. Follow these guidelines:
- No postings on the lockers.
- Clear all lockers at the end of winter term by the posted clear date.
- Look for the contents of your locker in the trash if you failed to clear by the clear date.
- Contact Peter Jansen (jansenp@umich.edu) for any exceptions.
LOST AND FOUND

Lost and found items are handled in the following offices:

- Peter Jansen, Room 1106 (734) 615-9973
- TCAUP Dean’s Office, Room 2150 (734) 764-1300
STAMPS GALLERY AND STUDIOS

→ Stamps Gallery, Srimoyee Mitra / 115

→ Studio Access, Video Lab, Photo/Video Studio, and Digital Print Lab, Matthew Pritchard / 116

→ Drawing Studios, Painting Studios, and Printmedia Studio, Nick Dowgwillo / 118

→ Fibers Studio, Ceramics Studio, John Leyland / 119

→ Woodshop Studio, Mark Krecic / 120

→ Sculpture Studio, Metals Studio, Matt Bierl / 121

→ Digital Fabrication, Metalsmithing/ Jewelry Design Studio, Mike Vitale / 122
Here are 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, 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.

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

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.

Mark Nielsen - Exhibition Specialist
email: mnielsen@umich.edu
Mark designs and hangs the Stamps exhibits in the galleries. He will be the one who makes sure your IP or Capstone project is shown to best advantage.
STUDIO ACCESS

How do I get into the studios?
And are there set hours when I can work?
The Stamps School of Art & Design students have access to the building and to the open studios (e.g., drawing and painting) 24 hours a day through their University M-Cards. Studios are not open to students who are not enrolled in a Stamps School course. Keep reading for information on specific studios and the coordinators who oversee them.

Can I use equipment-dependent studios if I’m not taking a course in that studio?
Short answer is no. If you don’t like that answer, keep reading. Equipment-dependent studios are available for students to use through their University M-Cards when they are registered for a course in an equipment-dependent studio OR when they have completed the course and have received clearance from the studio coordinator to use the studio.

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

VIDEO LAB

The Video Lab (room 2114) is outfitted with 21 computers and the software needed to support all Stamps audio, video, and animation courses. Students may use the lab equipment for their course and portfolio work, or simply to plug their personal laptops into the Lab iMacs via a Thunderbolt cable and have it act as a second monitor. The Lab is open Monday–Friday, 8:00 am–5:00 pm, 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 am–9:00 pm and Fridays from 8:30–5:00 pm.

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 (rooms 2058, 2062, 2063) are equipped with easels, drawing, 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 and 2094) have easels and are ventilated to prevent the buildup of paint fumes. Students who wish to use these studios need to contact the studio coordinator, Nick Dowgwillo (dowgwill@umich.edu) to get an orientation to the space.

PRINTMEDIA STUDIO

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

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

Nick Dowgwillo - Exhibition 2D Media Studio Coordinator
email: dowgwill@umich.edu

Nick is in charge of the printmaking, painting, and drawing studios. Talk to him if you would like to discuss oil painting mediums or if you keep getting salty flats in your litho. He is also available for personal lectures on the finer points of litho chemistry.
FIBERS STUDIO

Three rooms comprise the fibers studio (rooms 1068, 1075B, 1076): The Weaving Studio with its 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, Serger and a Barudan digital embroidery machine.

Students can weave large or small-scale projects on 2 sizes of looms, screen print and dye practically anything, and make patterns to sew projects that range from industrial design, quilts, clothing, and soft sculpture. The possibilities are unlimited.

CERAMICS STUDIO

Enter the ceramics studio (rooms 1269, 1270) and discover everything you need to know about clays, glazes, moldmaking, kilns, and clay sculpture. It is home to 15 electric wheels, a kick wheel, and a large hand-building space equipped with two extruders, a slab roller, and a digital 3-D Potter for large scale sculptural work. Facilities also include a glaze room, a spray booth, eleven indoor kilns (including a digital Blaauw kiln) as well as 3 outdoor kilns for soda, wood, and raku firings. Students work with multiple water based clays in all firing ranges, all made here in the studio.

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

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

The Art and Architecture Woodshop Studio (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, but is also home to machinery for metal and plastic work and two CNC laser cutters. So this is a vital incubator space for all kinds of prototype fabrication, from simple material preparations to sophisticated design models.

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

Mark Krecic - Woodshop Studio Coordinator
email: mrkrecic@umich.edu

Mark Krecic, BFA, is an established craftsman and artisan, and has been the woodshop coordinator for 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, 1259) is home to the Stamps School foundry, which is where you'll be able to discover how to cast objects in bronze and aluminum. It also has facilities for clay modeling, woodworking, large-scale sculpture, prototyping, and plastic casting. If you are taking a course on 3D anatomy, bronze sculpture, contemporary sculpture, or experimental architecture, you will be spending a lot of time here. And while you're here, you'll find out about powdercoating equipment, vacuum pots for degassing silicones, waxfilled stainless steel vats, and Tig welders. You can gain access to the studio by enrolling in a studio based course or by requesting access from the studio coordinator, Matt Bierl.

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; and the Cold Shop for coldforming, shearing, cutting, milling, latheing, grinding, and to use the CNC Plasma Cutter. This is where you will come for all your large metalworking needs.

Matt Bierl - Materials Fabrication Studio Coordinator
(Sculpture Studio and Metals Studio)
email: mbierl@umich.edu

Matt Bierl is the Materials Fabrication Studio Coordinator for Sculpture and Prototyping. He is available to advise, assist, and guide Stamps Students with their making and thinking about making. You will be consulting him if your project involves moldmaking, sculpture building, casting, fabricating, welding, modeling, CNC routing, 3D printing, installations, prop building, modelmaking, and other 3D processes for objects bigger than a ham sandwich. If you don't know where to start, start with Matt.
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
- Shop Bot PRSalpha CNC Router
- Panel Saw
- Electric Soldering Table

⚠️ Note: Access to these machines is possible only by appointment or after training. Contact Mike Vitale ([mpvitale@umich.edu](mailto: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
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
- Power Coating Station
- Burn Out Kiln/Casting Station
- Hydraulic Press
- Roll Press
- Forming Station
- Shear
- Flex Shafts
- Polishers
- Sparkie II
- Small Sandblaster
- Various Handtools

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.

*computer-aided design/computer-aided manufacturing

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