



Undergraduate Handbook

Written to communicate policies specific to Stamps students entering in and after Fall 2022.

This handbook covers the curriculum, rules, regulations, and requirements at the University of Michigan Penny W. Stamps School of Art & Design.

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

UPDATED 02-14-2025

Welcome to the Penny W. Stamps School of Art & Design!

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



Penny W. Stamps School of Art & Design at the University of Michigan

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stamps.umich.edu

SWAP-C Office hours: Monday – Friday, 8:00 am – 5:00 pm

Leadership, Student Services, and Student Life



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Dean



Rebecca Strzelec

Associate Dean of Academic Programs and Professor



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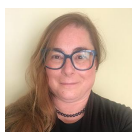
Romy Hill-Cronin

Director of Undergraduate Academic Advising



Mark Chung Kwan Fan

Director of Student Life



Sandra Wiley

Director of International Study Programs

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Got questions? Ask an advisor: askanadvisor@umich.edu

To schedule an appointment with an advisor, visit the [Undergraduate Academic Advising Intranet page](#).

ADVISING AT STAMPS

Students come to Stamps because the curriculum is open and they can explore and learn broadly without ever declaring a major, but navigating a curriculum that doesn't have many straight lines can quickly become frustrating and bewildering, especially during your first two years here. Most students find that they need help putting it all together. Advising at Stamps is designed to do just that. Your assigned academic advisor will ask questions that make you think, they will guide you in reflection about your growth as a creative person, and they will help you design the education that you want.

Our goal is to help you learn to make your own decisions about your future as you grow and develop your knowledge and skills, particularly in goal-setting and strategizing. We focus on three areas critical to your development as a creative practitioner:

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

At each of the six meetings scheduled for important times in your college career, we ask you to reflect on what you've learned, what you've done, and what you need to explore. We give you tools so you will know what you need to be doing and when you need to be doing it. By the sixth meeting, you should have a firm grasp on where you're going and how you'll get there. And that's when we invite you to choose alum and faculty mentors who will continue to guide you as you become the artist/designer you always wanted to be.

ADVISING & STUDENT LIFE TEAMS



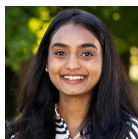
Romy Hill-Cronin, she/her - rhilc@umich.edu
Director of Undergraduate Academic Advising

When Romy is not guiding advisees through the ups and downs of college life, she supports the senior 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 attention.



Cierra Sutherland, she/her - cierrasu@umich.edu
Academic Advisor

Cierra aims to empower students and champion curiosity in their academic and career pursuits. She takes an empathetic and developmental approach to advising, and finds the most joy in witnessing growth and helping students find a sense of belonging in the U-M community. You can always count on her to help students celebrate their wins, however they may define them!



Geetha Thatikonda, she/her - tgeetha@umich.edu
Academic Advisor

Geetha finds immense joy in observing students' curiosity and enthusiasm; she fosters an environment that encourages exploration and growth to help guide students towards their academic and personal goals. She believes in creating inclusive educational environments that anticipate and respond to the diverse needs of students, fostering an atmosphere of belonging and respect.



Mai Ze Vang, she/her - maizev@umich.edu

Academic Advisor

As an Academic Advisor, Mai Ze hopes to be an ally who cultivates a place where students feel they belong here at the University of Michigan and are proud of who they are (their name, body shape and size, disability, identity, story, etc.).



Mark Chung Kwan Fan, he/him - markckf@umich.edu

Director of Student Life

Student Life is here for you! Mark leads the Student Life team, whose mission is to curate a thriving and inclusive environment for students outside of the classroom. He guides the development and implementation of strategic goals that support student's experiences in alignment with leadership development, supportive transition to college, health & wellness, career development, and student engagement. Mark can connect you to helpful resources at Stamps and around U-M.



Stephanie Gary, she/her - slmgary@umich.edu

Student Life Coordinator

Stephanie advises all of the student organizations housed at Stamps; coordinates programs and events; and covers student-facing DEIB efforts, resources, learning, student engagement and community-building initiatives. She can help you get connected and involved at Stamps and across campus.



Rebecca Reuland, she/her - rreuland@umich.edu

Associate Director of Career Development

Rebecca meets with all students to support their careers. This includes career exploration, resume and portfolio review, internship and job searching, networking, interviewing, etc.

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 the Stamps pages of the [ONSP Online Orientation site](#). Come to this meeting ready to clearly articulate and discuss your expectations, goals, and concerns for the first year. Submit your Future Planning Exercise. Do all of this before you attend orientation.

Meeting 2 - November/December | First Year

Preparation: Attend Experience Expo (November); go through the [“Beyond the Studio” checklist](#). Be ready to discuss how your expectations, goals, and concerns are changing for the first year.

Meeting 3 - April | First Year

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

Meeting 4 - September | Second Year

Preparation: Prepare your résumé. Identify goals for the year. Reflect on your foundation year. Be ready to discuss your reflections and your goals for the year, including your professional development and plans for study abroad.

Meeting 5 - March-April | Second Year

Preparation: Come ready to walk your advisor through your Sophomore Review presentation material, and also bring your updated resume, if you have one.. Bring in names of possible faculty mentors. What goals did you meet? Discuss academic plans for junior and senior years.

Meeting 6 - September | Third Year

Preparation: Review your Sophomore Review report. Ask one faculty member to be your mentor and obtain their consent. Be able to articulate your academic goals and career trajectory when you meet with your advisor.

During the meetings, advisors will use a series of questions or prompts to determine your progress, to encourage you to see pathways not immediately visible to you, and to push you toward thought that is reflective, strategic,

and independent. In each meeting the advisor uses the information from previous discussions to encourage you to develop further in each of the three key areas discussed in the ["Advising at Stamps" section](#). You and your advisor will discuss challenges and expectations and set goals in these meetings. For most meetings you will be asked to come prepared. Your advisor will remind you of this before each meeting.

Faculty Mentors

Advisors encourage their advisees to identify several possible faculty mentors early on and then help the students develop supportive relationships with faculty members. At the time of Meeting 6, we encourage you to have identified at least one faculty member as a mentor. You will rely on your faculty mentor 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

Too busy to make an appointment? Just have a quick question? Need help figuring out how to study abroad? Something personal? Academic 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. Drop-in hours and Zoom links will be posted on the [Stamps Undergraduate Academic Advising Intranet](#) as well as on the [drop-in advising queue](#).

Our peer advisors for Academic Year 2025/26 are Eunice Kim and Mokihana Paik. To find out more about their drop-in hours and location, please consult the [peer advising drop-in queue](#).

ACADEMIC SUPPORT

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



Jamie Vander Broek - jlausch@umich.edu

Art & Design Librarian

Jamie works with you to support your research and learning needs. The resources she can point you to are vast and invaluable, so take advantage of her offer! And if you're interested in making books or letterpress printing, she also runs a Book Arts Studio you can use. She's available in person, by email, and [online](#).



Jennifer Metsker - jmetsker@umich.edu

Writing Coordinator

Jennifer teaches Stamps' upper level writing course, *ARTDES 399: Writing in Art & Design*. She also supports writing for other areas of the Stamps curriculum, including the Integrative Project thesis, and the MFA thesis. She is available for one-on-one consultations with students and instructors on all types of writing projects. Jennifer has undergraduate and graduate degrees in fine art, painting and poetry.



Ali Shapiro - alishap@umich.edu

Writing Program Lecturer

Ali teaches Stamps' first year writing course, *ARTDES 129: First Year Writing in Art & Design*. She also supports writing in other areas of the Stamps curriculum, including Creative Process Strategies and Sophomore Review. She is available for one-on-one consultations with students and instructors on all types of writing projects. Ali has undergraduate and graduate degrees in creative writing and also makes comics.

After you've read up on an issue in the handbook, you may still have a quick question. Just email **AskanAdvisor@umich.edu**. The advising team will respond with the appropriate information or let you know if you need to come in for an appointment.

Need to schedule an appointment with your advisor? **[Click here.](#)**

Are you working on a writing project and need to schedule an appointment with one of our writing consultants? **[Click here.](#)**

Seeing a **peer advisor** is easy and fast. Their drop-in advising hours are posted at the start of each semester. **[Click here.](#)**

Learn about career development and employment opportunities on the **[Career Development Intranet pages](#)**. Drop in to meet with a Career Peer Coach: **[Click here.](#)** .

Keep track of upcoming events by reading the **Weekly@Stamps newsletter** email, sent every Tuesday morning.

The **[Stamps Undergraduate Advising Intranet pages](#)** are the best way to stay caught up with all kinds of information needed to keep you on track to graduate.

STEP-BY-STEP TO GRADUATION (AND BEYOND)

During Your First Year

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

The Summer After Your First Year

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

5. Expand your art/design practice to incorporate your first-year experience and the new influences you have begun to take notice of.
6. Take classes at a local college or university, if necessary.
7. Look at the [“Beyond the Studio” checklist](#) and check off everything you did.
8. Start your résumé.

During Your Second Year

1. Extend your creative work beyond the classroom: Exhibit your work or do freelance design.
2. Decide on the BA or the BFA.
3. Review your Study Abroad options: when/where/why. Identify 2 - 3 appropriate programs and application deadlines.
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 and career goals.
10. Begin to “self-promote” (using your website, news items, résumé).
11. Attend a résumé writing workshop.

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, or finalize plans for semester 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 one of them.
6. Begin to consider the question(s) you may want to answer in your IP.
7. Take your ULWR.
8. Attend the final meeting with your advisor.
9. Take an engagement studio.
10. Study abroad for a semester. Talk to Sandra Wiley, Director of International Study Programs, about that.

The Summer After Your Third Year

1. Complete an internship.
2. Study abroad (if you haven't already).
3. Refine the question(s) you want to answer in your IP.
4. Clean up your résumé, portfolio, artist's statement, website.
5. Research grad programs, take the GRE (if required).
6. Look at the checklist "Beyond the Studio" & 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 at the beginning of your second to last semester.
4. Meet with your mentor.
5. Tweak your professional-quality résumé, portfolio, and presentation.
6. Spend quality time with your website.
7. Graduate. Apply for graduation.
8. Apply for the Candy R. Wei International Experience prizes.

The Summer After Graduation

1. Go beyond the studio.
2. Keep in touch: The Alum Relations team and Rebecca Reuland can help you connect/stay connected to a network of Stamps Alums. After you graduate, check out the [Stamps A&D Alum group on LinkedIn](#).

BEYOND THE STUDIO

- Interview at Portfolio Expo.
- Enter the Undergraduate Juried Exhibition.
- Participate in a résumé workshop.
- Go to a writing workshop/tutorial in Stamps.
- Participate in a portfolio preparation workshop.
- Attend Career Bootcamp.
- Apply for a Stamps School scholarship.
- Meet with an academic peer advisor.
- Ask for (and receive) a letter of recommendation from a faculty member.
- Identify — unofficially — at least one faculty mentor and reach out.
- Thank, in writing, everyone who wrote you a letter of recommendation.
- Curate an exhibition.
- Sit in on an IP consultation. Participate in Makeathon.
- Participate in Hackathon.
- Visit the Faculty Studios.
- Help install an exhibition.
- Design (or help design) an exhibition.
- Exhibit your work outside of Stamps.
- Sell any work you made or designed (in class or out of class).
- Complete an internship.
- Write a thank-you note to a Stamps donor.
- Invite your faculty mentor out for coffee (or tea).
- Keep all six of your required advising meetings.
- Complete your senior audit.
- Attend an opening.
- Attend an opening by an artist you didn't already know.
- Give a tour of Stamps to a stranger.
- Observe a Sophomore Review.
- Attend a Q and A after the Penny Stamps lecture.
- Attend a cultural event that is not part of your culture.
- Participate in an MLK Jr. Day activity.
- Help with TED-X.

- Reflect on skills you gained while studying abroad; add them to your résumé.
- Join IDSA, AIGA, ThinkSlate, the Print Club, the Ceramics Club, the Animation Club, etc.
- Create (and maintain) your website.
- Attend the Senior Show.
- Visit the Senior Studios.
- Update your résumé.
- Do the creative work for a U-M publication (the Daily, Shei, etc.).
- Document changes to your own creative practice.
- Visit the Stamps Gallery.
- Join the Art and Design Collective (the Stamps student government).
- Become a volunteer.
- Take ARTDES 391: Professional Practice.
- Attend an event at Hill Auditorium.
- Talk to a professional about a current issue in art and design.
- Apply for an undergraduate professional development grant.

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UNDERSTANDING YOUR DEGREE

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

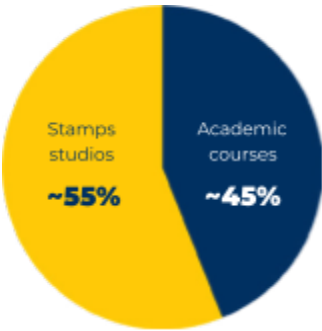
You are. Students bear the primary responsibility for ensuring that their academic coursework meets the requirements of their degree. The explanations and courses on the following pages provide a basic guide for most students under most circumstances. This doesn't mean you're alone. You have these resources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

- Your academic advisor
- Peer advisors
- Other advisors on our team
- Rebecca Reuland (career development)
- Sandra Wiley (study abroad)
- Jennifer Metsker and Ali Shapiro (writing)
- Jamie Vander Broek (library)
- This handbook

THE **BFA** DEGREE

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

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



BFA in Art and Design

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

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

One Penny Stamps Speaker Series	1 credit
Two academic courses	6 credits
Three studio courses	9 credits
Total	16 credits per term (average)

16 credits x 8 terms = 128 credits

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

Here’s another way to look at the BFA.

Studio Courses	66 credits
Required studio courses	21 credits
Elective studio courses*	45 credits
Non-Studio Courses	56 credits
Required academic courses	17 credits
Elective academic courses	39 credits
Free Elective “FLEX” Credits (Studio or Non-Studio)	6 credits
Milestone Requirement	No credit
Sophomore review	
BFA in Art and Design - Total	128 credits

Internships count as academic elective credits.

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

**Read more about elective studios, including how many you need at each level.*

First Year

Plan of Study: BFA

FALL	WINTER
Drawing: Observation* (ARTDES 100) / 3 credits	Drawing: Visualization* (ARTDES 105) / 3 credits
Studio: 2D* (ARTDES 115) / 3 credits	Studio: 4D* (ARTDES 125) / 3 credits
Studio: 3D* (ARTDES 120) / 3 credits	Studio: Creative Process Strategies* (ARTDES 130) / 3 credits
University academic elective / 3-4 credits	Art & Design History* (ARTDES 151) / 3 credits
FYWR (ARTDES 129 or another FYWR) / 4 credits	University academic elective / 3-4 credits
Stamps Lecture Series* (ARTDES 160) / 1 credit	Stamps Lecture Series* (ARTDES 160) / 1 credit
Total credits 13-18	Total credits 13-17

Summary:

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

First-Year Tips:

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

**Required courses indicated in purple*

Second Year

Sample Plan of Study: BFA

FALL	WINTER
Elective Studio / 3 credits	Elective Studio / 3 credits
Elective Studio / 3 credits	Elective Studio / 3 credits
Elective Studio / 3 credits	Second Year Studio* (ARTDES 220) / 3 credits
University academic elective / 3-4 credits	University academic elective / 3-4 credits
Art & Design in Context* (ARTDES 150) / 3 credits	University academic elective / 3-4 credits
Stamps Lecture Series* (ARTDES 160) / 1 credit	Stamps Lecture Series* (ARTDES 160) / 1 credit
Total credits: 16-17	Total credits: 16-18

Summary:

The second-year experience at Stamps gives you the freedom to schedule courses that speak more directly to the themes, topics, and methods that fuel your creative, inquiry-led work ([learn 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 ([view important details here](#)).

Second-Year Tips:

The summer after your sophomore year is a good time to study abroad. Depending on your study abroad plans, deadlines can range from Nov. to Mar., so start planning in Sept. ([learn more here](#)). Consider your academic electives in light of this.

**Required courses indicated in purple*

Third Year

Sample Plan of Study: BFA

FALL	WINTER
Elective Studio / 3 credits	Elective Studio / 3 credits
Elective Studio / 3 credits	Elective Studio / 3 credits
Elective Studio / Academic Elective / 3 credits	Elective Studio / Academic Elective / 3 credits
University academic elective / 3-4 credits	University academic elective / 3-4 credits
University academic elective / 3-4 credits	University academic elective / 3-4 credits
Stamps Lecture Series* (ARTDES 160) / 1 credit	Stamps Lecture Series* (ARTDES 160) / 1 credit
Total credits: 16-18	Total credits: 16-17

Summary:

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

Third-Year Tips:

If you haven't already studied abroad, the first or second semester of this year are options — keep deadlines in mind when planning ([learn more here](#)). Also, the summer after your junior year is a great time to do an internship ([learn more about internships here](#)). Think about how you'll use your six FLEX credits. Talk with your mentor about course selection.

**Required courses indicated in purple*

Fourth Year

Sample Plan of Study: BFA

FALL	WINTER
Integrative Project/400-level studio / 3 credits	Integrative Project/400-level studio / 3 credits
Elective Studio / 3 credits	Integrative Project/400-level studio / 3 credits
Elective Studio / 3 credits	Elective Studio / 3 credits
University academic elective / 3-4 credits	University academic elective / 3-4 credits
University academic elective / 3-4 credits	University academic elective / 3-4 credits
Stamps Lecture Series* (ARTDES 160) / 1 credit	Stamps Lecture Series* (ARTDES 160) / 1 credit
Total credits: 16-18	Total credits: 16-18

Summary:

In your final year at Stamps, you can, if you choose to, pursue a self-directed, year-long, Integrative Project ([see details here](#)). You also have the option of taking three 400-level ARTDES studios instead of IP, to equal a total of five 400-level studios. Plan to spend a lot of time at Stamps Career Prep events (or considering/ applying to graduate programs). If you have any academic requirements left to complete, this is the time to do them. 400-level studios must be taken at Stamps in residence.

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 ([learn more about Stamps' free, embedded CAPS therapist, Aniko Varga](#)).

**Required courses indicated in purple*

BFA CHECKLIST

STUDIOS

1) MILESTONE

No Credits

Sophomore Review

2) REQUIRED STUDIOS

Total
credits: 21

ARTDES 100, Drawing: Observation	3
ARTDES 105, Drawing: Visualization	3
ARTDES 115, Studio: 2D	3
ARTDES 120, Studio: 3D	3
ARTDES 125, Studio: 4D	3
ARTDES 130, Creative Process Strategies	3
ARTDES 220, Second Year Studio	3

3) ELECTIVE STUDIOS

Total
credits: 45

Four studios at the 200 level	12
Four studios at the 300 level	12
One studio at any level (100-400 level)	3
Two studios at the 200-400 level	6
One engagement studio	3
Three studios at the 400 level (or Integrative Project, IP)	9

NON-STUDIOS

1) STAMPS REQUIRED ACADEMICS

Total credits: 17

ARTDES 150, Art & Design in Context	3
ARTDES 151, Art and Design History	3
ARTDES 160, Stamps Lecture Series	8
ARTDES 389, 399 or 406 (ULWR)	3

2) ADDITIONAL ACADEMICS

Total credits: 39

Must include at least 3 credits in each of the REQUIRED subject areas listed below:

- First year writing
- Social science
- Natural science
- Environmental studies
- Analytical reasoning
- Race and ethnicity
- Two courses of art or design history/theory/criticism

FREE ELECTIVE “FLEX” CREDITS

STUDIO or NON-STUDIO

Total Credits: 6

GRAND TOTAL

128 Credits (minimum)

BA CHECKLIST

STAMPS (Total credits: 59)

1) MILESTONE

Sophomore Review

No Credits

2) REQUIRED STUDIOS

Total credits: 21

ARTDES 100, Drawing: Observation	3
ARTDES 105, Drawing: Visualization	3
ARTDES 115, Studio: 2D	3
ARTDES 120, Studio: 3D	3
ARTDES 125, Studio: 4D	3
ARTDES 130, Creative Process Strategies	3
ARTDES 220, Second Year Studio	3

3) ELECTIVE STUDIOS

Total credits: 21

Two studios at the 200 level	6
Two studios at the 300 level	6
One studio at the 400 level (or Senior Studio)	3
One studio at any level (100-400 level)	3
One engagement studio	3

4) STAMPS REQUIRED ACADEMICS

Total credits: 14

ARTDES 150, Art and Design in Context	3
ARTDES 151, Art and Design History	3
ARTDES 160, Stamps Lecture Series	8

5) ARTDES ELECTIVE (studio or non-studio)

Total credits: 3

Non-STAMPS (Total credits: 64)

Must include at least 3 credits in each of the REQUIRED subject areas listed below:

First year writing
Social science
Natural science
Environmental studies
Analytical reasoning
Race and ethnicity
Two courses of art or design history/theory/criticism
Upper Level Writing

FREE ELECTIVE “FLEX” CREDITS STUDIO/NON-STUDIO

Total Credits: 6

GRAND TOTAL

128 Credits

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 ([read more](#)).

When can I decide to become a BA student?

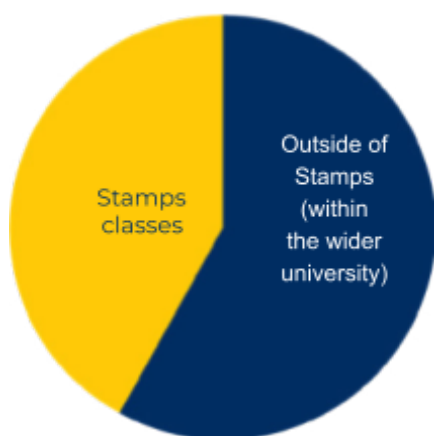
Non-transfer first year students may declare a BA in Art and Design after completion of their first year. This change can be made official at the beginning of their sophomore year, but may be done later.

Transfer students may declare a BA in Art and Design after completion of their first semester (usually at the beginning of their second semester).

It's best to make the switch by February 1 of your sophomore year, **before** you do the Sophomore Review. There is a form for it. Please speak to your advisor.

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

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



BA in Art and Design

For students interested in a broader exploration of academic resources.

Here’s another way to look at the BA.

Stamps Courses	59 credits
Required studio courses	21 credits
Elective studio courses*	21 credits
Required academic courses	14 credits
Elective courses	3 credits
Non-Stamps Courses	64 credits
Free Elective “FLEX” Credits (Studio or Non-Studio)	5 credits
Milestone Requirement	No credit
Sophomore review	
BA in Art and Design - Total	128 credits

Internships do not count as studio credit.

BA students do not complete the Integrative Project Studio.

**Read more about elective studios, including how many you need at each level.*

First Year

Plan of Study: BA

FALL	WINTER
Drawing: Observation* (ARTDES 100) / 3 credits	Drawing: Visualization* (ARTDES 105) / 3 credits
Studio: 2D* (ARTDES 115) / 3 credits	Studio: 4D* (ARTDES 125) / 3 credits
Studio: 3D* (ARTDES 120) / 3 credits	Studio: Creative Process Strategies* (ARTDES 130) / 3 credits
University academic elective / 3-4 credits	Art & Design History* (ARTDES 151) / 3 credits
FYWR (ARTDES 129 or another FYWR) / 4 credits	University academic elective / 3-4 credits
Stamps Lecture Series* (ARTDES 160) / 1 credit	Stamps Lecture Series* (ARTDES 160) / 1 credit
Total credits: 13-18	Total credits: 13-17

Summary:

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

First-Year Tips:

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

**Required courses indicated in purple*

Second Year

Sample Plan of Study: BA

FALL	WINTER
Elective Studio / 3 credits	Second Year Studio* (ARTDES 220) / 3 credits
Elective Studio / 3 credits	Elective Studio / 3 credits
University academic elective / 3-4 credits	University academic elective / 3-4 credits
University academic elective / 3-4 credits	University academic elective / 3-4 credits
Art & Design in Context* (ARTDES 150) / 3 credits	University academic elective / 3-4 credits
Stamps Lecture Series* (ARTDES 160) / 1 credit	Stamps Lecture Series* (ARTDES 160) / 1 credit
Total credits: 16-18	Total credits: 16-18

Summary:

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

Second-Year Tips:

The summer after your sophomore year is a good time to study abroad. Depending on your study abroad plans, application deadlines can range from November to March, so start planning in September ([learn more here](#)). Consider your academic electives in light of this.

**Required courses indicated in purple*

Third Year

Sample Plan of Study: BA

FALL	WINTER
Elective Studio / 3 credits	Elective Studio / 3 credits
University academic elective / 3-4 credits	University academic elective / 3-4 credits
University academic elective / 3-4 credits	University academic elective / 3-4 credits
University academic elective / 3-4 credits	University academic elective / 3-4 credits
University academic elective / 3-4 credits	University academic elective / 3-4 credits
Stamps Lecture Series* (ARTDES 160) / 1 credit	Stamps Lecture Series* (ARTDES 160) / 1 credit
Total credits: 16-18	Total credits: 16-18

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 studied abroad, the first or second semester of this year are options — keep deadlines in mind when planning ([see info here](#)). Also, the summer after your junior year is a great time to do an internship ([learn more here](#)). If you'd like to pursue a minor, this is the year to begin. Think about how you'll use your five FLEX credits. Talk to your mentor about your course selections.

**Required courses indicated in purple*

Fourth Year

Sample Plan of Study: BA

FALL	WINTER
Elective studio / Senior Studio / 3 credits	Elective Studio / Academic Elective / 3 credits
Elective studio / 3 credits	Elective Studio / Academic Elective / 3 credits
University academic elective / 3-4 credits	University academic elective / 3-4 credits
University academic elective / 3-4 credits	University academic elective / 3-4 credits
University academic elective / 3-4 credits	University academic elective / 3-4 credits
Stamps Lecture Series* (ARTDES 160) / 1 credit	Stamps Lecture Series* (ARTDES 160) / 1 credit
Total credits: 16-18	Total credits: 16-18

Summary:

You’ve spent three years learning both in the studio and in the University classroom. You’re comfortable with a variety of media and a number of creative techniques and approaches, and have strong academic interests that fuel your work. In your fourth year, your work will become truly transdisciplinary in nature. It will fuse your knowledge and creative perspectives in surprising and unique-to-you ways. 400-level studios must be taken at Stamps in residence.

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 ([learn more about the free, embedded CAPS Stamps therapist, Aniko Varga](#)).

**Required courses indicated in purple*

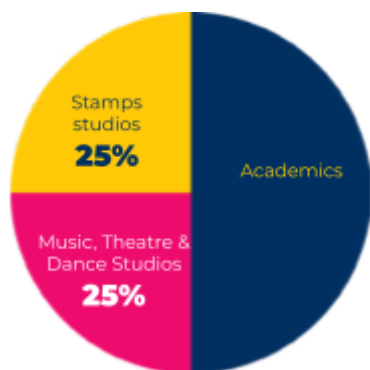
BFA IN INTERARTS PERFORMANCE

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.

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.

BFA in **Interarts Performance**



This degree is for students with interests in **performance (dance, theater/drama/performing arts technology), art, and design.**

Are the graduation requirements the same as the BFA and BA?

No. Interarts Performance students need 130 credits to graduate, 66 studio credits and 64 academic credits. ARTDES 220: Second Year Studio is not required of students doing the BFA in Interarts Performance. Students who plan to graduate in four years are expected to complete an average of 16 to 17 credits per term.

How do I tailor the Interarts Performance degree to fit my interests?

In this program, you will forge an entirely customized, individual path under the mentorship of the Interarts Performance mentors and advisors: Holly Hughes (Stamps/ SMTD) and Romy Hill-Cronin.



Holly Hughes
Interarts Director (Stamps/SMTD)



Romy Hill-Cronin
Interarts Academic Advisor

What courses will I take?

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, THTREMUS 101, and THTREMUS 240, 250, or 256. More advanced coursework may be substituted on a case-by-case basis when deemed appropriate by the Interarts faculty. Interarts students are not required to take ARTDES 220: Second Year Studio, but they are required to do the [Stamps Sophomore Review](#) at the end of their sophomore year.

Interarts Performance students complete 33 credits of advanced studio coursework, split between Stamps School courses and Theatre & Drama courses, and 9 credits of the Integrative Project (IP), the capstone year- long course taken during the fall and winter terms of the BFA student's final year. [See more information on IP \(Integrative Project\).](#)

For more information on requirements, talk to Interarts Director, Holly Hughes.

First Year

Sample Plan of Study: BFA in Interarts Performance

FALL	WINTER
Interarts Forum* (INTPERF 160) / 3 credits	Introductory studio* (THTREMUS 240, 250, 256) / 3 credits
Live Art Survey* (INTPERF 150) / 3 credits	Theatre/drama academic* (THTREMUS elective) / 3 credits
One Introductory studio* (ARTDES 100 or 115 or 120) / 3 credits	Studio 4D* (ARTDES 125) / 3 credits
Acting One* (THTREMUS 101) / 4 credits	Studio or University academic elective / 3-4 credits
Studio or University academic elective / 3-4 credits	University academic elective / 3-4 credits
Stamps Lecture Series* (ARTDES 160) / 1 credit	Stamps Lecture Series* (ARTDES 160) / 1 credit
Total credits 16-17	Total credits 16-18

Summary:

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

Interarts Tips:

When choosing your classes each term, check in with Interarts faculty mentors and fellow students in the program. You do have required courses as part of this program ([learn more here](#)); it's best to "front-load" those in your first/second year to allow you to acclimate to the program. We recommend that you take the First Year Writing Requirement (FYWR) in your first year.

***Required courses indicated in purple**

BFA IN INTERARTS PERFORMANCE CHECKLIST

1) MILESTONES

No credits

Sophomore Review

2) REQUIRED STUDIOS

Total credits: 18

ARTDES 125	3
THTREMUS 101	3
THTREMUS 240, 250, or 256	3
INTEGRATIVE PROJECT	9

3) ELECTIVE STUDIOS

Total credits: 48

ARTDES 100-200 level	6
ARTDES 200-400 level	15
ARTDES 400 level	3
SMTD 100-200 level	6
SMTD 300-400 level	15

4) REQUIRED ACADEMICS

Total credits: 31

ARTDES 150 or 151	3
ARTDES 160	7
INTPERF 150	3
INTPERF 160	12
SMTD academic	3
SMTD academic	3

5) ACADEMIC ELECTIVES

Total credits: 33

Must include at least 3 credits in each of the subjects listed below:

- First year writing
- Humanities
- Social science
- Natural science
- Environmental studies
- Analytical reasoning
- Cultural Diversity (2 classes / 6 credits)

GRAND TOTAL

130 credits (minimum)

DUAL DEGREES*

*The University of Michigan refers to the Dual Degree program as “MDDP” (short for “Multiple Dependent Degree Program”). You may also hear the Dual Degree path referred to as a “joint degree” or “double major.” Students who wish to pursue two degrees — one from the Stamps School of Art & Design (BFA or BA), and a second from another academic unit (school or college) — are pursuing the Dual Degree path. There is no dual degree option for the BFA in Interarts Performance.

Is a Dual Degree right for me?

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

- How many years am I interested in committing to my undergraduate education? (The average length of a Dual Degree path is five years.)
- What financial support do I have to sustain an extended course of study?
- What is my desired outcome? How does this fit into my post-graduation future?
- Have I earned 30 credits and do I have a 3.0 GPA?

Where can I pursue a Dual Degree?

Stamps students can pursue a dual degree with any program on campus. The most common dual degrees are with LSA, the College of Engineering, the Ross School of Business, the School of Kinesiology, the Taubman College of Architecture and Urban Planning, and the School of Information. Additionally, a pre-health path is possible at Stamps.

How many credits do I need for a Dual Degree?

The University requires that a student earn a minimum of **150 credits**. In reality, a Dual Degree often requires more than the minimum because the Dual Degree student must complete all of the requirements for both degrees. The student must earn both degrees simultaneously.

How exactly should I get started if I wasn't admitted to UM as a dual degree student?

- **Step 1:** Check your cumulative GPA (≥ 3.0) and the number of credits you've earned (≥ 30).
- **Step 2:** Meet with an advisor from your target school to get a firm grasp on which courses at that school you'd need to take.
- **Step 3:** If you didn't start U-M as a Dual Degree student, you have to wait until the end of your first year to apply. Contact your Stamps academic advisor to initiate the application process.

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

Wolverine Access defaults to giving you the option of registering for classes in either of your two units (for example, Stamps or LSA). Always register in your home unit.

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

In Wolverine Access, you must submit a separate online application to graduate for each academic unit (school or college). At the time you apply to graduate, you must apply to graduate from both academic units in the same semester.

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 the Stamps Registrar team to process the drop: stamps-registrar@umich.edu.

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

ELECTIVE STUDIO COURSE REQUIREMENTS

How many elective studio courses do I get to take?

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

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

When do I take my elective studio courses?

Students begin their elective studios in their sophomore year.

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

BFA students, throughout your four years you must complete:

- 4 200-level studio courses
- 4 300-level studio courses
- 5 400-level elective studios (may include IP), must be taken at Stamps in residence
- 1 engagement studio
- 1 elective studio (any level)*

BA students, throughout your four years you must complete:

- 2 200-level studio courses
- 2 300-level studio courses
- 1 400-level studio course (may be BA Senior Studio), must be taken at Stamps in residence
- 1 engagement studio
- 1 elective studio (any level)*

Where can I find a list of elective studio courses?

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

Where can I find out about engagement studio courses?

See the [Stamps website page on Engagement](#) for a definition and examples.

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

STUDIO COURSES **OUTSIDE**

STAMPS

Up to two University of Michigan studios taken outside of Stamps can count as studio credit toward graduation for a BFA student. Only one studio can count for BA students. Studio courses taken abroad in the context of Stamps-sponsored Study Abroad programs are Stamps (ADABRD) credits, not courses outside Stamps. If you find a class that appears to be a studio course, but it isn't listed here, you may submit a request for degree substitution for that course.

Subject	Catalog #	Course Title
ARCH	255 + 256	Imaging + Immersion
ARCH	257/258/259	Assembly/ Translation/ Orientation (choose two)
ARCH	312	Architectural Design
EECS	298	3D Tech Art and Animation
FTVM	290	Intro to Media Production
FTVM	300	Dramatic Narrative I
FTVM	304	Topics in Media Production 1
FTVM	306	New Media Practices I
FTVM	400	Dramatic Narrative II counts as 300-level)
FTVM	406	Animation and Digital Media Practices II
MECHENG	250	Design & Manufacturing I
PAT	201	Intro to Computer Music
PAT	202	Computer Music
PAT	280	Sound Reinforcement
PAT	331	Sound Recording I
PAT	380	Sound for Theatre
RCARTS	286	Sculpture
RCARTS	287	Printmaking
RCARTS	289	Ceramics
RCARTS	285	Photography

Subject	Catalog #	Course Title
RCARTS	385	Advanced Photography
RCARTS	389	Ceramics Theory and Criticism
SI	538	Citizen Interaction Design (a Stamps engagement studio must be taken prior to taking SI 538)
THTREMUS	240	Intro to Design
THTREMUS	256	Lighting Design I
THTREMUS	260	Scene Design I
THTREMUS	263	Design Rendering
THTREMUS	270	Costume Design I
THTREMUS	285	Introduction to Puppetry
THTREMUS	356	Lighting Design II
THTREMUS	360	Scene Design II
THTREMUS	370	Costume Design II
UARTS	250	Creative Process

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.

Stamps required academic courses

Required Stamps academic courses		credits
Art and Design in Context	(ARTDES 150)	3
Art and Design History	(ARTDES 151)	3
Stamps Lecture Series	(ARTDES 160)	8
1 credit each semester		
Upper level writing for BFA*	(ARTDES 389, 399, or 406)*	3
*BFA only		
Total		14-17

Additional required academic courses

Academic credits should include coursework in these areas:

First Year Writing	(FYWR)	3
Social Science	(SS)	3
Natural Science	(NS)	3
Analytical Reasoning	(AR)	3
Environmental Studies	(ENVIRON)	3
Race and Ethnicity	(RE)	3
2 Art or Design History/Theory/Criticism electives	(ADHTC)	6
Upper level writing	(ULWR)**	3
**BA only		

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

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

The guide below tells you what to look for:

- FYWR:** Look in the LSA Course Guide for courses identified as **FYWR**.
- ULWR:** Look in the LSA Course Guide for courses identified as **ULWR**. ARTDES 399 also meets the requirement, and is required for the BFA.
- ADHTC:** Look in the LSA Course Guide for any course with the subject code **HISTART**, or any course cross-listed with HISTART. ARTDES 392 - 398; ARCH 313, 323; AMCULT 320, 335; FTVM 272, 313; and SLAVIC 312 also meet ADHTC. This includes AP/IB credit for art history. Two ADHTC courses are required (in addition to ARTDES 151).
- SS:** Look in the LSA Course Guide for courses identified as **SS**. AP/IB credit for history, psychology, political science, economics and anthropology also meet SS.
- RE:** Look in the LSA Course Guide for courses identified as **RE**.
- NS:** Look in the LSA Course Guide for courses identified as NS. AP/ IB credit for biology, chemistry and physics also meet **NS**.
- AR:** Look in the LSA Course Guide for courses identified as **MSA, QR/1, or QR/2**; PHIL 183; SI 106; AP STATS 180.
- ES:** Any course in the LSA Course Guide with the subject code **ENVIRON**. This includes courses cross-listed as ENVIRON. Other courses that meet the requirement are ARCH 357; BIOLOGY 101, 102, 109, 171; EARTH 109, 110, 112, 114, 148, 154, 156, 171, 219, 277, 331, 333; ENGLISH 320, 328; MECHENG 489 and URP 423.
- CD:** **INTERARTS REQUIREMENT:** Cultural Diversity. Look for any course in non-western culture or language or any course that meets RE. Required only for **Interarts** students.

Do I have to take one course in each area?

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

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

Free elective courses are courses that count toward your credits for graduation, but do not fulfill any degree or distribution requirements. Students get to choose their free elective courses, and they allow students to explore topics that interest them. These can be studio or non-studio, Stamps or non-Stamps courses, or a mixture of both. The only courses that do not count as free electives are courses in military science and physical education.

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

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

Students may use required and elective courses in their pursuit of a minor. [Learn more about minors.](#)

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. This is your chance to hear from thought leaders in your field, network with creative movers and shakers, and open yourself up to a wide range of views and professional possibilities. Stamps Speaker Series events are designed to spark your imagination and instigate community dialogue. Your conversations after Speaker Series events may prove to be just as thought-provoking as the talks themselves. If you'd like to refer back to the talks, a video of nearly every lecture in the series is archived online within 10 days of the live event at stamps.umich.edu/stamps.

Do I have to attend?

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

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

What happens if I have to miss a lecture?

Read the course syllabus and contact the instructor of the course immediately. Additional absences must be arranged with the professor or the result will be failure of the course.

What happens if I fail?

If you fail the lecture series, you will not earn that credit for that semester. If you are pursuing a BFA degree, an elective non-studio credit will be used to cover that credit. If you are pursuing a BA degree, an elective Stamps credit (ARTDES or ADABRD) will be used to cover that credit.

When it is held in person, it is considered a violation of the Stamps Academic Integrity Policy to submit an attendance slip other than your own.

Stamps students are required to attend it each semester they are in residence on the Ann Arbor campus of the University of Michigan, for up to eight semesters. Students who study abroad for one semester or who earn fewer than 8 lecture series credits for any other reason, should speak with their advisor about alternatives to earning the total number of lecture series credits they need to graduate.

SOPHOMORE REVIEW

What is it?

The Sophomore Review (SR) 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 SR formalizes this process. It serves as part of your professional development and prepares you for other important assessments, such as performance reviews in your career and/or critiques in graduate school.

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

Part of the review will focus on work you have done in ARTDES 220, Second Year Studio. (Note: Interarts students are exempt from showing work completed in ARTDES 220, since they are not required to take that class. Interarts students will work with the Director of the Interarts program, Holly Hughes, to prepare their SR.)

Part of the review will also focus on your future academic and professional plans.

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

When: April of your sophomore year, for students who entered as first year students. This may be earlier for transfer students. To get the most out of the experience, it is recommended that you have 30-36 studio credits at the time you do your Sophomore Review.

How do I prepare for it?

The Second Year Studio (ARTDES 220) is designed, in part, to help BFA and BA students prepare for the review. (Note: Interarts students are not required to take ARTDES 220: Second Year Studio.) 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 foundation year by keeping track of your progress and documenting your work each term. You will work with your instructor for ARTDES 220 and your advisor to prepare for this milestone of your creative development. Your third, fourth, and fifth meetings are of particular importance.

In the winter term of your sophomore year, your ARTDES 220 instructor will give you some information about preparing for the SR. Your most important resource in preparing for your SR presentation will be a dedicated SR Canvas site, to which you will be automatically invited. Follow its guidelines starting in January of the winter term of your sophomore year, and you will be well prepared for your review that April. In addition, part of Meeting 5 with your academic advisor will focus on getting ready for your review.

Still nervous? Schedule time to chat with the Stamps Peer Advisors. They've been through the process and are more than happy to talk to you about their

experience. And keep in mind that this is a good time to reach out to the Stamps embedded therapist, Aniko Varga, aniko@med.umich.edu ([learn more about Aniko here](#)) for recommendations on how to reduce presentation stress.

Is Sophomore Review required?

Yes, it is a degree requirement. And, unless you are a dual degree student, you will review in April of your sophomore year. Dual degree students have the choice of reviewing one year later than single degree students. Interarts students are also required to do SR, but they are not required to take ARTDES 220: Second Year Studio. You'll receive a copy of the Sophomore Review report by email in May.

Are the reviews open to the public?

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

How will my work be evaluated?

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

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

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

DOCUMENTING YOUR CREATIVE WORK

Why should I document my creative work?

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

How do I document my work?

Talk to your faculty about this, especially your first-year studio instructors. Matthew Prichard, the Digital Studio Coordinator, is also available to assist you with technical matters (mpritch@umich.edu). For what to include in your portfolio, consult with your instructors. For career-related recommendations, speak with Rebecca Reuland, Associate Director of Career Development (rreuland@umich.edu) or with a [Career Peer Coach](#).

STUDY ABROAD

What is it?

Stamps School of Art & Design study abroad options prepare 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?

No, but it is highly recommended.

How do I get started?

- Use resources on the [Stamps Intranet](#).
- If you haven't already, complete the **advising questionnaire**.
- Attend study abroad workshops, which will be announced via email by the study abroad team.

What's the time commitment?

For travel-based opportunities, at a minimum, your study abroad trip must last at least 21 days on the ground in a host country (excluding travel days).

When can I study abroad?

A summer study abroad trip may be undertaken as soon as the summer between your second and third year. Eligibility and prerequisites vary by partner.

For a semester abroad, you must have passed your Sophomore Review, though you should start planning well in advance of that. Fall or Winter of the third year is the usual choice, with 75% of students selecting a summer program. Well-planned summer programs facilitate degree progress.

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 Director of Undergraduate Academic Advising. You will need to explain your plan of study at the host institution(s) and the specific factors/reasons that make this a necessity.

How do I apply?

For study abroad, international internships, international residencies, and travel awards, read brief descriptions on the Study Abroad section of the [Stamps Intranet](#) and then follow the links to M-Compass, the campus-wide application management system for engaged learning opportunities.

Do I need a passport?

Students need a valid passport in hand to begin an application for a study abroad program. Passport scholarships are available to students who have financial need. ([Read the Scholarships and Awards section here](#)). For information on how to apply for a passport and to request funding: mcompass.umich.edu/?go=passport.

Are there additional requirements?

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

Is it affordable?

The most affordable option for studying abroad is to do so for an entire semester, but budgets will vary depending on the program you choose. The [Stamps Intranet](#) and M-Compass have detailed information regarding costs.

Can I use financial aid for study abroad?

Yes. See <https://finaid.umich.edu/apply-aid/studying-abroad>.

Is there funding?

Yes. See [this section for more](#). For more opportunities from other U-M funding

sources, click on the "Funding" tab in M-Compass.

Is there a foreign language requirement?

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

Need face-to-face advice?

Schedule a meeting with the Stamps International Experience team. Visit the [Study Abroad Intranet pages](#). Read emails sent by the Stamps IE team and attend study abroad events.

How can my academic advisor help me?

Talk with your academic advisor to incorporate studying abroad into your progress toward degree.

IMPORTANT STUDY ABROAD DEADLINES

Program term abroad / Stamps deadline

Winter: October 1

Independent Proposal: December 1

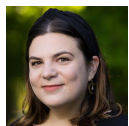
Spring and Summer: March 1

Fall: April 1



Sandra Wiley, she/her - stamps-international@umich.edu
Director of International Study Programs

Are you excited that your degree program requires you to live in another country? When Sandy studied abroad it transformed her so much she decided to become an education abroad professional. She channels her enthusiasm into designing cool programs for Stamps students. Drawing from her own experience as a first-generation college student from rural Michigan, she also makes them accessible and affordable. Travel to the [IE Intranet pages](#) and start planning your own adventure.



Veronica Tabor, she/her - stamps-international@umich.edu
Education Abroad Advisor

During her undergraduate career, Veronica developed a passion for international education from a semester abroad studying German and European political science. Veronica was fortunate to be able to do another study trip to the UK during graduate school, studying international higher education.

INTEGRATIVE PROJECT

What is IP?

The Integrative Project is a sequence of two integrated courses (ARTDES 498 and 499) taken in the fall and winter terms by some BFA students and all Interarts students. Students who choose to take IP register for ARTDES 498 (3 credits) fall term and must also take ARTDES 499 (6 credits) winter term. So credit-wise, taking IP is the equivalent of taking three 400-level studios (or 9 studio credits at the 400-level). It is offered as an option; it is not required for graduation.

When do I get to take IP?

To be eligible to enroll in IP, BFA and Interarts students need to have completed at least 48 studio credits by the end of their junior year, and these 48 credits must be distributed appropriately among the 200-, 300- and 400-level studios required for your BFA degree. To be sure you're on track, check with your academic advisor at Meeting 6 ([learn more here](#)). This means students will take IP their senior year, and must pass both semesters of IP to be eligible for graduation.

Are there reviews for IP students?

Yes. The IP Consultation, which takes place in December, serves to assess 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 Consultations are discussed in the individual IP classes.

Where do I work?

The Stamps Senior Studios on the first floor are for IP students.

Is there anything else I should know about IP?

Yes. IP is a capstone course, and therefore students who choose to take IP cannot take studio classes toward graduation after they complete IP. In addition, students who take IP cannot also have ARTDES 401: BA Senior Studio or ARTDES 402: Senior Independent Studio count toward their degree.

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MINORS FOR STAMPS STUDENTS

How many credits are required to complete a minor?

In most cases, a minor requires the completion of 15-18 credits (5-6 courses). Each minor has its own structure of prerequisites, requirements, and elective choices (check with the unit or school in which you are doing the minor). Both the BA and BFA in Art and Design have room for minors, so you can finish in four years with a minor.

What are the minors that are most commonly pursued by Stamps students?

The most commonly pursued minors are offered by the College of Literature, Science and the Arts (LSA); the School of Music, Theatre & Dance; the College of Engineering's Multidisciplinary Design minor; the School of Social Work's Community Action and Social Change minor; the Ross School of Business minor; the minor in Entrepreneurship; the College of Education's minor in Education for Empowerment; and the School of Information's minor in Social Media Analysis and Design and its minor in User Experience Design. There is also a Minor in Interarts Performance, open only to Stamps majors.

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

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

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

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

For more information about Innovate Blue and the minor in entrepreneurship, go to **ent-minor.umich.edu/**.

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

For more information about the minor in Business, go to michiganross.umich.edu/programs/minor-in-business/curriculum.

For more information about the SI minors, go to si.umich.edu/programs/undergraduate-minors.

How do I get started?

Discuss the minor with an advisor from the relevant discipline (school or college, department, office) and with your Stamps advisor.

Can I focus on a subject without doing a minor?

Yes. All U-M schools and departments will allow you, space permitting, to take most of their courses without your having to declare a minor. Here, for example, is a list of business courses open to non-business majors:

michiganross.umich.edu/programs/non-business-undergraduate-electives.

One semester before graduation, let your advisor in the relevant discipline know that you will need a minor release. This information will go to Academic Programs Information Specialist, Eric Gieske:

egieske@umich.edu. Students who fail to submit proper paperwork risk losing the minor when they graduate!

Will I need to go an extra semester to get a minor?

Not usually. If you begin the minor late, you may have to enroll an extra semester, but most students manage to complete the minor on time.

Hint: Careful planning of your courses is crucial. Sometimes required courses in Stamps also count as courses in the minor. All students have electives they have to take, so consider taking 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 or higher cumulative grade point average wanting to explore a particular topic not currently offered by Stamps.

How many credits is it worth?

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

How do I get an independent study?

1. Develop a written proposal, which should include a proposal statement, course objectives, project list, bibliography, list of artists cited, and due dates, as well as logistical information on how you plan to carry out the work. Your proposal statement (aka an abstract) should be about 250 words long.
2. Get a faculty member to agree to sponsor the project.
3. Have them sign the Independent Study Proposal and Instructions form on the [Stamps Undergraduate Advising Intranet page](#).
4. Email all documents to the Senior Assistant Dean, Veronica Vergoth (vvergoth@umich.edu) for approval.

Students register for Independent Study (ARTDES 350) after they receive the override. If it is approved as studio credit, it will count as 300-level credit.

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

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

Are internships graded?

No grade is assigned. Internships are pass/fail only.

How do I identify internship opportunities?

In many cases, students network for their own internship opportunities; however, check your email! A LOT of internships are posted on Handshake **umich.joinhandshake.com**. In addition, the Associate Director of Career Development posts internship opportunities to the [Career Development section of the Stamps Intranet](#), and announces them to all students via email.

Additionally, some, but not all, Stamps approved international internships are listed in M-Compass: **mcompass.umich.edu**. Use the "Internships and Projects" tab in M-Compass. Check with your advisor before embarking on an international internship.

To learn more, take a look at the Internship and Job Search [video](#).

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 Associate Director of Career Development. You need to do this **before** undertaking an internship: The signatures indicate a contractual agreement. Forms are available on the [Career Development section of the Stamps Intranet](#).
3. Register for the internship (ARTDES 351) after receiving the override from the Associate Director of Career Development. Make sure you click the “show independent study” button.
4. After the internship is complete, submit [a summary and the supervisor’s evaluation](#). Credit will be posted to your transcript on completion of this final evaluation.

What paperwork do I need to get the credit?

Three documents are required for credit:

1. The Internship Proposal form with the written proposal attached
2. A written summary of the experience by the student
3. The site supervisor’s performance evaluation

Can I gain international experience through an internship?

Yes. Stamps pre-approved internships can be found in M-Compass. Additionally, students can submit proposals to request review of internships that last at least three weeks and are located outside the US. Proposals are reviewed annually; **the deadline is December 1.**

Note: This is different from the regular internship proposal process. Apply through M-Compass: **mcompass.umich.edu/?go=IndIE**.

Questions? Contact the Associate Director of Career Development at stamps-careerdev@umich.edu.

SCHOLARSHIPS, AWARDS AND GRANTS

The Stamps School aims to provide as much financial support and academic incentive as possible to as many students as possible. Funding is available for **study abroad** (including a passport scholarship); **internship support**; **professional development**; and **tuition** support during the regular academic year.

When are funds awarded?

Stamps scholarships and awards are made during the Winter term. The Winter Scholarship Awards are competitive, and scholarships are typically awarded for the subsequent academic year in amounts ranging from \$500 to \$25,000. Information regarding applications to the Winter Awards is announced annually in March.

What is expected of me if I receive a donor-funded scholarship, grant, or award?

Stamps alums, parents, faculty and friends have generously supported the work of our undergraduate students through philanthropic donations to the School. All students who receive support from the donor funds are expected to complete a survey and write a thank-you note to the donor(s) or fund representatives of each fund for each separate year of funding. Scholarship and award recipients may also be asked to attend select donor events, provide brief updates throughout their collegiate experience to the donors who have provided funding for the scholarship, actively participate in student life at the School, and serve as Stamps ambassadors during recruitment events, as needed.

Stamps Development and Alumni Relations staff will be in touch with you after you receive funds about completing the survey process.

Who do I contact for more information?

For questions regarding award disbursement or selection criteria, please contact the Senior Assistant Dean for Admissions and Student Services. For questions regarding the thank you survey and letter, please contact the Development and Alumni Relations staff at stampsgiving@umich.edu.

What types of scholarships, awards, and grants are available to me?

Undergraduate Juried Exhibition

The Undergraduate Juried Exhibition allows students a chance to show their best work and win awards that range from \$800 to \$2000. We encourage all students to submit work. Awards available at the Exhibition include:

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

Awards & Scholarships

The Stamps School offers enrolled undergraduates the opportunity to pursue merit-based scholarships, for the most part during the winter term, for use in the subsequent academic year. More information about individual awards and scholarships, including application requirements, will be available in early March, when the application process begins. Submissions are accepted until the end of March, with winners announced in April. **Awards range from \$500 – \$10,000.**

- **A&D Alumni and Friends Scholarship**
- **Anna Bychinsky Award for Excellence in Visual Arts**
- **Anne Reek Amendt Scholarship (alternating years)**
- **Arthur C. Tagge Scholarship (awarded in June)**
- **Bershad Textile, Print, & Pattern Design Prize**
- **David Robert and Sylvia Jean Nelson Foundation for Arts and Letters Scholarship**
- **Emil Weddige Award**
- **Kelly McKinnell Memorial Award in Photography**
- **Kristoffer M. Gillette Memorial Scholarship in Photography**
- **LeRoy H. and Helen L. Kiefer Traveling Fellowship**

- **Lyn H. Silberman Scholarship**
- **Martha Chandler Endowed Scholarship (awarded in June)**
- **Matthew C. Hoffmann Award in Jewelry Design**
- **Maxine and Larry Snider Design Award**
- **Ned Dybvig Memorial Scholarship (awarded in June)**
- **Riggs Hoenecke Scholarship for Design**
- **Rogers Edge Award**
- **Sarah S. Murphy Award**
- **Start Your Journey Atharva Kharkar Memorial Award**
- **Candy R. Wei Prize for International Studies in Art & Design** This award was established in memory of Stamps student [Candy R. Wei, \(1980-2001\)](#). Given to graduating seniors, this merit-based award recognizes exemplary work that shows the influence of their study abroad.
- **Stamps Creative Work Awards** are made possible by a generous gift from Penny and Roe Stamps to provide support for those who demonstrate outstanding creative promise. These awards are open to all continuing Stamps Students. Applicants must have completed one semester of coursework in Stamps

Need-Based Scholarships

If you are a continuing student with financial need who demonstrates promise and commitment, you can complete the “Need-Based Scholarships” section of the Winter Awards Form to be considered for additional scholarship support. You are also encouraged to speak to your advisor if you believe you are eligible for need-based aid.

Stamps Student Emergency Fund

The Stamps Student Emergency Fund is intended to help meet financial needs of Stamps students who encounter an emergency situation or one-time, unusual, or unforeseen expenses during their degree program (award amount will vary, with maximum award size of \$2,500). This scholarship is not intended to supplement a student's financial aid package and cannot be awarded beyond what a financial aid package allows. Students **can apply** online and applications are reviewed on a rolling basis. Before applying for emergency funds, students are encouraged to speak to their advisors or program coordinator. If you encounter a situation that requires an award of more than \$2,500 funding may be available from other sources.

Situations eligible for funding include, but are not limited to:

- Medical, dental, or mental health emergencies for the student
- Major accidents and events such as fire and natural disasters

Expenses related to the loss of an immediate family member

International Experience Awards

The Stamps School offers both merit-based and need-based awards for students with demonstrated need to help defray costs associated with international travel, including a passport scholarship. Students apply for awards through M-Compass with deadlines on November 15, January 15, and March 15. For more information on International Experience funding, email stamps-international@umich.edu.

Barbara and Dorothy Heers Memorial Fund

Candy R. Wei International Travel Fund

Francie Johnson Hestier International Experience Fund

Laura Merrill Segal Fund

LeRoy E. Kiefer and Helen L. Kiefer Traveling Fellowship in Design Fund

Marjorie A. Bacon Memorial Fund

Milton J. Cohen Memorial Fund

Milton J. Cohen Memorial Fund

Tamer Travel Grant Fund

Big Idea Award

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

Integrative Project Grants and Awards

As part of their professional development, Integrative Project (IP) students apply for Stamps support grants to defray the costs associated with creating and exhibiting their work. The IP faculty administer these funds. IP students and faculty also vote on outstanding students from each section to receive one of 10 available \$1,000 IP awards, made possible by the Guy Palazzola Memorial Award Fund.

Separately, the **Gorman Professional Development Award** of \$2,500 is awarded to the most outstanding IP student. This award is made possible by Dean's Advisory Council members Stephen and Debra Gorman.

Painting

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

Internship Support

Thanks to generous donor support, the Stamps School is able to provide support to students with demonstrable financial need who might not otherwise be able to complete an unpaid or underpaid internship.

Many of these opportunities require demonstrable financial need, while some are based upon merit. Full details, including the application, are found on the **Stamps Intranet Scholarships module**.

- **Barse Internship Fund**
- **Lisa and Tim Sloan Fund for Student Internships**

Student Jobs at Stamps

Although student jobs at the Stamps School are often restricted to students who are receiving work-study as part of their financial aid package, that is not always the case. Students with specialized skills and interests can find employment with the Communications Team (photography, graphic design) or with the Smucker Wagstaff Academic Programs Center (advising). The Associate Director of Career Development sends out weekly 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 Honor Convocation; this University distinction is posted on the student's transcript. The Angell Scholar distinction is a University-wide honor.

Branstrom Award

First-year students in the top 5 percent of their class who have earned 14 graded credits are eligible for this honor, administered by the University Office of the Registrar. A book inscribed with a nameplate is presented to each student. Recipients of the Branstrom Award are invited to attend the annual University Honors Convocation; this distinction is posted on the student's transcript. The Branstrom Award distinction is a University-wide honor.

Dean's List

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

- Earn at least 15 graded credits
- Earn a term grade point average of 3.8 or better

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

Graduation Honors

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

Summa cum laude: Top 3 percent of winter term graduating class

Magna cum laude: Top 10 percent of winter term graduating class

Cum Laude: Top 20 percent of winter term graduating class

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

University Honors

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

Phi Beta Kappa

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

THINGS TO KNOW ABOUT **REGISTRATION**

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REGISTRATION OVERVIEW

How and when do I register for courses?

The University Office of the Registrar (the RO) assigns registration appointment times through Wolverine Access. At the U-M, seniors register first followed by juniors, sophomores, and then first-year students. The more credits you have earned at the U-M, the earlier your registration date.

How do I know when I register?

Students find the date and exact time of the first moment at which they can register for an upcoming semester (aka "enrollment appointment") in their Wolverine Access "Student Center." Here's how to find out [when your appointment will be](#).

DATES TO KEEP IN MIND:

Early registration for winter term classes takes place in the second half of November and early December. Early registration for spring, summer, and fall terms takes place in late March and early April.

How does it work?

1. Gather information!

- a. Prior to registration, attend the semi-annual Stamps Experience Expo to get valuable information on the upcoming semester. Check the [Stamps website for information about the date and time](#). The course schedule and course descriptions are posted on the Stamps website to coincide with the event: **stamps.umich.edu/courses**.
- b. The LSA online Course Guide is updated approximately in late October and mid-March: **lsa.umich.edu/cg**.
- c. The full University course schedule is available through the Wolverine Access course catalog.
- d. The University Registrar's Office has registration "Tips & Terms" at **ro.umich.edu/records-registration/registration**.
- e. Talk to the peer advisors about their classes and experiences.

2. Talk with your academic advisor or faculty mentor!

- a. First and second year students have time to talk with their assigned advisors during their regularly scheduled meetings.
- b. Third and fourth year students are encouraged to discuss course choices with their faculty mentor, but your assigned advisor is available if the need arises ([see Advising info here](#)).
- c. 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 foundation and sophomore Stamps courses. This does not mean you are guaranteed the section you want.

Take advantage of the drop-in help sessions that Advising holds during early registration in March/April and November/December. Information on these will be available in the [Academic Advising section of the Stamps Intranet](#).

If you are a Stamps major and the Stamps course you want is closed, add yourself to the waitlist. This is the best way to get an override. And be sure to check your U-M email daily for updates or overrides. For non-Stamps courses reach out directly to the instructors or departments.

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 on the [Stamps Course Guide](#), on [Atlas](#) and in Wolverine Access.

If you cannot register due to a financial hold, let the Director of Undergraduate Academic Advising know immediately.

OVERRIDES

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

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

How do overrides and waitlists work?

Courses in Stamps are restricted to 18 students at most, fewer in some cases. 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 “Waitlist if class is full”. Then, if the course is closed by the time you register, you are automatically put on the list.

If you forgot to check the “waitlist” box when adding the course to your backpack, you will not be added to the waitlist. To fix this problem, delete the course from your backpack and check the box before re-adding it.

If a space becomes available before classes begin, the Registrar will authorize the course to be filled from the waitlist, starting from the front of the line. If you are next in line and a space opens up, you will get an email with “Class Permission” in the subject line. **This is an electronic override, which gives you PERMISSION to register. It applies only to a specific section of a course and it often expires in 24 hours, so make sure to use it to actually register quickly and correctly.**

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

What about LSA courses?

Each LSA department has a different procedure, so you might need to email the professor for the course and/or the department offering the course. Again add your name to the waitlist and watch your email.

What if I don't receive an override?

Students who do not receive an override by the first day of classes may attend the first class meeting and request an override from the instructor. This goes for just about every class at the University. After classes have begun, the instructor will authorize your override if they agree to let you in. Again, look for "Class Permission" 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 electronic override for a course, verify the course number and the section number (for example, ARTDES 270 section 002), 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 *are allowed to enroll*. You still have to actually register for it.

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

1. You are still on the electronic waitlist.

Solution: Drop yourself from the waitlist (use the "drop" option 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. It's possible that there may no longer be a seat available in the class.

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 approval by the Director of Undergraduate Academic Advising is required (rhilic@umich.edu). If it's not intentional, drop one of your classes.

5. You may have a hold on your record.

Solution: Check Wolverine Access, under "Student Center," to see

what type of hold it is and take care of it. If it's a financial hold, email the Director of Undergraduate Academic Advising (rhillc@umich.edu) ASAP.

What if a course is canceled?

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

How are credit hours determined?

The Stamps School of Art & Design follows guidance from the University of Michigan Office of the Provost to determine the definition of a credit hour.

A full term is defined as 14 consecutive weeks of classes, plus time for final examinations or critiques. A half term is defined as 7 consecutive weeks of classes. Class time is defined as time spent by students engaged with the course instructor.

On average, for a **lecture** course that meets for a full term, one credit hour represents one hour of class time plus two hours of preparation-outside-of-class time per week. For a lecture course that meets for a half term, one credit hour represents two hours of class time plus four hours of preparation-outside-of-class time per week.

On average, for a **studio** course that meets for a full term, one credit hour represents one-and-a-half hours of class time plus one-and-a-half hours of preparation-outside-of-class time per week. For a studio course that meets for a half term, one credit hour represents three hours of class time plus three hours of preparation-outside-of-class time per week.

DROP/ADDS

What if I need to drop or add a course?

Students may drop or add a course in their Student Center on Wolverine Access until the third week of classes during the full terms (Fall and Winter) without penalty or additional administrative charge. That said, some instructors might not approve an add if you have missed more than the first week of class. Courses dropped during this time period do not appear on the student's transcript.

IMPORTANT: 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. Please contact the instructor prior to adding a class after the start of the semester.

After the third week, what happens?

Beyond the three weeks of the drop/add deadline, we enter the Late Drop/Late Add period. That process allows students to submit a Late Drop/Late Add request electronically. The request is automatically routed to the student's school/college, instructor, and academic advisor. You can follow the approval process in Wolverine Access from your Student Center. Courses dropped after the third-week deadline are noted on the student's transcript by a "W."

Is it true I can't drop a first year course?

Failing a course (that is, earning an E or F) in your first year is never a good thing, but that's about the only reason you can drop a first year Stamps course. To seek approval for that, you'll need to have a talk with your advisor concerning the reasons and get permission from the Director of Undergraduate Academic Advising (rhillc@umich.edu).

When is the last day to Late Drop a class?

Please consult the registration calendar on the Registrar's website:

ro.umich.edu/calendars. Students can withdraw from (i.e. late drop) a course at any time up until the ninth week of instruction [that is the ninth week of the Fall semester and the 10th week of the Winter semester, due to Spring break]. Note, however, if a student withdraws from a course after the drop/add deadline (which comes at the end of the first three weeks of the term, see information above), it will remain on the student's official transcript with a 'W' notation. Students who wish to withdraw from a class between the third and the ninth week of instruction should discuss this with their advisor. First year students should contact the Director of Undergraduate Academic Advising (rhillc@umich.edu).

After week nine, students experiencing extenuating circumstances (such as a medical emergency or a major life incident) may submit a petition for a late drop. This should take the form of an email or meeting with the Director of Undergraduate Academic Advising (rhillc@umich.edu)

To sum up:

- Weeks 1-3: add/drop
- Weeks: 4-9: late drop/late add
- Weeks: 10-14: only by petition

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 so as not to fail 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 a section of a course, that is canceled or one that they do not attend. Otherwise, the course will remain on the student's record and will result in a grade of E.
- Your unofficial transcript will show whether you've added or dropped a course successfully. Consult it in your Student Center

Can I request a course substitution?

Yes. And there's [a submission form for it](#).

However, there are a few things to take into consideration. For example, substitutions for foundation year courses as well as the race and ethnicity (RE) and upper level writing (ULWR) requirements are very rarely allowed.

In addition, waivers for requirements are never allowed.

Petitions for exceptions to all graduation requirements must first be submitted to the Director of Undergraduate Academic Advising, who will seek approval from the Senior Assistant Dean for Admissions and Student Services on the student's behalf.

What courses do not apply toward graduation?

Courses in military science do not meet any graduation requirements for the BFA, BA in Art and Design or the BFA in Interarts Performance. In other words, the credit earned in these courses does not apply to graduation from the Stamps School of Art & Design. Up to six credits earned in music or vocal performance as part of a group (ENS) can be used as FLEX (aka free elective) credits for the BFA. For the BA, up to five credits only.

Studio courses taken in the context of non-U-M international programs will not be evaluated for transfer to the UM, and will therefore not count toward graduation.

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. No appeals can be made against this requirement.

TERM **WITHDRAWAL**

What if I need to withdraw from the term or take a leave of absence?

Students planning to be off-campus for a term (or terms) should notify their academic advisor before they leave.

Before classes begin:

Students who have registered for a term and then decide not to return to the University must **disenroll** from the University **before** classes begin to avoid paying unnecessary fees and/or tuition.

After classes have begun:

Students who have decided to **withdraw** after classes have begun must communicate with their academic advisor, who will notify the Director of Undergraduate Academic Advising. After the meeting, students should send an email to the Stamps Registrar (stamps-registrar@umich.edu), with "Term Withdrawal" in the subject line.

Students withdrawing after classes begin but before the end of the drop/add period must pay a disenrollment fee. Students withdrawing after the drop/add deadline are liable for tuition charges.

Details of charges and/or refunds are available on the Registrar's Office website. Any refund of fees is handled in accordance with University regulations. For more information, consult the Registrar's website: **ro.umich.edu**.

What if I'm gone for more than a year?

The Stamps School of Art & Design allows readmission of a student previously enrolled if the student left in good academic standing and was last enrolled at Stamps within the past seven years. Students who have been absent from the School for more than one full year (12 months or two full semesters) must apply for readmission by submitting an Application for Reactivation. Please email askanadvisor@umich.edu to request next steps.

Readmitted students must comply with the degree requirements in effect at the time of their readmission.

KEEPING TRACK OF **YOUR** **PROGRESS**

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DEGREE PROGRESS

OVERVIEW

How do I keep track of my degree progress?

Advisement Reports for the BFA and the BA on Wolverine Access (aka the Electronic Degree Audits) may occasionally contain minor inaccuracies. Please verify information in the Advisement Report with your academic advisor concerning keeping track of your degree progress. Your advisor can provide a manually maintained progress toward degree (PTD) form to help you chart your progress.

How do I verify its accuracy?

A peer advisor can help with this. Drop by during peer advising office hours to get help. Your academic advisor can then check it for you. Students having questions or comments about their Electronic Degree Audits should contact their academic advisor (askanadvisor@umich.edu) or the Stamps Registrar Team (stamps-registrar@umich.edu) for clarification.

What is a Senior Audit?

The Senior Audit confirms all of the remaining requirements a student needs to meet before their degree can be conferred. Seniors should sign up to get a Senior Audit the semester before they plan to graduate prior to course registration for their final semester. It's recommended you regularly check in on your degree progress with your academic advisor prior to that, but at the very least request a Senior Audit in time for registration for your final semester. Reminders to request a Senior Audit will be sent via email and will appear in the Stamps Weekly newsletter. If you don't get an audit, you run the risk of not graduating, so make sure everything is OK by signing up for your audit!

ACADEMIC RECORDS and TRANSCRIPTS

What is the Academic Record?

Your 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. Degree conferral is posted to this record once all requirements have been satisfied and the student has graduated.

Who keeps track of my Academic Record?

Students are responsible for enrolling in courses and completing credit hours required for their degree and must pay attention to the accuracy of their academic records. Students may check their unofficial transcript, available in Student Business on Wolverine Access. Students who believe there are errors in their Academic Record should contact the Stamps Registrar (stamps-registrar@umich.edu) or the UM Office of the Registrar. If you need additional assistance with this, please contact the Stamps Director of Undergraduate Academic Advising.

Who gets to see my record?

In accordance with the University of Michigan's policy regarding Student Rights and Student Records and the federal Family Educational Rights and Privacy Act of 1974 (FERPA), information about a student's record is limited to the student and to University officials with a legitimate educational interest consistent with their official functions at the University. People in the Smucker Wagstaff Academic Programs Center (SWAPC) have access to students' records because that's what they do. Faculty and other staff do not.

For more information about FERPA, visit: ro.umich.edu/ferpa and ogc.umich.edu/frequently-asked-questions/student-records.

How do I request a transcript or an enrollment verification?

Transcript ordering information can be found at <https://ro.umich.edu/records-registration/transcripts>. Students can obtain a verification of their enrollment via Wolverine Access. Further details

can be found at

<https://ro.umich.edu/student-records/enrollment-verification>

TRANSFER CREDITS AND 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 stamps-registrar@umich.edu (or Stamps Registrar at the postal address below). The University does not request transcripts, and transcripts are not usually sent automatically.

How do I know if my credits will count?

Three ways:

1. For transferability of **studio courses**, please email:
stamps-registrar@umich.edu
2. For transferability of **non-studio (academic) courses**, please consult the [transfer credit equivalency page](#) (TCE) and click on “Penny W. Stamps School of Art & Design” on the landing page* prior to “Search”. For international institutions, [see this page](#).
3. If you don’t see the course listed on the TCE page, please complete the [transfer credit evaluation form](#).

***Note:** there is some minor variation between LSA transfer guidelines and Stamps transfer guidelines, and that is why it is important to click on “Penny W. Stamps School of Art & Design” on the landing page.

Can I “transfer” credits from my study abroad experience?

If students attend a Stamps pre-approved study abroad program, they register for an ADABRD course and receive in-residence credit. Students must also request a transcript from the host institution, as a part of the study abroad program application process.

Studio courses taken in the context of non-UM international programs will not be evaluated for transfer to the U-M, and will therefore not count toward graduation.

How do I transfer credits?

1. Have official transcripts from the transferring institution sent to stamps-registrar@umich.edu if they are digital, secure e-transcripts. Hard copies go to:

Stamps Registrar
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 in two ways:
 - **Academic:** The Stamps School of Art & Design forwards the transcript to credit evaluators in the Undergraduate Admissions Office for an evaluation of all academic coursework. Consult the [University transfer credit website](#) for information on how academic credits transfer.
 - **Studio:** For studio courses, students should be prepared to submit course descriptions and a portfolio if requested.
3. Transfer credit is posted on the student's transcript without grades, except when credit is from another U-M campus. Transferred credits are not calculated in the student's U-M grade point average.
4. Transfer credit may be recorded in several ways: as equivalent to specific U-M courses; as departmental credit; or in the case of multidisciplinary courses, as divisional credit in humanities, social sciences, or natural sciences.
5. Transferable courses that do not fit within a U-M subject code as determined by Credit Evaluation will be posted as Transfer General Credit under the subject code TRGENCR, with a course number of 101X, course title of DEPARTMENTAL.
6. Determination of the number of credits to be transferred cannot be guaranteed, and final approval is made only upon receipt of an official transcript.

What about my Advanced Placement/IB credits?

For students **admitted as of Fall 2023**, AP/IB test scores in studio art courses can count towards graduation as academic (non-studio) credit or as free elective credit. AP/IB test scores in academic areas are accepted as credit for graduation and to meet some requirements. Consult the University Admissions website for information on AP/IB credits in academic areas:

admissions.umich.edu/apply/freshmen-applicants/ap-ib-credit.

Also, look at “How do I know that a course meets one of these areas?”
([visit this section](#)).

Some rules and regulations about transferring credits:

- Studio courses taken in approved study abroad programs 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 or CR 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 an accredited degree-granting foreign university. Questions about accreditation should be directed to stamps-registrar@umich.edu.
- Total credit for coursework cannot exceed 64 credits.
- BA and BFA students may transfer no more than 15 credits of studio work. (Updated 03-07-2024)
- Students may not transfer credits for coursework that is comparable to that for which they have already earned credit.

If you have questions about transfer credits, contact:
stamps-registrar@umich.edu

CLASS STANDING

How does class standing work at the University?

For the purposes of financial aid, tuition and registration appointments, the following ranges of credits earned toward a degree determine class standing:

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

At the U-M, 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 Director of Undergraduate Advising to register for more than 18 credits. Registering for more than 18 credits incurs an additional tuition charge.

How does class standing work at Stamps?

Class standing in the Stamps undergraduate curriculum is determined differently from class standing by University designation. It depends on your number of credits toward program (CTP) and your Sophomore Review.

First year	You started this year, and have 0-24 CTP
Second year	You have more than 24 CTP, but haven't yet done your Sophomore Review
Third year	You've done your Sophomore Review but have fewer than 90 CTP
Senior	You've done your Sophomore Review and have more than 90 CTP

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

GRADES AND GRADING POLICIES

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

What is the lowest passing grade at Stamps?

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

How are grades computed?

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

GPA = MHP/MSH

Grades are valued per hour of credit as shown below:

Letter Grade	Honor Points	Letter Grade	Honor Points	Letter Grade	Honor Points
A+	4.0	C+	2.3	E	0.0
A	4.0	C	2.0	NR/ED	0.0
A-	3.7	C-	1.7	Unofficial drop	
B+	3.3	D+	1.3		
B	3.0	D	1.0	I	--
B-	2.7	D-	0.7		

The grade of I (for Incomplete) will not be calculated into the student's GPA. Once the I is resolved, it will be replaced by a letter grade. An unresolved I will not lapse into an E. Unless replaced by a passing grade, notations of NR or ED are computed into the term and cumulative grade point averages as if they were failing grades.

What is the minimum GPA required to graduate?

Students must have a cumulative GPA of 2.0.

The following grade notations do not affect grade point averages:

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

Can I audit a course?

The Stamps School of Art & Design does not allow students to audit courses offered by Stamps. It may be possible for students to audit classes outside of Stamps. Be sure to speak with your advisor if this is something you want to explore.

How do I check my grades?

Grades are available electronically on the unofficial transcript in "Student Business" through Wolverine Access. Students are responsible for checking that their grades have been posted and that they are accurate. Questions about a grade should be directed to the faculty member assigning the grade. Faculty email addresses are available online. Students have the right to appeal their final grades ([for more information, see this section](#)).

Although the University does not require midterm 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 challenges 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.

These are the circumstances that allow an incomplete:

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

If your Stamps instructor agrees to grant you an Incomplete, you will work out together what exactly still needs to be submitted as well as the date by which the outstanding work needs to be turned in. At the latest, this date is two weeks prior to the last day of classes of the next fall or winter term in residence. This agreement will be recorded on a form provided by your instructor and kept on file in our advising database. Check with instructors in other units about the rules governing incompletes in their unit. See section on ["How are grades computed?"](#) for information on how an I grade affects your GPA.

What is the pass/fail grade option?

Stamps School students may elect to take a graded course on a pass/fail basis under the following conditions:

Students must have completed Sophomore Review.

Their cumulative grade point average must be 2.0 or above.

Only non-Stamps 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 (or from pass/fail back to graded) after the Late drop/Late add deadline, (which is nine weeks for full term). Registration deadlines, including the Late drop deadline, will be announced in the Stamps Weekly.

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.

This means you should not take a course P/F during your last semester unless you KNOW that you can earn at least a C- in that class.

GRADUATION: APPLICATION and COMMENCEMENT

Do I have to apply to graduate?

Yes. Graduation is not automatic.

Seniors must apply for graduation one semester before the term they plan to graduate. It's important to do so in September or October when the Director of Undergraduate Academic Advising sends out the email reminder about it.

Seniors may apply for graduation as early as a year in advance of the semester they plan to graduate. At the very latest, they must apply 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. **NAVIGATION:** Student Business > Student Center > Degree Progress/Graduation > "Apply for graduation" using the drop-down menu to the left. Students who need assistance applying for graduation will want to reach out to the Registrar's Office

Is commencement the same as degree conferral?

No. Students are eligible to have their degrees conferred only once they have satisfied all degree requirements. A **senior audit**, provided on request the term prior to the one you wish to graduate in, will provide confirmation of whether you have fulfilled degree requirements or not. UM graduates students at the end of Fall, Winter, or Summer terms.

The **commencement ceremony** is a celebration of completion, and for most students takes place *prior* to the tallying of grades and degree conferral. Stamps Commencement only occurs at the end of Winter semester; UM holds commencement ceremonies at the end of the Fall and Winter semesters.

How do I register for commencement? And when?

No one needs to “register” for commencement. **Applying to graduate takes care of that.** 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 28 for May graduation.

What happens at the Stamps Commencement ceremony?

The Stamps School of Art & Design’s Commencement Ceremony and Reception is held the same week as the University commencement ceremony, 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. Spring Commencement comes at the end of the Winter semester, and all students who apply to graduate the preceding Fall term or following Summer are invited to walk alongside the Winter term graduates at the Stamps School Spring Commencement, which is also called May Commencement.

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

The minimum GPA required to graduate is a 2.0.

STUDENT DANGER ZONES

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STAYING IN COMMUNICATION

What should you do if you receive an email from the Senior Assistant Dean or Director of Undergraduate Academic Advising?

Official Stamps messages go to your UMICH email address. Please check it — and your spam folder — regularly. If you see a message from one of the deans, read it, and read it carefully. Respond if necessary. And in communicating with them (or any advisor), always use your official @umich.edu email account.

Avoiding your email, especially when your advisor or instructors write to ask about you, is a sign you might need support. Reach out and get help from your instructor or advisor.

ACADEMIC STANDING

At the end of each term, the academic standing of all Stamps students is updated to reflect differing levels of progress. The school uses four statuses: Good Standing, Academic Progress Notice 1, Academic Progress Notice 2, and Academic Recess.

Academic standing is determined by your cumulative grade point average (GPA).

Standing at Start of Term	Cumulative GPA at End of Term	Standing at End of Term
Good Standing	Cum GPA is 2.0 or higher	Good Standing
Good Standing	Cum GPA is lower than 2.0	Academic Progress Notice 1
Academic Progress Notice 1	Cum GPA is 2.0 or higher	Good Standing
Academic Progress Notice 1	Cum GPA is lower than 2.0	Academic Progress Notice 2
Academic Progress Notice 2	Cum GPA is 2.0 or higher	Good Standing
Academic Progress Notice 2	Cum GPA is lower than 2.0	Academic Recess

Whatever your current standing, each semester offers an opportunity for growth and progress. If you find yourself facing any personal or academic challenges, please know this is a normal part of the college experience. Faculty and staff within the Stamps School of Art & Design are here to support you.

Review the descriptions below to learn more about the various types of academic standing, and what they mean.

Good Standing

Good standing serves as an official notification that a student has achieved a minimum of a 2.00 cumulative grade point average. Students in Good Standing may continue to enroll in classes.

Academic Progress Notice 1

Academic Progress Notice 1 serves as an official notification that a student's cumulative grade point average was below a 2.0 for one semester. Students on Academic Progress Notice 1 may continue to enroll in classes.

To return to Good Standing from Academic Progress Notice 1, a student's cumulative grade point average must be a 2.00 or higher. A student on Academic Progress Notice 1 who does not achieve a cumulative grade point average of 2.0 or higher at the end of the semester on notice will be placed on Academic Progress Notice 2.

Students on Academic Progress Notice 1 may be required to meet with an academic advisor to plan how to address the challenges so the student can do good work. The notation of "Probation" will appear on the student's unofficial transcript. The Senior Assistant Dean notifies students of their standing by email.

Academic Progress Notice 2

Academic Progress Notice 2 serves as an official notification that a student's cumulative grade point average was below a 2.0 for two consecutive semesters. Students on Academic Progress Notice 2 may continue to enroll in classes.

To return to Good Standing from Academic Progress Notice 2, a student's cumulative grade point average must be a 2.00 or higher. A student on Academic Progress Notice II who does not achieve a cumulative grade point average of 2.0 or higher at the end of the semester on notice will be placed on Academic Recess.

Students on Academic Progress Notice 2 may be required to meet with an academic advisor to plan how to address the challenges so the student can do good work. The notation of "Continued Probation" will appear on the student's unofficial transcript. The Senior Assistant Dean notifies students of their standing by email.

Academic Recess

Academic Recess serves as an official notification that a student's cumulative

grade point average was below a 2.0 for three consecutive semesters. Students on Academic Recess are not eligible to enroll in classes at UM for one full calendar year after being placed on Academic Recess. A student returning from Academic Recess must request reactivation through Stamps reactivation petition before registering for classes. In reaching a decision, the Senior Assistant Dean will carefully consider the student's academic promise and any special circumstances that may have contributed to past unsatisfactory academic performance and will consult with the Associate Dean. The semester the student returns to Stamps, the student will be placed on Academic Progress Notice 1.

Academic recess is noted on the student's official transcript as "Not in good academic standing."

Students have seven calendar days to respond to a decision of Academic Recess or Dismissal. Students who wish to appeal either recess or dismissal must send a written appeal statement to the school's Appeal Manager within the first 72 hours of notification (see the Stamps Undergraduate Handbook).

If academic work is completed elsewhere while a student is on academic recess, it must be pre-approved in order to have it transferred back to the University.

Dismissal

Dismissal is assigned by the Senior Assistant Dean, with the approval of the Associate Dean, when a student's progress through the curriculum is no longer viable. Dismissal is permanent.

Dismissal is noted on the student's official transcript as "Not in good academic standing."

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 Senior Assistant Dean coordinates all matters related to student conduct within the school. By this we mean cheating and dishonesty, as well as other things that can undermine a strong community.

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

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

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

Stamps Students Accused of Plagiarism in LSA Courses

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

Students who are found guilty of academic misconduct in the second instance should consider dismissal a real possibility. See the [section on Academic Discipline in this handbook](#) for more information. In such cases, the decision to dismiss is made by the Dean, Associate Dean and Senior Assistant Dean.

ACADEMIC **DISCIPLINARY** **DEFINITIONS**

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

Aiding and Abetting Dishonesty

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

Cheating

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

Examples of cheating are:

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

Falsification of Data, Records, and Official Documents

- Fabrication of data.
- Altering documents affecting academic records.
- Falsifying attendance records. THIS MEANS YOU ARE GUILTY IF YOU TURN IN SOMEONE ELSE'S ATTENDANCE SLIP FOR THE PENNY STAMPS LECTURE SERIES (ARTDES 160).
- Misrepresentation of academic status.
- Forging a signature of authorization or falsifying information on an official academic document, grade report, letter of recommendation/reference, letter of permission, petition, or any document designed to meet or exempt a student from an established college or university academic regulation.

Plagiarism, including Internet Plagiarism

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

- Copying word for word or lifting phrases or a special term from a source or reference without proper attribution.
- Paraphrasing: using another person's written words or ideas, albeit in one's own words, as if they were one's own thought.
- Borrowing facts, statistics, or other illustrative material without proper reference, unless the information is common knowledge and in common public use.

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

Unacceptable Collaboration

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

Unauthorized or Malicious Interference/Tampering with Computer Property

Unauthorized or malicious interference or tampering with computers is considered an academic offense and, as such, is subject to the school's judicial sanction.

STUDENT ACADEMIC INTEGRITY PLEDGE

You will be asked to sign the following pledge:

"I acknowledge that I have read and fully understand the policies pertaining to academic integrity and student conduct, including the [academic disciplinary definitions](#). I understand that these policies apply to all work — written, digital, or fabricated — submitted for a grade or other evaluation at the Stamps School and at the University, and I understand that a violation of these policies will result in disciplinary action in accordance with Stamps and University policy. I pledge to abide by these policies as long as I am enrolled in the Stamps School of Art & Design."

STUDENT APPEALS

What can I appeal and how do I appeal?

Students can appeal final grades and suspension or dismissal decisions. A student must submit a student appeal statement to the School's Appeal manager by the dates listed on the [intranet](#).

Appealing a Final Grade

The Student Appeals Process provides a way for a student to challenge a final grade given by a faculty member.

If a student receives a grade that they believe is unfair or assigned in error, the first step is to talk with the instructor. If the instructor's explanation is incomplete or insufficient, then the student may pursue an informal appeal of the grade.

1. Beginning the Informal Appeal

The student writes the School's Appeal Manager (stamps-appeals@umich.edu) of their intention to appeal the grade. The School's Appeal Manager will inform the instructor that the student has requested an appeal of the grade, and email a copy of the Stamps School's Student Appeals Process to both the student and the instructor. Throughout all appeals, the School's Appeal Manager maintains an accurate record of any and all proceedings, acts as an impartial go-between, and extends the interval times as warranted.

Within seven calendar days of submitting their intention to appeal a grade, the student is encouraged to meet with the School's Appeal Manager/Assistant Dean. If the student has questions or concerns regarding the process, this is the time to ask them.

2. The Statement

By the dates listed on the [intranet](#), the student sends the School's Appeal Manager (stamps-appeals@umich.edu) a completed [Student Grade Appeal Statement](#).

3. The Response

The School's Appeal Manager will let the student know when they have received the statement and when they have sent it to the instructor. The instructor has ten working days to reply to the School's Appeal Manager.

4. The Deliberation

The School's Appeal Manager gives a copy of the statement and the response to the Senior Assistant Dean, who reviews them and makes a decision on the appeal: to uphold the grade, to assign a different grade or to recalculate the grade. If the Senior Assistant Dean needs more information in order to make the decision, the School's Appeal Manager will contact the student and/or instructor. This process usually takes no more than ten working days, but if the Senior Assistant Dean needs more information, it could take longer.

5. The Decision

The School's Appeal Manager will email the Senior Assistant Dean's decision and rationale to the student and to the instructor.

6. Procedural Omissions, Errors, or Misconduct

In the event that the student or instructor has reason to believe that the Senior Assistant Dean and/or the Associate Dean's decision was affected by procedural omissions, errors, or misconduct, the student or instructor may begin the formal appeal process. Within ten working days of the decision, the student or the instructor must send a full written statement to the School's Appeal Manager explaining clearly and in detail what the reason(s) are for believing that procedural omissions, errors, or misconduct affected the Senior Assistant Dean and Associate Dean's decision.

7. The Formal Appeal

After submitting the statement detailing procedural omissions, errors, or misconduct to the School's Appeal Manager (stamps-appeals@umich.edu), the student or instructor may request to begin a formal appeal. In a formal appeal of a final grade, an *ad hoc* Student Appeals Committee decides to uphold the grade or to assign a different grade, based on the information gathered.

8. The Committee

The ad hoc Student Appeals Committee is made up of two faculty members from the standing Student Appeals Committee and a student appointed by the Associate Dean. None of the three committee members can otherwise be involved in the complaint, and the student must sign a waiver covering confidentiality. The School's Appeal Manager is responsible for explaining the appeals process to the student and answering any questions.

9. The Deliberation

In the formal appeal of a final grade, the School's Appeal Manager gives the ad hoc Student Appeals Committee the student statement and the faculty response that the Senior Assistant Dean reviewed, along with any additional information from that investigation, including the Senior Assistant Dean's decision and rationale. The School's Appeal Manager does this within ten working days after the student requests a formal appeal. The ad hoc Student Appeals Committee convenes to deliberate the appeal as soon as is practicable; the School's Appeal Manager will inform both the student and the instructor when that meeting is scheduled. The ad hoc Student Appeals Committee may ask the School's Appeal Manager to obtain additional information from the student and/or the instructor before they begin deliberation.

10. The Decision

The School's Appeal Manager will email the ad hoc Student Appeals Committee's decision and rationale to the student, to the instructor, and to other relevant parties. The decision of the ad hoc Student Appeals Committee is final.

11. Procedural Omissions, Errors, or Misconduct

In the event that either the student or the instructor has reason to believe that the ad hoc Student Appeals Committee's decision was affected by procedural omissions, errors, or misconduct, either one may appeal to the Stamps School of Art and Design's Executive Committee to address the issue.

Within ten working days of the decision, the student or the instructor must send a full written statement to the School's Appeal Manager explaining clearly and in detail what the reason(s) are for believing that procedural omissions, errors, or misconduct affected the ad hoc Student Appeals Committee's decision. The School's Appeal Manager supplies the Executive Committee with the full dossier on the appeal.

If the Executive Committee decides that there have been omissions, errors, or misconduct that significantly affected the decision, it will instruct the standing Student Appeals Committee to make the appropriate corrections in procedure. The ad hoc Student Appeals Committee will then repeat deliberation according to the corrections.

Appealing an Academic Recess or Dismissal

The Student Appeals Process provides a way for a student to challenge a decision to suspend or dismiss.

If a student receives a notice of academic recess or dismissal that they believe is unfair or assigned in error, the first step is to initiate a formal appeal by sending the School's Appeal Manager - stamps-appeals@umich.edu - a statement appealing the decision.

The School's Appeal Manager submits the student's written appeal statement, along with any supporting documentation, to the Chair of the Student Appeal Committee.

1. Beginning the Formal Appeal:

The formal appeal of academic recess or dismissal parallels that of a formal grade appeal. The student sends a statement of appeal to the School's Appeal Manager (stamps-appeals@umich.edu) who forwards it to the Chair of the Student Appeals Committee. The Chair of the Student Appeals Committee convenes an ad hoc Student Appeals Committee to hear the appeal. The ad hoc Student Appeals Committee makes a decision to uphold the academic recess or dismissal, to disallow the academic recess or dismissal, or to alter the terms of the academic recess or dismissal.

Throughout all appeals, the School's Appeal Manager maintains an accurate record of any and all proceedings, acts as an impartial go-between, and extends the interval times as warranted.

2. The Committee:

The ad hoc Student Appeals Committee is made up of two faculty members from the standing Student Appeals Committee and a student appointed by the Associate Dean. None of the three committee members can otherwise be involved in the complaint, and the student must sign a waiver covering confidentiality. The School's Appeal Manager is responsible for explaining the appeals process to the student, collecting the waiver, and answering any questions.

3. The Deliberation:

In the formal appeal of academic recess or dismissal, the ad hoc Student Appeals Committee convenes to deliberate the appeal as soon as is practicable; the School's Appeal Manager will inform the student when that meeting is scheduled. The ad hoc Student Appeals Committee may ask the School's Appeal Manager to obtain additional information before they begin deliberation.

4. **The Decision:**

The School's Appeal Manager will email the ad hoc Student Appeals Committee's decision and rationale to the student and to other relevant parties. The decision of the ad hoc Student Appeals Committee is final.

5. **Procedural Omissions, Errors, or Misconduct:**

In the event that the student has reason to believe that the ad hoc Student Appeals Committee's decision was affected by procedural omissions, errors, or misconduct, the student may appeal to the Stamps School of Art and Design's Executive Committee to address the issue.

Within ten working days of the decision, the student or the instructor must send a full written statement to the School's Appeal Manager explaining clearly and in detail what the reason(s) are for believing that procedural omissions, errors, or misconduct affected the ad hoc Student Appeals Committee's decision. The School's Appeal Manager supplies the Executive Committee with the full dossier on the appeal.

If the Executive Committee decides that there have been omissions, errors, or misconduct that significantly affected the decision, it will instruct the standing Student Appeals Committee to make the appropriate corrections in procedure. The ad hoc Student Appeals Committee will then repeat deliberation according to the corrections.

RULES AND REGULATIONS FOR CLASSES AND COURSEWORK

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Class Participation / 108

Disability Accessibility and Accommodations / 110

Religious/Academic Conflicts / 111

CLASS **ATTENDANCE**

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

Yes. You do have to attend class. It isn't possible to earn a passing grade without regular attendance and class participation, especially in a learning environment that requires hands-on demonstrations and peer-to-peer collaboration. 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 for all missed work. If you know it's going to happen later in the semester, tell your instructor as soon as you know. The instructor does not have to excuse this absence.

How many absences do I get?

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

What if the absence is unplanned?

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

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

In the case of an extended absence, such as illness or hospitalization, you should contact your instructors. If you are too ill to do that, just ask your assigned advisor, who will then send an email to your instructors and copy you.

What if I have a doctor's appointment?

Do your very best to make that appointment for some other time.

Do I have to make up for coursework that I miss?

Yes. It is the responsibility of the student to arrange with the individual faculty members to make up for all missed work.

Am I automatically allowed to make up for the work that was 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.

What if I must be absent from class because I am representing the University?

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

Do I have to notify my professor before I am absent from class to represent the University?

Yes. Here's the U-M's wording: It is the obligation of the student who expects to miss classes, examinations, or other assignments as a consequence of representing the University to provide the faculty member with reasonable notice for dates of anticipated absences and to work with the faculty member to obtain assignments so that they can prepare the necessary academic material.

The student should make every effort 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 the third week of a half-term. The faculty member should allow them to make up, without prejudice or penalty, all of 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.

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

Can I use my cell phone while in class?

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

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

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

I think my instructor has said/done inappropriate things in class and it makes me uncomfortable.

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

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

No. That is considered cheating.

DISABILITY ACCESSIBILITY AND ACCOMMODATIONS

What do I need to know about Stamps' commitment to creating an accessible educational environment for students with disabilities?

As an academic unit at the University of Michigan, Stamps is committed to creating an accessible educational environment for students with disabilities. .

How should I connect with support services?

If you experience any disability-related barriers, connect with SSD by completing the Initial Information Form that can be found on the Services for Students with Disabilities website: <https://ssd.umich.edu/>. For more information, call **734-763-3000** or email ssdoffice@umich.edu. Disabilities can include: mental health conditions, ADHD, learning disabilities, autism, chronic illness, physical conditions, sensory conditions, temporary injuries, and more.

When should I reach out to SSD?

- Students should reach out to SSD **as soon as possible**; any questions or concerns can be discussed during your Welcome Meeting. You are able to reach out to the office at any point during the semester; however, the accommodation process takes time; accommodations are not applied retroactively and there may be a wait during peak seasons.
- Already connected to SSD? For students connected with SSD, inform faculty about your accommodations by submitting your [semester requests](#) through [Accommodate](#) at the beginning of the semester. If you have any questions or concerns, contact your SSD Coordinator, whose information can be found in your Accommodate portal.

You can learn about your rights and responsibilities as a student with disabilities at U-M through reviewing our [Guidelines for Ensuring Equitable Academic Access](#).

Services for Students with Disabilities is in the larger unit, Student Accessibility and Accommodation Services (SAAS). Students with disabilities can also utilize the programs available within SAAS, including Academic Support Programs and Adaptive Sports and Fitness. You can learn more at our website: <https://ssd.umich.edu/>.

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. That is permissible. But first, let your instructor know and ask how you can otherwise account for the work or experience that you will miss. Students are strongly advised to have this conversation before the event. Stamps faculty will work with you, but it is very important that you reach out to them to allow for proper planning, rather than inform them at the last minute or after the absence.

For additional information, please see the university's policy below.

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. Absence from classes or examinations for religious reasons does not relieve students from responsibility for any part of the course work required during the period of absence. Students who expect to miss classes, examinations, or other assignments as a consequence of their religious observance shall be provided with a reasonable alternative opportunity to complete such academic responsibilities. It is the obligation of students to provide faculty with reasonable notice of the dates of religious holidays on which they will be absent. Such notice must be given by the drop/add deadline of the given term. Students who are absent on days of examinations or class assignments shall be offered an opportunity to make up the work, without penalty, unless it can be demonstrated that a make-up opportunity would interfere unreasonably with the delivery of the course. Should disagreement arise over any aspect of this policy, the parties involved should contact the Department Chair, the Dean of the School, or the Ombudsperson. Final appeals will be resolved by the Provost.

STUDENT LIFE

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Emergency Funds and Food Bank / 113

Diversity, Equity, and Inclusion (DEI) / 114

Faculty/Employee-Student Relationships / 114

Course Fees / 114

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Complaints / 115

MEDICAL **EMERGENCIES**

Crisis? Call 911. Then report the incident to Sarah Weiss (shweiss@umich.edu, 734-615-5973, room 2029), Stamps Director of Facilities. If Sarah Weiss is unavailable and it's during the day, report medical emergencies to the Director of Undergraduate Academic Advising, Romy Hill-Cronin. After business hours? Report to University Security (734-763-1131).

GENERAL **WAIVER**

By enrolling in Penny W. Stamps School of Art & Design (Stamps) courses or participating in Stamps-sponsored programs and activities, Stamps students authorize the University of Michigan (University) to make recordings in photographs, videotape, film, sound, or other medium (Recordings) that capture, record, or otherwise document them (i.e., their image, voice, likeness, name, and participation) and/ or their works in connection with Stamps programs and activities. They further authorize the University to use, reproduce, distribute, publicly perform, and display all or any portion of the Recordings in a manner consistent with its educational mission, such as for academic, scholarly, informational, or promotional uses, among others.

Stamps students who have special circumstances, such as privacy, safety, or other concerns with the above, should reach out to their academic advisor to share their concerns and discuss options moving forward. Students will receive information on how to safeguard their privacy at Stamps. The Stamps School's Communications & Marketing Team can help to answer any questions at stamps-comms@umich.edu.

EMERGENCY **FUNDS** **AND FOOD BANK**

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

Emergency funds cannot be used for school materials or supplies.

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

DIVERSITY, EQUITY, AND INCLUSION AT STAMPS

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

Experience a bias incident?

Report it immediately: expectrespect.umich.edu/topic/report-incident.

FACULTY/ EMPLOYEE STUDENT RELATIONSHIPS

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

For more information, please refer to [SPG 601.22, Faculty-Student Relationships](#), and [SPG 601.22-1, Employee-Student Relationships](#).

COURSE FEES

Course fees are charged when additional materials, supplies or activities, such as field trips, are required. Fees range from \$20 to \$375. On occasion, a refund may be necessary, for example, if a course is canceled or if you drop the course before the early drop/add deadline. In both instances, the fee will be returned to your student account without any action on your part. Please reference [pages 3-4 of the Finance Office FAQs document](#) for student reimbursement information or the [Course Fee document](#), both on the Stamps website. The documents also have useful information on how students can go about requesting reimbursement for out-of-pocket expenses which have been approved by your instructor.

LOCKERS

Lockers are free and available to students on a first-come, first-served basis for the academic year. We thank you for following these usage guidelines:

Lockers should remain clear of all markings, stickers, and posted items, and be returned in the condition in which you found them.

If storing important items, please use a lock for security. A lock also serves as a helpful indicator to others that the space has already been claimed.

STAMPS lockers are located along the west corridor and the south corridor outside 1108. There are also a limited number outside of Ceramics.

All lockers must be cleared out at the end of winter term by the posted date. Anything left behind will be recycled or disposed of.

Contact the STAMPS facilities team (artdes-facilities@umich.edu) for any locker questions or issues.

LOST AND FOUND

Lost and found items are handled in the following offices, with a shared listing so we can track what has been reported lost or turned in:

STAMPS Facilities Asst, Shae Malveaux, Room 1106,
artdes-facilities@umich.edu

STAMPS Front Desk / Dean's Office, 734 936 0671

TCAUP Facilities Office, Room 2105, 734-635-6471

COMPLAINTS

Here's where to start in Stamps:

Sensitive issues, academic issues, curricular complaints: Director of Undergraduate Academic Advising, Romy Hill-Cronin, rhilc@umich.edu

DEI: Mark Chung Kwan Fan, markckf@umich.edu

Facilities: Sarah Weiss, shweiss@umich.edu

STAMPS GALLERY AND STUDIOS

Stamps Gallery / 117

Studio Access / 119

**Work Commons, Digital Commons, Video Lab,
Photo/Video Studio, and Digital Print Lab / 120**

Stamps Studios & Coordinators / 121

Here are the people who can connect you with the resources, tools, equipment, and expertise you need to help you create your best work.

STAMPS GALLERY

The Stamps Gallery is a high-grade professional facility with approximately 8,000 square feet of exhibition space in the heart of downtown Ann Arbor at 201 S. Division Street. The Stamps Gallery team is made up of Srimoyee Mitra, who is the director and curator, Haley Babcock Perkins, who works on public programs, and Joe Rohrer who works on installation and exhibitions. The Stamps Gallery provides a showcase for student and faculty work, while also welcoming established artists and traveling exhibitions. Annual shows include a faculty show, a juried undergraduate show, graduate student shows, and an alumni show.

Visit the Stamps Gallery, early and often! Consider participating in its interactive public programming, meeting visiting artists and designers, engaging with exhibitions and working as a gallery assistant (internships and paid positions are available!).



Srimoyee Mitra, Stamps Gallery Director
srimoyee@umich.edu

Srimoyee sets the vision, tone, and policy for the Stamps Gallery. She is responsible for curating Stamps exhibitions, organizing touring exhibitions, and publications. She also develops exhibition partnerships and learning opportunities within the University, community, and world at large.



Haley Babcock Perkins, Public Programs and Engagement Officer,
Stamps Gallery

hbperk@umich.edu

Haley creates educational opportunities for gallery visitors to learn and connect with the art and each other through events, workshops, talks, and tours. Email or stop by the gallery to request a tour, or to talk about a programming idea, art, or careers in museums and galleries!



Joe Rohrer, Exhibitions Coordinator/Preparator

jhrohrer@umich.edu

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

STUDIO ACCESS

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

Stamps School of Art & Design students have access to the building and to the open studios (e.g., drawing and painting) through their University Mcards. 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, and see the [Stamps Studios Intranet pages](#) for the most up-to-date information.

For authoritative and up-to-date information on the studios, visit the [Stamps Studios Intranet](#).

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

Equipment-dependent studios are available for students to use through their University Mcards when they are registered for a course in an equipment-dependent studio OR when they have completed the course and any required safety orientations or proficiency trainings. Students may then request access 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 to not prop the doors open. When you prop open a door, anyone can enter the studio. Anyone. Think about how scary it would be to encounter a stranger when you're alone in a studio at night.

WORK COMMONS

The Ann and Bob Aikens Commons (**room 1430**) is open to all Stamps students for collaborative and independent work of all types. The Work Commons is also home to the photo documentation space. Access it with your Mcard, after requesting clearance via the [Studio Access page](#).

DIGITAL WORK COMMONS

The Digital Commons (**room 2450**) contains all the equipment you need for your digital image making. The studio is home to a 2-color Risograph, a UV printer, and a 44" large format inkjet printer alongside several nicely equipped Mac and PC workstations, each with their own 27" Cintiq. For more information, contact Matthew Pritchard: mpritch@umich.edu.

VIDEO LAB

The Video Lab (**room 2114**) is outfitted with 21 computers and the software needed to support all Stamps audio, video, and animation courses. The lab is open Monday–Friday, 8:00 a.m.–5:00 p.m.

PHOTO/VIDEO STUDIO

The Photo/Video Studio (**room 2006**) is designed to meet a variety of student needs and is open to all enrolled 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.

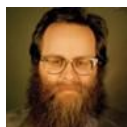
DIGITAL PRINT LAB

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 reviewing the orientation materials found on the lab [Digital Print Intranet page](#).

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's open hours are kept up-to-date on the [Studio Intranet page](#).

For more information and online reservations, visit <https://intranet.stamps.umich.edu/studios/echo/>.



Matthew Pritchard, [Lead Studio Coordinator](#)
mpritch@umich.edu

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

DRAWING STUDIOS

The Drawing Studios (**room 2063**) are equipped with easels, drawing tables, and flat tables. You are free to use these studios whenever classes are not in session.

(Please note that it's important to clean up after yourself.)

PAINTING STUDIOS

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

PRINT MEDIA STUDIO

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



Nick Dowgwillo, Exhibition 2D Media Studio Coordinator
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.

FIBER STUDIOS

Three rooms comprise the Fiber Studios: the Weaving Studio (room 1108) with 22 Macomber looms used for the production of woven cloth; the Print and Dye Studio (room 1068); a multi-purpose workspace for textile surface design, including screen printing, fabric dyeing, and felting; and the Sewing Studio (room 1075B), home to 20+ sewing machines, sergers, a large cutting table, and everything needed to make garments, quilts, soft sculptures, and more.

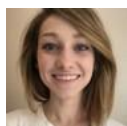


Kit Parks, 2D/Fibers Studio Coordinator
kitparks@umich.edu

Kit is a Stamps alum (BFA 2015), and an artist, educator, and community organizer. Talk to Kit for help with weaving, sewing, screen printing, synthetic and natural dyes, and any other fiber tools and techniques. They can also assist with 2D design projects utilizing Photoshop, Illustrator, drawing tablets and the Cricut machines.

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 3D potter. Facilities also include a glaze room, a spray booth and eleven indoor kilns (including a digital Blaauw kiln), as well as three 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.



Hayden Richer, 3D/Ceramics/Sculpture Studio Coordinator

hricher@umich.edu

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

WOODSHOP STUDIO

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

Note: Students may not use the shop outside of the posted hours and without having completed Safety Training and Equipment Proficiency Training. We make no exceptions, which is why the shop has been accident-free forever, or close to that. Contact **Ken Kalchik** (kalchik@umich.edu) or **Carly Lowe** (carlyl@umich.edu). [A calendar with shop hours and scheduled activities is updated weekly online.](#)



Ken Kalchik, Woodshop Studio Coordinator

kalchik@umich.edu

Ken Kalchik is a 2007 graduate of Taubman College's Bachelor's Degree Program in Architecture and a Michigan Licensed Residential Builder. He has over 30 years of experience in wood and metal construction, construction drawings, model making, furniture construction and cabinet making, including a 20 year history of assisting users of the Shop from both art and architecture colleges with class work and research in an atmosphere of creative exploration through craft and thoughtful design.

SCULPTURE STUDIO

The Sculpture Studio (**rooms 1258, 1262, 1259**) is home to the Stamps School foundry, which is where you'll be able to learn how to cast objects in bronze and aluminum. It also has facilities for clay modeling, woodworking, large-scale sculpture, prototyping, and plastic casting. If you are taking a course on 3D anatomy, bronze sculpture, contemporary sculpture, or experimental architecture, you will be spending a lot of time here. And while you're here, you'll find out about powdercoating equipment, vacuum pots for degassing silicones, waxfilled stainless steel vats, and TIG welders. You can gain access to the studio by enrolling in a studio-based course or by requesting access from the studio coordinator, Kelly Agius.

METAL SHOP

The Metal Shop and Foundry (**rooms 1258, 1262**) are where you'll go for large metals processes such as welding, forging and casting. Head to the Cold Shop for coldforming, shearing, cutting, milling, lathing, grinding, and to use the CNC Plasma Cutter or CNC Waterjet. This is where you will come for all of your large metalworking needs.



Kelly Agius, Sculpture Coordinator

kmagius@umich.edu

Kelly is a sculpture and installation artist with a focus on interdisciplinary approaches. She has experience with a variety of materials and processes such as; metal fabrication, wood working, large-scale sculpture, moldmaking, casting, and clay modeling. Talk to Kelly if you need any guidance, feedback, and/or encouragement on your BIG ideas.

DIGITAL FABRICATION STUDIOS

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

Equipment includes:

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

Note: Access to these machines is possible only by appointment or after training. Contact the Digifab Studio (Stamps-RP@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 Printbot, Makerbot Replicator, Cubes, etc.)

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

Waterjet CNC cutter



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

Mike, an active metalsmithing artist, is the coordinator for the Metals Studio, design spaces, and all things related to digital fabrication. Do you need to know about CAD/CAM* processes?

Not a problem! Mike will be able to explain them. See him, too, for questions about working with metal at any scale or for any purpose: sculpture, design, or jewelry. And to have access to any of the Stamps fabrication equipment, you will need to contact Mike.

METALSMITHING/JEWELRY DESIGN STUDIO

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

Equipment includes:

Acetylene soldering stations

Etching station

Enameling kilns

Forming station

Shear

Flex shafts

Burn out kiln/casting station

Hydraulic Press

Sparkie II

Various hand tools

Roll Press

Small sandblaster