School of Art

Procedures for Admission to Undergraduate Programs

The School of Art offers a four-year professional Bachelor of Fine Arts (BFA) degree in art with concentrations in animation, ceramics, drawing, glass, metals/jewelry design, painting, photography and intermedia arts, printmaking, sculpture, and visual communication (graphic design), as well as a Bachelor of Arts (BA) or Bachelor of Science (BS) degree with licensure in art education. A student may also pursue a BA degree in art with an emphasis in art history or studio art.

The Bachelor of Fine Arts (BFA) degree involves a selection process that requires the submission of both the university application and art program application. Applicants are screened based on a review of academic records and a portfolio review of original artwork. All students admitted to the School of Art complete a common first-year program of study comprised of required courses in drawing, design, computer art, and art history. Students that meet the grade requirement for specific studio courses in the first-year program then select an area of specialization for the second through fourth years of study. Some areas require students to pass an additional portfolio review or have a grade-point average requirement after the first-year program.

Ball State University is accredited by the National Association of Schools of Art and Design (NASAD).

Apply to the School of Art

• Students must complete and submit both the university application for undergraduate admission to Ball State and the art program application. Learn more at bsu.edu/admissions/apply
• Before final acceptance into the art program, applicants must first be admitted to the university.
• Admission to Ball State is competitive, so apply early!

BFA degree Applicants

Submit the following to the School of Art:

• Portfolio of 10—15 original works of art submitted as a PowerPoint presentation composed into a single PDF file. Refer to guidelines on page four for submitting materials.
• Drawings: It is recommended that 3 drawings from direct observation are included as part of your portfolio.
• Inventory sheet of portfolio items.
• BA or BS degree applicants are not required to submit portfolios unless applying for art scholarships.

Art Scholarship Applicants

• To be considered for art scholarships students are asked to respond to an essay question and submit a resume, recommendation form, inventory sheet, and digital portfolio submitted as a PowerPoint presentation composed into a single PDF file. All materials must be submitted by the scholarship deadline of March 1.
• Transcripts and test scores submitted to Ball State will be reviewed as part of the scholarship and art program application.

bsu.edu/art/admission

For additional information please contact the School of Art at art@bsu.edu or call (765) 285-5838.
School of Art, 1101 N. McKinley Avenue, Ball State University, Muncie, IN, 47306.
Criteria for First-Time Freshmen

While there are no specific courses that a student must take in high school to be considered for admission as an art major, observational drawing is an important part of the portfolio. Drawing and other courses in art are recommended.

The Admissions Committee carefully screens all BFA degree applicants for entry into the first-year program on the basis of:
1. **Academic record** - A review of high school transcripts; SAT and/or ACT composite scores.
2. **Portfolio** of 10—15 original works of art demonstrating studio art skills and other art-related abilities.
3. **Inventory sheet** that lists the work submitted. Indicate title, course, media, size, and date or term completed.

*Transcripts submitted to Ball State Office of Admissions will be reviewed as part of the scholarship and art application.

Criteria for Students **Currently Enrolled** at Ball State

**Studio Art majors** (BA degree) and students enrolled in other majors across campus who want to pursue a BFA degree must undergo a selection process which requires the submission of the art program application, portfolio of original artwork, and copy of DegreeWorks or transcripts. To apply a student must have completed the first-year foundation courses (ADS 101, 102; AFA 101, 202) and have a minimum 2.0 cumulative GPA. Currently enrolled deadlines:

**Spring Review (January)** - Review information will be made available in the art office and on our website.

- **Late Entry Accelerated Program (LEAP)** - This summer intensive program allows qualified students to complete first-year studio courses during the summer by taking a core set of undergraduate art courses (ADS 101, 102; AFA 101, 202) over a ten-week period. Students who complete the core during the summer submit the LEAP application and portfolio of 10 examples of artwork on the last day of second summer session. The number of students admitted is competitive.

The Admissions Committee will screen currently enrolled students for either deadline based upon the following material:
1. **Academic record** - Current academic record at Ball State (DegreeWorks); SAT and/or ACT scores.
2. **Portfolio** of 10 works of art demonstrating college level art skills; especially those explored in the first-year foundation courses (ADS 101, 102; AFA 101, 202), including a minimum of 3 drawings from direct observation. Students who have completed four or more studio courses are encouraged to submit work representing all courses, and may also include 200-level studio work.
3. **Inventory sheet** that lists the work submitted. Indicate title, course, media, size, and date or term completed.

The college academic records of a currently enrolled student is given greater consideration by the Admissions Committee than previous high school academic record or the SAT or ACT composite scores. A student’s portfolio, course grades and GPA will be evaluated based upon the level of achievement beyond the minimum course or grade requirements.

Criteria for **Transfer Students**

Applications from transfer students will be evaluated for admission at any of the deadlines for “incoming freshman” or students may later apply as a “currently enrolled student” upon completion of the first-year foundation courses (ADS 101, 102; AFA 101, 202). Transfer students are advised to **request summer admittance** to the university so they can complete the first-year foundation core courses before beginning an area of specialization in a fall term (see above LEAP information for students currently enrolled at Ball State).

The Admissions Committee will screen transfer applicants for the BFA degree using the following material:
1. **Academic record** - A review of college transcripts; SAT and/or ACT composite scores.
2. **Portfolio** of 10—15 original works of art demonstrating studio art skills and other art-related abilities.
3. **Inventory sheet** that lists the work submitted. Indicate title, course, media, size, and date or term completed.

The college academic record of the transfer student is given greater consideration by the Admissions Committee than previous high school academic record or the SAT or ACT scores. For transfer students, both course work and GPA will be evaluated. Before final acceptance into the art program, applicants must first be admitted to the University.

**Course Evaluation** - Transfer students who have studio art or art history credit must undergo a separate evaluation of coursework to determine art program credit. In addition to submitting the art program application, transfer students from other universities are also required to submit a portfolio of artwork and course syllabi to determine **course-to-course transfer equivalencies**. Evaluation of coursework is arranged only after students have been cleared for Ball State admission.

We recommend **transfer students**:
- Keep their **course syllabi**, **project descriptions**, and **sketchbooks**.
- Preserve artwork or projects (actual work or digital images) from each course;
- Bring all of their materials for any review process; and
- To follow through with any part of the process that was not completed at the first meeting.

There are no admission quotas by race, sex, state of residence, or expressed discipline preference. The number of students admitted to the BFA degree program is in accordance with the ability of the School of Art to provide space and studio sections of required courses.
Students interested in the Bachelor of Fine Arts (BFA) degree must submit a portfolio to gain admission to the undergraduate programs in the School of Art. Applicants should submit 10—15 original works of art for regular admission and for scholarship consideration. In preparation of a portfolio the artwork selected should represent your current creative and technical abilities; for high school students this generally means artwork completed in your junior and senior year.

**What Should be in a Portfolio?**

If you have taken a number of art courses, a variety of media should be represented. Pick your best work. Work can come from classroom assignments, sketchbooks, workshops, pre-college programs, or work done “on your own” outside the classroom. When selecting pieces for your portfolio in addition to subject matter, consider technique, concept, design, composition, and works that demonstrate creative problem solving.

**All artwork must be original.** Copies of published works are unacceptable. Primary consideration will be given to originality and creativity.

Include the following in your portfolio:

**Drawings:** It is recommended that at least 3 drawings from direct observation are included as part of your portfolio demonstrating a proficient use of line and value to render form and space. **Drawing from observation** means working directly from a real object, environment, or person (not from a photograph, magazine, or copied from a reproduction of another artist’s work).

The best drawings are familiar objects (still life), self-portraits, figure drawings, landscapes, and interior/exterior environments. Observational drawing is an important part of your portfolio and should reflect some diversity in subject matter and media such as graphite, charcoal, conte crayon, pastels, colored pencil, or pen and ink.

A painting from direct observation can take the place of a drawing in your portfolio.

Digital drawings are not acceptable in this category.

Think **quality** over quantity.

**Remove weak pieces.** More is not always better; in other words do not include more work for the sake of having a lot to show. Be sure to choose your best work.

Old work should not be considered, your most recent work will usually be the strongest work.

Avoid using images sourced from magazines, comic books, animation, CD covers, or movie posters. Remember work should be your own. What are you trying to accomplish, convey, or express in a piece or series of pieces? Remember that **work needs to be original**.

Avoid overused, stereotyped or timeworn imagery.

Refer to the following page for guidelines for submitting your portfolio.

**Additional areas that may be included in your portfolio:**

**Design:** This includes any two-dimensional artwork or graphic design such as logos, cover designs, and posters. While craftsmanship is important and expected, the concept takes precedence.

**Digital Media:** This includes digital imaging, digital video, computer animation, interactive art, net-based projects, and digital drawings.

**Painting:** This includes oils, acrylics, watercolor, as well as any mixed media pieces.

**Photography:** This includes black and white, color, or digital photography. When selecting photographs consider idea, composition, lighting, along with color or value. What makes your composition creative and unique?

**Printmaking:** This includes work done in the processes of intaglio, lithography, relief printmaking, serigraphy (silkscreen), and monoprints.

**Three-Dimensional Artwork:** This includes work done in the areas of ceramics, glass, fibers, metals, sculpture, and may also include functional objects and furniture design.
The School of Art will host an Open House and Portfolio Review on Saturday, February 11, 2017 for high school seniors and juniors. Bring your questions about the School of Art undergraduate programs, admissions and scholarships. On this day students bring 10–15 original works of art to be reviewed for BFA degree admission consideration. Students applying for the BA or BS degree program are welcome to attend but not required to present portfolios unless applying for art scholarships.

- Presentation of your work is important. Take pride in your artwork and how you present it. A portfolio case can be purchased at any art store to protect your work. Since many portfolios are similar in appearance, please clearly label the outside of your portfolio with your name.
- Decide what you want to include in your portfolio and then clean the work up as much as possible. Sketchbooks can also be included as part of your portfolio.
- If your portfolio is accepted, notification of final admission decisions will be e-mailed.*
- If your portfolio is NOT accepted, a revised or improved portfolio may be resubmitted to meet the April 1 deadline.
- Consideration for art scholarships is contingent upon your acceptance as a Ball State student and your enrollment as an art major for the upcoming academic year. Please review scholarship information at bsu.edu/art/scholarships.

Before final acceptance into the art program, applicants must first be admitted to Ball State University.

### Submitting Digital Materials

**Digital Portfolio**

We recommend that you use the online PowerPoint template to create your PowerPoint presentation. Do NOT submit actual artwork (folders, notebooks or binders), printed photographs, flash drives, or links to personal websites.

If applying for art scholarships only one portfolio needs to be submitted. Please do not send duplicates. Documentation of the digital portfolio must include a typed inventory sheet that lists the works submitted and corresponds to the order of the PowerPoint.

Please consider the following when creating your PowerPoint:

- Digital images must be formatted as JPEG. Resize the image to 72 DPI, with no more than 1100 pixels on the longest side, and the final file size being no greater than 20 MB.
- The PowerPoint slide show should include a title slide labeled with the student name and area of interest, followed by JPEG images of your artwork.
- Each PowerPoint slide should be labeled with the title of the work (or course prefix and number), medium, size, and date/term.
- Please refrain from using any sound, music, animations, transitions, word art, or graphics in the PowerPoint.
- Three-dimensional artwork can be documented from more than one viewpoint to adequately represent the work.
- Additional viewpoints or details should be included if you feel the work cannot be shown adequately from a single view.
- Only slide shows in PowerPoint format composed and saved as a single PDF file will be considered.

Application materials will not be returned. The portfolio and scholarship materials submitted become a permanent part of the applicant’s art admission file.

### Digital Portfolio

If you are submitting a portfolio for the art scholarship deadline of March 1. If you did not attend the Open House, or are submitting your portfolio for the April 1 deadline.

If you are submitting a video or animation, please upload your files to YouTube, Vimeo, etc. and email the link(s) to artporfolio@bsu.edu.

**Inventory sheet of portfolio items.**

Find the PowerPoint portfolio template, inventory sheet, and portfolio guidelines at bsu.edu/art/digitalportfolio

**Submission of Materials**

Submit any admission or scholarship consideration materials via email to:

artportfolio@bsu.edu.

If possible, please use the same email address you used when applying to Ball State.

The transcripts and test scores you submitted to Ball State will be reviewed as part of the scholarship and art program application.

**Save your documents** using the following format:

Last Name_First Initial_item you are sending (e.g., Smith_A_portfolio, Smith_A_essay).

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### First-Time Freshmen Art Scholarships

The College of Fine Arts awards a limited number of performance-based Presidential Scholarships for students with strong academics and outstanding talent (portfolio of artwork). Indiana residents will receive $6,000 a year for a four year total of $24,000. Out-of-state students will receive $14,000 a year for a four year total of $56,000. The Presidential Scholarship is awarded for a maximum of eight semesters of undergraduate study provided the student maintains a cumulative grade point average (GPA) of 3.0. Recipients must be enrolled in on-campus classes as a full-time degree-seeking student.

The School of Art awards scholarships to incoming freshman in recognition of outstanding talent (portfolio of artwork), leadership, and academic record. The Fine Art Scholarships (four-year renewable scholarships amounting to $1000 per year) and Outstanding Freshman Scholarships (one-year fixed scholarships amounting up to a maximum of $1,000) are awarded to first-time freshmen entering fall semester. bsu.edu/art/scholarships

Students who want to be considered for scholarships are encouraged to attend the Open House and Portfolio Review.

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