



# Department of Art

## Procedures for Admission to the Department of Art Undergraduate Programs

*The Department of Art is accredited by the National Association of Schools of Art and Design (NASAD). This is the only accrediting agency covering the field of art and design recognized by the United States Department of Education.*

The Department of Art offers four-year professional degree options in the disciplines of animation, art history, ceramics, drawing, glass, metals/jewelry design, painting, photography and intermedia arts, printmaking, sculpture, visual communication (graphic design), and a teaching major in visual arts.

To pursue a major in art 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 of original artwork. All students admitted to the Department 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 at the end of or after the first-year program.

The department seeks to foster and maintain excellence in its undergraduate programs by providing excellent academic resources for its students. In accordance with this goal, enrollment in the freshman or first year class is limited to achieve an optimum student/faculty ratio. Art majors are given first priority for course enrollment.

### **To begin the process of being considered for admission to an art program:**

- Applicants must complete and submit both the application for undergraduate admission to Ball State and the art program application. To begin the application process go to: [www.bsu.edu/admissions/apply](http://www.bsu.edu/admissions/apply).
- Applicants considering a major in art are encouraged to apply early in order to meet the deadlines for admission and scholarship consideration.
- Before final acceptance into the art program, applicants must first be admitted to the university.

### **Art program applicants must submit the following to the Department of Art:**

- Portfolio of 10—15 works of art. In preparation of a portfolio, the artwork selected should represent your current creative and technical abilities. Please include a typed inventory list of portfolio work submitted.
- Three drawings from direct observation must be included as part of your portfolio.
- A typed inventory list of portfolio items submitted.
- Students with an interest in Art History may also include a writing sample.
- To be considered for art scholarships students are asked to respond to an essay question and submit a resume, recommendation form, inventory sheet, and portfolio submitted on a CD as a PowerPoint presentation.
- Transcripts and test scores submitted to Ball State will be reviewed as part of the scholarship and art program application.

### **Deadlines for Incoming Freshman**

Key dates for admission and scholarship consideration:

**February 23, 2013:** Open House and Portfolio Review. On this day, students bring actual artwork to be reviewed for admission consideration. Advanced registration is required.

**March 1, 2013:** Priority deadline for admission and scholarship consideration. All scholarship materials must be postmarked by this date in order to receive full consideration.

**April 1, 2013:** Deadline for regular admission (no scholarship consideration). Applications received after this date will be considered on a space-available basis. Students are encouraged to apply early.

*Applicants who are not admitted to an art program may still enroll at Ball State, declare a pre-art major, and reapply after completing the first-year foundation courses.*

Mail all materials to: **Department of Art, 1101 N. McKinley Avenue, Ball State University, Muncie, IN, 47306.** For additional information please contact the Department of Art at [art@bsu.edu](mailto:art@bsu.edu) or call (765) 285-5838.

## Criteria for Incoming Freshman

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 applicants for entry into the first-year program on the basis of:

1. A review of academic records from high school transcripts.\*
2. SAT and/or ACT composite scores.
3. Portfolio of 10–15 works of art demonstrating studio art skills and other art-related abilities.

*\*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 BSU

Pre-art majors and students enrolled in other majors across campus who want to pursue a bachelor's degree with a major in art must undergo a selection process which requires the submission of the art program application, a portfolio of original artwork, and DegreeWorks report. 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:

**February 1** - Spring Semester Review for Students Currently Enrolled at BSU.

**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 - A DegreeWorks report showing academic record at BSU; 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.
3. 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.

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 commitment and 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 that they can complete the first-year foundation core courses before beginning an area of specialization in a fall term (see above LEAP information).

The Admissions Committee will screen transfer applicants using the following material:

1. A review of academic records from college transcripts.
2. SAT and/or ACT composite scores.
3. Portfolio of 10–15 works of art demonstrating studio art skills and other art-related abilities.

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 BSU admission.**

We recommend transfer students:

- Keep their course syllabi, project descriptions, 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 first-year program is in accordance with the ability of the department to provide space and studio sections of required courses.*

All students submitting an art program application must submit a portfolio to gain admission in the undergraduate programs. Applicants should submit 10–15 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.

## Preparing a Portfolio

### 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: At least 3 drawings from direct observation must be included as part of your portfolio demonstrating a proficient use of line and value to render space and form.** 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 artists’ work). The best drawings are familiar objects (still life), self-portraits, figure drawings, landscapes, and interior/exterior environments. Observational drawing is the most 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.

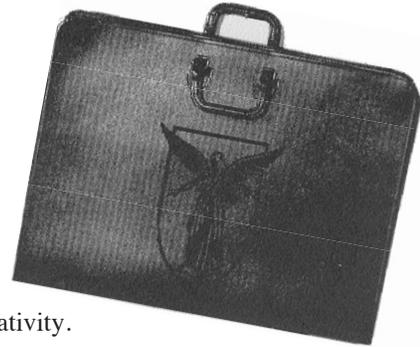
Additional areas that may be included as part of your portfolio:

- **Design:** This can include 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 could include digital imaging, digital video, computer animation, interactive art, and net-based projects.
- **Painting:** A painting from direct observation could take the place of a drawing in your portfolio. Media that can be considered include 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 could include work done in the processes of intaglio, lithography, relief printmaking, serigraphy (silkscreen), and monoprints.
- **Three-Dimensional Artwork:** This could include work done in the areas of ceramics, glass, fibers, metals, sculpture, and may also include functional objects and furniture design.

### What NOT to include in your portfolio:

- Old work should not be considered, your most recent work will usually be the strongest work.
- More is not always better; in other words don’t include more work for the sake of having a lot to show. Be sure to choose your best work. Think quality over quantity.
- Copies 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?
- Avoid overused, stereotyped or timeworn imagery.

**Refer to the following page for documenting and submitting your portfolio.**



## Open House and Portfolio Review

The Department of Art will host an Open House and Portfolio Review on **Saturday, February 23, 2013** for high school juniors and seniors. Questions about the Department of Art Undergraduate Programs can be easily answered at this event. On this day students can bring actual artwork to be reviewed for admission consideration.

- 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 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 mailed. \*
- If your portfolio is NOT accepted, a revised or improved portfolio may be resubmitted to meet the April 1 deadline.
- To be considered 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 additional scholarship information below.

**\* Transcripts and test scores submitted to Ball State will be reviewed as part of the scholarship and art program application. Before final acceptance into the art program, applicants must first be admitted to Ball State University.**

## Guidelines for Documenting and Submitting a Digital Portfolio

Students who do not attend the Open House and Portfolio Review must mail a portfolio to the Department of Art. Do not submit actual artwork or printed photographs. If applying for scholarship only one portfolio needs to be submitted. Please do not send duplicates. Do not submit work in any kind of notebook, folder, or binder. Documentation of the digital portfolio must be submitted on a CD as a PowerPoint and include a typed inventory sheet.

**PowerPoint on a CD** - If you choose to submit a digital portfolio, images must be submitted in a slide show using PowerPoint (for more detailed instructions go to [www.bsu.edu/art/digitalportfolio/](http://www.bsu.edu/art/digitalportfolio/)). Write with permanent marker on the CD the student name. Students should also include a numbered inventory sheet detailing assignments and any other pertinent information for each work. Please consider the following when creating your PowerPoint:

- Use a good quality digital camera (minimum 4 megapixel). Do NOT use cell phone, iPod, or iPad cameras.
- Digital images must be formatted as JPEG. Resize the file to 72 DPI, with the image size no greater than 1100 x 800 pixels, with the final file size being no greater than 40 MB.
- The PowerPoint slide show should include a title slide labeled with the student name and BSU ID#, followed by JPEG images of your artwork.
- Each PowerPoint slide should be labeled with the title of work (or course number and title), medium, size, and date/term.
- Please refrain from using any sound, music, animations, transitions, word art or graphics in the PowerPoint portfolio.
- When shooting digital slides, make sure the artwork is parallel to the camera allowing for the artwork to fill the entire viewfinder.
- Three-dimensional artwork can be documented from more than one view to adequately represent the work.
- Additional views or details can be included if you feel the work cannot be shown adequately from a single view.
- Video and animation may be submitted on a DVD in QuickTime format (no longer than a 3 minute sample).
- Only slide shows in PowerPoint format will be considered (with the file extension as .ppt or .pptx).

**Inventory Sheet** - Applicants should include a one-page typed list of artwork indicating the title of work/project, course (if applicable), medium, size, and date/term completed. Each item listed should correspond to the numerical order in which the work will be viewed in the PowerPoint.

**Application materials, including CD and/or DVD, will not be returned. The portfolio and scholarship materials submitted becomes a permanent part of the applicant's art admission file.**

## Freshman 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 \$4,500 a year for a four year total of \$18,000. Out-of-state students will receive \$12,000 a year for a four year total of \$48,000. The Presidential Scholarship is awarded for a maximum of eight semesters of undergraduate study provided the student maintains a cumulative GPA of 3.0.

The Department 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.

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