



TRANSFER STUDENTS

DEPARTMENT OF ART

ADMISSION AND TRANSFER COURSE EVALUATION

Transfer students from other colleges and universities are required to submit a portfolio to the Department of Art as well as transcripts for evaluation and admittance. 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.

Admission Process

1. Transfer Students must first apply and be admitted to Ball State.
2. Applicants who want to major in art must also submit an art program application.
3. As part of the art program application, applicants must submit a portfolio of artwork.
4. After being admitted to Ball State, students who have studio art or art history credit must undergo a separate evaluation of coursework to determine art program credit.

1. Transfer Students must first apply and be admitted to the university. For specific procedures and guidelines for transfer admissions please contact the Office of Admissions at (765) 285-8300.

2. Applicants who want to major in art must also submit an art program application. The Department of Art accepts applications from transfer students at any of the deadlines for “incoming freshman” or students may later apply as a “currently enrolled student”. Please visit <http://www.bsu.edu/art/admission/>

3. As part of the art program application, applicants must submit a portfolio of 5–10 works of art for regular admission. The artwork selected should represent your current creative and technical abilities. Three drawings from direct observation must be included as part of your portfolio. More information is available at: <http://www.bsu.edu/art/article/0,1894,278699-17545-44252,00.html>

4. **Course Evaluation** - 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 art program credit. **Evaluation of coursework is arranged only after students have been cleared for admission to Ball State.**

Once admitted to Ball State, students with 30 hours or more of transfer credit who have indicated art as the intended major, will meet with Carma Shawger in the Arts and Communications Advising Center. She will in turn arrange a time for you to meet with the Primary Departmental Advisor in the Department of Art to evaluate any studio or art history courses. Students are required to bring to this meeting actual artwork or digital images that demonstrates your skill level and represents the content of each course to determine course-to-course transfer equivalencies. Please do not confuse the review of artwork with the separate art program application and required portfolio indicated above (item 3). Course syllabus and project descriptions are also helpful when reviewing coursework.

Students who have less than 30 hours of transfer credit, will have an appointment with one of the freshman academic advisors. It is **IMPORTANT** when you meet with freshman advising that you also schedule an appointment with the Department of Art. Freshman advising will not pre-arrange a meeting with the Department of Art.

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.

Common problems that can slow your process include:

- Incomplete or missing work examples
- Courses whose structure are radically different or are missing key elements
- Students that do not follow through with completing the evaluation of courses in advanced level studio courses (sophomore level and above).

Transfer students should be aware that the **Visual Communication (Graphic Design) program** involves a three-year sequence beyond the foundation year, and it is unusual for students to be admitted at any point other than at the beginning of the sequence.

Students specializing in any program must complete the foundation core, which consists of two-dimensional and three-dimensional design, beginning drawing and figure drawing (ADS 101, 102; AFA 101, 202), before being admitted to areas of specialization in the second year of study. **Transfer students are advised to request summer admittance to Ball State so that they can complete the first-year foundation core courses before beginning an area of specialization in the fall.**

There are no admission quotas by race, sex, state of residence, or expressed discipline preference. The number of students admitted in the art program is in accordance with the ability of the department to provide space and studio sections of required courses.

For more information please contact the Department of Art in AJ 401 or call (765) 285-5838.