

IPFW College of Fine and Performing Arts

Department of Fine Arts Programs
Student Handbook

Degrees Offered

B.A. Bachelor of Arts

B.F.A. Bachelor of Fine Arts

B. A. in Art Education

Minor in Art History

Fine Arts Minor

2008

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Fine Arts Department's Mission Statement

The Fine Arts Department's mission is to educate students and the community in Fine Art. Degrees offered are Bachelor of Arts (B.A.), Bachelor of Fine Arts (B.F.A.), Bachelor of Arts in Art Education, a Minor in Art History, and a Fine Arts Minor. A comprehensive explanation of each of the above programs is laid out in the IPFW 2004 Undergraduate Bulletin. Students successfully completing the requirements of the Fine Arts degrees should be able to:

- > Understand the non-verbal language of art
- > Develop responses to visual phenomena, and organize perceptions and conceptualizations both rationally and intuitively
- > Become familiar with and develop competence in a number of art skills
- > Make valid assessments of quality in works of art
- > Become familiar with the major achievements in the history of art, including the works and intentions of leading artists past and present
- > Understand and evaluate contemporary thinking about art

Bachelor of Arts (B.A.)

The IPFW B.A. program is a broad-based liberal arts degree with allows students to explore a wide-ranging interest in and out of the Fine Arts courses. Many B.A. students combine art study with courses in psychology, business, and languages for careers in Art Therapy, Arts Administration, International Studies as well as establish independent professional art studio careers. The art-making practice is through several studio concentrations including ceramics, metalsmithing, drawing, painting, printmaking, and sculpture. Students can choose to concentrate in a specific art discipline, or may explore a wide range of artistic disciplines. The Bachelor of Arts degree is divided into three parts; 33 credit hours of General Studies, 57-69 credit hours of Art Studio and Art History classes, and 21-33 credit hours of General Liberal Arts classes. Students in the Department of Fine Arts B.A. program must maintain a minimum 2.0 cumulative GPA and receive a grade of C or higher in all Art Studio and Art History classes. A total of 123 credit hours of study are required for graduation.

B.A. General Education Requirements

A Department of Fine Arts B.A. degree requires 33 credit hours of General Education classes. A listing of classes that fulfill each Area of General Education requirements is at the front of both the Schedule of Classes catalog or the IPFW Undergraduate Programs catalog. The Areas and their required credit hours are listed below. Art majors can not use FINA prefixed classes to meet General Education requirements. **Bold print classes are mandatory.**

Area I. Linguistics and Numerical Foundations 9 cr.
ENG W131 Elementary Composition
COM 114 Fundamentals of Speech
 STAT 125 *or* MA 153 *or* MA 168

Area II. Physical Sciences 6 cr.

Area III. Culture and Society 6 cr.

Area IV. Humanistic Thought 6 cr.

Area V. Artistic Expression 3 cr.

Area VI. Inquiry and Analysis 3 cr.

B.A. Art History and Art Studio Requirements

Art History 9 cr.

FINA H111 Ancient through Medieval Art

FINA H112 Medieval through Contemporary Art

(H111 and H112 must be taken in the first four semesters of study)

One additional 300 or 400 level Art History class approved by the department.

100 Level Foundation Studio 12 cr.

FINA P121 Drawing Fundamentals I

FINA P122 Drawing Fundamentals II (P121 is a pre-requisite to P122)

FINA P151 Design Fundamentals I

100 Level Foundation Portfolio Review Checkpoint

Students in all of the Department of Fine Arts programs will submit a portfolio of 100 level Foundation studio work to be reviewed by department faculty at the end of all completed 100 level classes. The review is a checkpoint to assure that students have met adequate quality standards in the Foundation program. The portfolio should consist of 12-15 works, with at least two works from each 100 level Foundation course. Upon a satisfactory portfolio review, students will continue in 200 level Fundamentals studio classes. Some students may be asked to re-take certain Foundation classes to attain department standards. Criteria for successful review of student work will:

- 1) show a visual understanding of the representational drawing of volume and pictorial space. An understanding of linear perspective should be evident.
- 2) show the ability to compose aesthetic element of line, tone/value, shape, texture, color, and 3D form in space.

200 Level Studio* 12 cr.

Of the three (3) required 200 level FINA classes below, take at least one class each from the FINA 2D and 3D areas.

FINA P223 Figure Drawing (2D)

FINA P225 Painting Fundamentals (2D)

FINA P241 Printmaking Fundamentals (2D)

FINA P231 Sculpture Fundamentals (3D)

FINA P233 Metalsmithing Fundamentals (3D)

FINA P235 Ceramics Fundamentals (3D)

plus

VCD P273 Computer Art and Design

*200 level classes do not have to be taken in this order

B.F. A. Portfolio Review Option

B. A. majors may petition the Department of Fine Arts to apply for portfolio review to enter the B.F.A. (Bachelor of Fine Arts) program after taking all seven (7) 200 level Fundamental classes listed above. Students will be asked to fill out an application, present a portfolio for review of the seven (7) 200 level studio classes, and be part of an interview with Department of Fine Arts faculty. Judgment will be made based on the above criteria and the review of student grades. (See criteria of B.F.A. Portfolio Review and Outcomes within B.F.A. program description).

Studio Electives 24-36 cr.

At least eight (8) but no more than twelve (12) studio classes can be taken on this area. At least two classes should be taken at the 300 level before 400 level classes in a specific area. 400 level classes can be repeated to meet credit requirements. Of the total credit hours in this category, up to four (4) studio classes can be taken from the Department of Visual Communications and

Design (VCD) unless permission from your advisor is given to include more. Advanced studio classes should be selected in consultation with the Chair of the Department of Fine Arts.

General Liberal Arts Requirements

21-33 cr.

B.A. majors are to take at least seven (7) but no more than eleven (11) additional university classes to fulfill the B.A. requirements. Liberal Arts classes are defined as any university course that can be counted towards graduation (no remedial classes). An option of pursuing focused advanced study in an outside field is encouraged within these credits.

Recommendations Students should schedule classes within the B.A. program under the guidance of the official departmental advisor.

Residence Requirements For a bachelor's degree, registration in and completion of at least 33 credits of resident course credit at the 200 level or above, including at least 15 credits at the 300 level or above, in courses applicable to the major.

Transfer and Returning Student Credit All studio and art history courses transferred from another institution or former IPFW art programs must be evaluated by appropriate faculty in the Department of Fine Arts before they may be applied to a major in Fine Arts. See Transfer and Returning Student Credit Review.

Transfer and Returning Student Credit Review Courses in art that have been transferred to IPFW from another institution or former IPFW art programs will not be credited to an incoming or returning Fine Arts major unless they have been reviewed by the Department of Fine Arts faculty. For a review of transferred studio credit, the student should provide the reviewer with a portfolio consisting of representative work in each area (e.g. painting, sculpture, etc.) for which the transfer credit is desired. The portfolio should include both studies and finished work and be as encompassing as possible.

Academic Probation/Dismissal Policies

If a student does not meet the university's GPA standard, they will be notified that they have been placed on academic probation and will be asked to make progress towards meeting campus standards. Department of Fine Arts programs have their own academic standards as stated above. If a student is not meeting these standards, they will be notified and placed on departmental academic probation. If a student does not make positive progress towards meeting the academic standards of the department within twelve (12) credits of study, they will be subject to dismissal from the Department of Fine Arts program.

100 Level Foundation Studio 12 cr.

FINA P121 Drawing Fundamentals I

FINA P122 Drawing Fundamentals II (P121 is a prerequisite to P122)

FINA P151 Design Fundamentals I

FINA P152 Design Fundamentals II

100 Level Foundation Portfolio Review Checkpoint

Students in all of the Department of Fine Arts programs will submit a portfolio of 100 level Foundation studio work to be reviewed by Department of Fine Arts faculty. The review is a checkpoint to assure that students have met adequate quality standards in the Foundation program. The portfolio should consist of 12-15 works, with at least two works from each 100 level Foundation course. Upon a satisfactory portfolio review, students will continue in 200 level Fundamentals studio classes. Some students may be asked to re-take Foundation classes to attain department standards. Criteria for successful review of student work will:

>show a visual understanding of the representational drawing of volume and pictorial space. An understanding of linear perspective should be evident.

>show the ability to compose aesthetic element of line, tone/value, shape, texture, color, and 3D form in space.

200 Level Studio* 24 cr.

FINA P223 Figure Drawing

FINA P225 Painting Fundamentals

FINA P231 Sculpture Fundamentals

FINA P233 Metalsmithing Fundamentals

FINA P235 Ceramics Fundamentals

FINA P241 Printmaking Fundamentals

VCD P273 Computer Art and Design

*200 level classes do not have to be taken in this order

Petition into the B.F. A. Program

Students may petition the Department of Fine Arts to enter the (Bachelor of Fine Arts) B.F.A. program after taking the 200 level Fundamental classes listed above. Students will be asked to fill out an application, present a portfolio for review (see below) of 200 level studio classes, and be part of an interview with Department of Fine Arts faculty. Judgment will be made based on the above criteria and review of grades.

B.F.A. Portfolio Review

Each student must submit a portfolio of 200 level work to attain formal acceptance into the B.F.A program. Each petitioning student must apply to present their work with the Department of Fine Arts office in the semester in which they complete all 200 level Fundamentals classes listed above. Each student applying for acceptance into the B.F.A. program will declare their area of studio concentration, i.e. painting, sculpture, with the understanding that areas of art can be interdisciplinary and flexible. The portfolio should consist of 15-20 works, with at least two works from each 200 level Fundamentals course. Consideration of work will be given in accordance to each student's intended concentration area. i.e., printmaking majors should be able to show strong drawing skills. It is highly recommended that students seek faculty advice,

especially from faculty whose area they are intending to apply, on which works to submit for review. Faculty evaluations will be based on a student's exceptional knowledge and skills in:

- 1) visual understanding of the depiction of the human figure through the ability to compose aesthetic elements of line, tone/value, and shape.
- 2) demonstrating technical and aesthetic understanding (for the 200 level) of your chosen major; i.e. drawing, ceramics, metalsmithing, painting, printmaking, or sculpture.
- 3) (for 2D majors) drawing, painting, printmaking as well as the demonstration of competence and serious investigation in 3D media.
- 4) (for 3D majors) ceramics, metalsmithing, and sculpture with competence and serious investigation in 2D media.

B.F.A. Portfolio Review Outcome

A student applying for acceptance into the B.F.A. program from the B.A. program may be accepted, deferred, or denied. A student's acceptance into the B.F.A. program will allow them to advance into 300 level studio classes as a declared B.F.A. major. A deferred student will be asked to re-submit their portfolio for B.F.A. consideration after re-taking requested classes. A student denied entry into the B.F.A. program will continue in the B.A. program (the three additional 200 level classes beyond B.A. requirements will be counted towards graduation). Denied students can apply one additional time for entry into the B.F.A. program with permission from the department.

300-400 Level Studio Concentration 21 cr.

(Two 300 level classes should be taken before 400 level classes in a given area. Related classes to a student's Concentration are accepted, e.g. ceramic majors taking sculpture classes. 400 level classes can be repeated to meet Concentration requirements.

300-400 Studio Electives 15 cr.

Classes can be either FINA or VCD, ask advisor. Usually these are classes outside the Concentration area, e.g. painting majors taking ceramics or advanced VCD classes.

Senior Project 6 cr.

The Senior Project is a two-semester course during the senior year. Students must be signed into these classes by the Chair of the Department of Fine Arts. During this year, students will be part of at least three departmental critiques of their work. Each student will be asked to partake in discussions of other student's work during the critiques. Students will also be asked to be part of seminars, attend visiting artist's lectures and demonstrations, visit exhibitions, and present and express ideas about their art work to other seniors. Seniors must also work closely with a full-time department faculty member as an advisor in their Concentration area. Evaluations of senior work will be based on the following criteria:

- | | |
|--------------------------------------|--|
| >Body of original and ambitious work | >Participation in all departmental senior events |
| >Evidence of depth of thought | >Professional Attitude |
| >Evidence of research | > Keeping abreast of new developments in the field |
| >Sufficient technical virtuosity | as they pertain to your work |
| >Ability to explain ideas | |

B.F.A. Senior Project Documents Students are required to complete two written documents each semester of the Senior Project year. The *Senior Projection* document should be ready for department faculty by the beginning of their first semester of Senior Project. It should address the ideas they plan on dealing with and developing for the senior year. The quantity of work can be negotiated with the faculty. The *Self Critique* document will be required at the end of each semester as a critical self evaluation of a student's senior project experience. The critique should include ideas about the project and how it helped clarify their artistic direction.

B.F.A. Exhibition

At the end of the second Senior Project semester, the student must exhibit for graduation. The Department of Fine Arts Senior Exhibition will be at the end of the spring semester of each school year. Students can expect to work with the College of Visual and Performing Arts public relations specialist and gallery coordinator on publication materials and arrangements for their senior exhibition.

Recommendations Students should schedule classes within the B.F.A. program under the guidance of the Department of Fine Arts advisor.

Residence Requirements For a bachelor's degree, registration in and completion of at least 33 credits of resident course credit at the 200 level or above, including at least 15 credits at the 300 level or above, in courses applicable to the major.

Transfer and Returning Student Credit All studio and art history courses transferred from another institution or former IPFW art programs must be evaluated by appropriate faculty in the Department of Fine Arts program before they may be applied to a major in the department. See Transfer and Returning Student Credit Review.

Transfer and Returning Student Credit Review

Courses in art that have been transferred to IPFW from another institution or former IPFW art programs will not be credited to an incoming or returning Fine Arts major unless they have been reviewed by the Department of Fine Arts faculty. For a review of transferred studio credit, the student should provide the viewer with a portfolio consisting of representative work in each area (e.g. painting, sculpture, etc.) for which the transfer credit is desired. The portfolio should include both studies and finished work and be as encompassing as possible.

Academic Probation/Dismissal Policies

If a student does not meet the university's GPA standard, they will be notified that they have been placed on academic probation and will be asked to make progress towards meeting campus standards. Department of Fine Arts programs have their own academic standards as stated above. If a student is not meeting these standards, they will be notified and placed on departmental academic probation. If a student does not make positive progress towards meeting the academic standards of the department within twelve (12) credit hours of study, they will be subject to dismissal from the Department of Fine Arts program.

Bachelor of Art in Art Education

The Bachelor of Art in Art Education degree prepares the student to teach elementary, middle school/junior high or high school art. This program is designed to give the student a strong foundation in the arts while understanding the role of the artist/educator. If a student already holds an art degree, it is possible to obtain certification to teach through the addition of the appropriate education courses providing you meet general university requirements. The Bachelor of Art in Art Education degree is divided into three parts; 39 credit hours of General Education, 51 credit hours of art studio work, and 38 credit hours of Professional Education classes. A cumulative GPA of 2.5 plus a 3.0 GPA and a grade of C or higher in all Art Studio and Art History classes within the B.A. in Art Education program is required (including coursework taken from previous institutions). In addition each Area of General Education must maintain a 2.0 GPA. A total of 128 credits are required for graduation.

Mission Statement

The Art Education program at IPFW promotes and cultivates the role of artist/teacher as the ideal educator of the arts in schools today. With a strong background in studio arts, student teachers use their experience as artists to develop a philosophy that aims to create authentic art making conditions in their future positions as art educators. Art educators learn to advocate for the arts and are given learning opportunities both in school and museum contexts as they grow to share learning and understanding of visual arts education.

Bachelor of Art in Art Education General Education Requirements

The Bachelor of Art in Art Education requires 39 credit hours in General Education. A listing of classes that fulfill each Area of General Education requirements is at the front of the Schedule of Classes catalog or the IPFW Undergraduate Programs catalog. The General Education Areas and their required credit hours are listed below. Check the IPFW Bulletin under Art Education or the enclosed course sheet for the required classes in Art Studio and Art Education. **Bold print classes are mandatory.**

Area I. Linguistics and Numerical Foundations 12 cr.

ENG W131 Elementary Composition

(grade of B or higher)

COM 114 Fundamentals of Speech

(grade of B or higher)

ENG W233 Intermediate Expository Writing

STAT 125 *or* MA 153 *or* MA 168

Area II. Natural and Physical Sciences 6 cr.

BIOL 100 *or* BIOL 250

plus one class in:

Astronomy *or* Chemistry *or* Geology *or* Physics
or Bioanthropology

Area III. Individual, Culture and Society 6 cr.

PSY 120 *or* SOC 161 *or* a History class

plus one of the classes below:

AFRO A210 *or* ANTH E105 *or* ANTH L200
or ENG L364 *or* COM 303

Area IV. Humanistic Thought 6 cr.

Area V. Creative and Artistic Expression 3 cr.

Area VI. Inquiry and Analysis 3 cr.

Art History and Studio Requirements

Art History 6 cr.

FINA H111 Ancient through Medieval Art

FINA H112 Medieval through Contemporary Art

(H111 and H112 should be taken just prior to Praxis II testing (see below))

100 Level Foundation Studio 12 cr.

FINA P121 Drawing Fundamentals I

FINA P122 Drawing Fundamentals II (P121 is a prerequisite to P122)

FINA P151 Design Fundamentals I

FINA P152 Design Fundamentals II

100 Level Foundation Portfolio Review Checkpoint

Students in all of the Department of Fine Arts programs will submit a portfolio of 100 level Foundation studio work to be reviewed by Department of Fine Arts faculty. The review is a checkpoint to assure that students have met adequate quality standards in the Foundation program. The portfolio will consist of 12-15 works, with at least two works from each 100 level Foundation course. Upon a satisfactory portfolio review, students will continue in 200 level Fundamentals studio classes. Some students may be asked to re-take particular Foundation classes to attain department standards. Criteria for successful review of student work will:

- >show a visual understanding of the representational drawing of volume and pictorial space. An understanding of linear perspective should be evident.
- >show the ability to compose aesthetic element of line, tone/value, shape, texture, color, and 3D form in space.

200 Level Fundamentals* 21 cr.

FINA P223 Figure Drawing

FINA P225 Painting Fundamentals

FINA P231 Sculpture Fundamentals

FINA P233 Metalsmithing Fundamentals

FINA P235 Ceramics Fundamentals

FINA P241 Printmaking Fundamentals

VCD P273 Computer Art and Design *or* VCD P243 Photography Fundamentals

*200 level classes do not have to be taken in this order

200 Level B.A. in Art Education Portfolio Review

Each student must submit a portfolio of 200 level work to attain formal acceptance into the B.A. in Art Education program. The portfolio review must be passed and recorded before students will be allowed to enter the Block 1 Teacher Education classes. Students presenting a portfolio for acceptance into the B.A. in Art Education program can declare an area of studio concentration, i.e. painting, sculpture, or can decide to take a variety of advanced studio classes. The portfolio should consist of 15-20 works, with at least two works from each 200 level Fundamentals course. It is highly recommended that students seek faculty advice on which works to submit for review. Faculty evaluations will be based on a student's strong knowledge and skills in:

- >A visual understanding of the depiction of the human figure through the ability to compose aesthetic elements of line, tone/value, and shape.
- >Demonstrating high standards of technical and aesthetic quality in the 200 level areas of drawing, ceramics, metalsmithing, painting, printmaking, and sculpture.

B.A. in Art Education Portfolio Review Outcome

A student applying for acceptance in the B.A. in Art Education program may be accepted, deferred, or denied. A student's acceptance into the B.A. in Art Education will allow them to advance into 300 level studio classes as a declared B.A. in Art Education major. A deferred student will be asked to re-submit their portfolio for consideration after re-taking requested classes. A student denied entry into the B.A. in Art Education program will be assigned a B.A. designation. Denied students can apply one additional time for entry into the B.F.A. program with permission from the department.

Advanced Studio

15 cr.

300 level classes must be taken prior to 400 level classes in a given studio area. Up to two (2) Department of Visual Communications and Design (VCD) courses can be taken in this area.

Education Requirements

Initial Requirement Block*

EDUA F300 Invitation to Teaching 2 cr.

1st Education Portfolio Checkpoint

EDUC K201 Schools, Soc., Exceptionality 1 cr.

EDUC W200/M101 Microcomputers** 1 cr.

*block should be completed within the sophomore year

** field experience required

PPST (Pre-Professional Skills Test)

Test results must be turned into Department of Fine Arts secretary prior to registering for Block 1 Teacher Education courses. Initial Requirement Block (above) and each testing area of the PPST must be completed, passed, and recorded in the Department of Fine Arts prior to registration into Block 1 Teacher Education. The IPFW Department of Education has information about PPST study guides and testing schedules.

Block 1: Teacher Education

12 cr.

EDUC K206 Teaching Methods for Students
with Special Needs
EDUC H340 Education and American Culture
EDUC P250 General Education Psychology*

2nd Education Portfolio Checkpoint

EDUC M330 Art Education and Methods I**
(Methods I must be taken before Methods II)

*Block 1 must be completed before entering Block 2 below.

**requires field experience

Block 2: Professional Education

9 cr.

EDUC P254 Educational Psychology for
Teachers of All Grades*
EDUC X401 Reading in the Content Area
EDUC M430 Art Education and Methods II*

3rd Education Portfolio Checkpoint

* requires field experience

Praxis II (Art Education Exam)

Praxis II test results must be passed and recorded with the Department of Fine Arts prior to graduate certification. Art History H111 and H112 (see above) should be taken just prior to Praxis testing.

Student Teaching

13 cr.

10 week plus 6 week combination. Students must complete an application for student teaching one year before intended student teaching semester.

EDUC M482 Supervised Teaching
EDUC M501 Lab/Field Experience

Final Education Portfolio Checkpoint

Art Education Student Checkpoint List

1st Checkpoint in the 4th/5th semester for admission to Teacher Education Block 1

1. Pass PPST. It is recommended to take the PPST after W131 and one non-remedial math course. Circle passed (P) or not passed (N) and record test scores. Scores must be at noted marks to pass particular sections of the PPST.

Writing (172)	Math (175)	Reading (176)
P N _____	P N _____	P N _____
P N _____	P N _____	P N _____
P N _____	P N _____	P N _____
2. Completion of at least 45 credit hours with a minimum 2.5 GPA cumulative GPA including all coursework taken from previously attended institutions.
3. Grade of B or better in ENG 131, COM 114, EDUC W200. Pass EDUA F300 and K201.
4. 1st Educational Portfolio Checkpoint (initial establishment of a portfolio in F300)
5. Submission and passing of the Department of Fine Arts studio portfolio after all 200 level studio requirements are completed for formal admission into the Art Education program.

Accepted _____
 Deferred _____
 Denied _____

2nd Checkpoint in the 5th Semester for admission into Professional Education Block 1.

1. Admitted to Teacher Education Block 1.
2. Junior Status (60 credits completed, including at least half of each General Education Area, excluding Area V. and VI. 17 credit hours of the 54 core content areas need to be completed).
3. Minimum 2.0 GPA in each General Education Area.
4. 2.5 cumulative GPA including all coursework taken from a previous institution.
5. 3.0 GPA in all content area (art studio and art history) course work.
6. 2nd Educational Portfolio Checkpoint (assessment in EDUC P250)
7. Completion of or enrolled in Professional Education Block 1.

3rd Checkpoint in the 6th/7th Semester for admission to Student Teaching.

1. Complete a Limited Criminal History check.
2. Complete an application for student teaching at least **one year** before intended student teaching semester.
3. Schedule an appointment and meet with the IPFW School of Education Director of Field Studies one year before intended student teaching semester.
4. Completion of General Education requirements, Teacher Education Block 1 and Professional Education Block 2.
5. 3rd Educational Portfolio Checkpoint (assessment in EDUC M430 Art Methods II course)

4th Checkpoint in Semester 7th/8th: Final Assessment

1. Final Educational Portfolio Checkpoint (scoring assessment)
2. Completion of student teaching and all course requirements.
3. Completion of Praxis II Art Education Exam.

5th Checkpoint: Verification for Completion of Degree/Certification

1. Apply for graduation and license.
2. Cumulative grades earned must average 2.5 or higher for certification.
3. Final Indiana University GPA of 2.5 or higher required for certification.

For an exception to any of the above requirements, a student should request permission for a waiver in writing from the Associate Dean of the School of Education. All waiver requests must be submitted at least 10 days before classes begin.

Recommendations Students should schedule classes within the B.A. in Art Education program under the guidance of the Department of Fine Arts advisor.

Residence Requirements For a bachelor's degree, registration in and completion of at least 33 credits of resident course credit at the 200 level or above, including at least 15 credits at the 300 level or above, in courses applicable to the major.

Transfer and Returning Student Credit All studio and art history courses transferred from another institution or former IPFW art programs must be evaluated by appropriate faculty in the Department of Fine Arts program before they may be applied to a major in Fine Arts. See Transfer and Returning Student Credit Review.

Transfer and Returning Student Credit Review Courses in art that have been transferred to IPFW from another institution or former IPFW art programs will not be credited to an incoming or returning Fine Arts major unless they have been reviewed by the Department of Fine Arts faculty. For a review of transferred studio credit, the student should provide the reviewer with a

portfolio consisting of representative work in each area (e.g. painting, sculpture, etc.) for which the transfer credit is desired. The portfolio should include both studies and finished work and be as encompassing as possible.

Academic Probation/Dismissal Policies If a student does not meet the university's GPA standard, they will be notified that they have been placed on academic probation and will be asked to make progress towards meeting campus standards. Department of Fine Arts programs have their own academic standards as stated above. If a student is not meeting these standards, they will be notified and placed on departmental academic probation. If a student does not make positive progress towards meeting the academic standards of the department within twelve (12) credits of study, they will be subject to dismissal from the Department of Fine Arts program.

Minor in Art History

A student may earn a minor in Art History by completing 18 credit hours of FINA Art History courses. The 6 classes must include H111 and H112. Below is a listing of courses offered.

FINA H111 Ancient through Medieval Art
 FINA H112 Medieval through Contemporary Art
 FINA H311 Art of the Ancient World
 FINA H312 Art of the Medieval World
 FINA H313 Art of the Renaissance World
 FINA H314 Art of the Modern World
 FINA H390 Topics in Art History
 FINA H401 Art Theory
 FINA H411 19th Century Art I
 FINA H412 19th Century Art II
 FINA H413 20th Century Art:1900-1924
 FINA H414 20th Century Art 1925-Present
 FINA H415 Pre-Columbian Art
 FINA H450 Topics in Art History
 FINA H495 Readings and Research in Art History

Resident Requirements Completion of at least 9 resident credits at the 200 level or above is required for the minor.

Fine Arts Minor

A Fine Arts Minor is designed for IPFW students outside of Department of Fine Arts programs. IPFW students can earn a minor in art by completing 15 credit hours within the Department of Fine Arts while maintaining a 2.0 GPA within the classes. **Bold print classes are mandatory.**

FINA P121 Drawing Fundamentals I

FINA P151 Design Fundamentals I

Select three additional classes within the Fine Arts program (check with the Department of Fine Arts for qualifying classes). At least two of the additional classes must be at 200 level or above. Any two FINA Art History classes (excluding FINAH101 and FINA A170) can be used as part of the three additional classes.

Resident Requirements Completion of at least 6 resident credits at the 200 level or above is required for the Fine Arts Minor.

Department of Fine Arts Advising and Registration

The Department of Fine Arts has Official Advisors, Faculty Advisors, and a departmental secretary to serve the students. Official Advisors assist with students with advising and registration.

Faculty Advisors assist students with general advising questions. Students are encouraged to register for classes on OASIS. The Fine Arts secretary is available at 481-6705 to assist students with registration.

Students are required to meet with an Official Advisor at least two times during their time of study at IPFW. Those times are:

- >Upon entering a degree program offered by the Fine Arts Department
- >One academic year prior to graduation

The Official Advisor for B.A. and B.F.A Majors, Minors in Art History, and Fine Arts Minor is: The Chair of the Department of Fine Arts (481-6705 by appointment)

The Official Advisor for the B.A. in Art Education Majors is:

Dr. Hai Kyung Kim, Head of Art Education (481-6877 by appointment)

Faculty Advisors are the full time faculty. See page two above for full time faculty's area(s) of specialty. The Faculty Advisors are available during office hours and by appointment for advising and consultation with students. All majors and minors within Fine Arts programs are encouraged to consult faculty in their area of concentration with any advising questions.

Keys to Successful Student Advisement

- >Initiate appointment to meet and become familiar with your advisor
- >Schedule advising appointments in advance
- >Arrive at appointments promptly and be prepared to make full use of the advising session
- >Construct questions ahead of time to ensure your questions are answered satisfactorily
- >Be reasonably familiar with your particular Fine Arts program by reviewing the student handbook, IPFW bulletin, and program checklist
- >Create a long term academic plan
- >Articulate personal goals and values
- >Be open minded and flexible about course work requirements, study habits, and personal concerns that might affect your academic progress
- >Inform advisors of significant changes in course registration, degree plans, and other academic plans

Students Should See Their Advisor When:

- >You are constructing your schedule or academic plan
- >You have general questions or concerns
- >You are uncertain about your major or career choices
- >You are interested in learning more about your program of study
- >You wish to make significant changes to your schedule

- >You are in need of referral information
- >You are having difficulty in a class or adjusting to university life

Attendance Policies

Students are expected to attend every meeting of the classes for which the student is enrolled. At the beginning of the semester, each instructor should provide a written statement regarding their attendance policies. Students are responsible of these requirements and the repercussions of not abiding by them. Any student who discontinues class attendance and does not meet the course requirements shall receive a grade of F for unauthorized withdrawal.

Retention Standards

Retention in the Department of Fine Arts is dependent upon the student making satisfactory artistic and academic progress toward completion of their degree, as determined by Fine Arts faculty. Only grades of C or better in any FINA class may be counted towards graduation for an art major. See degrees above for minimum GPA requirements for each program.

Scholarships

Each spring semester the Department of Fine Arts offers scholarships to art majors. The awards are based on both artistic merit and the student's contribution to the Department of Fine Arts.

Late Registration and Drop/Add Policies and Procedures

All students should review the schedule of Late Registration and Drop/Add Policies and Procedures in each semester's Schedule of Classes catalog.

Disability

If you have a disability and would like information about special services and accommodations that may be available to you, please contact Services for Students with Disabilities (Walb 113, 260-481-6657). The mission of IPFW's Services for Students with Disabilities is to "ensure equal access for students with disabilities at IPFW." In accordance with federal mandates, the Services for Students with Disabilities (SSD) office has a primary mission: to ensure that all students with disabilities can freely and actively participate in all facets of university life and to provide and/or coordinate support services and programs that enable students with disabilities to maximize their educational potential. All students must be registered with Services for Students with Disabilities for professors to take into account a student's performance in the classroom.

Safety

IPFW students are to be aware of the following safety options in case of an accident. For a campus emergency dial 16911 on campus access only phones.

Emergency Treatment Options

The patient has the following options and may make the decision to:

Accept treatment by an officer of University Police and Safety at no charge.

Be taken by the University Police to the IPFW Health Clinic for evaluation at no charge during normal hours (Monday through Thursday, 8 a.m. to 5 p.m. Friday 8a.m. to noon).

The cost at the clinic is \$49.00 for the initial visit; higher if suturing or special treatment needed; accepts some insurance plans. The clinic refers patients for x-ray. For fee schedule and clinic information see <http://www.ipfw.edu/clinic/> or call 481-5748.

Accept evaluation or treatment by EMS: The amount charged for services varies, as each call is different. The patient can be charged even if he/she is not transported.

Accept ambulance transport to the hospital. The patient will pay for this service when provided (\$998 plus \$14 per mile as of 1/31/07).

Select treatment at the hospital; fee for service, paid for by the patient or the patient's insurance.

Note: The University does not provide insurance for students working in IPFW studios and shops. Students work in these studios and shops at their own risk. Students must apply their personal insurance in case of injury. Information on insurance programs is available in the Office of the Dean of Students.

Worker's Compensation covers all Work Study and Student Employees who are INJURED ON THE JOB. Any injuries should be reported immediately to University Police and to Tina Sullivan in Human Resources. Human Resources will handle all claims.

Locker Policy

All lockers are provided on a first come first serve basis.

Students are to provide their own combination locks. No key locks are allowed.

A locker agreement will be attached to each locker and will require the student to provide their name, address, phone number, student ID, e-mail address, and lock combination.

Students who choose a locker on the first floor must turn in the signed agreement to the secretary in Room 117

Students who choose a locker on the second floor must turn in the signed agreement to the secretary in Room 213.

A log will be kept of locker usage.

Students who take a locker and do not turn in a locker agreement will have their lock cut and the contents disposed.

All contents of a locker must be removed by no later than the last day of the spring semester classes. After that date all locks will be removed and the contents will be disposed. A cleaning fee of \$15.00 will be assessed and a hold will be placed on the student's account.

IPFW Grade Appeals Policy

The Grade Appeals Policy applies to all students enrolled at IPFW. It can be used by any student who has evidence or believes that evidence exists to show that a course grade was assigned or a similar evaluation was made as a result of prejudice, caprice, or other improper condition such as mechanical error. In appealing, the student must support in writing the allegation that an improper decision has been made and must specify the remedy sought. The student should seek the assistance of the dean of students in pursuing the appeal. During an appeal, the burden of proof is on the student, except in the case of alleged academic dishonesty, where the instructor must support the allegation. The student may have an advisor or friend present during all meetings with faculty members, administrators, and/or committees; he or she may advise the student but may not speak for the student during the meetings. Grades may be changed only by a university authority upon the decision of the Grade Appeals Subcommittee or by the instructor any time prior to the decision of the Grade Appeals Subcommittee.

Appeal Deadlines

An appeal must be initiated no later than the fourth week of the fall or spring semester immediately following the session in which the grade was assigned. A final decision at each step must be reported within 30 calendar days of the filing of an appeal at that step, provided that this deadline falls within the regular academic year (fall or spring semester). If the deadline falls during the summer, the decision must be reported within 30 calendar days of the start of the fall semester. Each successive step in the appeals procedure must be initiated within three calendar weeks of the completion of the prior step.

Steps in the Process of a Grade Appeal

Step 1. Course Instructor

The student makes an appointment with the instructor to discuss the matter. If the instructor is unavailable, the department or program chair shall authorize an extension of time or allow the student to proceed to Step 2. If the chair is unavailable, the dean of the school shall authorize the extension.

Step 2. Department/School/Program

If the matter has not been resolved at Step 1, the student makes an appointment with the chair of the department or program offering the course who may make an informal attempt to resolve the appeal. If the appeal is not resolved informally, the chair will direct the student procedurally in making an appeal to the department, school, or program committee. Only one committee shall hear the appeal in Step 2. The student filing an appeal shall have the opportunity to be heard in person by the committee.

Step 3. Grade Appeals Subcommittee

If the matter has not been resolved at Step 2, the student makes an appointment with the dean of students, who will direct the student procedurally in submitting the case to the Grade Appeals Subcommittee.

Department/School/Program Appeals Procedure

Each department, school, or program will establish appeals procedures that provide for a committee of three or more faculty members responsible for hearing grade appeals related to courses listed or administered by that department/school/program if those appeals have not been satisfactorily resolved between the student and the instructor or informally by the department chair. The procedures established by each department, school, or program shall provide for each case to be heard by only one such committee. The procedure shall provide the opportunity for the student to be heard in person and for the decision to be reported in writing to the student and the instructor. A copy of each unit's procedures will be given to the vice chancellor for academic affairs, to the dean of students, and to students, upon request.

Grade Appeals Subcommittee

This subcommittee shall consist of nine members elected from among the Voting Faculty according to procedures specified in the Bylaws of the Senate. Before hearing the details of a case, the subcommittee will decide by majority vote whether to consider the appeal and will report its decision in writing within 30 calendar days. The bases for a decision to consider an appeal may include (but not be limited to) a finding that

improper procedures have been followed by university employees at earlier steps of the appeal;

new information is present; or the instructor has declined to accept the department, school, or program committee's recommendation.

No member of the subcommittee may take part in an appeal involving a course or instructor from the member's department or program. Members should also reclude themselves from cases in which they have potential conflicts of interest, personal involvement, schedules that will interfere with hearing the appeal in a timely manner, or other disqualifying causes. From those members remaining, the chair will elect the five-person hearing panel. The panel members will elect a chair who will be responsible for making arrangements related to the case. If the case is to be heard, the hearing will take place within 30 days of the decision to hear the appeal, or within 30 days of the start of the fall semester, whichever is applicable. Each member of the panel will vote on whether the appeal is valid, and if so, on what remedy should be provided. If the panel, by majority vote, finds in favor of changing a grade, the chair shall report this finding to the registrar and to the parties listed below. The decision of the panel is binding on all parties and may not be appealed.

Reporting of Subcommittee and Panel Decisions

The subcommittee and each panel shall report its finding and actions to the student; the department, school, or program from which the appeal came; the instructor; the chair of the student's department; the dean or director of the student's school or division; the dean of students; and (in the case of a panel decision) the chair of the Grade Appeals Subcommittee URL:

<http://www.ipfw.edu/academics/regulations/appeals>