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## ART, ART HISTORY & DESIGN

Undergraduate Handbook



UNIVERSITY OF  
NOTRE DAME

ARTS AND LETTERS

## About the handbook

This handbook is a reference guide to the program requirements for completing a degree in studio art, art history, or design. Each student's four-year course of study is unique. This handbook is only a general guide to program planning. It is important that students meet with their department advisor each semester to ensure their plan of study is on track and meeting their educational objectives. Please become familiar with the requirements governing your major and keep this guide handy as a reference each semester.

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## Welcome!

Welcome to the Department of Art, Art History & Design at the University of Notre Dame. We are a multidisciplinary department offering programs of study in Studio Art, Art History and Design. The department is an integral part of the College of Arts and Letters, and our programs of study make a vital contribution to the intellectual tradition of our college, our university and ultimately to our larger society.

Undergraduate students may pursue coursework leading to one of three degrees: Bachelor of Arts (BA) in Studio Art, Art History or Design; Bachelor of Arts (BA) with Honors in Studio Art, Art History or Design; or the Bachelor of Fine Arts (BFA) in Studio Art or Design. The department also offers three minors in all areas: Minor in Art History, Minor in Collaborative Innovation, and Minor in Studio Art.

Students with a degree in a creative discipline are uniquely competitive among job-seeking graduates today. The preparation you will receive is essential to the educational training needed to compete in the complex world culture we work and live in today. We are excited to have you join the department and look forward to working with you towards the successful completion of your degree.

## **Mission Statement**

The mission of the Department of Art, Art History & Design is to provide students with intellectually informed, hands-on instruction in creative studies within the context of a liberal arts university. A full-time faculty of practicing artists, designers and historians foster a stimulating learning environment where the unique talents and perspectives of individual students can emerge and flourish.

Throughout history, one of the shared features of great civilizations and cultures has been the creative and critical influence of their art and design. One of the inherent values of visual art is that by giving tangible form to the social, political and private aspects of human existence, it makes visible the invisible; it provokes the expansion of intellectual boundaries, gives form to complex ideas, reveals deep but abstract emotions and extends our capacity to comprehend the lives of others. Each of the programs in our department offers a distinct means of confronting and understanding the important visual aspects of our wider engagement with and construction of the world.

## Declaring a Major

Studio Art or Design intents must meet with the [Director of Undergraduate Studies \(DUS\)](#) to advise beforehand, and may declare the major once enrolled in one of the foundations courses or after it has been completed. Foundations courses include Drawing I, 2D Foundations, and 3D Foundations. All foundations courses must be completed before the student's senior year, and preferably before junior year.

Art History intents must meet with the [DUS of Art History](#) to advise and may then declare.

Please come to the departmental office, 306 Riley Hall of Art, and ask an advisor to fill out an online major declaration form. It will be approved (online via insideND, eForms) by the advisor and the student. It will then be forwarded to the assigned undergraduate dean for his/her approval. Once approved by the dean, the Registrar's Office will process the change.

*Seniors are not allowed to enroll in Foundations courses.*

## Description of the Majors and Degree Programs

### Art History

BA Honors Track.....	33 hours
BA First Major.....	30 hours
BA Second Major.....	24 hours
Minor.....	15 hours

### Art History shows you the world.

Whether it is an ancient temple in Corinth, Greece or a desert landscape reinterpreted by Georgia O'Keeffe, the subtle hatching of an Old Master drawing or the brilliant stained glass of a Gothic cathedral, art history explores past and present cultures in light of contemporary intellectual, social and artistic issues.

Notre Dame's art history major balances a broad overview of Western art with focused and in-depth knowledge of particular periods, issues and research methods. Our diverse and strong faculty bring their own research and passion into the classroom and encourage students to supplement lectures and discussions with invaluable hands-on experience at the Snite Museum, the Special Collections in the Hesburgh Library or the South Bend Regional Museum of Art.

Both the 30-hour (10 courses) first major and the 24-hour (8 courses) supplementary major are designed for students who wish to pursue a career in a museum or gallery, for those who seek to continue their studies in a graduate program or for those who simply want to deepen their knowledge of civilizations and cultures through the examination of their most beautiful, provocative and powerful creations.

Our program also offers a 33-hour (11 courses) honors degree, which gives the exceptionally well-prepared student the opportunity to write a senior thesis. More information on the honors degree can be found on the following page.

## **Art History Honors**

Art History first majors with a grade point average of 3.667 or above in Art History courses may petition the faculty for permission to write an Honors Thesis. The student petitions the faculty with a proposal for a thesis topic and thesis advisor in the spring of their junior year. The student constructs a good proposal and shows how they are prepared (through their coursework and other academic experiences) to undertake this topic. The petition is addressed to the Art History Undergraduate Director, and after they receive it, they circulate it to the rest of the Art History faculty who discuss it and come to a consensus as to whether they will approve the petition or not. If approved, the student will go on to research over the summer. In the senior year, the student enrolls in "Honors Thesis Direction" course with their advisor (3-credit hours in Fall, 3-credit hours in Spring). In the fall of their senior year, they continue to research while drafting an outline and usually a first chapter of the thesis. The final draft is completed from January-March of their spring semester. The honors thesis results in a paper normally between 30-60 pages in length. The paper is expected to demonstrate the student's ability to treat an important historical topic in a manner that shows their writing skills and methodological training. It is expected that the thesis will be suitable for submission as a writing sample for those students intending to apply to art history graduate programs. In April, there is a departmental symposium where they share their project with other faculty and students. A successfully completed thesis will entitle the student to Honors in Art History.

## **Art History First Major / Supplemental Major / Art History Minor**

There are no specific required courses for Art History majors or minors. All four Art History degrees do, however, have distribution requirements concerning course levels. They are listed on page 8.

## **Study-Abroad**

There is no substitute for actually seeing and studying works of art in the flesh. Students majoring or minoring in Art History are, therefore, not only encouraged to participate in one of the University's study-abroad programs, but also to travel as extensively as possible while abroad in order to enlarge their firsthand knowledge of works of art which they then may study more in-depth upon their return to campus. Normally only three credits transfers into the major or minor in Art History and these are counted as an elective course.

## **Art History Degree Requirements**

### **Bachelor of Arts (10 courses, 30 hours)**

#### **Enrolled before 2019**

20000-level	30000-level or higher
20000-level	40000-level
30000-level or higher	ARHI Elective (any level)
30000-level or higher	ARHI Elective (any level)
30000-level or higher	ARHI Elective (any level)

#### **Enrolled 2019 and beyond**

*10000-level or higher	40000-level
20000-level	40000-level
30000-level or higher	ARHI Elective (any level)
30000-level or higher	ARHI Elective (any level)
30000-level or higher	ARHI Elective (any level)

\*The 10000-level Art History course is our USEM course (art history only).

\*\*Art History electives and seminars may be taken in any period.

### **Bachelor of Arts with Honors (11 courses, 33 hours)**

#### **Enrolled before 2019**

20000-level	40000-level
20000-level	ARHI Elective (any level)
30000-level or higher	ARHI Elective (any level)
30000-level or higher	Honor's Thesis (fall)
30000-level or higher	Honor's Thesis (spring)
30000-level or higher	

#### **Enrolled 2019 and beyond**

*10000-level or higher	40000-level
20000-level	ARHI Elective (any level)
30000-level or higher	ARHI Elective (any level)
30000-level or higher	ARHI Honor's Thesis (fall)
30000-level or higher	ARHI Honor's Thesis (spring)
40000-level	

\*The 10000-level Art History course is our USEM course (art history only).

## Supplementary Major (8 courses, 24 hours)

### Enrolled before 2019

20000-level	30000-level or higher
20000-level	30000-level or higher
30000-level or higher	40000-level
30000-level or higher	ARHI Elective (any level)

### Enrolled 2019 and beyond

10000-level or higher	30000-level or higher
20000-level	40000-level
30000-level or higher	40000-level
30000-level or higher	ARHI Elective (any level)

\*The 10000-level Art History Course is our USEM course (art history only).

\*\*Courses taken for the supplementary major or the minor cannot be counted in more than one university program but may be used to fulfill the University Fine Arts requirement (for students enrolled before 2019).

\*\*\*Only one course (three credits) in Art History taken in a foreign program, exclusive of the Rome Program, may be counted towards fulfilling the major or minor requirement. This course may only be used as an "Option." If a student participates in a full-year Foreign Study program (e.g. Angers and Bologna), then up to 6 credits may be counted towards the major. These will normally be considered as "Options."

## Art History Minor (5 courses, 15 hours)

### Enrolled before 2019

20000-level	30000-level
20000-level	30000-level
30000-level	

### Enrolled 2019 and beyond

10000-level or higher	30000-level
20000-level	30000-level
30000-level	

\*The 10000-level Art History course is our USEM course (art history only).

## **Studio Art**

BA.....	36 hours
BA Honors Track.....	39 hours
BFA.....	66 hours
Minor.....	15 hours

Studio Art prepares students to contribute creatively to the social and cultural discourses that shape contemporary society. The major promotes the growth and development of the student through a range of courses dealing with aesthetic, technical and critical skills. The interdisciplinary structure of the curriculum encourages students to explore a range of media in pursuit of their educational or career objectives. Students may concentrate their area of study in ceramics, painting and drawing, photography, printmaking or sculpture.

## **Studio Art Areas**

### **Ceramics Concentration**

Ceramics is a concentration emphasizing clay and glaze as the primary vehicles for expression. Traditional pottery, vessel making and sculpture may be addressed through a variety of processes that includes hand building, throwing and casting. Students are encouraged to develop technical skills and a direction of their own choosing. In addition to traditional ceramic materials and processes, students will be encouraged to study and utilize other sculptural media, as well as become familiar with contemporary and historical source material, which will inform their own directions in ceramics.

### **Painting Concentration**

Painting, with its many traditions, is a medium put to an extraordinary diversity of contemporary uses. Capable of representing everything from the material to the intangible, painting continues to be a means for artists of vastly different interests to address their subjects in highly individual ways. The painting concentration fosters the aesthetic, critical and technical development of each student through a program of course work, independent study and regular critiques. Emphasis is placed on being well versed in contemporary critical issues, on articulating individual themes and developing the technical means to give visual form to thematic concerns.

### **Photography Concentration**

Images are arguably the most important documents of the 21st century, operating at the intersection of communication, commerce and culture. The photography program educates students to be technically skilled, visually literate and creatively prepared for a world where photography, video and streaming media permeate our everyday experiences. Beginning with foundation work through senior thesis, courses are designed to inform students about photographic traditions while engaging them in the critical issues and methodologies of contemporary practice. The photography major prepares students for a career in visual media (including fine art, media communications or advertising), education or institutional professions at galleries, museums or auctions.

## **Printmaking Concentration**

Printmaking is a vital, visual, graphic process by which one may engage in a conversation with the world. In fact, print-makers all over the world are in constant contact, exchanging exciting information and keeping current with the ever-shifting flow of ideas. Printmakers' work encompasses a wide range of practice: from stenciled art spray painted on a sidewalk to very fine prints made on paper, from a one-inch square print to wrapping an entire building in a print. Printmakers are involved with a very dynamic form of art. Students learn about current cultural and critical issues and how printmaking addresses them. As they learn about the various matrixes, techniques and technologies of a wide range of printmaking (including relief, photolithography, intaglio, screen-printing, digital processes, papermaking and the making of books), they will develop their aesthetic, critical and technical skills.

## **Sculpture Concentration**

Sculpture today encompasses diverse materials and contexts for the expression of ideas in space. Within this broad description, students are encouraged to develop the technical skills that will help them expand their ideas into thoughtful individual expression. We embrace a breadth of vision and experience, which will challenge students to investigate and respond to contemporary issues through problem solving.

A full range of traditional and nontraditional media are available in specific courses and through individual mentoring. By blending required and elective courses and independent study, students can experience a curriculum that responds to their particular needs and direction.

## **Studio Art Minor**

The studio art minor is intended for the student who wishes to add studio art experience to their undergraduate studies. The minor develops visual literacy- the ability to contemplate, comprehend, and generate meaning through visual images and objects. Studio art classes engage in critical thinking and creative problem solving by taking students through the process of conceiving and executing an original idea. In addition to learning valuable technical skills, students practice observation, brainstorming, research, collaboration, risk-taking, and critical reflection. These skills are valuable to any field as they encourage the ability to break through perceived limitations and understand the power of visual messaging.

The minor requires 15 hours or 5 courses in studio art. Before being able to declare a minor, a student must be enrolled in or have already taken one of the following: Drawing I, 2D Foundations, or 3D Foundations.

As with the major, students seeking the minor may elect either a general or focused course of study; that is, students may take the four studio courses selected from among any of the studio disciplines (ceramics, painting, photography, printmaking, sculpture). Or, they may take four studio courses from within a single discipline. No design or art history course counts toward the minor in studio art. All courses for the minor in studio art must be taken in the Dept. of Art, Art History & Design. That means no transfer courses -- including courses taken in the School of Architecture on campus -- may be used toward the minor.

No AP courses will be accepted as a substitute for these courses. Students may double count one of the above courses to fulfill a University Requirement. However, students may not double-count any of the courses above to fulfill a requirement in their major (i.e., Design majors).

## **Studio Minor for Design Majors**

Design majors are eligible to declare a studio minor, provided they take five (5) courses in studio art. Since Design students have already taken foundational courses, they are eligible to drop that part of the minor (we do not allow double counting). However, design students must take five (5) studio courses for the minor. This may not include any studio courses taken for the design major.

## **Advising**

Students are not required, but are encouraged to seek program advising for the Minor from the [Director of Undergraduate Studies \(DUS\)](#). The DUS oversees the program and is the person to contact for all questions pertaining to the minor.

## **Studio Art Degree Requirements**

### **Bachelor of Arts, Studio Art (12 courses, 36 hours)**

Drawing I	ARST Elective 20000+
2D Foundations	ARST Elective 20000+
3D Foundations	ARST Elective 30000+
Art History (any period)	ARST Elective 30000+
Art History (any period)	Studio Art/Design Elective
Studio Art/Design/Art History Elective	Studio Art/Design Elective

### **Bachelor of Arts with Honors (13 courses, 39 hours)**

Drawing I	ARST Elective 20000
2D Foundations	ARST Elective 20000+
3D Foundations	ARST Elective 30000+
Art History (any period)	ARST Elective 30000+
Art History (any period)	B.A. Thesis (fall)
Studio Art/Design Elective	B.A. Thesis (spring)
Studio Art/Design/Art History Elective	

### **Bachelor of Fine Arts (21 courses, 66 hours)**

Art History (any period)	ARST Concentration 20000
Art History (any period)	ARST Concentration 20000+
Art History (any period)	ARST Concentration 30000+
Drawing I (CORE)	ARST Concentration 30000+
2D Foundations (CORE)	ARST Concentration 40000+
3D Foundations (CORE)	Studio Art/Design Elective
Photography I (CORE)	Studio Art/Design Elective
Figure Drawing or Advanced Visualization (CORE)	Senior Seminar
Studio/Design - 2D	BFA Thesis (fall)
Studio Art/Design- 3D	BFA Thesis (spring)
Studio Art/Design/Art History Elective	

### **Studio Art Minor (5 courses, 15 hours)**

Foundation Course (Drawing I, 2D, or 3D)	ARST Elective
ARST Elective	ARST Elective
ARST Elective	

## **Design**

BA.....	36 hours
BA Honors Track.....	39 hours
BFA.....	66 hours
Minor.....	15 hours

## **Design Areas**

### **Visual Communication Design / Industrial Design**

Design is the order of form and the control of function; it is what designers do. Humans are conditioned to make decisions on the basis of appearance and contextual input, accepting or rejecting information and material goods in response to a variety of visual cues. Effective, user-centered design can do more than attract interest or manipulate perception. Good design and careful planning can promote understanding, simplify use, improve safety, instill confidence, add value, and create community.

At Notre Dame, an undergraduate design education begins with immersion into the liberal arts curriculum. This social, philosophical, critical, ethical, and historical experience helps build a foundation of cultural understanding that informs creative problem-solving methods. Responsible designers, consequently, approach the development process with sensitivity for human need, human aspiration, and the functional requirements for both production and implementation. At its best, design serves the spectrum of needs from individuals to constituencies in industry, society, and the global environment.

Though design has been part of the Notre Dame curriculum since the early 1950s, students enjoy the advantages of a campus that provides access to current technologies. Technically advanced collaborative teaching spaces and digital labs support all student design activities, including an on-site 20-station 2D computer studio, a 16-station 3D computer studio, and a high performance digital imaging studio, all maintained by the services from Notre Dame's Center for Creative Computing. In addition, a model shop provides rapid prototyping capabilities ranging from traditional hand tools to precision computer controlled fabrication and 3D printing. Intermediate and advanced level students share an energized design community with defined studio spaces located in close proximity to all design-related resources and facilities in the Design Center at West Lake Hall.

### **Visual Communication Design Concentration**

At its most basic level, Visual Communication Design (formerly graphic design) is a creative process that combines the visual arts and technology to communicate ideas. It begins with a message that, in the hands of a talented designer, is transformed into visual communication that transcends mere words and pictures. By controlling color, type, movement, symbols and images, the visual communication designer creates and manages the production of visuals designed to inform, educate, persuade and even entertain a specific audience.

At its core, the Notre Dame visual communication design program supports the idea that a designer can make a difference not only in the strategic plan of a business but also in the world. During their time on campus, students develop projects that aspire to positively influence the lives of culturally diverse people, critique the ethical dimensions of contemporary culture and give visual form to complex social issues. As design professionals, Notre Dame graduates will be responsible for the future of our visual culture. VCD 1 (DESN 20101) is the gateway course to this program.

## **Industrial Design Concentration**

Industrial designers serve the consumer through sensitive and innovative collaborative relationships with art, science, engineering, anthropology, marketing, ecology and manufacturing. Industrial designers give form to all mass-manufactured products in our culture. They seek opportunity and advantage through identifying and solving problems. Their creative contributions impact the utility, appearance and value of our tools, toys and environment. Their most innovative solutions lie at an intersection of what is knowable and what is possible.

The industrial design profession demands excellent organizational skills, an awareness of visual and tactile aesthetics, human behavior, human proportion, material, process and the responsible appropriation of resources during and after use. Designers express conceptual proposals through a combination of well - developed drawing, physical modeling, computer modeling, writing and verbal skills. Rapid Visualization (DESN 20200) is the gateway course to this program.

## **Collaborative Innovation Minor**

The Minor in Collaborative Innovation offers students a cross-disciplinary collaboration learning experience, bringing together divergent stakeholders from various majors on campus to solve problems in a dynamic, iterative and deeply human process based on the principles of design thinking. The Minor in Collaborative Innovation requires 15 credit hours (five classes). Design Matters: Introduction to Design Thinking (DESN 20203), is the gateway course required of all students, three Innovation courses from a listed designated to count towards the Minor, and the senior level capstone course, Collaborative Innovation (DESN 41201/41202), also required of all students in the Minor.

Declaration of the Minor will require enrollment in, or completion of DESN 20203 (Design Matters). Students may contact the department Director of Undergraduate Studies or the Director of Collaborative Innovation for information, or declare the Minor in the department office. Design majors will not be permitted to declare the Minor.

## Design Degree Requirements

### Bachelor of Arts, Industrial Design Concentration (12 courses/36 hours)

Drawing I	ID: Rapid Visualization
2D Foundations	ID 1: Intro to Product Design
3D Foundations	Digital Solid Modeling
Art History (any period)	ID 2 or ID 3
Art History (any period)	Studio/Design Elective
Studio Art/Design/Art History Elective	Studio/Design Elective

### Bachelor of Arts w/ Honors, Industrial Design Concentration (13 courses, 39 hours)

Drawing I	ID: Rapid Visualization
2D Foundations	ID 1: Intro to Product Design
3D Foundations	Digital Solid Modeling
Art History (any period)	ID 2 or ID 3
Art History (any period)	B.A. Honors Thesis (fall)
Studio Art/Design/Art History Elective	B.A. Honors Thesis (spring)
Studio Art/Design/Art History Elective	

### Bachelor of Fine Arts, Industrial Design Concentration (21 courses, 66 hours)

Art History (any period)	ID: Rapid Visualization
Art History (any period)	ID 1: Intro to Product Design
Art History (any period)	Digital Solid Modeling
Drawing I (CORE)	ID 2: Intermediate Product Design
2D Foundations (CORE)	ID 3: Advanced Product Design
3D Foundations (CORE)	Studio/Design Elective
Photography I (CORE)	Studio/Design Elective
Figure Drawing or Advanced Visualization (CORE)	Senior Seminar
Studio or Design Elective - 2D	B.F.A. Thesis (fall)
Studio or Design Elective - 3D	B.F.A. Thesis (spring)
Studio Art/Design/Art History Elective	

**Bachelor of Arts, Visual Communication Design Concentration (12 courses, 36 hours)**

Drawing I	VCD 1
2D Foundations	VCD Elective 20000+
3D Foundations	VCD Elective 20000+
Art History (any period)	VCD Elective 30000+
Art History (any period)	Studio/Design Elective
Studio Art/Design/Art History Elective	Studio/Design Elective

**Bachelor of Arts w/ Honors, Visual Communication Design Concentration (13 courses, 39 hours)**

Drawing I	VCD 1
2D Foundations	VCD Elective 20000+
3D Foundations	VCD Elective 20000+
Art History (any period)	VCD Elective 30000+
Art History (any period)	B.A. Honors Thesis (fall)
Studio/Design Elective	B.A. Honors Thesis (spring)
Studio Art/Design/Art History Elective	

**Bachelor of Fine Arts, Visual Communication Design Concentration (21 courses, 66 hours)**

Art History (any period)	VCD 1
Art History (any period)	VCD Elective 20000+
Art History (any period)	VCD Elective 20000+
Drawing I (CORE)	VCD Elective 30000+
2D Foundations (CORE)	VCD Elective 40000+
3D Foundations (CORE)	Studio/Design Elective
Photography I (CORE)	Studio/Design Elective
Figure Drawing or Advanced Visualization (CORE)	Senior Seminar
Studio or Design Elective - 2D	B.F.A. Thesis (fall)
Studio or Design Elective - 3D	B.F.A. Thesis (spring)
Studio Art/Design/Art History Elective	

## Collaborative Innovation Minor (5 courses, 15 hours)

### 1. Gateway

**Design Matters:** Introduction to Design Thinking

### 2. Inspiration

*Select one of the following:*

**Design Research Practices:** Principles of user-centered research

or

**The Anthropology of Your Stuff:** Explore the nature and breadth of peoples' relationships with their things

### 3. Ideation

*Select one of the following:*

**ID: Rapid Visualization:** Principles of visual ideation

or

**VCD 1: Fundamentals of Design:** Principles of visual expression

### 4. Implementation

*Select one of the following:*

**ID 1: Intro to Product Development:** Forms and physical model development

**ID: Digital Solid Modeling:** 3D CAD modeling and rapid prototyping

**VCD 7: Interaction Design:** User interface and interaction

**VCD 8: Social Design:** Initiatives, Challenges, and Innovation: Visual Communication for change

### 5. Capstone

**Collaborative Design Development:** Cross-disciplinary problem solving

## **BFA Degree in Studio Art or Design**

The Bachelor of Fine Arts degree program in art or design is intended for the student who wishes to pursue a professional career in the visual arts or design. The program is organized into a four-year sequence of study that provides a solid understanding of design, studio art, and art history. The student has an opportunity to explore a variety of curricular options and then chooses an intensive and professional major concentration. In addition to a primary concentration, BFA students are encouraged to select a secondary area of interest to broaden their thinking and to enrich their creative study.

BFA candidates share a close working relationship with the department's faculty who are active professional artists and designers. Intensive studio work is complemented by an academic education with strong art history and liberal arts component. The BFA degree consists of 66 credit hours, of which 57 or 54 are in studio art/design and 9 or 12 in art history.

### **BFA Freshman and Sophomore Years**

Students beginning in the program are required to complete a five-course studio core curriculum during their first two years: Drawing I, 2D Foundations, 3D Foundations, Figure Drawing or Advanced Visualization, and Photography I. This intensive curriculum establishes a base for the studio practices and principles for all visual art expression. At the end of the fourth semester, students who have earned a minimum 3.25 grade point average in their studio courses will be accepted as candidates for the BFA degree. Students who do not qualify are eligible for the BA degree.

### **BFA Junior and Senior Years**

Students accepted into the BFA program begin a two-year primary concentration in one of the following areas: ceramics, painting, photography, printmaking, sculpture, industrial design, or visual communication design. The concentration requires 15 hours of study in a major concentration area during the last four semesters.

Teaching in the major is highly individualized and stresses the creative development and preparation of the student for the professional world. In addition to pursuing a concentration, all BFA majors must enroll in the Senior Seminar and the Senior Thesis Course. The culmination of the BFA degree is the completion of a senior thesis. This two-semester senior project, directed by a faculty member, will be exhibited and approved by the faculty as a requirement for graduation.

### **BFA Reviews**

BFAs are reviewed 3 times by the entire faculty: end of junior year, and at the end of the fall and spring semesters senior year. Seniors are vetted at the end of the first semester to ensure entree to the thesis exhibition in the spring semester.

## **BA with Honors in Studio Art or Design**

The BA with Honors in studio art or design is comprised of two 3-credit BA Thesis courses taken in sequence, fall/spring of the senior year. It is designed for talented and motivated majors who wish to develop a capstone project during their senior year. The student may also choose to take optional the senior seminar taught only in the fall semester. A minimum GPA of 3.25 and application by the 3rd Friday in April of their junior year are required for acceptance. Students must also have a portfolio of exceptional work demonstrating their ability to work independently and the approval of a department faculty member who will serve as their thesis advisor for their senior year. Once a student has been accepted, they will register for B.A. Thesis with their thesis advisor, and must meet with their respective advisor by the end of the junior year to establish a thesis topic and proposed goals for summer research prior to the beginning of the fall semester of senior year. All students completing a thesis project are required to install and exhibit their project during the dates of the annual B.A. Honors/B.F.A./M.F.A. student exhibition in the spring semester.

## **Advising**

PIN numbers for course registration are given to students during advising by their advisor, and will not be given the PIN until they have been advised. It is in a student's best interest to be advised in the department and in the college every semester in order to be fully prepared to earn the major and a degree.

## **Auditing**

No course may be audited by an undergraduate. Graduate students may audit a studio or design course only with the permission of the instructor and which must be granted before the semester starts.

## **Credit Transfers from Other Institutions**

In order to transfer credits, the course description and syllabus from the institution must be presented for evaluation before credit may be granted. Student must fill out and submit the transfer course approval eForm. Credit will be granted only for courses that are also offered at Notre Dame, and are obtained from an accredited university. As well, courses must have 37 contact hours and must meet for four (4) weeks minimum to be considered. The Department will accept two courses (6 credit hours) transferred from another institution toward the major. This includes only studio, design and art history courses that match the courses we offer, and requires the same amount of contact hours to complete. The Department does not accept Art Appreciation courses from other institutions. Studio Art or Design BAs may transfer one abroad art history course; BFAAs may transfer two abroad art history courses for the degree. These may be used for any of the art history requirements.

## **Credit Workload Requirements**

Two and a half hours of class time per week is required for art history courses. Six hours of class time per week is required for studio and design courses, and three or more hours of work outside of class is expected.

## **Degree Checklists for your major**

The checklist at the online GPS system should be regularly checked to ensure university, college and major requirements are being met. Meeting with advisors in the department each semester ensures access to the best course progression and best preparation for life after graduation.

## **Double Counting**

According to the University Core Curriculum, double-counting is broken down as such:

- Vertical Multi Counting: the use of one and the same course to satisfy a requirement in two or three levels of the degree
  - *The three levels are as such:*
    - Level 1 - University Core Requirements
    - Level 2 - College Core Requirements
    - Level 3 - Program Requirements (majors, supplementary majors, minors)

- Horizontal Cross Counting: – the use of one and the same course to satisfy two requirements within a given level
  - Horizontal Cross Counting is *only* permitted in Level 3 (program level) under the following conditions:
    - Different programs sometimes require the same or similar courses. For example, a student majoring in Psychology (PSY) with a minor in Business Economics (MBEC) is required to take PSY 30100 (Experimental Psychology I: Statistics) for PSY and ACMS 10145 (Statistics for Business) for MBEC. Because these two courses have substantial overlap, and because asking a student to take both would be unproductive, MBEC is allowed to “use” the PSY Stats to satisfy the MBEC Stats requirement so long as the student takes a new PSY elective to make up for the “used” credits.

For further questions regarding double-counting, please contact your dean.

## **Double Majors**

A double major requires the student meet ALL the major requirements for each major.

## **Dual Degree**

A dual degree requires meeting the requirements of two colleges and the university. It is a much more credit intensive process. Not often recommended, the best method to ensure meeting all of the requirements is to work with the deans in both colleges.

## **Independent Study**

Independent Study is an agreement worked out between a faculty member and the student. One to three credit hours may be applied depending upon the faculty member. The Independent Study course can be applied to the major or minor.

## **Pass / Fail Option**

The Pass/Fail option may not be used for the major or minor. With permission from the academic dean, juniors and seniors may take one non-major, non-required elective course each semester on a pass/fail grading basis. These declarations must be made during the enrollment period of each semester, and once made, these declarations are irreversible.

## **Internships**

No student will receive credit for an internship unless they have received permission from the Director of Undergraduate Studies and faculty advisor prior to the internship. [A form](#) that is available in the departmental office should be filled out and a meeting with the faculty advisor must be scheduled prior to approval of any internship.

Students must have faculty approval prior to participating in credited internships.

If a student is paid for an internship, they may not receive credit.

If it is an unpaid internship, the student may receive up to 3 credits per IRS regulations.

- All studio majors, design majors and art history first majors may acquire credit toward their major through the Department of Art, Art History & Design. Art history second majors may acquire general college credits toward their degree only.
- Students may enroll for a maximum of three credits during their Notre Dame career (internships can be one, two or three credits). Students desiring several internships should register for the least amount of credits.
- Students must keep a log/written journal and submit a written account of their experience.
- The on-site supervisor will be required to submit an evaluation of the student performance.
- A letter grade will be given for internships.
- Students must enroll under the course numbers ARHI 45310 for art history internships; ARST 45310 for studio art internships; or DESN 45310 for design internships.

## **Study Abroad**

There are many international Notre Dame programs that have some of the electives you may take toward your major. Only two courses (6 credit hours) may be taken away from campus toward a major, including study abroad courses. You must meet with the Office of International Studies and then the Director of Undergraduate Studies, who will approve the abroad courses selected. This advising session with the DUS will ensure that courses taken abroad will be useful for and count toward the major.

**Please visit:** [international.nd.edu/international-studies/students/](http://international.nd.edu/international-studies/students/)

Search for courses available in the locations of interest at sponsored programs. Select the location and the disciplines: ARST, ARHI, DESN.

## **Studio Policies and Regulations**

Courtesy: All benefit greatly in an open studio from interaction with our peers in the process of creating design or art. However, sharing common space requires sharing responsibility for it as well. Show courtesy to fellow students by helping to maintain a clean, workable space for all inhabitants. While sharing space, please keep distracting activities to a minimum (loud music, noise, etc.).

Studio Use: The departmental faculty believes that studios support student work and research. We ask that you treat the facility and equipment with respect. Do not remove the provided furniture or equipment from the space, and always clean up after yourself.

**Studio Hours/Access:** The studios are available 24/7 during the semester and between the two semesters. Studios must be vacated each summer. You may not leave behind any furniture or materials that you have brought into the studio for your use. All materials must be removed the week of finals.

## **Studio Allocation**

Design students are given space in a shared studio in West Lake Hall. Studio Art students are given space in a shared studio in Riley Hall of Art, with BFA students given first preference. Senior Studio Art BA students may be given space, depending upon availability.