

PROCEDURES FOR ADVISING & GRADUATION REQUIREMENTS FOR GRAPHIC DESIGN MAJORS / FALL 2011 – SU 2012

PROCEDURES FOR ADVISING

Academic Advising: All TWU students are required to consult degree plans and advisers in their major program to develop a schedule of courses needed to complete degree requirements. It is the responsibility of students to investigate necessary resources and information to help them make informed decisions regarding their academic careers. Students are encouraged to visit DARS (Degree Audit Reporting System), the TWU website and work with advisers to stay informed about their degree requirements, current institutional policy, departmental scholarships, and support services.

Graphic Design Majors are required to make an appointment with the major professor of the Graphic Design program **prior to registering for classes for the first time**. After completing the first twelve (12) hours of Graphic Design coursework an evaluative portfolio review is required prior to registration for 4000 level courses. More details on the Portfolio Review are provided below.

Graphic Design Program Major Adviser contact info: Jana C Perez, JPerez5@twu.edu or 940-898-2543.

What to bring to your first Advising Appointment:

1. Degree Plan (completed to the best of your ability)
2. Recommended Sequence of Courses
(above forms available at <http://www.twu.edu/visual-arts/graphic-design-degrees.asp>)
3. Printed copies of Syllabi and digital images (from phone or camera) examples of work from transfer courses that you are seeking credit for.

What is DARS?: (Degree Audit Reporting System)

DARS is an automated process for on-line tracking of student progress in completing a Bachelor's degree at TWU. This system lists specific degree requirements including classes that have been fulfilled and those still needed to graduate. If you believe there is an error in your DARS report: contact your advisor or e-mail an explanation to DARS@twu.edu. Be sure to include your name and Colleague ID number. Please allow at least 48 hours for a response.

For assistance understanding the DARS report:

<https://www.twu.edu/downloads/psychology-philosophy/DARS.pdf>

Required Graphic Design Courses: Listed below is the recommended sequence of graphic design classes required for the BFA and BFA with a Minor degrees. Some course may be repeated or substituted for special topic courses with approval of the major adviser. Please review specific degree plans; additional courses are required for the BFA with a Business, Marketing, or other Minor.

Art 2223 Intro to Computer Based Art
Art 2653 Black & White Photography
Art 3243 Fundamentals of Type & Image
Art 3293 Design I: Identity & Symbols
*** Before enrolling in 4000 level classes the Evaluative Portfolio Review is required*
Art 4233 Professional Portfolio (Prerequisite for ART 4653/4656 Coop Ed)
Art 4253 Design II: Publication Design
Art 4283 Design III: Interactive Design
Art 4293 Design IV: Advertising Design
Art 4653 Color Photography
Art 4953/4956 Cooperative Education (must be taken for 6 hours)
Art 4303 Senior Design Project

Required Evaluative Portfolio Review: All students must submit a portfolio and statement of purpose after completing twelve (12) hours of graphic design coursework (listed above). This portfolio will be reviewed and evaluated by the major professor of graphic design who will then meet with the student to discuss.

Recommended Minors for Non-Business Majors <http://www.twu.edu/som/minors-for-mon-business-majors.asp>. Minor Declaration Form (http://www.twu.edu/downloads/registrar/DARS_Minor_Declaration.pdf) must be approved and signed by the student's minor adviser, and then submitted to the student's major adviser and the Registrar.

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Minor in Graphic Design: Eighteen (18) hours of graphic design classes are required to complete a Minor in Graphic Design. Listed below is the recommended sequence of courses.

Art 2223 Intro to Computer Based Art
Art 3243 Fundamentals of Type & Image
Art 3293 Design I: Identity & Symbols
– Choice of any three (3) courses below:
Art 4233 Professional Portfolio (Prerequisite for ART 4653/4656 Coop Ed)
Art 4253 Design II: Publication Design
Art 4283 Design III: Interactive Design
Art 4293 Design IV: Advertising Design
Art 4303 Senior Design Project
Art 4953 Cooperative Education

GRADUATION REQUIREMENTS

Graduation: Degrees are conferred three times each year, at the close of the fall and spring semesters and at the close of summer sessions. Commencement programs are held in May and December each year. In order to graduate, all requirements on students' degree plans must be completed. Since degree plans are subject to change, at the time of submitting the degree audit, students may either use the degree plan from the catalog date they entered TWU or follow the most current degree plan.

IMPORTANT NOTES & REQUIREMENTS:

1. **Download a Graduation Checklist from the Registrar's web page:**
<http://www.twu.edu/registrar/graduation.asp>
2. **Students who entered under the 2005 General Catalog and subsequent ones MUST complete competencies in computer literacy and oral communication** [2005 general Catalog, p. 69]. Students who entered under earlier catalogs are exempt from this requirement.
3. **At the time of graduation, all required classes on the chosen degree plan must be listed on the DARS students' degree plan audit in order to graduate.** It is the student's responsibility to check each semester and clarify that the current transcript is accurate. Contact Student Records in the Registrar's office if there is a discrepancy.
4. **At least one year before the intended semester of graduation, any student planning to graduate is REQUIRED to submit a signed "Degree Plan Verification for DARS Audit" form** to the Dean of the student's academic component (<http://www.twu.edu/visual-arts/forms.asp>). The degree audit will verify what courses remain to be completed for the program of study. It will also verify that a student has met (or will be meeting) all university core curriculum and core competency requirements, university graduation requirements, degree plan requirements, and any departmental requirements for graduation.
5. **Any deviations from the degree audit must be approved through the TWU "Degree Plan Substitution Form"** listing any approved course substitutions and submitted to your adviser and Undergraduate Studies for approval. Forms available here: <http://www.twu.edu/visual-arts/forms.asp>
6. **All students must apply online for graduation through the Pioneer Portal. Applications must be received by the 12th class day** (long terms or 4th class day in summer) of the semester of graduation, the student is responsible for filing the application by the published deadline. See University Calendar and Registrar's website for deadlines.

7.

****Failure to meet deadlines or any other requirement of the degree will require the student to reapply for the next semester graduation.** To receive an application fee refund, the Registrar's Office must receive a written withdrawal from graduation no later than eight weeks before the ceremony.