



TRANSFER AND CHANGE OF MAJOR *Portfolio Review Application Information*

Transfer students or students who are currently enrolled in JMU under another major, and who wish to declare a Studio Art major, must submit a portfolio for review to the portfolio review committee. Transfer and change of major portfolios will be reviewed once each Fall and Spring semester. Transfer and change of major students who are not recommended for admission to the Studio Art major may reapply the following semester.

Portfolio reviews for transfer, change of major students are held approximately two weeks prior to advanced registration. Should you have any questions about this process, please contact the School of Art, Design and Art History via email: art-arthistory@jmu.edu or phone (540) 568-6216 or (540) 568-6661.

PORTFOLIO

A portfolio should consist of twelve to sixteen examples of actual works of art that you have created within the past two years. The portfolio should contain a variety of works that demonstrate your creative ability and visual arts potential. Images of both two and three-dimensional projects using a variety of media are encouraged. Six to eight images should be works drawn by hand from direct observation (for example: figure, still life, perspective). Do not include drawings done from two-dimensional sources (for example: photographs or magazines).

In addition to submitting studio work, all students **MUST COMPLETE** the Transfer or Change of Major Application and submit it with their portfolio. Portfolios that do not contain this completed form will not be reviews. Candidates are also expected to drop off and pick up their work on time. No portfolios will be stored until a later date!

If you cannot submit actual works of art, submit work using one of the following two formats:

SLIDE PORTFOLIO

- Label each slide with your name and a slide number for identification.
- Organize 12-16 slides in a clear, plastic slide sheet.
- On an 8.5"x11" sheet of paper, describe each image by the slide number, title, dimensions, and medium(s).
- Send duplicate slides only. The slides will become part of your permanent record and will not be returned.

DIGITAL PORTFOLIO

- Images must be submitted in JPG format on a standard 4.75" CD-R.
- Maximum JPG dimensions should be 800x600 pixels at 72 dpi.
- On an 8.5"x11" sheet of paper, describe each image by filename, title, dimensions, and medium(s).
- Test your CD-R on multiple computers to ensure that the disc is functional. If admitted, the CD-R will become part of your permanent record and will not be returned.

If portfolio is being mailed, please send to:

Portfolio Review Committee
School of Art, Design and Art History
235 Cantrell Avenue
MSC 7101
James Madison University
Harrisonburg, VA 22807

Please include a return address and appropriate postage if work is to be mailed back to you after review.

REVIEW PROCESS

Select faculty members in the School of Art, Design and Art History will conduct review of all artwork. Decisions of the faculty review committee are final. Rating of student work is based on the School of Art, Design and Art History's studio rating scale. Students will be notified of their status prior to the applicable advanced registration period. See calendar of important dates below.

PORTFOLIO REVIEW CALENDAR

	<u>Fall Semester</u>	<u>Spring Semester</u>
Dates for dropping off and picking up artwork at Montpelier Hall	Sat., October 8, 2011	Sat., February 4, 2012 Fri., April 27, 2012
E-Mail notification of acceptance/denial to art program*	Friday before advanced registration begins	Friday before advanced registration begins

*If you are a transfer student, an acceptable portfolio does not mean that you've been admitted to the University. The admissions office will make the final decision regarding your acceptance into James Madison University.