Applying To Pass Degree Milestone—Continuing To Second Year

For students that have completed (or are currently enrolled) in GRA 101, 111, 112, 121, and 122 with a “C” or better.

Applying to pass the degree milestone requirement (second year) is competitive and limited by available resources. Students who want to apply to other programs must submit separate applications for any of the other programs. Transfers into programs are considered only on a space available basis and such transfers are limited to students with equivalent course work who are competitive with continuing students (see “Transfer Students and Transfer Work”). Transfer students must be admitted to ASU prior to the application deadline to be eligible to apply online to pass the degree milestone. Students that do not pass the degree milestone should see an academic advisor if they need assistance.

Application Deadline and Submission

When 5:00 pm, Friday, April 17, 2020

Where Both Online and Physical Applications are required.

Online Application: Complete online application. This link will be active starting March 30, 2020.

Physical Application: The following are to be submitted in DN 162 in a manila envelope:
- A copy of email confirmation that was received when online application was completed (all applicants)
- CAP, Critical Applied Project and Unofficial Transcript (first time applicants only)
- Letter of Intent (included in the email confirmation of your online application)
- Write your name and the GRA 122 instructor’s name on the envelope
- Portfolio (re-applicants and transfer students only)

Policy on Late Applications

Late applications will not be accepted under any circumstances.

Qualifications

For students that have completed (or are currently enrolled in) GRA 101, 111, 112, 121, and 122 with a “C” or better.

Transfer Students and Transfer Work

- Applications and portfolios will be accepted from students who have previously received approval for the transfer courses equivalent to the first-year required courses.
- See Milestone for the “Transfer Students Applying Directly to Pass the Degree Milestone” document for application instructions.
- If your application includes courses that are being transferred to meet any first-year requirements, it is expected that
you request and ensure that an official transcript reflecting completion of those courses be received by the ASU Office of the Registrar by May 29, 2020.

• Transfer students must be admitted to ASU for the fall semester prior to March 30, 2020 and have an active ASUrite ID and password in order to be able to access the online application to pass the degree milestone.

Deficiencies

• Must have completed (or are currently enrolled in) GRA 101, 111, 112, 121, and 122 with a “C” or better.
• First year general studies deficiencies must be completed before fall 2020.

Application Materials

• Online application to Pass Degree Milestone (first-time applicant, second-time applicant, or third-time applicant)
• Online submission of the Letter of Intent to be printed and submitted with CAP (see next item)

CAP (Critical Applied Project)

• First time applicants: CAP sheets to be submitted together with Letter of Intent in a 9 x 12 manila envelope

Portfolio Requirements

• No portfolio is required for first time applicants

Letter of Intent Requirements (50–100 words per question)

• Questions vary and will be posted through the online application starting March 30, 2020

Portfolio Return

• Where: Design North building (CDN) room 162.
• When: Portfolios may be claimed in person from July 6 – August 21, 2020. We will allow a third party to pick up your portfolio for you with written and signed permission sent via ASU email. While care will be taken in handling the portfolios, The Design School will assume no liability for loss or damaged materials.

General Information

• If you have retaken a class, you should check with the University Registrar’s Office to ensure the lower grade has been deleted.
• Students applying to more than one program must submit separate application materials (including separate portfolio) as required by that major.

Notification of Decision

• Notification will be sent to your ASU email account by June 1, 2020, when the admission decisions have been made.
• If you do not respond to your offer by June 15, 2020, it will be considered a decline and you will forfeit your space. **You must have access to the Internet during the offer period (June/July). It is your responsibility to respond by the deadline.**
• It is important that you make sure your ASU email account is functioning properly and that your email inbox has sufficient space to receive emails.

**Matriculation**

• Visual Communication Design program advances students to the second year after the first-year milestone process depending on the student core competencies and departmental resources.
• Students that pass the degree milestone will be expected to begin that portion of the program at the beginning of the next fall term; deferrals are not granted. There are no exceptions to this policy.

**Reapplication to Pass the Degree Milestone**

For those students who are reapplying to the milestone, all other stated guideline requirements apply in addition to the portfolio requirements below:

**Reapplication Portfolio Requirements**

• Portfolios are due Friday, April 17, 2020.
• Submit portfolios to room 162 in the Design North building.

**Guidelines:** The portfolio should be no larger than 9 x 12 inches. Notebooks are acceptable; expensive leather binders are not necessary. Anything with zippers, handles, and other accouterments are discouraged. Applicant’s name must appear on the cover or spine. Do not include brass plates or other types of identification that can fall off easily or damage other portfolios.

• Contents: The work submitted should represent what was learned in the first year. Students are allowed to remake early work to bring it up to the level of later work. There are no minimum samples required from each studio. All work should be photographed or reproduced through the various methods available. Examples of work, their layout, and written explanations should demonstrate the applicant’s understanding and application of form, space, line, color, texture, three dimensions, writing, letterform, and graphic design history.

• Note: The applicant’s portfolio is the primary means of showing work; however, if the applicant has additional skills that can be best demonstrated through alternative media (e.g., CD, DVD), the portfolio can include such media as an addendum. Skills that might be appropriate to demonstrate in this manner are interactive, movement, and animation. Applicants skilled in webpage design might include webpage addresses. Include enough examples to show the depth of your accomplishments and skills.

• The following is other work/information that may be included, but is not required:
  o Work done in other programs, particularly when the work was accepted for transfer credit in a required first-year studio.
  o Samples of professional work may also be included to show skill level in a particular area.