**SCHOOL OF ART ADVISING HANDBOOK**

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**1. Campus Solutions and Advisor Center**

Campus Solutions is the California State University (CSU) information system. Campus Solutions provides a single, integrated, interface for applications, admission, financial aid status, registration, grades, academic requirements tracking, graduation applications, and transcripts. You can use the Campus solutions “Advisor Center” to access a student’s grades, transcripts, progress, and transfer credit report. (To access the Advisor Center, go to Class Services/Faculty Center from <https://gateway.sfsu.edu/>)

Instructions for the Advisor Center and other Campus Solutions functions are available here: <http://cms.sfsu.edu/content/faculty-services>

**2. Bulletin Rights**

A student’s degree requirements are tied to the bulletin of the year in which they entered SFSU. They can choose to work from a later bulletin, but not one published prior to their matriculation. It is important to determine a student’s bulletin year (the year they entered/declared the major) before advising them on the appropriate requirements.

Graduation requirements changed dramatically starting with the 2014 -15 Bulletin. New requirements are being phased in and adjusted each year. For the most up-to-date bulletin, see <http://bulletin.sfsu.edu>

Leaves of absence and bulletin rights: If a student takes a leave of absence and have completed more than 96 units, they retain bulletin rights to their original bulletin when they return, no matter what the length of time between leaving and re-entering SFSU. If a student has completed fewer than 96 units they must use the current bulletin of the year in which they re-enter the university.

**3. Summary of School of Art Undergraduate Programs**

 As the School of Art has gone through a number of curricular changes over the past several years requirements and advising sheets have changed. All old advising sheets are posted on the website, along with the current ones, under the Advising section. In most cases students should be encouraged to use the current advising sheets, however there are cases in which they may want to stay with the bulletin year in which they entered/declared the major. Please discuss this with students and make sure they are using the appropriate advising sheet.

(Please see the current bulletin for most up-to-date program requirements and information)

**B.A. in ART**

* **Studio Art Concentration** - 46 units (see current advising sheets)
* **Dual Concentration in Art History and Studio Art** - 46 units (see current advising sheets)
* **Art History Concentration** - 36 units - **DISCONTINUED / REPLACED** by B.A. in Art History as of January 2019. (See below) Students who have bulletin rights from previous years may still keep the previous Art History Concentration, or they may opt to complete a B.A. in Art History by submitting an online “Change of Major” request via SF State Gateway/MySFSU.

NOTE: The Art History Concentration changed substantially in Spring 2017; for students opting for the old requirements, see advising sheets under “old advising sheets.”

* **Art Education Concentration**) - 46 units - **DISCONTINUED**. (see advising sheet under “old advising sheets”) Starting in Fall 2018, the School of Art no longer offers a concentration in Art Education. Students who previously declared an Art Education concentration may continue in the program and receive a BA in Art with a Concentration in Art Education. New students who wish to pursue elementary and secondary education as a career are advised to major in Art with a concentration in Studio Art, which will prepare them for the Single Subject Credential Program in Art. They are also encouraged to minor in Education and/or take courses in Education as part of complementary studies, in particular E ED 450: *Art and Learning*. Students who are considering teaching art, should see an Education adviser before planning the major. Specific courses and competency assessment are required for admission to the credential program in this area. See the requirements for the CSET Waiver on our website under Advising Sheets.

**B.A. in ART HISTORY** - 36 units (see current advising sheet)

**Minor in Studio Art -** 18 units(see current advising sheet)All coursework in the minor must be completed with a grade of C or better

**Minor in Art History** – 18 units (see current advising sheet) All coursework in the minor must be completed with a grade of C or better.

 **Minor in Museum Studies -** students should see a Museum Studies advisor.

**4. Adding/Changing Major, Minor or Concentration**

All major adds/changes and are now done centrally through the director, through group advising. Students must attend an information session and submit change of major request through the online Student Center via SF State Gateway/MySFSU. Check the School of Art Website under <http://art.sfsu.edu/content/changing-majoradding-minor-art> for the most up-to-date procedures for changing major/adding minor and current dates/times of information sessions each semester.

To change a concentration within the major:

Students should submit an online change of major request through the online Student Center via SF State Gateway/MySFSU and email the director to notify them so that they can approve this.

**5. Transfer Units, Study Abroad, AP credit**

A. TRANFER STUDENTS AND TRANSFER UNIT EVALUATION.

You can access a student’s transfer units through the Transfer Credit Report in the Advisor Center. When completing advising documents and graduation forms always use the prefix and number of the *host institution* – not the equivalent SFSU course

Transfer units from community colleges

Students may transfer lower division coursework from community colleges. All community college courses count as lower division, even those with words like “intermediate” and “advanced” in the title.

Transfer units from other 4-year colleges within and outside the CSU

Upper division coursework may be transferred from other four-year colleges, however at least 12 units of upper division course work within the major must be completed in residence at SFSU. The Art History Concentration will only allow 12 units of upper division art history coursework completed elsewhere to count towards the major.

Determining if a specific transfer course can be counted towards the major:

Assist.org – lists courses that have formal ‘articulation’ agreements between institutions: <http://www.assist.org/web-assist/welcome.html>

Sometimes a course lists the SFSU equivalent on the transfer unit report. However, many courses are not translated in this way and are not listed on assist.org. In this case it is up to the advisor to figure out what transfer courses may be counted as SFSU courses. Use common sense, and if in doubt compare the bulletin of the transfer institution with the SFSU bulletin to compare course descriptions, or check with the director or an instructor in the area under question. There are cases where it is possible to count a course from a transfer institution that has no exact equivalent at SFSU. Common situations in assessing transfer units:

* A student has taken a beginning photo course at a community college with no darkroom component. It does not meet the prerequisite for Photo 2, but it can count as a lower division studio in the major
* A student has taken Color and Design at a community college. The School of Art does not have a Color and Design course – but the community college course can count as a lower division studio in the major.
* A student has taken a course in Pre-Columbian Art History at a community college. SFSU has no such course, however this course can count as a lower division art history course.

Quarter and Semester Units

Check whether transfer units are quarter or semester. If quarter units, convert to semester units. See conversion chart/tool here: <https://grad.sfsu.edu/sites/default/files/assets/restrict/unit-converter.htm>

B. STUDY ABROAD

The SFSU Office of International Programs has on record that the School of Art will accept no more than 12 units in the major from Study Abroad. Much as with transfer units from other US colleges, advisors must determine which courses may “translate” to SFSU units in the major, convert quarter to semester units, etc. As with transfer units, all coursework should be listed on advising sheets and graduation forms using the prefix and number of the host institution – not the equivalent SFSU course. Generally, students must have study abroad coursework approved by an art advisor before going abroad, however sometimes they need to take different classes than those that were originally approved. Again, use common sense and if in doubt, check with the director or an instructor in the area.

C. AP CREDIT

With a minimum score of 3 we can count up to 6 units total toward lower division units in the BA (up to 6 units in art history and up to 3 in studio).

http://bulletin.sfsu.edu/undergraduate-education/standardized-external-examinations/

AP credit for two-dimensional work is NOT equivalent to ART 231 (Drawing 1), so it cannot count as a prerequisite for Painting 1, Drawing II, or Figure Drawing. As noted above, it can still count towards lower division studio units.

**6. Questions about Coursework and Specific Courses**

GE versus Major Coursework: The newest bulletin allows an unlimited number of courses to “count” in the major while meeting other requirements. In other words, the same course can count for both major requirement and for GE.

Upper and Lower Division Course Substitutions**:** Upper division courses can usually be substituted for lower division courses, but not vice-versa.

Cross-listed courses A number of Art History courses are cross-listed with other departments (e.g., ARTH 205/ HUM 205; ARTH 401/CLAR 420; ARTH 403/SXS 405) Students may sign up for the course under either prefix and have it count as an ARTH class. They should try first to sign up under the ARTH prefix, however sometimes all of the ARTH seats are taken but seats are still available under the alternative prefix. For the graduation application, they should list the prefix that appears on their transcript.

ART 685 Projects in the Teaching of the Visual Arts (Instructional Aide Course) May count for an upper division studio course. 685 is a university-controlled course number. This is the link to the academic senate policy that regulates how it is used: <https://senate.sfsu.edu/content/policy-undergraduate-instructional-aides>. Students may take a maximum of 4 units in 685. When advising students let them know this. If they have been given more than 4 units (which CS now prevents) know that only 4 can count toward their degree

ART/ARTH 699 (Independent Study) May count for an upper division ART or ARTH class. 699 is a university-controlled number. Students may take a maximum of 4 units in 699. They may not exceed 3 units during any one semester. Students must have a minimum overall GPA of 3.0 to register for 699. To register for 699 students must fill out the 699 form, have it signed by the supervising instructor, and bring it to the Art Office for the Director’s signature. The Art Office will add the class to the instructor’s roster and email the instructor and student with a permission number.

ART 570/ ART 671 Internships in the Visual Arts The School of Art offers academic internships for credit through the course ART 671 (previously ART 570). (Students may also choose to do “career internships,” which they pursue on their own and for which they will not receive academic credit.) Students must attend an Internship Information Session in the School of Art during the semester prior to when they wish to complete the internship. See the School of Art website for full internship policy and instructions. To take ART 671 students must:

 -have a grade point average of 3.0

 -have taken a 20th/21st century Art History class with a grade of B or better

ART 619 Exhibition Design Counts as an upper division studio art class and/or as a capstone class, and as an upper division elective within the Art History Major. \*Please note: Can be “double-counted” for the Museum Studies Minor.

**7. Complementary Studies**

All B.A. students must complete twelve units of complementary studies outside of the primary prefix for the major. Complementary studies units may come from:

* Languages other than English
* Minors
* Secondary Majors
* Certificates
* A group of courses (12 units) approved by a major advisor as “complementary” to the major
* Students who do a study abroad program automatically fulfill complementary studies and do not need to complete additional coursework.

With major adviser approval, courses that fulfill complementary studies units may be:

* Either upper or lower division units
* Resident or transfer units
* Units taken in approved study abroad programs.

See Advising sheets for specific guidelines and suggestions for Complementary studies within concentrations. Complementary courses are ultimately up to the advisor’s discretion; they do not get listed on the graduation application. As of January 2019, students with a B.A. in Art/Studio Art concentration may take complimentary studies courses in ARTH and students with a B.A. in Art History may take complimentary studies course in ART, however courses may not be double-counted.

**8. Grades**

* Grades D and above count as passing grades in the major.
* Grades C and above count as passing grades in the minor.
* Students must maintain a C average for all coursework taken in the major.
* CR/NC units may count for the major; however, no more than 24 of the units earned at this University, and applied toward an undergraduate degree, may be taken for CR grades. Students who select CR/NC grading should be informed that CR grades may be interpreted as a C and NC grades may be changed to an F when considered by other institutions.

Grade Forgiveness Policy: As of Fall 2017, students can repeat up to 16 units of coursework in order to have the lower grade “forgiven,” that is, not counted toward a student’s GPA. Only the stronger grade – of either attempt – will be mathematically factored into a student’s grade point average.

 - This policy applies to College of Extended Learning (CEL) classes.

 - It does not apply to transfer units.

 - If a student repeats a course, it’s the more recent attempt that counts toward the GPA, though all grades appear on the transcript.

 - If a student has taken a class more than twice, the forgiveness policy applies to the most recent attempt (not to the first time the course was taken).

 - Forgiveness applies to grades of WU (Withdrawal Unauthorized) and IC (Incomplete), both of which are weighted as Fs.

Probation and Academic Standing: Undergraduate students who maintain a cumulative Grade Point Average (GPA) of 2.0 or higher in their overall GPA and their SFSU GPA are in good academic standing. If either the overall or SFSU cumulative GPA drops below 2.0, a student is placed on probation. Two semesters of a cumulative GPA below 2.0 can lead to the student being disqualified and restricted from taking additional classes at the university until the GPA is improved by enrolling through the College of Extended Learning & International Affairs (CELIA), which is typically more expensive and more difficult to get classes. Undergraduate students who are on academic probation must file an SFSU Undergraduate Academic Standing Petition (ASP), signed by an advisor and director of the School of Art.

See the bulletin for full SFSU grading policy: <http://bulletin.sfsu.edu/policies-procedures/grading/>

**9.** **Petitions**

There are a number of situations that students/advisors may encounter that can be solved with a petition. Here are the most common petitions used:

 -Academic Standing Petition

 -Retroactive Withdrawal

 -Exceed Maximum Units

-Waiver of College Regulations: For Late add (current semester); Extension of incomplete; Retro-add (previous semester); Switch course prefix, section, #, or units; Add course already repeated; Late application for graduation; Change grading option

See the helpful petition section of the ARC website for further info: <https://advisinglca.sfsu.edu/petitions-checklist>

Please reach out to the Director/AOC for questions about petitions or have students email sch\_art@sfsu.edu

**10. Further Resources**

College of Liberal and Creative Arts Advising Resource Center (ARC): This is an excellent resource for general advising for students with drop in hours. (The website also has links to forms and petitions that may be of use to faculty advisors.)

HUM 112

(415) 338-1486

<https://advisinglca.sfsu.edu>

Undergraduate Advising Center (UAC). Appointments and Walk in Advising for students.

ADMIN 211

(415) 338-2101

<https://advising.sfsu.edu/>

Registrar’s Office. For issues with grading, permission numbers, rosters, registering for classes, etc. The registrar’s office has a contact form on their website that allows you to select from several options which helps your issue get directly to the staff member in the registrar’s office responsible for that area:  [https://registrar.sfsu.edu/helphttps://registrar.sfsu.edu/help](https://registrar.sfsu.edu/help)

(415) 338-2350

Resources for Students in Crisis:

 -Counseling & Psychological Services (CAPS). <https://caps.sfsu.edu/>

-The website of the Dean of Students has several resources for medical/psychological issues students may face: <https://dos.sfsu.edu/content/frequentlyaskedquestions>

-Also, for issues concerning sexual assault/abuse/harassment, see A Safe Place <http://psyservs.sfsu.edu/content/safe-place>