

# Kennesaw State University

## Department of Visual Arts

### Application Procedures

If you are interested in pursuing a degree in the Department of Visual Arts, you must make separate application directly to the College of the Arts at Kennesaw State University. This application is in addition to the standard application for admission to KSU. *Print these instructions and keep them for your records.*

Prior to admission to either the Bachelor of Fine Arts **or** the Bachelor of Science in Art Education you are **required to submit a portfolio of your studio work** to be reviewed by the Portfolio Review Committee in the Department of Visual Arts. Application can be made in one of the following ways:

**New transfer students who have had the equivalent of ART 1100, 2-Dimensional Design, and ART 1150, Drawing I** and incoming freshmen who have scored a *minimum of 4* on an AP Studio Art Exam may submit a portfolio of work from previous studio classes to be used to determine admission *and/or* equivalency credits. This portfolio must be submitted by the following deadlines:

Submission Deadlines	
Term of Admission	Application/Portfolio Deadline
Spring 2010	October 12, 2009
Summer/Fall 2010	March 1, 2010

**NOTE:** While credit hours from courses with a C or better will transfer, it is possible that you will have to repeat some courses regardless of the grade you received at your previous institution. *Credits from non-accredited institutions will not transfer.* If you do not submit by these deadlines, your transfer credits will not be evaluated in time for registration.

**Students currently enrolled in 2-Dimensional Design, and Drawing I**, will submit an entrance portfolio of their work to this point directly to the College of the Arts Office of Admissions and Student Services. You must submit both this application and your portfolio by the following deadlines:

Submission Deadlines	
Term of Admission	Application/Portfolio Deadline
Spring 2010	November 16, 2009
Summer/Fall 2010	April 19, 2010

Portfolios are due by 5:00 p.m. on the date indicated. **LATE PORTFOLIOS WILL NOT BE ACCEPTED**

## Portfolio Submission Guidelines

### Content

The portfolio is composed of photographic images of your studio work. A total of ten to twenty still and/or moving images should be submitted. The portfolio must include a minimum of four (4) samples of representational drawing made from direct observation (i.e., not copied from photographs, comics, or “fantasy”). At least two works should be original works (not assignments) that express your own identity and imagination as an artist. If you are requesting transfer equivalency credit for previous coursework at another university, you must also submit at least four strong examples of artwork for each art course that you wish to have evaluated for transfer equivalency credit. (Works submitted for transfer may expand the total portfolio size beyond 20.) Current students may submit work from their KSU studio classes as well as work done outside of class. Work submitted may be in any medium, including design, applied arts, or time-based media.

### Format

Portfolios should be submitted as PowerPoint files. The file name should be the student’s name, last name first (“Smith Jane.ppt”). Images should be of high enough resolution to be crisp and clear. Poor image quality will negatively affect the evaluation of your portfolio. Standard 4x3 page setup is preferred, and background color should be black. Any moving images should use a commonly available player and be embedded in the PowerPoint file and should be no longer than two minutes. **The four drawings from direct observation must be the first four images in the portfolio.** Sculpture and three-dimensional works may be represented by two different views on one page.

All submissions must be on a CD or DVD that is Macintosh-readable. Disks should be sent in paper sleeves with your name legibly printed on the disks, the sleeves, and the envelope. If you would like your CDs or DVDs returned, you must include a self-addressed, stamped envelope. Portfolios without self-addressed, stamped envelopes will be held for 1 year after notification. If still unclaimed, the portfolio will be discarded.

### **Labeling**

Each PowerPoint "slide" should be labeled at the bottom or left side in white 12-point Arial with the following information. DO NOT include your name with the individual images or any additional "slides" with your name or other identifying information.

Title (titles are italicized, not put in quotation marks)

Dimensions (height, width--and depth for 3-D works)

Medium

Year work was made

If it was created for a class assignment, please indicate for which class it was created and a brief description of the assignment; if it was not for a class, indicate it as an "original work."

### Examples:

*Untitled Figure Study*

18" X 24"

Charcoal on newsprint

2007

Drawing 2, figure study from direct observation.

*Montana Plains*

8" X 10"

Photography--film negative, digital print

2006

Original work, photo made in Grand Tetons at sunrise.

For further examples, visit our website at [www.kennesaw.edu/visual\\_arts](http://www.kennesaw.edu/visual_arts)

## **Submit your application and portfolio to:**

Samuel G. Robinson  
Assistant Dean of Admissions and Enrollment Management  
Kennesaw State University  
College of the Arts  
Room 201 Wilson Bldg., #31  
1000 Chastain Rd.  
Kennesaw GA 30144-5591

If you have any questions, please contact us at 770.423.6614 or by email at [COTA-Admissions@kennesaw.edu](mailto:COTA-Admissions@kennesaw.edu)

## **Application Checklist**

Submit your application for admission to Kennesaw State University

Complete and submit the Supplemental Application to the College of the Arts

Submit your admission portfolio to the College of the Arts

**ADVANCED PLACEMENT STUDENTS:** Submit your AP scores to the registrar

**TRANSFER STUDENTS:** Submit an unofficial copy of all transcripts with relevant course descriptions from all previous institutions where you took visual art or art history courses for which you seek transfer credit to the College of the Arts

**TRANSFER STUDENTS:** Submit the Transfer Credit Equivalency Form to the College of the Arts

**NOTE:** As an accepted Visual Arts major you will be required to submit a second portfolio for acceptance into your area of concentration. This review will take place during the second semester of study in the concentration area.

# Kennesaw State University

## Department of Visual Arts

### Application for Major Declaration

*Please print legibly or type. Submit this and the next page with your portfolio .*

#### PERSONAL INFORMATION

LAST NAME (as it appears on your KSU application)	FIRST NAME	MIDDLE NAME
ADDRESS		
CITY	STATE	ZIP
HOME PHONE		CELL PHONE
DATE OF BIRTH	KSU ID (if known)	E-MAIL ADDRESS

#### PROGRAM INFORMATION

Please indicate the term for which you are applying:	At what level do you expect to enter?

If you are applying as a freshman, did you take the AP Studio Art Exam?	
	If yes, provide score and subject (if known):

Have you already completed/expect to complete a college degree before enrolling at KSU?	
	Degree/Date/Institution:

For which degree program are you applying:	
	If BFA, Intended Area of Concentration:

How did you find out about the Department of Visual Arts at Kennesaw State University?	
If Other, please specify:	

#### ACADEMIC HISTORY

List below all high schools and institutions of higher education you have attended beginning with the most recent first. (NOTE: Transfer students must complete the Transfer Credit Equivalency Form in order to receive credit for previous coursework):	
Institution	Dates of Attendance

Please list any teachers/mentors that have been instrumental in your development as an artist	
Name	Relationship

<b>FOR COTA ADMISSIONS OFFICE USE ONLY</b>			
Application Received	KSU Admit:	Portfolio Received	Portfolio Number
Date:	Date:	Date:	COTA ID:

List any special distinctions, honors, prizes, awards, or exhibitions you have received:

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I certify that all information provided on this application is complete, factually accurate and honestly presented.

Signature of Applicant	Date