THE DESIGN SCHOOL

Bachelor of Science in Design: INTERIOR DESIGN

Applying To Pass Degree Milestone–Continuing To Second Year

For students that have completed (or are currently enrolled in) INT 111, 120, 121, 123, 131, 221, and 222 and have earned a letter grade of “C” or better.

Applying to pass the degree milestone requirement is competitive and limited by available spaces. Selection is awarded to those applicants demonstrating the highest promise for professional success. 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, May 2, 2016

Where

Portfolio: Submit portfolio and written work to the Design North building, room 162 between regular business hours. (M- F 8:00am – Noon and 1:00pm – 5:00pm)

Application: Complete online at https://herbergerinstitute.asu.edu/forms/design/degree_application/ This link will be active starting April 1, 2016

You will receive an e-mail confirmation of your application submission. Make sure your ASU e-mail account is working properly and check it immediately to verify that you received the confirmation.

Policy on Late Applications

Late applications will not be accepted under any circumstances

Qualifications

- For students that have completed (or are currently enrolled in) INT 111, 120, 121, 123, 131, 221, and 222 with a “C” or better.
- Selection to pass the degree milestone in Interior Design is limited to applicants who have completed the first-year requirements and who are determined by the admissions committee to have the best potential for academic success. Space in the program is limited.
- Application materials and Grade Point Average (GPA) will be assessed to determine academic success. Decisions will be made based on the following and weighted with the following percentages: 30% Portfolio, 20% ASU GPA, 25% Interior Design GPA, and 25% Written Statement.

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 http://design.asu.edu/students/undergrad/milestone.php “Important Information for Transfer Students”. Transfer students applying directly to pass the degree milestone need to view this section for additional information on the application process.
• 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 31, 2016.
• Transfer students must be admitted to ASU for the fall semester prior to April 25, 2016, and have an active ASURite ID and password in order to be able to access the online application to pass the degree milestone.

Application Materials

• A design portfolio submitted in a “Cardinal Show File Display Book” binder
• A printout of the online application confirmation email must be placed in the pocket of the binder
• Four copies of your written statement must be placed in the pocket of the binder
• You will sign an academic integrity document in the online application form, stating that your application, portfolio, and written statement contain your own work and writing.

Portfolio Requirements

• Portfolio must be presented in a “Cardinal Show File Display Book” (black, letter size with 24 pockets).
• “Cardinal Show File Display Book” can be purchased through Staples (phone number 480-824-0818), item number 392542.
• The Design School front office will not sell binders to students.
• The title Interior Design should appear on the spine of the “Cardinal Show File Display Book” binder.
• There should be no indication of the applicant’s name anywhere on the “Cardinal Show File Display Book” binder or on any of the contents except the application documents. Application documents will be removed for purposes of anonymity.
• The professional portfolio is the communication instrument used in the industry to determine the best candidates to hire for jobs and/or projects. The portfolio is constructed to tell a story of your abilities, which will be reviewed without the luxury of personal interface with the reviewers (unlike what you have experienced in class).
• The portfolio represents the application of design principles and elements through the composition of its layout. The portfolio has a focused message to deliver.
• All drawings, sketches, images and computer models are to be your own work and not drawings given in class as practice exercises.
• Pixilated images are not considered acceptable work. Submit clear, crisp images of your work.

Portfolio Contents

• Quick sketching/drawing/visualization/conceptualization (i.e., INT 120, 111)
• Principles of composition and order (i.e., INT 221)
• Instrument assisted drawing and modeling (i.e., INT 121,123–computer or 3-D handcrafted models)
• Computer applications (i.e., INT 121, 123)
• Influences: cultural, historical, environmental, and social (i.e., INT 111, 131, 221)
• Miscellaneous (optional) (i.e., INT222)
• Other design work such as art, ceramics, professional work, photography, sketches, etc.

Portfolio Suggestions

• Include enough examples from each course to show the depth of your accomplishments and skills.
• Three-dimensional work should be photographed and color prints submitted.
• If you are photographing three-dimensional work, care must be taken with lighting. Most novices end up photographing their work several times to get quality images.
You should include a brief caption explaining each project presented. Other work/information that may be included, but is not required: Work done in other programs, particularly when the work was accepted for transfer credit in a required lower-division studio; Samples of professional work may also be included to show your skill level in a particular area.

Written Statement Requirements

- Develop a written statement of no more than 500 words, 10-or 12-point font, double spaced, 1” margins—top, bottom, and sides. References and graphic illustrations may be included on the second page.
- Four printed copies of the written statement should be placed in the pocket of the binder.
- Do not include your name.
- All references within the body of the statement and in the reference list should be in APA format (http://apastyle.org/). These references in the body of the essay and at the end of the essay are not included in the 500 word limit.
- It is best to write the statement in a word processing software and then cut/paste your statement into the online application.
- The topic of this written statement will be made available on this same website after April 1.

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 portfolios) as required by that major.
- All deficiencies must be completed before the beginning of the sophomore year fall semester or the student will be removed from the program.
- Portfolios may be claimed in person from Design North room 162 from July 5 thru August 31, 2016. A third party will be allowed to pick up your portfolio with your written and signed permission along with proof of identification. While care will be taken in handling the portfolios, The Design School will assume no liability for loss or damaged materials.
- All students must apply to pass the degree milestone. However, if the student has completed all of the major requirements in the first two years of the program and meets the GPA requirements, the student may be considered on a space available basis for placement directly into the third year of the curriculum.
- For those students who are reapplying to the milestone please follow these guidelines as stated.

Notification of Decision

- Notification of admission decisions will be sent to your ASU email account by June 15, 2016, when the admission decisions have been made.
- If you do not respond to your offer by July 1, 2016, it will be considered a decline and you will forfeit your space in the program. You must have access to the Internet during the offer period (June/July). It is your responsibility to respond by the deadline stated in your offer letter.
- 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

- Students that pass the degree milestone will be expected to begin that portion of the program at the beginning of the following fall semester. Deferrals are not granted. There are no exceptions to this policy. If you wish to postpone your education, you must reapply to the milestone the following spring.