

## **Second Major Declaration Policy for the College of Art**

Undergraduate students enrolled in the College of Arts & Sciences, the James McKelvey School of Engineering, the Olin Business School, and the College of Architecture may declare a Second Major in Art or Design in the College of Art. Second Major declarations must be made in WebSTAC by the last day of final exams of the semester before the effective semester.

### **Minimum Criteria**

The following requirements must be met to pursue a Second Major in the College of Art at the Sam Fox School:

1. Achieve a cumulative GPA of 3.0 or higher.
2. Present an academic record that supports the conclusion that you will be able to complete a BFA or BA degree in the College of Art in a typical time frame.
3. Be in good academic standing.
4. Submit a portfolio of 10-20 images of your best and most recent artwork (see below).

Each declaration is evaluated on a case by case basis. Meeting the minimum criteria does not guarantee admission into the College of Art.

### **Portfolio Requirements**

Your portfolio should consist of 10-20 pieces of artwork such as drawings, paintings, photographs, illustrations, videos, sculptures, storyboards, websites, or other types of relevant work in art and design. Work from any studio courses previously taken in the Sam Fox School must be included in your portfolio. Artwork should be submitted as high resolution digital images no larger than 2MB each. Please include only one image per file. Detail images or alternate views of work may be included as individual files. Each file should be in JPG or JPEG format and labeled using the following format: Lastname Firstname\_01.jpg (e.g. Smith John\_01.jpg).

Your portfolio must also contain a numbered image list that corresponds to your file names. For each piece, please list the course in which it was made (if applicable), title/assignment, media, size, and year of completion. The image list may be a PDF or Word doc.

Your images and image list must be uploaded to a Box folder that you will be given access to by John Early, Undergraduate Academic Advising Coordinator for the Sam Fox School.

### **To Begin the Second Major Declaration Process:**

- Log in to WebSTAC and select "Change WU School" under the "Academics" tab.
- Upload your portfolio and image list to Box.
- Meet for an interview and portfolio review with the advisor for your declared Second Major program. Advisor contact information is provided during the declaration process in WebSTAC.