

## Application Procedure for Incoming Students

The Department of Contemporary Art and Theater offers a Bachelor of Arts (B.A.) degree in art education (K-12) and a Bachelor of Fine Arts (B.F.A.) degree in graphic design, photography/computer imagery, painting and drawing, printmaking, or sculpture. The Department of Contemporary Art and Theater is designed to provide students with a diversified experience in art, as well as an in-depth experience in one concentration area. Through a series of courses, students will develop the technical skills, language, and critical thinking associated with the visual arts, along with the broad-based knowledge of the liberal arts—both essential for growing creatively and professionally as artists, graphic designers, photographers, and future educators.

In order to maintain a quality learning environment, admission into the Department of Contemporary Art and Theater is both selective and competitive. Acceptance into the university does NOT guarantee a student acceptance into the art programs. Therefore, in addition to the university's general admission requirements, applicants interested in majoring in art are required to also submit a Department Application Packet (*see guidelines below*).

Due to the sequential nature of the curriculum, it is recommended that students begin their studies in art in the fall semester to insure a smooth transition into the department and a firm academic start in the chosen concentration area.

### Guidelines for the Department Application Packet:

1. **Completed Department Application Form** (*see attached*)
2. **Statement of Purpose** (*typed*): 100–300 words explaining why you want to pursue art as your major at Shepherd University
3. **12–20 Samples of your best work**: 35mm slides, JPEG images (in a folder or in a PowerPoint presentation) on a CD, or 8"x10" color prints will be accepted. Do **NOT** send actual work! Slides and/or CDs should be submitted in a clear plastic slide sleeve and/or CD case, labeled with the applicants name and numbered 1–20.

*If you are applying to the Photography/Computer Imagery program, you must include at least 5 samples of photography. If you applying to the Graphic Design program, samples of drawings and/or paintings are acceptable — it is recommended that you include samples of graphic design, if available, but is not required.*

4. **Associated Image List** (*typed*), which should include the following information for each sample of your best work:
  - Appropriate number (1–20), which should correspond to the number of each sample
  - Applicant's full name
  - Media (*painting, photography, mixed media, etc.*)
  - Size (*width x height*)
  - Date of Completion
  - Indicate whether the work was created independently or in response to a class assignment. If the work was created in response to a class assignment, include the title and level of the course. A brief explanation of the work may also be included (*optional*).
5. **Self-Addressed, Stamped Envelope (SASE) or Mailing Packet** with sufficient postage for return of materials (*optional*).

## Application Procedure for Incoming Students (*cont'd*)

For full consideration, the Department Application Packet should be postmarked by the following dates:

### Fall Admittance:

Early Decision	November 1st	<i>notification will be mailed by January 1st</i>
Priority Deadline	March 1st	<i>notification will be mailed by April 1st</i>
Final Deadline	May 1st	<i>notification will be mailed by June 1st</i>

### Spring Admittance:

Final Deadline	November 1st	<i>notification will be mailed by December 1st</i>
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*The Department of Contemporary Art and Theater will consider applications received after the May 1st deadline, space permitting.*

If you are applying for fall admittance, there are a limited amount of scholarships available through the Department of Contemporary Art and Theater. There is no additional application required to be considered — these awards are based on the quality of work submitted and a commitment to the pursuit of art. Applicants who submit the Department Application Packet by March 1st will be given priority consideration for department scholarships; applications received after this date will be processed until funds are exhausted. WV Promise Scholarship recipients are not eligible.

For more information regarding the Department of Contemporary Art and Theater, please visit our website at <http://www.shepherd.edu/artweb>. For specific questions regarding the department application process, please contact Stephanie Robbins at [srobbins@shepherd.edu](mailto:srobbins@shepherd.edu).

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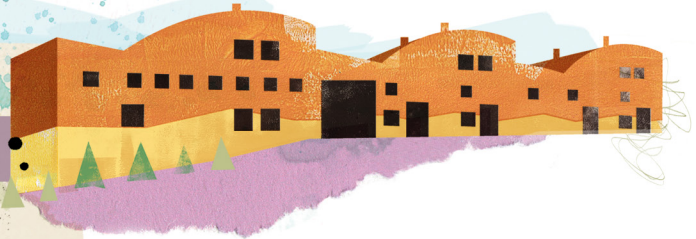
### Checklist:

- Department Application Form
- Statement of Purpose
- 12-20 Samples of Work
- Associated Image List
- SASE with sufficient postage, for return of materials (*optional*)

Application for admission to the Department of Contemporary Art and Theater should be mailed directly to:

Stephanie Robbins, Enrollment Coordinator  
Department of Contemporary Art and Theater  
Shepherd University  
P.O. Box 5000  
Shepherdstown, WV 25443

*\*All application materials associated with admission to Shepherd University should be mailed to the Office of Admissions at the address listed on the university application forms.*



Date of Application			
I am applying for admittance to the Department of Contemporary Art and Theater, beginning in the:			
<input type="checkbox"/> Fall of 20_____			
<input type="checkbox"/> Spring of 20_____			
Applicant's Name:			
Mailing Address:			
City:		State:	Zip Code:
Telephone	Home:		Mobile:
E-mail Address:			
I plan to pursue a:			
<input type="checkbox"/> B.A. ( <i>Bachelor of Arts</i> ) degree in Art Education			
<input type="checkbox"/> B.F.A. ( <i>Bachelor of Fine Arts</i> ) degree in Art, with a concentration in:			
<input type="checkbox"/> Graphic Design			
<input type="checkbox"/> Photography/Computer Imagery			
<input type="checkbox"/> Painting and Drawing			
<input type="checkbox"/> Printmaking			
<input type="checkbox"/> Sculpture			
<input type="checkbox"/> Undecided - Art			
I am considered a(n):			
<input type="checkbox"/> Incoming Freshman ( <i>no previous college experience</i> )			
<input type="checkbox"/> Transfer Student ( <i>previous college experience</i> )			
<input type="checkbox"/> Readmit Student to Shepherd University <i>Previous Major:</i> _____			
<input type="checkbox"/> Current Student at Shepherd University <i>Current Major:</i> _____			
Incoming Freshmen	High School:		Expected Date of Graduation:
	City:		State:
Transfer Students	{1} Previous Institution Attended:		
	City:		State:
	{2} Previous Institution Attended:		
	City:		State:
	{3} Previous Institution Attended:		
	City:		State:
Please list all other colleges to which you are applying for admission:			
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_____			
_____			