

CoAD College of Architecture and Design

Portfolio Guidelines for Undergraduate Transfer Students

These guidelines are for undergraduate transfer students seeking design credit towards any degree offered by the College of Architecture and Design.

Portfolio A portfolio is a document created and maintained by all architects and artists that includes a representative sample of their professional and student work. It is a record of interests, qualifications, and accomplishments. Within an academic setting, the portfolio enables faculty to understand the design progress of each student and to measure these achievements against the institution's objectives for its curriculum. It further encourages students to establish a habit of saving and documenting work in an organized fashion. For transfer students, the portfolio enables the faculty to determine if credit can be given for specific coursework at LTU.

Procedure Students requesting transfer credit for design course work are required to submit a design portfolio to demonstrate that their work meets the learning objectives for those courses. The portfolio is expected to be well organized, complete, and to have pertinent information about the student, the college at which the work originated, and the names and code numbers of courses taken. The portfolio must include projects from all courses that are used as substitutes for Lawrence Tech's design and studio courses. Additional work may be included to provide a more complete understanding of a student's accomplishments.

Credit Students will be granted transfer credit for those LTU courses in which the learning objectives of the subject courses are met as demonstrated by the portfolio and a minimum grade of C in the course.

Portfolio Guidelines	Please read these instructions carefully.	
Format	Format the portfolio as a single .pdf file (one integrated file) Maximum size: 15 MB Resolution: 150 dpi resolution	
Length	12 to 16 pages plus a single cover page	
Orientation	Landscape format (long dimension oriented horizontally), 8 ½ inches high x 11 inches wide	
Cover Page	The cover page should include your name, current college or institution, current academic discipline or occupation, desired LTU academic program, and if applicable, a list of courses for which transfer credit is sought (Basic Design 1 or 2, Visual Communication 1, 2, or 3, Integrated Design 1 or 2).	
Presentation	Projects are to be labeled clearly and correctly, and described appropriately. Be concise. "White space" on portfolio pages and simply organized pages with aligned images and text are recommended for legibility. Make all images and text large enough to read clearly. Avoid the use of unnecessary personal logos, special page borders, and other graphic "themes." Use a simple typeface such as Helvetica or Arial in a 9- or 10-point size. Avoid abbreviations; check spelling and grammar in all text.	
Submittal Dates	We consider applications for admission and portfolios throughout the year and work to enroll students expeditiously. However, as it is necessary to resolve students' eligibility for transfer credit and to determine course placement prior to beginning coursework, please submit portfolios by the following dates. We can only promise to review applications that are submitted, complete, by these dates.	
	For fall semester admission	May 15
	For spring semester admission	November 1
	For summer semester admission	March 15
Email Submittal	Label your portfolio pdf file as follows: your last name, first name_portfolio Example filename: Smith_Jane_portfolio	
	Upload your portfolio to your LTU application.	