

# SOPHOMORE PORTFOLIO REVIEW CHECKLIST

SPRING 2024



**DEADLINE:  
MAY 13TH  
BY 3PM MST**

## DIGITAL FORMAT REQUIREMENTS:

- **8.5" x 11" landscape format is recommended**, but not required.
- **Contact information** on cover sheet: full name, photo, current address, student email address, and semester of submission.
- **One-page personal statement.**
- **Maximum of 40-pages** of content, excluding title pages.
- **PDF file should be: 50 MB maximum, Single file** with your **name** and the **semester of submission** in the file name. (*Example: Eames, Ray – Spring\_2024*).

## ADDITIONAL REQUIREMENTS:

- Digital copy of your Degree Progress Report with all required courses highlighted.
- Digital Submission Signature Form should be signed and submitted with your portfolio.

## FINAL MENTIONS:

- Students should consult the Sophomore Portfolio Review Guidelines booklet when preparing their portfolio.
- It is highly recommended students seek faculty feedback before submitting their final portfolio version.
- Students will be notified via school email about the review results no sooner than two weeks after deadline.
- **PORTFOLIOS WILL NOT BE ACCEPTED AFTER THE ABOVE DEADLINE – NO EXCEPTIONS.**



**MSU** Department of Industrial Design  
DENVER College of Aerospace, Computing, Engineering and Design



**Submit digitally and  
securely via  
IND LiquidFiles**