COLLEGE OF ARCHITECTURE, PLANNING
& LANDSCAPE ARCHITECTURE

▼ ▼ ▼

ARCHITECTURE
GRADUATE STUDENT HANDBOOK

M.Arch
MS.Arch—IO • MS.Arch—D+EC
MS.Arch—HC • MS.Arch—UB
MS.Arch—EBT

THE UNIVERSITY
OF ARIZONA

▼ ▼ ▼

revision 1..................................... 04.11.16

revision 2..................................... 12.14.16

revision 3..................................... 03.27.17

Contents

Part 1

DEGREE REQUIREMENTS
MASTER OF ARCHITECTURE (M.ARCH) III
(summer + 3 years)

Recommended Sequence Of Courses
97 credit units

Summer I

ARC 510a	Design Studio I: Immersion	4	
ARC 540a	Design Communication I	3	
Total Summer I Units			7

FALL I

ARC 510b	Design Studio II	6	
ARC 521a	Integrated Technology I	3	
ARC 529	Intro to the Built Environment	3	
ARC 540b	Design Communication II	3	
Total Fall I Units			15

SPRING I

ARC 510c	Design Studio III	6	
ARC 521b	Integrated Technology II	3	
ARC 533	History + Theory of Architecture II	3	
ARC 526	Site Planning and Analysis	2	
ARC 527	Architectural Programming	2	
Total Spring I Units			16

FALL II

ARC 510d	Advanced Studio I	6	
ARC 521c	Integrated Technology III	3	
ARC 531	History + Theory of Architecture II	3	
ARC 540c	Design Communication III	3	
Total Fall II Units			15

SPRING II

ARC 510e	Advanced Studio II	6	
ARC 521d	Integrated Technology IV	3	
ARC 541	Contract Documents	3	
Elective #1	Graduate Level Elective	3	
Total Spring II Units			15

FALL III

ARC 510f	Advanced Studio III	6	
ARC 909	Master's Project Prep	3	
Elective #2	Graduate Level Elective	3	
Elective #3	Graduate Level Elective (History/Theory)	3	
Total Fall III Units			15

SPRING III

ARC 909	Master's Project	6	
ARC 550c	Ethics and Practice	2	
ARC 521e	Integrated Technology V	3	
Elective #4	Graduate Level Elective	3	
Total Spring III Units			14

Total Program Required Units **97**

For more information:

Graduate Program Coordinator
Amy Moraga
CAPLA Room 101
amoraga@email.arizona.edu
520.621.9819

Program Chair (through May 2017)
Associate Professor
Beth Weinstein
bmw99@email.arizona.edu
520.626.6324

Program Chair (from June 2017)
Associate Professor
Chris Trumble
ctrumble@email.arizona.edu
520.626.6324

DEGREE REQUIREMENTS
MASTER OF ARCHITECTURE (M.ARCH) II
(summer + 2 years)

Recommended Sequence Of Courses
66 credit units

Summer I
ARC 509a	Advanced Immersion Studio	4	
ARC 509b	Advanced Immersion Seminar	3	
Total Summer I Units			7

FALL I
ARC 510d	Advanced Studio I	6	
ARC 521c	Integrated Technology III	3	
ARC 529	Intro to the Built Environment	3	
ARC 540c	Design Communication III	3	
Total Fall I Units			15

SPRING I
ARC 510e	Advanced Studio II	6	
ARC 521d	Integrated Technology IV	3	
ARC 541	Contract Documents	3	
Elective #1	Graduate Level Elective (History/Theory)	3	
Total Spring I Units			15

FALL II
ARC 510f	Advanced Studio III	6	
ARC 909	Master's Project Prep	3	
Elective #2	Graduate Level Elective	3	
Elective #3	Graduate Level Elective	3	
Total Fall II Units			15

SPRING II
ARC 909	Master's Project	6	
ARC 550c	Ethics and Practice	2	
ARC 521e	Integrated Technology V	3	
Elective #4	Graduate Level Elective	3	
Total Spring II Units			14

Total Program Required Units **70**

For more information:

Graduate Program Coordinator
Amy Moraga
CAPLA Room 101
amoraga@email.arizona.edu
520.621.9819

Program Chair (through May 2017)
Associate Professor
Beth Weinstein
bmw99@email.arizona.edu
520.626.6324

Program Chair (from June 2017)
Associate Professor
Chris Trumble
ctrumble@email.arizona.edu
520.621.6741

DEGREE REQUIREMENTS
MASTER OF SCIENCE IN ARCHITECTURE, INDEPENDENT OPTION
(MS.ARCH—IO)

Recommended Sequence Of Courses
35 credit units

FALL I

ARC 601	Research Studio	6
ARC XXX	Required Course #1 per plan approved by Advisor	3
ARC 597a	Research Methods	3
Total Fall I Units		12

SPRING I

ARC 900	Graduate Research	6
ARC XXX	Required Course #2 per plan approved by Advisor	3
Elective #1	Advanced Elective in ARC/LAR or relevant discipline	3
Total Spring I Units		12

Fall II

ARC 909 or 910	Graduate Master's Report or Graduate Thesis	8
Elective #2	Advanced Elective in ARC/LAR or relevant discipline	3
Total Fall II Units		11

Total Program Required Units   **35**

For more information:

Graduate Program Coordinator
Amy Moraga
CAPLA Room 101
amoraga@email.arizona.edu
520.621.9819

Program Chair
Associate Professor
Susannah Dickinson
srd@email.arizona.edu
520.621.6736

DEGREE REQUIREMENTS

MASTER OF SCIENCE IN ARCHITECTURE, DESIGN + ENERGY CONSERVATION (MS.ARCH—D+EC)

Recommended Sequence Of Courses

35 credit units

FALL I

ARC 601	Integrative Graduate Region Studio	6	
ARC 561d	Computer Energy Analysis	3	
ARC 561p	Environmental Science Laboratory	3	
Choice of Elective (ARC 597a, ARL 521c, ARL 565, more)		3	
Total Fall I Units			15

SPRING I

ARC 900	Graduate Research Studio	6	
ARC 561e	Sustainable Design & the LEED Initiative	3	
ARC 561q	Special Topics in Architecture Research	3	
Total Spring I Units			12

SUMMER I

ARC 561k	Energy and the Environment	3	
ARC 561L	Energy Use in Buildings	3	
Total Summer I Units			6

FALL II

ARC 909 or 910	Graduate Master's Report or Thesis	8	
Choice of Elective (ARC 597a, ARL 521c, ARL 565, more)		3	
Total Fall II Units			8

Total Possible	**44**
Total Required	**35**

For more information:

Graduate Program Coordinator
Amy Moraga
CAPLA Room 101
amoraga@email.arizona.edu
520.621.9819

Program Chair
Professor
Nader Chalfoun
chalfoun@email.arizona.edu
520.621.6751

DEGREE REQUIREMENTS

MASTER OF SCIENCE IN ARCHITECTURE, HERITAGE CONSERVATION CERTIFICATE (MS.ARCH—HC)

Recommended Sequence Of Courses

38 credit units

FALL I

ARC 597a	Research Methods	3	
ARC 571f	Introduction: Conservation of Cultural Resources	3	
ANTH 540a	Cultural Resource Management	3	
Elective	History of the Built Environment*	3	
Total Fall I Units			12

SPRING I

ARC 597j	Documentation + Interpretation: Historic Built Environment	3	
PLG 564	Preservation Planning Issues	3	
ARC 900	Graduate Research	6	
Total Spring I Units	12		

SUMMER I

ANTH 505a	Introduction to Archaeological Conservation**	3	
Total Summer I Units			3

FALL II

ARC 593	Internship***	3	
ARC 909	Graduate Report OR		
ARC 910	Graduate Thesis	8	
Total Fall II Units			11

Total Graduate Units   **38**

*   History elective to be chosen in consultation with, and approved from, Heritage Conservation Coordinator depending on previous coursework. History credits could also be taken in Spring I depending on course availability. Suggested courses include:
ARC 531- History & Theory of Architecture II: Renaissance to Early Modern World Architecture
ARC 533- History & Theory of Architecture III: Modern Architecture
LAR 541- History & Theory of Landscape Architecture

**   May be substituted with ANTH/MSE 596a Special Topics: Materials Science of Art and Archaeological Objects (Fall), ANTH 532a Chemical Characterization for Cultural Material (Fall), or IRLS 541 Preservation (Summer) with approval of the Heritage Conservation Coordinator.

***   Internship credits can also be taken in Summer I.

For more information:

Graduate Program Coordinator
Amy Moraga
CAPLA Room 101
amoraga@email.arizona.edu
520.621.9819

Heritage Conservation Coordinator
Assistant Lecturer
Gina Chorover
gchorove@email.arizona.edu
520.621.2991

DEGREE REQUIREMENTS
MASTER OF SCIENCE IN ARCHITECTURE, URBAN DESIGN
(MS.ARCH—UD)

Recommended Sequence Of Courses
36–39 credit units

FALL I

ARC 601	Integrative Research Studio	6	
ARC 571s	History/Theory of Architecture IV	3	
ARC 597a	Research Methods	3	
LAR 622	Introduction to GIS	4	
Total Fall I Units			16

SPRING I

ARC 900	Graduate Research	6	
Elective #1	ARC/LAR/PLG/RED Elective	3	
Elective #2	ARC/LAR/PLG/RED Elective	3	
Total Spring I Units			12

FALL II

ARC 909 or 910	Graduate Master's Report or Thesis	8	
Elective #3	ARC/LAR/PLG/RED Elective*	3	
Total Fall II Units			11 (8)

Total Possible	**39**
Total Required	**36**

*   Third elective not required, but encouraged

Electives:

Course	Course Title	Units
ARC 540c	Design Communications III	3
ARC 581f	Biomimetics	3
ARC 597b	Sustainable Urban Design	3
ARC 597	Urban Exploration	3
RED 501	Introduction to Real Estate Finance	3
PLG 501a	Planning Theory and Practice	3
PLG 568	Transportation Planning	3
PLG 595a	GeoDesigning Linkages	3

For more information:

Graduate Program Coordinator
Amy Moraga
CAPLA Room 101
amoraga@email.arizona.edu
520.621.9819

Program Chair
Associate Professor
Susannah Dickinson
srd@email.arizona.edu
520.621.6736

DEGREE REQUIREMENTS
MASTER OF SCIENCE IN ARCHITECTURE, EMERGING BUILDING TECHNOLOGY (MS.ARCH—EBT)

Recommended Sequence Of Courses

35 credit units

Option A

FALL I

ARC 561i	Materials Properties	3
ARC 510x	Immersion Studio	6
ARC 597a	Research Methods (EBT Seminar)	3
Total Fall I Units		12

SPRING I

ARC 900	Independent Research	6
ARC 561j	Materials Modeling	3
Elective #1	Graduate Level Elective	3
Total Spring I Units		12

FALL II

ARC 909 or 910	Graduate Master's Report or Thesis	8
Elective #2	Graduate Level Elective	3
Total Fall II Units		11

Total Graduate Units   **35**

Option B

FALL I

ARC 561i	Materials Properties	3
ARC 540c	Design Communications III	3
ARC 597m	Materials Fabrication Intro	3
ARC 597a	Research Methods (EBT Seminar)	3
Total Fall I Units		12

SPRING I

ARC 900	Independent Research	6
ARC 561j	Materials Modeling	3
Elective #1	Graduate Level Elective	3
Total Spring I Units		12

FALL II

ARC 909 or 910	Graduate Master's Report or Thesis	8
Elective #2	Graduate Level Elective	3
Total Fall II Units		11

Total Graduate Units   **35**

For more information:

Graduate Program Coordinator
Amy Moraga
CAPLA Room 101
amoraga@email.arizona.edu
520.621.9819

Program Chair
Assistant Professor
Shane Smith
shaneida@email.arizona.edu
520.621.6736

Part 2

RIGHTS AND RESPONSIBILITIES

Qualities of an Accomplished Graduate Student

Self-Generative: Is a self-starter; does not wait to be told what to do; looks for what is needed and undertakes it; is prepared for assignments, going beyond minimum deliverables to provide what is needed to advance the work.

Inquisitive: Has a hunger for learning; looks beyond surface manifestations for cause and rationale; is interested in exploring topics to their conclusion; exposes self to new and unfamiliar work and ideas; consciously expands skills and knowledge.

Meta-Understanding: Interested in the order and rationale behind phenomena; appreciates that all knowledge comes with a point of view and so seeks to understand the source and context of information rather than accept it at face value; comes to studio critiques and reviews with self-assessment of the work (what works, what doesn't, and why), and so learns to be self-critical.

Collegial: Respects and listens to others; realizes the importance of collective work and is able to defer a personal agenda for the good of the whole; brings a mature, two-way, contributory relationship to peers and faculty members; is able to find the best in others and work with others in developing work that is better than the sum of the contributors.

Time Management: Is able to prioritize components in complex operations; has the discipline to work to a schedule; can maintain minimum sleep and healthy habits during prolonged periods of work and stress.

Academic Integrity

CAPLA students are expected to behave ethically and professionally, adhering to the *CAPLA Professional Code of Conduct* and the *UA Code of Academic Integrity*. The Dean of Students will advise students on questions of process; the CAPLA Associate Dean hears cases of academic integrity.

Witnesses to academic integrity violations are expected to report them and cooperate in proceedings. Privacy shall be protected to the extent allowed by law and with consideration for fairness. Retaliation against witnesses is prohibited and shall be treated as a violation of the Code of Conduct and applicable University rules.

Part 3

DEPARTMENTAL STRUCTURE +
STUDENT PARTICIPATION IN DEPARTMENTAL MATTERS

The School of Architecture is a community of faculty, staff, and students who work together for the good of the whole. Every member has a voice that is welcomed, heard, and respected.

The School operates under shared governance, meaning that members of the community have a say in decision making commensurate with their role and contributions to the community. There are a number of ways Graduate Students, individually or collectively, have a voice in shared governance:

Director

The Director is available to students to address student concerns and suggestions about the School that have not otherwise been addressed. For an appointment, email or visit the Architecture Office: *arch@email.arizona.edu*

Committee Participation

Students have representation on all School committees, except those involving promotion and tenure, including the Curriculum Committee and Search Committees. Student leaders sit on the College's Student Council.

Students are encouraged to make their interest in serving on a committee known to the Director.

Student Organizations

The SoA has four active student organizations that contribute to the educational mission, social vibrancy, and collegiality among students. Students are encouraged to become members in these organizations and to actively participate in club activities and outreach:

- American Institute of Architecture Students (AIAS), including Freedom by Design.

- US Green Building Council (USGBC)

- Tau Sigma Delta (GPA criteria for membership)

- Puente: the Hispanic Architecture Club

Part 4

All students have access to the School's physical resources for degree-related activities, including:

- Meeting facilities, design studios, computer lab, formal and informal review spaces.

- A 9,000sf state-of-the-art Materials Lab, including Ceramics Lab, Concrete Lab, Digital Lab, Glass Lab, Helidon Lab, Laser Lab, Machining Lab, Metal Lab, Synthetics Lab, Wood Lab, CNC Machine Tools.

- Energy conservation facilities, including an outdoor thermal comfort test site with advanced instrumentation and state-of-the-art wireless sensor technology, a boundary layer contractionless wind tunnel, and an Artificial Uniform Overcast Sky Simulator for daylight testing and photometric measurements.

- Dedicated printing, plotting, and scanning technology.

Policy On Field Trips

The School supports faculty-led field trips with limited funding for student learning activities.

Trips: Out of State

Faculty: School pays trip cost, per University regulations.
Students: School pays University fleet costs; otherwise students pay travel (gas, parking, food, and other costs). School may contribute to educational costs (e.g., admissions to institutions for educational purposes).

Trips: In State

Faculty: School pays trip cost, per University regulations.
Students: School pays University fleet costs and may contribute to educational costs (e.g., admissions to institutions for educational purposes). Students pay gas, parking, food, and other costs.

The M.Arch program typically runs out-of-state projects, which are visited by studio, during M.Arch II (related to the Master's Project).

Part 5

FUNDING
RESPONSIBILITY-CENTERED UNIT WAIVERS (RC Waivers)

(formerly Graduate Tuition Scholarships (GTS))

RC Waivers are funds awarded by the School to students based on merit and are applied to the candidate's UA account to defer tuition. Most awards are made to entering students to help them get established; recipients should not count on continued funding unless explicitly provided for in the offer of admission.

To qualify students must be enrolled for a minimum nine graduate credits in CAPLA with a minimum 3.0 GPA.

As a condition of acceptance, students agree to:

1. join and participate in one of the School's committees or student professional organizations, such as AIAS, USGBC-SG, Tau Sigma Delta, or Puente;

2. attend and participate in all-School, year-level, and degree program meetings for students; and

3. realize that this award is an investment that should be re-invested with interest when the graduate is employed as a result of this education.

Part 6

GRADUATE ASSISTANT POLICY

Student Assistants work in support of the School in exchange for financial support.

Terms

SA STUDENT ASSISTANT: Student hired to assist in the operation of the School or College.

GA GRADUATE ASSISTANT: A graduate student entitled to tuition reduction, benefits, and salary. GAs may be one of three types: RA, TA, or HA.

RA RESEARCH ASSISTANT: A GA funded from a grant.

TA TEACHING ASSISTANT: A GA funded by the School or College to support a course or teaching activities.

HA HOURLY ASSISTANT: A graduate or undergraduate student hired on an hourly basis without tuition reduction or benefits. (Also called a "Grader.")

Protocol

SAs are awarded by the Director according to the guidelines of this policy. Awards seek a balance between the functional needs of the School and the recruiting value and/or meritorious academic performance of qualified students.

Course Need

Courses may be assigned SAs as a result of course size, teaching intensity, expertise needed, or special circumstances. Courses with specialized requirements may require SAs who have previously completed and excelled in the course.

Student Qualifications

Students are selected for SA awards according to the following criteria:

- **Merit:** GPA, portfolio, language skill, work experience, publications, teaching experience, attitude, leadership, and participation in the School.

- **Ability:** Need for the student's particular abilities by the course or instructor.

Course Awards

All graduate students seeking a GA-ship must apply by the deadlines. See the Graduate Advisor for more information.

Remuneration

Graduate Assistants are paid according to the University's standard guidelines. Hourly Assistants will be paid on the following schedule:

- **Level 1 (Basic):** $8.05/HOUR. Basic HA is a student who has demonstrated high competency, good motivation, ability to follow-through, and a sense of responsibility.

- **Level 2 (Skilled):** $10.00/HOUR. A Skilled HA is a student has the qualities of a Basic HA and has demonstrated the particular skills needed for the course to which the HA-ship is devoted.

- **Level 3 (Qualified):** $12.00/HOUR. A Qualified HA has the qualities of a Skilled HA and has received specialized training by having previously taken a course, previously had an SA-ship for a course, or by other specialized training.

- **Level 4 (Experienced):** $15.00/HOUR. An Experienced HA has had significant professional work experience that provides advanced skills and knowledge needed for the job.

Contract and Award

SAs complete two contracts.

- **HR Contract:** The legal hiring paperwork required by UA Human Resources.

- **Course Contract:** The agreement specifying the duties to be performed between the HA and the Professor.

Training

SAs will complete the relevant training:

- **University Training:** Graduate Teaching Assistants complete a mandatory online training (*https://grad.arizona.edu/funding/ga/mandatory-online-training*) and submit verification of successful completion to the Graduate Programs Coordinator. Applicants whose citizenship is from a non-English speaking country must demonstrate a level of proficiency in spoken English before duty assignment. See:

http://grad.arizona.edu/financial-resources/ua-resources/employment/ga-manual/espe.

- **Course Training:** SAs attend a training session with the sponsoring faculty member and may do specified homework prior to the start of classes. Time allocated for this work may be charged against the SA-ship.

Time

SAs are required to put in a concerted effort for the duration of the period covered in the Contract. They should only work on tasks approved and directed by their sponsoring Faculty Member.

- **For Teaching + Research Assistants:** Timesheets must be compiled by the SA, signed by the responsible faculty member, and filed by the SA with the appropriate advisor for payment. TAs have a required commitment of 10 hours/week for 20 weeks for a total of 200 hours/semester. TAs should average 10 hours/week and not spend more than a total of 200 hours. Willing TAs may spend more time in one week in exchange for less in another. Because the semester pay period runs beyond the end of classes, there is a reservoir of time from those weeks to utilize as overtime. In no case will SAs be allowed to transfer time to another semester.

- **For Hourly Assistants:** Online timesheets must be compiled by the SA and approved by the responsible faculty member. The total amount of time worked, and the amount worked per week, is up to the Supervisor unless otherwise determined in the SAs contract.

Responsiveness

SAs serve at the pleasure of their sponsoring faculty member. They are required to respond to emails or voice messages from the sponsoring faculty, or her designated supervisor, within 24 hours. Failure to respond will constitute grounds for dismissal.

Problem Resolution

In the event an SA or faculty encounters problems with the Student Assistantship, they should:

- Attempt a resolution by a meeting between the SA, faculty member, and the appropriate advisor.

- Failing this, the dissatisfied party should request a meeting between the Director, the SA, the faculty member, and the appropriate advisor.

GRADE APPEAL PROCESS

Part

7

1. A student may appeal a grade by following the procedures in the CAPLA Grade Appeal form: See *http://capla.arizona.edu/student-forms-and-procedures*, Grade Appeal Form under "CAPLA."

2. All timelines refer to the first regular semester after the semester or summer term in which the grade was awarded. Grade appeals are not processed during the summer sessions unless the Dean determines a case warrants immediate review.

   a. Within the first five weeks of the semester, the student should discuss the concerns with the course instructor, stating the reasons for questioning the grade. If the instructor is a teaching assistant/associate and this interview does not resolve the difficulty, the student shall discuss the problem with the person in charge of the course.

   b. Within the first five weeks of the semester, the student shall fill out Steps 1-3 in the above referenced form.

   c. Within two weeks from the date of receipt of the student's written statement, the instructor shall respond to the student in writing. The instructor should explain the grading procedures and how the grade in question was determined as well as other issues raised in the student's statement.

   d. If the instructor is not available or does not resolve the matter within two-weeks, the student shall, within one week thereafter, readdress and submit the written appeal to the Director.

   e. The Director has two weeks to consider the student's written statement, the instructor's written statement, and confer with each. The Director, who does not have the authority to change the grade, shall inform the instructor and the student in writing of his recommendation. If a grade change is recommended, the instructor may refuse to accept the recommendation. The instructor shall notify the Director and student in writing of his/her decision.

   f. If the Director does not act on or resolve this matter within two-weeks, the student shall, within one week thereafter, readdress and submit the written appeal to the Dean.

   g. The Dean shall convene a committee to review the case. The committee consists of five members. Faculty representatives

include one from instructor's school and two from closely related schools/departments or colleges. The appropriate student organization of the college shall provide two student representatives who are full-time students in good standing from the same degree program. All student members must be in good academic standing in that college.

h.   Within the structure provided by the Dean, the committee shall design its own rules of operation and select a chair other than the faculty representative from the department concerned. The student and instructor shall represent themselves.

i.   If feasible, the committee should meet with the student and instructor to attempt to resolve the difference. The committee shall consider all aspects of the case before making its recommendation. The committee shall make a written report with recommendations and provide copies to the student, the instructor, the Director, and the Dean.

j.   The Dean shall make a final decision after consideration of the committee's recommendation and within four weeks of receiving the student's appeal. The Dean has the authority to change the grade and the registrar shall accept the Dean's decision. The Director, instructor, and student shall be notified in writing of the Dean's decision.

8

Part

GRADUATE STUDENT ADVISING

The Graduate Programs Coordinator and respective Program Chair advise students on their academic career. Before registering, students meet with the Graduate Programs Coordinator to plan a course of study.

Students should schedule appointments in advance. On-site scheduling may be available with the Coordinator using Wise Advise.

Students are responsible for understanding the Graduate College's and CAPLA's policies and procedures, for which the following links will be helpful for academic policies, academic integrity, academic procedures, and required forms.

- *http://grad.arizona.edu/degreecert*

- *http://grad.arizona.edu/academics/program-requirements/masters-degrees*

- *http://grad.arizona.edu/academics/degree-certification/gradpath*

- *https://grad.arizona.edu/gcforms/academic-services-forms*

- *http://grad.arizona.edu/academics/degree-certification/deadlines-for-graduation*

- *http://capla.arizona.edu/student-forms-and-procedures*

CAPLA students must sign and submit to the Graduate Programs Coordinator the CAPLA Code of Conduct:

- *http://capla.arizona.edu/node/1169/mid/2615*

Graduate students are responsible for the above policies, procedures, forms, and Code of Conduct upon entering the program. Refer questions to the Graduate Programs Coordinator.

Part 9

Good Standing

Good academic standing denotes that a student is eligible to continue in or to return to the University, as defined below.

Academic Progress

Students enrolled in a graduate degree program must maintain a 3.000 grade-point-average (GPA) and meet the department's academic progress criteria toward degree completion. The minimum 3.000 GPA is based on all course work taken for graduate credit, whether or not the courses are offered in satisfaction of the specific requirements for a specific graduate degree.

Additionally, each department has its own criteria by which a student is evaluated on academic progress. Failure to meet those academic progress requirements will result in the student being placed on academic probation by the Dean of the Graduate College.

Probation and Disqualification, Academic Degree Students

Graduate students who have less than a cumulative 3.000 GPA will be placed on academic probation. Students on probation are required to meet with their major advisor, discuss the steps necessary to remediate the problems that led to probation, and devise a written action plan to be submitted to the Graduate College.

Students whose cumulative GPA is below 3.000 for two consecutive semesters will be disqualified from their degree program. Disqualification results in the student being blocked from registration. The student's department may petition for a one-semester extension of probation if the faculty believes that the student has a high probability of returning to good academic standing in one semester.

Disqualified students may apply for one of the following:

- Non-degree status, which allows them to continue taking graduate courses as non-degree seeking students, or

- Academic Renewal, if they wish to apply to a different degree program.

Students may apply for readmission to a degree program as early as the semester after their disqualification, if they achieve a cumulative GPA of at least 3.000 through additional graduate course work. A readmission request must be supported by the Director and approved by the Dean of the Graduate College. There is no guarantee of readmission.

Source: *CAPLA Academic Policies*

Certificate Students

Students who have less than a cumulative 3.000 GPA will be placed on academic probation. Students whose cumulative GPA is below 3.000 for two consecutive semesters will be removed from the certificate program and disqualified. Disqualification results in the student being blocked from registration. The student's department may petition for a one-semester extension of probation if the faculty believes that the student has a high probability of returning to good academic standing in one semester.

Disqualified students may apply for one of the following:

- Non-degree status, which allows them to continue taking graduate courses as non-degree seeking students, or

- Academic Renewal, if they wish to apply for a certificate offered by a different department.

Students may apply for readmission to a certificate program as early as the semester after their disqualification, if they achieve a cumulative GPA of at least 3.000 through additional graduate course work. A readmission request must be supported by the head of the department offering the certificate and approved by the Dean of the Graduate College. There is no guarantee of readmission.

Part 10

ANNUAL EVALUATIONS

It is recommended that students meet with the Graduate Programs Coordinator each semester to evaluate time to degree and review the student's plan of study.

The UA Graduate College requires all students submit a "Plan of Study" to assist in tracking the progress towards degree. The POS is available in UAccess in GradPath forms.

11

Part

M.Arch

Publication is not a requirement for students seeking the Master of Architecture degree. However students are encouraged to submit work for peer review and publication through several platforms: design competitions (such as the ULI and Ideal theater competitions), the UA SoA journal [TRANS], and other conference poster, paper, and publications (such as ACSA and JAE).

MS.Arch

MS.Arch students are encouraged and mentored, but not required, to contribute to the scholarly body of knowledge in their respective focus area. Published research takes many forms including conference posters, presentations, and papers as well as funded research proposals and technical reports under the supervision of a faculty member.

12

Part

M.Arch

The M.Arch program does not require a comprehensive exam. Each student's comprehensive knowledge and skill is validated through three requirements: the Technical Systems Integration studio (ARC510E), the M.Arch Milestone, and the Master's Project.

- The Technical Systems Integration studio (ARC510E) occurs during the spring semester of the M.Arch II year; students are expected to integrate knowledge gained in the Technology Stream into a comprehensive design project presented and defended in a public forum (the Final Jury).

- The M.Arch Milestone occurs at the conclusion of the spring semester of the M.Arch II year.

  The M.Arch Milestone is a mandatory review of progress toward the accredited degree. The purpose of this review is to provide an assessment of the skills and knowledge developed by the end of the 2nd Year of the M.Arch program and is thus a helpful tool in insuring the requisite abilities and full potential are attained by graduation. The Milestone is the gateway to the final year of the M.Arch degree.

  The medium of evaluation is the M.Arch Milestone Portfolio containing EVIDENCE of each student's comprehensive output. It is organized around, and addresses criteria under, the School's five Curricular Streams: Studio, Technology, Design Communications, History + Theory, and Professional Practice.

  The M.Arch Milestone asks students to appraise their progress by considering personal strengths and weaknesses, effectively speculating on a career trajectory by illustrating how they have satisfied criteria within each Stream. The essence of the Milestone is synthesis: students should demonstrate how Stream criteria have been brought together across courses and studios.

  The Milestone is a blind review: prior to submission, students are randomly assigned a three digit number that remains confidential to the Milestone Jury Chair. This number is the only identifying marker in the portfolio. While the composition of the Milestone Jury may include faculty members familiar with some of the student's work, it is the charge of this Jury to review the work in an impartial and objective manner in keeping with professional and academic standards.

Based on the Jury's assessment, students either
1) advance to the final (M.Arch I) year with no restrictions,
2) advance with recommendations for specific courses,
3) advance with required courses, or
4) repeat one or more specific courses.

For more details see: M.Arch Milestone Portfolio Criteria at
http://capla.arizona.edu/student-forms-and-procedures

M.Arch students complete a Master's Project, which may be a comprehensive design for a building or other form of applied architectural design research, which is presented and defended in a public meeting.

MS.Arch

The MS.Arch program does not require a comprehensive exam. The student's comprehensive knowledge is validated through the required Master's Report or Thesis. Both products represent substantive, rigorous research of publishable quality and must be presented and defended in a public meeting.

13

Part

INCOMPLETE POLICY

An incomplete grade of I is assigned when a small amount of work is unfinished due to circumstances outside of a student's control.

>A "small" amount of work means less than 10% of the coursework, or, what can be completed before the start of the next semester.

>Outside a student's control means illness, personal emergency, etc. (not "dog ate my homework").

An incomplete is not awarded in place of a failing grade or if the student is expected to repeat the course. It is not fair to other students, as well as undermining our culture of meeting deadlines, to give an Incomplete so a student can improve work or finish work left undone without due cause. Students are required to make arrangements with the instructor prior to the end of the semester.

Instructors are encouraged to use the Report of Incomplete Grade Form. This will be used as a contract stating what course work the student must complete to remove the I and replace it will a grade.

Student may have no more than one Incomplete at any one time.

Part 14

EXPECTATIONS FOR FACULTY INTERACTIONS

M.Arch

M.Arch students regularly interact with advising faculty as outlined in the ARC909 syllabus, generally meeting as a group on a weekly basis during the Master's Project Prep, and weekly on an individual basis during the Master's Project. Students receive feedback from their advisor no less than three times during the semester. In the case that a student pursues a Master's Thesis instead of a Master's Project (ARC910), in addition to weekly group meetings during the fall preparatory semester, and weekly individual meetings during project/thesis semester with the primary advisor, students are expected to have minimum of three reviews of progress with their thesis committee and more frequent meetings with individual committee members as deemed necessary. This committee is made up of the primary faculty advisor (leading ARC 909/910) plus two other committee members, one of whom must be a T/TT faculty member within the college. It is the student's responsibility to provide evidence of substantial progress on their thesis. It is the thesis committee chair/primary advisor's responsibility to ensure the committee provides feedback in a reasonable and timely manner so as not to inhibit substantial progress to degree.

MS. Arch

MS.Arch students' regular interactions with faculty depend on the individual course as outlined in its syllabus. MS.Arch students are oriented to the faculty in their research focus area within the first few weeks of their initial semester. This is followed by an individual meeting with the focus area chair at which time a plan of study is developed, approved, submitted, and primary advisor is assigned. Students are required to meet with their primary advisor at least monthly during the first semester to monitor and ensure substantial progress on their plan of study. During the subsequent semesters—typically dominated by research and Master's report/thesis coursework—students should meet with their primary advisor (often the thesis instructor of record and committee chair) and research committee members at least bi-weekly, and more frequently based on the committee's recommendation. The thesis committee should work with the student to determine reasonable schedules for submissions, feedback, and revisions. It is the student's responsibility to provide evidence of substantial progress on their thesis. It is the thesis committee chair/primary advisor's responsibility to ensure the committee provides feedback in a reasonable and timely manner so as not to inhibit substantial progress to degree.

Part 15

M.Arch

The M.Arch program requires a Master's Project, or exceptionally a Master's Thesis, as the culminating product of the degree. The decision to design a Master's Project or write a Master's Thesis is decided in consultation with the student's primary advisor.

 The intellectual content of the Master's Project must represent substantive, rigorous research of publishable quality applied to and/or through a design project. It is evaluated by the advising faculty member and must be presented and defended in a public meeting. The evaluation process does not involve the Graduate College. The Master's Project has specific requirements and presents the work in a form suitable to the topic and the intended audience as defined by the advising faculty member.

The Master's Thesis is used for original research (through or applied to a design project or not) in anticipation of peer-reviewed publication or subsequent Ph.D. research. The Master's Thesis is evaluated by the committee, and does not involve the Graduate College. The Master's Thesis adheres to guidelines in the Graduate College Manual for Theses and Dissertations, is submitted to the Graduate College as a bound product, is catalogued in the University Library, and is listed with various indexing services. In the case of a Master's Thesis students should establish a research committee during ARC 900 with a minimum of three members and the committee chair must be from the School of Architecture. A special committee member with or without architectural background can be qualified as a third member. At least two members of the committee must be tenure track, assistant professor or higher. Committee members typically agree to advise the ARC 900 research and continue through the Thesis. The final Master's Thesis product requires both a written submission and a public presentation presided by the committee where their research is defended.

MS.Arch

The MS.Arch program requires either a Master's Report or Thesis as the culminating product of the degree.   The intellectual content of the Master's Report and the Master's Thesis is identical: both must represent substantive, rigorous research of publishable quality. They differ in format. The Master's Report is used for applied design projects, is evaluated by the committee, and does not involve the Graduate College. The Master's Report has few specific requirements and presents the work in a form suitable to the topic and the intended audience as defined by the primary advisor/ research committee chair. The Master's Thesis is used for original research

in anticipation of peer-reviewed publication or subsequent Ph.D. research. The Master's Thesis adheres to guidelines in the Graduate College Manual for Theses and Dissertations, is submitted to the Graduate College as a bound product, is catalogued in the University Library, and is listed with various indexing services.

The decision to write a Master's Report or Thesis is decided in consultation with the student's primary advisor. In either case, students should establish a research committee during ARC 900 with a minimum of three members, including at least two tenure track members (unless faculty member has been approved as tenured equivalent) and the committee chair must be from the School of Architecture. A special committee member with or without architectural background can be qualified as a third member, but must be approved by the Graduate College as a special member. If the student chooses the Thesis option as the culminating product of the graduate degree, at least two members of the committee must be tenure track, assistant professor or higher. Committee members typically agree to advise the ARC 900 research and continue through the Report/Thesis. The final Master's Report/Thesis product requires both a written submission and a public presentation presided by the committee where their research is defended.

16

Part

ADDITIONAL POLICIES

Additional policies applicable to SoA Graduate Students can be found on the CAPLA website:

http://capla.arizona.edu/student-forms-and-procedures

College of Architecture, Planning
& Landscape Architecture

1040 N. Olive Road
P.O. Box 210075
Tucson, AZ 85721-0075
520.621.6751 / www.capla.arizona.edu

▼ ▼ ▼

CONTACT US
Robert J. Miller, Director
arch@email.arizona.edu
520.621.6752

THE UNIVERSITY
OF ARIZONA