COLLEGE OF ARCHITECTURE, PLANNING
& LANDSCAPE ARCHITECTURE

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ARCHITECTURE
GRADUATE STUDENT HANDBOOK

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

THE UNIVERSITY
OF ARIZONA

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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 530	History + Theory of Architecture I	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 531	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 540c	Design Communication III	3	
ARC 533	History + Theory of Architecture 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	History + Theory Technical Elective	3	
Total Spring II Units			15

FALL III

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

SPRING III

ARC 909	Master's Project	6	
ARC 550c	Ethics and Practice	2	
Elective #4	Integrated Technologies: Technical Elective	3	
Elective #5	Advanced Graduate Elective	3	
Total Spring III Units			14

Total Program Required Units	**97**

For more information:

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Program Chair
Associate Professor
Chris Trumble
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DEGREE REQUIREMENTS

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

Recommended Sequence Of Courses
72 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 530	History + Theory of Architecture I	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	
ARC 531	History + Theory of Architecture II	3	
Total Spring I Units			15

FALL II

ARC 510f	Advanced Studio III	6	
ARC 909	Master's Project Prep	3	
ARC 533	History + Theory of Architecture II	3	
Elective #1	Advanced Graduate Elective	3	
Elective #2	Advanced Graduate Elective	3	
Total Fall II Units			18

SPRING II

ARC 909	Master's Project	6	
ARC 550c	Ethics and Practice	2	
Elective #3	Integrated Technologies: Technical Elective	3	
Elective #4	Advanced Graduate Elective	3	
Elective #5	Advanced Graduate Elective	3	
Total Spring II Units			17
Total Program Required Units			**72**

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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:

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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	Research Studio	6
ARC 561d	Computer Energy Analysis	3
ARC 561p	Environmental Science Laboratory	3
ARC 561a	Water Efficiency in Buildings	3
Total Fall I Units		15

SPRING I

ARC 900	Research	6
ARC 561e	Sustainable Design & the LEED Initiative	3
ARC 561q	Special Topics in Architecture Research	3
Elective	ARC 597a, ARL 521c, ARL 565, + more	3
Total Spring I Units		12–15

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
Elective	ARC 597a, ARL 521c, ARL 565, + more	3
Total Fall II Units		8–11

Total Program Required Units **35**

For more information:

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Program Chair
Professor
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DEGREE REQUIREMENTS
MASTER OF SCIENCE IN ARCHITECTURE, HERITAGE CONSERVATION CERTIFICATE (MS.ARCH—HC)

Recommended Sequence Of Courses
35 credit units

FALL I

ARC 601	Research Studio	6	
ARC 597a	Research Methods	3	
ARC 571f	Introduction: Conservation of Cultural Resources	3	
ANTH 540a	Cultural Resource Management	3	
Total Fall I Units			15

SPRING I

ARC 597j	Documentation + Interpretation: Historic Built Environment	3	
PLG 564	Preservation Planning Issues	3	
Elective*	History	3	
Total Spring I Units			9

SUMMER I

ANTH 597c	Materials Conservation	3	
Total Summer I Units		3	

FALL II

ARC 909 or 910	Graduate Master's Report or Thesis	8	
Total Fall II Units			11

Total Program Required Units **35**

*   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
ARC 529 History of the Built Environment
LAR 541 History & Theory of Landscape Architecture

For more information:

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520.626.3407

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

Recommended Sequence Of Courses
36 credit units

FALL I

ARC 601	Research Studio	6	
ARC 571s	History/Theory of Architecture IV	3	
ARC 597a	Research Methods	3	
LAR 570	Introduction to GIS	4	
Total Fall I Units			16

SPRING I

ARC 900	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	Master's Report or Master's Thesis	8	
Elective #3	ARC/LAR/PLG/RED Elective*	3	
Total Fall II Units			11 (8)

Total Program Required Units   **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:

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DEGREE REQUIREMENTS

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

Recommended Sequence Of Courses

35 credit units

FALL I

ARC 601	Research Studio	6	
ARC 561i	Material Properties	3	
ARC 597a	Research Methods (EBT Seminar)	3	
Total Fall I Units			12

SPRING I

ARC 900	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**

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DEGREE REQUIREMENTS
MASTER OF SCIENCE IN ARCHITECTURE, HEALTH AND BUILT ENVIRONMENT
(MS.ARCH—HBE)

Recommended Sequence Of Courses
35 credit units

FALL I

ARC 601	Research Studio	6	
ARC 597a	Research Methods	3	
ARC 596d	Social & Behavioral Issues in Built Environments	3	
Total Fall I Units			12

SPRING I

ARC 900	Research	6	
ARC 597b	Health & Wellbeing in the Built Environment	3	
Elective #1	See possible electives below	3	
Total Spring I Units			12

FALL II

ARC 909 or 910	Master's Report or Master's Thesis	8	
Elective #2	See possible electives below	3	
Total Fall II Units			11

Total Program Required Units　　　　　　　　　　**35**

Electives:

Course	Course Title	Units
ARC 596d	Daylighting, Health, and Behavior	3
EPID 573A	Basic Principles of Epidemiology	3
EHS 575	Environmental & Occupational Health	3
EDP 541	Statistical Methods in Education	3
GEOG 546	Health and Global Economy	3
PSY 510	Statistical Fundamentals	3
PLG 568	Urban Transportation Planning	3

For more information:

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DEGREE REQUIREMENTS
MASTER OF SCIENCE IN ARCHITECTURE, SUSTAINABLE MARKET TRANSFORMATION (MS.ARCH—SMT)

Recommended Sequence Of Courses

35 credit units, PROJECT OPTION / 38–48 credit units, THESIS OPTION

PROJECT OPTION

FALL I

ARC 601	Research Studio	6	
ARC 597a	Research Methods	3	
ARC/SBE	Social Foundations of Sustainability	3	
Total Fall I Units			12

SPRING I

RED 501	Introduction to Real Estate	3	
MKTG	see "Marketing Sustainability" options page 10	3	
CAPLA	Sustainability Focus Course 1	3	
MGMT 556	Leadership and Teams	2	
Total Spring I Units			11

FALL II

SBE/PLG/ARC	Innovation, Design, and Society	3	
MGMT 564	Negotiations	3	
CAPLA	Sustainability Focus Course 2	3	
ARC 909	Master's Report	3	
Total Fall II Units			12

Total Graduate Units	**35**

THESIS OPTION

FALL I

ARC 601	Research Studio	6	
ARC 597a	Research Methods	3	
ARC/SBE	Social Foundations of Sustainability	3	
Total Fall I Units			12

SPRING I

RED 501	Introduction to Real Estate	3	
MKTG	see "Marketing Sustainability" options below	3	
CAPLA	Sustainability Focus Course 1	3	
MGMT 556	Leadership and Teams	2	
Total Spring I Units			11

FALL II

SBE/PLG/ARC	Innovation, Design, and Society	3	
MGMT 564	Negotiations	3	
CAPLA	Sustainability Focus Course 2	3	
CAPLA	Thesis Prep	3	
Total Fall II Units			12

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SPRING II

SBE/PLG/ARC	Thesis Writing + Optional Coursework	3
Total Fall II Units		3–13

Total Graduate Units **38–48**

Marketing Sustainability Options:

Course	Course Title	Units
MKTG 546	Marketing Strategy	3
MKTG 559	Product Strategy	3
MKTG 510	Market-Based Management	3
MKTG 530	Management of Marketing Communications	3
MKTG 560	International Marketing	3
MKTG 562	Listening to the Voice of the Market	3
MKTG 556	Pricing Strategy and Tactics	3
MKTG 542	Customer Relationship Management	3
MKTG 555	Brand Management	3
MKTG 572	Marketing Research for Managers	3
MKTG 531	Social Media Marketing	3

2 Part

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 five 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

- Women in Architecture Society (WIAS)

3

Grades

1. A student may appeal a grade by following the procedures in the CAPLA Grade Appeal form: See h*ttp://live-uas-capla.pantheon.arizona.edu/ student-resources/forms-information*, 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.

Departmental Policies and Procedures

Students may address requests for exceptions to departmental policies and procedures to the Director.

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).

5

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.

- https://grad.arizona.edu/policies

- http://live-uas-capla.pantheon.arizona.edu/student-resources/forms-information

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

6

Part

Important information for SoA graduate students is contained within the links below. Students are responsible for knowing and understanding all applicable UA, CAPLA, and SoA policies.

School of Architecture and Programs
http://live-uas-capla.pantheon.arizona.edu/academics/school-of-architecture

UA Graduate College
https://grad.arizona.edu/

General Catalog
http://catalog.arizona.edu/

UA Academic Integrity Policy
http://deanofstudents.arizona.edu/codeofacademicintegrity

Responsible Conduct of Research
http://www.orcr.arizona.edu/

Resources for Parents
http://grad.arizona.edu/new-and-current-students

7

FUNDING

The School of Architecture has numerous programs to support students financially.

Setaside Funds

14% of Program Fees are set-aside for need-based support, the respective funds reserved for the cohort paying into them.Set-Aside awards are made every semester. Need is determined by FAFSA and other data collected by the University.

Donor Scholarships

The School has a number of scholarships provided by donors with varying criteria, both merit- and need-based. These are awarded in the Spring for use the following year. Applications are made through Scholarship Universe.

Travel Funding (Field Trips)

Subject to pre-trip approval by the Director and funding availability, the School pays the travel cost of faculty members assigned to courses whose pedagogy involves travel. For students, the School will pay University fleet costs, but students are responsible for all other travel costs (gas, parking, food, flights, hotel, and other costs). If not paid individually, students must collect and pay-out funds without faculty or staff participation. The School may also contribute an educational allowance toward educational purposes (such as admissions to institutions, tour guides, or other group activities related to the course).

Responsibility-Centered Unit Waivers (RCW)

RC-Waivers are merit-based awards for graduate students, given primarily to incoming students for one or two semesters. Architecture normally allocates $150,000 for RC-Waivers. Award amounts are based on:

- residency (Resident, Non-Resident, International),

- qualifications (in 3 Tiers, determined by a faculty/student admissions committee specific to each degree and subplan), and

- length of degree (with larger awards provided for longer programs).

The award pool varies based on the School budget, market conditions, and the strategic importance of growing the graduate student class. For AY 2019-2020, the allocation is $160,000 with these guidelines:

Students with Graduate Assistantships are not also awarded RC-Waivers.

Graduate College Fellowships (GCF)

Graduate College Fellowships are cash awards provided by the Graduate College, distributed to the College, and awarded by the School for graduate students. These Fellowships are typically provided only to top recruits. For AY 2019-2020, the GCF pool is $18,700.

Graduate Tuition Scholarship (GTS)

Graduate Tuition Scholarships are funded by the Graduate College, distributed to the College, and awarded by the School for graduate students. Criteria are identical to RCWs. There is no GTS funding for AY 2019-2020.

Student Assistantships

Graduate Assistantships (GAs): The School awards about 40 graduate semester-assistantships/year (with full tuition remission and about $5700 in salary, with benefits). Each comes with an obligation to work an average of 10 hours/week at jobs including Teaching Assistantships (TAs), IT and Architecture Office support, MaterialsLAB support, and faculty research. Assistantships require that students maintain academic standing, have the requisite skills, and have a suitable academic schedule.

Research Assistantships (RAs): Faculty support students through funded research. Criteria are academic standing and the requisite skills. Nominations are made by the respective faculty member and awarded by the Director.

8

Part

RESPONSIBILITY-CENTERED UNIT WAIVERS

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.

9

Part

GRADUATE ASSISTANT POLICY

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

Terms

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

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.

Protocol

GAs are awarded by the Director according to the guidelines of SoA policy (UA SoA *Policy on Student Assistantships*, dated 07.25.13). 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 GAs as a result of course size, teaching intensity, expertise needed, or special circumstances. Courses with specialized requirements may require GAs who have previously completed and excelled in the course.

Student Qualifications

 Students are selected for GA 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.

Source: UA SoA *Policy on Student Assistantships*, dated 07.25.13

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.

Contract and Award

GAs will be given an offer letter outlining duties and responsibilities, compensation and benefits, required training, and the hiring process. A Notice of Appointment will be issued subsequently and the student will be notified to approve the appointment via email.

Training

GAs must complete all training required by UA Graduate College and the School of Architecture:

- **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:** GAs may be asked to 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 GA-ship.

Time

GAs 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.

GAs have a required commitment of 10 hours/week for 20 weeks for a total of 200 hours/semester. GAs should average 10 hours/week and not spend more than a total of 200 hours. With approval from their supervising faculty, GA's 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 GAs be allowed to transfer time to another semester.

Responsiveness

GAs 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 GA or faculty encounters problems with the Student Assistantship, they should:

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

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

Rights and Responsibilities

Professional conduct not only involves a commitment to follow the letter of an assistantship contract's requirements, but also implies that proper respect be given to the spirit behind these requirements. Award of a TA or RA is a privilege, not a right. Irresponsible actions exhibited while serving the SoA and the University not only damage the student's own reputation, but ultimately damage the reputation of CAPLA and UA. TA and RA positions are exciting opportunities for graduate students to develop professional skills that will carry through the rest of their careers. Enjoy them and benefit from them, but on no account abuse them.

10 Part

GRADUATE ACADEMIC STANDING, PROGRESS + PROBATION

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, M.Arch students will be evaluated and must advance through a Milestone review before entering their final year.

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.

11

Part

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.

12

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.

13
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://live-uas-capla.pantheon.arizona.edu/student-resources/
forms-information

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.

14

Part

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.

15 Part

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.

16

Part

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 cataloged 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.

17

Part

ADDITIONAL POLICIES

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

http://live-uas-capla.pantheon.arizona.edu/student-resources/forms-information

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