GRADUATE ARCHITECTURE HANDBOOK

University of Notre Dame
School of Architecture
Graduate Program

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GRADUATE ARCHITECTURE HANDBOOK

2013 - 2014 Academic Year

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Intention of the Graduate Architecture Handbook

The *Graduate Architecture Handbook* is intended as a general guide for graduate students in Architecture. Included here are answers to many of the questions new students frequently ask, as well as general policies of the University and the School of Architecture. This booklet does not replace *duLac: A Guide to Student Life*, although it does contain material referenced from therein. Should any discrepancy exist between this document and *duLac,* the latter shall be regarded as authoritative.

The *Graduate Architecture Handbook* is revised and reissued each year in response to changes in University and School policies and to suggestions by School of Architecture Graduate students. Any suggestions you may have regarding information that should be included here, or changes to the information provided, will benefit later students in the Graduate Program in Architecture.

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Academic Calendar 2013-2014 / The Graduate Architecture Program

Fall Semester 2013

August:

Aug. 27   Classes begin; Mass—Formal opening of school year

September:

Sept. 2   Labor Day-classes are in session
Sept. 3   Last day for class changes
Sept. 20   Preliminary thesis statement for Terminal Design Project due from
                        May 2014 degree candidates

October:

Oct. 1   Deadline for 2nd year Path C students to declare their concentration in either
                        Classical Architecture or Urban Design
Oct. 19-27   Mid-Term break
Oct. 28   Classes resume

November:

Nov. 1   Last day for course discontinuance
Nov.18-Dec. 4   Registration for Spring 2014 semester
Nov. 27-Dec. 1   Thanksgiving holiday

December:

Dec. 2   Classes resume
Dec. 3-15   Course Instructor Feedback administered
Dec. 12   Last class day
Dec. 13-15   Reading days
Dec. 16-20   Final examinations
Dec. 20   Revised thesis statement for Terminal Design Project due from
                        May 2014 degree candidates
Dec. 23   All grades due by 3:45 p.m.

Spring Semester 2014

January:

Jan. 5   Official Graduation Date (no ceremony)
Jan. 14   Classes begin
                    Graduate Architecture Program application deadline for Fall 2014 admission and
                        financial aid
Jan. 21   Last day for class changes

March:

Mar. 8-16   Mid-Term break
Mar. 19   Registration begins for 2014 Summer Session
Mar. 21   Last day for course discontinuance
Mar. 26-27   Architecture School Career Fair
Mar. 28-29   Driehaus Award Ceremonies

April:

Apr. 7-24	Registration for Fall 2014 semester
Apr. 18-21	Easter Holiday
Apr. 22 - May 4	Course Instructor Feedback administered
April 25	Deadline for 2014-2015 Financial Aid Application (for returning students)
April 30	Last class day

May:

May 1	Graduate Thesis Project Reviews (Day I)
May 2	Graduate Thesis Project Reviews (Day II)
May 5-9	Final examinations
May 12	All grades due by 3:45 p.m.
May 16-18	Commencement Weekend

Part I: ACADEMIC PROGRAMS

1. General Description of Programs
   The Notre Dame School of Architecture exists for the sake of built environments that are durable, convenient, and beautiful, in which human beings can flourish. Toward these ends, the graduate curriculum fosters design that is classical in spirit and form, that gives physical expression to and supports good human communities, that is environmentally sustainable, that is based on and extends the best traditions of architecture and urbanism, and that challenges and responds to the exigencies of contemporary practice. The institutional mission of the University of Notre Dame (*duLac*, pp. 7-8) provides the intellectual foundation for the architecture curriculum, and supports the School of Architecture's commitment to learning and teaching the crafts---and critically examining and extending the discourses---of classical architecture, vernacular building and traditional European and American urbanism.

2. Four Degree Paths
   Graduate architecture degree offerings include the following four paths of study:

Path A / Master of Architectural Design and Urbanism: Total Requirements 39 - 48 credits
The 2-year Master of Architectural Design and Urbanism (M.ADU) post-professional degree is intended for students who already hold an accredited professional degree and are seeking to further develop their design skills and critical thinking in the disciplines of classical architecture and traditional urban design. The studio course work consists of a) a foundational first semester spent in South Bend introducing students to classical architectural design, urban principles and history, and the history of Rome; b) two semesters of studio work (one in Rome) in the student's selected concentration (see "Concentrations" below); and c) an independent terminal design project and public defense in the student's fourth semester. *39 credit-hours over four semesters are required for graduation*, and M.ADU students are limited to 12 credit-hours per semester. M.ADU students are required to serve as Teaching Assistants in undergraduate courses or as research assistants, for which they receive a stipend.

Path B / Master of Architecture: Total Requirements 54 - 60 credits
Notre Dame's 2-year Master of Architecture (M.Arch) professional degree is intended for students entering the University of Notre Dame with a four-year pre-professional degree in architecture who are seeking a professional graduate degree that focuses upon classical architecture and traditional urbanism. Studio course work is identical to that of the 2-year Path A M.ADU program, with a foundational first semester spent in South Bend, followed by two semesters of studio work (one in Rome) in the student's selected concentration, followed by a terminal design project and public defense in the student's fourth semester. Required studio and seminar courses are supplemented by other courses needed to meet the National Architectural Accreditation Board's (NAAB) substantive curricular requirements for accredited professional architecture degree programs. These requirements will vary from student to student depending upon their undergraduate architectural education. A minimum of *54 credit-hours over four semesters are required for graduation*, and the normal course load for Path B / 2-year M.Arch students is 15 credit-hours per semester.

Path C / 3-Year Master of Architecture: Total Requirements 90 - 96 credits
The 3-year Master of Architecture (M.Arch) professional degree is intended for students entering the University of Notre Dame with a four-year undergraduate degree in a field other than architecture. An intensive three-semester sequence of studio, history, theory and technology courses prepares students for the final three-semester concentration / terminal-design-project-and-public-defense sequence described above. *90 credit-hours are required for graduation*, including a normal (over)load of 18-credit hours each of the first three semesters. Advanced standing may be given to students who have

completed some portion of their non-studio course work prior to matriculation, but the 6-semester studio sequence is required of all Path C candidates.

Path D (Discretionary Dual Degree) / 3- or 4-Year M.Arch + M.ADU: 114-117 credits
At the discretion of the School of Architecture Graduate Studies Committee, one or two M.Arch students per year may be invited to pursue the Path D / Discretionary Dual Degree course of study. Students who pursue the Path D option spend an additional year of studies at Notre Dame during which time they spend two semesters rather than one in Rome, complete concentrations in both Classical Architecture and Urban Design, serve as a Teaching Assistant during their additional year of study, and graduate at the end of their additional year with both the professional M.Arch degree and the post-professional M.ADU degree. Students invited to pursue the Path D course of study receive a full tuition scholarship in their additional year, plus a teaching stipend. All M.Arch students are eligible to apply for Path D, but all Path D invitations are extended at the discretion of the School of Architecture Graduate Studies Committee and may vary in any year from none to no more than two. A typical four-year Path D course of study is indicated below; a less common three-year Path D course of study would typically include the first year of the Path B Classical Architecture course of study (including required courses TBD), plus the final four semesters as indicated in the four-year Path D course of study shown. A minimum of twenty-four (24) credits must be taken in the fourth year of study.

3. Curricular Approach
Beginning in academic year 2005-2006, the graduate program in architecture changed from a two-semester-thesis-based advanced curriculum to a two-semester-concentration + one-semester terminal-design-project-based advanced curriculum. Both the M.ADU post-professional degree and the M.Arch professional degree offered in the new curriculum--in Paths A, B, C and D--were approved by the University, and the M.Arch professional degree was approved by the National Architecture Accreditation Board (NAAB, our national accrediting agency). The graduate curriculum is organized as follows:

Foundations: All students in all paths begin with foundational courses; spend one year in a concentration; and end with a one-semester terminal project that is defended publicly. In their foundational courses, all Notre Dame graduate students receive instruction in both classical architecture and traditional urbanism, in studios and classes appropriate to their previous levels of architectural education: one semester for Path A and B students, three semesters for Path C students.

Concentrations: In the final three semesters of each path the studio courses "track" with one another: i.e., Path A, B, and C (as well as Path D) students take studios with each other. Each path requires the student to engage a concentration in *either* Classical Architecture *or* Urban Design for the two semesters prior to their final semester. All students spend one of those two concentration semesters in Rome, the semester they spend in Rome determined by which concentration they select. Students in the 3-year M.Arch program select their concentration in their second year; 2-year M.Arch and M.ADU candidates indicate their concentration when they apply.

Classical Architecture Concentration: Students choosing to concentrate in Classical Architecture spend extensive time in both South Bend and Rome on studio projects and ancillary course work that develop their knowledge of and ability to participate in the 2500-year old tradition of western classical architecture descending from Greece and Rome.

Urban Design Concentration: Students choosing to concentrate in Urban Design likewise spend time in both South Bend and Rome---and travel extensively to other towns and cities---learning in their design studios the formal principles of good urbanism, and being introduced to

the political, legal, and cultural frameworks of contemporary traditional urban design through studio-based community design workshops.

Terminal Design Project: An independent semester-long thesis project is required of all students in their final semester. M.Arch student projects in particular are exercises in *comprehensive design*. Such projects may include an urban design component, but *must* include the in-depth design of a building;[1] and all thesis projects are subject to a final public presentation and defense.

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[1] In addition to the formal and aesthetic criteria of the School of Architecture, the Terminal Design Projects are expected to meet the Comprehensive Design criteria of the NAAB, which entail the "[a]bility to produce a comprehensive architectural project that demonstrates [the] student's capacity to make design decisions across scales while integrating . . . [design thinking, technical documentation, investigative skills, ordering systems, historical traditions and global culture, accessibility, sustainability, site design, life safety, environmental systems, and structural systems]."

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4. Paths of Study

PATH A.1: 2-YEAR M.ADU / CLASSICAL ARCHITECTURE CONCENTRATION
Total Requirements 39 credits (48 max.)

Pre-Arch **(Summer)**
61011   Introduction to Architectural Representation (0 credit)
Credit: 0

Fall	**Spring**
First Term	Second Term
71111 Elements & Principles of CA (6 credits)	71141 Classical Architecture I (6 credits)
70211 History of Rome (3 credits)	73321 Architectural Treatises (3 credits)
70311 Urban Elements and Principles (3 credits)	*OPTIONAL*
	***** Architectural Elective (3 credits)
Credits: 12	Credits: 9 - 12
Third Term **(Rome)**	Fourth Term
84152 Classical Architecture II (6 credits)	81161 Terminal Design Project (6 credits)
84312 Italian Classicism (3 credits)	*OPTIONAL*
84211 Architectural History of Rome (3 credits)	***** Architectural Elective (3 credits)
	***** Architectural Elective (3 credits)
Credits: 12	Credits: 6 - 12

PATH A.2: 2-YEAR M.ADU / URBAN DESIGN CONCENTRATION
Total Requirements 39 credits (48 max.)

Pre-Arch **(Summer)**
61011   Introduction to Architectural Representation (0 credit)
Credit: 0

Fall	**Spring**
First Term	Second Term **(Rome)**
71111 Elements & Principles of CA (6 credits)	74142 Urban Design I (6 credits)
70311 Urban Elements and Principles (3 credits)	74322 Italian Urbanism (3 credits)
70211 History of Rome (3 credits)	74211 Urban History of Rome (3 credits)
Credits: 12	Credits: 12
Third Term	Fourth Term
81151 Urban Design II (6 credits)	81161 Terminal Design Project (6 credits)
	83311 After Urbanism (3 credits)
OPTIONAL	*OPTIONAL*
***** Architectural Elective (3 credits)	***** Architectural Elective (3 credits)
***** Architectural Elective (3 credits)	
Credits: 6 - 12	Credits: 9 - 12

PATH B.1: 2-YEAR M.Arch / CLASSICAL ARCHITECTURE CONCENTRATION
Total Requirements 54 credits (60 max.)

Pre-Arch **(Summer)**
61011   Introduction to Architectural Representation (0 credit)
Credit: 0

Fall	**Spring**
First Term	Second Term
71111 Elements & Principles of CA (6 credits)	71141 Classical Architecture I (6 credits)
70211 History of Rome (3 credits)	73321 Architectural Treatises (3 credits)
70311 Urban Elements and Principles (3 credits)	***** Required Course TBD (3 credits)
***** Required Course TBD (3 credits)	***** Architectural Elective (3 credits)
Credits: 15	Credits: 15

Third Term **(Rome)**	Fourth Term
84152 Classical Architecture II (6 credits)	81161 Terminal Design Project (6 credits)
84312 Italian Classicism (3 credits)	80711 Professional Practice (3 credits)
84211 Architectural History of Rome (3 credits)	***** Required Course TBD (3 credits)
	OPTIONAL
	***** Architectural Elective (3 credits)
Credits: 12	Credits: 12 - 15

PATH B.2: 2-YEAR M.Arch / URBAN DESIGN CONCENTRATION
Total Requirements 54 credits (60 max.)

Pre-Arch **(Summer)**
61011   Introduction to Architectural Representation (0 credit)
Credit: 0

Fall	**Spring**
First Term	Second Term **(Rome)**
71111 Elements & Principles of CA (6 credits)	74142 Urban Design I (6 credits)
70211 History of Rome (3 credits)	74322 Italian Urbanism (3 credits)
70311 Urban Elements and Principles (3 credits)	74211 Urban History of Rome (3 credits)
***** Required Course TBD (3 credits)	
Credits: 15	Credits: 12

Third Term	Fourth Term
81151 Urban Design II (6 credits)	81161 Terminal Design Project (6 credits)
***** Architectural Elective (3 credits)	80711 Professional Practice (3 credits)
***** Required Course TBD (3 credits)	***** Required Course TBD (3 credits)
OPTIONAL	83311 After Urbanism (3 credits)
***** Architectural Elective (3 credits)	
Credits: 12 - 15	Credits: 15

PATH C: 3-YEAR M.Arch / FOUNDATIONAL COURSES
First 54 of 90 Total Required credits (96 max.)

Pre-Arch **(Summer)**
61011   Introduction to Architectural Representation (0 credit)
Credit: 0

Fall		**Spring**	
First Term		Second Term	
61111	Architectural Design I (6 credits)	61121	Architectural Design II (6 credits)
60211	Architectural History I (3 credits)	60221	Architectural History II (3 credits)
60411	Building Technology I (3 credits)	60421	Building Technology II (3 credits)
60511	Structures I (3 credits)	60521	Structures II (3 credits)
60431	Environmental Systems I (3 credits)	61021	Introduction to CAD (3 credits)
Credits: 18		Credits: 18	

Third Term
61131   Architectural Design III (6 credits)

(Correction)

Third Term
71131   Architectural Design III (6 credits)
70211   History of Rome (3 credits)
70311   Urban Elements and Principles (3 credits)
70441   Environmental Systems II (3 credits)
70531   Structures III (3 credits)
Credits: 18

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PATH C.1: 3-YEAR M.Arch / CLASSICAL ARCHITECTURE CONCENTRATION
Final 36 of 90 Total Required credits (96 max.)

Spring
Fourth Term
71141   Classical Architecture I (6 credits)
73321   Architectural Treatises (3 credits)
*****   Architectural Elective (3 credits)
OPTIONAL
*****   Architectural Elective (3 credits)
Credits: 12 - 15

Fall

Fifth Term **(Rome)**		Sixth Term	
84152	Classical Architecture II (6 credits)	81161	Terminal Design Project (6 credits)
84312	Italian Classicism (3 credits)	80711	Professional Practice (3 credits)
84211	Architectural History of Rome (3 credits)	*****	Architectural Elective (3 credits)
		OPTIONAL	
		*****	Architectural Elective (3 credits)
Credits: 12		Credits: 12 - 15	

PATH C.2: 3-YEAR M.Arch / URBAN DESIGN CONCENTRATION
Final 36 of 90 Total Required credits (96 max.)

Spring
Fourth Term **(Rome)**
74142   Urban Design I (6 credits)
74322   Italian Urbanism (3 credits)
74211   Urban History of Rome (3 credits)
Credits: 12

Fall

Fifth Term		Sixth Term	
81151	Urban Design II (6 credits) 81161	Terminal Design Project (6 credits)	
*****	Architectural Elective (3 credits)	80711	Professional Practice (3 credits)
*****	Architectural Elective (3 credits)	83311	After Urbanism (3 credits)
OPTIONAL		*OPTIONAL*	
*****	Architectural Elective (3 credits)	*****	Architectural Elective (3 credits)
Credits: 12 - 15		Credits: 12 – 15	

PATH D: Discretionary Dual Degree: 3-YEAR M.Arch + 1-YEAR M.ADU / FOUNDATIONAL COURSES
[the two degrees awarded simultaneously, after four years of study]

First 54 of 114 Total Required credits (117 max.)

Pre-Arch **(Summer)**
61011   Introduction to Architectural Representation (0 credit)
Credit: 0

Fall	**Spring**
First Term	Second Term
61111 Architectural Design I (6 credits)	61121 Architectural Design II (6 credits)
60211 Architectural History I (3 credits)	60221 Architectural History II (3 credits)
60411 Building Technology I (3 credits)	60421 Building Technology II (3 credits)
60511 Structures I (3 credits)	60521 Structures II (3 credits)
60431 Environmental Systems I (3 credits)61021	Introduction to CAD (3 credits
Credits: 18	Credits: 18

Third Term
71131   Architectural Design III (6 credits)
70211   History of Rome (3 credits)
70311   Urban Elements and Principles (3 credits)
70441   Environmental Systems II (3 credits)
70531   Structures III (3 credits)
Credits: 18

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PATH D: 3-YEAR M.Arch + 1-YR M.ADU / DUAL CONCENTRATION (C.A. & U.D.)
Final 60 of 114 Total Required credits (117 max.)

Fall	**Spring**
	Fourth Term
	71141 Classical Architecture I (6 credits)
	73321 Architectural Treatises (3 credits)
	***** Architectural Elective (3 credits)
	OPTIONAL
	***** Architectural Elective (3 credits)
	Credits: 12 - 15
Fifth Term **(Rome)**	Sixth Term **(Rome)**
84152 Classical Architecture II (6 credits)	74142 Urban Design I (6 credits)
84312 Italian Classicism (3 credits)	74322 Italian Urbanism (3 credits)
84211 Architectural History of Rome (3 credits)	74211 Urban History of Rome (3 credits)
Credits: 12	Credits: 12
Seventh Term	Eighth Term
81151 Urban Design II (6 credits)	81161 Terminal Design Project (6 credits)
***** Architectural Elective (3 credits)	80711 Professional Practice (3 credits)
***** Architectural Elective (3 credits)	83311 After Urbanism (3 credits)
Credits: 12 (min. & max.)	Credits: 12 (min. & max.)

Elective Courses and Credit Hours:
Only University courses listed as 40000 level and above may be counted for graduate architecture credit, even when a lower than 40000 level course is required to make up for deficiencies in the candidate's undergraduate experience. Exceptions may be granted at the discretion of the Director of Graduate Studies.

Part II: SCHOOL OF ARCHITECTURE ACADEMIC POLICIES

1. Full Time Status
A full-time student is one who registers for nine or more credit hours of required course work per semester in the academic year, except for the Terminal Design Studio semester for which students with sufficient academic credits may register for as few as six (6) credit hours. The School of Architecture generally does not permit students to be enrolled on a part-time basis; exceptions may be made at the discretion of the Dean and the Director of Graduate Studies. As a general practice, full-time students should plan to arrive in South Bend a minimum of two days prior to the start of classes each semester.

2. Academic Advising
The Director of Graduate Studies in Architecture is the Academic Advisor for all graduate architecture students. The Academic Advisor's responsibilities include both academic and professional advising. For those students enrolled in the Path B two-year NAAB-accredited M.Arch professional degree program, a schedule of required professional courses will be drawn up by the Director of Graduate Studies for each student based on his or her undergraduate transcripts. Thus a) the four-semester schedule of courses for students in the Path B course of study will be tailored to each student's needs as determined by his or her undergraduate degree program; and b) elective courses for Path B students are subject to the individual student's schedule of required professional courses.

3. Advanced Standing
The School of Architecture---especially for Path B / 2-year professional M.Arch degree students---may accept *non-studio* course work completed at another accredited university toward meeting its degree requirements. Path B and C M.Arch students may receive advanced standing for course work completed at another accredited college or university only if (1) the student is in graduate architecture degree status at Notre Dame; (2) the courses taken were at a level appropriate to the Notre Dame graduate architecture program; (3) grades of "B" (3.0 on 4.0 scale) or better were achieved; and (4) the courses are approved by the Director of Graduate Studies of the School of Architecture in consultation with selected architecture faculty. Advanced standing is typically granted at matriculation on the basis of academic transcripts required at the time of application to the program, and students given advanced standing must maintain full-time enrollment status. No grades of courses used to determine advanced standing are included in the student's G.P.A.

4. Foreign Language Requirement
There is no foreign language requirement for either the Master of Architecture (M.Arch) or the Master of Architectural Design and Urbanism (M.ADU) degrees. However, students are encouraged to enroll in the first semester of the introduction to spoken Italian course offered by the University if schedules permit, as an acquaintance with Italian will be beneficial for their Rome semester.

5. Residency
The residency requirement for graduate architecture students is full-time status during each of the required semesters for their particular degree. A minimum of 9 credit hours is required for full-time status (except as noted in item II.1 above). In special cases in the Graduate Program in Architecture where students have had to add an additional semester because of illness or other interruption, special arrangements have been made to complete their graduate degree in an off-semester. When such is the case, the student may be required to bear the full cost of tuition, and M.ADU students may not receive a teaching assistantship stipend.

6. Continuous Enrollment

All students must enroll each semester in the academic year to maintain student status. Continuous enrollment is met normally by enrollment in the University and registration in graduate courses appropriate to the student's path of graduate architecture study. Any exception to this rule, including a leave of absence, must be approved by the School of Architecture Director of Graduate Studies (see Part II.11. "Leaves of Absence" below). Degree students who have completed the credit hour requirement for their degree must register for at least one credit hour per semester, including the final semester or Summer Session in which they receive their degree. Students not in residence and taking one credit hour pursuant to continuous enrollment requirements are charged a special registration fee.

A student who fails to enroll for one semester or more must apply for readmission upon return. Continuing degree-seeking students (i.e., degree students who are eligible to continue their studies in the fall semester) may have access to University facilities and services from May through August without registering and enrolling for academic credit in the Summer Session.

7. Course Credit
A student may receive credit only for classes for which the student is duly registered. Credits for all courses are reported in "semester hours." A semester hour of credit represents approximately 750 minutes of classroom instruction, which is equal to one 50-minute class period per week or its equivalent throughout a fifteen-week semester ($1 \times 50 \times 15 = 750$). At least double that time in laboratory, drafting or studio work is required for a semester hour of credit.

8. Maximal Registration
During the academic year, M.ADU students may not register for more than 12 credit hours each semester, and M.Arch students may not register for more than 18 credits without permission of the Director of Graduate Studies.

9. Academic Good Standing
Continuation in a graduate architecture degree program, admission to degree candidacy, and graduation require maintenance of at least a 2.8 cumulative G.P.A. A student may lose his or her financial aid and / or be dismissed from the graduate architecture program if his or her cumulative G.P.A. falls below 2.5 for two consecutive semesters, or for a grievous breach of academic integrity. The School of Architecture annually evaluates each graduate architecture student's overall academic performance. *A student must be in academic good standing to be eligible for new or continued financial support.*

10. Admission to Degree Candidacy
To qualify for admission to candidacy, a graduate architecture student must be enrolled in a Notre Dame graduate architecture degree program at the time of completion, and have been enrolled in the program without unexcused interruption and have maintained a minimum cumulative G.P.A. of 2.8 in approved course work. Admission to candidacy is a prerequisite to receiving any graduate architecture degree, and the appropriate forms are available from and must be submitted to the School of Architecture in the semester immediately prior to graduation.

11. School of Architecture Masters Examination
A thesis project is required of all graduate architecture students. Each student is assigned a thesis studio critic, and with the critic's approval selects a project as the focus of his or her thesis. The graduate thesis project is meant to be comprehensive, largely self-directed, and to synthesize the knowledge obtained in the student's previous years of study. Path A / M.ADU / post-professional degree students may select either an urban or an architectural design project for their thesis, or some combination thereof; Path B, C and D (M.Arch / professional degree) students may select a project that has more or less of an urban design component, but *must* do a comprehensive design (see page 8,

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footnote 1 above) for a building of at least moderate programmatic complexity. The thesis project is a requirement for all graduate architecture students, and must be presented and defended publicly to satisfy the School of Architecture's requirements for its graduate students. *This presentation typically occurs at the end of the spring semester of the student's last year of school, in the presence of architecture school faculty, students and invited guests. It entails a presentation that combines an oral defense and graphic evidence of project completion, which together constitute the **School of Architecture Masters Examination**.* The student will be notified of the result of the review by his or her project critic. Should unusual circumstances arise that prevent a student from completing the terminal design project, it must be completed by the end of the following semester or qualification for degree candidacy will be suspended. Any repeat of the Masters Examination (i.e., thesis project public review) must be voted on by a committee comprised of the project critic and the Graduate Committee of the School of Architecture; however in no case will a student retain admission to candidacy eligibility for more than five years.

12. Leaves of Absence

For exceptional reasons, a student in academic good standing may request a leave of absence for a maximum of two consecutive semesters. A request for a leave of absence must be made before the semester in which the leave is taken, and all leaves of absence must be approved by the Director of Graduate Studies. In addition, the School of Architecture requires that requests for a leave of absence (and the reason/s it is being requested) be received *in writing*---for the fall semester not later than May 1 of the previous spring, in order that wait-listed applicants to the graduate program may receive consideration for the position being vacated. Note as well that a leave of absence may disqualify the student for stipend and / or scholarship funds upon his or her return. It is therefore important that an understanding of the situation regarding funding and teaching assistantship duties is achieved before the leave of absence begins.

If for some urgent reason a student must leave the University after the beginning of the semester, exceptions to the aforementioned advance notice may be made as approved by the Director of Graduate Studies. If at the end of the leave of absence period the student does not return, the student is considered terminated. Application for readmission is required if the student wishes to return. In the case of a medical leave of absence, clearance from the University Health Center is required prior to readmission.

13. Withdrawal from the Program

To withdraw from the University before the end of the semester, a graduate architecture student must inform the Director of Graduate Studies, and also complete the notice of withdrawal in the Office of Residence Life, 315 Main Building. Upon approval of the withdrawal, the University enters a grade of "W" for each course in which the student was registered. If a student drops out of the University without following the procedure described above, a grade of "F" is recorded for each course. The credit for any course or examination will be forfeited if the student interrupts his or her program of study for five years or more.

On the first day of classes, a full tuition credit will be made. Following the first day of classes, the tuition fee is subjected to prorated adjustment / credit if the student 1) withdraws voluntarily for any reason on or before the last day for course discontinuance at the University; or 2) is suspended, dismissed, or involuntarily withdrawn by the University, for any reason, on or before the last day for course discontinuance at the University; or 3) is later obliged to withdraw because of protracted illness; or 4) withdraws voluntarily at any time because of military service, provided that no credit is received for the classes from which the student is forced to withdraw. Upon return of the student forced to withdraw for military service, the University will allow that student credit for the portion of

the tuition charged for the semester in which the student withdrew and did not receive academic credit.

The University and the School of Architecture reserve the right to require the withdrawal of any student when academic performance, health status or general conduct may be judged clearly detrimental to the best interests of either the student or the University community.

14. **Changes in Student Class Schedules and Course Enrollment**
A student may add courses only during the first seven class days of the semester. Students may add courses after this time only with permission of the instructor and approval of the Director of Graduate Studies. A student may drop courses during the first seven class days of the semester. To drop a course after this period and up to the mid-semester break, a student must have the approval of the course instructor and the Director of Graduate Studies. A course may be dropped after the mid-semester point only in cases of serious physical or mental illness. Courses dropped after this date will be posted on the student's permanent record with the grade of "W." A course taken for credit can be changed to an audit course after the mid-semester point only in cases of serious physical or mental illness.

15. **Course Prerequisite Policy**
Courses numbered 60000 and above are advanced graduate courses open only to those who have completed the undergraduate and graduate prerequisites. Exceptions may be made with permission of the course instructor and the Director of Graduate Studies.

16. **Graduate Grades**
Listed below are graduate grades and the corresponding number of quality points per credit hour.

A	4	
A-	3.667	
B+	3.333	
B	3	
B-	2.667	
C+	2.333	
C	2	
C-	0	
D	0	
F	0	
I	0	(Until Incomplete is removed)
NR	None	No grade reported
P	None	Pass
S	None	Satisfactory
U	None	Unsatisfactory
V	None	Auditor (graduate students only)
W	None	Withdrew

(a) Quality point values are used to compute the student's grade point average (G.P.A.). The G.P.A. is the ratio of accumulated earned quality points to the accumulated earned semester credit hours. G.P.A. computation takes into account only those grades earned at Notre Dame by graduate architecture students in graduate architecture courses, or in other courses approved by the Director of Graduate Studies.

(b) If a grade of "C-" or "D" is given to a graduate architecture student for any course taken in any department or college in the University, the grade will be considered equivalent to an "F." A student

receives the temporary grade of "I" when, for acceptable reasons, he or she has not completed the requirements for a 40000 or higher level graduate course (see page 11 above) within the semester or Summer Session. The student then must complete the course work for a grade prior to the beginning of the final examination period of the next semester in which the student is enrolled. If a student receives an "I" for a Summer Session course, he or she must complete the course work for a grade before the final examination period begins for the next semester or Summer Session (whichever comes first) in which the student is enrolled. The University temporarily computes this grade as the equivalent of an "F" in calculating the G.P.A. When the student fulfills the above requirements, the "I" is replaced by the new grade. Should the student not complete the course work as required, the "I" changes to and is computed as an "F."

(c) The School of Architecture will review a student who receives more than one "I" in a semester or an "I" in two or more consecutive semesters, to determine his or her eligibility for continued support and enrollment.

(d) The grade of "P" is not awarded in the School of Architecture. The grades of "NR," "S" and "U" are used in courses without semester credit hours, as well as in research courses, departmental seminars, colloquia, workshops, directed studies, field education and skill courses. These courses, if given the grade of "S," do figure in a student's earned semester credit-hour total but do not figure in the computation of the G.P.A. A grade of "U" will not count toward the student's earned semester credit-hour total, nor will it figure in the computation of the G.P.A.

(e) The grade of "V" has neither quality-point nor credit-hour values. It is the only grade available to the registered auditor who requests at the beginning of the semester that it be made part of his or her permanent record and who attends the course throughout the entire semester. The grade of "V" cannot be changed to a credit-earning grade. The grade of "W" is given for a course that a student is allowed to drop after the mid-semester point.

(f) Beyond normal grading of course work, graduate students are evaluated by the Director of Graduate Studies of the School of Architecture each semester. If there are problems, the student will be notified by the Director of Graduate Studies to determine what is needed to restore and maintain an acceptable level of scholarship and / or teaching assistantship service to qualify for progressing to the next level of the academic program and to continue to receive scholarship and / or assistantship funds.

17. Examinations

Unexcused absence from a scheduled final examination results in an "F." An absence excused in advance results in an "I" (incomplete).

18. Projects and Materials

The School of Architecture reserves the right to retain examples of student work produced in the studio and seminar courses for specified periods for purposes of reproduction, exhibition, and for use in the NAAB accreditation process. Retained materials will be made available to their authors for suitable lengths of time for purposes of procuring reproductions and will be made available to the project's authors upon completion of use by the School.

Costs for paper, ink, model materials, etc. and other supplies used in studio and lecture or seminar course assignments, for either individual or team projects, are borne by students. Plastic model covers or other devices for the preservation and permanent storage of materials by the School are supplied by the School of Architecture.

19. School of Architecture Financial Support

All graduate architecture students are eligible for financial support during the regular academic year and while progressing through the curriculum in a normative sequence.

Support for Path A / M.ADU students is available through fellowships and graduate assistantships including the Bond-Montedonico Fellowship program, the Joseph Z. Burgee and Joseph Z. Burgee, Jr., Fellowship program, the James A. Nolen, Jr. Fellowship, and the Joseph M. and Virginia L. Corasaniti Architecture Fellowship, and through special funds provided by other benefactors and sources. Teaching or research assignments for Path A students are required for a minimum of three semesters. Teaching and research assistantships normally comprise 15 hours/week, during the academic semester.

Support for Path B and C / M.Arch students is available through the School of Architecture in the form of partial tuition scholarships, and through the University Financial Aid Office in the form of loans and work-study. Path C students may not hold outside jobs and are not eligible for work-study during their first year of school; and Path B and C students are generally not eligible for teaching assistantships and accompanying stipends.

Students will be informed about financial support upon acceptance to the program. Continuation of financial support is contingent upon the academic good standing of the student. (Please refer to definition of academic good standing in Part II.8 above.) The School of Architecture identifies three potential reasons for termination of financial support: 1) if a student's cumulative GPA is lower than 2.5 in consecutive semesters; 2) an egregious breach of academic integrity; or 3) failure to satisfactorily perform Teaching Assistant obligations. Appeals should be made in accordance with the Appeal Procedures described in Part II.20 below.

20. Preparation for the Rome Semester:

Rome Program policies of the University of Notre Dame and the School of Architecture are continually under examination, and annual refinements are common. What follows is not a contract but merely policies in effect at the time of publication, and in no way guarantees that these policies will remain the same. Every effort is made to provide timely information of any changes.

(a) *Transportation and Travel*: All students will be placed on the same flight to and from Rome at the beginning and end of the semester, arranged and paid for by the School. It will be the student's cost and responsibility to get him/herself to and from the selected U.S. departure city. Any exceptions, including the student's proposed travel itinerary, must be approved by the School. In the event of an exception, the student's travel cost will be reimbursed subject to upward cost limits determined by the School. ***Students who fail to follow the criteria established by the School of Architecture may be required to bear the entire cost of their ticket.*** Once a ticket has been purchased, the cost of any change in the ticket owing to unanticipated contingencies is the responsibility of the student; and any change in the student's travel arrangements *must be reported immediately to both the Rome and South Bend administrative offices.* Cost of independent travel while in Europe is borne by each student for him/herself, as are *all* travel costs for any accompanying family members. Italian law requires the School of Architecture to strictly monitor student (and family) arrival in and departure from Italy.

(b) *Living Accommodations*: The School of Architecture will arrange and pay for housing in Rome *for all single graduate students* for the period just prior to the start of classes until just after the end of classes. The School of Architecture will make every effort to place students in Rome a few days prior to the start of classes in order for them to settle into their housing in a timely manner. Married students accompanied by spouses and children receive financial assistance from the School of

Architecture---in an amount that may vary from year-to-year---toward procuring housing for themselves and their family, but are responsible for finding their own apartments, signing their own leases, and paying for that portion of their housing expenses not covered by the School of Architecture's financial assistance.

Graduate student accommodations in Rome are mostly in privately-owned furnished apartments. Student tenants are subject to the terms of the leases and are responsible for the proper care of the premises and property of the owner. Students will be required to make a housing and cleaning deposit of $400 at the beginning of the semester, refundable if the apartment is thoroughly cleaned prior to their departure from Rome and no damages are found. Students are advised to walk through their apartment upon arrival and look over its condition. The student should note any conditions requiring repair and report them to the landlord and the Rome office so that they are documented and responsibility is not held against the student-renters.

(c) *Meal Plan:* The School of Architecture will provide each graduate student with a monthly allotment for meals in the form of direct deposits to a student-designated account, to which the student must have ATM access. The value of these deposits for one semester is approximately $2000. Food costs beyond the scope of the meal plan, including all food costs for graduate student family members, are the responsibility of the graduate student.

(d) *Travel, Field Trips, Breaks, and Class Schedules*: Travel costs on required school field trips while in Italy---including transportation, hotels, some meals (typically breakfast at your hotel), and site entry fees---is covered by the School of Architecture. As a matter of Architecture School policy---both for liability reasons and because all scheduled field trips are academic exercises the intensity and schedule of which are rigorous---spouses and children may *not* accompany graduate students on field trips.

[N.B.: The School of Architecture covers most graduate student Rome expenses for travel, lodging, field trips and meals, but graduate students receive no direct payment or reimbursement for such expenses. Nor does the School of Architecture either cover or reimburse *any* other student expenses. Beyond the previously indicated expenses covered by the School of Architecture, graduate students are on their own.]

(e) *Visas and Passports*: Every student except those who are citizens of the European Union must obtain a student visa and apply for a stay permit (*permessi di soggiorno*) for the semester-long stay in Italy for the purpose of study. The main office of the School of Architecture will assist *students* in initiating the process to obtain visas, but it is important to begin the process by early May for the fall semester and early October for the spring semester. Upon arrival, the Rome Studies Program office will assist students with their stay permit application, which must be filed within 8 (eight) days of arrival in Italy.[2] The student is responsible for the cost of the stay permit. If you are an American citizen and do not hold an up-to-date passport with an expiration date a minimum of 90 days past the end of the semester during which you will be in Rome, you should renew it or apply for one (if you do not have one) *at the beginning of the semester prior to your semester in Rome **at the latest**.*   The Rome Studies Program monitors the requirements of the Italian government and will inform students of any changes to these requirements should they occur. ***A graduate student who fails to abide by the School's Rome policies regarding the student's legal status in Italy and / or Italian immigration laws and procedures is subject to dismissal from the Rome Program.***

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[2] *Spouses and spouses with children cannot stay in Italy longer than the ninety days permitted for tourists, which will require spouses and families to travel either to or from Rome independently of the student's arrival or departure date.*

(f) *Arrival in Rome*: Students will arrive in Rome by way of Leonardo da Vinci Airport (Fiumicino). **Make certain that your passport is stamped with the entry or departure date when you pass through Italian passport control.** The School will arrange and pay for transportation from the Rome airport for those students traveling on the group flight. For students who have been granted an exception and are traveling separately, ground transportation arrangements and expense will be the student's responsibility. From the airport, at your own expense, you may take the train from the arrivals terminal building to the main train station, *Stazione Termini*, from where you may take a taxi to your apartment. A taxi directly from the airport to your apartment will most likely cost between 40 and 50 Euros. You may also use the car and driver the Program often uses for airport transport, which costs approximately 45 Euros. If you wish, the Rome Studies Program office can reserve this service for you if you make a request at least one week in advance.

Attendance at all Rome orientation sessions is mandatory. During the two or three orientation sessions you will complete the application for stay permits (which currently costs approximately 155 Euros, to be paid in cash), receive school and locker keys (10 Euro deposit required) and get general instructions on the operations of our Rome facilities.

Every student is required to have a working cell phone while participating in the Rome Program and to be available by phone at all times in case of emergency. Students must program into their cell phones the emergency numbers given to them by the staff at orientation and should also program the numbers of faculty members and several of their classmates. Students are given other important information about security and emergency procedures upon their arrival. The School suggests that once in Rome students purchase an Italian SimCard in order to contain costs and to guarantee better coverage.

(g) *Review of Rome Work by Faculty on the Notre Dame Campus*: Work done in Rome may be reviewed in a formal session with students and invited guests early in the semester following the graduate student's return from Rome. The purpose of this presentation is to ensure good communication between the Rome Program and faculty and students on the Notre Dame campus. It is important that the work done in Rome be carefully retained and returned to Notre Dame when you return from Europe. Student work may be retained by the Rome Program for exhibition and/or publication. When this occurs, the work will be returned to the South Bend campus by the Rome Program once exhibition and/or publication needs have been satisfied.

21. School of Architecture Graduate Student Appeal Procedures
(a) The purpose of this procedure is to afford graduate architecture students at Notre Dame the opportunity to resolve complaints dealing with academic issues such as dismissal from graduate standing, placement on probationary status, denial of readmission to the same program (if the student was previously in good standing), and other School of Architecture decisions that terminate or impede progress toward the degree.

(b) *Dispute Resolution Process*: Student complaints should be registered and conflicts resolved at the lowest level possible within the School of Architecture, i.e., at first informally with the course instructor and / or the Director of Graduate Studies, on an *ad hoc* basis as required and as appropriate. If the dispute cannot be resolved informally with the instructor or the Director of Graduate Studies, or if the student's grievance concerns the Director of Graduate Studies, the complaint may be brought to the Graduate Architecture Committee (with the DGS and the Dean recusing themselves in the latter circumstance). If the student's grievance cannot be resolved satisfactorily at this level, it may be brought to the Dean of the School of Architecture according to the following procedure.

(c) *Formal Appeal Procedure to the Dean of the School of Architecture*: Formal complaints must be initiated by a written statement from the student to the Dean of the School of Architecture indicating the nature of the problem, the date(s) the problem occurred, the grounds upon which the appeal is based, background information that the student considers important and the relief requested. The Dean will then request a description of the results of the departmental resolution process from the DGS and / or the Graduate Architecture Committee, as appropriate.

Grounds for formal appeal include procedural error, violation of official policy by academic or administrative personnel, or special mitigating circumstances beyond the student's control that were not properly taken into account in a decision affecting the student's academic progress.

Upon receiving the formal complaint or appeal, the Dean will request the Associate Dean of the School of Architecture to convene a meeting of an *ad hoc* academic appeals committee, composed of three University faculty members chosen by the Associate Dean, one of whom will be a member of the Architecture School faculty and two of whom will be from other University departments. The committee will also include one non-voting graduate architecture student, also chosen by the Associate Dean. The committee will be chaired by the Associate Dean, who does not vote. At the student's request or by request of the committee, the appeals committee will also meet with the student. The committee may also meet with other individuals involved.

The appeals committee will make a written recommendation to the Dean of the School of Architecture within 30 working days of receipt of the appeal. The Dean may or may not accept this recommendation, but in either case, he or she will respond to the appeal in writing within 30 working days of receipt of the committee's recommendation. (All deadlines set forth here may be extended in extenuating circumstances.) The Dean will send a copy of this letter to the Director of Graduate Studies. The judgment of the Dean of the School of Architecture is final.

22. **Academic Integrity**
(a) Integrity in scholarship and research is an essential characteristic of academic life and social structure in the University and the School of Architecture. Any activity that compromises the pursuit of truth and the advancement of knowledge besmirches the intellectual effort and may undermine confidence in the academic enterprise. A commitment to honesty is expected in all academic endeavors, and this should be continuously emphasized to students, research assistants, associates and colleagues by mentors and academic leaders.

(b) Violations of academic integrity may occur in classroom work and related academic functions or in research/scholarship endeavors. Classroom-type misconduct includes the use of information obtained from another student's paper during an examination, plagiarism, submission of work written or otherwise produced by someone else, falsification of data, etc. Violation of integrity in research/ scholarship is deliberate fabrication, falsification, or plagiarism in proposing, performing or reporting research or other deliberate misrepresentation in proposing, conducting, reporting or reviewing research. Misconduct does not include errors of judgment, errors in recording, selection, or analysis of data, differences of opinion involving interpretation, acknowledged use of architectural precedent, nor conduct unrelated to the research process.

(c) Misconduct includes practices that materially and adversely affect the integrity of scholarship and research. If a graduate architecture student suspects that a violation of academic integrity has occurred, he or she should first discuss the matter confidentially with the course instructor and / or the Director of Graduate Studies. If there appears to be a reasonable basis for further inquiry, the Director of Graduate Studies will select an impartial panel consisting of three members, one of whom may be a graduate architecture student, to investigate the matter. The DGS will inform the accused of the

charges. The panel will determine initially whether to proceed directly to a hearing, to further investigate the case, or to dismiss the charges. If the panel decides to proceed directly to a hearing, the hearing will be held within 15 days of the original appointment of the panel. If the panel decides that further investigation is necessary, it shall immediately notify the DGS. If it decides that a hearing is not warranted, all information gathered for this investigation will be destroyed. The utmost care will be taken to minimize any negative consequence to the accused. The accused party must be given the opportunity to respond to any and all allegations and supporting evidence at the hearing. The response will be made to the appointed panel. The panel will make a final judgment, recommend appropriate disciplinary action, and report to the DGS in writing. The report will include all of the pertinent documentation and will be presented within 30 days after meeting with the accused. Copies of the report are to be made available to the accused and the Dean of the School of Architecture. If a violation is judged to have occurred, this might be ground for dismissal from the University; if appropriate, research/scholarship violations might be reported to the sponsor of the research effort (e.g., NSF, NIH, Lilly Foundation, etc.).

(d) *Appeal*: If the student chooses to appeal the panel's decision, he or she must address the appeal in writing to the Dean of the Architecture School within 10 days. The student has the right to appear before the Dean or his or her delegate. The Dean may appoint an *ad hoc* committee to handle this appeal as per Part II.20.c above, or may deliver summary judgment at that time. The decision of the Dean is final.

23. School of Architecture and University Policies and Procedures on Harassment
Sexual and discriminatory harassment are prohibited by the University. Definitions and policies regarding sexual harassment, discriminatory harassment and other aspects of student life and behavior are described in *du Lac* (pages 115-127 and 133-141 respectively), which is the University's description of student life policies and procedures. Graduate architecture students must abide by those portions of *du Lac* that refer explicitly to graduate students. Copies of *du Lac* are mailed to all continuing students at the beginning of the fall semester, and may be obtained from the Office of Residence Life, 315 Main Building.

Alleged incidents of sexual or discriminatory harassment should be reported to the Director of Graduate Studies, or, in cases involving the Director, to the Dean of the School of Architecture. If the matter cannot be resolved at the School of Architecture level, students should proceed with the official procedures outlined in those sections of *duLac* identified above.

Part III: POST GRADUATION ASSOCIATIONS WITH THE SCHOOL OF ARCHITECTURE

1. Publications of the School of Architecture

The School of Architecture publishes a quarterly online newsletter *Common Bond* and a yearly printed newsletter, in addition to two annual publications---*Acroterion* and *The Richard H. Driehaus Prize*.

Common Bond, sent without cost to alumni, contains general news about the School of Architecture and information about upcoming public lectures. Upon graduation, it is important to inform the Notre Dame Alumni Association (http://www.alumni.nd.edu/) of your mailing address in order to receive the newsletter and other Notre Dame publications such as *Notre Dame Magazine*. To do so, please set up an account with the Alumni Association's *my*NotreDame, http://mynotredame.ne.edu.

Acroterion annually publishes the best of School of Architecture student work, and *The Richard H. Driehaus Prize* commemorates the career and work of the annual Driehaus Prize winner. *Acroterion* and *The Richard H. Driehaus Prize* book are available for purchase.

For up-to-date information on School of Architecture news and events, alumni are encouraged to visit the School of Architecture's website http://www.architecture.nd.edu/.

2. Post-Graduation Employment Information

Architecture alumni can access the Notre Dame Alumni Association's "ONWARD" to aid in their job search. ONWARD is available to Notre Dame alumni who have registered for *my*NotreDame (http://myNotreDame.nd.edu). Positions listed here are intended only for Notre Dame Alumni. Alumni are also encouraged to attend the School of Architecture's annual Career and Internship Fair held on campus each year at the end of March.

The School of Architecture faculty often passes along information about available employment opportunities, competitions, etc. The School of Architecture encourages alumni and students to network via the School's LinkedIn page, which both students and alumni are eligible to join. Maintaining contact with the School of Architecture may be beneficial to alumni in terms of career direction and opportunities.