

**SCHOOL OF  
ARCHITECTURE  
GRADUATE PROGRAMS  
HANDBOOK**

University of Notre Dame  
School of Architecture  
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## I. MISSION & INTRODUCTION

The Notre Dame School of Architecture Graduate Programs in architecture, urban design, and historic preservation promote built environments that are durable, useful, and beautiful, and which are supportive of strong communities. The school seeks to train professionals—designers, scholars, and preservationists—who are skilled in their disciplines and serve as advocates for the built environment, individuals who will play a leading role in their professions and may carry their passion and expertise on to other arenas. Towards these ends, the graduate curriculum promotes the understanding of detail, building, and city as a continuous and interdependent scalar spectrum. It engages both intellectual endeavor and the practical teaching of craft in order that the best lessons of historic precedent might be learned, expanded upon, and combined with a judicious use of contemporary strategies, materials, and methodologies in order to contribute toward buildings and urbanism which are environmentally and culturally sustainable. Graduates of the School of Architecture Graduate Programs recognize that they are stewards of their communities, both local and global, and that as part of a living tradition, it is a critical part of their work to further the education of clients, communities, and future generations of designers and citizens.

The academic code herein contains the policies and regulations governing the attainment of academic credit and degrees from the Graduate Programs of the University of Notre Dame School of Architecture. These policies and regulations do not necessarily apply to other University graduate programs. The responsibility to abide by this code resides with graduate students, faculty, and administrators who are required to know and observe its regulations. The following information represents the minimum standards established by the School of Architecture. Students are expected to be aware of and to be in compliance with their program's requirements. No exceptions to the following policies and procedures will be valid without the formal written approval of the Assistant Dean of Graduate Studies or the Dean of the School of Architecture.

## II. SCHOOL OF ARCHITECTURE GRADUATE DEGREE PROGRAMS

### 1. Architecture & Urban Design

The School of Architecture offers two graduate architecture degrees:

#### **Master of Architectural Design and Urbanism (MADU)**

2-year post-professional degree (Path A)

#### **Master of Architecture (M.Arch)**

2-year (Path B) professional degree

3-year (Path C) professional degree

The School of Architecture offers one additional course of study in Architecture & Urban Design, **the Additional Scholarly Year** (Path D). This option is available by application to both students in a post-professional degree program and students in a professional degree program. It offers students in the Architecture & Urban Design programs an opportunity to develop a research agenda over the course of an additional academic year, following their thesis semester, incorporating various elective and independent courses in support of that research. Students are eligible to apply for the Path D program on a rolling basis beginning in their penultimate year of study. Students completing their first professional degree in architecture will additionally receive the M.ADU post-professional degree following successful completion of the Additional Scholarly Year. Students who successfully complete the Path D program following participation in the Path A program will receive a certificate at graduation in addition to their MADU degree.

**a. Eligibility**

Eligibility for one Architecture and Urban Design degree program or another is based *solely* on an applicant's educational background.

- i. Students seeking a **two-year MADU post-professional degree (Path A)** must hold an accredited professional degree in architecture (B.Arch or M.Arch) or the international equivalent. An international equivalent does not imply eligibility for licensure in the U.S.
- ii. Students seeking a **two-year M.Arch professional degree (Path B)** must hold either a Bachelor of Art in Architecture or a Bachelor of Science in Architecture degree.
- iii. Students seeking a **three-year M.Arch professional degree (Path C)** may come from any other discipline as long as they hold a minimum of an accredited Bachelor's degree, or the international equivalent.

**b. NAAB Certification**

Both the two- and three-year professional (M.Arch) degree programs are certified by the National Architectural Accrediting Board (NAAB), certifying compliance with the educational requirements for licensure in the United States. Those students enrolling in the two-year post-professional degree (MADU) program are attesting that they have already completed these educational requirements for licensure in their previous course(s) of study as certified by their previous degree-granting institution(s).

International students who have a previous degree from a foreign institution that is the equivalent of a B.Arch or M.Arch may or may not have fulfilled the educational requirements for licensure in the United States. Those students wishing to seek American licensure in the future may seek a professional degree through the School of Architecture or may seek evaluation of their previous educational records by the National Council of Architecture Registration Boards (NCARB) through Education Evaluation Services for Architects. These students should likewise note that some institutions in foreign countries which are signatories of the Canberra Accord may provide degrees which are recognized--though not accredited by--the National Architectural Accrediting Board and the National Council of Architecture Registration Boards. Further information may be found by contacting the NAAB or NCARB at [www.naab.org](http://www.naab.org) or [www.ncarb.org](http://www.ncarb.org), respectfully.

**c. Curriculum**

Each path of study within the professional and post-professional graduate architecture degree programs has its own curriculum and degree requirements, though all share a common structure with an introductory summer course, one or three foundational semesters, two semesters of study in greater depth in one or more areas of focus, and one final semester largely focused on a thesis project. All students spend one semester of their studies in Rome between their foundational and thesis semesters.

Details of the courses and requirements for each path of study may be found in Appendix A of this document.

## 2. Historic Preservation

### a. Eligibility

Students seeking a **two-year Masters of Science in Historic Preservation (MSHP)** degree must hold an accredited professional degree in architecture (B.Arch or M.Arch) or a Bachelor of Science in Architecture (B.S. Arch.) or Bachelor of Art in Architecture (B.A. Arch) or the international equivalent.

### b. Curriculum

All students in the graduate Historic Preservation program share a common curriculum of four semesters including one semester in Rome, one introductory three week summer course, and a summer internship/fieldwork experience between the first and second academic year. Details of its courses and requirements may be found in Appendix A of this document.

## III. ADMISSIONS

### 1. Degree Applicants

Applicants for admission to a degree program in the School of Architecture Graduate Programs must hold a bachelor's degree or its equivalent from an accredited American college or university or from a foreign institution of acceptable standing by the time of graduate matriculation. If at that time an admitted applicant does not hold a bachelor's degree, the admission to the School of Architecture Graduate Programs is void.

### 2. Application to Multiple Degrees

Students seeking admission to more than one program (whether they intend to enroll in only one or both the architecture and urban design and historic preservation programs) must submit separate applications for each program and be accepted by each. Admission to one program does not guarantee admission to another program. Applicants may seek admission to two programs prior to enrolling, or apply to an additional program after they have begun an initial program.

Students who apply and are accepted to both an architecture and urban design degree program and a historic preservation degree program will be required to address the two degrees sequentially and a separate thesis studio project will be required for each degree. There are some courses which are required within both the architecture and urban design curriculum and the historic preservation curriculum. Students will not be required to repeat these courses for their second degree program, though elective courses from one degree program may not be counted toward any other graduate degree.

Students may not apply to both the two-year or three year professional degree program and to the post-professional degree program prior to matriculation. Those students interested in extending their studies for an additional year within the architecture and urban design professional or post-professional programs in order to avail themselves of an Additional Scholarly Year may apply for the Path D program on a rolling basis beginning in their penultimate year of study.

All funding arrangements and degree requirements must be approved in advance by the student's advisor, the Assistant Dean of Graduate Studies, in consultation with the Directors of Graduate Studies and the Graduate Curriculum Committees, as required.

### **3. Non-Degree Applicants**

While the School of Architecture welcomes students from a variety of other departments on campus to participate in various lecture and seminar courses, there is not an option for non-degree application. An applicant with degree intent who lacks one or more admission requirements may be admitted *temporarily* to non-degree status at the discretion of the program. However, no student initially admitted to non-degree status will be admitted to degree status until all admission requirements have been satisfied. Admission as a non-degree student does not guarantee later admission as a degree-seeking student.

### **4. Transfer Students**

The School of Architecture Graduate Programs do not accept transfer students. Those students who have completed a portion of another masters degree program in architecture and urban design or in historic preservation may apply for a graduate degree program in the University of Notre Dame School of Architecture. If accepted, these students may apply for advanced standing based on their previous studies in one or more lecture, seminar, or technical courses in compliance with the policies outlined in this document. Advanced standing may not be granted in any studio courses.

### **5. Review of Applications**

All graduate program applications are reviewed by a Graduate Admissions Committee made up of School of Architecture faculty and administrators. The committee seeks to gain a holistic view of each applicant taking into account previous academic records, portfolio, personal statement, letters of recommendation, test scores, etc.

Applications are reviewed by cohort (post-professional applicants compared with other post-professionals, 2-year applicants with other 2-year applicants, etc.) to facilitate greater consistency in evaluation.

Applications are not accepted on a rolling basis. As students must take the courses in their degree program, particularly the studio courses, in sequence, incoming students must enter in the Fall semester, preceded immediately by the three-week introductory summer session. A January due date is posted on the School of Architecture's website for all graduate program applications.

### **6. Acceptance**

Only the School of Architecture grants official acceptance to the School of Architecture Graduate Programs. Students will be officially informed of the decision on their application by a letter from the Assistant Dean of Graduate Studies in both email and hard copy format in March of the application year.

### **7. Transcript Review**

All applicants must include a final transcript from all previous institutions with their application. Individuals who are in the final semester of their previous academic program at the time of application must submit their latest transcript and then submit a final one immediately after their graduation and before enrolling in a University of Notre Dame School of Architecture graduate program.

The Assistant Dean of Graduate Studies reviews each transcript in detail to ensure that general education requirements and a minimum of 18 credits of studio work have already been fulfilled. (The 24 credits within the 2-year professional degree program will complete the NCARB's required minimum of 42 credits). Transcripts are further reviewed using a standardized form in conjunction with review of requested syllabi submitted by the student

and in consultation with appropriate faculty members to identify a list of professional and technical courses which are required for the student in order to satisfactorily complete the professional education requirements which will be certified by the degree granted by the School of Architecture.

Several slots have been identified for this purpose in the 2-year professional degree curriculum outline. Any of these slots not required for additional required coursework may be used for elective courses of the student's choice. Students requiring more courses than slots provided may be required to take more than the maximum course load in a given semester and, if a course is not available in the semester needed, to take the course in an independent study format, depending on the availability of the instructor.

As with advanced standing, a student who has taken a previous course covering a specific part of the School's graduate professional curriculum may be required to take a course (or courses) covering those topics again if they failed to achieve a sufficient passing grade of "B" or higher.

Students who wish to appeal the list of professional courses identified as requirements for them may submit additional coursework, course documents, etc. for further review by the Assistant Dean of Graduate Studies and appropriate faculty members.

#### **IV. ACADEMIC POLICIES**

##### **1. Registration**

###### **a. Enrollment in the University**

All graduate students must both register and complete the ND Roll Call process each semester during the dates and times announced by the University Registrar. Any admitted student who fails to register and complete the ND Roll Call process for one semester or more must seek readmission through the School of Architecture.

###### **b. Assignment of Course Credit**

The School of Architecture Graduate Programs adhere to the same principles set forth in the Undergraduate Academic Code and the Academic Code of the Graduate School governing the award of credit for coursework.

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 ( $1 \times 50 \times 15 = 750$ ). A semester hour of credit for laboratory, drafting, or studio work represents approximately double the time required for a semester of credit for classroom instruction.

###### **c. Full-Time and Part-Time Status**

A full-time student is one who registers for nine (9) or more credit hours of required course work per semester in the academic year, except for the Thesis 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 Assistant Dean of Graduate Studies.

As a general practice, students should plan to arrive in South Bend a minimum of two days prior to the start of classes each semester and to stay until the end of finals week at the end of each semester. *Students should note that instructors may not change the University scheduling of a course final for any reason, even with the agreement of all students affected.*

**d. Residency and Non-Residency Status**

Residency status is determined by a student's continual presence or non-presence on campus. If a student is on campus a majority of the days of a week or a majority of weeks per month, he or she will be considered in residence. If a student is not present on campus in this fashion, he or she will be considered a non-resident student. With the exception of library privileges, a student classified as a non-resident cannot use University services, such as meal plans, student housing, and athletic facilities. The student determines resident status when registering for courses, which is then verified by their program. Given the nature of architectural study, studios, etc., it would be a very rare exception that a student would have non-residency status.

**e. Continuous Registration**

All students must enroll and register in each semester in the academic year to maintain active 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 or historic preservation study. Any exception to this rule, including a leave of absence, must be approved by the Assistant Dean of Graduate Studies.

A student who fails to enroll and register for one semester or more without an approved leave of absence 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, though that access is subject to changes in summer building hours, maintenance schedules, individual facility policies, etc.

International students who require active student status to maintain their student visa during summer internships may register for a "Professional Internship" course as listed in the University course catalog and should see International Student & Scholar Affairs/Notre Dame International to complete the appropriate paperwork.

**f. Maximal Registration**

During the academic year, MADU students may not register for more than 12 credit hours each semester; M.Arch students may not register for more than 18 credits per semester; and MSHP students may not register for more than 15 credits per semester without permission of the Assistant Dean of Graduate Studies. Exceptions may be made based on academic progress and other considerations.

## 2. Courses

### a. Elective Courses

Only University courses listed as 40000 level and above may be counted for credit toward the minimum requirements for graduation in a School of Architecture graduate degree program, even when a lower than 40000 level course is required to make up for deficiencies in a student's undergraduate experience.

### b. Course Prerequisites

Courses numbered 60000 and above are advanced graduate courses open only to those who have completed the undergraduate and graduate prerequisites noted with each course description in the University course listing. Exceptions may be made with permission of the course instructor and the Assistant Dean of Graduate Studies.

### c. Audit Courses

Students may not audit courses that are specific requirements of the program, but may take up to two audited courses to contribute toward the electives required for fulfillment of the minimum number of credits as determined by the individual path of study.

Students must request an audit of the instructor and their advisor and complete any necessary paperwork by the sixth class day of the term in question.

### d. Add/Drop Policy

A student may add courses through the first six class days of the semester. A student may add courses after this time only on the recommendation of the program and with the approval of the Assistant Dean of Graduate Studies and only up until the end of a term. No courses may be added once a semester has been completed.

A student may drop courses at his or her discretion through the first six class days of the fall or spring semester. To drop a course after this period and up to the last day for course discontinuance (see the University academic calendar for the exact date), requires the approval of the Assistant Dean of Graduate Studies. A course may be dropped after the last day for course discontinuance only in cases of serious mental or physical illness or injury incurred by the student or an immediate family member of that student. Courses dropped after this period 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 last day for course discontinuance only in cases of serious mental or physical illness or injury and only until the end of the term. No changes can be made once a semester has been completed.

**e. 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	Withdrawn/Discontinued with permission

Grades of "C-", "D", and "F" are awarded in the School of Architecture Graduate Programs and are used to calculate both the semester and cumulative G.P.A.; however, they will not be accepted for completion of graduate degree requirements, specific required coursework, and/or total credit hours for completion of coursework. If a student receives lower than a grade of "C" in a required course, he or she must either retake the same course (for all required courses) or its equivalent (in the case of an elective) as determined by the program. Credits (and quality points) for the failed course will remain on the transcript and will be calculated into the student's cumulative GPA even after the course has been retaken and passed successfully.

Under exceptional circumstances, a student receives the temporary grade of "I" when he or she has not completed the requirements for a 60000 or higher-level graduate course within the semester or the summer session.

The grades of "S" and "U" (Satisfactory and Unsatisfactory) are used in courses without semester credit hours as well as in research courses, departmental seminars, colloquia, workshops, directed studies, field education, and skills courses. An "S" grade factors into a student's earned semester credit hours, but does not factor into 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 factor into the computation of the G.P.A.

The grade of "V" (Auditor) does not have quality points associated with it. It is the only grade available to the registered auditor. The audit must be requested before the sixth day of the semester. The audited class is made part of the student's permanent record, and the auditor should attend the course throughout the entire semester, and may be required to complete readings, participate in seminar discussions, etc. at the discretion of the instructor. The grade of "V" cannot be changed to a credit-earning grade.

The grade of "W" (discontinued with permission) is given for a course that a student is allowed to drop after the last date for course discontinuance. Approval of the grade of "W" is granted by the Assistant Dean of Graduate Studies.

**f. Examinations**

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

**g. Incomplete Coursework**

Students in the School of Architecture Graduate Programs should complete the work of courses within the regular academic term in which they are taken. This expectation of students should also guide faculty members who teach these courses. That is, faculty are obligated to evaluate and grade work by the end of the term in which the course is offered.

A grade of "I" (Incomplete) is given *only in exceptional circumstances* and only for compelling reasons. When a student receives a grade of "I", he or she has 30 days from when grades are due (for the semester in which the "I" was given) to complete the coursework. If the coursework is not completed by this date, the grade of "I" will be changed permanently to a grade of "F". Extensions for incompletes require formal approval from the Assistant Dean of Graduate Studies in the School of Architecture.

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.

**h. Grade Point Average**

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 graded semester credit hours. Only courses taken at Notre Dame are used to calculate a student's G.P.A.

**i. Advance Standing**

The School of Architecture may accept non-studio coursework completed at another accredited university toward meeting its degree requirements. 2-year and 3-year (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 Assistant Dean 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 requested syllabi, as needed.

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. or given University of Notre Dame course credit.

**j. Transfer Credits**

The School of Architecture Graduate Programs do not accept transfer credits. Students who have completed a portion of an accredited graduate degree program at another institution may apply for advance standing in one or more lecture, seminar, or technical courses in keeping with the requirements as described in this document.

**3. Graduate Student Status**

**a. 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 in writing before the semester in which the leave is taken, and all leaves of absence must be approved by the Assistant Dean of Graduate Studies. In addition, the School of Architecture requires that requests for a leave of absence (and the reason(s) for the request) 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 Assistant Dean of Graduate Studies.

If at the end of the leave of absence period the student does not return, the student is no longer considered a student at Notre Dame and must go through the readmission process if he or she decides to return.

In the case of a medical leave of absence, the School of Architecture Graduate Programs may require a recommendation from the University Health Center or University Counseling Center regarding the student's readiness to resume academic work prior to readmission.

**b. Medical Separation from Academic Duties**

Students enrolled in the School of Architecture Graduate Programs who wish to temporarily interrupt their programs for medical reasons must make an official request to the Assistant Dean of Graduate Studies. Students are eligible under this policy if they have a "serious medical condition". For purposes of this policy, "serious medical condition" is defined as a medical condition that (1) requires a multiple-day hospitalization OR (2) renders the student unable to engage in coursework and all other related duties for a period of at least ten (10) calendar days. Written certification by a physician that the student has a serious medical condition as defined in this policy must be submitted to the Assistant Dean of Graduate Studies as soon as the need arises (for emergency requests). In situations involving childbirth or adoption, see the "Childbirth and Adoption Accommodation Policy" in this document. In all cases, regardless of the nature of the medical condition, the duration of the separation will be as certified by the physician up to a maximum of six weeks. Students may utilize this medical separation policy two non-consecutive times during their graduate studies.

A medical separation does not eliminate a student's responsibility to complete the coursework assigned during the leave, but a deadline extension may be granted, if appropriate. Due to the sequential nature of the studio courses and the fact that each is offered only in the Fall or the Spring semester, an extended medical separation may have significant impact and a leave of absence or extension of a student's course of study may be required.

Should students need more than six weeks at any one time, they must withdraw from the University. The School of Architecture Graduate Programs may approve leaves of absence for one or more semesters for medical or other reasons (see "Leaves of Absence" in this document).

**c. Childbirth and Adoption Accommodation Policy**

The childbirth and adoption accommodation policy is intended to assist graduate students who are new parents. Unlike the medical separation policy that covers any medical condition, this accommodation policy addresses a single set of circumstances: new parenthood. It is not a leave of absence; it is an accommodation. Students maintain their standing as students, and may be provided modified teaching assistant responsibilities and deadlines, and may remain eligible for financial support.

In order to be eligible, a full-time student must be in good standing, serve as the primary and full-time caregiver of a newborn child or a child less than 5 years old newly placed in the home, and have completed one semester and have been registered and enrolled for at least another semester prior to the request.

Students may make use of the policy up to two times provided that at least one semester of full-time enrollment occurs between requests.

Due to the sequential nature of the studio courses and the fact that each is offered only in the Fall or the Spring semester, detailed planning is critical and a leave of absence or extension of a student's course of study may be required.

This accommodation does not automatically add to the number of semesters of scholarship offered at the time of acceptance into the program. And those students for whom serving as a TA is a requirement may be required to fulfill the requirement in a later semester.

Eligible students must notify the Assistant Dean of Graduate Studies of their intent to use the accommodation policy at least 60 days prior to the expected date of childbirth or adoption.

**d. Withdrawal from the Program**

To withdraw from the University before the end of the semester, a graduate architecture student must inform the Assistant Dean of Graduate Studies, and also complete the electronic form for Separation from the University.

Grades of "W" are given when a student withdraws after the mid-semester course discontinuance deadline, upon approval of the withdrawal. If a student drops out of the University without following the procedure described above, a grade of "F" is recorded for each course.

To re-enter a program, the student must follow the readmission process. 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.

In the case of a health withdrawal, the School of Architecture graduate programs may require a recommendation from the University Health Center or University Counseling Center regarding the student's readiness to resume academic work prior to readmission.

The University reserves 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 (see "Dismissal of a Student" section in this document).

**e. Academic Advising & Assessment of Student Progress**

Graduate students are advised by the Assistant Dean of Graduate Studies for the duration of their studies in the Notre Dame School of Architecture. This entails academic advising at least once each semester to ensure that the student is on track towards their graduation, to discuss with the student their progress or concerns about accomplishing their academic goals, and to offer consultation on any other issues be they of a personal nature or related to academics or professional interests. Faculty are encouraged to bring any concerns about student well-being, academics, medical or personal issues to the Assistant Dean, who is in turn in contact with Student Affairs, the Registrar and Provost, the Office of Disability Services, the University Health Center, University Care Consultants, etc.

If the Assistant Dean has serious concerns about a student's academic performance or progress to degree, he or she should communicate this to the student in written form, copying the Dean as required. Letters from the Assistant Dean or the Dean may provide warnings specifying concerns and the steps necessary to correct the situation, as well as the consequences of continued sub-standard academic performance as well as specific dates when the student's progress will be re-evaluated. If the student does not meet the stipulations outlined in the warning letter within the timeframe specified, the student may be either put on probation or dismissed from his or her program of study.

**f. Graduate Student Status Designations**

There are two status designations available to active graduate students: "in good standing" and "on probation". A graduate student can only have one designation at any given time.

**i. Academic Good Standing**

Good standing and continuation in a graduate architecture or historic preservation degree program, admission to degree candidacy, and graduation require maintenance of at least a 2.8 cumulative G.P.A. The School of Architecture semi-annually evaluates each graduate architecture student's overall academic performance. A student not in academic good standing may not be eligible for new or continued financial support.

**ii. Probation and Dismissal**

A student who does not meet the stipulations within the timeframe outlined in a warning letter from the Assistant Dean of Graduate Studies or the Dean of the School may be placed on probation. "On probation" status is intended to offer a student a final opportunity to correct deficiencies in his or her academic progress. Normally, a student will be on probation one or, at most, two semesters.

A student will be considered on probation in the School of Architecture Graduate Programs if his or her cumulative G.P.A. falls below 2.8 or for a grievous breach of academic integrity.

A student on probation must complete the stipulations outlined in the probation letter within the required timeframe or may be dismissed from his or her program of study.

Students on probation may lose their financial aid in the form of stipends and tuition scholarships.

While on probation, if a student meets the stipulations within the timeframe outlined in the probation letter, the student will return to "in good standing" status the next semester of enrollment.

**g. Dismissal of a Student**

Failure of a student to meet the stipulations within the timeframe outlined in either the warning letter or the probation letter may lead to dismissal from the program.

In addition, a student can be immediately dismissed from his or her program of study without a warning letter or probationary status for the following reasons:

**Extreme Under-performance:** This standard for dismissal may be applied to a student whose performance is deemed wholly unacceptable by the student's advisor (Assistant Dean of Graduate Studies) in consultation with the Dean of the School of Architecture, or the program faculty. A G.P.A. below 2.0 in a single semester or below 2.5 for 2 consecutive semesters are examples of extreme underperformance as is persistent unwillingness to engage in the coursework, discussions, or methodology of the courses and program as such behavior negatively impacts the scholarly work of the studio or classroom.

A student may also be dismissed from their program for failure to achieve a passing grade in their first semester design studio.

**Threat to Health and/or Safety:** In rare circumstances, continued enrollment of a graduate student may constitute a serious disruption of the residential community or the academic environment. A student may be dismissed if : (a) the student poses a direct threat to the health or safety of himself or herself or others, or has seriously disrupted others in the student's residential community or academic environment; or (b) the student's behavior or threatening state is determined to be the result of a medical condition, or the student refuses to cooperate with efforts deemed necessary by the University Health Services and/or the University Counseling Center to evaluate the cause of the student's behavior or threatening state. In some circumstances, the level of care and

accommodation may exceed the resources or appropriate staffing capabilities of the University or may be beyond the standard of care that University Health Services can be expected to provide or monitor.

The School of Architecture Graduate Programs are responsible for monitoring and assessing the academic progress of its students. However, there are other reasons for which a student can be disciplined. For more details on these policies, please consult *du Lac*.

Students will be notified in writing by the Assistant Dean of Graduate Studies of the decision to dismiss them for academic (or safety) reasons. This notification will also be sent to the Dean of the School of Architecture. The student may appeal the decision per the grievance and appeal procedures which can be found at in this document.

#### **h. Academic Integrity**

Integrity in scholarship and research is an essential characteristic of the academic life and social structure in the University. 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. Mentors and academic leaders should continuously emphasize this to students, research assistants, teaching assistants, associates, and colleagues.

Violation of integrity in scholarship includes, but is not limited to: plagiarism; deliberate misrepresentation of a design, research, or written work as one's own; the use of information obtained from another student's materials during an examination, 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.

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 Assistant Dean of Graduate Studies. If there appears to be a reasonable basis for further inquiry, the Assistant Dean of Graduate Studies will engage the School of Architecture Honesty Committee to investigate the matter. The accused will be informed of the charges and the Honesty Committee will determine initially whether to proceed directly to a hearing, to further investigate the case, or to dismiss the charges.

If a hearing is found to be warranted, the Committee shall immediately notify the Assistant Dean of Graduate Studies and the procedures in of the School of Architecture and University Honesty Committees shall be followed.

**i. Falsification of Academic Credentials**

A student who has been admitted to a graduate degree program in the School of Architecture based in part upon a previously earned academic degree and is found to have intentionally misrepresented this information will be immediately dismissed from his or her program of study and will be barred from future graduate work at the University.

A current student or a student who has recently left the University without completing a degree who then claims to have earned said degree will be immediately dismissed from the program of study (if applicable) and barred from future graduate work at the University.

**j. Grievance and Appeal Procedure**

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

This procedure is not to be used to address issues of sexual or discriminatory harassment (see grievance procedure available through the Office of Institutional Equity), academic integrity (see the "Academic Integrity" section of this document), or for disability-related grievances (see grievance procedure available through the Office of Disability Services).

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 Assistant Dean 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 Assistant Dean of Graduate Studies, or if the student's grievance concerns the Assistant Dean of Graduate Studies, the complaint may be addressed in accordance with the following procedures.

**i. Disputation or Appeal of a Grade**

In cases related to the disputation of a grade, the student is to submit a written complaint to the Assistant Dean of Graduate Studies 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 Assistant Dean of Graduate Studies will then engage the School of Architecture Academic Standards Committee to investigate and address the matter in keeping with its own procedures. (The Dean will recuse himself or herself from all Graduate Studies Committee discussions and votes relating to such a matter.) The Committee shall provide a response within 15 working days, supplying a copy of the response to the Assistant Dean of Graduate Studies.

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 formal appeal procedure in item iii of this section.

**ii. Appeal in Other Academic Matters**

In cases related to academic issues (other than the disputation of a grade) and other program decisions that terminate or impede progress toward the degree, such as dismissal from graduate standing, placement on probationary status, and denial of readmission to the same program (if the student was previously in good standing), the student is to submit a written complaint to the Assistant Dean of Graduate Studies 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 Assistant Dean of Graduate Studies will then engage the School of Architecture Graduate Studies Committee to investigate and address the matter in keeping with its own procedures. (The Dean will recuse himself or herself from all Graduate Studies Committee discussions and votes relating to such a matter.) The Committee shall provide a response within 15 working days, supplying a copy of the response to the Assistant Dean of Graduate Studies. In cases involving the Assistant Dean of Graduate Studies, he or she will recuse himself or herself from the discussions and the Committee will submit their response directly to the Dean.

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 formal appeal procedure in item iii of this section.

**iii. Formal Appeal Procedure to the Dean of the School of Architecture**

Formal appeals must be initiated by a written statement from the student to the Dean of the School of Architecture within 10 days 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.

Grounds for formal appeal include: procedural error, violation of official policy by academic or administrative personnel; 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 receipt of the appeal, the Dean will request a description of the results of the departmental resolution process from the Assistant Dean of Graduate Studies and/or the Graduate Studies Committee or the Academic Standards Committee, as appropriate. The student has the right to appear before the Dean or his or her delegate. The Dean may convene an *ad hoc* academic appeals committee to address the matter, composed of three University faculty members, chosen by the Dean in consultation with the Assistant Dean of Graduate Studies (and/or the Associate Dean, as appropriate), 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 Dean in consultation with the Assistant Dean of Graduate Studies (and/or the Associate Dean, as appropriate). The committee will be chaired by the Assistant Dean (or the Associate Dean, as appropriate), 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 Assistant Dean of Graduate Studies. The judgment of the Dean of the School of Architecture is final.

#### **4. Degree Requirements**

##### **a. Credit Hours**

The minimum credit hours required for each graduate program of study in the School of Architecture is noted in the curriculum outlines in Appendix A of this document.

##### **b. Residency**

Students entering a graduate program in the School of Architecture should expect to be in residency for all four or six semesters of their course of study, noting that one of those semesters will be held in its entirety in Rome, Italy. Those students accepted into the Path D program will need an additional two semesters in residency (one of which may be in Rome depending on the nature of the proposed research) in order to complete their course of study.

##### **c. Foreign Language Requirement**

There is no foreign language requirement for any of the School of Architecture Graduate Programs. Students are encouraged to enroll in an Italian course, if schedule permits, or to study the language on their own as an acquaintance with Italian is beneficial for their Rome semester. Foreign language course credit, however, may not be counted for graduate level credit toward minimum requirements for graduation.

##### **d. Time Limits**

Due to the structured nature of the curriculum, students are expected to complete the program in the normative 2, 3, or 4 years, depending on their course of study. In the case of necessary leaves of absence and other extenuating circumstances, additional terms may be required, but in any event, all requirements for the master's degree must be completed within 5 years.

##### **e. Studio Sequence**

In extenuating circumstances, students may take a lecture or seminar course out of the sequence specified in the program's curriculum outline with approval from the Assistant Dean of Graduate Studies (and the faculty member in question, as required). Studio courses, however, must be taken in the order designated by each program's curriculum.

Any student who fails to achieve a passing grade of "C" or above in a studio course will be required to retake that course and achieve a passing grade before registering for the proceeding studio course. As each studio is offered only in the Fall or the Spring semester, this may require a student to take a leave of absence or to take an additional non-studio semester at their own expense. The semester required to retake the course may not extend the student's scholarship offer and may likewise be at the student's own expense (and without stipend or TA position).

Students who fail to achieve a passing grade of "C" or above in their first foundational studio course may be dismissed from the program.

**f. Admission to Degree Candidacy**

To qualify for admission to candidacy, a graduate architecture student must be enrolled in a Notre Dame School of Architecture graduate degree program at the time of completion, and have been enrolled in the program without unexcused interruption and have achieved a minimum cumulative G.P.A. of 2.8 in approved course work.

Admission to candidacy is a prerequisite to receiving any graduate architecture or historic preservation degree in the School of Architecture.

**g. Thesis Project Requirement**

A final "thesis" project is required of all graduate architecture and historic preservation students. Each student is assigned a studio critic and with the critic's guidance and approval declares a thesis statement and describes a project through which that thesis is to be explored as the focus of his or her final semester studio.

The graduate thesis project is meant to be holistic in consideration, largely self-directed, and to synthesize the knowledge in the student's previous semesters of study. Post-professional degree students may select a project which is either primarily urban or building scale in its focus, or some combination thereof. Those students seeking a professional (M.Arch) degree (Path B, C, or D), may select a project with some significant urban component, but in any event *must* address an integrative building design for a building in fulfillment of the NAAB requirements and as described in the thesis studio syllabus. As with those for students seeking a graduate degree in architecture, the precise nature of the historic preservation thesis project may vary somewhat. Historic preservation thesis projects will though, in every case, involve a significant design component.

Successful fulfillment of the thesis project requirement must include the submission of the written component, the submission of design drawings (and accompanying precedent, site documentation, technical analysis, context information, etc.), and the completion of an oral defense (a public design review). Students in a 2- or 3-year professional degree architecture program must additionally submit a complete set of technical drawings as specified in the thesis studio documents.

Students must receive a passing grade ("C" or higher) in the thesis studio course in order to be eligible to graduate and receive their degree. Students seeking a professional architecture degree, regardless of the grade received in the thesis studio course, must submit the complete set of technical drawings as specified in the studio course documents in order to be eligible to graduate and receive their degree.

Submission of the "thesis book" is required by the deadline(s) highlighted on the thesis semester calendar for all students. Thesis students should be cognizant of all interim and final deadlines established by the graduate program, the School, or by their individual instructor. The format of the thesis should follow the guidelines set forth by the School of Architecture's graduate program thesis book templates and descriptions, supplied at the beginning of the thesis semester. The School of Architecture graduate program reserves the right to reject theses not properly formatted.

Should unusual circumstances arise that prevent a student from completing the thesis project, and the student receives a grade of "I", he or she has 30 days from when grades are due for that same semester to complete the coursework. If the coursework is not completed by this date, the grade of "I" will be changed permanently to a grade of "F".

Students wishing to appeal the grade given for their thesis studio should proceed with an appeal to the School of Architecture Academic Standards Committee as described in the "Grievance and Appeal Procedure" section of this document.

The opportunity to repeat any part of the thesis project, including the public design review, must be voted on by a committee comprised of the studio critic and the Graduate Committee of the School of Architecture; however, in no case will a student retain admission to candidacy eligibility beyond the aforementioned maximum of five years in the program.

## V. ROME SEMESTER

All students participating in a School of Architecture graduate program will spend one semester studying in Rome, Italy as a required part of their curriculum. (Exception to this may be granted only in extreme extenuating circumstances in consultation with the Dean and the Assistant Dean of Graduate Studies.) The semester in which each student travels is individually confirmed based upon the curriculum in their course of study.

### 1. Visas and Passports

School of Architecture staff members provide guidance and assistance for all students, both American and international, in obtaining the appropriate visas necessary for study in Italy. Students are asked to ensure that, at matriculation, their passport has at minimum 3-6 months of validity beyond their anticipated return date from studies in Rome as well as several blank pages. Students are responsible for obtaining and providing their own passports. As processing time for passports can vary significantly from one year to the next, students must have their up-to-date passport in hand by the beginning of the semester preceding their Rome studies.

Upon arrival, the Rome Studies Program office will assist students with their stay permit application, which must be filed within a designated number of days after arrival in Italy. The student is responsible for the cost of the stay permit. Only citizens of the European Union are exempted from the need for an Italian student visa and stay permit (*permessi di soggiorno*).

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.***

Spouses and children of School of Architecture graduate students may travel with them to Rome, but will travel there as tourists (not with student visas) which means that time limits on their stay may differ from the student's. Travel plans should be made accordingly in advance, as required.

### 2. Housing

Housing is arranged--and paid for--for all unmarried graduate students (and married graduate students travelling without spouse or children) by the School of Architecture Rome Studies staff for the duration of their Rome semester. Students can expect to share housing with other School of Architecture graduate students.

Married graduate students accompanied by spouses (and children) will be offered assistance in identifying and arranging housing by the School of Architecture Rome Studies staff. These students will receive financial assistance approximately equivalent to that required for housing each unmarried student to be applied toward their own housing costs. Married students are, in the end, responsible for selecting their own apartments, signing their own leases, and covering the balance of their housing expenses not covered by the School of Architecture's financial assistance.

Graduate student accommodations are often in privately-owned furnished apartments or apartments owned by other institutions. Student tenants are subject to the terms of their respective leases and are responsible for the proper care of the premises and property of the owner. Detailed information re: expectations, cleaning deposits, etc. will be provided by the School of Architecture Rome Studies staff or by the property owner.

### **3. Meals**

The School of Architecture will provide each graduate student with a meal supplement or "food stipend". The "food stipend" is not meant to completely cover all food costs for students while abroad, but is intended to cover the difference in food costs anticipated between a semester in South Bend and a semester in Rome. Food costs beyond this monthly allotment including all costs for graduate student family members, are the responsibility of the graduate student.

### **4. Transportation & Travel**

All graduate students travelling to Rome will be required to travel on the same flight from the Eastern seaboard of the U.S. as identified, 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. *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 himself or 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.

Student costs while participating in required class field trips (airfare, train or bus tickets, museum and site entry fees, hotels, select meals, etc.) are covered by the School of Architecture, but graduate students receive no direct payment for such expenses; nor does the School of Architecture either cover or reimburse and other student expenses.

As a matter of School policy--both for liability concerns and because all scheduled field trips are academic exercises the intensity and schedule of which are rigorous--spouses and children are not permitted to accompany graduate students on class field trips.

### **5. Meetings**

Attendance at all Rome preparatory (in South Bend) and orientation (in Italy) sessions is mandatory for all graduate students in order to ensure that all are current on travel requirements and logistics; complete paperwork for health, visas, and stay permits; receive access and policy information for the Rome Studies facility and housing; and understand security and emergency procedures (including maintaining a working cell phone in Rome with an Italian phone number).

#### **6. Rome Coursework**

Work done in Rome may be reviewed in formal sessions with students and invited guests early in the semester following the graduate students' return from Rome. The purpose of this presentation is to ensure good communication between the Rome Program and faculty and students on the main campus in South Bend. It is important that the work done in Rome be carefully retained and returned to Notre Dame. 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.

### **VI. FINANCIAL SUPPORT**

The Notre Dame School of Architecture recognizes that electing to attend graduate school is a major commitment for students (and their families) in terms of work, time, and finances and seeks to mitigate the impact that tuition and other expenses might have. Detailed information on the financial assistance provided for each student's Rome Semester is outlined in the section of this document under that heading.

#### **1. Scholarships**

All graduate students are eligible for financial support during the regular academic year and while progressing through the curriculum in a normative sequence. Application for scholarships is understood to be integral to the program application and no additional scholarship application is required. Students will be informed about scholarship financial support, and stipends as appropriate, upon acceptance to the program.

Continuation of financial support is contingent upon the academic good standing of the student. The School of Architecture identifies four potential reasons for termination of financial support: 1) if a student's cumulative G.P.A. is lower than 2.8; 2) an egregious breach of academic integrity; or 3) failure to satisfactorily complete coursework (more than one "I" grade in a semester or "I" grades in two consecutive semesters); 4) failure to satisfactorily perform Teaching Assistant obligations (for TA stipends). Appeals should be made in accordance with the Appeal Procedures described in this document.

Support for Path A (MADU) 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.

Professional degree (M.Arch) and Historic Preservation (MSHP) students are eligible for financial aid in the form of partial tuition scholarships, student loans, and work study.

All scholarship durations (4 semesters, 6 semesters, etc.) are noted at the time of acceptance to the program. Scholarships may not extend to additional semesters without an express offer from the program. Students who require additional semesters of study due to poor academic

performance, etc. may be required to fund additional semesters personally or through student loans in order to complete their course of study and receive their degree.

The cost for the introductory summer session is noted in each student's acceptance letter. Tuition for further summer studies between the first and second academic year (or the second and third, as appropriate) is not covered by the scholarships offered by the School of Architecture. Students interested in additional courses during these summer terms should expect to pay for those courses at a per credit graduate student rate as set by the University. Students entering the Historic Preservation (MSHP) program do have summer internship/coursework/fieldwork requirements. Tuition for these studies, where required, will be noted in students' acceptance letter financial outline and will be covered by the student.

## **2. Student Loans**

Student loans and other non-scholarship financial support is administered through the Office of Financial Aid. Questions as to particular loan requirements, application deadlines, etc. should be directed to that office ([financialaid.nd.edu](http://financialaid.nd.edu)).

## **3. Teaching Assistants**

Requirements for all post-professional degree (MADU) students receiving stipends are comprised of three semesters--the three semesters spent in South Bend--serving as teaching assistants (or research assistants) with additional office/program support duties required on an as needed basis during the Rome semester.

Professional degree students may be invited to serve as teaching assistants as faculty needs arise in a given semester. Compensation for professional degree students is likewise in the form of a stipend.

As a teaching assistant, a student is expected to attend all class meetings and, depending on the nature of the course, will be asked to lead discussion groups or study sessions, assist with grading, and/or provide studio desk critiques. Hours required may vary week to week or from one course to another, but TAs should expect an average of 15-18 hours of service per week. All teaching assistants should plan to be in South Bend at least two days before the start of each semester and should not plan to leave campus before the end of finals week in a given semester without express consent from the instructor in advance.

Students who do not satisfactorily meet the requirements of their TA position may lose their financial support in the form of a stipend for the semester in question.

## **4. Research Assistants**

Serving as a research assistant is not required for students in any of the graduate degree programs in the School of Architecture. Graduate students are welcome to apply for opportunities as they arise, but selection for R.A. positions is entirely at the discretion of the supervising faculty member(s).

## **5. Employment**

All degree-seeking students are expected to maintain full-time status and to devote full time to graduate study. Graduate students should not expect to hold a full-time job during the regular academic semester due to the intensity and rigor of the graduate curriculum. Students are encouraged to discuss their work interests, on or off-campus, with their advisor to determine a reasonable time commitment.

Students in the Path A post-professional degree program are required to serve as teaching assistants. Students in the professional and MSHP programs may serve as teaching assistants as faculty needs arise provided that they have already completed the coursework for the course in question during their studies at Notre Dame or at a previous institution.

## **VII. GRADUATE STUDENT SERVICES & POLICIES**

### **1. Health Insurance & Services**

Health insurance is required for all University of Notre Dame students, graduate and undergraduate. Students may purchase coverage through the University or may provide proof of coverage from another source. Additional information about health coverage and services for students and their dependents can be found on the University Health Services website at [uhs.nd.edu](http://uhs.nd.edu).

### **2. Academic Accommodations**

Qualified students with various challenges (physical, learning, etc.) may request and receive reasonable academic accommodations. The Office of Disability Services ([sarabeadisabilityservices.nd.edu](http://sarabeadisabilityservices.nd.edu)) coordinates this process and aids the various academic units in providing these accommodations.

Students who believe that they would benefit from accommodations are encouraged to contact the Office of Disability Services and/or the Assistant Dean of Graduate Studies as early in their academic program as possible. While students are welcome to speak with individual faculty members about their situation as they might feel appropriate, all requests for official accommodations must be made through the Office of Disability Services.

### **3. English for Academic Purposes**

The Center for the Study of Languages and Cultures offers support to international graduate students via the English for Academic Purposes (EAP) Program's workshops, individualized tutoring, and course offerings. ([cslc.nd.edu/programs/eap/](http://cslc.nd.edu/programs/eap/)) Topics include academic English and writing skills, presentation techniques, pronunciation and oral proficiency, and various cultural skills.

### **4. ISSA**

The Office of International Student and Scholar Affairs, a part of Notre Dame International, ([international.nd.edu/issa](http://international.nd.edu/issa)) offers a variety of services re: visas, internship eligibility, etc. International students are encouraged to contact the ISSA office soon after entering the graduate program to familiarize themselves with the services available.

### **5. Retention of Coursework**

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.

Plastic model covers or other devices for the preservation and permanent storage of materials by the School are supplied by the School of Architecture.

**6. Supplies and Materials**

Costs for paper, ink, model materials, etc. and other supplies used in School of Architecture Graduate Program studio and lecture or seminar course assignments, for either individual or team projects, are borne by students.

**7. Printing and Plotting**

A print quota is set for all graduate students on campus for standard printing on 8 1/2x11 and 11x17 paper through the Office of Information Technology (OIT). Students may add to their print quota through the OIT website at oit.nd.edu. Access to plotters and large scale scanners is free of charge for all School of Architecture students. A laser cutter is available for course-related projects at no charge; for personal projects, there may be an incremental fee charged for laser time. 3-D model printing may be arranged through the School of Architecture Library and students may be charged a set material fee.

The School of Architecture reimburses graduating graduate students for the printing costs of the three copies of thesis books (up to a designated monetary amount).

**8. Policies and Procedures on Harassment & Discrimination**

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* (dulac.nd.edu), which is the University's description of student life policies and procedures.

Alleged incidents of sexual or discriminatory harassment should be reported to the Assistant Dean of Graduate Studies, or, in cases involving the Assistant Dean, 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 *duLac* or by the Office of Institutional Equity (equity.nd.edu).

# APPENDIX A

UNIVERSITY OF NOTRE DAME SCHOOL OF ARCHITECTURE  
 CURRICULUM OUTLINE FOR GRADUATE DEGREES IN ARCHITECTURE

Two-Year Post-Professional Degree (Path A)

**MASTER OF ARCHITECTURAL DESIGN & URBANISM (MADU)**

SUMMER			
	ARCH 61011	Introduction to Architectural Representation	0
<b>TOTAL CREDITS:</b>			<b>0</b>

FALL (First Term)			
<b>FOUNDATIONAL SEMESTER</b>	ARCH 71111	Elements & Principles of Classical Architecture & Traditional Urbanism	6
	ARCH 70211	History of Rome	3
	ARCH 60311	Foundations & Theory	3
	<b>TOTAL CREDITS:</b>		

SPRING (Second Term) <input type="checkbox"/>		FALL (Third Term) <input type="checkbox"/>	
<b>ON-CAMPUS SEMESTER</b>	ARCH 81153	Upper Level Studio	6
		Upper Level Theory Course	3
		<i>Optional Elective Course</i>	3
	<b>TOTAL CREDITS:</b>		

SPRING (Second Term) <input type="checkbox"/>		FALL (Third Term) <input type="checkbox"/>	
<b>ROME SEMESTER</b>	ARCH 84152	Rome Graduate Studio	6
	ARCH 84211	Architectural & Urban History of Rome	3
	ARCH 84312	Italian Architectural & Urban Theory	3
	<b>TOTAL CREDITS:</b>		

SPRING (Fourth Term)			
<b>THESIS SEMESTER</b>	ARCH 81161	Thesis Studio	6
		<i>Optional Elective Course</i>	3
		<i>Optional Elective Course</i>	3
<b>TOTAL CREDITS:</b>			<b>6-12</b>

**TOTAL DEGREE CREDITS REQUIRED: 39 minimum-48 maximum**

\_\_\_\_\_  
 Print Name

\_\_\_\_\_  
 Student Signature & Date

UNIVERSITY OF NOTRE DAME SCHOOL OF ARCHITECTURE  
 CURRICULUM OUTLINE FOR GRADUATE DEGREES IN ARCHITECTURE

Two-Year Professional Degree (Path B)  
**MASTER OF ARCHITECTURE (M.ARCH)**

SUMMER			
	ARCH 61011	Introduction to Architectural Representation	0
<b>TOTAL CREDITS:</b>			<b>0</b>

FALL (First Term)			
FOUNDATIONAL SEMESTER	ARCH 71111	Elements & Principles of Classical Architecture & Traditional Urbanism	6
	ARCH 70211	History of Rome	3
	ARCH 60311	Foundations & Theory	3
		Required Course (Determined on an Individual Basis)	3
	<b>TOTAL CREDITS:</b>		

SPRING (Second Term) <input type="checkbox"/>		FALL (Third Term) <input type="checkbox"/>	
ON-CAMPUS SEMESTER	ARCH 81153	Upper Level Studio	6
		Upper Level Theory Course	3
		Required Course (Determined on an Individual Basis)	3
		Elective Course	3
	<b>TOTAL CREDITS:</b>		

SPRING (Second Term) <input type="checkbox"/>		FALL (Third Term) <input type="checkbox"/>	
ROME SEMESTER	ARCH 84152	Rome Graduate Studio	6
	ARCH 84211	Architectural & Urban History of Rome	3
	ARCH 84312	Italian Architectural & Urban Theory	3
	<b>TOTAL CREDITS:</b>		

SPRING (Fourth Term)			
THESIS SEMESTER	ARCH 81162	Thesis Studio	6
	ARCH 80711	Professional Practice	3
		Required Course (Determined on an Individual Basis)	3
		<i>Optional Elective Course</i>	3
	<b>TOTAL CREDITS:</b>		

**TOTAL DEGREE CREDITS REQUIRED: 54 minimum-57 maximum**

Print Name \_\_\_\_\_

Student Signature & Date \_\_\_\_\_

UNIVERSITY OF NOTRE DAME SCHOOL OF ARCHITECTURE  
 CURRICULUM OUTLINE FOR GRADUATE DEGREES IN ARCHITECTURE

Three-Year Professional Degree (Path C)

**MASTER OF ARCHITECTURE (M.ARCH)**

**Foundational Semesters**

SUMMER			
	ARCH 61011	Introduction to Architectural Representation	0
		<b>TOTAL CREDITS:</b>	<b>0</b>

FALL (First Term)			
FOUNDATIONAL SEMESTER	ARCH 61111	Foundational Design I	6
	ARCH 60211	Architectural History I	3
	ARCH 60311	Foundations & Theory	3
	ARCH 60411	Building Technology I	3
	ARCH 60511	Structures I: Introduction to Structures	3
			<b>TOTAL CREDITS:</b>

SPRING (Second Term)			
FOUNDATIONAL SEMESTER	ARCH 61121	Foundational Design II	6
	ARCH 60221	Architectural History II	3
	ARCH 60421	Building Technology II	3
	ARCH 60521	Structures II : Wood & Steel	3
	ARCH 62021	Digital Graphics	3
			<b>TOTAL CREDITS:</b>

FALL (Third Term)			
FOUNDATIONAL SEMESTER	ARCH 71131	Foundational Design III	6
	ARCH 70211	History of Rome	3
	ARCH 70411	Environmental Systems I: HVAC	3
	ARCH 70419	Environmental Systems II: Lighting & Accoustics	3
	ARCH 70531	Structures III: Concrete	3
			<b>TOTAL CREDITS:</b>

**FOUNDATIONAL CREDITS REQUIRED: 54 Total**

**TOTAL DEGREE CREDITS REQUIRED: 90 minimum-96 maximum**

\_\_\_\_\_  
 Print Name

\_\_\_\_\_  
 Student Signature & Date

UNIVERSITY OF NOTRE DAME SCHOOL OF ARCHITECTURE  
 CURRICULUM OUTLINE FOR GRADUATE DEGREES IN ARCHITECTURE

Three-Year Professional Degree (Path C)  
**MASTER OF ARCHITECTURE (M.ARCH)**

SPRING (Fourth Term) <input type="checkbox"/>		FALL (Fifth Term) <input type="checkbox"/>	
<b>ON-CAMPUS SEMESTER</b>	ARCH 81153	Upper Level Studio	6
		Upper Level Theory Course	3
	ARCH 80211	Pre-Design	3
		<i>Optional Elective Course</i>	3
	<b>TOTAL CREDITS:</b>		<b>12-15</b>

SPRING (Fourth Term) <input type="checkbox"/>		FALL (Fifth Term) <input type="checkbox"/>	
<b>ROME SEMESTER</b>	ARCH 84152	Rome Graduate Studio	6
	ARCH 84211	Architectural & Urban History of Rome	3
	ARCH 84312	Italian Architectural & Urban Theory	3
	<b>TOTAL CREDITS:</b>		<b>12</b>

<b>SPRING (Sixth Term)</b>			
<b>THESIS SEMESTER</b>	ARCH 81162	Thesis Studio	6
	ARCH 80711	Professional Practice	3
		Elective Course	3
		<i>Optional Elective Course</i>	3
	<b>TOTAL CREDITS:</b>		<b>12-15</b>

CREDITS REQUIRED IN FINAL THREE SEMESTERS: 36 minimum-42 maximum

TOTAL DEGREE CREDITS REQUIRED: 90 minimum-96 maximum

\_\_\_\_\_  
 Print Name

\_\_\_\_\_  
 Student Signature & Date

UNIVERSITY OF NOTRE DAME SCHOOL OF ARCHITECTURE  
 CURRICULUM OUTLINE FOR GRADUATE DEGREES IN ARCHITECTURE

Additional Scholarly Year (Path D)

**MASTER OF ARCHITECTURAL DESIGN & URBANISM (MADU) or CERTIFICATE**

FALL (Fifth or Seventh Term)			
ADDITIONAL SCHOLARLY YEAR		On Campus Studio or	6
		Elective Course	3
		Elective Course	3
	<b>TOTAL CREDITS:</b>		<b>12</b>

SPRING (Sixth or Eighth Term)			
ADDITIONAL SCHOLARLY YEAR		On Campus Studio or Research Course	6
		Elective Course	3
		Elective Course	3
	<b>TOTAL CREDITS:</b>		<b>12</b>

**ADDITIONAL DEGREE CREDITS REQUIRED: 24 minimum**

**Note: One semester may be spent in Rome depending on the nature of the proposed research.**

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Print Name

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Student Signature & Date

UNIVERSITY OF NOTRE DAME SCHOOL OF ARCHITECTURE  
 CURRICULUM OUTLINE FOR GRADUATE DEGREES IN ARCHITECTURE

Two-Year Degree

**MASTER OF SCIENCE IN HISTORIC PRESERVATION (MSHP)**

<b>SUMMER</b>			
	ARCH 61011	Introduction to Architectural Representation	0
		<b>TOTAL CREDITS:</b>	<b>0</b>

<b>FALL (First Term)</b>			
	ARCH 71111	Elements & Principles of Classical Architecture & Traditional Urbanism	6
	ARCH 60311	Foundations & Theory	3
	ARCH 71411	Research & Documentation of Historic Buildings	3
	ARCH 73231	History & Theory of Preservation	3
		<b>TOTAL CREDITS:</b>	<b>15</b>

<b>SPRING (Second Term)</b>			
	ARCH 71321	Urban Conservation Studio	6
	ARCH 73421	Historic Preservation & Construction	3
		Architectural History Course	3
		Elective Course	3
		<b>TOTAL CREDITS:</b>	<b>15</b>

<b>SUMMER</b>			
	ARCH 75999	Professional Internship & Field Work in HP	1
		<b>TOTAL CREDITS:</b>	<b>1</b>

<b>FALL (Third Term)--ROME</b>			
	ARCH 84331	Historic Preservation Studio	6
	ARCH 84411	Research & Documentation of Historic Sites	3
	ARCH 84421	International Conservation Laboratory	3
		<b>TOTAL CREDITS:</b>	<b>12</b>

<b>SPRING (Fourth Term)</b>			
	ARCH 81341	Terminal Design Project in Historic Preservation	6
	ARCH 80411	Preservation Practice	3
		Elective Course	3
		<b>TOTAL CREDITS:</b>	<b>12</b>

**TOTAL DEGREE CREDITS REQUIRED: 55 minimum & maximum**

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Print Name

Student Signature & Date