

## Master Of Architecture Policies

These policies for the Master of Architecture degree, set forth by the Department of Architecture, supplement the Master's Degree Policies maintained by the Graduate School of the University of Washington.

(see <http://www.grad.washington.edu/policies/masters/requirements.shtml>)

### COMPLETION OF THE MASTER OF ARCHITECTURE DEGREE

1. The Master of Architecture degree will be awarded only on satisfactory completion of all departmental curriculum requirements, including submission of an approved masters thesis.
2. All degree requirements must be completed within six years of matriculation.
3. The responsibility for complying with degree requirements rests with each student. Graduate students should meet regularly with the graduate program adviser to review progress in the degree program. Students may request a graduation requirement status check (credit check) at any time during the program.
4. Students must maintain a 3.0 cumulative grade point average. Courses graded below 2.7 do not count towards the graduate degree; students must also perform satisfactorily in all architecture design studios. Students not meeting these expectations are subject to academic review, as described in section 26 below. For more detailed policies on grading and academic performance evaluation see the Department of Architecture Grading Policy (<http://arch.be.washington.edu/student-resources/department-policies>).
5. Required courses in the preparatory year of the 3+year program are at the 300 level. As with all 300-level courses, they are not included in quarterly or cumulative grade calculations for the master's degree. Students are nevertheless expected to maintain a 3.0 average in these courses.
6. Only courses numbered 400 and above fulfill the Graduate School's master's degree credit requirements. However, where appropriate to a specific study or interest, and with permission of the graduate program coordinator, 300 level courses taken outside of the Department of Architecture may be used to fulfill Master of Architecture program electives. ARCH 400, 401, 402 Design Studios, and ARCH 499: Undergraduate Research, are not applicable toward Master of Architecture degree requirements.
7. ARCH 600: Independent Study/Research, cannot be used to substitute for any required or selective course in the Master of Architecture program, including design studios. ARCH 600 may be used to fulfill up to six elective credits in the program. An entry code for ARCH 600 will be issued only upon presentation of an approved proposal (see the graduate program advisor for proposal procedures and forms as well as entry codes).
8. To petition for on-leave status, a student must have been registered for at least one quarter and be in good standing with a cumulative GPA of 3.0 or better. Students on scholarship or receiving financial aid must inform their supporting office that they will be on leave.

### STUDIOS

9. A student may not enroll in two design studios during the same quarter.
10. A student may not enroll in any studio while carrying an "I" (incomplete) grade in a previous studio.
11. Students withdrawing from the studio sequence without receiving a leave of absence for withdrawal from all courses, or permission of the graduate program coordinator for withdrawal from studio only, are required to apply to the program for re-admission.
12. Students must complete ARCH 500, 501 and 502 satisfactorily before entering ARCH 503 or 504. ARCH 500 is offered autumn quarter only, ARCH 501 winter quarter only, and ARCH 502 spring quarter only and must be taken sequentially.
13. Students must complete ARCH 503 (Comprehensive Design) and 504 (Design Studio Options) satisfactorily before entering ARCH 700: Master's Thesis. ARCH 503 is offered autumn and winter quarters on the Seattle campus only. ARCH 504 or equivalent studios are offered every quarter on the Seattle campus; this studio requirement

can also be fulfilled by international programs and approved design studios offered by other departments in the College of Built Environments. ARCH 503 and 504 do not need to be taken sequentially.

14. Students are given a chance to identify their preference for the ARCH 501-504 design studios by selecting from written studio descriptions. The descriptions are posted two weeks prior to the beginning of class in autumn quarter and near the end of autumn and winter quarters. Generally, priority is given to students who did not receive their higher preferences in previous selections. Students in certificate programs are given priority for studios that are certificate requirements. The faculty recommends that students select no more than two design studios with the same instructor.

## THESIS

15. All Master of Architecture candidates must produce a written thesis. The department offers two methods for completing the thesis: either in a faculty-coordinated course sequence (studio thesis) or as an independent study with a faculty committee chosen by the student (independent thesis). A student may select either option. (See Master of Architecture Thesis Procedures.)
16. Students doing a studio thesis develop their project proposals in ARCH 595: Thesis Research and Preparation, prior to enrolling in the master's thesis studio, which is typically offered autumn quarter. Students electing to do an independent thesis prepare their proposals in ARCH 599: Independent Thesis Research and Preparation, under the supervision of the thesis committee chair. Students must successfully complete ARCH 595 or ARCH 599 – which includes approval of the thesis proposal by the ARCH 595 faculty or student's thesis committee – before enrolling in ARCH 700: Master's Thesis.
17. Students will be issued an entry code for ARCH 700: Master's Thesis upon completion of a graduation requirement status check by the graduate program advisor. Students must resolve all "I" (incomplete) or "X" (no grade reported) grades in courses needed to satisfy degree requirements before they will be allowed to register for ARCH 700: Master's Thesis.
18. An approved thesis proposal remains valid for a maximum of three quarters. Students may only register for a maximum of 9 credits (total) of thesis without submitting a new proposal, unless extenuating circumstances (such as scholarship or financial aid) require a student to be enrolled for a specific number of credits.
19. Each student enrolled in ARCH 700: Master's Thesis will be provided a workspace. Use of these assigned spaces is limited to registered students and will be monitored. Failure to show regular and frequent use may result in loss of the space. A student may occupy a thesis space for a maximum of two quarters. For more information on studio space, see the department's Policy on Studio Culture.
20. The thesis requires a public presentation to a review panel including the student's thesis committee and guest jurors. Studio thesis presentations take place during week 10 of autumn quarter. Independent thesis presentations take place during week 10 of autumn, winter, and spring quarters. The department does not schedule thesis presentations during summer quarter.
21. Approved thesis documents must be submitted electronically by 11:59:59pm on the last day of the quarter in which the student intends to graduate.

## ACADEMIC PERFORMANCE

22. Students are ineligible to elect S/NS (satisfactory/not satisfactory) for any ARCH prefixed course unless all other course requirements for the Master of Architecture degree (and any certificate program in which the student is participating) have been met. S/NS may be used for elective courses taken outside the Department of Architecture and may be applied toward the degree. For graduate students, a grade of 2.7 or higher is recorded on the transcript as "S".
23. CR/NC (credit/no credit) courses may be applied toward Master of Architecture curriculum requirements.
24. During the preparatory year, the ARCH 303-305 studios are graded CR/NC. Students receiving NC in this sequence are subject to faculty review, as described below. After this review, and on approval of the graduate program coordinator the student may be permitted to repeat the studio before continuing in the studio sequence.

Within the department, written faculty evaluations of student performance supplement the CR/NC grade for each student. For students with a CR grade, this document characterizes overall performance on a five-point scale, with 3 or higher indicating that the student's performance meets faculty expectations.

A student receiving an evaluation below 3 in any of the 303-5 studios is subject to faculty review for satisfactory progress, typically during finals week of spring quarter. The responsibilities of the student performance review committees are described in section 26 of this document.

25. Graduate studios at the 500 level and above are graded on a CR/NC basis and are not included in GPA calculations. Students receiving NC must repeat the studio.

Within the department, written faculty evaluations of student performance supplement the CR/NC grade for each student. For students with a CR grade, this document characterizes overall performance as Commend, Pass, or Marginal Pass. Commend indicates exceptional performance in the studio. Pass indicates that the student is meeting faculty expectations. Marginal Pass indicates performance significantly below faculty expectations. Students in the Master of Architecture program will not receive credit for more than one studio in which they receive a Marginal Pass. That is, a second Marginal Pass is equivalent to NC in the studio, and the studio must be repeated before the student can continue in the studio sequence.

A student receiving NC or Marginal Pass in any studio is subject to faculty review for satisfactory progress. The responsibilities of the student performance review committees are described in section 26 of this document.

26. The graduate program coordinator may call a faculty committee to review the progress of any student who fails to demonstrate satisfactory progress in the program.

Student performance review committees will conduct candid, fair-minded reviews that are both constructive and advisory. The student's review will generally focus on progress in studio as well as other course work. It will assess the work for clarity, coherence, and appropriateness of design concept, development, presentation, etc.

The graduate program coordinator will convey the review panel's recommendations in writing to the student, the chair of the Department of Architecture, and the Graduate School. These may advise either continuation in the program with no sanction, or any one of the following actions: Warn, Probation, or – if a student has exhibited work significantly below expectations for more than one quarter, or has not corrected the condition(s) that led to an earlier probation – Final Probation. Any of these recommendations will allow the student to continue in the program, subject to the specific terms of the warning or probation. In some circumstances, particularly if the student exhibits significant, repeated deficiencies over multiple quarters, or has previously received notification of Final Probation, the committee may recommend immediate Drop from the program.

In addition to its formal recommendation, the review panel may advise the student to take an additional design studio or other course work before continuing with the regular studio sequence, or to take a leave of absence to reconsider career objectives, or to consider voluntarily withdrawing from the program.

Graduate School Memorandum No. 16, Continuation or Termination of Students in the Graduate School, describes student performance expectations, review procedures, recommendations, and appeals in more detail. Students may appeal the student performance review committee's recommendations by writing to the chair of the Department of Architecture. Appeals beyond this point must follow the process outlined in Graduate School Memorandum No. 33, Academic Grievance Procedure.

The above procedures and requirements are subject to change by the Department of Architecture faculty and/or the Graduate School. If special conditions or circumstances demand, students may request exceptions to these policies by petitioning the graduate program coordinator.