

## Master Of Architecture Policies

### GRADING POLICY

Grades are an essential part of a student's academic experience. While the primary purpose of grades is to establish an official, normalized record of students' academic progress, they also serve other important functions. They can, for example, affect the awarding of honors, access to financial aid, and eligibility to participate in athletics. Accordingly, the Department of Architecture considers the careful and fair evaluation of student work, using grades and other formalized methods, to be a crucial part of its mission. The grading policy elaborated here is guided by University of Washington policies as well as guidelines published in the UW's Faculty Resources on Grading (<http://depts.washington.edu/grading/index.html>).

### GRADE CALCULATION AND SUBMISSION FOR ALL ARCH COURSES

- Faculty must explain clearly how grades will be determined in each course they teach. This explanation must be included in the course syllabus distributed to all students the first day of class. Faculty may not deviate from this without informing students of changes in writing.
- Grades should reflect the student's academic performance in the course. University policy and federal law assert that faculty may not grade on the basis of student behavior (see <http://depts.washington.edu/grading/conduct/grading.html>). In many Architecture courses; however, interpersonal interaction and contribution to overall class effort are important aspects of student learning; in these cases the student's participation in class (but not merely attendance or behavior) can and should be evaluated.
- For numerically-graded courses faculty should make every effort to assign grades that reflect individual student performance relative to the realistically expected range of achievement among students in the class. (See "Department of Architecture Norms for Undergraduate and Graduate Courses.")
- Faculty must assign grades to all students in their courses by 10:00 am the Monday following the last day of exams. These can be submitted to the Department of Architecture office (by 9:00 am) using the Faculty Grade Report form, or with the Web Grade submission system (<http://depts.washington.edu/registra/staffFaculty/webgradingFAQ.php>).
- Faculty who are unable to submit grades and/or studio assessments by the deadline must inform the associate chair at the time of the submission deadline. They must also provide a timeline for grade submission. In no case should grades or studio assessments be submitted after the first day of the subsequent quarter.

### I, X, AND N GRADES

- I (Incomplete) grades should be given only in exceptional circumstances, following university policy, which states: "An Incomplete is given only when the student has been in attendance and has done satisfactory work until within two weeks of the end of the quarter and has furnished proof satisfactory to the instructor that the work cannot be completed because of illness or other circumstances beyond the student's control. A written statement of the reason for the giving of the Incomplete, listing the work which the student will need to do to remove it, must be filed by the instructor..." These statements should be submitted by faculty to the associate chair of the department at the time course grades are submitted. For undergraduate students I grades revert to 0.0 after one quarter unless the instructor has requested an extension of this time limit from the Graduation and Academic Records Office (for up to three additional quarters) or the instructor has indicated, when assigning the Incomplete grade, that a grade other than 0.0 should be recorded if the incomplete work is not completed.
- X grades, meaning "no grade now", should be used only in situations where it is not possible for faculty to submit a grade by the deadline. This grade is not meant for incomplete student work. X grades should be resolved as soon as possible after the quarter has been completed.
- N grades are used only for courses that students have not completed but will be continuing in subsequent quarters (usually thesis).

### S/SN AND CR/NC GRADES

- S/NS (Satisfactory/Not Satisfactory): Students may choose to be graded on a Satisfactory (2.0 or higher for undergraduate students, 2.7 or higher for graduate students) or Not Satisfactory basis through the seventh week of the quarter. There will be no indication on the Faculty Grade Report if a student has selected the S/NS option. Faculty should submit all grades as usual. The grade will be converted to S or NS. (Note: Courses graded S/NS are not applicable to specific degree requirements, but are applicable to the 180 hours of elective credit students need to graduate.)

- CR/NC (Credit/No Credit): Instructors may choose to grade an entire class on a Credit/No Credit basis. This choice depends on department approval and must be made before registration for the course occurs.

## GRADING ISSUES FOR UNDERGRADUATE COURSES

- For grades below 0.7, undergraduate students receive no credit for the course.
- I grades for undergraduate students revert to 0.0 after one quarter, see above

## GRADING ISSUES FOR GRADUATE COURSES

- Graduate students must maintain a 3.0 cumulative GPA to graduate
- For grades below 2.7, graduate students receive no credit for the course.
- I grades for graduate students cannot be changed after two years
- Students are generally ineligible to elect S/NS (satisfactory/not satisfactory) for any ARCH prefixed courses unless all other course requirements for the Master of Architecture degree (and any certificate) have been met. If the tenth day class sheet indicates a student is registered for this option, check with the student and/or graduate advisor about the appropriateness of this option. For graduate students, a grade of 2.7 or higher is recorded as S (satisfactory).

## UNDERGRADUATE ARCH STUDIOS

- For undergraduate architecture studios faculty submit a numerical grade using the procedures above.
- Faculty must also provide a thorough written assessment of each student's performance in the studio. Faculty should submit assessments directly to each student as soon as possible after the end of the quarter, but under no circumstances after the first day of the subsequent quarter. Faculty must also submit one hard copy of each evaluation to the undergraduate program advisor who will place them in the students' files. The undergraduate program advisor can supply sample forms for these assessments.

## GRADUATE ARCH STUDIOS

- Graduate studios are graded on a Credit (CR), No Credit (NC) basis and are not included in GPA calculations. Students receiving NC in a studio must repeat it before continuing in the studio sequence.
- Within the department, the CR/NC system is supplemented with faculty assessments of performance for each student. These assessments must clearly indicate the student name and overall evaluation (see below) near the top of the first page. Faculty should submit assessments directly to each student as soon as possible after the end of the quarter, but under no circumstances after the first day of the subsequent quarter. Faculty must also submit one hard copy of each evaluation to the graduate program advisor who will place them in the students' files. The graduate program advisor can supply sample forms for these assessments.
- For 300-level studios evaluations are summarized with numerical ratings 1 to 5, with 3 or higher indicating that the student's performance meets faculty expectations.
- During the preparatory year, students who receive an evaluation of 1 or 2 (or "less than faculty expectation") in any of the 303-5 studios will be contacted by the graduate program coordinator, generally with an academic warning on the first occurrence and academic probation on the second occurrence. Academic probation decisions will be conveyed to the Graduate School.
- Students who have received an evaluation of 1 or 2 (or "less than faculty expectation") in any of the 303-5 studios will be subject to review for satisfactory progress during finals week of spring quarter. If weaknesses in design skills are apparent or if other factors are hindering the student's progress, the review panel may recommend any one of the following (as specified in Graduate School Memorandum No. 16, Continuation or Termination of Students in the Graduate School): No Action, Warn, or Probation. In some circumstances, particularly if the student has exhibited work below expectation for more than one quarter, or has not corrected the condition(s) that led to an earlier probation, the committee may recommend Final Probation or immediate Drop from the program. The review panel may also recommend that the student take an additional design studio or other course work before continuing with the regular studio sequence. Some students may be advised to take a leave of absence to reconsider their objectives; they may also be advised informally to withdraw from the program.
- Students may appeal the review panel's recommendations by writing to the chair of the Department of Architecture. Appeals beyond this point should follow the process outlined in Graduate School Memorandum No. 33, Academic Grievance Procedure.
- For 500-level studios, evaluations are summarized with Commend, Pass, and Marginal Pass.
- The Commend indicates exceptional or exemplary work. Typically there should be no more than 2 commends for every 12 students in a studio group.

- The Pass grade indicates the student is meeting faculty expectations, and is the expected grade for the course. Other grades represent exceptional cases.
- Marginal pass designates work significantly below faculty expectations. Students in the MArch program may 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 it must be repeated before the student can continue in the studio sequence.

## ACADEMIC MISCONDUCT

- In cases of perceived academic misconduct, the university has a procedure that should be followed rigorously. This follows from the presumption of innocence, and faculty may not use grades punitively in such cases. The university's Faculty Resources on Grading gives helpful information about dealing both informally and formally with academic misconduct issues (<http://depts.washington.edu/grading/conduct/index.html#address>).

## STUDENT APPEALS OF COURSE GRADES

- A student who believes that the instructor erred in the assignment of a grade, or who believes a grade recording error or omission has occurred must pursue resolution no later than the end of the following quarter (not including summer quarter). The process involves up to two steps; first a discussion with the instructor, and, second, failing resolution there, a written appeal within 10 days to the chair of the department (or dean of the college, in some instances).
- The complete process is delineated in the University Policy Directory, Student Governance and Policies, Chapter 110, Scholastic Regulations. (<http://www.washington.edu/admin/rules/policies/SGP/ScholRegCH110.html#2>)