

School of Architecture

Academic Policies

A full description of academic policies for all schools of the Newcomb-Tulane College are outlined in their section of this catalog. Students should review these policies thoroughly. Additional academic policies or specific requirements for the School of Architecture are outlined below.

HONOR CODE

Regulations regarding student conduct are given in Supervision of Student Conduct, which is available in the Office of the Assistant Dean of Student Services. The School of Architecture Honor Code and information on the Honor System are available in the Administration office. Students accused of conduct or Honor Code violations will be given a hearing in accordance with the procedures described in these documents. Penalties range from a reprimand to disciplinary probation, suspension, and expulsion. Suspension occurs for a specified period of time, and the fact is entered in the student's record and transcript while it is in effect. Expulsion is entered in the student's record and will appear on all transcripts issued after that time.

COURSE LOADS

General policy guidelines for course load requirements are described in the outline of policies for the Undergraduate College. For the School of Architecture, the normal course load for undergraduate students varies from 15 to 19 credits per semester. The student who completes these credits each semester in the required and elective courses as outlined in Programs of Study will meet the graduation requirements in the customary five years. A lighter load must have the approval of the Newcomb-Tulane dean's office.

In any given semester and with the permission of their advisers, when registration opens for the next semester, students may register for as many as 19 credits. After the close of a semester, students who have earned a 3.0 or higher grade point average on 18 or more credits during that semester may register for as many as 22 credits in the following semester. After the close of a semester, students who have earned a cumulative grade-point average of 3.5

many register for as many as 25 credits. Any student who does not automatically fulfill these requirements, must request special permission from the Newcomb-Tulane dean's office to register for more than 19 credits.

ADVANCED STANDING, EXEMPTION AND ADVANCED PLACEMENT

Advanced Standing, Exemption, Advanced Placement (AP) International Baccalaureate (IB) Credits and Proficiency Exam: and their requirements, are described thoroughly in the Newcomb Tulane section of this catalog which outlines the core undergraduate curriculum requirements and its policies.

Advanced Standing and Advanced Placement within the School of Architecture:

Students normally proceed through the architecture studio and platform courses sequentially. The exceptional student who feels his or her design work merits advancement into a higher level studio course must be sponsored by a member of the faculty in a request for advancement. The faculty sponsor petitions the Dean's office in writing; the Associate Dean will judge the merit of the faculty sponsor's proposal and make a recommendation regarding the appropriate level of architectural design instruction for the student.

For architecture courses other than studio, students with superior ability or previous course work in a given subject area may request that the instructor of that subject review their past work, previous relevant syllabi and transcripts. The instructor makes an evaluation to determine whether or not the course in question should be waived or credit given and then makes a recommendation to the Associate Dean who approves all advanced standing petitions.

AUDITING COURSES

Any full-time undergraduate student may audit one course per semester without credit in any school of the University, after completing formal registration and obtaining approval of the instructor for the course. Although credit is not granted for audited courses, such courses are considered part of the student's semester course load and are recorded on the student's permanent record. An audit enrollment that results in an overload is not permitted unless the student is qualified for such an overload. An auditor who is absent excessively will be dropped without record. Student:

who decide to audit a course after initially attending the course as a grade-seeking student must submit the appropriate change form to the registrar following the approval of the Newcomb-Tulane dean's office. Students in the first year are urged to take all courses for credit rather than to audit or visit them.

CLASS ATTENDANCE

Regular attendance at classes, studio and laboratory periods, and scheduled course conferences is required; it is essential to successful academic progress. All absences must be reported to the course instructor; the only excused absences are those for reasons of health or crisis, and must be justified with written documentation.

Unexcused absences could reduce a student's course grade, as will late arrivals or early departures from class. Three consecutive absences or four nonconsecutive absences will, in normal circumstances, mean that the instructor may give a WF grade to the student.

Instructors are not authorized to excuse absences which extend holidays.

A student who stops attending a course listed on his or her registration form, without formally dropping this course, receives a WF grade if recommended by the instructor on or before the official deadline for authorized drops. Students should officially withdraw from a course if they are no longer attending it. After that date, the student will be assigned an UW as a final grade. (See the Newcomb-Tulane section for further information.)

EXAMINATIONS

Attendance at final exams is required. A student who must be absent from a final examination will be given permission to take a special examination only if he or she presents to the course instructor and the Dean's office an acceptable excuse and appropriate documentation before or within three days after the examination. A student whose absence from an examination is excused will be given an I (Incomplete) and a makeup examination; a student whose absence is not excused will be given an F in the course. Incomplete grades must be resolved with final grades reported to the dean's office within thirty days from the end of the semester or the I grade becomes an F. (See Newcomb-Tulane section for further information.)

STUDIO REVIEWS

Studio reviews are a critical part of the design studio curriculum and evaluation process. Attendance at these reviews is mandatory. Policies for Mid-term and final studio reviews are equivalent to those for examinations in other courses (see above).

GRADES

The School attempts to keep its students informed of their progress at all times. Federal law prohibits the sending of grade information to third parties, including parents and guardians, unless the student provides the Associate Dean of the School of Architecture and the Newcomb-Tulane College dean's office with written authorization for release of such information. Such a request may be made by the student at any time.

A student who has a complaint regarding grading or academic evaluation has recourse to the grievance procedure developed by the University Senate Committee on Academic Freedom and Responsibility of Students. Copies of the Student Grievance Procedures are available in the Director of Academic Affairs' office. The student must first discuss the complaint with the professor; then, if dissatisfied, submit a written complaint to the Associate Dean of the School of Architecture.

At the end of each semester, a final course grade is given in each subject. This grade is based on all the student's work during the semester and is entered on the student's transcript. The School of Architecture uses the University-wide grading system for courses. A full description of Grades and Grading Policies are outlined in the Newcomb-Tulane section for the undergraduate college.

Exceptions and additions are as follows:

WF Withdrawn with failing grade

WF grades may be administratively assigned, for excessive absences, for disciplinary penalty or for failure to attend a course, which is shown on registration records. WF grades are treated as F grades in computing semester and cumulative averages. They remain on the record even if the course is later completed successfully.

W Withdrawn

W grades do not imply a penalty and are not counted in the

grade point average.

I Incomplete

An incomplete grade, I, is given at the discretion of instructors when, in their view, special circumstances prevent a student from completing work assigned during the semester and with the understanding that the remaining work can be completed within 30 days. Extensions of the 30-day deadline must be requested in writing by the student and must be approved by the instructor and the Associate Dean. Extensions are approved only when a student has made an attempt to complete the missing work within the original 30-day period but, in the view of the instructor and the Associate Dean, has been prevented from completing the work by some special circumstance beyond the student's control. Extensions must be approved before the 30-day deadline expires; extensions are not approved retroactively. Incomplete grades are also given when a student's absence from a final examination has been excused by the Associate Dean prior to or within one day following the final examination.

Any officially authorized I grade, if not resolved (changed to another grade) within 30 days after the end of the semester, is recorded as an F.

IP In-Progress

This grade is used to denote progress during the first semester of a year-long special project, capstone or honors course. When the final semester's grade for the course is awarded, the IP is changed to reflect that grade and grade points are awarded accordingly.

S Satisfactory completion of a course on the satisfactory/unsatisfactory option, with no grade points. (Minimum C- performance level required.)

U Failure to earn credit in course which was taken on the satisfactory/unsatisfactory option.

Grade Point Averages

A student's progress toward graduation is measured not only by credit earned but also by the grade-point average. Cumulative grade point averages are determined by dividing the student's total

number of quality points by the total number of quality hours (credits attempted). Credits completed on the S/U basis are not included in this computation.

Semester grade point averages are calculated for architectural design courses (the design average) and for all courses together (cumulative average) by dividing the number of quality points by the number of credits attempted. Credits completed on the S/U basis are not included in this computation.

Satisfactory/Unsatisfactory Option

Qualified second through fifth-year Master of Architecture students who are not on probation may elect to take one course in a standard semester course load on a satisfactory/unsatisfactory basis. No more than 3 satisfactory/unsatisfactory courses may be counted toward graduation. The satisfactory/unsatisfactory option may not be used to satisfy the writing, foreign language, quantitative reasoning, and laboratory components of the core curriculum. In addition, the S/U option may not be used to satisfy required course work in the School of Architecture or architectural electives. It may be used in non-architectural electives being used to satisfy university distribution requirements.

Satisfactory/unsatisfactory grades do not carry quality points and are not included in the computation of grade point averages. A minimum performance level of C- is required for the grade of "satisfactory."

The School does not accept satisfactory/unsatisfactory or pass/fail credits earned at other institutions. Students should be aware that satisfactory/unsatisfactory credits might not be acceptable in transfer to other institutions.

The satisfactory/unsatisfactory option form must be filed within the prescribed period following registration and no later than the official calendar deadline. Changes to or from satisfactory/unsatisfactory status after the deadline has passed cannot be authorized. There are no exceptions.

Commendation

Commendation is an honor given to Master of Architecture students in any one of the Thesis options—Research Thesis, Thesis Studio, Research Studio and Advanced Integrated Design Studio—whose final projects are designated as exceptional by the thesis directors and who receive an A grade (4.0) in their final project. A student who has received a commendation for their final project

will receive a letter of commendation from the Dean and thesis directors upon graduation.

DEAN'S LIST

Students who have earned a distinguished record in all of their courses throughout the semester may be recognized on the Dean's List of the Undergraduate College and of the School of Architecture. The Dean's List is prepared after each semester and recognizes excellence and superior academic achievement. First and second-year students are placed on the Dean's List if their grade point averages are at least 3.5; third, fourth, and fifth-year students are placed on the Dean's List with grade point averages of 3.667 or higher.

LEAVE OF ABSENCE

Students in good academic standing normally attend the School of Architecture each semester consecutively; however, occasionally it is in the best interest of the student to take a leave of absence from the School for a semester or a year. Students considering a leave of absence should consult their adviser at the Center for Academic Advising (TUCAA).

To obtain a leave of absence, the student must make written application to the Associate Dean stating the reason for the request and the proposed period of absence. Upon written approval by the Associate Dean, the student is guaranteed readmission if all conditions of the request and approval are met. (See Newcomb-Tulane section for further information.)

VOLUNTARY WITHDRAWAL

From a Course

To drop a course, a student must obtain the approval of the instructor and their adviser at the Center for Academic Advising. Withdrawals from courses are not recorded for the first four weeks of class. After the fourth week of classes and before the last date for drops as reported in the official calendar, a grade of W will be recorded only if withdrawal is officially approved and the instructor reports satisfactory standing in the class at the time of withdrawal. Students considering withdrawal from required courses must consult with their adviser at the Center for Academic Advising (TUCAA); required courses in the School of Architecture must be taken sequentially and withdrawal may result in the extension of the program of study. Students must always carry the

fulltime minimum course load of 12 credits.

From the School

A student who decides to switch from the School of Architecture to a major in another school must consult his or her adviser at the Center for Academic Advising and complete the appropriate forms.

A student who decides to withdraw or resign from the School of Architecture and Tulane University after the semester begins must discuss withdrawal plans with the Associate Dean and file a written request for permission to withdraw from all classes. This statement should include the student's reason for requesting to withdraw. Withdrawal forms and a letter from parent or guardian indicating awareness of the withdrawal plans must be turned in at the time of withdrawal. Withdrawal forms may be obtained from the Center for Academic Advising.

The authorized date for withdrawal generally is the date that the formal withdrawal request is received. This date is important in determining eligibility for refund or account adjustment and grading status.

Requests for retroactive medical withdrawals cannot be approved after a student has completed his or her final examinations and the semester has ended. (See Newcomb-Tulane section for further information.)

QUALITY OF WORK REQUIREMENTS

The School of Architecture is not obligated to give individual warnings to students in danger of probation or exclusion, or to their parents. Each student is responsible for his or her academic performance and its consequences.

Promotion

School of Architecture students are expected to follow the appropriate curriculum outlined in Programs of Study. Students are classified within a given year according to the number of credits earned. A student may be excluded from the School of Architecture for lack of sufficient academic progress toward fulfilling degree requirements. Failure to meet stated degree requirements within a reasonable period of time may result in exclusion. Sufficient academic progress is also measured by minimum credit and grade point requirements.

In addition to the quality of work requirements applicable to all undergraduates as elaborated in the university-wide section for the undergraduate college, students majoring in Architecture must maintain the academic standards of the School to meet their degree requirements.

Students who meet the minimum semester requirement of 12 passed credits, maintain at least a 2.0 cumulative GPA as well as a 2.0 GPA in design studios, and also earn the required number of credits to advance from one semester to the next are considered to making progress toward their architectural degree. To qualify for admission into the second-year of the program, a fulltime student must therefore pass a minimum of 24 credits of C average work in the previous calendar year (August to August, including a summer session, if necessary).

To qualify for admission into the third year of the program, a fulltime student must pass a minimum of 50 credits of C average work in the preceding two calendar years (August to August).

In each subsequent semester, a fulltime student must earn at least 12 credits of C average work.

Probation and Exclusion

At the end of the semester a student must have a minimum of 12 hours of C average work as well as a design studio cumulative grade point average of C or better. Students who do not meet these minimum requirements will be placed on probation. C average work is defined as courses whose quality point average is at least 2.0. Any student who does not remove C average probation by the end of the spring semester will be required to attend summer school to continue enrollment in the School. Normally, only work undertaken in Tulane University Summer School may be applied toward removal of probationary status or toward remedying a grade point deficiency.

Students in the School of Architecture are also placed on probation in the following instances:

- A student, whose cumulative academic grade point average falls below 2.0 in any given academic semester, as calculated at the end of that semester, is placed on academic probation for the subsequent semester. If the student's cumulative average has not risen to 2.0 by the end of the probationary period, the Student is not permitted to remain in the School.

- A student, whose grade point average in architectural design courses falls below 2.0 for a given semester, as calculated at the end of that semester, is placed on design probation for the subsequent semester. If the student's year average in architectural design courses has not risen to 2.0 by the end of the probationary semester, the student is not permitted to remain in the School.
- A student excluded from the School as a result of failure to remove academic or design probation may reapply for admission only after at least one year of work under the supervision of an architect approved in advance by the Associate Dean. Upon reapplication, the student must submit examples of work undertaken during this period, along with a letter of evaluation from the employer. A student readmitted to the School under these circumstances must achieve a grade point average of 2.0 (C average work) in the first semester; otherwise he or she will not be permitted to remain in the School or to reapply for admission.

Thesis Requirements:

Fifth year students who have achieved a cumulative grade point average as well as a cumulative design grade point average of 3.30 or above by the end of their fourth academic year, are automatically eligible to pursue a Research Thesis or Thesis Studio (or any of the additional thesis offerings) in their final year of study. Fifth year students who have achieved a cumulative grade point average as well as a cumulative design grade point average of 3.00 or above by the end of their fourth academic year, are automatically eligible to pursue a Research Studio (or Advanced Integrated Design Studio) in their final year of study. Any student who has not met the eligibility criteria for the above studios may petition the Thesis Directors for special consideration. Such a student may participate in the studio for which the petition is made once it is approved by the Thesis Directors, and a recommendation made by the Dean's office.

Student Work

Any work performed for credit by students enrolled in the School of Architecture may be retained by the School for its records. Students may, as an alternative, provide suitable reproductions

Thesis students are required to provide complete documentation of the thesis to the School for the Architecture Library. Although some student work may be retained for a period of time in order to document it, the School is not responsible for any student work (or equipment) left in Richardson Memorial Hall after the end of the term in which it is executed.

All examinations and assigned written work other than design work that are used by an instructor to arrive at an academic evaluation, and are not returned to the student, are kept by the instructor for a period of six months after the semester's end.

Studio Work Portfolio Requirements

Each student in the School of Architecture maintains a portfolio, in 8.5" x 11" and digital formats, recording comprehensively the design studio work undertaken in the School each term. This portfolio is collected, evaluated and graded by design faculty during the spring semester of the second year. At this time a student may be asked to meet with a group of faculty for discussion of the work and his or her status, progress, strengths, and weaknesses. Although the portfolio review is advisory, the portfolio is a part of design studio evaluation. Maintaining a portfolio is an important and integral part of the student's curricular program, providing a valuable opportunity for a student to see the work from a broader perspective than a single semester's evaluation affords.

Submission of the portfolio is required for application to many of the School's special programs and academic opportunities as well as consideration for awards offered by the School. This portfolio also forms the basis of the professional portfolio each student assembles to seek summer and long-term employment.

SUMMER SCHOOL CREDIT

Students sometimes wish to earn extra academic credit or fulfill requirements during the summer months. Only summer courses taken in Tulane University Summer School will be considered in computing grade point averages. In order for academic work undertaken during the summer at other institutions to receive Tulane credit, students must have the courses they wish to take in summer school pre-approved during the previous spring semester, and must earn a grade of C or better. Course descriptions and other information about the institution to be attended must be supplied. Forms available in the Center for Academic Advising (TUCCA) must be filled out and approved by the appropriate university

department to determine equivalency to Tulane offerings: for architecture courses, the Associate Dean's office; for English courses, the English department, etc. Courses must be so approved before they are considered for transfer of credit.

TRANSFER CREDIT

Except for approved summer school credit (see above), once a student enrolls in the School of Architecture, only work undertaken within Tulane University—including the approved programs described under Special Academic Opportunities—may be applied toward the requirements for a degree in the School. Work undertaken at another institution during a leave of absence is not considered for credit unless prior written approval has been obtained from the Associate Dean and the student earns a grade of C or better.

REPEATED COURSES

A course completed with a passing grade of D-, D, or D+ may be repeated. When a course is repeated both grades, the original grade and the grade resulting from repeating the class, are included in the GPA. The first completed credit with a passing grade is counted toward graduation. The repeated effort is recorded on the permanent record, but does not count as credit earned. If an F or WF graded course is repeated, both the original F or WF and the grade for the repeated effort are recorded. F and WF are counted in the cumulative average. In order to repeat a course, students must be enrolled in a minimum of 12 new credits in addition to the repeated class. No more than one course may be repeated in any semester.

COMMENCEMENT POLICIES AND PROCEDURES

A candidate for graduation must complete the total number of credits and all courses required for his or her program of study must have a cumulative grade point average in all academic courses of at least 2.0 for the Master of Architecture (five year program), and 3.0 for the Master of Architecture I (three and a half year program) and must receive certification for graduation by the faculty of the School of Architecture.

Students must complete a minimum of two years (66 credits including the final year (30 credits) of their total degree requirements in residence at Tulane in the School of Architecture.

School of Architecture: Academic Policies

A student expecting to receive a degree in May must register as a candidate for graduation in the Undergraduate College's Center for Academic Advising by October 1 of the previous year. The commencement ceremony is held only May. Unless excused by the Associate Dean, candidates are required to attend commencement. Requests for an excused absence must be submitted in writing at least two weeks prior to the ceremony.