

## **Admission**

To select students for admission to the Master of Architecture I program, the School looks closely for intelligence, creativity, motivation, achievement, leadership, and character. Academic potential is essential. At the same time, the School seeks students who exhibit energy and the ability to contribute to campus life outside the classroom. In addition, we believe that diversity among students is a great educational enhancement and therefore seek and admit students from varied backgrounds.

### **FROM SECONDARY SCHOOL PREPARATION**

The best measure of academic potential is past academic achievement. Therefore, the Committee on Admission seeks students who have a strong high school academic record in terms of performance (grades and class rank, if available) and selection and content of courses studied. Tulane recognizes that curricula vary among high schools and that not all students have the same academic resources available to them. The Committee on Admission does look, however, for students who undertake the most challenging college preparatory program possible. Applicants are evaluated in terms of how well they use the resources available, and the committee also takes into consideration the differences in grading standards that exist between schools.

A solid secondary school program should emphasize the traditional college preparatory subjects and include at least four courses each year selected from English, mathematics, foreign languages, science, social studies, and art. An effective college entrance program includes:

- English—four years with extensive reading and writing.
- Mathematics—preferably three years; calculus is desirable.
- Foreign Languages—at least two and preferably three or four years of a classical or modern language; three or four years of one language are generally preferable to two years each of two languages.
- Science—at least two years of laboratory science; physics is especially recommended for architecture applicants.
- Social Studies—at least two years, with emphasis on history.
- Studio Art—at least two years, preferably freehand drawing.

Often, students applying to the School of Architecture ask about drafting or technical graphics courses in high school. These courses may be helpful to some students, but most of our students have found courses in freehand drawing better preparation for our program. Required graphics presentation work during the first two years of the Tulane design studio sequence assumes no prior knowledge or experience in graphics or technical drawing.

### **TRANSFER STUDENTS**

#### **Other Institutions**

The School of Architecture welcomes applications from undergraduate students who wish to transfer into the School, either to continue or to begin the study of architecture. Applicants with less than one full year of college-level work should follow the freshman application procedure. The placement of a transfer student within the program depends upon the satisfactorily completed course work applicable to the Master of Architecture.

A transfer student from another architecture program may be admitted either in the fall or, occasionally, in the spring semester. The applicant must present a portfolio of architectural design work to determine placement in the Tulane architectural design course sequence. *Credit for previous architectural design work is also awarded on the basis of this portfolio.*

A transfer student from another discipline may begin in the intensive summer equivalent of first-year completing the program in four additional years, or in the fall semester, completing the program in five years. All students working toward their first undergraduate degree must follow the required architectural design course sequence of ten semesters.

In general, transfer candidates are expected to have maintained an average of B or better in all previous college work applicable toward the Master of Architecture. Credit is not awarded for grades lower than C. Credit for work completed but not required in the curriculum may be awarded as elective credit. An evaluation of courses accepted for transfer is made after complete transcripts, course descriptions, and examples of completed work are received.

If, at the time of application, the student is currently enrolled in another institution, his or her acceptance is tentative, pending presentation of an official transcript indicating successful completion of the current courses and all previously attempted courses.

### **Other Divisions of Tulane**

The School of Architecture welcomes interdivisional transfers from other colleges at Tulane; University College applications are processed through the Office of Undergraduate Admission. Interdivisional transfer students may begin the architecture curriculum in the intensive summer equivalent of first-year, completing the program in four additional years; or in the fall, completing the program in five years.

### **READMISSION**

A student who has interrupted studies at the School of Architecture for any reason must file an application for readmission that is available from the Director of Academic Affairs in the School of Architecture.

### **PORTFOLIOS**

All students applying to the School of Architecture from secondary school for the Master of Architecture I are strongly encouraged, but not required, to submit evidence of their creativity, design, and art ability in a document no larger than 8.5" x 11". Portfolios generally include photographs or reproductions rather than original work. Few freshman applicants have done any architectural design; prospective students may submit examples of drawing, painting, photography, sculpture, construction, set design, poetry, prose, or any other work that might help in an assessment of your creative potential and your ability to succeed in the School's program. Some students whose secondary school records are not exceptional excel in the primarily visual orientation of a program in architecture; the portfolio helps the Committee on Admission judge candidates whose academic record may not testify fully to their potential in the study of architecture.

Portfolios are required of all applicants transferring from other architecture programs and those students applying for the Dean's Honor Scholarship. Portfolios will be returned after admissions decisions are made if self-addressed envelopes with sufficient postage accompany them.

### **RECOMMENDATIONS**

Because the School of Architecture is concerned with personal as well as academic qualities, applicants are asked to submit a recommendation from a guidance counselor, secondary school principal, or headmaster. This recommendation should comment on the applicant's character, maturity and seriousness of purpose—qualities essential to a successful college experience. Students who feel they are better known by a faculty member than by a school administrator may supplement the application with a teacher recommendation.

## **VISITING TULANE**

We highly recommend campus visits to prospective students. You are welcome to visit Tulane at any time of the year; but you will find a visit during the regular school year the most informative, especially on a Monday, Wednesday or Friday, when afternoon design studios meet. You should plan to spend a full day on campus. Begin with a stop at the admissions office for a group information session directed by one of the admission counselors. Immediately following, you may take a campus tour guided by a current student. A special tour of the School of Architecture can easily be arranged. To arrange a meeting with faculty and a tour of the School of Architecture call the Director of Academic Affairs at (504) 865-5389.

In the spring the University organizes "Tulane Days" especially for visiting prospective students and their families. The activities include campus tours and a visit to the School. A schedule for Tulane Days can be obtained from The Office of Undergraduate Admissions.

For those who are unable to visit our campus, we recommend alumni interviews. In many parts of the country, alumni Admission Committee members are available to meet with you, and they can provide an inside perspective on the University. You may obtain their names by contacting the Office of Undergraduate Admission.

## **Academic Resources**

Architecture students enjoy the full range of academic resources and support services offered by the University: orientation programs, career planning and placement services, counseling and testing services, the Educational Resource Center, intramural sports, student organizations, and the University Health Service, as described earlier in this catalogue. Students are encouraged to take full advantage of these resources and services to enhance their experience in the School. Within the School occur advising, public lectures, exhibitions, special events sponsored by the School, School publications, the Architecture Student Government, and other architectural organizations.

### **ORIENTATION**

Each year entering students and their parents are invited to campus before classes begin to participate in special events and activities designed to orient them to the School, the University, and New Orleans. Orientation events acclimate new members of the Tulane community through convocations, meetings, information periods, question and answer sessions, informal discussions, and receptions. Seminars, field trips, discussions conducted by faculty, a faculty showcase, and other activities highlight Tulane's academic strengths. Students find Orientation a time to make friends, to become acquainted with the campus and the city, and to learn about available service, social, cultural, and other resources. Orientation is also the time for proficiency exams, advising sessions, career and major workshops, and registration. In short, it allows students a chance to settle in before the academic year gets under way.

Entering architecture students participate in all the orientation activities offered by the University, as well as special meetings and activities organized by the School especially for them. The size of the entering class allows School of Architecture orientation events to be small and informal, giving ample opportunity for personal interaction with the dean, members of the faculty, and fellow students and parents.

### **ACADEMIC ADVISING**

There are several forms of academic advising and counseling within the School of Architecture. The advising system stresses mentor relationships between students and faculty. Upon entering the School, each student is assigned an Advisor, with whom he or she remains for the first two years. Beginning in third-year, students are free to choose their Advisor from any of the fulltime faculty.

Contact with the advisor is voluntary and at the initiation of the student. However, students are strongly encouraged to meet with their Advisors at least once a semester, for degree progress audits, short and long-term academic program planning, and information on course prerequisites, sequence of courses, and other requirements defined in this catalogue. A particularly important consideration is the positioning and content of a student's elective coursework, in order to insure a well-rounded program of liberal arts study. Advisors also counsel students on career planning, professional specialties and job placement. Students also consult periodically with the School's Director of Academic Affairs on all matters concerning their academic performance and degree progress.

Any student may contact the Dean's office at any time for information on these matters or for special arrangements regarding their program of study. As well, students may at times need to discuss the fit between their personal and academic life; students are encouraged to bring these concerns to their Advisor, any faculty member and/or the Director of Academic Affairs. Such matters are also addressed by other professional services available on campus, such as the Educational Resources Center.

### **CAREER ADVISING**

The low student/faculty ratio here allows most members of the faculty to become acquainted with the majority of students and to advise them informally on academic matters as well as professional and general concerns. First and second-year students often need special advice on architecture as their career choice. The design faculty of these years is particularly sensitive and responsive to these needs. Students are given ongoing feedback on their progress throughout this period, and a comprehensive design review concludes the Spring semester of second year.

The School of Architecture alumni are another valuable resource in career advising and facilitation. Our alumni practice throughout the United States, in architecture and a variety of related fields. These successful design professionals often prefer to hire Tulane graduates, and are effective area contacts for the student seeking employment. The School has recently initiated an improved alumni career networking program to assist in securing pre- and post-graduate internships. The Tulane degree is well received nationally: our strong curriculum and extensive training make the Tulane student or graduate appeal to any number of professional concerns.

## **PUBLIC LECTURE SERIES**

Each year the School of Architecture invites well-known architects, architectural historians, theorists, and critics from the United States and many foreign countries to participate in our public lecture series. Visitors deliver a lecture and often participate in reviews, individual criticism, or informal discussions. Lectures cover a wide range of topics of interest to students and the profession. Practitioners often show their recent work; other lecturers discuss important work of the past and present, and all explore theoretical and topical issues and ideas. Students have the opportunity for questions and discussion with these distinguished guests through question periods, receptions, and other informal contact. In addition to regular public lectures, each year a particularly distinguished architect or scholar is invited to the School of Architecture to deliver a special lecture in honor of its late Dean, John W. Lawrence.

### **The Lawrence Memorial Lecturers have been:**

1972 Louis I. Kahn	1987 Eduardo Sacriste
1973 Gyorgy Kepes	1988 E. Fay Jones
1974 Serge Chermayeff	1989 Edouard F. Selder
1975 Charles W. Moore	1990 Mario Gandelsonas
1976 Bernard Lemann	1991 Peter Eisenman
1977 Christopher Alexander	1992 Kenneth Frampton
1978 James S. Ackerman	1993 Anthony Vidler
1979 Aldo van Eyck	1994 Bernard Tschumi
1980 Spiro Kostof	1995 Enrique Norton
1981 Susana Torre	1996 Carmen Pinos
1982 Arata Isozaki	1997 Patricia Patkau
1983 Ada Karmi Melamede	1998 Bernhard Reichen
1984 Joseph Esherick	2000 Joseph Rykwert
1985 David Gebhard	2001 Juhanni Pallukma
1986 Liu Kaiji	2002 Jorge Silvetti

Other distinguished visitors have included: Mario Botta, J.B. Jackson, Rem Koolhaas, Cesar Pelli, Vincent Scully.

### **The Arthur Q. and Mary Davis Visiting Critic**

Romaldo Giurgola, Antonio de Souza Santos, Herman Hertzberger, Charles M. Correa, JeanPaul Carlihan, Aldo Rossi, Liu XiaoShi, Henri Ciriam, Oriol Bohigas, Zaha Hadid, William Alsop, Harry Seidler, Gottfried Bohm, Enric Miralles, Jacques Herzog, Pierre DeMeuron, Peter Zumthor, Rafael Moneo, Merrill Elam, Sir Norman Forster, Will Bruder, Dominique Perrault, Peter Oberlander, Brian Mackay, Lyons, Vincent James, James Carpenter.

### **J. Herndon and Dorothy Thomson Fellowship for Faculty Travel**

Each year the faculty elects one of its members for this award. This travel grant funds faculty research, and academic and professional development. Recipients deliver a public lecture to the School on their travel projects. The Award is supported by Friedrich E. Stoll, M.D., '48. Recipients have been:

- 1992 - Donald Gatzke
- 1993 - John Klingman
- 1994 - Scott Bernhard
- 1995 - Ellen Weiss
- 1996 - Ila Berman
- 1997 - Karen Kinglsey
- 1998 - Bruce Goodwin
- 1999 - Stephen Jacobs
- 2000 - Scott Wall
- 2001 – Sheryl Tucker de Vazquez
- 2002 - Elizabeth Gamard

### **The New Orleans Lecture**

The New Orleans Lecture is presented annually by a distinguished authority in the field of Urban Affairs. The subject of each lecture is the City of New Orleans: past, present, and future. Funding for this event is provided by an endowment created in honor of the late Dean Emeritus William K. Turner for his passionate involvement in the affairs of the City.

- 1995 - Nicholas Lemann
- 1996 - Christine Boyer
- 1997 - S. Fredrick Starr
- 1998 - Andrea Kahn
- 1999 - Joseph Stroud
- 2000 - Dell Upton
- 2001 - Public Symposium on Arts and Economic Development
- 2003 - Alex Krieger

**Favrot Visiting Chair**

The recently endowed Favrot Visiting Chair enables the School to bring in internationally renowned Architect as visiting faculty.

1996–97 - Carlos Jimenez

1997–98 - Vincent James

1998–99 - Vincent James

1999–2000 - Max Bond

2000–2001 - Paul Lubowicki and Susan Lanier

2001–2002 - Paul Lubowicki and Susan Lanier

2002–2003 - Hans Peter Woerndl

**Alumni Lecture**

Beginning in the School initiated the annual Alumni Lecture which invites prominent and accomplished graduates of the School to make a presentation on their work and careers.

2001- Elizabeth Martin '87 TSA

2002- Wellington Reiter '81 TSA

2003- Dana Buntrock '81 TSA

**OTHER SCHOOL EVENTS**

Architecture students and faculty enjoy a number of annual special events. Each year the student government sponsors Architects' Week, a week of activities, lectures, competitions, workshops, and other events organized around a common theme or topic. Recent topics have been: "nightsky" whose participants included David Gutherie and Randy Brown; and "TranZense" with Alejandro Anavena, Jim Brown, and Jim Gates.

In addition to the regularly scheduled public lectures, numerous alumni, visitors and local practitioners participate in the design studios and other classes, by serving as guest lecturers, reviewers and field trip guides.

The School of Architecture Student Government also sponsors and organizes Friday afternoon social gatherings, usually held in the patio outside the School, and the annual Beaux Arts Ball, an evening extravaganza.



## **PUBLICATIONS**

The School of Architecture publishes an annual *ReView* featuring work of the design curriculum. The *ReView* is distributed to alumni, friends of the School, students, and prospective students. Offering an annual record of the School's work and activity, the *ReView* is an important means of communication with our concerned constituencies, colleagues and interested parties.

The independent journal *AULA: Architecture and Urbanism in Las Américas* is edited by a TSA faculty member Dr. Robert Gonzalez. *AULA* publishes scholarly research and criticism on both historical and contemporary Latin American topics.

Other special publications include an occasional newsletter and special theme publications on lectures and other programs.

## **STUDENT GOVERNMENT**

The School of Architecture has its own student government which organizes student activities, hold student meetings, attend faculty meetings, administer the annual Faculty Award (given by the graduating class each year to an instructor for teaching excellence). In addition, recent student government projects have included a "Big Buddy" system and other contributions to first year orientation. Tulane students are active in campus and national student affairs.

## **AIAS**

The Tulane chapter American Institute of Architectural Students is an active student organization focused on program benefiting students in their professional development. AIAS sponsors numerous professional and social programs and events.

## **HONOR SOCIETY**

Tau Sigma Delta is a national honorary architectural fraternity open to fourth and fifth year students. Membership is based on scholarship, leadership, character, and creative ability. The Tulane chapter of Tau Sigma Delta is the continuation of an earlier organization called the Gargoyle Society.

## **SPECIAL PROGRAMS**

### **Directed Study**

The Directed Study option allows a student to propose a course of individual study in a subject that is not available within the regular curriculum. Under the direction of a faculty member he or she has chosen, the student designs course objectives, methods, content, and requirements. The Dean prior to registration must approve course credit. The student continues to work closely with the faculty advisor throughout the semester through scheduled meetings. Students register for a directed study through the School of Architecture Director of Academic Affairs office. Credit is awarded and final evaluation undertaken jointly by the faculty sponsor and the Dean.

### **Junior Year Abroad**

Students in the School of Architecture may participate in this Tulane honors program during their fourth-year. TSA students typically study at schools in Great Britain, Scotland, or Spain. Courses taken abroad under the JYA program carry credit toward graduation, and grades earned count toward the cumulative grade point average. Application to the JYA program is made through the School of Architecture Director of Academic Affairs office in the fall of the third-year. Architecture students with at least the required minimum grade point average of 3.3 are notified of their eligibility for consideration and then submit to the Director of Academic Affairs a statement of interest. Program participants from the School of Architecture are selected and recommended to the JYA committee of the school. In addition to academic achievement, candidates are judged on the basis of maturity, seriousness of purpose, and self-sufficiency. (See the University-wide section for further information.)

### **Summer Programs Abroad**

The School of Architecture sponsors various programs of study, research, and travel during the summer. These programs, developed by individual faculty members, carry elective and/or design platform credit. Programs offered change over time, but recent programs have been conducted in Finland, Central Europe, Spain, and Guatemala. All of these have included additional travel associated with the curriculum.

Any student interested in a program submits an application stating whether the student seeks design studio credit or elective credit for the work. While no specific grade point average is required for participation in these programs, the Dean and the director of each particular program counsel each student to ascertain the suitability of the program for the student. In considering the student's maturity and the studios previously taken, the Associate Dean, in consultation with the student's advisor, may determine that a student should receive only elective credit and not design studio credit. The Dean will determine whether a given student may substitute such a studio for part of his or her summer work requirement.

Proposals for work in other summer programs must be approved by the Dean and are treated as transfer credit.

## **Academic Policies**

### **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 Director of Academic Affairs' 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**

The normal course load for undergraduate students varies from 16 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 Dean.

Students with a 3.0 or higher grade point average in the previous semester may request permission from the Dean to register for more than 19 credits.

### **ADVANCED STANDING**

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 in writing; the Dean convenes the faculty to judge the merit of the faculty sponsor's proposal. The faculty makes a recommendation to the Dean regarding the appropriate level of architectural design instruction for the student.

For architecture courses other than studio and platform courses, 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 and transcripts. The instructor makes an evaluation to determine whether or not the course should be waived or credit given.

### **AUDITING COURSES**

Any full-time undergraduate student may audit courses without credit in any college of the University. Auditing courses requires formal registration and approval of the instructor. 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; for most students 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 it 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 University-wide 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 University-wide section for further information.)

## **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 written authorization for release of such information by the Office of the University Registrar or the Director of Academic Affairs. 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 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. Exceptions are as follows:

**Pass** Satisfactory completion of course with no grade points.

**Fail** Failing

The Pass/Fail grade type is used in specific courses designated by the Faculty. In Master of Architecture, Thesis (DSGN 502) the Pass/Fail grade type includes commend (CM) for exceptional projects as designated by the thesis directors.

**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 or affect the grade point average.

**I** Incomplete

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.

**Pr** Progress

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

**X** No Credit or Grade

This grade designates course work taken without credit awarded or grade recorded. The student may reenroll in the course to obtain a grade and credit.

- 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**

Cumulative grade point averages are computed by dividing the total number of quality points by the total number of 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 I 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 4 satisfactory/unsatisfactory courses may be counted toward graduation. The satisfactory/unsatisfactory option may not be used in required course work or in architectural electives. It may be used in non-architectural electives being used to satisfy distribution requirements.

Satisfactory/unsatisfactory grades do not carry quality points and are not included in 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.

### **DEAN'S LIST**

After final semester grades have been reported, a list is prepared of all students who have distinguished themselves by superior academic achievement. First and second-year students are placed on the Dean's List if their grade point averages are at least 3.25; third, fourth, and fifth-year students are placed on the Dean's List with grade point averages of 3.50 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 the Director of Academic Affairs.

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

## **VOLUNTARY WITHDRAWAL**

### **From a Course**

To drop a course, a student must obtain the approval of the instructor and the Dean's office. 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 the Director of Academic Affairs; 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 withdraw or resign from the School of Architecture after the semester begins must discuss withdrawal plans with the 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 at the Director of Academic Affairs's office.

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 University-wide 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.

To qualify for readmission for a second-year, a fulltime student must pass 24 credits of C average work in a calendar year (August to August, including a summer session, if necessary).

To qualify for readmission for a third year, a fulltime student must pass 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 12 hours of C average work or 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 for a given academic year, as calculated at the end of the spring semester, is placed on academic probation for the subsequent academic year. If the student's cumulative average has not risen to 2.0 by the end of the probationary year, 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 academic year, as calculated at the end of the spring semester, is placed on design probation for the subsequent academic year. If the student's year average in architectural design courses has not risen to 2.0 by the end of the probationary year, 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 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; or he or she will not be permitted to remain in the School or to reapply for admission.

### **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" format, recording comprehensively the design studio work undertaken in the School each term. This portfolio is collected and evaluated 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, maintaining a portfolio is an important part of the curriculum. It provides 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 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 Director of Academic Affairs' office must be filled out and approved by the appropriate university department to determine equivalency to Tulane offerings: for architecture courses, the 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 Dean and the student earns a grade of C or better.

## **REPEATED COURSES**

A course completed with a passing grade may be repeated. The first completed credit with a passing grade is counted toward graduation and in the cumulative average. The repeated effort is recorded on the permanent record, but does not count as credit earned and does not affect the cumulative average. If an F, X, or WF graded course is repeated, both the original F, X or WF and the grade for the repeated effort are recorded. F and WF are counted in the cumulative average (the grade X is not counted for credit or in the cumulative average).

## **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 I (five 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.

Unless excused by the 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.

## **FELLOWSHIPS AND AWARDS**

### **Fellowships**

**The John William Lawrence Travel Research Fellowship** and the **Moise & Lois Goldstein Research Travel Fellowship** are awarded annually to a student for research during the ensuing summer. Any undergraduate student who has a grade point average of 2.5 or above and completed third-year design is eligible.

Each eligible candidate, notified by the Dean in the first semester, may submit a detailed proposal for research to be undertaken if awarded the fellowship. Proposals include a format for reporting findings to the School and the sponsors, as well as the nature of a permanent record of the research for the School.

The recipient and an alternate are selected by a panel consisting of the Dean of the School, and two members of the faculty appointed by the Dean.

**The Class of '73 Architectural History Travel Fellowship** shall be awarded annually to a student for research on the subject of architectural history during the summer prior to the final year of course-work. Any student pursuing a Master of Architecture degree who has completed third-year design is eligible to submit a detailed research and travel proposal for consideration by a committee composed of faculty and one member of the Class of 1973. The recipient must produce a document to be catalogued in the Architecture Library as a permanent record of the research, and also make a public presentation of their work at the School on the second Friday of November.

### **Awards Presented at Graduation**

**The Alpha Rho Chi Medal** is awarded by this national architectural fraternity each year to a graduating student on the basis of leadership, service to the School, and professional promise as indicated by the student's attitude and personality. The student is selected by the faculty.

**The American Institute of Architects Medal** is awarded by the American Institute of Architects/AIA Foundation Scholarship Program to a graduating student for the highest overall academic achievement, as evidenced by grade point average. A certificate is given to the recipient as well as to the runner-up.

**The John William Lawrence Memorial Medal** is presented by the faculty of the School to a fifth-year student for design excellence. This award was instituted in 1971 to honor the School's former Dean.

**The Faculty Thesis Award** is awarded by the faculty of the School for superior achievement in thesis study.

**The Ronald Katz Award** is awarded annually by the Thesis Design Directors. The award was instituted in 1991 in memory of Ronald F. Katz '63. It is awarded for outstanding personal growth through thorough and careful development of a provocative thesis idea.

#### **Other Awards**

**The Nathaniel Cortlandt Curtis Memorial Prize** is awarded for an outstanding essay relating to the theory or history of architecture.

**The Thomas J. Lupo Award** is awarded annually to a student or class for excellence in metropolitan studies. The recipient is selected by the faculty.

**The I. William Sizeler Award** is given each year for the outstanding design by a fourth or fifth-year student in the field of high-density, commercial, mixed-use architecture.