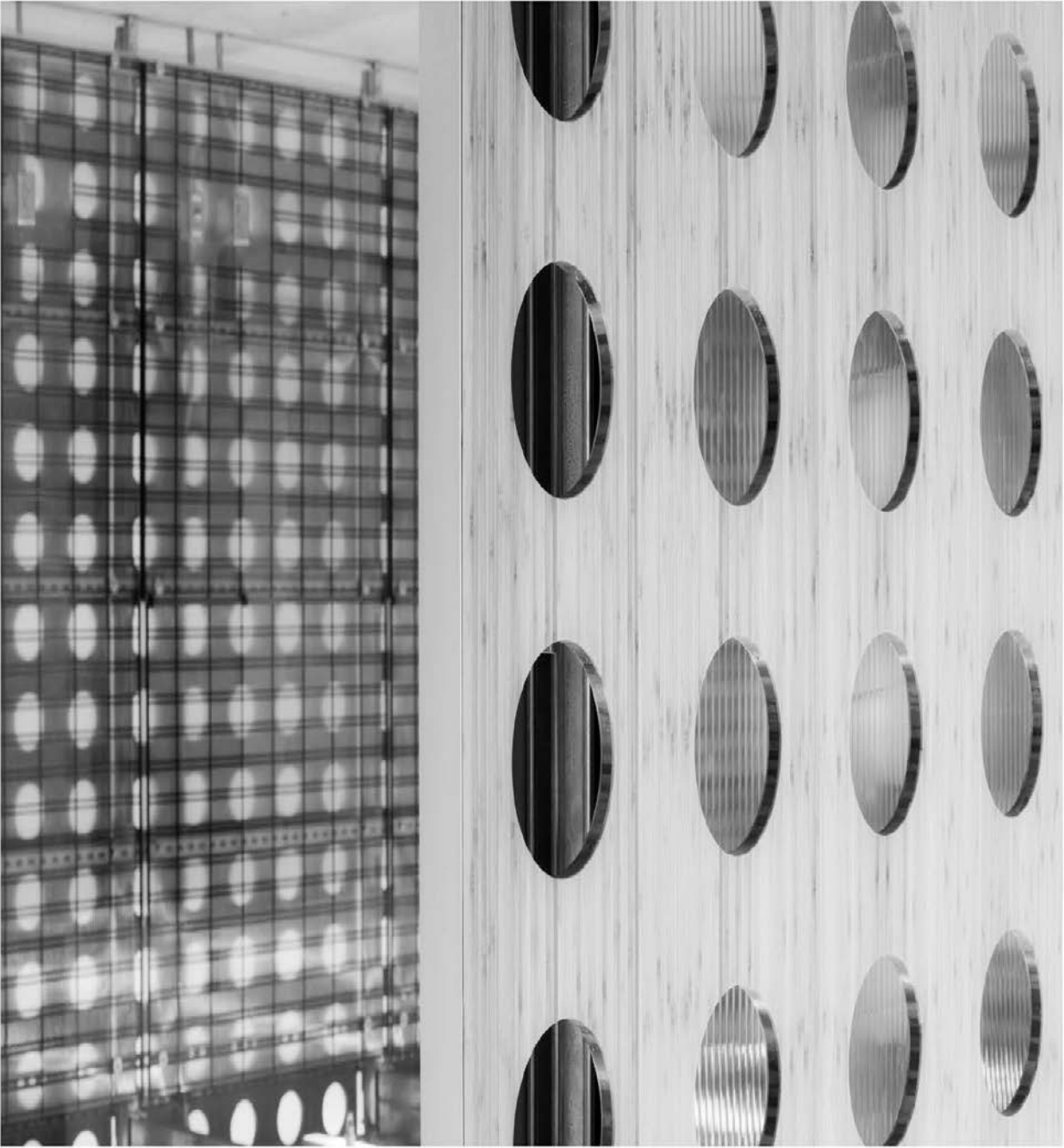


Syracuse Architecture
Undergraduate Program Handbook
2016-17



August 2016

To the Students in the School of Architecture:

Welcome to Syracuse University and to what we know will be an engaging and challenging time for you within the School of Architecture.

This document (a.k.a. The White Book) has been compiled and produced by the School to serve as a guide to our facilities, policies, regulations, and undergraduate program requirements. While many of the guidelines contained in this handbook pertain to all architecture students, it has been prepared specifically for undergraduates.

This publication is designed to help you fully participate in this academic community in an informed, and secure way. It also offers information about special opportunities such as off-campus programs, scholarship funding, and merit awards.

In the upcoming weeks you will receive additional materials to review. In the meantime, we encourage you to read through the handbook and refer to it when questions arise. It will prove helpful throughout your time as an undergraduate, so keep it as a valuable reference. Other University publications—such as Academic Rules and Regulations, Tuition, Fees and Related Policies, and the SU Student Handbook—are also helpful and are available online. You are strongly encouraged to become familiar with their contents.

Please feel free to contact the Office of the Undergraduate Chair or the administrative staff if you have questions or concerns regarding the issues or procedures outlined in this handbook.

I wish you all the best in all your academic endeavors in the coming years.

Michael Speaks
Dean

NAAB

In the United States, most state registration boards require a degree from an accredited professional degree program as a prerequisite for licensure. The National Architectural Accrediting Board (NAAB), which is the sole agency authorized to accredit U.S. professional degree programs in architecture, recognizes three types of degrees: the Bachelor of Architecture, the Master of Architecture, and the Doctor of Architecture. A program may be granted an eight-year, three-year, or two-year term of accreditation, depending on the extent of its conformance with established educational standards.

Doctor of Architecture or a Master of Architecture degree programs may require a pre-professional undergraduate degree in architecture for admission. However, the pre-professional degree is not, by itself, recognized as an accredited degree.

Syracuse University School of Architecture offer the following NAAB-accredited programs:

B.Arch, 162 credits

M.Arch, 110 credits

B. Arch degree Requirements 162 c.h. total

The Bachelor of Architecture degree is a five-year, 162 credit hour program is comprised of:

- 54 credit hours of Architectural Design
- 12 credit hours of Architectural History
- 6 credit hours of Architectural Theory
- 12 credit hours of Technology
- 6 credit hours of Structural Design
- 12 credit hours of Professional Requirements
- 18 credit hours of Professional Electives
- 30 credit hours of Arts and Sciences courses
- 12 credit hours of Open Electives

SCHOOL OF ARCHITECTURE FACULTY DIRECTORY

* denotes answering machine

Alam, Maya	x 1042	308 F	maalam@syr.edu
Amsler, Shawn – PT (Fall)	---	---	sansker@syr.edu
Bartlett, Ted – PT (Fall)	---	---	tbartlett@crawfordstearns.com
Bartosh, Amber	x 5600	326 E	abartosh@syr.edu
Bédard, Jean-François (on leave AY)	x 8372	324 F	jbedard@syr.edu
Bernal, Ivan	X 4103	308 F	ibernal@syr.edu
Brown, Lori (on leave AY)	x 0297	324 E	lbrown04@syr.edu
Brown, Theodore	x 0787	324 G	tlbrown@syr.edu
Chua, Lawrence	X 5077	306 B	lachua@syr.edu
Chun, Junho	X 2808	306 A	jchun04@syr.edu
Co, Angela	917-722-1156 Ext. 16	NYC	anco@syr.edu
Cooke, Sekou	x 0419	306 A	scooke@syr.edu
Corso, Gregory	x 2924	308 F	gpcorso@syr.edu
Czerniak, Julia	x 3324	207 A	jczernia@syr.edu
Davis, Lawrence	x 5089	226 B	ldavis@syr.edu
Eversole, Britt – PT (Fall)	---	---	eversole@princeton.edu
French, Sara – PT)	---	---	drsarafrench@gmail.com
Geiger, Jordan – PT (Fall)	---	---	jordan@ga-ga.org
Godlewski, Joseph	x 5079	326 E	jmgodlew@syr.edu
Goode, Terrance	x 4330*	308 A	tagoode@syr.edu
Harkema, Lindsay	x 5090	324 A	lrharkem@syr.edu
Henderson, Susan	X 2816*	326 B	srhender@syr.edu
Hubeli, Roger	x 1117	326 C	rhubeli@syr.edu
Hunker, Molly	x 5099	324 A	mahunker@syr.edu
Kamell, Elizabeth	X 0298	306 D	ekamell@syr.edu
Kitterman, Christopher –PT (Fall)	X 8447	306A	ckitterm@syr.edu
Korman, Randall	x 5094	308 D	rkorman@syr.edu
Krietemeyer, Bess	X 5085	324 C	eakriete@syr.edu
Lally, Robert – PT (Fall)	---	---	rlally@syr.edu
Larsen, Julie (on leave in Fall)	x 5636	306 C	jmlarsen@syr.edu
Liberatore, Lawrence – PT (Fall)	---	---	lliberatore@beardsley.com
Linder, Mark	x 5097	324 D	mdlinder@syr.edu
Lonsway, Brian	x 2316	225 A	blonsway@syr.edu
Louie, Jonathan	x 2255	324 A	jbLouie@syr.edu
Mac Namara, Sinéad	x 3039*	326 D	scmacnam@syr.edu
McIntosh, Nicole	x 5083	308 F	nmcintos@syr.edu
Miller, Kyle	---	Florence	kjmill03@syr.edu
Munly, Anne (on leave AY)	x 5095	324 B	amunly@syr.edu
Narburgh, Kirk – PT	---	---	kwnarbur@syr.edu
Park, Daekwon	X 2257	308 E	dpark103@syr.edu
Profeta, Daniele	x 5086	306 C	dprofeta@syr.edu
Rakha, Tarek	X 9731	324 C	trakha@syr.edu
Rosa, Richard	X 1182	308 E	rrosa@syr.edu
Rose, Brendan PT (Fall)	---	---	brendan@echomakes.com
Sanin, Francisco	x 3601	308 C	fesainin@syr.edu
Shanks, David	X 5092	326 C	drshanks@syr.edu
Sho, Yutaka	x 5084	306 E	ysho@syr.edu
Stenson, Timothy	x 2996	308 B	tistenso@syr.edu
Shumaker, Jeffery – PT (Fall)	---	---	jshumaker@planning.NYC.gov
Wang, Fei	x 1855	326 A	fwang100@syr.edu

SCHOOL OF ARCHITECTURE PERSONNEL

	Office	Phone
Undergraduate Program		
<i>Lawrence Davis, Chair, Undergraduate Program</i>	226	0787
Graduate Programs		
<i>Brian Lonsway, Chair, Graduate Programs</i>	225	1041
Lauren Mintier, Graduate Program Manager	225	1041
Fei Wang, M.S. Program Coordinator	326A	1855
Student Services		
Karen Baris, Director Advising and Records	201	5075
Vittoria Buccina, Director Graduate and Undergraduate Recruiting	201	5074
Connie Caldwell, Director Career Services	201	4937
Jennifer Klemenz, Graduate Advisor/Recorder	201	6783
Dana Nowakowski, Academic Advisor	201	3464
Carol Pettinelli, Thesis Coordinator/Office Coordinator	201	8581
Beth Pierson, Recruitment Assistant/Office Assistant III	201	8242
Deans Suite		
<i>Michael Speaks, Dean</i>	204	0790
Azra Brkanovic, Financial and Payroll Manager	204A	8238
Julia Czerniak, Associate Dean	207A	3324
Katryn Hansen, Assistant Dean	204B	5078
Sherry Hayes, Administrative Assistant/Development Associate	206	0271
Cynthia Nickerson , Building Coordinator/Financial Assistant	204	5076
Elizabeth Ryan, Administrative Assistant to the Associate Dean	207	3324
Elaine Wackerow, Communications Manager	206	6004
Debra Witter-Gamba , Administrative Assistant to the Dean	206	0790
Taylor Wood, Assistant Dean for Advancement	206B	4904
Architecture Reading Room		
Barbara Opar, Architecture Librarian	302	2905
Technology and Other Services		
Tim Brower, Digital Fabrication Manager	008B	8421
John Bryant, Wood Shop Technician	008B	1854
Brian Coria, Computer Consultant I	001	3053
Ronn Green, Plot Room Technician	013	5841
Andrew Molloy, Computer Consultant II	001	3095
Charles Savage, Computer Consultant II	001	3295
FACILITIES WITHIN SLOCUM HALL		
Bookstore	015	8110
Café	024	
CNC Mill Room	011	
Computer Lab (Large / Small)	014 / 004	
FAX Machine	226	5082
Laser Cutting Room	011	0369
Plot Room	013	5841
Model Shop	008	1854
Reading Room	301/302/304	3518
Student Organization Offices	003/003A	

Contents

I.	AN INTRODUCTION TO THE SCHOOL	9
	PROGRAM MISSION	9
	SOCIAL EQUITY	10
	STUDIO CULTURE	10
	FACILITIES	12
	STUDIO USE + POLICIES	13
	STUDENT ORGANIZATIONS AND SERVICES	16
	COUNSELING RESOURCES	18
II.	ACADEMIC GUIDELINES	
	B. ARCH DEGREE REQUIREMENTS	20
	ACADEMIC PLANNING	22
	TRANSFER STUDENTS AND TRANSFER CREDIT	25
	REGISTRATION AND ADVISING	26
	STUDIO ASSIGNMENTS AND OPTIONS	28
	HONORS PROGRAM	30
III.	OFF-CAMPUS (GLOBAL) PROGRAMS	30
	LONDON PROGRAM	31
	NEW YORK CITY PROGRAM	32
	SPECIAL SUMMER TRAVEL PROGRAMS	32
	STUDY ABROAD SCHOLARSHIPS	33
IV.	GRADES	33
	GRADING CHART	33
	DESIGN GRADE REQUIREMENTS	34
	GRADING GUIDELINES FOR DESIGN STUDIOS	35
	GRADE APPEAL POLICY	36
	ATTENDANCE	38
	GRADUATION REQUIREMENTS	38
	REPEATING COURSES	38
V.	FINANCIAL AID AND SCHOLARSHIPS	38
	STATE AND FEDERAL FINANCIAL AID	39
	SCHOLARSHIPS	39
VI.	ACADEMIC HONORS	41
	DEAN'S LIST	41
	WILLIAM J. SLIVERS PRIZE	41
	KING & KING LEADERSHIP BY DESIGN PRIZE	41
	GRADUATION HONORS	41
VII.	ACADEMIC ACTIONS	42
	COLLEGE PROBATION	42
	COLLEGE PROBATION AND SUSPENSION	42
VIII.	STUDENT RIGHTS AND RESPONSIBILITIES	43
	ACADEMIC INTEGRITY	43

COURSE AND FACULTY EVALUATIONS	44
OWNERSHIP OF STUDENT DESIGN WORK	45
SEXUAL HARASSMENT.....	45
PETITIONING PROCESS.....	46
IX. COMPUTING POLICIES	46
COMPUTER LAB POLICIES	46
PLOTTING	47
COMPUTER PROBLEM SOLVING.....	47
PROHIBITED COMPUTER PRACTICES.....	48
SCHOOL-WIDE COMPUTER PRACTICES & RECOMMENDATIONS	48
SUMMER USE OF COMPUTER LAB AND FABRICATION RESOURCES.....	49
X. FABRICATION SHOP	49
XI. THE SYRACUSE UNIVERSITY COMPACT	52
XII. BARCH CURRICULUM - CLASS OF 2017 TO 2020	53
XIII. BARCH CURRICULUM CLASS OF 2021 TO	54

I. AN INTRODUCTION TO THE SCHOOL

The Syracuse University School of Architecture, founded in 1873, is one of the oldest programs in the United States. The School began as a department within the College of Fine Arts, along with the Departments of Painting and Music, and still retains strong ties with the fine arts providing a design-oriented education.

PROGRAM MISSION

Approved by the faculty, August, 2009

As a professional-degree-granting college within a research university, the School of Architecture is dedicated to creating a rich academic environment marked by the confluence of advanced practice, contemporary theory, and social engagement. Our primary goal is to help students develop the capacity and judgment necessary to understand the built environment and generate architecture as a critical response, so that each student can engage both the discipline of architecture and the multiple discourses—artistic, technological, social, political, environmental, economic—necessary to be a successful practitioner and a conscientious citizen. Through our teaching and public programming, we help students gain a deep knowledge of architecture’s techniques, traditions, methods of inquiry and modes of production, so that they emerge with the intellectual breadth and acuity to meet the challenges of a rapidly changing world that demands agility and innovation. Through both programming and outreach activities, we aim to engage a wider public audience in a dialogue about the role of architecture in society.

To serve this mission we are committed to the following principal objectives:

- recruiting, enrolling and retaining the most qualified students;
- recruiting, employing, and retaining the most qualified faculty and staff;
- creating and sustaining a supportive academic environment marked by academic integrity, cultural diversity, and social responsibility;
- providing the best professional education possible by offering professional degree programs that combine expertise specific to the discipline of architecture with critical thinking skills and intellectual knowledge central to humanistic study;
- teaching an integrated curriculum within which courses in design and other specializations support the proposition, exploration and development of architectural ideas;

- maintaining and enhancing our expertise and capabilities in significant areas of research and practice;
- providing opportunities for students to participate in international study programs to better understand the global forces and local cultural contexts that contribute to the production of architecture and urban design in these settings;
- offering visiting critic studios both on and off campus that provide students with an exposure to alternative perspectives and advanced building practices;
- demonstrating overall competency through a self-directed process of research, documentation, proposition and project development within the capstone experience of thesis;
- increasing student awareness of, and ability to engage with, major issues such as social equity, economic development, and ecological balance;
- encouraging faculty and students to participate in interdisciplinary initiatives offered within a diverse and rich campus setting;
- preparing graduates to enter the profession in a variety of ways, with strong basic design skills coupled with the technical ability, business acumen and an understanding of the ethical role of the architect in society;
- supporting faculty achievement in creative activity and scholarly research;
- generating advocacy and support for School initiatives from alumni, faculty, staff, and advisory board members, and among civic and business leaders, and;
- maintaining a safe and productive environment in which to work through the upkeep of facilities and security.

SOCIAL EQUITY

The School of Architecture is in compliance with the University's plans to maintain and increase the diversity of its faculty, staff, and students. Additional information is available at:

http://supolicies.syr.edu/ethics/nonD_equal_policy.htm

STUDIO CULTURE

The primary goals of the School of Architecture are to promote research into architecture and to educate students for professional practice and other forms of architectural engagement. Faculty instructors challenge students to develop the capacity for understanding the built environment and generating architectural design proposals as a critical response. They assist students in cultivating manifold design capabilities linked to critical intelligence about the discipline and supported by state-of-the-field expertise in representation, technology, structures, theory and history.

A central component of this mission is the cultivation of a learning environment that supports students in the fullest development of their capacities as designers, scholars, professionals, and citizens.

Students, faculty and staff are dedicated to the task of working together to foster five fundamental values:

- mutual respect among all members of the School
- optimism about the potential for student learning, creativity and contribution
- collaboration among students, faculty, staff and the broader public in pursuing advances in learning, knowledge, and practice
- critical engagement with the discipline, the profession and the world
- continual innovation in teaching, learning, and research

These values inform all of our activities. In the context of classrooms, studios, and other learning environments, they translate into these guidelines:

- The School encourages students and faculty alike to embrace the design studio and the classroom as places of intellectual and creative exploration and collaboration. The frequently open-ended pursuit of knowledge through design and other forms of learning requires generosity of spirit on all parts, including the recognition that faculty members bring a high level of expertise to their teaching and that students bring a diversity of valuable prior knowledge to their learning. It also requires clear communication, rigorous testing of ideas, and a commitment to excellence on the part of all participants.
- The School encourages collaboration among students in their academic work and in extracurricular activities, as well as among students, faculty and staff in continually advancing knowledge and improving the ways we work together. It also promotes a culture of engagement in which students develop intellectually, technically and ethically through interaction with problems, opportunities and people within and outside the field of architecture.
- The School values social, intellectual and disciplinary diversity in its staff, faculty and student population, as well as in its curriculum. In its teaching, research and daily activities, it strives to support and promote each of these kinds of diversity.
- The School recognizes that balance is a crucial element in the pursuit of excellence, and it encourages faculty to guide students in developing the capacity to reconcile what often seem to be competing imperatives in their work and in their lives. This includes managing expectations so as to minimize conflicts among courses, helping students to manage their time effectively, and promoting an appropriate balance between academic work and the other essentials of life.

- The School expects students to uphold the principles of academic integrity in their work and ethical conduct in their daily lives. Honesty, trustworthiness and fairness are essential attributes for conduct in class, within the university community, and in academic activities beyond Syracuse. These principles should guide behavior not only in the completion of course assignments, but also in treatment of buildings and equipment; interaction with university staff, systems and procedures; and behavior in the studio and elsewhere.
- The studios are considered environments for design exploration, creative production and enriching interaction among students, and with their instructors. Studios are open and available to all students on a 24/7 basis. With this privilege comes the obligation to conduct oneself in a responsible and considerate fashion. Actions and behaviors that are not conducive to supporting an appropriate academic environment are strictly prohibited. All students are expected to observe the rules and regulations governing the use of the studios. Any violation will be treated as a breach of this trust and prosecuted accordingly.

FACILITIES

The School of Architecture is located in Slocum Hall. The main administrative offices for the dean and the undergraduate and graduate programs, as well as the School of Architecture auditorium, are located on the second floor. The wood shop, digital fabrication, and computer facilities are located on the ground floor, along with the Slocum Café. The Architecture Reading Room and faculty offices are located on the third floor. Undergraduate studios are on the ground-, first-, third-, and fourth-floors, according to year. Graduate studios are located on the second-floor.

Architecture Reading Room

The Architecture Reading Room (ARR) serves the reference, reserve, and quick information needs of students, faculty and others needing access to architecture resources. The ARR houses core architectural history, theory, design and technology books as well as an extensive collection of prints of working drawings and material samples. Current architecture periodicals as well as back sets of certain heavily used titles are shelved in the main room. The architecture librarian has an office there and is readily available to assist students and faculty locate appropriate resources in the ARR on the main library (Bird).

Hours of Operation

The building is open from 7:00 a.m. to 10:00 p.m. Monday through Thursday, and Friday from 7:00 a.m. to 7:00 p.m. The building is locked all day on Saturday and Sunday. Your SUID will be encoded

to allow you access to Slocum Hall on a 24-hour basis. There is an ID card scanner at the north, south and east entrances as well as on the ground floor between Slocum and Link Halls.

Hours of access are posted on the entrances of the ARR, computer facilities, laser cutting room, and wood shop. Facilities are closed to non-architecture students and faculty outside of business hours. Anyone not associated with the school should be accompanied at all times.

SU Bookstore

The Syracuse University Bookstore has a small branch store on the ground floor of Slocum Hall. Its mission is to provide commonly used supplies to the students at Slocum Hall. Hours of operation are posted on the door.

STUDIO USE + POLICIES

Desks

Every design student is assigned a desk (with provision for locking drawers with padlocks) and a stool. Students are responsible for proper maintenance of this equipment and the prompt reporting of any problems or damage. Desks must not be damaged through cutting and other model-making activities; each studio will have a designated cutting surface for model building and students should own a plastic cutting surface. Desk repair request forms are available at the Student Services reception desk (Suite 201) and the Dean's Suite (204).

Drug and Alcohol Policy

In keeping with the University's alcohol policy, the consumption of alcoholic beverages is prohibited in Slocum Hall except at certain School events. No alcoholic beverages may be served to or consumed by anyone under the age of 21 under any circumstances. Similarly, the School does not permit or condone the possession, use, consumption, sale, or distribution of illegal drugs by students or employees on its property or as part of its activities.

Students who violate these policies will be subject to appropriate disciplinary action consistent with local, state and federal law, and Syracuse University policy. The School takes these policies extremely seriously and will refer all reported violations to the University's judicial system for appropriate action. Please call the Office of Student Affairs at 315-443-4263 for more information, or consult the Syracuse University Student Handbook. Students who need assistance in dealing with drug or alcohol dependency should contact the University's Counseling Center, 315-443-4715, located at 200 Walnut Place.

Building Security

Slocum Hall is intended for the use of School of Architecture students, faculty, and staff only. For safety reasons, all doors must remain closed and locked after hours and personal belongings must be secured when not in use. Security cameras have been installed in stairwells and at all entry doors to aid in deterrence. Please report suspicious activity to the Department of Public Safety by dialing 711 (from a campus landline) or 315-443-2224.

Please note that removal of any University property from the building is considered theft and will be reported to Campus Security as well as to the University Judicial Affairs Office.

After-Hours Policy

The use of Slocum Hall after hours is a privilege. Students are expected to conduct themselves responsibly regarding the facilities and interactions with their peers. Violation of the after-hours policy may result in the removal of access privileges.

Partitions

Independent partitions in studio, built by students, are not permitted under any circumstances and are subject to removal. For fire safety reasons, all aisles, passageways, and exits must be kept clear of obstructions.

Studio Cleaning and Recycling

During the semester - Custodians are instructed to remove all items from studios that are either in a trash receptacle or on the floor, and they adhere to these instructions strictly. **Anything left on the floor, other than a storage box, will be discarded, but trash accumulated on top of desks and under desks will not be removed.** Please deposit trash in the designated receptacles to avoid fire hazards, increase work space, and maintain an orderly environment.

Recyclables (glass, cans, plastic, and paper) should be placed in the appropriate containers, which can be found throughout the building. Used cutting blades, batteries, and aerosol cans should be deposited in the white discard containers located within each studio. Do not dispose of blades in the regular trash as they are hazardous to the custodial staff.

End of each semester - Students **must remove all supplies, boxes, and other belongings from Slocum Hall at the end of each semester as directed by the building coordinator so that studios can be cleaned and maintained.** The School will no longer store student supply boxes over academic year breaks. Any items left behind will be discarded. The School will store studio chairs over the winter holidays and over summer break, free of charge.

Storage

Storage of personal property is restricted to each student's desk area in the studio. Students may use storage boxes that will fit under studio desks.

Use of Electrical Devices

The use of multiple electrical devices requires the use of a surge protector. All surge protectors must be grounded (3-prongs). For safety reasons, the use of extension cords is prohibited. Violations of these practices create serious fire hazards and are subject to appropriate judicial procedures.

Mailboxes and E-mail

Student mailboxes are located on the ground floor near the north entrance of Slocum Hall. Box number assignments by year are posted in early September.

Mail and messages for faculty should be delivered to the main office in 201 Slocum, for distribution in the faculty mailroom.

E-mail is the School's primary means of communicating with students. All official e-mail from University and School officials is through each student's [netid]@syr.edu e-mail account. Students may have accounts through other systems. However, all students and faculty are required to check their @syr.edu e-mail address regularly. For students, this can be done through SUmil at <http://sumail.syr.edu>, or by forwarding their @syr.edu email to an alternate e-mail address (see <http://its.syr.edu/netid>).

Pets

Pets are not allowed in University buildings. Enforcement of this rule is the responsibility of the Department of Public Safety and has the School's complete endorsement and support.

Smoking Policy

Smoking and the use of all tobacco products—including cigarettes, cigars, snuff, pipes, chewing tobacco and products that imitate the act of smoking, such as vapor cigarettes—will be prohibited on all property owned, leased, or managed by Syracuse University, including outdoor spaces and University-owned vehicles. This policy applies to all University students, staff and faculty, as well as to vendors and visitors.

Sound Equipment

In consideration of other students, radios, mp3 players, laptops, CD players, and other types of sound equipment may only be used with headsets; this rule applies **24 hours a day**.

Injuries

For minor cuts and injuries, first aid kits and medical supplies will be available for use in faculty suites on the third floor and in the main office. For more serious injuries, please call 711 from campus phone, or 911 from a cellular phone.

Hazardous Materials

Slocum Hall is equipped with a ventilated spray booth which is accessible 24 hours a day in the wood shop on the ground floor. **All spraying must be done in the spray booth** to avoid damage to property and serious risks to health. Spray painting and use of spray adhesives in other areas inside or outside (especially the back loading dock and back stairwells) Slocum Hall is strictly forbidden. Flammable materials should be kept in the fire closets also found in the Slocum wood shop. Use of these materials outside of the designated area can be extremely dangerous to everyone in Slocum Hall. Any violations are subject to appropriate University disciplinary action.

Important Note - Use of the following hazardous waste materials in Slocum Hall is **strictly forbidden**:

- solvents and flammables: mineral spirits, acetone, and turpentine
- art chemicals: oil-based paint, brush cleaner, pigments, glue, epoxies, and resins
- oil-based products: varnish, urethane, stain, surface coatings and adhesives
- aerosol cylinders or pressurized containers of adhesives
- photographic chemicals
- fiberglass and resin-based materials
- plaster of Paris, Rockit, mortar, mix or concrete

STUDENT ORGANIZATIONS AND SERVICES

Student Organizations

AIAS, the American Institute of Architecture Students, is an independent, non-profit and student-run organization that has a local chapter within the school. This grassroots association is a cooperative between thousands of students across the country, of all ages and academic degrees, committed to helping each other. It provides a sense of community and a forum to share diverse views. The AIAS is also a professional organization that is the official voice of architecture students.

Freedom by Design was launched by the AIAS in Syracuse and is a nationally-based student-run initiative that designs and builds small-scale projects that help individuals at the local level faced with

physical, mental, and/or financial challenges. Projects range from door knobs to ramps to complete renovations.

Architecture Ambassadors is a group of undergraduate students that assist in recruiting and admissions endeavors. They represent the School and University by hosting tours of the facilities for prospective students and their families. Architecture Ambassadors also assist at campus admission events and career fairs. Architecture ambassadors can apply to become peer advisors. For information, contact Vittoria Buccina.

ASO, the Architecture Student Organization, is an organization wholly staffed and run by the students of the School. The ASO provides you with peer representation and the opportunity for students to participate in various activities within the School. In addition to sponsoring social events, the ASO elects representatives to serve on several of the School's committees: Curriculum, Student Standards, Re-appointment, Promotion and Tenure, and Faculty Search.

NOMAS, the National Organization of Minority Architects Students, is forming a new chapter—the Orange Chapter—at Syracuse Architecture. NOMAS is active in professional development activities such as resume and portfolio workshops, bringing in alumni lecturers, and sending representatives to the annual NOMA conference to share what the chapter is doing at a national event. NOMAS also collaborates with other student organizations on events like SMAD, and community service projects.

SMAD, the Society of Multi-Cultural Architects and Designers, is an organization for art, architecture and design students across campus. SMAD has sponsored lectures at the School and serves as a liaison organization with other minority organizations on and off campus.

The Peer Advising Program is a component of the School's advising network that is organized and staffed solely by students guided by Vittoria Buccina, director of recruiting and Lawrence Davis, undergraduate chair. This program is voluntary. Applications to become a peer advisor are accepted during the spring semester. Peer advisors assist in reaching out to admitted students via email, and social media in an attempt to answer any question about studio culture and the University. Matriculated students are assigned to a rising second- and third-year student group. Peer advisors correspond with new students over the summer and coordinate a variety of orientation weekend activities. It is anticipated that peer advisors continue to serve in a mentoring capacity as needed during the academic year.

COUNSELING RESOURCES

Orange SSuccess

Orange SSuccess is a web-based advising tool available to students through their **MySlice** and **Blackboard** accounts. Find and click the link in the 'student services' pagelet of **MySlice** or 'tools' panel of **Blackboard**. After signing in, see the Orange Success icon on the screen. For students, their **Home** page includes access to a customizable profile and personalized channels connected to faculty and advisors.

Career Counseling

Assistance with resume and cover letter writing, interviewing techniques, and networking is available from the School of Architecture Career Services Office. Connie Caldwell, director, will meet with a student to discuss summer, permanent, and alternative employment issues. The Annual Salary Survey results, resumes for thesis students, and FAQs for Students are posted at <http://soa.syr.edu>. Students should plan to attend the one-hour Careers in Architecture (CIA) session to become eligible for individual advising. Office Hours: Monday through Friday 9:30 a.m. -3:00 p.m.. Career Services is located in 201B Slocum Hall.

Peer Advisors

The Peer Program is important to the advising network. Each new student is assigned an upper division (student) peer advisor who will be available throughout the first year for consultation and guidance.

Student Mentor Squad

The Student Mentor Squad (SMS) is a group of fourth- and fifth-year architecture students who have been peer advisors, maintained strong GPA's, and studied abroad. They are dedicated to extending the peer advisor-advisee relationship beyond the first year in order to foster relationships between upperclassmen and underclassmen.

Mentors will host forums and discussion groups, as well as generate publications. Architecture students will have the opportunity to engage with mentors about electives, study abroad opportunities, off-campus housing, and a host of other subjects. The SMS is a vital resource for younger students as they navigate their way through the architecture program

Counseling Center Services 315-443-4715 - <http://counselingcenter.syr.edu/>

The Counseling Center at 200 Walnut Avenue encompasses services addressing [mental health](#), [sexual assault and relationship violence](#), and [substance abuse](#) issues. The center is staffed by experienced clinicians available to assist students in addressing concerns related to adjusting to college life.

Counseling Center staff are committed to enhancing the academic mission of the University through providing counseling, as well as prevention, education, and outreach activities.

Learning Disabilities 315-443-4498 - <http://disabilityservices.syr.edu/>

Students diagnosed with learning disabilities, or students who suspect they may have a learning disability, should meet with the chair of undergraduate program or contact the Office of Disability Services located at 804 University Ave. The Office of Disability Services provides diagnostic services, academic support and counseling and will work with the school to develop the necessary accommodations.

II. ACADEMIC GUIDELINES
 B. ARCH DEGREE REQUIREMENTS

Requirements for BArch Degree - Class of 2017 to 2020

COURSE	CH	GR	
ARC 107	6		54 ch Design
ARC 108	6		
ARC 207	6		
ARC 208	6		
ARC 307	6		
ARC 407	6		
ARC 408	6		
ARC 409	6		
ARC 508	6		
ARC 133	3		12 ch History
ARC 134	3		
ARC HIST	3		
ARC HIST	3		
ARC 141	3		6 ch Theory
ARC 242	3		
ARC 121	3		12 ch Technologies
ARC 222	3		
ARC 322	3		
ARC 423	3		
ARC 211	3		6 ch Structures
ARC 311	3		
ARC 181	3		12 ch Professional Requirements
ARC 182	3		
ARC 505	3		
ARC 585	3		
PE	3		18 ch Professional Electives
PE	3		
PE	3		
PE	3		
PE	3		
PE	3		
WRT 105	3		6 ch Writing Sequence
WRT 205	3		
STRUC PREP	3		Prerequisite for ARC 211: PHY 101 or MAT 221 or MAT 285 or MAT 295
A&S ELEC	3		
A&S ELEC	3		21 ch Arts and Science Electives
A&S ELEC	3		
A&S ELEC	3		
A&S ELEC	3		
A&S ELEC	3		
A&S ELEC	3		
OPEN ELEC	3		12 ch Open Electives PED courses do not count towards degree
OPEN ELEC	3		
OPEN ELEC	3		
OPEN ELEC	3		

Requirements for BArch Degree Class of 2021 to ...

COURSE	CH	GR	
ARC 107	6		} ——— 54 ch Design
ARC 108	6		
ARC 207	6		
ARC 208	6		
ARC 307	6		
ARC 407	6		
ARC 408	6		
ARC 409	6		
ARC 498	6		
ARC 133	3		} ——— 12 ch History
ARC 134	3		
ARC HIST	3		
ARC HIST	3		
ARC 141	3		} ——— 6 ch Theory
ARC 242	3		
ARC 121	3		} ——— 12 ch Technologies
ARC 222	3		
ARC 322	3		
ARC 423	3		
ARC 211	3		} ——— 6 ch Structures
ARC 311	3		
ARC 181	3		} ——— 8 ch Professional Requirements
ARC 182	3		
ARC 585	3		
PE	3		} ——— 21 ch Professional Electives
PE	3		
PE	3		
PE	3		
PE	3		
PE	3		
PE	3		
WRT 105	3		} ——— 6 ch Writing Sequence
WRT 205	3		
STRUC PREP	3		Prerequisite for ARC 211: PHY 101 or MAT 221 or MAT 285 or MAT 295
A&S ELEC	3		} ——— 21 ch Arts and Science Electives
A&S ELEC	3		
A&S ELEC	3		
A&S ELEC	3		
A&S ELEC	3		
A&S ELEC	3		
A&S ELEC	3		
OPEN ELEC	3		} ——— 12 ch Open Electives PED courses do not count towards degree
OPEN ELEC	3		
OPEN ELEC	3		
OPEN ELEC	3		

162

The curriculum charts at end shows the normal sequence and distribution of professional and non-professional courses. A minimum cumulative grade point average of 2.0 is required to graduate and receive a diploma from Syracuse University.

ACADEMIC PLANNING

Master Plan

Please visit soa.syr.edu/resources/advisement as a valuable resource.

Students should consult with their academic advisor and develop a five-year master plan to allow for:

- taking realistic credit loads each semester;
- attending Florence, London and/or NYC for a semester or a summer;
- identifying a selection of elective courses which will be personally gratifying and which will meet the basic elective distribution requirements;
- taking into account all prerequisite requirements;
- projected date of graduation, and;
- possibly incorporating a minor.

An up-to-date assessment of how your Syracuse University courses and transfer credits are used to satisfy degree requirements is available on <https://myslice.syr.edu> → MyAcademics → View My Advising Report.

Beginning in spring 2017, Syracuse University will implement a program called DegreeWorks, which will replace the current Academic Advising Report. DegreeWorks will be available through MySlice. **It is each student's responsibility to review this information and discuss any discrepancies with an academic advisor to ensure all your requirements are fulfilled.**

The following section defines the professional and non-professional requirements of the curriculum.

Design - Class of 2017 to 2020

54 credits

Each student is required to complete ARC 107, ARC 108, ARC 207, ARC 208, and ARC 307, sequentially. ARC 407 and ARC 408 visiting critic studios are offered each semester in Syracuse and at three off-campus sites. In addition, each summer, the School offers a Three Cities traveling visiting critic studio. Enrollment in the ARC 409 integrated studio requires successful completion of the preceding studios and the structures and technology sequence. After successful completion of ARC 409 students embark on a two-semester thesis project consisting of ARC 505 Thesis Preparation, the prerequisite for ARC 508 Thesis.

Design - Class of 2021 to ...

54 credits

Each student is required to complete ARC 107, ARC 108, ARC 207, ARC 208, and ARC 307, sequentially. ARC 407 and ARC 408 visiting critic studios are offered each semester in Syracuse and

at three off-campus sites. In addition, each summer, the School offers a Three Cities traveling visiting critic studio. Enrollment in the ARC 409 integrated studio requires successful completion of the preceding studios and the structures and technology sequence. After successful completion of ARC 409 students embark on a directed research projects ARC 498 led by faculty members in their areas of expertise.

Architectural History

12 credits

Each student is required to complete the introductory two-course survey, ARC 133 and ARC 134. In addition, students are required to complete two intermediate elective lecture courses focusing on a particular chronological period or theme. ARC 300- and ARC 400- level architectural history courses (all cross-listed with the Department of Fine Arts, College of Arts and Sciences) are offered to fulfill this requirement.

Advanced architectural history courses, typically given ARC 500-level designation, are specialized courses for students with adequate preparation and interest. These courses do not count towards satisfying the 12-credit-hour requirement. Additional coursework taken in architectural history fulfills professional elective, arts and sciences, or open elective distribution requirements. Students may elect to complete a minor in architectural history by completing a total of 18 credits of architectural history.

Architectural Theory

6 credits

Each student is required to complete two courses in architectural theory: ARC 141 and ARC 242, taken sequentially. Topical theory courses with ARC 500 designation can be taken to satisfy professional elective requirements.

Technology

12 credits

Each student is required to complete ARC 121, ARC 222, ARC 322, and ARC 423, taken sequentially. Note that the core courses ARC 121, ARC 222, and ARC 322 are offered only once each year, while ARC 423 is currently offered each semester and during the first summer session.

Structural Design

6 credits

Each student is required to complete ARC 211 and ARC 311, taken sequentially. Note that these courses are offered only once each year in the fall or spring semesters.

Professional Requirements

12 c.h. total

Each student is required to complete ARC 181 Representation I and ARC 182 Representation II. ARC 505 Thesis Preparation and ARC 585 Professional Practice are normally taken in the fifth year of the program, and are currently offered in both fall and spring semesters. ARC 505 is also available during the summer.

Professional Electives

18 credits

Offered by architecture faculty, professional electives are courses taken within the School of Architecture that allow students to engage in different areas of the discipline. Students normally begin their professional electives in the third year of the program. Acceptance of non-School of Architecture courses for professional elective credit must be petitioned and reviewed by the undergraduate chair prior to registration for those courses. Only two courses outside of the School of Architecture can count toward professional elective credit requirements.

Arts and Sciences Requirements

9 credits

Each student is required to complete two writing courses: WRT 105 Studio 1: Practices of Academic Writing and WRT 205 Studio 2: Critical Research and Writing. Non-native speakers of English may substitute ENL 211 and ENL 213 for the writing requirement. In addition, students are required to complete MAT 221, MAT 285, MAT 295 or PHY 101 as a prerequisite for ARC 211 Structural Systems Design I.

Arts and Sciences Electives

21 credits

Each student is required to complete courses taken within the College of Arts and Sciences to fulfill this degree requirement. Honors courses fulfill arts and sciences electives.

Open Electives

12 credits

Each student is required to fulfill 12 credits of open electives. These credits can be taken in any Syracuse University School or College, or at SUNY ESF. Excess credits in any other elective category may be counted as open elective credits. A maximum of six credits of college-level remedial and developmental courses may count as open electives. **ARC 470 (experience credit) and PED course credits will not count towards open elective requirements.**

Choosing Arts and Sciences and Open Electives

Because over one-fourth of the total credits necessary for graduation are not architecture courses, every student has the opportunity to complete an individual liberal arts education. The selection of electives should be directed by:

- a personal vision of one's total education
- subject matter of strong personal interest
- subject matter which explores ideas and disciplines that are unfamiliar,

and should **not** be based on convenient scheduling, easy grading, or light workload. You may choose to group electives to complete a minor. Consult the Syracuse University Undergraduate Course Catalog for a list of available minors and concentrations.

Experience Credit and Internships

The School of Architecture does not offer experience credit or internships, nor do such credits earned in other colleges on campus count towards the B. Arch degree program.

Independent Study

Students may pursue independent study projects (ARC 490) by submitting an Independent Study Proposal form, available in 201 Slocum, signed by the faculty sponsor and approved by the undergraduate chair and associate dean. A detailed topic outline, schedule of research, and projected results must be included with the proposal on a separate sheet. Credit for independent study varies from one to six credit hours. The number of credits being granted must legitimately reflect time commitment and expected results of the proposed study. Once approved, the independent study form is submitted to the Registrar's Office for registration. Students must have a minimum grade point average of 2.5 before being eligible to register for independent study.

Petitions

Any request for special permission or exceptions of any kind must be typed or printed on a "**Petition to the Faculty**" form which is available in 201 Slocum, or online at soa.syr.edu/resources/advisement/forms See also the **Petitioning Process** section in this handbook.

TRANSFER STUDENTS AND TRANSFER CREDIT

Transfer Students

Transfer students should develop a master plan with an academic advisor during the first year. This master plan should take the following factors into consideration:

- planning realistic credit loads each semester
- attending Florence, London and/or NYC for a semester or a summer
- the possibility of completing a minor, depending on how many credits were accepted upon entering the program
- the availability of summer courses
- a projected graduation date

Transfer students should also receive a clear record from the office regarding:

- what credits have been transferred;
- what non-architecture requirements have been met (e.g., writing studio, the tech prep requirement, elective distribution, etc.), and;
- possible granting of advanced standing status within the architecture program.

In general, appropriate transfer credits from accredited institutions in which grades of 'C' or better have been earned are accepted by the School of Architecture. Only the numbers of credits actually applicable toward the B. Arch 162 credit program are transferred to the University transcript. The School of Architecture typically does not accept transfer credit for design studios from other institutions.

A transfer student 'out of sync' with design class may petition to take courses out of order. In particular, this applies to the technical design sequence ARC 121, ARC 222 and ARC 322. Transfer students who come to the school with as many as 50-60 credits may want to consider developing a program that will allow them to receive both a B.A. and a B.Arch in five years. Anne Marie McGinnis, director of student records for Arts and Sciences, 329 Hall of Languages, has developed a general outline and has designated her staff as advisors for the B.A. program.

Transfer Credit: SU Students

Any student who takes courses at other institutions to fulfill School of Architecture professional degree requirements **must petition each substitution in advance** to the professor teaching the corresponding Syracuse University course. Transfer Course Petitions should include a course syllabus, bibliography, course requirements and some evidence of course work. Design transfer credit may be granted only by the chair of the undergraduate program, or the associate dean. All other elective courses, including writing and mathematics, **must be approved in advance** by the related department with a Transfer Course Petition. Transfer Course Petition forms are available on the School of Architecture website at soa.syr.edu/resources/advisement/forms or in 201 Slocum. For coursework to be transferred, a grade of 'C' or better must be achieved and the student must be in good standing with a GPA 2.0.

REGISTRATION AND ADVISING

Registration for the following term occurs approximately one month before the end of each semester. You will receive an updated degree audit and advising transcript in your architecture mailbox. Registration information for courses offered by the School of Architecture is posted on the academic bulletin board near the second-floor elevator.

It is the student's responsibility to track progress and meet the requirements of the program. An extensive and personal counseling network exists to assist in realizing the maximum educational benefits available within the School and the University. Students are strongly encouraged to take advantage of this network. Information on University advising and counseling services is found in the SU Student Handbook at <http://www.syr.edu/currentstudents/studenthandbook/>.

Advisors

Undergraduate academic advising within the School of Architecture is coordinated through the Office of Student Services, 201 Slocum Hall.

The **School of Architecture** requires all students to be advised by their assigned advisor before they can register for classes. Students should plan to discuss course selections with the advisor in the context of overall degree plans. In preparation for an advisement appointment, students should confirm degree progress through MySlice, and then go to **My Academics** and click on **View My Advising Report**. The report is an up-to-date assessment of how one's credits have been used to satisfy degree program requirements. Beginning spring 2017, DegreeWorks will replace the Advising Report on MySlice. One's academic advisor will determine how DegreeWorks will be used in the advising process.

After advisement, the student will gain access to the registration system in [MySlice](#) on an assigned registration appointment. To view the date and time of one's initial access (appointment), use the View My Enrollment Dates link in [MySlice](#). Any attempt to register prior to the assigned time will result in an error message and the student will not be allowed to enroll in classes until that time.

Please visit the following link for registration facts:

http://www.syr.edu/registrar/students/registration/whenwherehow_print.pdf

NOTE: Students planning to attend the Florence program will register for those courses there, but should still have their schedule approved by their advisor here in Syracuse. Students planning to attend the London or New York City program will register prior to leaving.

Dropping/Adding Courses

A student must consult with an advisor about any proposed schedule adjustments, which may be made online using MySlice during the first two weeks of classes. If a schedule adjustment is necessary after the academic drop deadline, it is important to process an add/drop form promptly. Failure to process an 'add' form may result in not receiving a grade or credit for a course the student intends to add. If the intent is to drop a course, it is essential to process the 'drop' form by the scheduled 'drop' date to avoid the possibility of being given an 'F,' 'NA,' or no grade.

A student may drop courses up to the **academic drop deadline**, usually just after mid-semester. It is important to consult the advisor before dropping any course. Once a course is dropped, it will no longer appear on the student's record.

After the academic drop deadline, one may still withdraw from a class up to the withdrawal deadline published in the academic calendar. A 'WD' will appear on the student's record, but will not affect grade point average.

Dropping or withdrawing from courses may, in some cases, affect standing within the School (see **Academic Actions**), as well as one's eligibility for financial aid. There is a financial deadline each semester for dropping courses with a full refund; consult the Tuition, Fees, and Related Policies Bulletin:

<http://comptroller.syr.edu/comptroller/uploads/Bursar%20Tuition%20and%20Fees%202015%202016.pdf>)

or the Schedule of Classes:

https://www.syr.edu/registrar/sc/f2015_sc_cmplt.pdf#pagemode=bookmarks) for details.

Full-time and Part-time Status

Each student in the School of Architecture is required to register as a main-campus student for 10 semesters. Registering for less than 12 credits in a regular semester will change the student's status from full-time to part-time, but students will be charged the main-campus per credit tuition rate their first 10 semesters. There are no exceptions to this policy. ,

Registering through University College

Students who need an 11th semester to finish degree requirements may petition for University College rates for their final 6-11 credit hours to take advantage of the lower rates. This may only happen after completion of ten full-time semesters. Petitions must be submitted through the undergraduate chair's office for approval.

STUDIO ASSIGNMENTS AND OPTIONS

For the first five semesters, each student will be assigned to a specific studior. These are referred to as the 'core' studios and must be taken in sequence as shown on the curriculum chart. Efforts are made to ensure that no student has the same instructor twice within the first three years.

Third- and fourth-year studios ARC 407 and ARC 408 may be taken on campus, in Florence, London, New York City, or enrollment in the Three Cities Studio. Studio assignments for the visiting critic studio are made on the basis of a first-, second-, and third-choice balloting system, with first-choice being given whenever possible. Students should register for ARC 407 in the spring semester and ARC 408 in the fall semester. ARC 409 Integrated Design Studio is taken on campus during the spring semester of the fourth year. ARC 322 is a pre-requisite and ARC 423 a co-requisite for ARC 409. It is advisable to complete ARC 423 Advanced Building Systems prior to taking ARC 409.

THESIS PREPARATION AND THESIS (Class of 2017 to 2020)

ARC 505 Thesis Preparation is offered both semesters, and sometimes during the summer. ARC 508 Thesis is normally taken during the semester or summer immediately following successful completion of ARC 505. The two courses provide the structure for a continuous endeavor spanning both semesters.

In ARC 505 Thesis Preparation students develop a project proposal and begin to pursue the thesis project. Students attend a course which introduces and outlines the procedures, schedule, skills and expectations for a thesis project. Students also begin working with an advisor and committee early in the Thesis Prep semester. In ARC 508, students continue to pursue, and complete, their projects while working with an advisor and committee.

The prerequisites for ARC 505 are ARC 408, ARC 311, and ARC 322.

Grading

Grading criteria, and the process for grading, will be outlined in the Thesis Prep and Thesis syllabi. Advisors and committees, once assigned, will further clarify expectations and criteria.

- The minimum passing grade for ARC 505 Thesis Preparation is a 'C.'
- The minimum passing grade for ARC 508 Thesis is a 'D.'

Thesis Prep Book and Thesis Documentation Requirement

One of the requirements of both ARC 505 Thesis Preparation and ARC 508 Thesis is the submission of a digital document at the end of each semester that summarizes the structure, procedures, content, context, and aims of the project, and includes relevant research, analyses, statements, investigations, and final results. Submission of each of these documents is required for ARC 505 and ARC 508 grades to be posted to the registrar.

Thesis Awards Jury

After the final review, the faculty votes to determine thesis awards. The award results are made public at the School's graduation convocation ceremony held on the Saturday before SU Commencement.

HONORS PROGRAM

The Renée Crown University Honors Program is an interdisciplinary program for qualified students from all schools and colleges at the University. Students in the program enroll in special sections of selected introductory courses. Through these sections and smaller, more advanced courses offered by selected faculty across the University, honors students enjoy the chance to work at a high level with students from a range of disciplines.

Honors Program students follow the regular architecture curriculum, although they often choose honors courses as electives. The culminating academic experience of the Honors Program for most students is the Honors Capstone, an independent, advanced exploration within the student's chosen area of study. For an architecture student, the Honors Capstone is usually developed in parallel with the Design Thesis, building in both cases on research done in ARC 505 Thesis Preparation.

Entry into the Renée Crown University Honors Program for freshmen is based on a strong high school record. Other students are admitted on the basis of their academic record, usually indicated by Dean's List standing in Architecture (see Academic Honors section). Information can be obtained from the Honors Program Office, 306 Bowne Hall, or at <http://honors.syr.edu>.

III. OFF-CAMPUS (GLOBAL) PROGRAMS

The School of Architecture offers a variety of opportunities for off-campus study. These include regular semester-long programs in Florence, London, and New York City. Summer semester studio programs are offered in New York City and through the Three Cities traveling studio program. Shorter summer programs, in other locations around the world are offered each summer. Participation in semester-long off-campus programs is by application and may require completion of ARC 307, ARC 134, ARC 222, ARC 322, and ARC 311. The student must also be in good academic standing, with a GPA of 2.5 or higher, and must apply through the admissions process specified by the SU Abroad Office for the Florence and London programs. For the New York City program, see the School of Architecture website. Students with a GPA under 2.5 must apply for special consideration.

While every attempt will be made to accommodate accepted students for the semester of their choice (fall, spring or summer), the School of Architecture reserves the right to apportion students among semesters to create balanced enrollments.

Students may elect to participate in off-campus programs successively on a space available basis. Students should carefully consider the VISA requirements for each program. In some cases, VISA

requirements will impact a student's ability to enroll in two successive semester-programs outside the US. **Note 1:** While the curriculum allows students to spend a year off campus (i.e., alternate semesters in Florence, London and/or New York City), doing so does have certain curricular consequences. Any student considering this option should discuss the implications with the academic advisor. **Note 2:** ARC 505 Thesis Preparation is not available off-campus.

FLORENCE PROGRAM

The Syracuse University Florence operates as a small campus of five buildings clustered around Piazza Savonarola, serving the multi-disciplinary population of Syracuse University Florence; The Villa Rossa is the main building. Architecture students have access to the full spectrum of facilities, including a dedicated library, lecture hall, private garden, visual resources lab, and a café along with classrooms and offices. The Architecture program is located in Piazzale Donatello and includes an administrative office, two design studios, a small library/seminar room, a model shop, computing space, and a faculty office.

Study in Florence is a semester-long program consisting of: one 6-credit architectural design studio course ARC 407 or ARC 408; a 3-credit architecture field studies analysis course (ARC 571); a 3-credit Italian language requirement; plus one 3-credit elective which can be a professional elective, a history elective, or an open elective from any of the areas of history of art, fine arts, management, business or other courses offered through the various academic departments at SU Florence.

LONDON PROGRAM

Faraday House is a five-story, two-building mini-campus in Bloomsbury that houses Syracuse University London. In addition to a full range of facilities, from classrooms and offices to auditorium, photography studio, and lounges. Faraday House contains two studio spaces and classrooms used by the architecture program, as well as a model-making studio and a printing space. Students have use of the University of London libraries, the Architectural Association library, and all online library resources of Syracuse University. They receive memberships to the Architectural Association in nearby Bedford Square.

Study in London is a semester-long program consisting of: a 6-credit design studio (ARC 407 or ARC 408); Two 3-credit professional electives; and a choice of a history elective or a 3-credit elective course offered by another department.

NEW YORK CITY PROGRAM

The New York City program is located at Syracuse University's Fisher Center, located at 31st Street and Madison Avenue in midtown Manhattan. The program draws on Syracuse architecture faculty, New York City-based critics and architects, and the cultural resources of the city. The architecture program has a dedicated studio with six computer workstations connected to the School of Architecture network, a plot room, and a model-making room. Fabrication and printing equipment include two CNC paper-cutters, one 3d printer, two hot-wire foam cutters, a plotter and laser-jet printers. Other shared spaces include classrooms equipped with digital projectors, a lecture hall, a student kitchenette, and offices for faculty and program administrators. Students have access to all online library resources of SU while studying at the Fisher Center. Agreement has also been made between the City College of New York (CCNY) and SU to allow SU students to utilize the CCNY architectural library on site. Students receive American Alliance of Museums membership to access a wide range of participating New York City museums and cultural institutions.

The semester-long program consists of: a 6-credit-design studio (ARC 407 or ARC 408); two required 3-credit professional elective courses, and one additional professional elective chosen between field studies and academic internship.

THREE CITIES PROGRAM

Three Cities is a nine-week, 9-credit program that moves between three major cities on a single continent. Prerequisites are the same as for the regular semester. In addition to the 6-credit design studio (ARC 407 or ARC 408), the program includes a 3-credit field survey course taken as a professional elective.

SPECIAL SUMMER TRAVEL PROGRAMS

The School sponsors shorter summer programs off campus every year. These programs are initiated by faculty and advertised during the year prior to the summer of the program. In the past, programs have been held in England, France, Germany, Greece, Japan, Russia, China, Scandinavia, Austria, Czech Republic, and Spain. Normally, these programs consist of two 3-credit hour courses. Application is made through the SU Abroad office at 106 Walnut Place (443-3471).

STUDY ABROAD SCHOLARSHIPS

The School of Architecture awards partial scholarships on a competitive basis for study abroad; see scholarship section of the handbook. In addition, under certain circumstances, the SU Abroad Office makes direct grants to students with demonstrated need. Information is available at the **SU Abroad Office, 106 Walnut Place.**

Florence Center: School of Architecture, Piazza Donatello 25, 50100 Firenze, Italy
Tel:011-39-055-5000489; FAX:011-39-055-5031378

SU London program, Faraday House, 48-51 Old Gloucester Street, London, WC1N 3AE LONDON
Tel: +44 (0) 20 7400 9339; FAX: +44 (0) 20 7400 9339

New York City program, 136 Madison Avenue, Studio on 2nd floor, New York, NY 10016
2nd floor studio 917-722-1156 Ext. 16 or in Syracuse 917-330-9020.

IV. GRADES

GRADING CHART

The following chart shows the grading system currently in effect throughout the University.

A	=	4.0
A-	=	3.6667
B+	=	3.3333
B	=	3.0
B-	=	2.6667
C+	=	2.3333
C	=	2.0
C-	=	1.6667
D	=	1.0
F	=	0
NA	=	Never attended

Grade symbols for incompletes, audits and pass/fail are explained below. For an explanation of all other symbols consult the Academic Rules and Regulations booklet.

DESIGN GRADE REQUIREMENTS

During the first two years in design studio (ARC 107, ARC 108 and ARC 207, ARC 208), a semester grade of 'D' is a passing grade provided a cumulative design GPA of 2.0 is achieved for the two-semester academic year.

If studio GPA for the year is less than 2.0, the design faculty for that year will review the student's work and performance for the two semesters involved and decide whether repeating one semester or the entire year is required, or whether the student may advance to the next design year with the requirement that the missing grade points be made up during the subsequent year's studios. The decision of the faculty is final; students are not present during these reviews. Students are advised to keep records of the year's work for possible faculty review and, if necessary, should be prepared to make the material available for review before leaving campus in May.

A minimum grade of 'C' is required in ARC 307, ARC 407, ARC 408, and ARC 409. In all cases where students are required to repeat design studios, one 6-credit studio may be retained as open elective credits toward the degree program total of 162 credits.

Thesis Prep and Thesis Grade Requirements

In ARC 505 Thesis Preparation, a minimum grade of 'C' must be achieved before being allowed to enroll in ARC 508 Thesis. Grades of 'C' and 'D' are not options. In Thesis, a grade of 'D' is passing and acceptable, provided all other requirements for graduation are met.

One of the requirements of thesis is the submission of a 'book' that outlines the thesis, compiles the relevant research and analysis completed in Thesis Prep and Thesis, and documents the final design produced during the thesis semester. Submittal of the thesis 'book' is a prerequisite for passing the course. It must be completed in order for any student to receive a grade and for certification of one's degree.

Mandatory Archiving Policy

The school collects and archives student work. Students will be required to upload their work towards the end of each semester to a designated set of course folders on the network. Detailed steps to accomplish this, including file naming conventions and file formats, are distributed by faculty towards the end of each semester. Students that fail to submit work for archiving will not receive grades in that course or studio.

GRADING GUIDELINES FOR DESIGN STUDIOS

The following grading guidelines used by all design instructors when awarding grades in all Design Studio courses:

- A Performance of **superior quality**, intellectually, formally and technically. There is clear evidence of genuine talent and architectural insight. Reserved for work that is extremely sound and not merely flashy.
- B Performance of **good quality** that has aesthetic merit and technical competence, although some problems are noted. Work reflects a solid commitment to the learning process and an understanding of the issues.
- C Performance of **acceptable quality** that meets the basic goals of the exercise, is presented in a complete manner and does not contain serious errors of judgment or omission.
- D Performance of **inferior quality** that may reflect a conscientious effort on the part of the student, but contains many serious errors of judgment, lacks aesthetic skill and/or is incomplete in presentation. The work does not meet the instructional goals in several areas.
- F Performance that is **seriously deficient** in merit and effort. Given to those projects that reflect a lack of class attendance, significant incompleteness and/or lack of interest in the subject material. Student should be counseled about commitment to studies and the possibility of transferring out of architecture.

Studio work is graded on the basis of actual performance rather than potential. Performance in this case is defined as a combination of intention, participation, and production.

Incompletes

An 'I (Incomplete)' grade is granted only under extenuating circumstances beyond a student's control. The School of Architecture will need supporting documentation for a student's file (doctor's note, obituary, subpoena, proof of military duty, etc) submitted at earliest convenience. **A petition must be submitted for an 'Incomplete'** on the appropriate form, signed by the instructor, undergraduate chair, and the associate dean, by the last day of classes. A maximum of one year is allowed for removal of the 'Incomplete.' An 'Incomplete' is calculated in the GPA as an 'F' until it is removed. Removal of an 'Incomplete' requires fulfilling the requirements set out in one's Request for Incomplete Grade form.

Pass/Fail Grades

The pass/fail option is available to encourage students to take challenging courses outside their primary field of study. The grade on a student's permanent record will be 'P' (Pass) or 'F' (Fail). If the grade is a 'P' (Pass), credit will be given for the course but will not affect the student's GPA. A 'F' (Fail) grade is the same as a regular 'F' and will affect the student's GPA accordingly.

The pass/fail option must be selected by the grading option deadline established at the beginning of each semester. No more than twelve credits of courses taken pass/fail may be applied toward an undergraduate degree. **Only open elective courses may be taken pass/fail.** This option is not available for any professional program or arts and sciences requirement.

Auditing

Auditing a course allows students to expand their knowledge without having the responsibility of fulfilling the academic requirements for that course. No academic credit is earned. Audited courses appear on grade reports and transcripts with no credit hours and a grade of 'AU.' Audited courses do not affect the student's GPA and do not count towards any School or University requirement.

Students must decide by the end of the second week of classes whether or not to audit a course; decision is final and cannot be rescinded. Students may drop or withdraw from an audited course in the usual manner.

Full-time students are not charged for auditing during the academic year. Part-time students pay for audited courses at 60% of the regular per credit fee. See the **Tuition, Fees and Related Policies** booklet for details.

GRADE APPEAL POLICY

The following set of statements is aligned with normal practice at Syracuse University for a student seeking resolution to a grievance of a course grade.

1. The assignment of grades at SU is the responsibility of the faculty; once assigned by a member of the faculty, a grade cannot be changed without his or her consent, except by due process as detailed below. In cases where the instructor of record is not a member of the faculty, the faculty member charged with oversight of that instructor is ultimately responsible for the assignment of grades.
2. A course grade is based upon the instructor's professional assessment of the academic quality of the student's performance on a body of work. Such assessments are non-negotiable, and

disputes about them do not constitute valid grounds for an appeal. Valid grounds can arise, e.g., when an instructor fails to provide or implement uniform and consistent standards, or bases an assessment on criteria other than academic performance.

3. Unless there are issues of a personal nature, the appeal process for a grade dispute begins with the instructor of record. Failure to comply with this may be grounds for denial of subsequent appeals. Any appeal beyond the instructor of record must be initiated in writing to the department chair before the last day of classes of the academic year semester immediately following the one in which the aggrieved grade was received by the Registrar. This written appeal should describe the basis for the grievance, the informal steps taken to resolve the dispute, and the remedies sought.
4. If satisfaction is not obtained at this or any subsequent level, the appeal always moves to the next level of authority. The levels in succession are: the instructor of record, faculty member in charge of the course, the department chair and the associate dean of the School.
5. At each level of appeal, a fair and thorough hearing of all views is sought before a decision is made. This may, but need not, require a face-to-face meeting of the parties directly involved in the dispute. A decision may be reached if both student and instructor agree. If such a decision cannot be reached, a panel designed by the college for this purpose shall hear the case.
 - a. The panel shall have a quorum of three faculty members.
 - b. All voting members of the panel shall be tenured faculty.
 - c. No member of the panel shall hear a case who has been involved in a previous stage of the appeal.
 - d. Membership of the panel shall be fixed and made public in a given academic year, though replacements may be made in the event of resignations.
 - e. Membership of the panel shall be approved by the faculty of the school or college, or by a representative group of the faculty, in each academic year.
 - f. The Senate Committee on Instruction shall approve the manner of selection and charge of a school or college's panel before its first case. The committee shall also approve any subsequent changes in the manner of selection or charge of each college or school's panel. The panel may, at its discretion, meet with the aggrieved parties either separately or together. The decision of this panel, either to deny the student's original appeal or to authorize the Registrar to change the grade, shall be final. The panel shall inform both the student and the instructor of its decision in writing. The panel shall also summarize the case and its outcome in a written report to the Senate Committee on Instruction. Said committee may include summary statistics on grade disputes in its final report to the Senate.
6. The only grounds for any further appeal shall be irregularities in the above procedures.
7. In such cases, either party may appeal the final decision of the faculty panel to the Senate Committee on Instruction. The Senate Committee on Instruction may either deny the appeal or insist that the procedure begin anew at the point the irregularity occurred.
8. All stages of the appeal process shall be kept confidential to the maximum extent possible, consistent with the Family Educational Rights and Privacy Act.

ATTENDANCE

Students are expected to attend each class punctually and for the entire class period. Students should inform their instructor in advance of any expected absence or abbreviated attendance.

It is each student's responsibility to notify the School if extended absence due to illness or other reasons is expected. Failure to attend classes due to illness or other legitimate causes may be excused. A doctor's certificate or other evidence is required.

If a student does not submit an excuse to the instructor or if the excuse is not accepted, the absence is considered unexcused. Faculty members have the right to establish a specific attendance policy that can influence a student's grade for that course. An extended absence from any class, even for medical reasons, can result in the requirement to drop the course.

GRADUATION REQUIREMENTS

In addition to fulfillment of all specific course requirements, graduation from the School of Architecture requires minimum overall GPA of 2.0 in three areas: in all coursework taken (including all architecture and non-architecture coursework and thesis); in all architecture courses (including thesis); and in all required design courses (not including thesis).

REPEATING COURSES

Students may retake a course for grade improvement. (**Note:** Students receiving a TAP award should review the paragraph on the financial aid implications of repeating courses). The lower grade remains on the official transcript, but is not factored into the GPA; the higher of the two grades is counted in the GPA. Students must actually re-register for courses which they wish to repeat; under no circumstances you are students allowed to merely 'sit in' on a course in a subsequent semester, and have a new grade submitted.

A student may not register for the same architecture course more than three times. For more information on repeated courses, please refer to the Academic Rules and Regulations booklet.

V. FINANCIAL AID AND SCHOLARSHIPS

The Office of Financial Aid, located in 200 Archbold North, administers most scholarships, grants, loans, work-study and other types of aid. It is important to file the right forms at the right time to ensure full consideration for all types of aid each year.

STATE AND FEDERAL FINANCIAL AID

New York State financial aid consists of the Tuition Assistance Program (TAP); Federal financial aid includes Pell Grants, Perkins and Stafford Loans, College Work-Study, and Supplemental Education Opportunity Grants (SEOG). Students receiving state or federal financial aid must meet certain criteria with respect to satisfactory academic progress and program pursuit to remain eligible for financial aid.

Satisfactory academic progress is defined as earning a minimum number of credits over a specific number of semesters AND maintaining a minimum grade point average (GPA). Federal aid recipients must earn at least 40 credits by the end of the second year, and, in subsequent years, maintain an average of at least 20 earned credits per year. For more detailed information visit:
<http://financialaid.syr.edu/>.

Students must also meet the standards specified by the home college as to minimum GPA; in the School of Architecture, students must maintain an overall semester GPA of 2.0 as well as an Architecture semester average of 2.0. See **Academic Actions** for details. TAP recipients must register for at least 12 credits each semester, and must earn passing grades in a percentage of the course load. **Students should review their credit and GPA requirements, as well as any exceptions. See the published brochure available in the Financial Aid Office for full details.** Failure to make satisfactory academic progress as defined above will result in the loss of financial aid.

Note on repeating courses: Repeated courses in which an acceptable grade has been received cannot be included as part of the minimum full-time or part-time course load for TAP eligibility. There are some exceptions. Contact the Financial Aid Office to be sure that repeating a course will not result in the loss of the award.

Federal Work-Study Grants 315-443-9173 - <http://humanresources.syr.edu/resources/students/>
Students awarded a work-study grant as part of their financial aid package should check the job listings posted by the Office of Human Resources Student Employment Services at
<https://www.sujobopps.com/>.

SCHOLARSHIPS

Architecture students who complete FAFSA forms and meet certain requirements will automatically be considered for University scholarship funds (see: <http://financialaid.syr.edu/scholarships.htm>). In addition, the School of Architecture nominates students based upon merit for the following scholarships which are earmarked exclusively for architecture students. Applications for these

scholarships must be submitted between the end of January and the second Friday in February. Announcements for these scholarships opportunities will be posted and applications sent via email to the student body during the month of January.

GENERAL PROGRAM SCHOLARSHIPS:

Alfred Kaskel Scholarship

An annual award for meritorious achievement and professional promise, these scholarships are given to one undergraduate and one graduate student for the last year of study. Students are nominated by the faculty from a list of candidates with high GPA's. A committee composed of the dean, the associate dean and the chairs of the undergraduate and graduate programs makes the final selection. The award is credited to the students' accounts.

Myron Jordan Scholarships

The two annual Jordan Scholarships are based on need, character and academic merit, one awarded to an undergraduate and the other to a graduate student . The School nominates candidates to the Office of Financial Aid each year. Students in any year (except the last year) of study are eligible. The award is credited to the student's accounts.

Brian C. West Scholar Award

Provides support for third- and fourth-year undergraduate students, with a minimum 2.7 GPA, to pursue a summer professional internship or study-abroad opportunity. One or two awards of between \$1,000 and \$2,000 are available for the current academic year. A short essay explaining use of the scholarship funds is required.

STUDY ABROAD AND NYC PROGRAM SCHOLARSHIPS:

Cutler, Masters, Moore and Revels Study Abroad and NYC Program Scholarships

Students planning to study abroad or participate in the New York City program may apply for Cutler, Masters, Moore, and Revels Scholarships in January of the preceding year of intended study. The selection is based on financial need, merit, and academic achievement. Additionally, the Moore scholarship application consists of the preparation of a portfolio. Watch for emails and posters announcing the application process in January of each year.

Scholarships Sponsored by Outside Organizations

Organizations such as regional and national chapters of the AIA and industry-related foundations sponsor yearly scholarships. Scholarships, fellowships, and competitions will be posted on the third-floor bulletin board and via email announcements.

VI. ACADEMIC HONORS

DEAN'S LIST

Semester Dean's List requirements are: 3.2 GPA in 15 credits or more taken on campus, Florence, New York, or London for letter grades; or 3.5 GPA in 12-14 credits taken on campus, Florence, New York, or London for letter grades.

WILLIAM J. SLIVERS PRIZE

The William J. Slivers Book Prize is awarded for the best sketch problem produced within the second-year studios. The second-year studio faculty establish the criteria and make the selection.

KING & KING LEADERSHIP BY DESIGN PRIZE

King & King Leadership by Design Prizes are awarded annually to recognize excellence in building technology and integrative building design. Design excellence, intelligent, innovative and elegant integration of building systems and completeness and quality of presentation are the principal issues evaluated. Prizes are awarded from a set of projects nominated by the comprehensive design studio faculty. From this group of nominated projects, a jury comprised of studio critics and representatives of King & King Architects (Syracuse, NY) will award three cash prizes.

GRADUATION HONORS

Membership in a particular graduating class, and eligibility for that year's graduation honors, will include students who have graduated in the previous December as well as those who graduate in May and will graduate in August. For the purpose of assigning honors, a student may be included as a member of only one graduating class.

All final semester grades will be included in establishing honors which are based on academic standing. Removal of incomplete grades subsequent to the processing of final semester grades will not alter the class standing for this purpose. Graduation Honors include the following awards:

A.I.A. Henry Adams Award to the academically top-ranked 5th year student

A.I.A. Henry Adams Award to the academically second-ranked 5th year student

Alpha Rho Chi Medal for Leadership - Service - Merit

Luther Gifford Prize in Architecture for highest GPA in design

Thesis Prizes (Class of 2017 to 2020)

Outstanding achievement in thesis design is recognized by the following awards, determined by faculty and guest jurors' vote after Thesis Awards Jury:

- The James Britton Memorial Awards
 - Best Thesis
 - Faculty Prize
 - Jurors' PrizeWinners receive a medal, a certificate, and a cash award.

- Dean's Thesis Citations
Winners receive a certificate and a cash award.

- Thesis Citations
All students who participate in Thesis Awards Jury are awarded Thesis Citations, consisting of a certificate signed by the dean.

Recipients of thesis awards who receive financial aid should note that cash awards might affect other federal aid awarded by the Financial Aid Office.

VII. ACADEMIC ACTIONS

COLLEGE PROBATION

A student will not be considered in good academic standing and will be placed on college probation when any of the following conditions exist:

- the overall semester GPA is less than 2.0
- the architecture semester average is less than 2.0 GPA
- 12 credits or more of 'Incomplete' or 'NA' grades are carried
- fewer than 24 credits have been earned over a 12-month period

COLLEGE PROBATION AND SUSPENSION

Any student on College Probation must bring overall cumulative GPA up to at least a 2.0 to be in good academic standing at the University. Until the overall cumulative average is at least a 2.0, the student will remain on University probation; it is not possible to graduate from Syracuse University with a cumulative GPA below a 2.0.

For more information on policies that relate to probation, suspension, and other academic actions such as leave of absence, withdrawal, and readmission, please refer to the University Academic Rules and Regulations.

After two consecutive semesters of academic performance below the probation threshold, for any of the above conditions, the student will be placed on College Suspension and required to take a minimum one-year leave of absence from the School of Architecture. A student on leave from the School may, under certain circumstances, petition to register for University courses outside the School. Re-admission to the School after such a leave of absence will be on a two-semester trial basis; that is, in each of the two subsequent semesters, a minimum 2.0 GPA must be achieved in all courses overall-- in architecture courses, and in design. Four consecutive semesters on College Probation will result in ineligibility to re-register as an architecture student. Seriously departing from standards required for good academic standing or failure to make progress towards a professional degree requires that the student be placed on **permanent academic suspension**. This means that the student will no longer be able to continue as a student at the School of Architecture.

VIII. STUDENT RIGHTS AND RESPONSIBILITIES

The University's philosophy, policies, and procedures on Student Rights and Responsibilities are defined in the SU Student Handbook, available from Student Affairs in 310 Steele Hall. The School of Architecture requires students to become familiar with the Code of Student Conduct as well as the University's Judicial System, which has jurisdiction over all matters relating to student behavior. Each School and College handles matters concerning grades, courses, and academic dishonesty.

ACADEMIC INTEGRITY

Syracuse University's Academic Integrity Policy holds students accountable for the integrity of the work they submit. Students should be familiar with the policy and know that it is their responsibility to learn about course-specific expectations, as well as about university policy. The University policy governs appropriate citation and use of sources, the integrity of work submitted in exams and assignments, and the veracity of signatures on attendance sheets and other verification of participation in class activities. The policy also prohibits students from submitting the same written work in more than one class without receiving written authorization in advance from both instructors. The presumptive penalty for a first offense by an undergraduate student is course failure, accompanied by a transcript notation indicating that the failure resulted from a violation of Academic Integrity Policy. The standard sanction for a first offense by a graduate student is suspension or expulsion. For more information and the complete policy, see <http://academicintegrity.syr.edu>.

Students in the School of Architecture are expected to conduct yourself in a manner that reflects the ethical ideals of the profession of architecture. Any breach of academic integrity is a violation of an assumed trust between the School and the student.

It is important to remember that the Academic Integrity Policy applies to all academic work. In studio the student may not copy, paraphrase, or reuse outside sources or the work of other students unless credit is clearly given. All media—including text, images and video, whether scanned from a book, downloaded from the internet or obtained by any means—must be properly credited in all presentations. If a student receives help in the execution of the design presentation (i.e., assistance in preparing drawings, images, digital or physical models, animations, or work of any kind), proper credit must be given at the time of presentation. Proper credit must be given if work is the result of a collaboration. Students at all levels are not permitted, under any circumstances, to offer compensation for assistance by other individuals in the preparation of any project.

The presentation of the work of someone else in any medium as one's own work is plagiarism, and will be considered by the School to be as serious a breach of academic integrity as cheating on exams.

Students may not present the work of others either as their own academic work or without proper citation in any context, including coursework, but also the preparation of a portfolio, website, or presentation outside the confines of an academic course. Such acts will be considered plagiarism, and treated as a breach of the Academic Integrity Policy.

Students who believe they have observed a violation of the Academic Integrity Policy should report the case to their instructor or the associate dean immediately. Students who believe they have observed a violation outside the confines of an academic course should report the case to the associate dean. It is the duty of the faculty and administrators at the School to bring cases of suspected violations to the University's Office of Academic Integrity for adjudication within five days.

COURSE AND FACULTY EVALUATIONS

The School of Architecture conducts student evaluations of all courses each semester.

Course evaluations are online at the end of each term and are anonymous. Faculty review the forms only after grades have been submitted.

The evaluation process is an essential function of the School and provides an opportunity for every student to contribute to that process. Therefore, it is important that students complete the online evaluations each time they are asked to participate.

OWNERSHIP OF STUDENT DESIGN WORK

Student work is officially the property of the student. It is, however, School policy to make reproductions of selected projects, as required, for educational purposes. Originals will be returned to the student, and the student may borrow the copy negatives. The cost of making reproductions of selected student work will be covered by the School. If student work is used after the course is completed in which it was created, it will be listed anonymously, or the student's written permission will be secured if the student's name is to be used. Refer to policies of Academic Study in University Academic Rules and Regulations for more detail.

COMMUNICATING STUDIO CONCERNS

Occasionally, concerns may arise in individual studio sections. Such concerns should be shared with the studio instructor first with the goal of achieving a mutually satisfactory resolution through direct dialog. If this is not achieved, students should then notify their studio year's faculty coordinator, who will do his/her best to resolve the issue(s) at hand.

SEXUAL HARASSMENT

Syracuse University has responded to the problem of sexual harassment by creating a University-wide policy for dealing with instances of sexual harassment, and by conducting prevention and education programs throughout the schools and colleges. Sexual harassment is prohibited by federal and state law and Syracuse University policy. The following definition, based on Title VII of the Civil Rights Act of 1964, is provided:

Syracuse University defines sexual harassment as unwelcome behavior of a sexual nature that relates to the gender or sexual identity of an individual and that has the purpose or effect of creating an intimidating or hostile environment for study, work, or social living.

The School vigorously supports the University's policy and does not tolerate any form of sexual harassment. For more information, consult the brochure Sexual Harassment - Prevention and Response. This brochure is widely available - in 201 Slocum Hall, the Student Employment Office, the Counseling Center, Hendricks Chapel, and many other locations on campus.

PETITIONING PROCESS

In those instances where an individual is requesting a waiver of School policy, a review of an academic action, or special consideration, it is necessary to file a Petition to the Faculty form. This standard form is available at <http://syr.edu/registrar/forms/index.html> and should be completed and signed by the student and, if appropriate, the student's academic advisor. Any supporting documentation should be attached to the form. Petitions are reviewed by the undergraduate chair. Approval of any request requires the signature of the chair and the dean.

STUDENTS' RIGHTS UNDER FAMILY EDUCATIONAL RIGHTS PRIVACY ACT

The School of Architecture and Syracuse University fully comply with the Federal Family Educational Rights and Privacy Act and its implementing regulations, each as amended (collectively, FERPA), and with guidelines recommended by the American Association of Collegiate Registrars and Admission Officers. Please refer to University Academic Rules and Regulations handbook or <http://syr.edu/registrar/students/ferpa.html> for more detailed information.

IX. COMPUTING POLICIES

COMPUTER LAB POLICIES

The School of Architecture offers 24-hour access to two computer labs in 004 Slocum and 014 Slocum.

The tables and floors in the labs are not to be used for cutting or scoring for any reason, to prevent damage to the table and floor surfaces. **Food and drink are forbidden** in the computer labs **at all times** as they can damage computer equipment. Anyone seen with food or drink in the labs will have their computer account and access to lab computers, plotting, and digital fabrication disabled for a minimum of two days.

Model building of any type is prohibited in the computer labs.

Attempting to circumvent the automatic logoff policy on the lab computers goes against the acceptable use policy. It is inconsiderate of others who need to use the lab computers by staying logged in when the user is no longer present. Violations of this policy will result in the student's account being locked.

Unauthorized reconfiguration of hardware or software on the lab computers is not permitted. Display or printing of graphic materials that might contribute to an atmosphere of sexual or other forms of social and/or cultural harassment or intimidation is forbidden.

All users of the computer labs are required to attend a computing orientation session prior to receiving access. Details for obtaining access can be found at <https://soa.syr.edu/accounts>. Additional computing policies are provided in the Syracuse Architecture Computing Acceptable Use Policy and Practices document, available at the same web address. More information on the School's computer labs can be found at <http://soa.syr.edu/labs>.

PLOTTING

The plot room in 013 Slocum is open only when a plot monitor is on duty in the room. Plot supplies are handled by designated monitors. Students should locate the on-duty plot monitor if a plotter needs to be refilled with paper or ink. Fees are charged for all printing and plotting on school-owned devices. These fees are used to pay for the operation of the printer and plotting facilities, including plotter maintenance, supplies, and computer hardware and software upgrades in the labs. Students and faculty should refer to the latest Syracuse Architecture Computing Acceptable Use Policy and Practices or <http://soa.syr.edu/printpay> for the most up-to-date plotting fee structure and procedures. More information on the School's plotting procedures can be found at <http://soa.syr.edu/printing>.

COMPUTER STUDIO USE

Students may bring their own computers and use them at their studio workspace (laptops are preferred). All studios in Slocum Hall are covered by the University's wireless network, AirOrangeX. A computer with a built-in or add-on wireless adapter is required to access the network.

Instructions for using the wireless network can be found at:

<http://its.syr.edu/wireless/>

More information on studio computing, including how to connect to the plotters and printers, and how to access computer lab and course files, can be found at <http://soa.syr.edu/studiocomputing/>.

COMPUTER PROBLEM SOLVING

For help resolving computer problems, please visit <http://soa.syr.edu/comphep>.

School IT staff can assist with file recovery from corrupted USB keys, hard drives and discs. The School cannot guarantee that student files will be salvageable, and this service is dependent on staff workload at the time. Please email the IT staff (Chuck, Andy, and Brian) at archit@syr.edu for info.

PROHIBITED COMPUTER PRACTICES

- vandalizing or removing any of the computer equipment
- logging on to a computer using someone else's account. Conversely, letting someone else use your account. If your account is not working, ask for help and we will fix it
- installing computer programs onto the lab computers or into your personal folder on the server
- circumventing or attempting to bypass the auto-logoff system in the computer labs
- 'camping' a computer (remaining logged into a lab computer while not present); Unattended computers are auto-logged off after 20 minutes and unsaved work will likely be lost
- printing non-architecture course-related items on the printers and plotters
- changing the priority of your print jobs so that your print/plot files jump ahead of others on the print queue; Accounts will automatically be suspended
- accessing the plotting room when it is closed
- building models in the computer labs; Cutting, painting, pasting, drafting, and gluing must be done in the designated studio and model shop areas in Slocum Hall.

Note: These regulations are subject to change as the School's computing environment and practices evolve. Refer to the latest Computing Acceptable Use Policy and Practices. Students engaged in one or more prohibited computing practices may have their accounts suspended, removed and/or face disciplinary action through SU Judicial Affairs.

SCHOOL-WIDE COMPUTER PRACTICES & RECOMMENDATIONS

The School of Architecture makes a reasonable effort to help a student connect to the wireless network. Students must have current and up-to-date anti-virus protection on their computer before the School will help with computer related problems.

The School does not distribute or support unlicensed copies of software. Pirated software and cracks often contain malware or trojans that can affect the performance of a computer, as well as steal personal information or attempt to infect other machines on the network. Students must keep the original sales receipt of software purchased for their own computer if it is to be connected to the school

network. Instructors of course work that use computing media may require students to provide a copy of the purchase receipt(s) for relevant software programs. This requirement is necessary for the School to avoid licensing violations and comply with software copyright laws. Copyright law forbids the copying or 'borrowing' of software programs owned or licensed by the School on lab or other school computers. Any student found copying, attempting to copy or in possession of illegally copied software will face disciplinary action by the School and University and may face criminal prosecution.

The School of Architecture assumes no responsibility for theft or damage of equipment left unattended in studios. Students must secure their machines and peripherals with lock-down devices, which are available in the SU Bookstore. Students who wish to have insurance should seek personal policies or check for coverage under existing policies. Students are reminded, as with all studio security, to take collective responsibility for excluding people who are not working in the studio. All problems should be reported to staff in 201 Slocum and/or the University Police at 711.

SUMMER USE OF COMPUTER LAB AND FABRICATION RESOURCES

Students must be registered for a summer architecture course or employed by the School of Architecture in order to use the School's facilities over the summer. This includes the computer labs, plot room, laser cutters, CNC, woodshop, etc. Working for a faculty member without being paid by the school does not qualify. Working on a competition, taking a summer course at another University college, or working on thesis also do not qualify. This is a matter of University policy and relates to questions of legal liability.

X. FABRICATION SHOP

Fabrication Shop

The Slocum Hall fabrication shop in 008 Slocum is a state-of-the-art machining facility for the processing of wood products and certain plastics. The shop combines traditional woodworking equipment along with digital fabrication machines and a ventilated paint booth located in adjacent rooms. After safety orientations and training, students may use the shop to complete assignments that involve physical fabrication. Here they can explore and experiment with the nature of materials, issues of assembly, spatial relationships, structural connections and aesthetic principles. The shop is specifically intended for School of Architecture students' school-related projects and can accommodate work ranging from small-scale models to full-scale working prototypes. The shop is staffed by a full-time technician during the day and qualified student monitors during the evening and weekend hours. For more information about use of the shop facilities, students should refer to the woodshop training and safety protocols posted on the School's website.

A one-hour orientation session arranged by faculty is required for all students. After completing this session, students are free to use the facility and receive training as needed. Fabrication lab staff technician John Bryant is responsible for training and authorization on lab equipment. Students must abide by the shop rules and seek training from the staff before attempting to use unfamiliar tools and equipment. **Failure to do so could result in injury, machine damage or restricted use of the shop.**

The shop is open only when a qualified monitor is on duty. Any student using the shop without a monitor on duty, using the machines and tools in an unsafe manner, and/or leaving the shop in disarray or vandalized will lose shop privileges and/or face disciplinary action through University Judicial Affairs.

Laser Cutter

The School maintains four laser cutters located in 011 Slocum. These are sophisticated digital fabrication instruments that are available to Architecture students and faculty on a scheduled basis through a strict set of operating protocols. The laser cutter protocols and list of acceptable materials can be found at <http://soa.syr.edu/laser>. A half-hour orientation session arranged by faculty is required for all students. After completing this session, students are free to use the facility and receive training as needed..

3D Printer

The School's 3D printers in 012 Slocum are available for use by architecture students and faculty on a first come first serve basis, but with preference given to digital fabrication classes. There is a fee required to use the printers. Students can submit files to a queue, and digital fabrication staff will print the models and contact the student when they are ready for pickup. Students are invited to help with post-processing of the models in order to get hands-on time with the machines. The 3D printer protocols, instructions for use, fee structure and job submittal form can be found at <http://soa.syr.edu/3d-printing.php>.

Roland 3-Axis Mill

The School operates a 3-axis mill in 011 Slocum with a 17" x 12" x 2" usable bed size. Details on use of the mill, fees for use, and job submittal form can be found at <http://soa.syr.edu/cnc-milling.php>.

Formech 450 Vacuum Former

The School's vacuum former in 008 Slocum can handle plastic sheet materials up to 18" x 18" with a maximum pull depth of 9". Details on use and acceptable materials can be found at <http://soa.syr.edu/vacuum-forming.php>.

Etiquette

The fabrication lab/model shop can be a stressful environment, with sharp tools, heavy equipment, and a high noise level during busy times. Respect of others in this space is critical for the shop to function properly. The shop's staff members are trained to assist students with their projects, provide guidance in the safe and proper methods of equipment use, and perform maintenance on equipment when needed. They are also responsible for workflow logistics, and need to know in advance what people plan to do.

Please avoid last-minute work. This interferes with normal work flow and can create a hazardous environment. All users are required to clean up their work after each session.

Here are some helpful tips:

- Start assignments early to give yourself and the shop staff time to work through the details.
- Bring drawings to discuss with shop staff. They can help you decide on materials and methods.
- Make sure to have safety glasses and closed-toed shoes.
- Tie back long hair, and contain loose clothing and jewelry, to avoid getting caught in machinery.
- Have a cut list ready before occupying a machine. Others may be waiting to use it.
- Ask for training when you need it. Assumptions can be hazardous!
- Let the staff know if you need to leave something in the shop.
- Let the staff know if you need to borrow something from the shop.
- **CLEAN UP ANY MESS YOU MAKE!!!**

XI. THE SYRACUSE UNIVERSITY COMPACT

We the students, faculty, staff and administrators of Syracuse University will:

Support scholarly learning as the central mission of the University

Promote a culturally and socially diverse climate that supports the development of each member of our community

Uphold the highest ideals of personal and academic honesty, and

Maintain a safe and healthy environment for each member of the community.

In all aspects of University life, we will work together to reach these goals.

XII. BArch Curriculum - Class of 2017 to 2020

BArch Curriculum
Class of 2017 to 2020

																Optional Off-Campus Semesters																		
	Fall 2015	Spring 2016	Sum	Fall 2016	Spring 2017	Sum	Fall 2017	Spring 2018	Sum	Fall 2018	Spring 2019	Sum	Fall 2019	Spring 2020	Total Credit Hours																			
Design	ARC 107 (6 ch)	ARC 108 (6 ch)		ARC 207 (6 ch)	ARC 208 (6 ch)		ARC 307 (6 ch)	ARC 407 (6 ch)		ARC 408 (6 ch)	ARC 409 (6 ch)			ARC 508 (6 ch)	54																			
History/ Theory	ARC 141 (3 ch)	ARC 133 (3 ch)		ARC 134 (3 ch)	ARC 242 (3 ch)					ARC HIST (3 ch)	ARC HIST (3 ch)				18																			
Technologies		ARC 121 (3 ch)		ARC 222 (3 ch)			ARC 322 (3 ch)			ARC 423 (3 ch)					12																			
Structures					ARC 211 (3 ch)		ARC 311 (3 ch)								6																			
Professional Requirements	ARC 181 (3 ch)	ARC 182 (3 ch)											ARC 505 (3 ch)	ARC 585 (3 ch)	12																			
Professional Electives							Prof. Elective (3 ch)	Prof. Elective (3 ch)		Professional Elective (3 ch)	Professional Elective (3 ch)		Professional Elective (3 ch)	Professional Elective (3 ch)	18																			
A&S Requirements	WRT 105 (3 ch)	Structures Prep- Math (3 or 4 ch)			WRT 205 (3 ch)										9																			
A&S Electives				A&S Elective (3 ch)	A&S Elective (3 ch)		A&S Elective (3 ch)				A&S Elective (3 ch)		A&S Elective (3 ch)		21																			
Open Electives								Open Elective (3 ch)					Open Elective (3 ch)	Open Elective (3 ch)	12																			
Total Credit Hours each semester	15	18 or 19		18	18		18	15		15	15		15	15	162																			

XIII. BArch Curriculum Class of 2021 to ...

BArch Curriculum
Class of 2021 to ..

																Optional Off-Campus Semesters																		
	Fall 2016	Spring 2017	Sum	Fall 2017	Spring 2018	Sum	Fall 2018	Spring 2019	Sum	Fall 2019	Spring 2020	Sum	Fall 2020	Spring 2021	Total Credit Hours																			
Design	ARC 107 (6 ch)	ARC 108 (6 ch)		ARC 207 (6 ch)	ARC 208 (6 ch)		ARC 307 (6 ch)	ARC 407 (6 ch)		ARC 408 (6 ch)	ARC 409 (6 ch)			ARC 498 (6 ch)	54																			
History/ Theory	ARC 141 (3 ch)	ARC 133 (3 ch)		ARC 134 (3 ch)	ARC 242 (3 ch)					ARC HIST (3 ch)	ARC HIST (3 ch)				18																			
Technologies		ARC 121 (3 ch)		ARC 222 (3 ch)			ARC 322 (3 ch)			ARC 423 (3 ch)					12																			
Structures					ARC 211 (3 ch)		ARC 311 (3 ch)								6																			
Professional Requirements	ARC 181 (3 ch)	ARC 182 (3 ch)												ARC 585 (3 ch)	12																			
Professional Electives							Prof. Elective (3 ch)	Prof. Elective (3 ch)		Professional Elective (3 ch)	Professional Elective (3 ch)		Prof. Elective (3 ch)	Professional Elective (3 ch)	18																			
A&S Requirements	WRT 105 (3 ch)	Structures Prep- Math (3 or 4 ch)			WRT 205 (3 ch)										9																			
A&S Electives				A&S Elective (3 ch)	A&S Elective (3 ch)		A&S Elective (3 ch)	A&S Elective (3 ch)			A&S Elective (3 ch)		A&S Elective (3 ch)		21																			
Open Electives								Open Elective (3 ch)					Open Elective (3 ch)	Open Elective (3 ch)	12																			
Total Credit Hours each semester	15	18 or 19		18	18		18	15		15	15		15	15	162																			