

SYRACUSE ARCHITECTURE

GRADUATE PROGRAM HANDBOOK

2017 - 2018

This handbook contains essential information about the School's graduate programs, including details of the degree requirements for the M.Arch and M.S degrees. It also serves as the official guide for graduate students to the school's facilities and regulations at the Syracuse University campus. Most questions graduate students might have should be addressed here, but feel free to contact the graduate program office if you need assistance or clarification regarding these guidelines.

Brian Lonsway
Associate Professor
Chair of the Graduate Program

Lauren Mintier
Graduate Program Manager

SCHOOL OF ARCHITECTURE PERSONNEL

	Office	Phone (443-)
Graduate Program		
Brian Lonsway, Chair, Graduate Program	225A	1041
Lauren Mintier, Graduate Program Manager	225	1041
Jennifer Klemenz, Graduate Advisor/Recorder	201	6783
Fei Wang, M.S. Program Coordinator	326A	1855
Undergraduate Program		
Lawrence Davis, Chair, Undergraduate Program	226B	8242
Student Services Office		
Karen Baris, Director, Advising and Records	201	5075
Vittoria Buccina, Director, Enrollment Management	201A	5074
Connie Caldwell, Director, Career Services	201B	4937
Latefa Mahmoud, Office Coordinator	201	8242
Dana Morris, Recruitment Specialist	201	5750
Dana Nowakowski, Academic Advisor	201	3464
Carol Pettinelli, Thesis Coordinator/Office Coordinator	201	8581
Dean's Suite		
Michael Speaks, Dean	206A	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
Beth Pierson, 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		
Michael Giannattasio, Fabrication Manager	008B	8421
John Bryant, Wood Shop Technician	008B	1854
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	

SCHOOL OF ARCHITECTURE FACULTY DIRECTORY

*denotes answering machine

Alam, Maya	x 1042	308 F	maalam@syr.edu
Amsler, Shawn – PT (Fall)	---	NYC	samsler@syr.edu
Ball, Ryan – PT (Fall)		324A	ryananthonyball@gmail.com
Bartlett, Ted – PT (Fall)	---	---	tbartlett@crawfordstearns.com
Bartosh, Amber	x 5600	326 E	abartosh@syr.edu
Bédard, Jean-François	x 8372	324 F	jbedard@syr.edu
Bernal, Ivan	x 4103	308 F	ibernal@syr.edu
Brandt, Kathleen – PT (Fall)	---	---	kbrandt@syr.edu
Brown, Lori	x 0297	324 E	lbrown04@syr.edu
Brown, Theodore (on leave AY)	x 0787	324 G	tlbrown@syr.edu
Chua, Lawrence (on leave AY)	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
Dixit, Mitesh		308 D	mdixit@syr.edu
Eversole, Britt – PT (Fall)	---	306 C	eversole@princeton.edu
Finn, Matthew – PT (Fall)		306 A	mtthwrfinn@gmail.com
French, Sara – (PT)	---	---	drsarafrench@gmail.com
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
Hernandez, Keyla – PT (Fall)		324 C	ke_mh@yahoo.com
Hubeli, Roger (on leave Sp18)	x 1117	326 C	rhubeli@syr.edu
Hunker, Molly	x 5099	306 B	mahunker@syr.edu
Kamell, Elizabeth	x 0298	306 D	ekamell@syr.edu
Kidd, Daniel – PT (Fall)		308 E	danieljkidd@gmail.com
Korman, Randall (on leave F17)	x 5094	308 D	rkorman@syr.edu
Krietemeyer, Bess (on leave F17)	x 5085	324 C	eakriete@syr.edu
Lally, Robert – PT (Fall)	---	---	rlally@syr.edu
Larsen, Julie (on leave F17)	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	---	London	amunly@syr.edu
Narburgh, Kirk – PT	---	---	kwnarbur@syr.edu
Parga, Marcos		306C	mparga@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	324 B	rrosa@syr.edu
Sanin, Francisco	x 3601	308 C	fesandin@syr.edu
Shanks, David	x 5092	326 C	drshanks@syr.edu
Sho, Yutaka (on leave S18)	x 5084	306 E	usho@syr.edu
Sisko, Joseph – PT (Fall)			jrsisko@syr.edu
Stenson, Timothy	x 2996	308 B	tistenso@syr.edu
Shumaker, Jeffery – PT (Fall)	---	NYC	jshumaker@planning.NYC.gov
Wang, Fei	x 1855	326 A	fwang100@syr.edu
Wing, Eric – PT	---	---	ewing@syr.edu
Zhang, Linda		326 E	Lzhang69@syr.edu

CONTENTS

INTRODUCTION	9
SCHOOL MISSION	9
SOCIAL EQUITY	11
STUDIO CULTURE	11
FACILITIES AND RESOURCES	13
GENERAL INFORMATION	13
STUDIO USE + POLICIES	17
HEALTH AND SAFETY	19
STUDENT ORGANIZATIONS	22
COUNSELING RESOURCES	23
ACADEMIC GUIDELINES	25
M.ARCH DEGREE REQUIREMENTS	25
M. S. DEGREE REQUIREMENTS	28
ADVANCED STANDING AND EQUIVALENT CREDIT	29
CURRICULUM INFORMATION	29
ADVISING AND ACADEMIC RULES	34
ACADEMIC ADVISING	34
FULL-TIME STATUS AND FINANCIAL AID ELIGIBILITY	34
REGISTRATION	35
SUBMITTING OFFICIAL DEGREE BEARING TRANSCRIPTS	35
PROFESSIONAL INTERNSHIPS	35
GRADES AND GRADING CHART	36
INCOMPLETE	36
ACADEMIC PROBATION	36
APPEAL PROCESS	37
REPEAT COURSES	37
AUDIT COURSES	37
ADD/DROP COURSES	37
PETITIONS	38
LEAVE OF ABSENCE	38
SPECIAL PROGRAMS	39
SU ABROAD PROGRAMS	39
SUMMER STUDY IN NYC	39
THREE CITIES SUMMER PROGRAM	40
FOREIGN STUDY SUMMER PROGRAMS	40
SUMMER COURSE OFFERINGS	40
FINANCIAL AID, SCHOLARSHIPS, ASSISTANTSHIPS, AND GRANTS	42
SCHOLARSHIPS	42
GRADUATE ASSISTANTSHIPS	43
RESEARCH INTERNSHIPS	43
GRANTS	44
OTHER AWARDS	44
ACADEMIC HONORS	45
GRADUATION HONORS	45

KING & KING LEADERSHIP BY DESIGN PRIZE.....	45
STUDENT RIGHTS AND RESPONSIBILITIES	47
ACADEMIC INTEGRITY.....	47
COURSE AND FACULTY EVALUATIONS.....	48
OWNERSHIP OF STUDENT DESIGN WORK	48
COMMUNICATING STUDIO CONCERNS	49
SEXUAL HARASSMENT	
PETITIONING PROCESS.....	49
FAMILY EDUCATIONAL RIGHTS PRIVACY ACT	49
COMPUTING POLICIES.....	50
COMPUTER LAB POLICIES.....	50
PLOTTING	50
STUDIO COMPUTER USE.....	51
COMPUTER PROBLEM SOLVING	51
PROHIBITED COMPUTER PRACTICES.....	51
SCHOOL-WIDE COMPUTER PRACTICES AND RECOMMENDATIONS	52
SUMMER USE OF COMPUTER LAB AND FABRICATION RESOURCES.....	53
THE SYRACUSE UNIVERSITY COMPACT.....	54

INTRODUCTION

SCHOOL 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
- maintaining a safe and productive environment in which to work through the upkeep of facilities and security

DEGREES

Master of Architecture

The M.Arch is a professional degree fully accredited by the National Architecture Accreditation Board (NAAB) and is open to students with undergraduate degrees in any field.

Master of Science

The M.S. in architecture program supports independent, timely, and innovative research projects outside of the professional degree track. As a master of science degree, it is not accredited by the NAAB.

Bachelor of Architecture

The School also offers a bachelor of architecture (B.Arch) professional degree at the undergraduate level.

SOCIAL EQUITY

The School of Architecture is in compliance with the University's efforts 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 AND RESOURCES

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, laser cutting, and computer facilities are located on the ground floor, along with the Slocum Café. The Architecture Reading Room (ARR) 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.

GENERAL INFORMATION

Hours of Operation

The building is open without ID access 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 must be accompanied at all times.

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.

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 and in the University's main library (Bird).

Slocum Supply Store

The Syracuse University Bookstore operates 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.

Computer Labs

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

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.

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>.

Fabrication Lab

The Slocum Hall Fabrication Lab is comprised of four rooms located on the west end ground floor. (Rooms 006, 008, 011 and 012). It 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 such as CNC Mills, 3-d printers, and laser cutters. There is also a ventilated paint booth available. After safety orientations and training, students may use the shop to complete assignments that involve physical and digital 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 two full-time technicians 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 for each Lab (Wood Shop and Digital) 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 technicians are 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 Labs are open only when a qualified monitor is on duty. Any student using the labs without a monitor on duty, using the machines and tools in an unsafe manner, and/or leaving the space in disarray or vandalized will lose lab 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>.

CNC Mill

The School has two CNC mills located in 006 Slocum, a large 4'x8' mill, and a smaller 12"x17" mill. Details on use of the mills, fees for use, and job submittal form can be found at <http://soa.syr.edu/cnc>.

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>.

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!!!

STUDIO USE + POLICIES

Desks

Every design student is assigned a personal workspace, and students are responsible for the proper maintenance of their assigned furnishings 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 designated cutting surfaces 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).

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.

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 does not 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

Graduate mailboxes are located in the Graduate Program Office, room 225.

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 SUm ail at <http://sumail.syr.edu>, or by forwarding their @syr.edu email to an alternate e-mail address (see <http://its.syr.edu/netid>)

Students should be sure the Architecture staff in the graduate office has their current Syracuse physical mail address by updating their “current address” in myslice.

Pets

Pets are not allowed in University buildings. Service and emotional support animals are accommodated with the appropriate paperwork. Enforcement of this rule is the responsibility of the Department of Public Safety and has the School's complete endorsement and support.

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**.

HEALTH AND SAFETY

Emergency Phone Numbers: 711 and 911

For emergency assistance on the SU campus, you can access primary emergency assistance by dialing 711. This will connect you immediately with Campus Security. Depending on the type of emergency, Campus Security will contact local police or fire departments if necessary. 711 is the fastest way to receive emergency assistance on campus.

The Syracuse area has 911 emergency service. Because Syracuse University is not on the public phone network, should you wish to call 911 instead of 711, when calling from a campus phone, dial 9 before dialing 911. If you need emergency help off campus, all you need to do is dial 911.

Blue Light Phones

There are blue light emergency phones on poles located throughout campus. Once activated, the blue light phone will provide direct access to a public safety dispatcher. Persons under duress should notify the dispatcher of what the incident is, where they are located, their name and any other pertinent information and await instructions from the dispatcher.

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.

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.

Injuries

For minor cuts and injuries, first aid kits and medical supplies are available 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 mobile phone. Students may contact public safety by using the emergency phones in the studios. The Student Health Services Center, 111 Waverly Avenue (443-2666) is available during the day and some evenings. It is closed on Sundays. If you are in need of transportation or assistance, dial 711 from any campus phone (available 24 hours), or use an emergency phone. For off-hour medical needs, several other medical facilities are available in the university area, including Crouse Prompt Care (Irving Ave and Waverly Ave), Crouse Hospital and University Hospital.

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

In Case of Theft

Report thefts to the Campus Security desk located in Sims Hall. The University is not insured against loss of student personal property. Do not leave valuable items (including books) unsecured in the studios; desks and lockers should be locked when unattended. There is no secure storage available between semesters or academic years; personal belongings left in the building during the mid-year break or during the summer cannot be presumed to be safe.

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 Commission office.

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 the new 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 of Architecture 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 the Main office, 201 Slocum Hall, the Student Employment Office, the Counseling Center, Hendricks Chapel, and many other locations on campus.

STUDENT ORGANIZATIONS

GSO, the Graduate Student Organization, is the representative body of graduate students at Syracuse University. It represents and promotes the interest of the graduate student and University community by initiation, regulation, and coordination of University-related activities. Any graduate student at Syracuse University who is subject to the graduate student activity fee as determined by the GSO Senate, is a member of the GSO. The office is located in Lyman Hall, Room 303. The School of Architecture maintains a chapter of the GSO which can be contacted via email at suarchitecture.gso@gmail.com. The school's chapter elects representatives to serve on several of the School's committees: Curriculum, Student Standards, Re-appointment, Promotion and Tenure, and Faculty Search.

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.

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.

WID, Women in Design is an organization that promotes the discipline and the role of women in art and design professions. WID is available to all students from art and design areas across campus. WID has sponsored lectures, symposia and exhibitions in the School as well as educational design programs with local elementary schools.

COUNSELING RESOURCES

Orange SUccess

Orange SUccess 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. Orange Success is used in the graduate program to schedule advising meetings and report advising issues and for mid-semester progress reports in select courses, It can be used as well optionally to report other academic or non-academic concerns. For more information, login to Orange Success.

Office of Student Assistance- 315-443-4357 (HELP), or studentassistance@syr.edu. The Office of Student Assistance, located in 306 Steele Hall, is available to help students achieve academic success and personal growth, establish healthy relationships, and realize well-being by providing direct support and connection to appropriate University resources.

The vision of Office of Student Assistance is to be a leader in the design and implementation of student support and case management services that promote safe, supportive development of University students and the campus community.

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.

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

The Counseling Center at 200 Walnut Place 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 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. Students must register with the Office of Disability Services in each semester that accommodations are needed.

ACADEMIC GUIDELINES

M.ARCH DEGREE REQUIREMENTS

The master of architecture professional degree is a 110 credit hour program with a 76 credit advanced standing option. The 110 credit program comprises of coursework in the following categories: 42 credit hours of design, 6 credit hours of media, 12 credit hours of history (only 3 credit hours of which may be taken in the Florence, London, or New York programs), 6 credit hours of theory, 5 credit hours of research, 6 credit hours of structures, 15 credit hours of technology (including Professional Practice), and 18 credit hours of electives (including up to 6 credit hours of open electives). Students entering the advanced placement track receive equivalency credit for the following, and thus have only 76 credit hours that must be taken at Syracuse University: 12 credit hours of design, 3 credit hours of history, 3 credit hours of technology, 3 credit hours of media, 1 credit hour of research, and 12 credit hours of electives.

Completion of the degree typically requires seven semesters: three academic years and one summer. Students with four-year baccalaureate degrees in architecture, architectural engineering, or related fields may qualify for advanced standing in the program, which can shorten the program to two years (including full-time study between the first and second year), as outlined above. Determination of qualification for advanced study is made at the time of admission. Participation in the teaching assistantship program or study abroad in our London or Florence programs requires the extension of the program by at least one additional fall term.

Studios in design and media, lecture courses and seminars in theory and history, and courses in structures and technology during the first three semesters of the M.Arch curriculum constitute the “core” of the program.

The final four semesters, including a summer intensive term, each offer distinct experiences. In the fourth semester, all students have the option to select from a range of studios taught by distinguished visiting critics. In the summer of the second year, students may choose to study at a summer intensive program in New York City or in one of our “Three Cities” global study programs. Students also have the option of studying abroad at

the university's centers in Florence and London in the spring of their second or third years by extending their study into an additional fall term. The design focus of the final year is structured around our Integrative Studio, designed to synthesize knowledge garnered across the curriculum in a highly detailed building design, and a faculty-directed research project defined and developed by the student in tandem with faculty advisors.

A rich array of professional and history electives allows students to study specific topics in seminars and lecture courses.

Total Required Credits

HE = History Elective TE = Technology Elective PE = Professional Elective OE = Open Elective

Class matriculating prior to 2015		
DESIGN	ARC 604	6
	ARC 605	6
	ARC 606	6
	ARC 607	6
	ARC 608	6
	ARC 609	6
	ARC 505	3
	ARC 998	6
THEORY	ARC 641	3
	ARC 642	3
MEDIA	ARC 681	3
	ARC 682	3
HISTORY	ARC 639	3
	HE	3
	HE	3
	HE	3
STRUCTURES	ARC 611	4
	ARC 612	4
TECHNOLOGY	ARC 621	4
	ARC 622	4
	ARC 623	4
	ARC 585	3
	PE	3
ELECTIVES	PE	3
	PE	3
	PE	3
	OE	3
	OE	3
TOTAL		110

Class matriculating on or after 2015		
DESIGN	ARC 604	6
	ARC 605	6
	ARC 606	6
	ARC 608	6
	ARC 609	6
	ARC 607	6
	ARC 998	6
	RESEARCH	ARC 650 Sec. 1-5
THEORY	ARC 641	3
	ARC 642	3
MEDIA	ARC 681	3
	ARC 682	3
HISTORY	ARC 631	3
	ARC 639	3
	HE	3
	HE	3
STRUCTURES	ARC 611	3
	ARC 612	3
TECHNOLOGY	ARC 621	3
	ARC 622	3
	ARC 623	3
	ARC 585	3
	TE	3
ELECTIVES	PE/ARC 651*	3
	PE	3
	PE	3
	PE	3
	OE	3
	OE	3
TOTAL		110

*Students entering the program from the summer English Language Institute are required to take ARC 651 in their first term, which replaces one professional elective course.

Class matriculating on or after 2017, Advanced Placement Track			
DESIGN	ARC 606	6	
	ARC 608	6	
	ARC 609	6	
	ARC 607	6	
	ARC 998	6	
	ARC 650 Sec. 1,2,4,5	4	
	RESEARCH	ARC 641	3
	THEORY	ARC 642	3
	MEDIA	ARC 682	3
		HISTORY	ARC 631
HISTORY	ARC 639	3	
	HE	3	
	STRUCTURES	ARC 611	3
	ARC 612	3	
TECHNOLOGY	ARC 621	3	
	ARC 622	3	
	ARC 623	3	
	ARC 585	3	
	ELECTIVES	PE/ARC 651*	3
ELECTIVES	PE	3	
	PE	3	
TOTAL		76	

*Students entering the program from the summer English Language Institute are required to take ARC 651 in their first term, which replaces one professional elective course.

M. S. DEGREE REQUIREMENTS.

The master of science in architecture is a post-professional degree that embraces the practice of architectural design as research. This 30-credit course of study supports independent, timely, and innovative design research projects in the field of architecture and allied disciplines.

Coursework for the M.S. architecture program in design research consists of a combination of self-directed design studios and elective classes. The program's 30 credits are typically taken over three, semesters and must result in a final project. Students work with a faculty committee to refine and focus a research topic and construct a course of study. Students are encouraged to follow a transdisciplinary approach by collaborating with faculty outside the School of Architecture. At the end of their program, M.S. architecture students participate in a symposium and an exhibition in Syracuse to present the results of their studies.

Please note that this program does not meet the licensure requirements to become an architect in New York and is not considered licensure qualifying in New York.

Total Required Credits

TE = Technology Elective

PE = Professional Elective

OE = Open Elective

Students matriculating prior to 2017		
DESIGN/RESEARCH	ARC 707	9
	ARC 708	9
ELECTIVES	PE	3
	PE	3
	OE	3
	TE	3
TOTAL		30

Students matriculating on or after 2017		
DESIGN	ARC 707	6
	ARC 708	6
RESEARCH	ARC 770.1	3
	ARC 770.2	3
ELECTIVES	PE	3
	PE	3
	OE	3
	TE	3
TOTAL		30

ADVANCED STANDING AND EQUIVALENT CREDIT

M.Arch applicants who have completed or are about to complete an undergraduate degree in a non-professional program in architecture or environmental studies may apply for advanced standing in design. Advanced standing is determined at the time of admission after a complete review of the applicant's portfolio by representatives of the faculty. Students who are accepted with advanced standing will receive credit for ARC 604, ARC 605, ARC 681, and ARC 650.3, along with 1 history elective, 1 technology elective, 2 professional electives, and 2 open electives.

All students are eligible to sit for equivalency exams in the areas of Architectural History, Building Technology, and Structures. These are offered during the orientation week prior to the first week of classes. Students who receive a grade of "B" or better on these exams will receive equivalency credits in these subject areas that can be applied to the total number of credits required to graduate. Students entering with advanced standing who receive a grade of "B" or better will be able to waive specific courses in these subject areas, but will need to substitute elective credits, as 76 credits is the fewest credits with which the M.Arch degree can be completed.

CURRICULUM INFORMATION

Professional and Open Electives

Professional electives consist of elective courses taken within the School of Architecture. A list of current offerings is posted each semester before registration begins. Any architectural history course or elective can also be considered a professional elective. Any graduate level course (with a number of 500 or greater) within the University related to the study of architecture may be taken as an open elective. Selection and registration for these electives require permission of the Chair of Graduate Programs. Any architectural history or professional elective can be considered an open elective. In certain cases, with the approval of the Chair, courses in other disciplines may be considered as professional electives.

Graduate students typically can only receive credit toward their degree from courses numbered 500 or higher. However, upper-level undergraduate courses may be taken as open electives with the permission of both the Chair and the course instructor. To do so, students must register for the course as ARC 690 Independent Study and, in consultation

with both the Chair and the course instructor, devise assignments in addition to those required in the course syllabus. (See “Independent Study” on page 19)

Studio Assignments and Options for students who matriculated prior to 2015

The first four semesters of design studios (ARC 604, 605, 606 & 607) are designated for graduate students only. The fifth semester (ARC 608), can take place at Syracuse Architecture’s centers in New York City, London, or Florence or in Syracuse as a Visiting Critic studio. The sixth semester studio is also taught by a Visiting Critic in Syracuse. Both ARC 608 and ARC 609 are cross-listed with ARC 408 and ARC 409, and are vertical studios for graduate and undergraduate students.

In the recommended program sequence, the second Visiting Critic Studio (ARC 609) is conducted concurrently with Thesis Preparation (ARC 505). Thesis (ARC 998) follows in the final semester. For Visiting Critic Studio, Thesis Preparation, and Thesis, a lottery is conducted in which students indicate their preferred instructors, who are assigned based on availability. Under some circumstances, studios offered in New York City, London, or Florence, including summer semester Design Studio (ARC 608), may be acceptable as ARC 609.

Thesis Preparation and Thesis for students who matriculated prior to 2015

Thesis Preparation (ARC 505) is offered every semester and during the summer. In order to enroll in Thesis Preparation students must have completed 67 credits, including ARC 604, 605, 606, 607, 608, 611, 612, 621, 622, 639, 641, 642, 681, 682 and 6 credits of professional or open electives.

Each student works with a faculty committee during Thesis Preparation and Thesis. During each course, there are two preliminary reviews with the committee and a final review. The grade for Thesis Preparation is determined by the committee at the final review, and advisory grades are given at the second review. The minimum acceptable grade for Thesis Preparation (ARC 505) is “C.” The minimum acceptable grade for Thesis (ARC 998) is “C-.”

Thesis (ARC 998) is a continuation of work developed in Thesis Preparation and includes two preliminary reviews with the student’s committee members, as well as a final review with that committee plus additional faculty members assigned by the Chairs. The grade for Thesis is determined by the full committee at the final review.

After the final review, the most exemplary thesis projects are selected for a Thesis Award Jury featuring a group of distinguished visiting practitioners and educators. These are announced at the School's Convocation ceremony before graduation.

Studio Assignments and Options for students who matriculated in or after 2015

The first three semesters of design studios (ARC 604, 605, 606) are designated for graduate students only. The fourth semester studio (ARC 608) is taught by a Visiting Critic in Syracuse as a vertical studio for graduate and undergraduate students (cross-listed with ARC 408). ARC 609 will take place as a summer studio for graduate students typically at Syracuse Architecture's center in New York City, or globally in our Three Cities program. The final studio (ARC 607) is the integrative design studio designated for graduate students only.

Thesis for students who matriculated in 2015

Thesis (ARC 998) takes place in the final semester. It includes two preliminary reviews with the student's committee members, as well as a final review with that committee plus additional faculty members assigned by the Chairs. The grade for Thesis is determined by the full committee at the final review. After the final review, the most exemplary thesis projects are selected for a Thesis Award Jury featuring a group of distinguished visiting practitioners and educators. These are announced at the School's Convocation ceremony before graduation.

Thesis for students who matriculated in or after 2016

Thesis (ARC 998) is taken in the spring semester in a student's final academic year, and will offer students a choice of several options each year. The multiple sections will represent the faculty's range of expertise. Each course will involve students in collaborative research endeavors led by faculty members in their areas of expertise. Course format and size will vary depending on the type of research undertaken. The aim of the Thesis courses is to culminate, with maximum quality, intensity, flexibility and diversity, the aspirations of the M.Arch curriculum (including design, design research, technical knowledge, critical/creative thinking, political and cultural awareness, and collaborative learning) in ways that prepare them for careers in the evolving and increasingly specialized, collaborative, and multi-faceted field of architecture.

Independent Study (ARC 690)

Students may elect to pursue an Independent Study as part of their academic program, successful completion of which will be credited towards their professional or open elective requirements. The form, Proposal for Independent Study Courses may be found at this link of the Syracuse University Registrar:

http://www.syr.edu/registrar/forms/Proposal_for_Independent_Study_Course.pdf

It must be completed and submitted by the student in advance of the semester in which the work will be done. The proposal should define a clear topic, intended contact with faculty advisor, expectation of results, and terms of evaluation. It must be approved and signed by the chair of graduate programs and the faculty member advising the work. Graduate students who take an undergraduate class as an open elective are required to petition to take the class as Independent Study. The Petition Form is found on the Syracuse University Registrar website <http://registrar.syr.edu/wp-content/uploads/form-petition-to-faculty.pdf> The Proposal for Independent Study Courses should be completed and, in consultation with the chair of graduate programs and the course instructor, devise graduate-level assignments in addition to, or to replace, those required in the course syllabus.

Graduation and GPA Requirements

All graduate students at Syracuse University must achieve a 2.8 GPA in the first 30 credit hours of graduate work in order to maintain matriculated status. Equivalent credit is not included in the computation of the GPA for graduation.

Students must also maintain a GPA of 2.8 for any one semester or they will be placed on academic probation. Students on academic probation who do not achieve a GPA of 2.8 in their probationary semester will be required to take a one year leave of absence from the program. Details on academic probation appear elsewhere in this handbook.

Students in the M.Arch program must maintain a design GPA of at least 2.8 for any two consecutive studios in the sequence ARC 604, 605, 606, and 607. Otherwise, one of the two studios must be repeated and completed with a grade sufficient to achieve the 2.8 average.

The minimum passing grade for graduate students is “C-“, however, the minimum passing grade for Visiting Critic Studio (ARC 608 &609) and Thesis Preparation (ARC 505) is “C”.

In order to graduate, students must achieve a 3.0 GPA overall, excluding transferred credit.

Timetable for Degree Completion

University policy states that master's candidates have seven years to complete their degree from the date of first registration.

Graduation Procedures

Students are required to complete a Diploma Request Form, available on their MySlice portal and a Program of Study form for submission to the Graduate School by the designated date of their final semester. The Schedule of Dates is posted each semester. These forms are completed in consultation with the Graduate Programs Office. Questions, please contact Jennifer Klemenz at jklemen@syr.edu or (315) 443-6783.

ADVISING AND ACADEMIC RULES

ACADEMIC ADVISING

Academic advising is required for all M.Arch and M.S. Architecture program students and is conducted by the chair of graduate programs and the Office of Student Services. Meetings are to be arranged prior to each semester's registration to agree on the academic sequence, credit hour load, and class choices. Students should be prepared to present an updated academic plan at each advising session.

FULL-TIME STATUS AND FINANCIAL AID ELIGIBILITY

A graduate student is considered full-time under any one of the following conditions:

1. registered for full-time study (9 credits for fall, spring, or summer in a program approved by the student's advisor)*
2. holding an appointment as a graduate assistant or fellow and registered for the semester (fall and spring only)
3. registered for fewer than 9 credits but for at least 0 (zero) credits of thesis, dissertation, or degree in progress for the semester and engaged, at a level equivalent to full-time study in one or more of the following activities as certified by your program.
 - studying for preliminary, qualifying, or comprehensive exams
 - studying for a language or tool requirement
 - actively working on a thesis or dissertation
 - an internship

If the student is not registered for any coursework, including registration for master's thesis or doctoral dissertation credits, the student must be registered for GRD 998 Degree in Progress. A Full-Time Certification Status form may be required for the conditions listed in point three; the deadline submission date for this form is 5pm on the add deadline date for each fall and spring semester. This is a very strict deadline due to health insurance requirements.

**Syracuse University considers 9 credits per term to be full-time study for graduate study. The New York State Education Department, based on NYS Education Law and the Regulations of the*

Education Commissioner, define full-time study to be 12 credits per semester for educational requirements for state academic awards and loans.

REGISTRATION

Registration for each term occurs approximately one month before the end of the prior semester. The Registrar's Office will send registration information to all students at their syr.edu email addresses. The University publishes the Time Schedule of Classes, which is available on-line at <http://registrar.syr.edu/tsc/index.html>.

SUBMITTING OFFICIAL DEGREE BEARING TRANSCRIPTS

Students entering the M.Arch Program who have completed their undergraduate studies during the prior spring semester, must request that their undergraduate institution submit an official degree bearing transcript to Syracuse University by the end of their first fall semester. If the official degree bearing transcript is not received by the Syracuse University Graduate School by the end of the fall semester, registration will not be permitted for courses for the coming spring semester. Please note that students who are dependent on federal financial aid will need to provide their official degree bearing transcript before the start of their first semester in order to receive federal financial assistance (including Federal Direct student loans).

PROFESSIONAL INTERNSHIPS

Professional internships do not count as credit towards the M.Arch or M.S. degrees. International students completing professional internships to fulfill Curricular Practical Training (CPT) requirements must register for (ARC 670) "Experience Credit" which does not qualify as credit towards the degree but will apply towards the overall cumulative GPA. Experience Credit forms are located on the Registrar's Office website:

<http://registrar.syr.edu/wp-content/uploads/form-internship-proposal-agreement.pdf>

A faculty sponsor must be secured in order to register for the ARC 670 "Experience Credit." Internships require a sponsor at the place of employment to submit a letter in advance outlining the nature of the experience to be gained and stating his/her agreement to evaluate the student's performance.

GRADES AND GRADING CHART

All grades in the University are calculated using the following grade point equivalent:

A	=	4.0	C+	=	2.3333
A-	=	3.667	C	=	2.0000
B+	=	3.333	C-	=	1.667
B	=	3.0	D	=	N/A
B-	=	2.667	F	=	0

For complete explanations of additional grading symbols such as WD (withdrew), NR (not required) and NA (did not attend), see the section regarding Academic Rules and Regulations in the Graduate Course Catalog which can be found on-line at:

<http://coursecatalog.syr.edu/>

INCOMPLETE

The grade of incomplete is granted only for unusual circumstances beyond the student's control, and must be petitioned by the student on the official form available on the Office of the Registrar webpage,

[http://www.syr.edu/registrar/forms/Request for Incomplete Grade.pdf](http://www.syr.edu/registrar/forms/Request%20for%20Incomplete%20Grade.pdf). The petition must be approved and signed by the course instructor and the Chair of Graduate Programs no later than the last day of classes. A maximum of one year is allowed for removal of the incomplete. An Incomplete equals zero towards the GPA until the final work is submitted and the Faculty member submits a new grade. If the final work is not submitted by the assigned date, the grade defaults to that specified by the instructor in the petition and is calculated as such into the GPA.

A student may be required to complete or repeat certain elements of a course to remove an incomplete grade. Students should not register for the course a second time and incomplete grades are not removed by re-registering for the course.

ACADEMIC PROBATION

Students in the School of Architecture will be placed on academic probation when their fall or spring semester GPA is less than 2.8, and will be advised of this action in a letter from the Chair of Graduate Programs. Grades received during the summer, including study

abroad, are not included in this policy. Students with a GPA of less than 2.8 for two consecutive fall and spring semesters will be required to take a minimum one-year leave of absence. Re-admission after such a leave of absence will be on a two semester trial basis during which the student must take a minimum of 12 credit hours per semester and satisfy the minimum academic GPA requirements mentioned above to remain in the program. Students in the latter stages of the program who satisfy the previously mentioned criteria, but have a cumulative GPA below 3.0, will be required to submit a plan for attaining the 3.0 GPA required to graduate. For more information on policies and procedures, please refer to the section, Academic Rules and Regulations, in the Graduate Course Catalog.

APPEAL PROCESS

For more information on the grade appeals process, please refer to the section, Academic Rules and Grade Appeals, in the course catalog which can be found at this link:

<http://coursecatalog.syr.edu/>.

REPEAT COURSES

Any course in which a student has received a grade of “C+” or lower may be repeated. Graduate courses may be retaken only once. (The exceptions are Thesis Preparation and Thesis which may be retaken twice). The grade for the repeated course will replace the original grade for the course on the student’s program of study. Both the original course grade and the repeated course grade will appear on the transcript. However, the transcript will state that the course was repeated and the original grade will not be computed in the GPA.

AUDIT COURSES

Auditing a class is free for graduate students who are taking 9 or more credit hours during the fall and spring semesters. If a student is taking fewer than 9 credits, tuition for the course is 60% of the normal cost. Courses audited in the summer are charged 60% of normal cost regardless of the amount of credits registered.

ADD/DROP COURSES

The deadline to add or drop a course on MySlice is one week from the first day of classes. Students may drop courses after the MySlice ADD/DROP deadline with a drop form which is available in the Student Services Office, room 201 Slocum Hall. However, tuition refunds are prorated until the financial drop deadline, after which there is no refund. For graduate

students, the financial drop deadline for each semester is three weeks from the first day of classes. Instructor and chair approval are required to drop a class with the drop form. Please refer to the academic calendar on the SU Registrar Office webpage for these important dates.

PETITIONS

All requests for special permissions or exceptions of any kind must be submitted on Petition to the Faculty forms which are available at:

[http://www.syr.edu/registrar/forms/Petition to Faculty.pdf](http://www.syr.edu/registrar/forms/Petition%20to%20Faculty.pdf)

LEAVE OF ABSENCE

Students can initiate a leave of absence for financial, health, or personal reasons. This is usually granted for a maximum of one year. The official Leave of Absence form requires a description of conditions of re-admittance into the program, determined by the chair of graduate programs, or the dean, and agreed to by the student. If the leave is for health reasons, submission of a medical statement is required. Students receiving financial aid must inform the Office of Financial Aid. To initiate readmittance, the student must file a Petition to Faculty form, [http://www.syr.edu/registrar/forms/Petition to Faculty.pdf](http://www.syr.edu/registrar/forms/Petition%20to%20Faculty.pdf), with the graduate program and the graduate school. The effective date of any leave of absence is recorded on the student's transcript.

SPECIAL PROGRAMS

SU ABROAD PROGRAMS

The School offers programs in London, England and Florence, Italy during the academic year. By extending the duration of the program by one semester, the M. Arch curriculum offers an opportunity for one semester of study in these programs in the spring of a student's second year. Each year the school provides information sessions on our programs in the fall term and solicits applications in the spring for the following spring term. If a student's application to these programs within the school of architecture is approved, the final application and registration to all study abroad programs are made through the SU Abroad office, which administers the programs, at 106 Walnut Place (443-3471).

Master of Architecture students who matriculated prior to 2015 must have completed ARC 604, 605, 606, 607, 611, 612, 621, 622, 639, 641, 642, 681, 682, and one history elective. Students who matriculated in or after 2015 must have completed (or received elective credit for) ARC 604, 605, 606, 611, 621, 631, 641, and 681.

Students in Florence or London are required to take Design Studio (ARC 608 or 609) and the Field Survey of Italian Architecture (ARC 571) or British Architecture (ARC 561). In addition, to fulfill the suggested 12 credit hour course load, students may choose to enroll in an architectural history option, an open elective, or another professional elective at the 500/600 level. Students may take no more than one history elective in either Florence or London. Some professional electives at the 500/600 level have been approved to count as an architectural history option but require prior approval from the Chair of Graduate Programs. Students attending Florence without background in Italian language are required to audit an Italian language class while in Italy (tuition free).

SUMMER STUDY IN NEW YORK CITY

The New York City program is a central component of the graduate program, and is one of the options available to students for their summer semester. It is located at Syracuse University's Fisher Center in lower midtown Manhattan. In New York City, students can take courses on the history of the city, urban morphology, planning, real estate development, or urban theory, in addition to their studio-based work. The program draws on New York-based critics and architects, and offers the extensive cultural resources of the city. The

summer semester design studio is accepted for ARC 608 or ARC 609 credit. In addition to the studio, the program includes a three credit survey course which counts as a professional elective.

<p>Florence Center: School of Architecture Piazza Donatello 25, 50100 Firenze, Italy Tel:011-39-055-5000489 FAX:011-39-055-5031378</p>	<p>SU London program: Faraday House 48-51 Old Gloucester Stree London, WC1N 3AE Tel: +44 (0) 20 7400 9339 FAX: +44 (0) 20 7400 9339</p>	<p>New York City program: 136 Madison Avenue, 2nd floor New York, NY 10016 Tel: 917-722-1156 Ext. 16 From Syracuse: 917-330-9020.</p>
--	---	--

THREE CITIES SUMMER PROGRAM

The Three Cities summer program is a nine-week, nine-credit hour program that introduces students to contemporary practices and architectural culture in three cities distributed throughout a region of the globe. Past offerings for Three Cities: Asia include Tokyo, Shanghai, and Seoul for travel, short charrettes in significant architectural offices, and the development of a design project with architecture students in one or more of the cities visited. The summer semester design studio is accepted for ARC 608 or ARC 609 credit. In addition to the studio, the program includes a three credit survey course which counts as a professional elective.

FOREIGN STUDY SUMMER PROGRAMS

The School sponsors special summer programs abroad which are initiated by the faculty and advertised during the year prior to the summer of the program. The program consists of 6 hours of professional elective credits, or 3 hours of professional elective credits. In the past, programs have been conducted in China, England, France, Germany, Greece, Holland, India, Japan, Russia, Scandinavia, and Spain.

SUMMER COURSE OFFERINGS

Each summer, in Syracuse, the school offers elective courses during the “Maymester” term, Thesis Preparation (ARC 505) and Thesis (ARC 998) for students who matriculated prior to 2015, Advanced Building Systems (ARC 623), and other courses as needed. All summer

course offerings in Syracuse are dependent upon sufficient student enrollment and faculty availability.

FINANCIAL AID, SCHOLARSHIPS, ASSISTANTSHIPS, AND GRANTS

The Syracuse University Office of Financial Aid and Scholarship Programs, located on the main campus in 200 Bowne Hall and at <http://www.syr.edu/financialaid/index.html>, administers Federal Stafford loans and alternative student loans for graduate students. Federally funded financial aid is available to students who are U.S. citizens or eligible non-citizens. To determine eligibility students must complete the FAFSA form.

Academic awards (scholarships, assistantships and fellowships) are administered by the Architecture Graduate Program Office and the Graduate Enrollment Management Center. If you would like to be considered for an academic award please contact the Graduate Program Office.

The Graduate Financial Aid Bulletin is published at the beginning of the spring semester and mailed to current graduate students. It provides information on financial aid application procedures, deadlines and instructions for completing the FAFSA.

International students should consult with the financial aid office and the Slutzker Center for additional information.

SCHOLARSHIPS

Syracuse Architecture Graduate Scholarships

Annual awards for academic merit determined by the Chair of the Graduate Program. These are available to entering or continuing students and range from \$4,000 to \$25,000 of tuition scholarship per academic year. They are awarded on an annual basis for incoming students and on a semester basis for continuing students. Limited funding is also available for continuing students taking summer classes in the graduate program.

Alfred Kaskel Scholarship

An annual award for meritorious achievement and professional promise, this scholarship is given to one graduate student for their final year of study. Students are nominated by the faculty from a list of candidates with high GPAs. A committee composed of the dean, the associate dean and the chairs of the undergraduate and graduate programs makes the final selection.

Myron Jordan Scholarship

The annual Jordan Scholarship was created by the Jordan family in memory of Myron Jordan, an alumnus of the school. Students in any but their final year of study are eligible for this annual award. The award is based on need and academic merit.

Cutler and Revels Global Study Scholarships

Students planning to study abroad or participate in the New York City program may apply for Cutler and Revels Scholarships in January of the year preceding the term for which study abroad is intended. The selection is based on financial need, merit, and academic achievement.

GRADUATE ASSISTANTSHIPS

Graduate Assistantships (GAs) are appointed in the areas of teaching and research. GAs in teaching (teaching assistants, or TAs) are awarded for academic merit and demonstrated excellence in a core area of study: Design, Media, History, Theory, Technology, Structures, or Computing. GAs in research (research assistants or RAs) are awarded for academic merit and capacity to assist a particular faculty member in his/her area of research. TAs in design are awarded on an annual basis in a student's final year, while TAs in other fields are awarded each semester. A GA in the School of Architecture requires a commitment of between 5 to 20 hours per week and provides between three and twelve credit hours of remitted tuition and a stipend each semester. Students must maintain a 3.0 GPA, and may not be enrolled in more than 13 credits during the terms in which they serve as a TA. This may have the impact of extending a student's program by one semester. All new TAs are required to attend an orientation program administered by the Graduate School, and all new and continuing TAs are required to attend a School of Architecture orientation. GAs are assigned by the Chair of Graduate Programs and are administered by the School of Architecture graduate program office.

RESEARCH INTERNSHIPS

Research and Design Internships are awarded each semester to provide an opportunity for students to assist faculty with their scholarly and creative work outside of the RA program. These are positions that require a smaller time commitment than an RA, and do not include a tuition award or stipend. Research and Design Interns (RIs) are paid an hourly rate for up to 10 hours per week. In advance of each semester, the graduate office solicits applications from students and faculty. A student cannot simultaneously hold a GA and an RI position.

GRANTS

Research and Creative Work Grants

These grants are awarded annually to reward the strongest research proposals submitted by graduate students. Grant recipients are required to present the results of their work at a Graduate Program symposium.

Travel Grants

Awards are available to continuing students to cover travel expenses for field trips, to attend professional meetings and conferences, or to conduct research for coursework.

OTHER AWARDS

The Syracuse University Office of Sponsored Programs (OSP) subscribes to three databases that students can use to identify funding sources, typically to support research done in collaboration with faculty mentors: The Community of Science (COS), Illinois Researcher Information Services (IRIS) and Grant Advisor. These databases of funding information can be accessed through the OSP website:

<http://osp.syr.edu/Finding%20Funding/Funding%20Opportunities/funding-opportunities.html>.

Students may contact the OSP office directly to schedule an orientation session for navigating the databases.

ACADEMIC HONORS

GRADUATION HONORS

Graduate students in the two degree programs are eligible for the Syracuse University School of Architecture Master of Architecture and School of Architecture Master of Science in Architecture awards, which are presented to the individuals in each program who have made significant contributions to their program. The award is determined by the Chair of Graduate Programs in consultation with the graduate faculty.

The School of Architecture Graduate Assistant Prize for the most outstanding Teaching Assistant is awarded by the chair of the graduate program based upon letters of recommendation from members of the supervising faculty.

Graduate students are eligible for the School of Architecture Thesis Design Awards, which include the James Britton Memorial Awards, Dean's Thesis Citations, and Thesis Citations.

The three James Britton Memorial Awards are determined by a poll of the participating design faculty and guest jurors. Winners receive a medal, certificate, and cash award. The Dean's Thesis Citations are awarded at the discretion of the dean. Winners receive a certificate. Thesis Citations are awarded to recognize all Thesis Awards Jury participants. Graduate students are eligible to receive the American Institute of Architects' Henry Adams Award for the academically top-ranked graduating student. The award is determined by the highest cumulative grade point average for the completed course of study.

KING & KING LEADERSHIP BY DESIGN PRIZE

King & King Leadership by Design Prizes are awarded annually in the school's integrative design studio (ARC 607) 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 integrative 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 to both undergraduate and graduate students.

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. For more information and the complete policy, see <http://class.syr.edu/academic-integrity/>.

Students in the School of Architecture are expected to conduct themselves 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.

Theft of Intellectual Property: Credit to Collaborators

Design and production collaborators for academic projects, thesis assistants, and work produced for a firm must be credited specifically. Credit must appear on sample pages and portfolios, or posted on the wall during thesis reviews. Examples:

- Design collaboration with J.Doe. All images produced by T.Wang unless otherwise noted
- Design and production collaboration with D.Park
- Thesis Assistants – K.Okonjo, model. P.Rodriguez, rendering
- Rendering produced for Samson Architects

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. Failure to do any of these will be considered a potential violation of academic integrity, and reported to the Center for Learning and Student Success (CLASS). Students at all levels are not permitted, under any circumstances, to offer compensation for assistance by other individuals in the preparation of any project.

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 the Chair of the Graduate Program, who will do their best to resolve the issue(s) at hand.

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 associate dean.

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.

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 are provided in the Syracuse Architecture Computing Acceptable Use Policy and Practices and at <http://soa.syr.edu/accounts>. 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>.

STUDIO COMPUTER 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/comphelp>.

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 and Andy) 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 AND 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.

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.