

SYRACUSE ARCHITECTURE

GRADUATE PROGRAM HANDBOOK

2018 - 2019

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.

Michael Speaks
Professor and Dean

Julia Czerniak
Professor and Associate Dean

Brian Lonsway
Associate Professor
Chair of the Graduate Program

Lauren Mintier
Graduate Program Manager

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1 NAAB

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

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

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

B.Arch

M.Arch

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.

2 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.

3 DEAN'S MESSAGE

August 2018

To the Students in the School of Architecture:

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

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

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

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

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

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

Michael Speaks

Dean

4 SCHOOL OF ARCHITECTURE PERSONNEL

	Office	Phone
Graduate Program		
Brian Lonsway, Chair, Graduate Program	225A	315-443-1041
Jennifer Klemenz, Graduate Advisor/Recorder	201	315-443-6783
Lauren Mintier, Graduate Program Manager	225	315-443-1041
Fei Wang, M.S. Program Coordinator	326A	315-443-1855
Undergraduate Program		
Lawrence Davis, Chair, Undergraduate Program	226B	315-443-8242
Student Services		
Karen Baris, Director, Advising and Records	201	315-443-5075
Vittoria Buccina, Director, Enrollment Management	201	315-443-5074
Connie Caldwell, Director, Career Services	201	315-443-4937
Susan Call, Assistant Director, Career Services	201	315-443-4937
Latefa Mahmoud, Office Coordinator	201	315-443-8242
Dana Morris, Recruitment Specialist	201	315-443-5750
Dana Nowakowski, Academic Advisor	201	315-443-3464
Carol Pettinelli, Thesis Coordinator/Office Coordinator	201	315-443-8581
Deans Suite		
Michael Speaks, Dean	204	315-443-0790
Azra Brkanovic, Financial and Payroll Manager	204A	315-443-8238
Julia Czerniak, Associate Dean	207A	315-443-3324
Katryn Hansen, Assistant Dean	204B	315-443-5078
Sherry Hayes, Administrative Assistant/Development Associate	206	315-443-0271
Beth Pierson, Building Coordinator/Financial Assistant	204	315-443-5076
Elizabeth Ryan, Administrative Assistant to the Associate Dean	207	315-443-3324
Kristin Shapiro, Financial Assistant	204	315-443-5897
TBD, Communications Manager	206	315-443-6004
Debra Witter-Gamba, Administrative Assistant to the Dean	206	315-443-0790
Taylor Wood, Assistant Dean for Advancement	206B	315-443-4904
King+King Architecture Library		
Barbara Opar, Architecture Librarian	302	315-443-2905
Technology and Other Services		
John Bryant, Wood Shop Technician	008B	315-443-1854
Michael Giannattasio, Fabrication Manager	007	315-443-5190
Ronn Green, Plot Room Technician	013	315-443-5841
Andrew Molloy, Computer Consultant II	001	315-443-3095
Charles Savage, Computer Consultant II	001	315-443-3295
FACILITIES WITHIN SLOCUM HALL	Room	Phone
Bookstore	015	315-443-8110
Café	024	

CNC Mill Room	006	
Computer Lab (Large / Small)	014 / 004	
FAX Machine	226	315-443-5082
Laser Cutting Room	011	315-443-0369
Plot Room	013	315-443-5841
Model Shop	008	315-443-1854
King+King Architecture Library	301/302/304	315-443-3518
Student Organization Offices	003/003A	
3D Printing Lab	012	

5 SCHOOL OF ARCHITECTURE FACULTY DIRECTORY

Alam, Maya	315-443-1042	308 F	maalam@syr.edu
Algie, Charlotte – PT (Fall)	---	306C	
Amsler, Shawn – PT (Fall)	---	NYC	samsler@syr.edu
Ball, Ryan – PT (Fall)		306E	ryball@syr.edu
Bartlett, Ted – PT (Fall)	---	---	cebartle@syr.edu
Bartosh, Amber	315-443-5600	326 E	abartosh@syr.edu
Bédard, Jean-François	315-443-8372	324 F	jbedard@syr.edu
Brandt, Kathleen – PT (Fall)	---	---	kbrandt@syr.edu
Brown, Lori	315-443-0297	324 E	lbrown04@syr.edu
Brown, Theodore	315-443-0787	324 G	tlbrown@syr.edu
Celmer, Matthew		308F	
Chua, Lawrence	315-443-5077	306 B	lachua@syr.edu
Chun, Junho	315-443-2808	306 A	jchun04@syr.edu
Co, Angela	917-722-1156 Ext.	NYC	anco@syr.edu
Cooke, Sekou	315-443-0419	306 A	scooke@syr.edu
Corso, Gregory	315-443-2924	308 F	gpcorso@syr.edu
Czerniak, Julia	315-443-3324	207 A	jczernia@syr.edu
Davis, Lawrence	315-443-5089	226 B	ldavis@syr.edu
Dixit, Mitesh	315-443-5268	308 D	mdixit@syr.edu
Eversole, Britt	315-443-2388	306 C	geversol@syr.edu
Godlewski, Joseph	315-443-5079	326 E	jmgodlew@syr.edu
Goode, Terrance	315-443-4330	308 A	tagoode@syr.edu">tagoode@syr.edu
Harkema, Lindsay – PT (Fall)	---	NYC	lrharkem@syr.edu
Henderson, Susan	315-443-2816	326 B	srhender@syr.edu
Herrera, Valerie	---	324 C	vrherrer@syr.edu
Hubeli, Roger	315-443-1117	326 C	rhubeli@syr.edu
Hunker, Molly	315-443-5099	326 C	mahunker@syr.edu
Kamell, Elizabeth	315-443-0298	306 D	ekamell@syr.edu
Kerner, Joel	---	324 A	jokerner@syr.edu
Krietemeyer, Bess (on leave F18)	315-443-5085	326E	eakriete@syr.edu
Larsen, Julie	315-443-5636	308 C	jmlarsen@syr.edu
Leng, James		324 C	
Liberatore, Lawrence – PT (Fall)	---	---	lliberat@syr.edu
Linder, Mark	315-443-5097	324 D	mdlinder@syr.edu
Lonsway, Brian	315-443-2316	225 A	blonsway@syr.edu
Louie, Jonathan	315-443-2255	324 A	jblouie@syr.edu
Mac Namara, Sinéad	315-443-3039	326 D	scmacnam@syr.edu
McIntosh, Nicole	315-443-5083	308 F	nmcintos@syr.edu
Miller, Kyle		306 E	kjmill03@syr.edu
Moskowitz, Julie	---	NYC	
Munly, Anne	---	London	amunly@syr.edu

Narburgh, Kirk – PT (Fall)	---	---	kwnarbur@syr.edu
Newsom, Hannibal – PT (Fall)	---	308 D	hnewsom@syr.edu
Parga, Marcos	315-443-2076	308 E	mparga@syr.edu
Park, Daekwon	315-443-2257	308 E	dpark103@syr.edu
Profeta, Daniele	315-443-5086	324 A	dprofeta@syr.edu
Rakha, Tarek	315-443-9731	324 C	trakha@syr.edu
Rosa, Richard	315-443-1182	324 B	rrosa@syr.edu
Sanin, Francisco – (on leave A/Y)	315-443-3601	---	fesanin@syr.edu
Schumann, Kyle	---	306 A	
Shanks, David	----	Florence	drshanks@syr.edu
Sho, Yutaka – (on leave F18)	315-443-5084	306 E	ysho@syr.edu
Stenson, Timothy	315-443-2996	308 B	tistenso@syr.edu
Wang, Fei	315-443-1855	326 A	fwang100@syr.edu
Wing, Eric – PT (Fall)	---	---	ewing@syr.edu
Wu, Abingo		306 C	

6 INTRODUCTION TO THE SCHOOL

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

6.1 MISSION STATEMENT

“What we are”

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 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

6.2 VISION STATEMENT

“What we want to be”

The Syracuse University School of Architecture aspires to be the premier school of architecture in the United States and the World.

6.3 SOCIAL EQUITY

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

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

6.4 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.

6.5 FACILITIES

The School of Architecture is located in Slocum Hall. The main administrative offices for the dean and the undergraduate and graduate programs, as well as the School of Architecture auditorium, are located on the second floor. The wood shop, digital fabrication, and computer facilities are located on the ground floor, along with the Slocum Café. The King+King Architecture Library 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.

Slocum Hall Hours

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

Sunday. Your SUID will be encoded to allow you access to Slocum Hall on a 24-hour basis. There is an ID card scanner at the north, south and east entrances as well as on the ground floor between Slocum and Link Halls. Hours of access to facilities within the building are posted on the entrances of the King+King Architecture Library, computer facilities, laser cutting room, and wood shop. Facilities are closed to non-architecture students and faculty outside of business hours. Anyone not associated with the school should be accompanied at all times.

King+King Architecture Library

The King+King Architecture Library serves the reference, reserve, and quick information needs of students, faculty and others needing access to architecture resources. The King+King Architecture Library 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 King+King Architecture Library 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.

6.6 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 or 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).

Drug and Alcohol Policy

In keeping with the University's alcohol policy, the consumption of alcoholic beverages is prohibited in Slocum Hall except at certain School events. No alcoholic beverages may be served to or consumed by anyone under the age of 21 under any circumstances.

Similarly, the School does not permit or condone the possession, use, consumption, sale, or distribution of illegal drugs by students or employees on its property or as part of its activities.

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

Building Security

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

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

After-Hours Policy

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

Partitions

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

Studio Cleaning and Recycling

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

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

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

Storage

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

Use of Electrical Devices

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

Service and Emotional Support Animals

Service and emotional support animals are accommodated through the Office of Disability Services. Additional information can be found at www.disabilityservices.syr.edu or 315-443-4498.

Smoking Policy

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

Sound Equipment

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

Injuries

For minor cuts and injuries, first aid kits and medical supplies 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 (315-443-2666) 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 affairs office.

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.

7 SCHOOL RESOURCES

7.1 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 (computer numerical control) mills, 3D 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.

Students are required to complete a one-hour orientation session arranged by faculty for each Lab (Wood Shop and Digital). 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-served 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 update the online queue located on the SOA digifab website (<http://soadigifab.syr.edu>) when models are completed. 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' x 8' mill, and a smaller 12" x 17" 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 use of equipment, 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 wear 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!!!

7.2 MAILBOXES

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.

7.3 STUDENT ORGANIZATIONS

AIAS

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

Freedom by Design

Freedom by Design was launched by the AIAS in Syracuse. It is a nationally-based student-run initiative that designs and builds small-scale projects that help local individuals faced with physical, mental, and/or financial challenges. Projects range from door knobs to ramps to complete renovations.

NOMAS

NOMAS (National Organization of Minority Architecture Students) is forming a new “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 NOMAS conference to share what the chapter is doing at a national event. NOMAS also collaborates with other student organizations, such as SMAD, on events and community service projects.

SMAD

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.

Graduate Ambassadors

This graduate student group assists in recruiting and admissions endeavors. They represent the School and University by hosting tours of the facilities for prospective students and their families. Ambassadors also assist at campus admission events and career fairs. For information, contact Lauren Mintier, Graduate Program Manager.

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.

Faculty Committee Appointments

All students wishing to be eligible for appointment on faculty committees should submit their intentions via ballot to the graduate office by September 15. Students will be chosen by the GSA President in conjunction with the Graduate Program Manager based upon interest, GPA and student engagement. To be eligible, students must be in good academic standing and have a cumulative GPA of 3.0 or greater. Priority will be awarded to students with no prior appointment in the committee for which they are balloting.

7.4 COUNSELING SERVICES

Office of Student Assistance 315-443-4357 (HELP), or

studentassistance@syr.edu – <http://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.

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 by 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.

Career Counseling – 315-443-4937, or scall@syr.edu, 201B Slocum Hall

Assistance with resumes and cover letters, interviewing techniques, and networking is available from the School of Architecture Career Services Office. Susan Call, Assistant Director, is glad to meet to discuss summer, permanent and alternative employment issues and steps to licensure. Guidelines for sample pages, portfolios and interviewing are provided in FAQs for Students posted at <http://soa.syr.edu>. Students should plan to attend a one-hour Careers in Architecture (CIA) session to become eligible for individual advising. Syracuse University uses a platform called Handshake to post internship and employment opportunities; schedule on-campus interviews; store resumes, cover letters, and sample pages; and publicize career events. Log into your Handshake account and complete your profile to get your career rolling!

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 the 'tools' panel of **Blackboard**. After signing in, see the Orange Success

icon on the screen. Your **Home** page includes access to a customizable profile and personalized channels connected to faculty and advisors.

Use Orange Success to schedule appointments with your academic advisor.

Tutoring

The School of Architecture offers free individual and small group tutoring for students in non-design courses. Students can get information about tutoring by emailing Jennifer Klemenz, jlkleme@syr.edu. There is no minimum grade requirement for this service. Whether you are looking to improve your grade, receive additional help understanding the course content, or improve your studying and academic skills, tutoring is an excellent resource and strongly encouraged.

8 ACADEMIC RULES AND POLICIES

University Academic Rules—*SEE COURSE CATALOG*

www.coursecatalog.syr.edu

8.1 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 and online at <https://www.syracuse.edu/life/students/>. 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.

8.2 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>.

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.

It is important to remember that the Academic Integrity Policy applies to all academic work. In studio the student may not copy, paraphrase, or reuse outside sources or the work of other students unless credit is clearly given. All media—including text, images and video, whether scanned from a book, downloaded from the internet or obtained by any means—must be properly credited in all presentations. If a student receives help in

the execution of the design presentation (i.e., assistance in preparing drawings, images, digital or physical models, animations, or work of any kind), proper credit must be given at the time of presentation. Proper credit must be given if work is the result of a collaboration. Students at all levels are not permitted, under any circumstances, to offer compensation for assistance by other individuals in the preparation of any project.

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

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

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

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 Center for Student and Learning Success for adjudication within five days.

8.3 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 are able to 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.

8.4 OWNERSHIP OF STUDENT DESIGN WORK

Student work is officially the property of the student. It is, however, School policy to reproduce selected projects 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 completion of the course 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.

8.5 COMMUNICATING STUDIO CONCERNS

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

8.6 SEXUAL HARASSMENT

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

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

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

8.7 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 should be returned to the Graduate Student Advisor in Room 201 Slocum Hall. Petitions are reviewed by the program chair.

8.8 STUDENTS' RIGHTS UNDER FAMILY EDUCATIONAL RIGHTS PRIVACY ACT

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

8.9 COMPUTING

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.

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

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

Plotting

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

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.

Instructions for using the wireless network can be found at: <http://its.syr.edu/wireless/>.

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

Computer Problem Solving

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

School IT staff can assist with file recovery from corrupted USB keys and hard drives. 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.
- 'Camping' a computer (remaining logged into a lab computer while not present); unattended computers are auto-logged off after 25 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 plot 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: <http://soa.syr.edu/resources/technology/computing/computer-accounts/>. Students engaged in one or more prohibited computing practices may have their accounts suspended, removed and/or face disciplinary action through SU Judicial Affairs.

School-Wide Computer Practices & Recommendations

The School of Architecture makes a reasonable effort to help students 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 by using lockers or other lockable method. 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.

8.10 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 or college, or working on thesis also do not qualify. This is a matter of University policy and relates to questions of legal liability.

8.11 E-MAIL

E-mail is the School and University'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. Students can do this through SUsail at <http://sumail.syr.edu>.

8.12 GRADES

Grading Chart

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

A	=	4.0	C+	=	2.3333
A-	=	3.6667	C	=	2.0
B+	=	3.3333	C-	=	1.6667
B	=	3.0	D	=	N/A
B-	=	2.6667	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>.

Advanced Standing and Credit Evaluation Exams

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.

Credit evaluation exams in the areas of Architectural History, Building Technology, and Structures 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.

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.

Incompletes

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; incomplete grades are not removed by re-registering for the course.

Auditing

Audited courses are non-credit, do not meet any degree requirements, and are not counted toward enrollment status. 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.

Grade Appeal Policy

For more information on the grade appeals process, please refer to the section *Academic Rules and Grade Appeals* in the course catalog at this link: <http://coursecatalog.syr.edu/>.

The School of Architecture follows the appeal process described in the Undergraduate catalog for both graduate and undergraduate programs.

Repeating 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 which may be retaken twice). A repeated course replaces the original course on the student’s degree program of study, but both the original course and the repeated course will appear on the student’s transcript and both courses will calculate, unless the original course is flagged.

8.13 GRADUATION

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. Please contact Jennifer Klemenzen at jkklemen@syr.edu or (315) 443-6783 with any questions.

8.14 ACADEMIC ACTIONS

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.

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, with the graduate program and the graduate school. The effective date of any leave of absence is recorded on the student's transcript.

9 FINANCIAL AID, SCHOLARSHIPS & OTHER OPPORTUNITIES

9.1 FINANCIAL AID

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.

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

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.

In addition, the School of Architecture nominates students based upon merit for the following scholarships which are earmarked exclusively for architecture students. Applications for these scholarships must be submitted between the end of January and the second Friday in February. Announcements for these scholarships opportunities will be posted and applications sent via email to the student body during the month of January.

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

Myron Jordan Scholarships

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

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

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

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 at the beginning of the academic year. A GA in the School of Architecture requires a commitment of between 10 to 20 hours per week and provides between six 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.

Eligibility

TA positions are generally awarded to continuing Master of Architecture students, with rare exceptions made for outstanding first-year students should the need arise.

Students assigned TAships may not register for more than 13 credits during the academic year terms in which they are serving as a TA. (International TAs who are required by the graduate school to enroll in English language coursework in parallel to their TA assignment must register for no more than 13 credits total, including the language coursework.)

Students must maintain a minimum 3.0 GPA to maintain eligibility for a TA assignment.

To be eligible for a TA appointment for a course, a student must have successfully completed with a grade of B or better, have received equivalent credit from the school's equivalent credit evaluation process, or have transferred equivalent graduate coursework from another institution for the course in question or the M.Arch equivalent of the B.Arch course.

Students must have held and successfully completed at least one three-credit course TA assignment to be eligible for a TA assignment in the ARC 107/108 studio sequence.

End of term student evaluations and faculty assessments of TA performance are weighed heavily in the assignment of TA positions.

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.

While all graduate students are eligible for program-sponsored RIs, we prioritize the awarding of RIs to academically qualified students who are not already assigned research or teaching assistantships. Teaching assistants who apply for an RI are

considered on a case by case basis to help ensure the integrity and quality of the RI program.

Scholarships Sponsored by Outside Organizations

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

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.

9.2 ARCHITECTURE SCHOOL AWARDS

King & King Leadership by Design Prize

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

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.

9.3 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.

10 DEGREE CURRICULA & REQUIREMENTS

10.1 ACADEMIC GUIDELINES

10.1.1 English Language Institute/ELAE Procedure

Students with an English Language Institute summer program requirement must complete the program at level three or four to be admitted into M.S. and M.Arch. Students who do not succeed at passing at least level three are not admitted into our Master's Degree programs, and must continue in the ELI program until successfully completing level three or four. The M.S. program does not currently accommodate spring admissions. The M.Arch. program can accommodate a spring admission, but the studio sequence will still require the two or three academic years commencing in the following fall term, depending on advanced standing status. All students in the ELI program, as well as matriculated students who (1) have scored under 100 on the TOEFL or 7.5 on the IELTS, or (2) have had their English language proficiency test score waived, are required to take the English Language Assessment Exam (ELAE) during the Fall term orientation week. Placement into ARC 651, a graduate architecture course designed to support continued English-language learning, and potentially other English language support coursework will be determined based on the results of the ELAE, as well as recommendations from the ELI for students who attended. These placements may extend the duration of a student's program.

10.1.2 Master of Architecture – M.Arch

The Master of Architecture professional degree is a 110 credit hour program with a 76 credit advanced standing option. The 110 credit program comprises 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 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
	ARC 650 Sec. 1-5	5
RESEARCH	ARC 641	3
THEORY	ARC 642	3
	ARC 681	3
MEDIA	ARC 682	3
	ARC 631	3
HISTORY	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
	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
	ARC 641	3
	ARC 642	3
RESEARCH	ARC 682	3
	ARC 631	3
THEORY	ARC 639	3
	HE	3
MEDIA	ARC 611	3
	ARC 612	3
HISTORY	ARC 621	3
	ARC 622	3
	ARC 623	3
	ARC 585	3
	TE	3
	TE	3
STRUCTURES	PE/ARC 651*	3
	PE	3
TECHNOLOGY	PE/ARC 651*	3
	PE	3
	PE	3
	PE	3
	OE	3
	OE	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.

10.1.3 Master of Science – M.S.

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 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

10.2 ACADEMIC PLANNING

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.

Submitting Official Degree Bearing Transcripts

Students entering the M.Arch and M.S. Programs 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).

DegreeWorks

Syracuse University uses DegreeWorks to help students track degree progress. Students can access DegreeWorks through MySlice, Student Services. **It is each student's responsibility to review this information and discuss any discrepancies with an academic advisor to ensure all program requirements are fulfilled.**

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 the 'tools' panel of Blackboard. After signing in, see the Orange Success icon on the screen. Your 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 is sometimes also used to report other academic or non-academic concerns. For more information, login to Orange SUccess.

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 electives outside of the School of Architecture require permission of the Chair of Graduate Programs. Any architectural history or professional elective can be considered an open elective.

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” below).

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 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.

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](http://www.syr.edu/registrar/forms/Proposal%20for%20Independent%20Study%20Course.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, graduate-level assignments devised in addition to, or to replace, those required in the course syllabus.

Petitions

Any request for special permission or exceptions of any kind must be typed or printed on a **Petition to the Faculty** form, available in 201 Slocum, or online at

<http://soa.syr.edu/resources/advisement/forms/> See also the **Petitioning Process** section on page 31 of this handbook.

10.3 REGISTRATION AND ADVISING

Registration for the following term occurs approximately one month before the end of each semester. Descriptions of courses offered by the School of Architecture are emailed to students and posted on the academic bulletin board near the second-floor elevator.

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

Dropping/Adding Courses

Important academic deadlines are published in the University Academic Calendar. The academic calendar can be found here:

<https://www.syracuse.edu/academics/calendars/>

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 pro-rated only 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.

10.4 STUDIO ASSIGNMENTS AND OPTIONS

The first three semesters of design studios (ARC 604, 605, 606) are designated for graduate students only. The fourth studio in sequence (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: Directed Research

Multiple sections of Thesis: Directed Research are offered each spring semester; students take this in their final year. The various sections will represent the faculty's range 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 students for careers in the evolving and increasingly specialized, collaborative, and multi-faceted field of architecture.

11 GLOBAL PROGRAMS

The School of Architecture offers a variety of opportunities for off-campus study. These include regular semester-long programs in Florence, London, and New York City. Summer semester studio programs are offered in New York City and through the Three Cities traveling studio program. Shorter summer programs, in other locations around the world, are offered each summer. To participate in off-campus programs, students must be in good academic standing, with a GPA of 2.5 or higher, and must apply through the admissions process specified by the Syracuse Abroad Office for the Florence, London, and Three Cities programs. For the New York City program, see the School of Architecture website.

Students may elect to participate in off-campus programs successively on a space available basis. Students should carefully consider the VISA requirements for each program. In some cases, VISA requirements will impact a student's ability to enroll in two successive semester-programs outside the US.

Schedule and Balloting for Summer Placement

Off campus summer placements will be honored for students enrolled during their first summer of the 76 Advanced Standing Track and the second summer of the 98 and 110 Credit Tracks. Ballots for Three Cities Asia and New York City programs will be sent via email in mid-October with a deadline consistent with the first day of registration for Spring semester courses. After balloting is complete the eligible student list is compared to balloted responses received, by the Graduate Student Advisor. All who have not responded will be added to the bottom of the balloted list and placed where space is available. The Dean, Associate Dean and Chair will review the ballots and space availability in both programs keeping in mind staffing, housing and space. Students may be placed in their second choice based upon GPA, engagement in program activities and availability. Students are notified in late November of their final placement.

Students placed in Three Cities Asia are required to fill out an application and send a deposit to the Study Abroad office in early February. Students placed in NYC are required to fill out an application and send in a deposit to the Associate Dean's office in early February. The Administrative Specialist for the Associate Dean will monitor and track applications and deposits in both programs, in conjunction with the Study Abroad office, and notify students and the Graduate Office about any missing materials. The Graduate Office will follow up with students if no response is received by the Associate Dean's office.

Schedule and Balloting for Academic Year Programs

Balloting for Spring off-campus options takes place in February of the prior academic year. You will receive confirmation from the Associate Dean's office in mid-February whether you will have a place in your preferred program. Waitlists are compiled and used should you not receive your first choice of program.

If you are placed in one of the abroad programs, you will apply, provide your deposit, and select elective courses through the SU Abroad office.

If you are placed in the spring NYC program, you will register for your courses in NYC during regular registration in early November.

Dates and details for all off-campus programs are coordinated and communicated by the Office of the Associate Dean.

11.1 FLORENCE PROGRAM

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

11.2 LONDON PROGRAM

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

11.3 NEW YORK CITY PROGRAM

The New York City program is located at Syracuse University's Fisher Center, located at 31st Street and Madison Avenue in midtown Manhattan. The program draws on Syracuse architecture faculty, New York City-based critics and architects, and the

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

11.4 THREE CITIES PROGRAM

Three Cities is a nine-week, 9-credit program that moves between three major cities on a single continent. The *Three Cities Asia* seminar offers students an immersive studio + seminar in urbanism and architecture in three of Asia's most dense, vibrant urban environments. In the course of eight weeks, the course will connect students with renowned professors and practitioners in each city by way of dialogue, reviews, guest lectures, and visits to firms. In addition, the travels will include a vast array of sights and activities beyond the tourist realm. In each city, students will study, live, and deal with design challenges of a particular site, meet local residents and workers—including government officials and NGO leaders—to gain understanding of real world urban issues and challenges. In addition to the 6-credit design studio (ARC 407 or ARC 408), the program includes a 3-credit field survey course taken as a professional elective.

11.5 SPECIAL SUMMER TRAVEL PROGRAMS

The School sponsors shorter summer programs off campus every year. These programs are initiated by faculty and advertised during the year prior to the summer of the program. In the past, programs have been held in England, France, Germany, Greece, Japan, Russia, China, Scandinavia, Austria, Czech Republic, and Spain.

11.6 STUDY ABROAD SCHOLARSHIPS

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

Florence Center

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

SU London program

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

New York City program

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

