

SYRACUSE ARCHITECTURE

UNDERGRADUATE POLICY AND RESOURCE HANDBOOK

2019–2020



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CONTENTS

1	NAAB.....	4
1.1	STUDIO CULTURE	5
2	THE SYRACUSE UNIVERSITY COMPACT	7
3	DEAN’S MESSAGE.....	8
4	NON-ACADEMIC RULES AND POLICIES.....	9
4.1	STUDIO USE + POLICIES	9
4.2	COMPUTING	12
4.3	SUMMER USE OF COMPUTER LAB AND FABRICATION RESOURCES.....	13
4.4	EMAIL.....	13
5	ACADEMIC RULES AND POLICIES.....	14
5.1	STUDENT RIGHTS AND RESPONSIBILITIES	14
5.2	ACADEMIC INTEGRITY	14
5.3	COURSE AND FACULTY EVALUATIONS.....	15
5.4	OWNERSHIP OF STUDENT DESIGN WORK.....	15
5.5	PETITIONING PROCESS.....	16
5.6	STUDENTS’ RIGHTS UNDER FAMILY EDUCATIONAL RIGHTS PRIVACY ACT	16
5.7	GRADES.....	16
5.8	ACADEMIC ACTIONS.....	20
6	ACADEMIC PLANNING.....	21
6.1	REGISTRATION AND ADVISING.....	23
6.2	TRANSFER STUDENTS AND TRANSFER CREDIT.....	24
6.3	STUDIO ASSIGNMENTS AND OPTIONS	25
6.4	HONORS PROGRAM	25
7	SCHOOL / UNIVERSITY RESOURCES.....	27
7.1	FABRICATION LAB	27
7.2	MAILBOXES	28
7.3	KING + KING ARCHITECTURE LIBRARY	29
7.4	SLOCUM SUPPLY STORE.....	29
7.5	PEER MENTORING ORGANIZATIONS	29
7.6	COUNSELING SERVICES.....	30
7.7	TUTORING.....	31
7.8	FINANCIAL AID.....	31
7.9	SCHOLARSHIPS.....	31

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:

BArch, 162 credits (Fall 2018 or earlier); 156 credits (Fall 2019 or later)

MArch, 110 credits

Bachelor of Architecture degree, 162 credits (Fall 2018 or earlier):

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

Bachelor of Architecture degree, 156 credits (Fall 2019 or later):

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

1.1 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.

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 2019

On behalf of the faculty and staff of the School of Architecture, I am delighted that you are a member of our community. We know this will be an engaging and challenging time for you at the School of Architecture.

Your success as an architecture student will be based, in part, upon the choices you make over the course of the next several years. With that in mind, we have assembled this document (a.k.a. The White Book) to serve as a guide to our facilities, policies, regulations and undergraduate program requirements. While many of the guidelines contained in this handbook pertain to all architecture students, it has been prepared specifically for undergraduate students.

We encourage you to read through the handbook, which is also available on our website at soa.syr.edu/school/policies, and refer to it when questions arise. It will provide helpful insight throughout your time as an undergraduate, so keep it as a valuable reference.

Other helpful University publications—such as [Academic Rules](#), [Tuition, Fees and Related Policies Bulletin](#), and the [Syracuse University Student Handbook](#)—are also available online. You are strongly encouraged to become familiar with their contents.

Perhaps the most important and valuable resource that is available to you is the assistance and support that you find from your advisor and from the staff members in the office of Student Services. Our doors are always open to your thoughts, ideas, concerns and accomplishments—please feel free to share them with us at any time.

I wish you all the best for continued success in all your academic endeavors.

Warm regards,

Michael Speaks

Dean

4 NON-ACADEMIC RULES AND POLICIES

University Policies—*SEE STUDENT HANDBOOK*
studentconduct.syr.edu/about-us/student-handbook.html

4.1 STUDIO USE + POLICIES

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.

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.

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 at 315-443-2224, #78 (#SU) from your cell phone or by dialing 711 from a campus landline.

Please note that removal of any University property from the building is considered theft and will be reported to the Department of Public Safety as well as to the Office of Student Rights and Responsibilities.

Desks

Every design student is assigned a workspace—with provision for locking drawers with padlocks or locked storage units—and a stool. Students are responsible for proper maintenance of this equipment and the prompt reporting of any problems or damage. Workspaces must not be damaged through cutting or other model-making activities; each studio will have a designated cutting surface for model building and students should own a plastic cutting surface. Desk repair request forms are available in the Dean's Suite (204); see Beth Pierson.

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.

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.

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.

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 will be discarded. 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 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. **Any items left behind will be discarded (NO EXCEPTIONS).** The School will store studio chairs over the winter holidays and over summer break, free of charge.

Injuries

For minor cuts and injuries, first aid kits and medical supplies are available in all studios, faculty suites on the third floor, the wood shop and in the main office. For more serious injuries or if you are in need of medical transportation, please call 911 or the Department of Public Safety at 315-443-2224, #78 (#SU) from your cell phone or by dialing 711 from a campus landline. The Student Health Services Center, 111 Waverly Avenue (315-443-2666) is available during the day and some evenings. It is closed on Sundays. 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.

Syracuse University students are encouraged to download [LiveSafe](#), a nationally-recognized mobile app that acts as a “mobile blue light,” integrating GPS location information when users contact the emergency dispatch center through the app.

Hazardous Materials

Slocum Hall is equipped with a ventilated spray booth which is accessible 24 hours a day next to 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 Slocum Hall (especially the back loading dock and back stairwells) 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 RESTRICTED to the spray booth:

- 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
- two-part epoxy resin (sold at Slocum Hall bookstore) only

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.

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.

Service and Emotional Support Animals

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

In Case of Theft

Report thefts to the Department of Public Safety 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 the Department of Public Safety as well as to the Office of Student Rights and Responsibilities.

4.2 COMPUTING

Computer Lab Policies

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

- 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 soa.syr.edu/accounts.
- Model building of any type is prohibited in the computer labs. The tables and floors in the labs are not to be used for cutting or scoring. Painting, pasting, drafting and gluing must be done in the designated studio and model shop areas in Slocum Hall.
- Food and drink are forbidden in the computer labs at all times. 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.
- 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.
- Vandalizing or removing any of the computer equipment will result in loss of lab access.
- Unauthorized use of someone else's account to login, or loaning one's account to others is not allowed.
- Remaining logged into a lab computer while not present is not permitted; unattended computers are automatically logged off after 25 minutes, and unsaved work will likely be lost.

Plotting Policies

- The plot room in 013 Slocum is open only when a plot monitor is on duty in the room. Accessing the plot room when it is closed is prohibited.
- Plot supplies are handled only by designated monitors.
- Fees are charged for all printing and plotting on school-owned devices. See soa.syr.edu/printpay for the most up-to-date plotting fee structure and procedures.
- Only architecture course-related items may be printed on the printers and plotters.
- Your account will be suspended if you change the priority of your print jobs to jump ahead of others on the print queue.

Studio Computer Use

Students may bring their own computers and use them at their studio workspace (laptops are strongly preferred, and wireless capability is required).

School-Wide Computer Practices & Recommendations

The School does not distribute or support unlicensed copies of software. Pirated software and cracks may contain malware 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 may face disciplinary action by the School and University, including criminal prosecution.

The School of Architecture assumes NO responsibility for theft or damage of equipment left unattended in studios or computer labs. Students must secure their machines by using lockers or other lockable methods. 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 don't belong in the studio. All problems should be reported to staff in 201 Slocum and/or the Department of Public Safety at 315-443-2224, #78 (#SU) from your cell phone or by dialing 711 from a campus landline.

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: soa.syr.edu/accounts. Students engaged in one or more prohibited computing practices may have their accounts suspended, removed and/or face disciplinary action through the Office of Student Rights and Responsibilities.

4.3 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, wood shop, 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.

4.4 EMAIL

Email is the School and University's primary means of communicating with students. All official email from University and School officials is through each student's [netid]@syr.edu email account. Students may have accounts through other systems. However, all students and faculty are required to check their @syr.edu email address regularly. Students can do this through SUsail at sumail.syr.edu.

5 ACADEMIC RULES AND POLICIES

University Academic Rules—*SEE COURSE CATALOG* coursecatalog.syr.edu

5.1 STUDENT RIGHTS AND RESPONSIBILITIES

The University's philosophy, policies, and procedures on Student Rights and Responsibilities are defined in the SU Student Handbook, available in 310 Steele Hall and online at 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.

5.2 ACADEMIC INTEGRITY

Syracuse University's Academic Integrity Policy reflects the high value that we, as a university community, place on honesty in academic work. The policy defines our expectations for academic honesty and holds students accountable for the integrity of all work they submit. Students should understand that it is their responsibility to learn about course-specific expectations, as well as about university-wide academic integrity expectations. The 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 work in more than one class without receiving written authorization in advance from both instructors. Under the policy, students found in violation are subject to grade sanctions determined by the course instructor and non-grade sanctions determined by the School or College where the course is offered as described in the Violation and Sanction Classification Rubric. SU students are required to read an online summary of the University's academic integrity expectations and provide an electronic signature agreeing to abide by them twice a year during pre-term check-in on MySlice. For more information and the complete policy, see 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.

5.3 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.

5.4 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.

5.5 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 registrar.syr.edu/general/forms and should be completed and signed by the student and, if appropriate, the student's academic advisor. Any supporting documentation should be attached to the form. Petitions are submitted to and reviewed by the Architecture Undergraduate Program Chair, 201 Slocum Hall.

5.6 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 registrar.syr.edu/students/student-privacy-rights for more detailed information.

5.7 GRADES

Design Grade Requirements

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

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

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

Thesis Prep and Thesis Grade Requirements

In ARC 505 Thesis Preparation, a minimum grade of 'C' must be achieved before being allowed to enroll in ARC 508 Thesis. Grades of 'C-' and 'D' are insufficient. In Thesis, a grade of 'D' is passing and acceptable.

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

Mandatory Archiving Policy

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

Grading Guidelines for Design Studios

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

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

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

Incompletes

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

Auditing

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

Students must decide by the Grading Option Deadline (the end of the second week of classes) whether or not to audit a course for which they are registered; the decision is final and cannot be rescinded. Students may drop or withdraw from an audited course in the usual manner.

Full-time students are not charged for auditing during the academic year. Students registered for less than 12 credits pay for audited courses at 60% of the regular per credit fee. See the **Tuition, Fees and Related Policies bulletin for details:** bfas.syr.edu/bursar/tuition-fees-and-related-policies-bulletin.

Grade Appeal Policy

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

1. The assignment of grades at SU is the responsibility of the faculty; once assigned by a member of the faculty, a grade cannot be changed without his or her consent, except by due process as detailed below. In cases where the instructor of record is not a member of the faculty, the faculty member charged with oversight of that instructor is ultimately responsible for the assignment of grades.
2. **A course grade is based upon the instructor's professional assessment of the academic quality of the student's performance on a body of work. Such assessments are non-negotiable, and disputes about them do not constitute valid grounds for an appeal.** Valid grounds can arise, e.g., when an instructor fails to provide or implement uniform and consistent standards, or bases an assessment on criteria other than academic performance.
3. Unless there are issues of a personal nature, the appeal process for a grade dispute begins with the instructor of record. Failure to comply with this may be grounds for denial of subsequent appeals. Any appeal beyond the instructor of record must be initiated in writing to the department chair before the last day of classes of the academic semester immediately following the one in which the aggrieved grade was received by the Registrar. This written appeal should describe the basis for the grievance, the informal steps taken to resolve the dispute, and the remedies sought.
4. If satisfaction is not obtained at this or any subsequent level, the appeal always moves to the next level of authority. The levels in succession are: the instructor of record, faculty member in charge of the course, the department chair and the associate dean of the School.
5. At each level of appeal, a fair and thorough hearing of all views is sought before a decision is made. This may, but need not, require a face-to-face meeting of the parties directly involved in the dispute. A decision may be reached if both student and instructor agree. If such a decision cannot be reached, a panel designated by the college for this purpose shall hear the case.
 - a. The panel shall have a quorum of three faculty members.

- b. All voting members of the panel shall be tenured faculty.
 - c. No member of the panel shall hear a case who has been involved in a previous stage of the appeal.
 - d. Membership of the panel shall be fixed and made public in a given academic year, though replacements may be made in the event of resignations.
 - e. Membership of the panel shall be approved by the faculty of the school or college, or by a representative group of the faculty, in each academic year.
 - f. The Senate Committee on Instruction shall approve the manner of selection and charge of a school or college's panel before its first case. The committee shall also approve any subsequent changes in the manner of selection or charge of each college or school's panel. The panel may, at its discretion, meet with the aggrieved parties either separately or together. The decision of this panel, either to deny the student's original appeal or to authorize the Registrar to change the grade, shall be final. The panel shall inform both the student and the instructor of its decision in writing. The panel shall also summarize the case and its outcome in a written report to the Senate Committee on Instruction. Said committee may include summary statistics on grade disputes in its final report to the Senate.
- 6. The only grounds for any further appeal shall be irregularities in the above procedures.
 - 7. In such cases, either party may appeal the final decision of the faculty panel to the Senate Committee on Instruction. The Senate Committee on Instruction may either deny the appeal or insist that the procedure begin anew at the point the irregularity occurred.
 - 8. All stages of the appeal process shall be kept confidential to the maximum extent possible, consistent with the Family Educational Rights and Privacy Act.

Attendance

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

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

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

Graduation Requirements

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

Repeating Courses

Students may retake a course for grade improvement. (*Note: Students receiving a TAP award should contact their financial aid advisor for financial implications of repeating courses*). The lower grade remains on the official transcript, but only the higher of the two grades is calculated into the GPA. Students must re-register for courses they wish to repeat; under no circumstances are students allowed to merely 'sit in' on a course in a subsequent semester, and have a new grade submitted.

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

5.8 ACADEMIC ACTIONS

College Probation

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

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

College Suspension

After two consecutive semesters of academic performance below the probation threshold, for any of the above conditions, the student will be placed on college suspension and be required to take a minimum one-year leave of absence from the School of Architecture. A student on leave from the School may, under certain circumstances, petition to register for University courses outside the School. Re-admission to the School after such a leave of absence will be on a two-semester trial basis; that is, in each of the two subsequent semesters, a minimum 2.0 GPA must be achieved in all courses.

Four consecutive semesters on probation will result in ineligibility to re-register as an architecture student. Seriously departing from standards required for good academic standing or failure to make progress towards a professional degree requires that the student be placed on **permanent academic suspension**. This means that the student will no longer be able to continue as a student at the School of Architecture.

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

6 ACADEMIC PLANNING

Master Plan

Please visit soa.syr.edu/resources/academic-advising as a valuable resource.

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

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

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.**

Professional Electives

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

Arts and Sciences Requirements

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

Arts and Sciences Electives

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

Choosing Arts and Sciences and Open Electives

Every student has the opportunity to complete an individual liberal arts education. Over one-fourth of the total credits necessary for graduation are non-architecture courses. The selection of non-architecture electives should be directed by:

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

We discourage students from making choices based on convenient scheduling, easy grading, or light workload.

Students may choose to group electives to complete a minor. Please consult the Syracuse University undergraduate course catalog for a list of available minors.

Open Electives

Each student is required to fulfill 12 credits of open electives. These credits can be taken in any Syracuse University School or College, or at SUNY ESF. **The School of Architecture does not accept PED courses in the BArch Curriculum. Further, courses with the prefix ARC are not accepted as Open Elective credit, this includes ARC 470 (experience credit).**

Minors

Architecture students may choose to pursue one of the many minors available on campus. Most minors consist of 18-credit programs and some must be taken in a particular sequence. Because of the limited number of non-architecture elective credits contained in the BArch program, careful planning is necessary for architecture students to complete a minor. Minors that are too closely related to the major will not be approved, this includes History of Architecture. Minors require a minimum of 18 credit hours, 12 of which must be in 300- to 400-level coursework.

Experience Credit and Internships

The School of Architecture does not offer experience credit or internships, nor do such credits earned in other colleges on campus count towards the BArch degree requirements. The only exception to this is the internship course, ARC 582, offered in the New York City program.

Independent Study

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

6.1 REGISTRATION AND ADVISING

Registration for the following term occurs approximately one month before the end of each semester. Descriptions of architecture electives offered by the School of Architecture are available on the school's website, emailed to students, and posted on the academic bulletin board near the second-floor elevator in Slocum Hall.

Academic Advisors

Undergraduate academic advising within the School of Architecture is coordinated through the Office of Student Services, 201 Slocum Hall. Your academic advisor is listed in Orange SUccess in your "Success Network."

The requirement to meet with an advisor prior to registration is cohort-specific. Directions for academic advising will be emailed to students prior to registration each semester. All students on academic probation are required to meet with an advisor prior to registration, regardless of class standing.

Students are required to make appointments with their academic advisor using the Orange SUccess tool in MySlice. Please bring your SUID card to your appointment to sign in at the Orange SUccess kiosk.

After an academic advising meeting, students will have their registration hold removed allowing access to the registration system in MySlice (myslice.syr.edu) on an assigned registration appointment (date/time). To view the date and time of your initial access (appointment), use the View My Enrollment Dates link in MySlice. Any attempt to register prior to the assigned time will result in an error message and the student will not be allowed to enroll in classes until that time.

NOTE: The advising and registration process for students planning to attend the Florence or London program is slightly different from main campus advising and registration. If you are planning to study in Florence and/or London, directions will come from your academic advisor and Syracuse Abroad during the advising time period.

Dropping/Adding Courses

Important academic deadlines are published in the University Academic Calendar. The academic calendar can be found at syracuse.edu/academics/calendars/academic-year.

After the add deadline, students are not permitted to add a class to their schedule. There are no exceptions to this policy.

A student may drop courses up to **the academic/financial drop deadline. The academic drop deadline is published on the University Academic Calendar and is approximately three weeks into each Fall and Spring semester.** It is important to consult your advisor before dropping any course. If dropping a course will result in less than full-time status, advisor permission is required. Once a course is dropped, it will no longer appear on your record.

Drops are not permitted after the Academic Drop Deadline. No exceptions will be made to this policy. After the academic drop deadline, you may still withdraw from a class up to the **withdrawal deadline** published in the academic calendar. A 'WD' will appear on your record, but will not affect the grade point average.

Dropping or withdrawing from courses may, in some cases, affect standing within the School (see **Academic Actions**), as well as eligibility for financial aid. Dropping courses prior to the academic/financial drop deadline may affect your tuition. Please consult the Tuition, Fees, and Related Policies Bulletin: bfas.syr.edu/bursar/tuition-fees-and-related-policies-bulletin.

Full-time and Part-time Status

Each student in the School of Architecture is required to register as a main-campus student for 10 semesters. Registering for less than 12 credits in a Fall or Spring semester will change the student's status from full-time to per-credit, and students will be charged the main-campus per-credit tuition rate.

Rate Exception

Students who need an 11th semester to finish degree requirements may petition for University College rates for their final 11 credit hours. This may only happen after completion of 10 full-time semesters. Petitions must be submitted to your academic advisor for approval.

6.2 TRANSFER STUDENTS AND TRANSFER CREDIT

Transfer Students

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

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

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

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

Transfer Credit: SU Students

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

6.3 STUDIO ASSIGNMENTS AND OPTIONS

For the first five semesters, each student will be assigned to a specific studio. These are referred to as the 'core' studios and must be taken in sequence as shown on the curriculum chart. Efforts are made to ensure that no student has the same instructor twice within the first three years. Studio sections are determined by the school and are final. Students are notified of their studio assignment via email prior to the start of studio each semester.

Third- and fourth-year studios (ARC 407 and ARC 408) may be taken on main campus or one of our global campuses. Studio assignments for the main campus visiting critic studios are made on the basis of a first-, second-, and third-choice balloting system, with first-choice being given whenever possible.

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. To participate in off-campus programs, students must be in good academic standing, with a GPA of 2.5 or higher.

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

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

6.4 HONORS PROGRAM

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

Honors Program students follow the regular architecture curriculum, although they often choose honors courses as electives. The culminating academic experience of the Honors Program for most students is the Honors Capstone, an independent, advanced exploration within the student's chosen area of study.

Entry into the Renée Crown University Honors Program for freshmen is based on a strong high school record. Current qualified architecture students interested in the honors programs are invited to apply at the Honors Program Office, 306 Bowne Hall, or at honors.syr.edu.

7 SCHOOL / UNIVERSITY 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 wood shop training and safety protocols posted on the School's website.

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

A secondary digital facilities orientation session arranged by faculty is also available.

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 the Office of Student Rights and Responsibilities.

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 soa.syr.edu/laser.

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. 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 (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 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 4' x 4' mill. Details on use of the mills, fees for use, and job submittal form can be found at 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 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.

Additional policies:

- 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.
- Safety glasses and closed-toed shoes are required attire.
- 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

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

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

7.3 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).

7.4 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.

7.5 PEER MENTORING ORGANIZATIONS

Peer Advisors

Peer advisors function as a student component of the School's advising network organized and staffed by Dana McQuillan, Recruitment Specialist, and Vittoria Buccina, Assistant Dean of Enrollment Management. This program is voluntary. During the spring semester, those students who are currently serving as architecture ambassadors will receive an application to become a peer advisor. Architecture ambassadors will be the first considered for the positions, others will be emailed the application on an as needed basis. Peer advisors assist in reaching out to admitted students via email and social media in an attempt to answer any question about studio culture and the University. Matriculated students are assigned to a peer advisor's group. Peer advisors correspond with new students over the summer and coordinate a variety of orientation weekend activities. Peer advisors continue to serve in a mentoring capacity as needed during the academic year.

Student Mentor Squad

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

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

International Student Mentor Squad

The International Student Mentor Squad is a group of international architecture students who are dedicated to welcoming and supporting new international students to the School of Architecture. Members work to provide new international students with an avenue to socialize with individuals outside their cultural groups and learn from students who have experience adapting to the United States and Syracuse University.

7.6 COUNSELING SERVICES

The Barnes Center at the Arch is the hub for student wellness and features services and offerings that promote holistic health and well-being, all in one accessible, centralized space on campus. For a complete list of services visit the website at <https://ese.syr.edu/bewell/counseling>.

Office of Student Assistance 315-443-4357 (HELP) – 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 the 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.

The Counseling Center at The Barnes Center – <https://ese.syr.edu/bewell/counseling>

The Counseling Center at the Barnes Center at The Arch offers 24-hour crisis and medical services. By calling 315-443-8000, you may speak with a Syracuse University professional and/or obtain medical advice from a Syracuse University licensed medical provider. Drop-In Counseling Sessions are available Monday-Saturday 10 a.m. to 4 p.m. You can also schedule an appointment by calling 315-443-8000.

Other services offered at the Counseling Center are Individual Therapy, Group Therapy sessions, Eating Disorder Support Services and Psychiatry.

Learning Disabilities 315-443-4498 – 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 archcar@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. Kristen DeWolf, 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 soa.syr.edu/resources/career-services. Syracuse University uses a platform called Handshake to post internship and employment opportunities, schedule appointments and on-campus interviews, and register for career events. Log into your Handshake account (syr.joinhandshake.com) 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.

7.7 TUTORING

The School of Architecture offers free individual and small group tutoring for students enrolled in ARC121, ARC133, ARC134, ARC141, ARC211, ARC222, ARC242, ARC311, ARC322 and some professional electives. Students can get information about tutoring by emailing Vittoria Buccina at vabuccin@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.

7.8 FINANCIAL AID

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

7.9 SCHOLARSHIPS

Architecture students who complete FAFSA forms and meet certain requirements will automatically be considered for University scholarship funds (see: syracuse.edu/admissions/cost-and-aid/types-of-aid/scholarships). 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.