

**University of Miami
School of Architecture**

Graduate Programs in Architecture

Handbook of policies and procedures
for
Graduate Students
2021 – 2022

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UNIVERSITY
OF MIAMI

SCHOOL of
ARCHITECTURE



Dear Graduate Student,

Congratulations on your admission to the Graduate Programs at the University of Miami - School of Architecture. You are now part of a dedicated community of educators, scholars, students and staff engaged in teaching, learning and research.

Your success is very important to all of us. This handbook is intended to provide important information to assist you in understanding the policies and procedures set forth by the University of Miami, the Graduate School, the School of Architecture and the School's Graduate Programs in Architecture. You are expected to read this handbook, the UM Graduate Students Honor Code, the UM Academic Bulletin, the UM Graduate Student Handbook, and the School of Architecture Guides to Learning and Studio Culture, as appropriate. Graduate students are held accountable for this information and in no case will any policy or procedure be waived because a student pleads ignorance of a regulation or asserts that he/she was not informed by an advisor or other authority.

I wish you a successful and enjoyable graduate experience at the University of Miami, School of Architecture. If you have any questions about the material in this handbook or suggestions about other items to be included, I hope you will bring them to my attention, as well as the attention of Nicole Hejazi, Assistant Director. I look forward to meeting and getting to know you.

Sincerely,

Allan T. Shulman

Director of Graduate Programs in Architecture and Associate Professor

Part 1: Adherence to University, Graduate School and School of Architecture Standards

Competent performance in graduate student activity cannot be separated from appropriate conduct. Graduate students should conduct themselves in accordance with established ethical standards in their disciplines or fields and in accordance with the standards set forth by this institution.

Please read the following and familiarize yourself with School and University standards. Sign at the bottom of the page, and return to Academic Services

The Graduate Honor Code can be downloaded at:

https://www.grad.miami.edu/assets/pdf/graduate_student_honor_code.pdf

As a graduate student of the University of Miami, I have also read the UM Graduate School Graduate Student Handbook. A copy is available at:

https://www.grad.miami.edu/assets/pdf/2021-2022-graduate-student-handbook_final.pdf

As a graduate student of the School of Architecture (UMSoA), I recognize that the University of Miami Bulletin (updated each June) contains the overall terms and conditions governing my program. A copy is available at: <http://bulletin.miami.edu/>

As a graduate student of the School of Architecture (UMSoA), I have also received the UM School of Architecture Guide to Learning and Studio Culture.

I have read the UMSoA Handbook of Policies & Procedures for Graduate Students.

It is my responsibility to obtain and review the aforementioned documents, and to adhere to the guidelines, therein.

Student Signature: _____

Disclaimer

Your program of study is governed by the terms and conditions found in the UM Academic Bulletin for the term in which you begin that program. This Handbook interprets the Bulletin in terms of the School of Architecture's "way of doing things." Since it is updated annually, this Handbook refers to the year in which it appears. Its main purpose is to provide additional information and to help you fulfill the conditions found in the Bulletin. If there is ever any inconsistency or seeming conflict between the UM Bulletin and the School of Architecture Handbook, the Bulletin is the governing document.

Part 2: General Information

Important School of Architecture Contacts

Main Academic Services telephone number	305-284-3731 arc.miami.edu
Office of the Dean Rodolphe el-Khoury, PhD Dean	305-284-5000
Chanelle Costa Assistant to the Dean	305-284-5000 ccosta@miami.edu
Jaime Correa, Associate Professor Director of Undergraduate Program in Architecture	305-284-5708 jcorrea@miami.edu
Carmen L. Guerrero Associate Dean of Strategic & Physical Planning Director of the Rome Program	305-284-6134 carmeng@miami.edu
Sonia Chao Associate Dean of Research Research Associate Professor	305-284-5000 schao@miami.edu
Program Directors	
Allan T. Shulman, Associate Professor Director of Graduate Programs in Architecture	305-284-5215 ashulman@miami.edu
Elizabeth Plater-Zyberk, Malcolm Matheson Distinguished Professor of Architecture and Master of Urban Design Program Director	305-284-5000 epz@miami.edu
Charles Bohl, Associate Professor Master of Real Estate Development And Urbanism Program Director	305-284-4420 cbohl@miami.edu
Armando M. Montero, Assistant Professor Master of Construction Management Program Director	305-284-5268 amontero@miami.edu

Academic Services

Ana M. Regalado
Assistant Dean, Director of Academic Services 305-284-3730
anaregalado@miami.edu

Nicole Hejazi
Assistant Director, Graduate Programs 305-284-3060
nhejazi@miami.edu

Part 3: Policies and Procedures

Studio Sequence

Design studios in the Master of Architecture programs are sequenced to deliver a cohesive educational experience, and students are expected to follow the established design studio sequence for their program. Entering Master of Architecture students must begin the design studio sequence in the Fall semester. Students entering the program in Spring or Summer are not eligible to enter the studio sequence at that time, but may take elective or other required courses. This will necessarily extend the duration of the Master of Architecture program.

Advising/Enrollment

The Graduate Advisor meets students for advising in November (for Spring enrollment), in April (for Summer and Fall enrollment) and throughout the year.

Assessment of undergraduate curriculum and transcripts

Conditions set forth by the National Architectural Accrediting Board require for incoming Master of Architecture students our assessment of Bachelor degree transcripts. In order to confirm advanced standing, the School may request a dossier including syllabus, assignments submitted, tests, etc.

Course Waivers

Transcript(s) of incoming students are reviewed and evaluated at the time of admissions. Any request of course waivers need to be submitted using the **“Course Waiver”** form no later than 2 weeks after the start of the first semester to the Graduate Advisor along with the syllabus and course description. In order to evaluate the course waiver, the School may require additional materials, such as assignments submitted, tests, etc. Waiver requests are evaluated by appropriate School faculty.

Change of program/Dual Degrees

A change of program or enrollment in a dual degree may be considered during an ongoing program. The request needs to be submitted to the Assistant Director of Graduate Programs.

Second Master's Degree

Master of Architecture (M.ARCH) students may apply to receive a Second Master's Degree in the following areas: Master of Science in Architecture (M.Sc.Arch); Master of Real Estate Development and Urbanism (MRED+U); Master of Urban Design (M.U.D.) or Master of Construction Management (M.C.M.).

Master of Urban Design (M.U.D.) students may apply to receive a Second Master's Degree in the following area: Master of Real Estate Development and Urbanism (MRED+U).

According to the UM Academic Bulletin,

“A student enrolled in a University of Miami Master's degree program or holding a University of Miami master's degree may earn a second master's degree in a related area at the University by completing a minimum of 21 credit hours in residence toward the second degree, as long as all program and admission requirements for the degree are met and the total credit hours for both masters degrees is at least 60 credit hours. Each degree must have a separate thesis if two thesis options are elected. The second program decides if the areas are related enough to qualify for the reduced number of credit hours. The student must contact the second program during the application process for the second program to determine if the areas are related enough to qualify for the reduced number of credit hours”.

Certificates

Certificates provide an opportunity for graduate students to explore their interests in topics. Currently, SoA offers certificates in Historic Preservation and the Classical Architecture Certificate. Certificates in Urban Design, Real Estate Development, Construction Management, Healthcare Design, Sustainable and Resilient Design, and Hospitality Design. Each certificate requires a minimum of 15 credits in the area of concentration. See the School website and/or the Graduate Advisor for the specific requirements of each certificate.

https://www.arc.miami.edu/assets/pdf/graduate_certificates_2020.pdf

Graduate “Get together”

Graduate students, the Graduate Program Director and Graduate Advisor traditionally meet several times during the year in the courtyard for an informal get together. This is a forum to inform, exchange and discuss student related issues, as well as an opportunity to socialize with graduate students from other programs and years.

CPT (Curricular Practical Training) and OPT (Optional Practical Training)

Curricular Practical Training is employment which is an integral or important part of your curriculum, and that it is either required for your degree or you receive academic credit for the employment experience. These stipulations must be printed in the University of Miami Bulletin applicable to your degree program.

Optional Practical Training is employment designed to provide you with an opportunity to gain actual experience in your chosen profession for a maximum of one year. OPT should be done before you complete your studies, and/or after you complete your studies, but may not exceed a total of 12 months. The form for OPT needs to be signed by the Graduate Advisor. The request for OPT can be found on the website of International Student and Scholar Services:

<https://iss.miami.edu/common-procedures/index1.html>

The OPT cannot be combined with a Graduate Assistantship.

Study abroad programs

Study abroad trips are generally offered in Winter-session, Spring and Summer and can be used to fulfill elective requirements only. Tuition Waivers cannot be applied to programs sponsored by Study Abroad and in no case may tuition waivers cover travel related costs.

<https://studyabroad.miami.edu/>

Dropping and Adding Courses

You may drop and add courses through Cane Link unless a hold has been placed on your ability to do so. If you have a hold, your Graduate Advisor may need to use the drop/add form and submit to the Office of Registrar

Please note: every term, the University of Miami publishes a schedule of prorated refunds based on when a student drops a course. Under some conditions, students who drop courses after the final day for receiving a 100% refund may find themselves actually owing more money than if they had completed the course; for example, if a student is being supported by a federal training grant, the grant gets reimbursed the full amount of its contribution before the student receives a refund. The School of Architecture strongly recommends that you drop any courses that you plan on dropping by the University's final date for receiving a 100% tuition refund.

See the academic calendar of the Office of Registrar for important dates:

<https://registrar.miami.edu/dates-and-deadlines/academic-calendars/index.html>

In addition, if a student is receiving tuition waiver from the School of Architecture and if a student drops a course after the final day to receive a 100 % refund, those course credits of waiver support will be considered to have been spent. For example, if a student drops a 3-credit course after the final day to receive a 100 % refund, those 3

credits of SoA-based tuition waiver have been used up. Any retake of this course or an equivalent course will not be covered by tuition waiver.

Student Account Services has important information on billing and payment information here:

<https://osas.miami.edu/>

Continuous Enrollment

You must be registered continuously during the fall and spring terms (and summer, where appropriate) from the time you begin until you complete your graduate program. Only an approved Leave of Absence with the Graduate School will be considered in allowing a break in continuous enrollment. Failure to obtain a leave of absence will require re-admittance to the program.

<https://www.grad.miami.edu/policies-and-forms/forms/index.html>

Leave of Absence

You may request a leave of absence for medical, financial, personal, professional opportunity, or other appropriately-documented reasons. Your request must be approved by the Director of Graduate Architecture Programs, by the SoA Dean, and by the UM Graduate School. Your time to completion may be extended by the amount of time that you are on leave.

Typically, a leave of absence lasting more than one calendar year requires compelling justification and may entail approval of your program faculty. Under no conditions are leaves that accumulate to more than two years granted.

Please request a leave of absence in sufficient time that approvals may be obtained prior to your taking it; leaves are not granted retroactively or after the fact. In case of a dire emergency, such as an unexpected severe family illness, the approval for a leave of absence may be accelerated.

There may be consequences to your taking a leave of absence, including requirements that you repay student loans. Please look into these consequences before requesting the leave.

Course Grades

No course on which you were awarded a “D+” (or lower) may count towards your degree. You must retake that course.

Please note: the School of Architecture does not provide tuition waiver support for courses (or their equivalents) that must be retaken for whatever reason, including an initial grade of “D+” (or lower) requiring that the course (or an equivalent) be retaken. They must be paid at full tuition.

Grades of Incomplete (I)

You may receive a grade of “incomplete” (I) for a course where you and the Professor agree that you require time beyond the term’s end to finish the work. The Professor may give you up to one calendar year to complete that course. By Graduate School policy, if the “I” is not changed within one year, course credit can be earned only by repeating that course. Please note: the School of Architecture does not provide tuition waiver support for courses (or their equivalents) that must be retaken for whatever reason, including an “I” that has not been changed within a year. They must be paid at full tuition.

Students may have no more than one “incomplete” (I) in required coursework when they register for Thesis. This “Incomplete” can be no older than one term (received the term prior to thesis registration) or upon agreement with Graduate Program Director.

Students who have received a grade of “incomplete” from several subjects or “incompletes” from earlier terms will be denied registration until those subjects are finished and graded. This policy applies to “incompletes” in subjects required by the degree curriculum or needed for units toward the degree.

Cumulative Grade Point Average (GPA)

Your cumulative Grade Point Average (GPA) is based on all grades awarded while in your program of study at the University of Miami. The School of Architecture requires that all graduate students maintain a cumulative grade point average of 3.0 or better.

If your GPA drops below a 3.0, you will be placed on academic probation and a hold will be placed on your ability to enroll in further course work. If it improves, but does not rise above a 3.0, your probation may be extended another term. If your GPA rises above a 3.0, your probation will be removed.

Please note: The University will not award a graduate degree to a student whose cumulative GPA is less than 3.0. If your GPA drops below a 3.0 and improves very slowly, you may be asked to sign a statement whereby you acknowledge the University’s 3.0 GPA policy and explicitly assume the financial risk of continuing to enroll in courses without achieving the grades needed to raise your cumulative GPA above a 3.0.

Probation

A graduate student may be placed on academic probation if the cumulative GPA drops below a 3.0 (the UM Graduate School’s required GPA to graduate from the University of Miami) at the end of either the fall or spring semester; or if the student fails a course; or if the student fails to behave according to the highest norms of professional ethics in the field of study; or for some other serious infraction. In such cases, the Program Director sends probation letter to the student (with copies to the Department chair,

advisor and Graduate School). The student is informed in the letter what the nature of the infraction is and given a specific time frame in which to remedy the problem or he/she is subject to dismissal. Typically, a student is given one semester to raise the GPA above 3.0.

While on probation, a hold is placed on the student's ability to register on additional courses. If a student remedies the infraction within the given time frame, the probation is lifted and the hold is removed. If a student has failed to remedy the infraction within the prescribed time period but demonstrates significant progress, the Dean, Director of Graduate Architectural Programs and Graduate Advisor review the case to determine whether the student should be dismissed or not. If the chair, advisor and Associate Dean agree that the student should not be dismissed, the student is given another term in which to fully implement the remedy. The above process is repeated until the student is either dismissed or remedies the infraction.

Please note: a student who shows no progress in remedying the reason for having been placed on probation or who incurs multiple probationary infractions will be dismissed.

Please note: a student on probation is very likely to lose his or her SoA-based tuition scholarship and/or graduate student assistantship.

Tuition Waivers

If you are a University Miami benefits eligible employee or a spouse/dependent of a University of Miami benefits eligible employee, you must complete the [Tuition Remission & Waiver Taxation Form for Graduate Courses](#). The University manages its tuition waiver plans in accordance with Internal Revenue Service (IRS) regulations. Tuition Waivers are considered taxable income to University employees and are subject to federal income tax and FICA withholding in the calendar year the course is taken.

University of Miami employees who have questions on tuition remission should contact HR-Total Rewards, your pay and benefits team, by completing the [online inquiry form](#) or calling 305-284-3004.

Whether or not you are an UM employee, we recommend that you consult with your federal income tax preparer on any tax liability.

Scholarships, stipends and other financial assistance

If you are eligible for any type of financial assistance, including scholarships or other forms of Tuition assistance, fellowships, graduate assistantships, travel funding, book reimbursements, and/or loans, you should receive separate information from the program, department, organization, or individual from who you expect to receive these awards.

Please contact them directly with questions.

For questions regarding your Federal Financial Aid award, contact [Canes Central](#) directly.

Tuition -Based Waiver Support

The School of Architecture provides non-need-based tuition waivers to graduate students. Almost always, these tuition waivers are included in the admissions letter to a particular student.

While receiving a tuition scholarship, a graduate student is expected to:

- Maintain adequate and continuous progress in her or his program of study;
- Maintain a record that is largely free of grades of incomplete and/or that fall below the Graduate
- School's and program's minimum-grade requirements;
- Maintain a cumulative Grade Point Average that is at or above 3.0;
- Be continuously enrolled.

All forms of SoA-provided tuition waivers are limited to:

- the normal duration of the program and track, regardless a student's time to completion;
- only those courses that appear on a student's approved program of study; specifically, tuition-based scholarships may not be used to:
 - retake courses (or take substitutes) regardless the reason, including but not limited to courses that are dropped after the final day for 100% refund, courses for which a grade on incomplete (I) was not removed within the one-year limit for its removal, courses for which a student earned a final grade that is below the UM Graduate School minimum acceptable grade (currently, a grade of C is the minimum acceptable grade a student may earn);
 - take courses that students are required to enroll in after they have completed their programs of study but have not yet graduated; specifically.

Petition for Additional Tuition Waiver Support

Tuition-based waiver support may be offered at the time of acceptance. Tuition Waiver support offers are intended to last the duration of a student's normal curriculum at UMSoA. Any request for additional tuition waiver support, based on extraordinary performance in the program, must be reviewed in February/March by the Graduate Committee. Requests must be submitted by using the "**Petition for Additional Tuition Waiver Support**" form. Note: all tuition waiver support is non- need-based and subject to the financial ability of the School of Architecture.

Graduate Student Assistantships

Applicants to the UMSoA Graduate Programs will be considered each semester for a limited number of assistantships within the School. Assistantships are an honors

award available to a limited number of students based on maintaining minimum GPA, good command of English and/or advanced drawing/computing/organizational skills. The assignment of assistantships will be made on the basis of qualifications for each position and demand of faculty. To apply for an Assistantship use the form **“Application for Graduate Assistantship”**.

Graduate Student Assistantships are available in the following categories:

- Research assistantship, in which a graduate student spends the bulk of her or his time working on a research project under the supervision of a faculty member;
- Teaching assistantship, in which a graduate student spends the bulk of her or his time working on instructional activities such as supporting someone who is teaching a course. Sometimes, a teaching assistantship might entail the student providing tutorial assistance to other students, usually undergraduates, within a structured setting;
- Graduate assistantship, in which a graduate provides assistance that does not fall under one of the above categories such as, for instance, helping the School, or a Program in the completion of various tasks.

Assistantships are approved by the Graduate Program Director/Advisor. A Social Security Number (SSN) is required. Students may receive one assistantship per semester. Assistantships are employment situations (not scholarships); students with assistantships will be required to complete assigned tasks. A student who receives a graduate assistantship devotes effort to a combined program of formal study and assigned duties of teaching, research or administrative service that is designed to enhance their university education. An Assistantship requires either 5, 10, 15 or 20 hours per week (20 - 60 hours per month). A 5-hour commitment is worth \$ 1,000 per semester, a 10-hour commitment is worth \$2,000 per semester.

Assistantships are awarded each semester. Existing assistantships may be continued upon the approval of the Graduate Director and Assistant Director, and Executive Committee Members for Research Assistantships.

Student Employment has additional information here:

<https://bulletin.miami.edu/general-university-information/university-policies/financial-assistance/student-employment/>

Part 4: Thesis

A. Master of Architecture Final Degree Project

Graduate M.Arch. students are expected to pursue a final degree project in the Spring semester of their final year (or other semester with approval). Final degree projects comprise one of two tracks: 1) an architectural design thesis (independent scholarly research); or 2) a graduate design research studio. Students in both tracks are required to take Directed Research (current ARC 699) in Fall. Students will select to pursue one of the two tracks during the Spring or Summer preceding their final year.

Architectural Design Thesis (Independent Scholarly Research):

Architectural Design Thesis is an independent design research project on a topic selected and developed by the student. Design Thesis is an opportunity for each student in the Master of Architecture program to define an individual position with regard to the discipline of architecture.

Important ingredients of a good thesis:

- A relevant question
- A discussion of the context/discourse of the question
- Rigorous and well-targeted research
- Site documentation and analysis
- Demonstration of critical thinking
- Final project that tests the ideas discussed
- Indication of a direction for future development of the question
- Packaging (so that the thesis and its research can be shared)

For those students choosing the thesis track:

1. The Program Director and Final Degree Project coordinator will ask students to prepare and submit a well-defined proposal of their research topic, along with their current portfolio. Research topics are individual but may be constrained within a proposed 'meta-theme', or by selected topics. The proposal should introduce the topic and describe its relevance to the field of architecture; it should identify specific questions that will be addressed; and specify the methodology to be used and explain the appropriateness of the methodology. Proposals must be accepted by the thesis faculty and graduate director in order to continue in the thesis track.
2. ARC 699 Directed Research will include, in addition to common classes, independent research with a designated faculty member. The Graduate director, with the help of the faculty, will review thesis topics and assign students a designated faculty member. Students may suggest their preferred thesis advisor; students may also arrange additional advisors. In order to enhance continuity, the same faculty member will be assigned to the student during both (thesis) semesters.

3. Students should select a Fall Upper Level Design Studio that best corresponds with their research topic (to be taken in parallel with ARC 699 Directed Research) during the Spring preceding the thesis year. M.Arch. students will be given priority toward enrollment in the studio that best suits their needs.

Graduate Design Research Studio:

Research Studio is an opportunity to work in a selected area of design research under the direction of a designated faculty member. Faculty members teaching the research studio will establish a general problem or research topic, as well as a project framework. Each student will make specific contributions to a group research effort, and develop individual projects within the topic and project framework.

For those students choosing the graduate design research studio track:

1. One or more sections of the graduating research studio will be provided, according to interest. Students may select a research studio as an alternative to the independent scholarly research project.
2. ARC 699 Directed Research will be conducted during the Fall semester with the faculty who will be teaching the graduating research studio the following Spring.

Final Degree Project Book (all students)

At the conclusion of their final year, all graduating students will be required to present their thesis project or graduating research studio work as a book. At a minimum, the book should contain the following:

- Table of Contents
- Abstract Research or Thesis Statement: a concise statement of the topic/subject addressed in the project, describing the theory/concept in terms of hypothesis and the approach/method to carry out the study/prove the result.
- A narrative that elaborates the research or thesis statement as an argument based on relevant evidence
- Methodology: Describe the process of how you have pursued your design/study, including the critical and theoretical basis of your investigation.
- Precedent Study: a summary of precedents relevant to the subject including appropriate analysis.
- Findings: design and text that illustrates the conclusion of the study, with a critical assessment of the result.
- Annotated Bibliography: research sources to be examined to inform the study (The Chicago Manual of Style format), and a concise explanation of its relevancy to the study/discourse.

B. Master of Science in Architecture Thesis and Thesis Alternatives

Master of Science in Architecture students are responsible for completing a thesis or thesis alternative during their studies at the School of Architecture. Master of Science in Architecture students must have an advisor or an advisory committee to guide his or her program of study, offer advice in meeting degree requirements, and aid in progress and accomplishments. It is the student's responsibility to select the advisor or advisory committee prior to completing 15 graduate credit hours and prior to enrolling in ARC 610 Directed Research. The advisor must be a full-time member of the School of Architecture faculty (regular, educator or lecturer) unless approved otherwise by the Graduate Architecture Program Director. Students should expect to have several conversations/meetings with their thesis advisor to focus the proposed work in advance of the beginning of Semester II.

Students in the Architectural Studies track must select a three-member advisory committee. The advisory committee chair must be a full-time member of the School of Architecture faculty (regular, educator or lecturer) unless approved otherwise by the Graduate Architecture Program Director. In addition to the chair, students in the Architectural Studies track must select two additional faculty readers (a maximum of one may be from outside the School of Architecture).

Plan of study

All Master of Science in Architecture students must submit a Plan of Study prior to completing 15 graduate credit hours and prior to completing any Research and Thesis or Project and Report hours. The Plan of Study must meet the requirements of a student's particular concentration and the minimum requirements for the Master of Science in Architecture degree. The Plan of Study must be signed by all members of the student's advisory committee, and the Director of the Master of Science in Architecture Program. A written abstract must be approved by the thesis advisor (and readers, where appropriate), signing a copy of the abstract, before the semester begins.

M.Sc.Arch Architectural Design Track:

Students in the Architectural Design Track follow thesis procedures for Master of Architecture students, with the following difference:

- All students are required to take ARC 629 Proseminar in the Fall semester (Semester I). Before the end of Proseminar, students must:
 - Prepare a 300-word proposal describing a topic and how it will be investigated
 - Select a thesis advisor
 - Meet with advisor
 - Develop plan of study
- ARC 699 Directed Research, and all related tasks, are done in Spring semester (Semester II)

- ARC 610 Final Degree Project, and all related tasks, are done in Summer or Fall (Semester III)

M.Sc. Arch Architectural Studies Track

Students in the M.Sc.Arch Architectural Studies Track have the following options, depending on the specific area of research concentration and the requirements of their advisor or the advisory committee:

- Option 1. Coursework with Project and Report (non-thesis option)
- Option 2. Research and Thesis (thesis option)

Option 1: Coursework with Project and Report (non-thesis option)

Project and Report students will work under the guidance of a project advisor who, along with an advisory committee, will approve the Plan of Study, help guide the project development, and review the final work. The final examination and/or defense will be based on coursework and/or project work as determined by the examining committee. Students following this option may count up to 6 credit hours for the Project and Report, towards the 36 (min.) credit hours required for the degree. Two options are available:

Practicum: Non-thesis students may participate in a practicum studio and produce research on a specific topic of interest in collaboration with the office in which they are working as part of the practicum. The research work should result in a design application with significant impact on the built environment that can be documented and applied to other projects. Students participating in the practicum option will deliver a Project Report following a format set by the advisor.

Case Study: Non-thesis students may alternatively develop a Case Study. A case study will be an in-depth investigation of a single study topic identified within the area of interest defined by the student. It may be based on a single building or component of a built environment or community and may include experiments, project(s) or analysis of archival information. The structure of the Case Study will include a literature case study, and the definition of at least three relevant questions about the topic area. Students will write a paper describing and detailing a case study that explores the questions previously identified.

Option 2: Research and Thesis (thesis option)

Research and Thesis students will work under the guidance of a research advisory committee, with a designated advisory committee chair, who will supervise the research, approve the Plan of Study, and form the thesis review committee. The final evaluation will be comprised of a public defense of the thesis work and the final thesis document. Students following this option are required to take ARC 629 Pro-seminar or equivalent: Research in Design, ARC 699 Directed Research, and ARC 610 Master

Thesis. Submission of the thesis documentation electronically to the Graduate School, according the University's ETD (Electronic Theses and Dissertations) format, is required for completion of the degree.

Thesis students are required to engage in research work that demonstrates their preparation to contribute to the body of knowledge within their chosen disciplines and to the resolution of complex questions regarding the built environment. The thesis should provide the opportunity for maturation of the student's knowledge and abilities, demonstrating their academic accomplishment and professional potential. The student's thesis work must be documented in a manner acceptable to the student's advisory committee and in accordance with the requirements of the Graduate School.

The content in this handbook is valid at the time of publication but is subject to change.