

## **GRADUATE ACADEMIC POLICIES**

### **MASTER OF ARCHITECTURE TRACK I AND TRACK II PROGRAMS**

#### **JUNE 2013 - MAY 2014 CATALOG**

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## **I. CREDIT AND ENROLLMENT**

### **A. Course Load**

Students in the **102-credit M.Arch Track 1 program** are expected to fulfill an 8-term residency starting in summer. The normal full-time load is 12-18 credits per semester except during thesis semesters when students enroll in 6 or more credits per term. Thesis courses are taken in consecutive fall and spring terms.

Students in the **60-credit M.Arch Track 2 program** are expected to fulfill a 5-term residency starting in summer. The normal full-time load is 12-18 credits per semester except during thesis semesters when students enroll in 6 or more credits per term. Thesis courses are taken in consecutive fall and spring terms.

A student may drop below the 12-18 credit full-time load and extend the M.Arch program beyond the expected residency timeframe only with the approval of the M.Arch Program Coordinator and Dean of Graduate Programs.

In rare cases, Master of Architecture Track 2 students may be accepted and required to complete additional requirements from Track 1. This would increase the total number of credits required and could increase the length of the program residency.

### **B. Continuing Enrollment (Registration)**

Unless granted a formal leave-of-absence, graduate students must register for every regularly scheduled semester for their program each academic year until the program is completed. Students in the M.Arch program, in the thesis year, may delay the commencement of thesis until the fall semester. Students must notify the Program Coordinator and Graduate Dean in writing by the summer registration deadline.

Graduate students must register for a minimum of 6 credits in each semester to receive studio space.

### **C. Leave of Absence, Withdrawal and Readmission**

Graduate programs adhere to general college policies regarding leaves of absence, withdrawal, and readmission. Graduate students requesting such actions should obtain the appropriate forms from the Graduate Programs office.

Unless granted an official leave of absence, a student who fails to register is considered to have withdrawn from the program. A student leaving the college within a term must withdraw formally to receive any applicable refund and to avoid the posting of no credit grades on the records. A student who is on leave of absence or has withdrawn from the program is not entitled to use of the library, studio space or other college facilities, or to faculty interactions.

## D. Transfer Credit and Course Waiver or Exemption

### General Graduate Program Transfer Credit Information

Graduate transfer credit may not be granted for foreign language study, work in non-accredited institutions, work done as a special student at the college or another institution, or work done out-of-residence during the program without the approval of the advisor or Program Coordinator and Dean of Graduate Programs. See specific policies for the M.Arch programs below.

All MassArt Professional and Continuing Education (PCE) courses taken for graduate credit are subject to transfer credit review and restrictions. Matriculated graduate students in MassArt's graduate programs may enroll in PCE electives subject to the approval of their Graduate Program Coordinators. Non-matriculated students may enroll in PCE courses for graduate credit however only courses that have been reviewed and approved by the M.Arch Program Coordinator and/or Graduate Dean may be applied towards M.Arch requirements. Students who intend to transfer MassArt graduate credit to another institution are advised to consult the registrar at their home institution prior to enrollment.

### M.Arch Programs

The 102-credit **M.Arch Track 1** program is designed for students without an undergraduate degree in architecture, and includes 3 semesters (42 credits) of pre-professional coursework in addition to the 60 professional credits in Track 2. The Track 1 program may transfer, waive or grant course exemptions for up to 15 credits for prior coursework, and grant up to 6 additional experience or portfolio credits for a maximum of 21 credits. **Track 1 students must earn 81-102 graduate credits, with a minimum of 81 MassArt graduate credits, to complete the program.**

The 60-credit **M.Arch Track 2** program is a professional degree program. The Track 2 program may transfer, waive or grant portfolio or experience credit for a maximum of 6 credits. Track 2 students must earn 60 graduate credits, with a minimum of 54 MassArt graduate credits, to complete the program.

**Transfer Credit.** To be transferable into the M.Arch program, courses must have been taken at schools with NAAB-accredited programs (NAAB.org) or other undergraduate level architecture programs, must have been taken at the graduate level, carry a grade of **B-** or better, and must not have been applied to a prior degree. (Note that this grade is higher than the M.Arch minimum passing grade for courses taken at MassArt.) Students must submit for review related support materials including official transcript, portfolio, course description, course syllabus, and possibly papers or exams or letters from employers; there is no guarantee of acceptance.

**M.Arch course waivers or exemptions** are based upon portfolio work, work experience, or successfully completed undergraduate level credit courses which have been taken at schools with NAAB-accredited programs (naab.org) or other undergraduate level architecture programs, and carry a grade of **B-** or better. (Note that this grade is higher than the M.Arch minimum passing grade for courses taken at MassArt.) Students must submit for review related support materials including official transcript, portfolio, course description, course syllabus, and possibly papers or exams or letters from employers; there is no guarantee of acceptance. **Students are required to replace waived course requirements with additional professional electives in order to meet graduate program credit minimums. Course exemptions reduce credit load.**

**Portfolio or experience credit** may be granted towards M.Arch requirements. Students must submit for review related support materials including portfolio and letters from employers; there is no guarantee of acceptance.

In order for an M.Arch course to be waived or granted an exemption, the replacement must achieve parity in content and NAAB criteria as the MassArt course to which it is being compared. Courses must also be equivalent in credit hours to MassArt requirements and carry a grade of **B-** or better. There is no guarantee that submitted courses or portfolio will be accepted by MassArt.

The M.Arch Program Coordinator, in consultation with architecture design and history faculty, and the Dean of Graduate Programs must approve all recommendations for transfer, experience or portfolio credit, and course waivers or exemptions.

## **E. Program Placement and Transfer Credit Evaluation**

MassArt's M.Arch Program Coordinator evaluates all applicants to the M.Arch Track I (pre-professional and professional coursework) and Track II (professional coursework) programs for placement into the appropriate track and for transfer credit or course waivers and exemptions towards advanced placement.

All applicants with prior college-level coursework, or with work experience in architecture, must submit documentation to the graduate program following the evaluation procedure below. This includes applicants entering an architecture program for the first time, and those with pre-professional degrees or coursework from schools with NAAB-accredited programs or other undergraduate level architecture programs.

### **Evaluation Procedure**

- Submit full documentation in support of prior courses and work experience for evaluation by the following deadlines:
  - First semester requirements, submit documentation by 3 weeks after acceptance into the program. Evaluation of first semester requirements must be complete prior to matriculation.
  - For all subsequent requirements, submit documentation by 2.5 months after matriculation (August 15 for summer program start). All subsequent evaluations must be complete prior to the start of the 2<sup>nd</sup> semester in the program, and are final.
- To submit documents: Complete the Program Placement and Transfer Credit Documentation JotForm (<http://www.jotformpro.com/form/20183845935>) and upload documentation files.
- Documentation must include: official college transcript(s), course descriptions and course syllabi. Where applicable, additional portfolio material, coursework, exams or papers, and a letter from an employer (documenting experience that may equal a course in our program) shall also be submitted.
- Course criteria: Courses may be from schools with NAAB-accredited programs or other undergraduate level architecture programs, must meet MassArt's minimum transfer credit grade requirements, and must achieve parity in content, credit hours and NAAB criteria with the MassArt course to which it is compared.
- Submission of documentation does not guarantee acceptance.

- Faculty may additionally interview or test applicants for proficiency in structures course material for sequence placement once on campus.
- **International Applicants:** Documents must all be officially translated into English and include official college transcript evaluations.
- **M.Arch Track I Applicants:** Transfer, experience, or portfolio credit, and course exemptions (with a reduction in credit hours) or course waivers (with replacement credit taken at MassArt), may be applied to pre-professional level course requirements in the Track I program. Portfolios are reviewed for placement in the architectural design courses.
- **M.Arch Track II Applicants** must provide documentation for the following Track I first year requirements earned in pre-professional degrees from schools with NAAB-accredited programs or other undergraduate level architecture programs for their MassArt student file:
  - Structures and Building Systems Courses (Structures I, II, III and IV)
  - History of Architecture courses (History of Architecture and Urban Planning)
  - Construction/fabrication experience (Methods and Materials)
  - Sustainable Architecture courses as well as other design work that may incorporate this material
  - Architecture Electives (6 credits)
 Transfer or portfolio credit, or course waiver may be requested for some Track II requirements.
- Following the review, applicants are issued a program evaluation specifying accepted coursework and remaining coursework to be taken at MassArt.

#### **F. Independent Study, Directed Study and Cross-Registration**

If a course suitable for graduate level work or appropriate to a student's need is not available during a given semester, the student may undertake an independent study for studio elective credit or architecture history credit with approval of the Program Coordinator and Graduate Dean.

## **II. GRADING AND EVALUATION**

### **A. Grading Policies Master of Architecture (M.Arch) Programs**

The M.Arch program uses a dual letter grade and pass/no credit grading system. **Architecture and architecture history courses are granted letter grades.** Only professional elective courses taken in a fine arts department are granted pass/no-credit grades.

M.Arch Students must receive a grade of C or better in individual courses. A grade of C- or below is a failing grade. M.Arch students must maintain a GPA of B- or above. The grade point average (GPA) is calculated by allocating a numeric value to each letter grade (see chart below).

Students who do not maintain a minimum B- average in the major architectural requirements are placed on probation. Any student whose average falls below the minimum in a semester, will be placed on academic probation. A student who falls below this average a second semester is subject to dismissal from the program. See also Section III, Academic Standing - D. Academic Probation and Dismissal below.

The following table of numerical equivalents is used to calculate the student's major average:

Letter Grade	A	A-	B+	B	B-	C+	C
	93-100	90-92	87-89	83-86	80-82	77-79	73-76
<b>GPA Equivalent</b>	4.0	3.7	3.3	3.0	2.7	2.3	2.0

## B. Grading System: M.Arch Program

1. Letter grades (A, A-, B+, B, B-, C+, C, C-, F, Incomplete, W) are given in the following courses: Liberal Arts, Art Education, Design, and History of Art.
2. Honors/ Pass/ No Credit/ Incomplete/ W grades are given in the following courses: Film/Video, Studio for Interrelated Media, Photography, Fine Arts 2D, Fine Arts 3D.

Grade definitions

**A** Exceptional work in all respects.

**B** Above average work, distinguished in certain but not all respects.

(For MFA, Post-baccalaureate, MAT-AE, and MSAE programs, B is the lowest passing grade for a course.)

**C** Below Average

**For M.Arch students, C is the lowest passing grade for a course.**

**F** Failing work. No credit is given.

**Pass** Work meeting all expectations for successful completion of the course. For graduate credit, pass indicates a B or better.

**NC** No Credit. Work that does not meet the expectations of the course.

**INC** Incomplete. A temporary designation, indicating that at least 80% of the course requirements have been met and that the remaining requirements are expected to be completed, and a permanent grade issued by the middle of the following semester. The student is responsible for having an Individual Grade Sheet (available in the Graduate Programs office) completed by the appropriate faculty member and filed with the Graduate Programs office. If the student does not complete the course work, a non-passing grade will be issued after the midpoint of the following semester. (On occasion a professor allows an extension for completion of the work. Students may request an extension from the professor in writing before the subsequent mid-semester.)

**W** Withdrawn from the course. No credit earned. W grades do not appear on the student's transcript.

All evaluations received other than the administrative designation of "W" (withdrawn) remain as a permanent transcript record. This includes the designation of INC (incomplete) when a student does not complete the course work and the non-passing grade (NC).

### **C. Written Evaluation of Pass/No-credit courses (M.Arch fine arts department electives)**

Students may request written course evaluations for any course taken at the college. The student must provide the faculty member with the evaluation form, which is available in the Graduate Programs office, before the end of the Add/Drop period of the semester in which the class is taken. The faculty member submits course evaluations to the Graduate Programs office with the grade sheets for the semester. Information provided on the evaluations is not added to the student's transcript; however, the form is kept in the student's permanent file and copies of all Course Evaluations are sent with all transcripts requested. Evaluations are intended to provide a description of the student's achievement in the course; they should address the student's attendance, class participation, motivation, the work produced, and the student's progress and technical expertise in the subject area. Letter grade equivalents are not given for pass/no credit courses.

### **D. Evaluation of Student Work**

**Informal reviews of student** work occur throughout each semester. The designated course instructors grant course credit at the end of each semester based upon successful fulfillment of all course requirements, attendance and participation as detailed in course syllabi. Students are expected to attend all classes, participate in discussions, work individually and collaboratively on projects and fulfill all assignments within the allotted time.

## **III. ACADEMIC STANDING**

### **A. Academic Good Standing**

Master of Architecture (M.Arch) students are expected to maintain a GPA of B- or better, and to receive an evaluation of **C** or better for individual course grades.

A student must make satisfactory or reasonable progress toward completion of a degree program within the time allotted to the program. The time limit may be extended only on petition to the department and the Dean of Graduate Programs. An approved leave of absence extends the maximum time for a period equivalent to the leave.

#### **Allotted Program Timeframe**

M.Arch Track 1: 8-terms, full-time residency. Students enroll in 12-18 credits per term except for thesis terms when they enroll for 6 or more credits.

M.Arch Track 2: 5-terms, full-time residency. Students enroll in 12-18 credits per term except for thesis terms when they enroll for 6 or more credits.

## **B. Graduation Policy**

To participate in graduation and receive a diploma, students must complete all requirements of the graduate program, including the thesis critique, exhibition and review and final approval of written documentation of the thesis for the library. Students should submit an Intent to Graduate form to the Graduate Program within two semesters of the intended graduation date.

## **C. Mid-Semester Warning**

A mid-semester warning alerts the student and advisor that the student appears to be having difficulty with a course and may not receive credit. Faculty attempt to give mid-semester warnings to all students who are encountering difficulty with their courses. In some cases, students who do not receive a mid-semester warning may nonetheless receive a grade of no credit at the semester's conclusion.

## **D. Academic Probation and Dismissal**

A student who is not achieving a consistent level of professional development in the program may be placed on academic probation and may become subject to academic dismissal by the department and the Dean of Graduate Programs.

The Dean of Graduate Programs notifies in writing any student who is being placed on academic probation or who is being considered for academic dismissal. Every effort will be made to help the student resume satisfactory progress in the program.

The Dean of Graduate Programs, in consultation with the M.Arch Program Coordinator can place a student on academic probation if a student is not achieving a consistent level of professional achievement in their courses. This can occur even if a student has not received a grade of no credit in any course.

Any student who wishes to make an appointment to discuss any of these academic actions with the Dean of Graduate Programs is encouraged to do so.

## **Master of Architecture (M.Arch) Programs**

Any M.Arch student who receives a grade of no credit in any studio course, a grade of **C-** or less in any course, or falls below a GPA of B- is automatically placed on academic probation. If an M.Arch student on academic probation receives a grade of no credit in a studio course, a grade of **C-** or less in any course, or falls below a GPA of B-, this student is subject to academic dismissal at the end of the semester.

## **E. Right of Appeal**

Any student who wishes to appeal an academic decision of dismissal may request a hearing. The request should be made in writing to the Dean of Graduate Programs. The Dean of Graduate Programs, in consultation with the Graduate Council, will organize an ad hoc committee to hear the appeal. The ad hoc committee will consist of the M.Arch Program Coordinator and the Department Chair, the Dean of Graduate Programs, a faculty member from the architecture department, and a member of the faculty from another department. Each of these members shall have one vote.

## **F. Assistantships and Academic Probation**



The college awards three different types of assistantships to graduate students: technical, administrative, and teaching. The Dean of Graduate Programs awards all assistantships according to student need and ability, departmental needs, and budgetary allotments. Students on academic probation may not receive any assistantships.

#### **IV. STUDENT RECORDS**

##### **A. Confidentiality of Student Records**

The Family Educational Rights and Privacy Act of 1974 ("FERPA"), also known as the Buckley Amendment, ensures confidentiality of student educational records and restricts disclosure to or access by third parties, except as authorized by law. FERPA also confers upon current and former students certain rights with respect to their education records. With certain limited exceptions, FERPA guarantees that the academic records for students over 18 years of age cannot be discussed with or disclosed to any person.

The College's FERPA Officer is:  
Frank Callahan  
Registrar  
621 Huntington Ave.  
Boston, MA 02115  
(617) 879-7272

The Graduate Program adheres to college-wide records policies. Additional information regarding FERPA policies on the Inside.MassArt.edu website at:  
[inside.massart.edu/Academic\\_Resources/Advising\\_and\\_Registration/Academic\\_Advising/Confidentiality\\_of\\_Student\\_Records/FERPA\\_Records.html](http://inside.massart.edu/Academic_Resources/Advising_and_Registration/Academic_Advising/Confidentiality_of_Student_Records/FERPA_Records.html)

##### **B. Records Maintenance**

Students' academic records are maintained by the Graduate and Continuing Education office staff at:  
Massachusetts College of Art and Design  
Graduate and Continuing Education  
Artists' Residence First Floor  
600-Rear Huntington Avenue  
Boston, MA 02115  
617-879-7166 – Graduate Programs  
617-879-7171 – Fax

#### **V. PROGRAM REQUIREMENTS**

M.Arch program requirements of the June 2013 - May 2014 catalog follow on page 10.

## M.Arch Track I and II Program Requirements: June 2013 – May 2014 Catalog

### Track I / Year I

<b>Summer</b>		<b>12</b>
EDAD 510	Architectural Design I	3
EDAD 517	Structures I	3
EDAD 502	Methods and Materials	3
EDAD 516	History of Architecture and Urban Planning I	3
<b>Fall</b>		<b>15</b>
EDAD 520	Architectural Design II	3
EDAD 527	Structures II	3
EDAD 518	Revit I and II (or current software competency)	3
EDAD 526	History of Architecture and Urban Planning II	3
	Professional Elective	3
<b>Spring</b>		<b>15</b>
EDAD 530	Architectural Design III	3
EDAD 537	Structures III	3
EDAD 532	Sustainable Architecture	3
EDAD 535	Professional Practice I	3
	Professional Elective	3
<b>Total Credits</b>		<b>42</b>

### Year II Track I / Year I Track I

<b>Summer</b>		<b>12</b>
EDAD 605	Community Build Studio	12
<b>Fall</b>		<b>18</b>
EDAD 702	Architectural Design VII	6
EDAD 647	Structures IV	3
EDAD 701	Making Cities Work: Landscape (or other landscape/urban course)	3
EDAD 720	Integrated Systems	3
	Professional Elective (on making)	3
<b>Spring</b>		<b>15</b>
EDAD 752	Architectural Design VIII (comprehensive studio)	6
EDAD 5XX	Adv. Architectural History, Theory & Criticism Seminar	3
EDAD 760	Thesis Preparation	3
	Professional Elective	3
<b>Total credits</b>		<b>48</b>

### Year III Track I / Year II Track II

<b>Summer</b>		<b>6</b>
EDAD 806	Thesis I	3
EDAD 805	Professional Practice II	3
<b>Fall</b>		<b>6</b>
EDAD 802	Thesis II	6
	Professional Elective	3
<b>Total credits</b>		<b>15</b>
<b>Track I Program</b>		<b>Total Credits</b>
		<b>102</b>
<b>Track II Program</b>		<b>Total Credits</b>
		<b>60</b>

Track 2 students must cover the equivalent of all of Track 1 requirements prior to or during the Track 2 program.