

UNIVERSITY OF WASHINGTON  
Department of Architecture

## **MASTER OF ARCHITECTURE PROGRAM PROCEDURES AND REQUIREMENTS**

The following procedures and requirements, set forth by the Department of Architecture, are supplemental to the graduate degree policies of the Graduate School Guidelines, as stated in the *2002 - 2004 General Catalog University of Washington – Graduate and Professional Study* pp. 10-29 or on line:

<<http://www.grad.washington.edu/stsv/mastersinfo.htm>>. They are intended as a general guide for students in developing and realizing their objectives for graduate study.

1. Each graduate student should meet with a graduate program advisor on a regular basis to review his/her program of study. Registration is subject to approval by a graduate program advisor.
2. The responsibility for complying with degree requirements rests with each student, and the degree will be withheld pending satisfactory completion of all requirements. You may request that your advisor provide a graduation requirement status check (credit check) at any time in your program.
3. Generally, only courses numbered 400 and above are considered to be graduate level courses and thus are applicable toward graduate credit requirements. However, with permission of your graduate advisor, and where appropriate to a specific study or interest, 300 level courses taken outside of the Department of Architecture may fulfill program electives. Coursework at the 300 level will not be included in calculating cumulative or quarterly grade point averages. ARCH 400, 401, 402 Design, and ARCH 499, Undergraduate Research, are not applicable toward graduate degree requirements.
4. Students are ineligible to elect S/NS (satisfactory/not satisfactory) for any Architecture prefixed courses (ARCH) unless all other course requirements for the Master of Architecture degree (and any certificate) have been met. CR/NC (credit/no credit) courses may be applied toward curriculum requirements. S/NS may be elected for elective courses taken outside the Department and may be applied toward the degree. For graduate students, a grade of 2.7 or higher is recorded (indicated on your transcript) as S (satisfactory).
5. ARCH 500, 501 and 502 must be satisfactorily completed before entering ARCH 503 or 504. ARCH 500 is offered autumn quarter only; ARCH 501 winter quarter only; and ARCH 502 spring quarter only. Students are expected to take this series sequentially.
6. A student is not permitted to enroll in two design studios during the same quarter. Completion of the ARCH 500-502 series is expected before students may enroll in an international studies program; completion of the ARCH 503 and 504 is expected before students may enroll in ARCH 700, Master's Thesis. Students are required to make up previous deficiencies; including "I" or "X" (incomplete/no grade) work in studio, before continuing in a studio sequence. Any "I" or "X" in required courses must be made-up before registering for Thesis.
7. Students are given a chance to identify their preference for the ARCH 502-504 design studios by selecting from written studio descriptions. The descriptions are posted the week prior to the beginning of class in autumn quarter and near the end of autumn and winter quarters. Generally, priority is given to students who did not receive their higher preferences in previous selections. Students in certificate programs are given priority for studios that are certificate requirements. The faculty recommends that students select no more than two design studios with the same instructor.

8. Satisfactory performance in design studio is essential for advancement in the program. Students withdrawing from the studio sequence without receiving a leave of absence for withdrawal from all courses – or permission of the Graduate Program Coordinator for withdrawal from studio only – are required to reapply to the program for admission along with the new entering class.
9. Graduate studios are graded on a Credit (CR), No Credit (NC), or Incomplete (I) basis and are not included in GPA calculations. Students receiving No Credit must repeat the studio. Within the Department, the CR/NC system is supplemented with faculty evaluations of the student performance for each student. On this internal document, the pass grade is broken down into Commended Pass, Pass, and Marginal Pass. The Commend indicates exceptional or exemplary work to be archived (at least until the next accreditation visit). The Marginal Pass indicates performance below faculty expectation. No more than two studios in which the student received a marginal pass may be used to fulfill graduation requirements.

A special review by a faculty panel may be called when a student receives a Marginal Pass or No Credit in any studio, indicating that the work is not progressing satisfactorily. During the preparatory year, students who receive an evaluation of "less than faculty expectation" in any of the 303-5 studios will be reviewed for satisfactory progress during finals week of spring quarter. All reviews for satisfactory progress are intended to be both constructive and advisory, and will focus on progress in studio as well as other course work. Faculty reviews will be open and fair-minded. In general, they assess student work for clarity, coherence, and appropriateness of design concept, development, and presentation. If weaknesses in design skills are apparent or if other factors are hindering the student's progress, the review panel may recommend any one of the following (as specified in Graduate School Memorandum No. 16, Continuation or Termination of Students in the Graduate School): No Action, Warn, or Probation. In some circumstances, particularly if the student has exhibited work below expectation for more than one quarter, or has not corrected the condition(s) that led to an earlier probation, the committee may recommend Final Probation or immediate Drop from the program. The review panel may also recommend that the student take an additional design studio or other course work before continuing with the regular studio sequence. Some students may be advised to take a leave of absence to reconsider their objectives; they may also be advised informally to withdraw from the program.

Students may appeal the review panel's recommendations by writing to the Chair of the Department of Architecture. Appeals beyond this point should follow the process outlined in Graduate School Memorandum No. 33, Academic Grievance Procedure.

10. Students who maintain studio evaluations in the middle range or above may elect to take two non-traditional studios for ARCH 503 and 504. Students who receive a Marginal Pass in 500 - 502, or in 503 are required to complete an additional traditional building design studio at the 503-504 level.

The non-traditional studio options for the ARCH 503-505 level include:

- Final year Landscape Architecture or Urban Design & Planning studios, when approved by a graduate advisor.
  - International study, including Departmental programs (Rome), formal exchange programs, or Danish International Studies (one quarter) or other international study approved by an advisor.
  - Hands-on studios, i.e., Lighting Fixture Design, Furniture Design, or Design Build studios.
  - Independent studio. Students who receive a Commended Pass in one or more studios may propose a faculty-supervised independent design studio at the 503-504 level.
11. Entry codes for ARCH 600 (Independent Study/Research) will be issued only upon presentation of an approved proposal (see Diane Stuart for proposal procedure and forms as well as entry codes).

12. An entry code for ARCH 700, Thesis, spring quarter, will be issued only upon completion of a status check of graduation requirements by your graduate advisor and upon an approval of a thesis proposal by the thesis chair. Students electing to do an independent thesis prepare their proposals through ARCH 599, Thesis Preparation with the supervision of their thesis chair. Students doing a design thesis develop their project proposal in ARCH 595, Master's Thesis Studio Pre-design, prior to enrolling in the Master's Thesis Studio spring quarter.

Public presentation of the thesis to a panel of the student's thesis committee and outside reviewers is required of all thesis candidates prior to graduation. Thesis presentations are scheduled during finals week in spring quarter.

13. An independent thesis proposal remains valid for a maximum of three quarters. Students may only register for a maximum of 9 credits (total) of thesis without submitting a new proposal, unless extenuating circumstances (such as scholarship or financial aid) require a student to be enrolled for a specific number of credits.
14. Independent thesis study space is available only to registered students whose proposal has been accepted. Spaces are arranged through Diane Stuart and allocated by lottery the first day of spring quarter. Use of these assigned spaces is limited and will be monitored. Failure to show regular and frequent use may result in loss of the space. A student may occupy a thesis space for a maximum of two quarters.
15. To petition for on-leave status, a student must have been registered for at least one quarter and be in good standing with a cumulative GPA of 3.0 or better. Students on scholarship or receiving financial aid must inform their supporting office that they will be on leave.

The above procedures and requirements are subject to change by the Department of Architecture faculty and/or the Graduate School. These procedures may be amended if they are inappropriate due to special conditions or circumstances by petitioning the architecture faculty through the Graduate Program Coordinator.