The School of Architecture (SoArch) Undergraduate Student Handbook is a guide to SoArch rules, policies, and procedures. It is designed to give answers to common questions about the school, its curriculum, the university, and your role as a student in the five-year Bachelor of Architecture professional degree program. For additional information or clarification, you may consult with SoArch staff, faculty, and other university personnel.

The material in this handbook is based on current policies, procedures, and requirements. Changes to any policies will be communicated to all students as they occur. For this reason, it is strongly recommended that students regularly check the SoArch website and calendar at [www.cmu.edu/architecture](http://www.cmu.edu/architecture) and their CMU email accounts. Students should also be familiar with the policies laid out in the CMU Student Handbook, *The Word*, which can be found online: [www.cmu.edu/student-affairs/theword](http://www.cmu.edu/student-affairs/theword).

Please refer to the back of this handbook for useful information such as architect resource websites, the academic calendar, facilities hours, and a directory of faculty and staff. We ask that all students familiarize themselves with the contents of this handbook. A new edition is issued every year to ensure accuracy. We welcome comments, questions, and suggestions; our goal is to make this document an essential resource for our undergraduates and encourage feedback to make each edition more effective.

To understand the unique requirements of an architecture education, we have included the following summary from the National Architectural Accrediting Board’s 2009 edition of *Conditions for Accreditation for Professional Degree Programs in Architecture*:

> “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 a 6-year, 3-year, or 2-year term of accreditation, depending on the extent of its conformance with established educational standards.

Doctor of Architecture and Master of Architecture degree programs may consist of a pre-professional undergraduate degree and a professional graduate degree that, when earned sequentially, constitute an accredited professional education. However, the preprofessional degree is not, by itself, recognized as an accredited degree.”

The 450 unit Carnegie Mellon SoArch Bachelor of Architecture (BArch) degree is accredited by NAAB. The next accreditation visit is 2018.
SoArch Mission

The School of Architecture provides deep immersion in the discipline of architecture, intensified by the broader Carnegie Mellon culture of interdisciplinary innovation and creative inquiry.

We define the discipline of architecture as the integrated pursuit of design creativity, historical perspective, social responsibility, technical expertise, and global environmental leadership. Our undergraduate and graduate degree programs prepare students to be excellent, discipline-defining design thinkers in diverse global contexts.

This world-class architecture education is enhanced by our position within one of the world’s leading research and entrepreneurship institutions, and by the fundamental premise that architectural excellence demands both rigorous training in fundamentals and the development of unique specializations. Students may extend their core knowledge either through concentration in architecture subdisciplines like sustainable design or computational design, or through interdisciplinary interaction with CMU’s other renowned programs - whether the sciences, the humanities, business, or robotics. Though every School of Architecture student graduates with intensive architecture knowledge, no two graduates leave with the same education.

In the twenty-first century, few architecture problems are straightforward. Graduates of SoArch excel in the roles architects have performed for centuries - and in new roles catalyzed by the depth and breadth of their education - to create and execute innovative solutions to a huge range of emerging global challenges.
Carnegie Mellon University had its beginnings in the Carnegie Technical Schools, founded by Andrew Carnegie on November 15, 1900. Under its initial charter, the institution intended to serve the City of Pittsburgh as a technical school, offering secondary technical education and specialized training in science and the arts.

The School of Science and Technology coupled intellectual and technical skills to produce engineers’ assistants, foremen, and draftsmen. The School of Apprentices and Journeymen concentrated on the mechanics of manufacturing and building. The School of Fine and Applied Arts offered a program that would produce skilled designers, art workers, and printers. Margaret Morrison Carnegie College trained women in homemaking, nursing, and secretarial skills.

In 1912, the Carnegie Technical Schools became Carnegie Institute of Technology (CIT) with a mission to promote excellence in technology and engineering, and gave emphasis to the humanities and arts. In 1968, CIT merged with the Mellon Institute, a center for scientific research in Pittsburgh, to become Carnegie Mellon University.

Carnegie Mellon offers educational programs and promotes research in seven major areas: arts, sciences, humanities, engineering, public policy, business and computer science. Its goal is to educate professionals, create new technologies, foster knowledge, and promote the economic development of Pittsburgh and its region.

Located on a 136-acre campus adjacent to Pittsburgh's Schenley Park, Carnegie Mellon is a ten-minute drive from downtown Pittsburgh. The campus population consists of approximately 6,000 undergraduates, 5,500 graduate and doctoral students, and 4,000 faculty and staff members.

Carnegie Mellon has offered an undergraduate professional Architecture degree program since the founding of the Department of Architecture in 1905 in the School of Applied Design, renamed the College of Fine Arts in 1921. The primary goal of the undergraduate program has always been one of educating students to be practitioners. Under its first Dean and Department Head, Henry Hornbostel, and under succeeding department heads, the undergraduate program approached the task of educating students in the traditional manner established by the Ecoles de Beaux-Arts.

In the 1960s, under the direction of Paul Schweikher, the undergraduate program was a five-year, fixed-length program. As was common during this period, it consisted of an introductory year of basic design followed by four years of architectural design.

During the 1970s and 1980s, Heads Delbert Highlands, Robert Taylor, Louis Sauer, and Omer Akin developed the program into a four-level, variable-length program. Distinctive characteristics of the program during these years were: the introductory course in architecture, which was developed as an alternative to courses in basic design; the four-level design sequence which defined skills necessary for advancement through the program; the technology sequence which structured architectural technology in a manner parallel to architecture design; and the possibility of completing the program in a period of four years (accomplished by 15% of students).
Under Omer Akin, the four-level program was transformed into a three-level design sequence: a first-year introduction to architecture; a variable-length middle level developing both comprehensive and specialized skills; and a fixed-length final level requiring demonstration of comprehensive architectural and design skills. In 1986-87 under Akin’s leadership, the program was revised to a five-year sequence in which each year had its own identity and purpose. Subsequently, under the leadership of Irving Oppenheim and Ulrich Flemming, and then John Eberhard, the program evolved to build stronger course work in the areas of history, technology, and design sciences, requiring course work within other departments of Carnegie Mellon.

In the fall of 1994, Vivian Loftness was appointed Head, with Bruce Lindsey appointed Associate Head in 1995. Building on efforts led by Doug Cooper, a revised curriculum was adopted that called for creative, technical, environmental, and historical competence. In the summer of 2004, Laura Lee was appointed Head of the School. With a background in teaching design studio, interdisciplinary arts, and professional practice, Lee’s vision was to develop a center of excellence for integrated design.

Following a year as Interim Head, Stephen R. Lee was appointed as the Head of the school in the summer of 2009. As a member of the faculty for over 25 years, Lee brought an intimate knowledge of the School and a background in tectonics, sustainable design, and urban design to the position. Lee’s vision is to emphasize the importance of learning by making and the need to create flexibility and interdisciplinary opportunities. He led a school-wide process to refine a solid, three-year architecture foundation and to enable upper-level students to choose advanced synthesis option studios in breadth or in depth based upon their personal interests and career goals. He explicitly made linkages between the undergraduate program and the post-professional graduate programs and created the Accelerated Masters Program. He was reappointed in July 2014.

CHRONOLOGY OF SCHOOL HEADS

<table>
<thead>
<tr>
<th>Year</th>
<th>Head/Leader</th>
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</thead>
<tbody>
<tr>
<td>1905-1907</td>
<td>Henry Hornbostel, Founder</td>
</tr>
<tr>
<td>1907-1918</td>
<td>Henry McGoodwin, First Head</td>
</tr>
<tr>
<td>1918-1921</td>
<td>Walter Kerr Rainsford, Acting Head</td>
</tr>
<tr>
<td>1921-1923</td>
<td>Harry Sternfeld, Head</td>
</tr>
<tr>
<td>1923-1925</td>
<td>Henry McGoodwin, Head</td>
</tr>
<tr>
<td>1925-1948</td>
<td>William Frank Hitchens, Acting Head</td>
</tr>
<tr>
<td>1948-1955</td>
<td>John Knox Shear, Acting Head</td>
</tr>
<tr>
<td>1955-1956</td>
<td>Raymond A. Fisher, Acting Head</td>
</tr>
<tr>
<td>1956-1968</td>
<td>Paul Schweikher, Head</td>
</tr>
<tr>
<td>1968-1969</td>
<td>Robert H. Burdett, Head</td>
</tr>
<tr>
<td>1969-1975</td>
<td>Delbert Highlands, Head</td>
</tr>
<tr>
<td>1975-1979</td>
<td>Robert Taylor, Acting Head</td>
</tr>
<tr>
<td>1979-1981</td>
<td>Louis Sauer, Head</td>
</tr>
<tr>
<td>1981-1988</td>
<td>Omer Akin, Head</td>
</tr>
<tr>
<td>1988-1989</td>
<td>Ulrich Flemming &amp; Irving Oppenheim, Acting Heads</td>
</tr>
<tr>
<td>1989-1994</td>
<td>John Eberhard, Head</td>
</tr>
<tr>
<td>1994-2004</td>
<td>Vivian Loftness, Head</td>
</tr>
<tr>
<td>2004-2008</td>
<td>Laura Lee, Head</td>
</tr>
<tr>
<td>2008-</td>
<td>Stephen R. Lee, Interim Head and Head</td>
</tr>
</tbody>
</table>
“The accredited degree program must demonstrate that each graduate possesses the knowledge and skills defined by the criteria set out below. The knowledge and skills are the minimum for meeting the demands of an internship leading to registration for practice.

The school must provide evidence that its graduates have satisfied each criterion through required coursework. If credits are granted for courses taken at other institutions or online, evidence must be provided that the courses are comparable to those offered in the accredited degree program.

The criteria encompass two levels of accomplishment:

- **Understanding**—The capacity to classify, compare, summarize, explain and/or interpret information.
- **Ability**—Proficiency in using specific information to accomplish a task, correctly selecting the appropriate information, and accurately applying it to the solution of a specific problem, while also distinguishing the effects of its implementation.”

- The National Architectural Accrediting Board (NAAB) 2009 Conditions for Accreditation

### NAAB Student Performance Criteria:

#### Critical Thinking and Representation

- **A.01** Communication Skills (A)
- **A.02** Design Thinking Skills (A)
- **A.03** Visual Communication Skills (A)
- **A.04** Technical Documentation (A)
- **A.05** Investigative Skills (A)
- **A.06** Fundamental Design Skills (A)
- **A.07** Use of Precedents (A)
- **A.08** Ordering Systems Skills (U)
- **A.09** Historical Traditions and Global Culture (U)
- **A.10** Cultural Diversity (U)
- **A.11** Applied Research (U)

#### Integrated Building Practices, Technical Skills, and Knowledge

- **B.01** Pre-Design (A)
- **B.02** Accessibility (A)
- **B.03** Sustainability (A)
- **B.04** Site Design (A)
- **B.05** Life Safety (A)
- **B.06** Comprehensive Design (A)
- **B.07** Financial Considerations (U)
- **B.08** Environmental Systems (U)
- **B.09** Structural Systems (U)
- **B.10** Building Envelope Systems (U)
- **B.11** Building Service Systems (U)
- **B.12** Building Materials and Assemblies (U)

### Leadership and Practice

- **C.01** Collaboration (A)
- **C.02** Human Behavior (U)
- **C.03** Client Role in Architecture (U)
- **C.04** Project Management (U)
- **C.05** Practice Management (U)
- **C.06** Leadership (U)
- **C.07** Legal Responsibilities (U)
- **C.08** Ethics and Professional Judgment (U)
- **C.09** Community and Social Responsibility (U)

A minimum of 450 units are required to graduate. This includes a minimum 315 units of architectural studies and 135 units of general studies. Passing grades (D and above) in all courses and a minimum Quality Point Average (QPA) of 1.75 for 1st Years and 2.00 for all other students must be maintained. A student must have a minimum 2.00 QPA to graduate.
RESIDENCY REQUIREMENT
A candidate for a bachelor’s degree must complete at Carnegie Mellon University a minimum of four semesters of full-time study, or the equivalent of part-time study, comprising at least 180 units of coursework. Furthermore, there is a six-semester residency requirement for the award of the Bachelor of Architecture degree.

MINORS
Students may receive a minor by taking approximately six or seven classes in an academic discipline; each college specifies the requirements for their minors, so students must contact the individual department for an outline of required courses. The Undergraduate Catalog lists all available minors as well as a contact person within each department. Students must meet with the department of interest and apply/register as a minor to be officially recognized by that department.

DOUBLE MAJORS
Students who have received credit for required courses can supplement their schedule with additional electives. By taking approximately ten classes in an academic discipline, a student can receive an additional major. Students must contact the individual department for an outline of required courses and to apply/register as a double major candidate in order to be officially recognized by that department.

DUAL DEGREE
Building upon their courses in the School of Architecture, students can pursue a dual degree program.

Students who have earned dual degrees will receive two diplomas: a Bachelor of Architecture as well as a B.A. or a B.S. in the additional area of study. Students must contact the individual department for an outline of required courses and units. Students must register with the individual department’s academic advisor to be officially recognized as a dual degree candidate in that department.

IDeATe
The Integrative Design, Arts and Technology Network (IDeATe) at Carnegie Mellon University connects diverse strengths across CMU to advance education, research and creative practice in domains that merge technology and arts expertise.

IDeATe supports eight interrelated undergraduate concentration areas, all of which can also be taken as minors. The themes of these areas integrate knowledge in technology and arts: game design, animation and special effects, media design, sound design, learning media design, entrepreneurship for creative industries, intelligent environments, and physical computing.

The IDeATe concentrations aim to train a student to be excellent in one area of technology or arts and be able to collaborate within diverse cohorts of technology and arts experts. To achieve this goal, IDeATe has sponsored the development of 30 new interdisciplinary technology-arts studio based courses. These studio classes are focused on hands on collaborative learning and are structured to combine students from many different disciplines. The curriculum is being developed and delivered by 65 faculty across 15 different academic units of CMU and being delivered at the new IDEATEE collaborative making facility housed at the central Hunt Library.
## Curriculum

### DESIGN STUDIO (168 UNITS)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>48-100</td>
<td>Architecture Design Studio: Foundation I</td>
</tr>
<tr>
<td>48-105</td>
<td>Architecture Design Studio: Foundation 2</td>
</tr>
<tr>
<td>48-200</td>
<td>Architecture Design Studio: Elaboration 1</td>
</tr>
<tr>
<td>48-205</td>
<td>Architecture Design Studio: Elaboration 2</td>
</tr>
<tr>
<td>48-300</td>
<td>Architecture Design Studio: Integration 1</td>
</tr>
<tr>
<td>48-305</td>
<td>Architecture Design Studio: Integration 2</td>
</tr>
<tr>
<td>48-400</td>
<td>Advanced Synthesis Options 1</td>
</tr>
<tr>
<td>48-405</td>
<td>Advanced Synthesis Options 2</td>
</tr>
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<td>Advanced Synthesis Options 3</td>
</tr>
<tr>
<td>48-505</td>
<td>Advanced Synthesis Options 4</td>
</tr>
<tr>
<td>48-509</td>
<td>Thesis I</td>
</tr>
<tr>
<td>48-519</td>
<td>Thesis II</td>
</tr>
</tbody>
</table>

### CRITICAL PRACTICE (42 UNITS)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>48-025</td>
<td>First-Year Seminar: Architecture Edition I</td>
</tr>
<tr>
<td>48-026</td>
<td>First-Year Seminar: Architecture Edition II</td>
</tr>
<tr>
<td>48-250</td>
<td>Context</td>
</tr>
<tr>
<td>48-351</td>
<td>Human Factors in Architecture</td>
</tr>
<tr>
<td>48-380</td>
<td>Real Estate Design and Development</td>
</tr>
<tr>
<td>48-381</td>
<td>Issues of Practice</td>
</tr>
</tbody>
</table>

### DESIGN TOOLS (24 UNITS)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>48-120</td>
<td>Digital Media I</td>
</tr>
<tr>
<td>48-121</td>
<td>Analog Media I</td>
</tr>
<tr>
<td>48-125</td>
<td>Digital Media II</td>
</tr>
<tr>
<td>48-126</td>
<td>Analog Media II</td>
</tr>
</tbody>
</table>

### BUILDING TECHNOLOGY (18 UNITS)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>48-215</td>
<td>Materials and Assemblies</td>
</tr>
<tr>
<td>48-324</td>
<td>Statics/ Structures</td>
</tr>
</tbody>
</table>

### ENVIRONMENTAL SCIENCE (27 UNITS)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>48-116</td>
<td>Building Physics</td>
</tr>
<tr>
<td>48-315</td>
<td>Environment I: Climate and Energy</td>
</tr>
<tr>
<td>48-432</td>
<td>Environment II: Advanced Building Systems Integration &amp; Mechanical Systems</td>
</tr>
</tbody>
</table>

### HISTORY (27 UNITS)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>48-240</td>
<td>Historical Survey of World Architecture and Urbanism</td>
</tr>
<tr>
<td>48-241</td>
<td>Modern Architecture</td>
</tr>
<tr>
<td>48-xxx</td>
<td>Architectural History III</td>
</tr>
</tbody>
</table>

### GENERAL STUDIES & ELECTIVES (135 UNITS)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>76-101</td>
<td>Interpretation and Argument</td>
</tr>
<tr>
<td>99-101</td>
<td>Computing at Carnegie Mellon</td>
</tr>
<tr>
<td>62-175</td>
<td>Descriptive Geometry</td>
</tr>
<tr>
<td>xx-xxx</td>
<td>Electives (117 units)</td>
</tr>
</tbody>
</table>

* A free elective is any Carnegie Mellon Course. However, a maximum of nine units of physical education, military science (ROTC), and/or student-taught (StuCo), courses may be used toward fulfilling graduation requirements.
**Course Guidelines**

**COURSE SEQUENCE**
Courses in the curriculum build upon one another, making the sequence very important. Unless unusual circumstances warrant an exception, courses must be taken in sequence. The following rules apply to the course sequence:

- Each studio is the prerequisite to the next studio in the first three years.
- All required first-, second-, and third-year courses must be passed to enter into the fourth year.
- A student who is placed on probation for weak studio performance in first- or second-year must successfully complete the Summer Session I Skills Studio.
- Entrance into any course depends on fulfilling all course prerequisites. See the Undergraduate Catalog and course syllabi for prerequisites.
- Any courses taken at other institutions for use as transfer credit must have prior School approval. You must submit a transfer credit petition form, syllabus, and course description of the course to the Senior Academic Coordinator prior to taking the course. Approval will be based on the equivalency of the proposed course being replaced.

**ARCHITECTURAL HISTORY REQUIREMENTS**
All Bachelor of Architecture students must take three approved architectural history courses.

- Two of the three courses must be 48-240: Historical Survey of World Architecture and Urbanism and 48-241: Modern Architecture. The other architectural history course must be taken within the School of Architecture.
- Students are not permitted to enroll in more than one architectural history course in the same semester.
- Students may not substitute architectural history courses from off campus (for example, Pitt, or a non-CMU abroad program).

**AUDITING A CLASS**
Auditing classes is defined as being present in the classroom without receiving academic credit. You may take part in class discussion and take examinations, subject to the agreement of the instructor. You may audit courses without additional charge if you already pay full tuition (36 units) and fees. Part-time and special students who are permitted to audit will be charged tuition for the audited course at the regular rate.

To choose the audit option, you must obtain a Course Audit Approval Form at the HUB, online at [www.cmu.edu/hub/registration/docs/course-audit.pdf](http://www.cmu.edu/hub/registration/docs/course-audit.pdf); obtain the required signatures; and return to enrollment services at the HUB. Audit classes cannot fulfill degree requirements; you may only audit a course if the course is not part of the required curriculum, including electives.

**PASS/ FAIL**
Undergraduate students may elect to take a university elective as a pass/fail course. Pass/ Fail classes cannot fulfill degree requirements; you may only pass/ fail a course if the course is not part of the required curriculum, including electives. You must register for the course first, then obtain a form from the HUB at [www.cmu.edu/hub/registration/docs/pass-fail.pdf](http://www.cmu.edu/hub/registration/docs/pass-fail.pdf).

Students must submit the form to Enrollment Services indicating the course they are electing as pass/ fail before the end of the university’s drop period. This decision is irreversible thereafter. No information regarding the student’s decision will be passed on to the instructor. Instructors will submit letter grades, which will automatically be converted to pass/fail.
A through D work will receive credit for units passed and be recorded as P on the student’s academic record; below D work will receive no credit and will be recorded as N on the student’s academic record. No quality points will be assigned to P or N units; P or N units will not be factored into the student’s QPA. An “N” grade in any course will place you on an academic warning for the School of Architecture.

**ADDING OR DROPPING CLASSES**
You may add or drop a class up to the Add or Drop Deadline as published in the official university Academic Calendar. The official deadlines for this year are also included on the last page of this handbook and in the online School of Architecture Calendar, which can be found at www.cmu.edu/architecture/calendar. Classes can be dropped prior to the university Drop Deadline without a W grade on your transcript. You may drop a class up until the last day of classes with a grade of W being recorded on your transcript. It is the student’s responsibility to drop a course by the assigned deadline. **Classes may not be dropped after the last day of class.** Receiving a “W” grade in a required course for the School of Architecture will place you on an academic warning.

**ELECTIVES**
An elective is any Carnegie Mellon course. However, a maximum of nine units of physical education (69-xxx) and/or student-taught StuCo (98-xxx) courses may be used toward fulfilling graduation requirements.

**INDEPENDENT STUDY**
Independent Study allows opportunities for students to pursue self-directed study with a faculty advisor. Students who are not on an academic action are permitted to take one independent study course (or 9 units total) with an architecture faculty member or with faculty outside of the School.

Students must submit the independent study template, which includes course deadlines, requirements, objectives, schedule, and deliverables. The template requires the approval and signature of a participating faculty member (i.e. the faculty member must approve the outline and agree to act as the instructor). Once completed, the template must be submitted by the advertised deadlines to the Senior Academic Coordinator and the Head for final approval and registration. Independent studies of 3 units must include 45 hours of academic work, 6 units must include 90 hours of academic work, and 9 units must include 135 hours of academic work.
ACADEMIC ADVISING
Architecture students can receive advice from many sources, including the faculty, staff, and the Head of the School. In addition, we encourage all of our students to become involved with organizations (such as AIAS or NOMAS) and committees (such as the Student Advisory Council) in order to learn from peers.

Students will work with the Senior Academic Coordinator, Erica Harp [eharp@andrew.cmu.edu], to answer questions about registration, course options, study away, and academic actions. She can help you plan your courses to ensure that you meet graduation requirements.

You will also be assigned a Faculty Mentor to support you in shaping your interests in architecture and provide professional direction. Your first year in the SoArch you will be assigned a First-year Advisor, Heather Workinger Midgley [haw5@cmu.edu], who will assist in your transition into the university and the School. After the first year, you will be assigned to another Faculty Mentor who will remain with you from second through fifth years. Steve Lee, Head of the School, is also available to meet with students by appointment.

You should seek advice about IDP and architectural licensing through the Architect Licensing Advisor, Alexis McCune Secosky [amccune@andrew.cmu.edu].

ABSENCES
Students must notify faculty in advance of planned absence for a religious holiday or school-related event (e.g., varsity sports trip). If you have an unplanned absence for medical or personal reasons, let the Senior Academic Coordinator know of your situation as soon as possible. In case of an extended absence for medical or personal reasons, contact the Senior Academic Coordinator by mail, e-mail, or phone; she will notify the appropriate faculty. Faculty reserve the right to request a formal document verifying a medical excuse.

ACADEMIC ACTIONS
The following list of academic actions do not follow a particular sequence; any of the actions may be appropriately imposed at any time upon recommendation of the School of Architecture faculty concerned and confirmed at the School Grades Meeting by the College Council. Students on Probation or a stronger academic action are not eligible to work for the school (except under extraordinary circumstances) until they return to good standing. Students on Warning must gain the approval of the Senior Academic Advisor and the Head to be eligible to work for the school.

A Warning indicates failure to maintain professional standards in any course (a D/N in any course); W in a required course; insufficient evidence of serious application to the professional standards of the School; or an overall quality point average below 2.00. A Warning notifies the student of unsatisfactory performance and suggests that the student take steps to determine and correct the cause of the difficulty. A student must receive Cs or better in all courses and have a minimum of a 2.00 QPA to be removed from the action of warning.

A student will be placed on Probation after failure to pass any professional course as outlined by the faculty of the School; failure to meet the professional standards of the School; earning a D/R in Studio or an R in any course, D in two or more elective courses; or failure to earn the minimum quality point average required to continue in the School, which is 1.75 for first year students, and 2.00 for all other students. A student must receive C’s or better in all courses and have a minimum of a 2.00 QPA
to be removed from the action of probation. Furthermore, a student who is placed on probation for weak studio performance in first- or second-year must successfully complete the Sumer Session I Skills Studio.

A student will be placed on Final Probation for significantly poor performance, or for continued failure to meet the professional standards of the School (a D/R in two or more required courses). The student must improve scholastic standing to an acceptable level in order to be removed from Final Probation. Students not doing so may be dropped from the School of Architecture, suspended from architecture design studio, or suspended from the School of Architecture or University at the end of the semester. You may be placed on final probation without being on any prior action. A student must receive Cs or better in all courses and have a minimum of a 2.00 QPA to be removed from the action of final probation.

A student can be placed on School of Architecture Studio Suspension for continued poor performance in the architectural design studio sequence. A student suspended from studio must complete any failed requirements during the time of suspension and can continue to enroll in courses within the School of Architecture during the time of the suspension, excluding design studio.

A student is placed on School Suspension for poor performance (a low QPA), or for problems that create an impediment to professional achievement in the School at the discretion of the grades committees. A student is suspended from the School, but not the university, when it is deemed in the best interest of the student to allow continuation of study outside the School during the period of suspension. The student is not permitted to take courses in the School for a period to be determined by this action, but will be readmitted at the end of the period of School Suspension specified by the faculty after the condition of the School Suspension is satisfied.

University Suspension is imposed for exceptionally poor performance (a low QPA), or for problems that create an impediment to any academic achievement. The student is required to withdraw from the university for a period to be determined by faculty action. Readmission is subject to conditions specified in each case by the School faculty concerned.

A Drop from Architecture will be imposed at the discretion of the grades committees in the case of any student whose progress in professional training is considered insufficient to continue. This action is taken when a student is lacking an essential requirement for the profession, but whose general scholastic ability, habits, and character justify an opportunity in some other field of education. This action terminates the student’s enrollment in the School of Architecture, but is not intended to prejudice admission to another department or college of the university or to another institution.

- A Drop from Architecture academic action allows the student three choices:
  - Transfer to another department within the university (A student must make an appointment with the Senior Academic Coordinator in Architecture to discuss this option).
  - Request for Transitional Student status in the College of Fine Arts for one semester. (A student must make an appointment with the Senior Academic Coordinator in Architecture to discuss this option).
  - Withdraw from Carnegie Mellon University.

ACADEMIC INTEGRITY
The School of Architecture follows the Carnegie University Policy on Academic Integrity, which is outlined below and can also be found at [www.](http://www.)
In addition, the School of Architecture considers signing into a class for another student and submitting identical homework assignments as forms of cheating; these will result in disciplinary action.

Students at Carnegie Mellon are engaged in preparation for professional activity of the highest standards. Each profession constrains its members with both ethical responsibilities and disciplinary limits. To assure the validity of the learning experience, the university establishes clear standards for student work.

In any presentation, creative, artistic, or research, it is the ethical responsibility of each student to identify the conceptual sources of the work submitted. Failure to do so is dishonest and is the basis for a charge of cheating or plagiarism, which is subject to disciplinary action. According to the Carnegie Mellon University Policy on Academic Integrity, the following Policy violations are subject to disciplinary action:

**Cheating** occurs when a student avails her/himself of an unfair or disallowed advantage which includes but is not limited to:
- Theft of or unauthorized access to an exam, answer key or other graded work from previous course offerings.
- Use of an alternate, stand-in or proxy during an examination.
- Copying from the examination or work of another person or source.
- Submission or use of falsified data.
- Using false statements to obtain additional time or other accommodation.
- Falsification of academic credentials.

**Plagiarism** is defined as the use of work or concepts contributed by other individuals without proper attribution or citation. Unique ideas or materials taken from another source for either written or oral use must be fully acknowledged in academic work to be graded.

Examples of sources expected to be referenced include but are not limited to:
- Text, either written or spoken, quoted directly or paraphrased.
- Graphic elements.
- Passages of music, existing either as sound or as notation.
- Mathematical proofs.
- Scientific data.
- Concepts or material derived from the work, published or unpublished, of another person.

**Unauthorized assistance** refers to the use of sources of support that have not been specifically authorized in this policy statement or by the course instructor(s) in the completion of academic work to be graded. Such sources of support may include but are not limited to advice or help provided by another individual, published or unpublished written sources, and electronic sources. Examples of unauthorized assistance include but are not limited to:
- Collaboration on any assignment beyond the standards authorized by this policy statement and the course instructor(s).
- Submission of work completed or edited in whole or in part by another person.
- Supplying or communicating unauthorized information or materials, including graded work and answer keys from previous course offerings, in any way to another student.
- Use of unauthorized information or materials, including graded work and answer keys from previous course offerings.
- Use of unauthorized devices.
- Submission for credit of previously completed graded work in a second course without first obtaining permission from the instructor(s) of the second course. In the case of concurrent courses, permission...
to submit the same work for credit in two courses must be obtained from the instructors of both courses.

The School of Architecture follows the University policy on Digital Theft. It is illegal to download copyrighted material, including but not limited to software, movies, and music.

Carnegie Mellon University policies also prohibit the distribution of materials owned by anyone other than the person engaged in such distribution (whether officially copyrighted or not) without the permission of the owner. The distribution of copyright protected files without the permission of the copyright holder is illegal.

**COURSE POLICIES**

SoArch faculty will articulate policies and expectations for the students in their class syllabus. The syllabus will define policies regarding attendance, participation, tardiness, academic integrity, missing homework, missed deadlines, food in class, laptop use, etc. The syllabus will define expectations for both student and faculty behavior. **In no case can a student expect to receive a passing grade without regular attendance and participation in class.** Simply submitting projects, regardless of quality, at mid-semester or at the end of the semester will not allow a student to receive a passing grade.

**DISABILITIES**

Students with a learning disability or a physical disability are encouraged to contact the Manager of Disability Services for Equal Opportunity Services, Lawrence Powell [lpowell@andrew.cmu.edu]. The circumstances will remain confidential to the extent desired. The university has a formal procedure for documenting disabilities, notifying advisors and faculty, and making arrangements to utilize university resources in support of expressed needs, but will take no action until contacted by the student. The Senior Academic Advisor will work with the student to coordinate assistance.

**FINAL GRADES**

Final grades are awarded in each subject approximately five working days after the last day of finals. There are no standard criteria for grading; each instructor establishes the grading criteria for his or her course. Mid-semester grades are given at the middle of each semester; while they indicate performance for the first part of the course, they are not part of your permanent record. The final grade may not be raised by taking a second examination or by submitting additional work once final grades have been submitted. To repeat a course already passed, you must obtain approval from the Senior Academic Coordinator. Both grades will appear on the official transcript and both will be calculated in the University QPA. When you are absent from a final examination, and are not entitled to an I (incomplete) grade, you will be given a grade of R.

A grade of **Incomplete** (I) is only given in situations where unpredictable and extenuating circumstances (e.g. illness) prevent a student from completing the work for the course. You must have **written documentation** (e.g. a letter) verifying your extenuating circumstance. Student work already completed in the course must be at a passing level, and provisions to make up the missed work cannot unreasonably burden the instructor. University Policy states that work must be completed no later than the end of the following academic semester, or sooner if required by prior agreement. If it is not made up, the grade will become the default grade set by the instructor.

A grade of **Conditional Failure** (X) may be given to a student when it is deemed that by doing further work (not amounting to retaking the course), the student can achieve a passing level of performance. The highest grade that can replace an X is a D. If the requirements as set forth by the faculty for the
A grade of Withdraw (W) indicates a student has withdrawn from a course after the course drop deadline but before (or on) the final day of classes. Receiving a W for a required course results in an academic action.

FINAL REVIEWS
At the end of every semester students will have final reviews of their studio projects. As a capstone to the semester, these reviews are used to determine a student’s overall comprehension of the studio’s focus. Final reviews are mandatory. Failure to present at a final review may result in failure of the studio course. Only under specific circumstances can a student’s final review be scheduled for an earlier or later date. A student must submit such a request at least two weeks prior to final reviews.

LEAVE OF ABSENCE OR WITHDRAWAL
Students must sometimes interrupt their studies for a variety of reasons (eg financial, academic, or personal). For this reason, students may choose to take a leave of absence or to withdraw from the university.

A Leave of Absence is for students who intend to return to the university. Students who take this option must complete a Leave of Absence form, and have up to two years to return to the university. After two years, students returning are subject to space constraints and an academic performance review. Students on leave who wish to return must obtain a Return from Leave form and complete the required information before they may be considered for a return from leave. Withdrawal is for students who do not intend to return to the university. To be recognized as withdrawing from the university, you must submit a Withdrawal form. Once you withdraw, you cannot return to the university without reapplying.

OVERLOADING
Students may register for an overload of courses above the threshold of 45 units if they have earned a 3.0 cumulative QPA through the preceding semester. Students should consult with the Senior Academic Coordinator and their Faculty Advisor if considering an overload. First-year students and transfer students are limited to a prescribed course load in the first semester of their attendance.

PRIVACY ACT
In accordance with the Buckley Amendment to the Family Educational Rights and Privacy Act (FERPA), the School adheres to the following:

“Whenever a student has attained eighteen years of age, or is attending an institution of post-secondary education, the rights accorded to and the consent required of the parent of the student shall thereafter only be accorded to and required of the eligible student.”

In effect, the law provides for:
• The inspection of records by a student,
• The opportunity, through a hearing, for a student to challenge the contents of the records,
• The permission of the student for the release of records,
• The maintenance of a record of all persons, including the student, who inspect the file.

As a result of this law, the HUB sends grade reports to students only. The School of Architecture sends all correspondence to students. The full privacy act, as amended, is available at the HUB or via the HUB website at www.cmu.edu/hub/docs/ferpa-brochure.pdf
PROFESSIONAL ATTIRE
For juries and other activities where students are representing the School of Architecture, it is expected that students dress in a professional manner and conduct themselves accordingly.

STUDIO CLEAN-UP
The School will establish the studio clean-up deadline for each semester. Students are responsible for not only their personal work spaces, but also all common areas. Any cleaning required after the deadline will be done by hired workers, and the cost will be equally divided between all students in the space affected.

STUDIO DOCUMENTATION REQUIREMENTS
At the conclusion of every studio, each student in the School of Architecture is required to submit electronic documentation of their studio work. A template will be provided for this purpose. Students should refer to the specific studio deadlines and submission requirements. Failure to submit this work by the deadline will result in the student being placed on registration hold.

STUDIO GRADES MEETING
At the end of each semester, the Head, the studio Coordinator, and the studio faculty meet to review the work across the studio to ensure that all students are performing up to the expectations of the School. Studio grades are finalized at this meeting per the criteria in each studio syllabus. Studio Commends are determined at this meeting.

SCHOOL GRADES MEETING
Once final grades have been submitted and compiled, the Grades Meetings begin. A faculty representative from each sequence (Design, Design Tools, History, Building Technology, Environmental Science, Critical Practice) and the coordinator of each design studio year meet with the Head and Senior Academic Coordinator to review each student’s academic progress. Faculty pay specific attention to students with a grade lower than a C, students with a QPA of less than 1.75 for first-years and 2.00 for others, and students on a previous academic action. At this time, the recommendations of the Semester Review are again discussed. The faculty present at the Grades Meeting approve all actions. The Associate Dean and the College Council then take these actions to the College of Fine Arts Grades Meeting where they are reviewed and issued. The student is sent a letter explaining the action, the reason for the action, and any conditions that may be associated with this action, and conditions under which a student will be removed from the action.

The decision to impose an academic action is first initiated by the faculty most closely involved in the student’s primary area of study, and then presented at both the School Grades Meeting and at the College Grades Meeting. Academic Actions are the result of outstanding performance that lead to design commendations and School honors or poor performance as represented by grades typically below a C and/ or for a low QPA (see University Grading Policy below).

A student who is not making satisfactory progress toward graduation may be asked to leave the program even though the student has received passing (D or above) grades.

UNIVERSITY GRADING POLICY
Your grade point average is calculated according to qualitative points. There are two Quality Point Averages (QPA): one for the most recent semester and one for the cumulative account of all courses. The cumulative QPA includes all Carnegie Mellon courses and courses for which you are cross-registered (see Cross-Registration) but does not include any grades transferred from other institutions.
ONLINE REGISTRATION
Registration for classes occurs twice a year: in November for the Spring and in April for the Fall. Registration for all classes is done online. Fifth and Fourth years register on Monday, Third years on Tuesday, Second years on Wednesday, and First years on Thursday. Because the architecture program is five years, both the fourth and fifth year students register on the first day of Registration.

Check your class standing and confirm your enrollment status through the Student Information On-Line (SIO) before the date of your registration. Registration and SIO can be found on the Enrollment Services (HUB) website. To access SIO, go to: https://acis.as.cmu.edu/sio.

Please ensure that all account balances are paid before registration week. Any holds on your student account/ student record will impact your ability to register at your assigned time.

Registration occurs through your SIO. You will register at an assigned time based on your student ID number. After registering, be sure to log out of SIO to ensure that no one else can access your schedule. The system will check prerequisites, department priority, maximum enrollment, and keep a wait list.

FACULTY ADVISING & REGISTRATION MEETINGS
All students must meet with their assigned faculty mentor prior to registration to discuss their future plans in academically and professionally. The Senior Academic Coordinator will also be holding individual year meetings and individual appointments before registration to meet with students to discuss course options and program requirements.

ONLINE ACADEMIC AUDIT
You can check the status of your progress towards your degree by logging into the academic audit system in your SIO. This audit lists all classes that you have taken as well as the ones in which you are registered, so you can clearly see which classes you must take. All students are responsible for meeting academic unit requirements to progress through the program and to be eligible to graduate.

CROSS-REGISTRATION
Carnegie Mellon is a member of the Pittsburgh Council on Higher Education (PCHE), a consortium which allows students from any one of its member institutions to cross-register for any other.

Participants include Carlow University, Chatham University, Community College of Allegheny County, Duquesne University, LaRoche College, Point Park University, Pittsburgh Theological Seminary, Robert Morris University, Pittsburgh Glass Center, Pittsburgh Filmmakers, and the University of Pittsburgh.

Full-time students (registered for 36 units) are permitted to cross-register for one class per semester with no additional tuition charges. For more information, please reference the Undergraduate Catalog.
Transfers

TRANSFER WITHIN THE UNIVERSITY
Students who wish to transfer to another department should meet with the appropriate advisor in that department. The student should notify the SoArch Senior Academic Coordinator. If a transfer cannot take place within one semester, the student may choose to become a Transitional Student. A representative from the Advising Resource Center (CMARC) will then serve as the student’s advisor. This status is temporary, lasting only for one semester, at which time the student will have to be admitted to a department. It is the student’s responsibility, with the help of the CMARC Advisor, to request and obtain admission to another department.

TRANSFER CREDIT
Architecture students may take classes at other universities either in the summer or as part of a study abroad program. A transfer credit form and course descriptions must be submitted and approved prior to enrolling in a course at another institution. Transfer units applied toward graduation are limited to a maximum of 45. Transfer credit is granted through the School of Architecture, unless you are counting the course for a minor or second major.

Official translated transcripts must be submitted to the Senior Academic Coordinator prior to the beginning of the academic year to receive transfer credit. According to transfer credit guidelines published in the Undergraduate Catalog, transfer credit is considered on an individual basis. Grades are not transferred - only credits. Transfer credit is awarded upon receipt of an official transcript and only for courses in which a grade of C (not C-) or better has been received. Official transcripts should be sent to the SoArch Office, CFA 201.

STUDIO TRANSFER CREDIT
Transfer credit for required studios is limited to 18 units, unless the student is enrolled in an approved, year-long study abroad program. All transfer credit for studio replacement is subject to review (except work from the School of Architecture study abroad). The Head and the Studio Coordinator review work.

Studio work must be displayed for review at the beginning of the semester upon the student’s return. It is important for the work to be complete, either in original form or through clear reproductions. Documentation and course material should be included, as well as models when possible. Additional work may be required to receive credit.
Master’s Degrees

ACCELERATED MASTER PROGRAM (AMP)
The School of Architecture offers a unique opportunity to undergraduate students who wish to pursue a post-professional Master’s degree in an architecture-related field. The SoArch Accelerated Master Program (AMP) provides an avenue through which B.Arch students may speed up their completion of a Master’s degree, saving both time and money, and allowing them to enter the job market with specialized knowledge.

B.Arch students can pursue a graduate degree in the following subjects: Architecture-Engineering-Construction Management, Building Performance and Diagnostics, Computational Design, Sustainable Design, Tangible Interaction Design, and Urban Design.

B.Arch students may begin pursuit of a post-professional Master’s degree through AMP as early as their third year. Students who wish to pursue a Masters degree through AMP must meet with both the SoArch Senior Academic Advisor, Erica Harp [eharp@andrew.cmu.edu], and the SoArch Graduate Admissions Coordinator, Samantha Carter [scarter@andrew.cmu.edu], to discuss program information, admission requirements, and academic planning.

ARCHITECTURE-ENGINEERING-CONSTRUCTION MANAGEMENT (MSAECM)
The Master of Science (MS) in Architecture-Engineering-Construction Management program is offered jointly with the Department of Civil Engineering and aims to prepare building delivery professionals – civil engineers, construction planners, facility managers, developers, architects, planners, landscape architects, interior designers, and other building consultants – for careers in the management of design, construction, maintenance, and use of facilities. By focusing on the decision making process, the program educates professionals in ways to positively impact economic, environmental, and ethical concerns inherent in the delivery of construction projects.

BUILDING PERFORMANCE AND DIAGNOSTICS (MSBPD)
The Master of Science (MS) in Building Performance and Diagnostics program is intended for practitioners, researchers, and educators in architecture and the building industry who wish to be leaders in advanced building technologies and their performance. The program covers state-of-the-art approaches to building systems integration and total building performance. The program culminates with a project in which students must apply the knowledge they have acquired to realistic problems, using the appropriate analytic and modeling skills.

COMPUTATIONAL DESIGN (MSCD)
The Master of Science (MS) in Computational Design program is designed primarily for practitioners in the building industry who wish to broaden their knowledge about state-of-the-art computer approaches and applications to the architectural and building sciences and for individuals who wish to pursue research careers in these areas. The program covers, in depth, a range of computational design issues and culminates with a project in which students are asked to apply the knowledge they have acquired to realistic problems.
SUSTAINABLE DESIGN (MSSD)
The Master of Science in Sustainable Design (MSSD) program is a post-professional degree intended for recent graduates and practicing professionals. This intensive 12-month curriculum stresses the importance and value of total-building performance, human-centered design, and the integration of design, technology and construction knowledge and experience. Classes provide both depth and breadth, while the culminating Synthesis Project allows each individual student the opportunity to narrow his or her research focus to a topic of personal interest.

TANGIBLE INTERACTION DESIGN (MTID)
The Master of Tangible Interaction Design (MTID) program is designed primarily for those with a design background to acquire the technical skills to realize embedded computing designs, and those with computer science and engineering backgrounds to apply their knowledge in design. The program includes coursework in software, electronics, and fabrication techniques for building working prototypes of tangible embedded interactive systems.

MASTER OF URBAN DESIGN (MUD)
The Master of Urban Design (MUD) program prepares graduates for careers using design to critically address environmental, economic, social, and cultural issues affecting the contemporary metropolis. Studios explore strategies for sustainable development in a variety of settings including the shrinking postindustrial city, the suburban periphery, and the rapidly urbanizing region. Pittsburgh-based studios emphasize citizen engagement and participatory design, exploring problems of urban neighborhood revitalization, infrastructure development, and suburban transformation, in partnership with the Remaking Cities Institute. The capstone studio, which includes a research trip, explores issues of sustainability in the context of an international city undergoing growth. The studio sequence is supported by core courses in urban history and theory, geographic analysis, sustainable community development, and real estate.
Study Abroad

The School of Architecture strongly encourages students to study abroad. The perspective gained through immersion in another culture and language is invaluable. A student is exposed to architectural subjects not readily available at CMU and will study architecture directly in an indigenous context. The Office of International Education (OIE) is an excellent resource for getting started for study abroad planning. Visit OIE’s website at www.studentaffairs.cmu.edu/oie/sab/. Study abroad can fall into four categories:

1. **University Sponsored Programs** offer study abroad opportunities to students from a variety of economic backgrounds and are ideal for students with significant Carnegie Mellon funding. Sponsored Programs allow students to pay regular Carnegie Mellon tuition, room and board while receiving the same financial aid package (minus work study) while abroad. Carnegie Mellon will pay tuition, room*, board* and approved fees to the study abroad institution or program and may distribute funds to the student for other fees as appropriate.

2. **University or Departmental Exchange Programs** allow students to use their Carnegie Mellon funding while attending a university abroad. Carnegie Mellon students participating in these programs continue to pay tuition directly to Carnegie Mellon and receive the same financial aid package. Students are responsible for paying all other fees, such as room and board, directly to the exchange institution.

3. **External Programs** offer virtually unlimited possibilities for students in all majors for summer, semester, and full-year study abroad. Another university or study abroad program provider administers these programs. External Programs allow students to pay the study abroad program directly, while still maintaining full-time enrollment status at Carnegie Mellon.

4. **Departmental Summer Programs** allow students to study away with SoArch faculty for varying lengths of time and varying number units.

   Future Departmental Summer Programs include travel in the semester to the following locations during the respective semesters:
   - 2015 Switzerland
   - 2016 Japan
   - 2017 London

**QUALIFICATIONS FOR STUDY ABROAD**

Students should make the decision to study abroad by the fall of their second year, so they can plan their courses accordingly. Students are allowed one semester abroad for which they receive studio credit except for those students at approved direct, year long, exchange programs.

To qualify for studio in a study abroad program, a student must have completed their third year of the program, have a minimum overall QPA of 3.00, (or 2.75 for SoArch summer studio away) and be in good academic standing (no outstanding academic actions). Students that are considering a non-studio study abroad experience must have completed their first year of the program, have a minimum QPA of 2.50 (2.25 for SoArch programs), and be in good academic standing. Students must maintain QPA standards and be free of any academic actions for the semester prior to studying away, or permission may be denied.

*In cases where room and/or board is not included in the program’s package, funds will be distributed to the student.
APPLICATION AND ACCEPTANCE PROCEDURES
Students planning to study abroad must apply through both the School office with the School of Architecture Application for Study Abroad and the Office of International Education for non-CMU programs. Students may download the School application form from the SoArch website.

If the program is hosted through another institution and is not CMU-affiliated, the student will apply to the program’s host school and complete the appropriate school office forms. In this situation, the student is entirely responsible for all the correspondence, application and financial arrangements, and for the transfer of credit. They are also responsible for integrating the courses taken into their curricular requirements. Applications for SoArch Departmental Summer Programs are handled through the School of Architecture only.

- Applications are due in early October for study abroad in the following Spring semester.
- Applications are due in late January for study abroad in the following Summer semester.
- Applications are due in early April for study abroad in the following Fall semester.

Applications will include an application form, an essay indicating the reason for study abroad, and translated course descriptions for all proposed courses abroad. Applications from all other study abroad programs vary according to the host institution guidelines. All students must obtain and submit a completed Study Abroad Transfer Credit Permission form (SATC) from the Office of International Education. All students who have completed an application will receive a written response from the School of Architecture about their status of admission into a study abroad program. A standing committee (including a member of the faculty, the Senior Academic Coordinator and Head of the School) will conduct a review and determine the admission of students to a program.

Students will be notified of acceptance by the Office of International Education for direct exchange and sponsored programs, by the School of Architecture for Departmental Summer Programs, and by the host institution for external programs. Notification dates vary.

Note: All study abroad internal forms are available on our website or in CFA 201.

LANGUAGE OF STUDY
There are many study abroad programs in English speaking countries, and English is widely spoken and taught around the world. Many non-English speaking countries have universities that teach courses in English, and there are many study abroad program providers that offer coursework exclusively in English. Other program providers offer intensive language study with the option to take other courses in English or the foreign language.

TERM OF STUDY
Students may study abroad in the Fall, Spring, or Summer semesters. Please see the Senior Academic Coordinator and your faculty mentor prior to making any decisions on what term to schedule your study away experience. Careful planning and scheduling of your courses are necessary when incorporating a study away experience into your curriculum.

RETURNING AFTER STUDY
Students who participate in a study abroad program for one semester will transfer non-studio course credit by submitting course descriptions of each course taken as well as an official transcript from the host Institution.
Official translated transcripts must be submitted to the Senior Academic Coordinator before the beginning of the academic year to receive transfer credit. Grades are not transferred, only credits. Transfer credit is awarded upon receipt of an official translated transcript and only for courses with the grade of a C or better (not C-). When students return from study abroad, they must pin up original work during the study away exhibit, which will be subject for review by the School Head and appropriate faculty.

Please note that most scholarships and awards paid to students who are U.S. citizens are considered to be non-qualified scholarships which are taxable but not reported to the IRS. Most scholarships and awards paid to international students are taxable and require withholding based upon the tax treaty in place with the student’s home country. The University’s policy for tax withholding will be followed in all cases.

Example locations from our SoArch students over the past ten years:

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Academic Recognition

UNDERGRADUATE ACADEMIC RECOGNITION
The School of Architecture recognizes students for outstanding design and academic performance both on a semester-basis and at commencement.

Studio Commendations are given to students for excellence in design work and/or leadership during a particular semester. Recipients are chosen by the studio professors teaching in that year and determined at the semester grades meeting.

School Honors are given each semester to students earning a grade point average of 3.50 or higher. To be eligible, students must be enrolled with a minimum of 45 units with no W or incomplete grades.

Dean's List placement is awarded to students receiving a GPA that is within the top 15 percent of their class. To qualify for Dean's List, a student must maintain a full load of course units, cannot receive a letter grade lower than a C for any one class, and must not receive an Incomplete or W in any one class.

University Honors are awarded to students with a QPA of 3.5 or higher by their date of graduation.

Students with University Honors will receive an honors medal to wear at commencement.

College Honors are awarded to students who have participated in the Fourth-year Design Awards. Students with College Honors will receive an honors cord to wear at commencement.

ARCHITECTURE COMMENCEMENT RECOGNITION
The following awards are given to students either at the College of Fine Arts Honors Ceremony or the Architecture Diploma Ceremony.

AIA Medal and Certificates are given each year as a part of the AIA/AIAS Foundation Scholarship Program. The AIA awards the Henry Adams AIA medal to the top-ranking graduate in each architecture program accredited by the National Architectural Accrediting Board. The Henry Adams AIA Certificate is awarded to the second-ranking graduate. The School selects candidates based on the guidelines provided by the AIA national organization.

The Alpha Rho Chi Medal is awarded to the graduating student who demonstrated leadership, performed willing service for the School, and shows promise of real, professional merit through his/her attitude and personality. The award encourages and promotes professional qualities in the student that do not necessarily pertain to scholarship. High ideals and professional aspirations, public service, and leadership are worthy of reward. Alpha Rho Chi, the National Professional Architectural Fraternity, tenders its bronze medal only to schools with accredited and/or approved architectural programs.

The Stewart L. Brown Memorial Scholarship is presented on the basis of professional promise. The emphasis on professional promise, as it may be measured in both attitudes and scholastic achievement, serves as a balance to the AIA Medal Award, which is given only on the basis of scholarship.

This award is based on overall design work and talent as demonstrated by portfolio presentation. The recipient is selected based on a review of their work by a jury appointed by AIA Pittsburgh. Application is required of all Bachelor of Architecture candidates graduating in December 2014, May 2015, or August 2015. This award will be reported as income and taxes will be withheld from this award payment.
Academic Recognition

FOURTH-YEAR DESIGN AWARDS
The Head and faculty, on the basis of their academic and design work, nominate students for Fourth-year Design Awards. To be eligible, a student must:

• Be a fourth-year student in the School.
• Return for at least one full semester following the semester during which the winner is chosen.
• Have outstanding academic performance in design and other courses taken towards the professional degree.
• Have a minimum 3.00 design QPA and a minimum 3.00 overall QPA.
• Have no current academic actions on record.
• Have not previously competed for a fourth-year design award.

During the spring semester, all students eligible for School awards will be notified of their status and given explicit instructions. Candidates are required to adhere to all competition guidelines and to display their work in designated areas according to the exhibition procedure. Faculty will review the displayed work and examine student statements prior to the faculty meeting called to determine the winners of merit awards. The results will be announced during the annual Henry Hornbostel Lecture.

All students receiving awards will be asked to write thank you notes to any scholarship sponsors or representatives. All students who have been granted awards must prepare a short presentation in the form of a small exhibit or public lecture.

The Fourth-Year Design Awards include: the Burdett Assistantship; the Luther S. Lashmit Award; the Louis F. Valentour Traveling Scholarship Fund; and the John Knox Shear Memorial Traveling Scholarship.

The Burdett Assistantship was established in 1982 in recognition of Bob Burdett’s long and outstanding service to the University and profession. The fund provides support to students pursuing their first professional degrees in Architecture. The support will be offered yearly at the discretion of the Head who should seek the advice of the faculty to review candidates and criteria. The award is to support projects and activities that will enhance one’s work. The student shall possess love of their subject, integrity, patience, fairness, and respect for others since these qualities exemplified Bob Burdett throughout his career.

The Luther S. Lashmit Award is given annually to a fourth-year student for the purpose of travel. Luther Lashmit graduated from the Carnegie Institute of Technology Graduate Program in Architecture in 1921. He returned to the University community from 1923-27 as an Assistant Professor. He spent the remainder of his career in Winston-Salem, North Carolina. Lashmit had the opportunity to study in France early in his career when he won a traveling scholarship. This experience dramatically changed his perception and vision of architecture. Through his generous gift to Carnegie Mellon and the School of Architecture, he gives a student with exceptional design skills the same opportunity.

The Louis F. Valentour Traveling Scholarship Fund was established by Louis F. Valentour (A’49) as a generous traveling scholarship for undergraduate students in Architecture who have completed their fourth year of study. The award is intended for travel outside the continental U.S. The amount of the award and the selection of the recipient shall be determined by the faculty and Head.
The John Knox Shear Memorial Traveling Scholarship is given in memory of John Knox Shear who graduated from Carnegie Institute of Technology and was Professor of Architecture and Head of the Department from 1949 until his resignation in 1955 to accept another position. Following his untimely death in January 1958, members of the department, graduates, and friends set out to establish a memorial to commemorate Professor Shear’s distinguished contributions to architecture and to architectural education and to benefit future architectural students at Carnegie Institute of Technology. The recipient is selected from eligible students based on a review of their work by the faculty. The recipient is required to use the funds for travel.
Student Opportunities

Student prizes, internship opportunities, scholarships, and design competitions are available annually to undergraduates in the School of Architecture. The School will provide announcements, instructions, and applications during the semester in which the opportunities are presented; applications are available on the SoArch website.

Many of these opportunities are awarded on the strength of the written application, though financial need is a factor for scholarships where indicated.

PRIZES

During the fall semester of the academic year following the award of these prizes, recipients are required to present a lecture, exhibition, performance, or other appropriate presentation of documents that exhibit their experience.

The **Gindroz Prize**, established by the Marilyn and Ray Gindroz Foundation, was created to enrich lives and enhance student education through the travel and study of architecture, urbanism and music in Europe. The annual prize will provide $7500 to support to a third or fourth-year student or first-year Masters student in the Schools of Architecture or Music pursuing independent study in European towns and cities. It recognizes the life-changing potential of becoming immersed in a culture, language, and environment that is different from one’s own. Emphasis will be placed on developing the craft as well as intellectual content of architecture and music. Application for this award occurs in the fall semester.

The **Ferguson Jacobs Prize in Architecture** promotes the continuity of tradition in contemporary architectural practice. It encourages design excellence based on long-standing design principles that promote beauty and harmony in the built environment. Endowed by Mark Ferguson (A’78) and Natalie Jacobs (A’79) the fund is available to Architecture faculty and second-, third- and fourth-year students on alternating years in the School of Architecture. The prize supports projects that explore the classical tradition as vital knowledge to an architect’s education, practice and scholarship, as well as individual apprenticeships and internships with a classical focus. Application for this award occurs in the spring semester.

The **AvroKo Interdisciplinary Award for Art & Architecture** is intended to encourage and support interdisciplinary student projects between the Schools of Art and Architecture. Up to $4500 will be awarded to one collaborative project (or divided between two or more projects) that demonstrates innovative ways of interpreting and interweaving aspects of art and architecture, celebrating and/ or challenging definitions of both. Application for this award occurs in the spring semester.

The **Richard M. Gensert Memorial Scholarship** was established in 2005 and is sponsored by Payette of Boston and Mr. George Marsh. It is named for Carnegie Mellon University Associate Professor Richard M. Gensert. Mr. Gensert was a prolific structural engineer as well as a professor of the School of Architecture in the late 1970s, teaching advanced structures. In honor of his expertise and contributions to both the School of Architecture and the professional community, this award will be given to a third-year student whose design work expresses sensitive consideration of structural issues and their relationship to architecture. The recipient shall be selected by the Head and the 48-305 studio faculty.
The **Pittsburgh History and Landmarks Foundation (PHLF) Book Prize in honor of Walter C. Kidney** is an award which recognizes excellence in the research and writing of architectural history by a CMU student. Professors nominate student papers, and a committee composed of Architecture faculty and PHLF staff select the winner. The review process does not stipulate any particular region or era, but it does look for overall excellence in research, writing, argumentation, and use of textual and visual evidence.

**INTERNSHIPS**

The **SOM Internship** is a job opportunity established at the CMU SoArch by one of the most prestigious, innovative and venerable international architecture practices. The internship provides two paid summer positions in the firm’s New York office for exceptionally talented and dedicated fourth year students in the B.Arch. program. Candidates are selected by a faculty committee and then interviewed and approved by SOM. Approved students receive a salary directly from SOM and are responsible for their own living expenses in New York. Upon completion of the internship, the students are to give a joint presentation of their work and experience to the School in the fall semester of their fifth year.

The **Measuring & Monitoring Services, Inc. Internship Fund** provides $3000 of financial support to a SoArch undergraduate student who wishes to undertake a summer internship or related program under the guidance of established professionals. The internship fund recognizes the importance and advantage of being immersed for an extended period in the creative processes and organizational dynamics of an architecture firm, non-governmental organization, non-profit organization, or CMU faculty member.

Funds may be used to supplement paid internships, to volunteer for non-profit or non-governmental organizations, or to participate in a research project with a CMU faculty member. Funds are not to be used to compensate for unpaid internships with for-profit firms. Application for this award occurs in the Spring semester.

**FINANCIAL AID SCHOLARSHIPS**

The **Lewis J. Altenhof Memorial Scholarship** is awarded to a student(s) with financial need studying in the School of Architecture who exhibit(s) extraordinary academic and extracurricular achievement. The amount of such scholarships and the selection of the recipients shall be determined by the Office of Financial Aid and the Head of the School of Architecture and will be applied directly to the student’s account. Funds are to be used to support study abroad activities, and will be directly applied to the student’s account.

**SoARCH DESIGN COMPETITIONS**

Please reference the School newsletter for information regarding design competitions. The following are Carnegie Mellon-specific competitions that are held in conjunction with the design studios:

The **National Concrete Masonry Association** sponsors an annual design competition for Carnegie Mellon second-year Architecture students to design an innovative structure utilizing concrete masonry units. Students teams compete in the Spring semester for up to three financial prizes.

The **Epic Metals Corporation** sponsors a competition for Carnegie Mellon third-year Architecture students to design an innovative object utilizing metal deck systems. Students compete for up to three prizes – first-, second-, and third-places – that will share $2,400 in prize money. The first-place team may be invited to tour Epic Metals’ manufacturing plant in Rankin, PA. Prizes are considered to be taxable income.
Student Opportunities
continued

**FELLOWSHIPS AND SCHOLARSHIPS OFFICE (FSO)**
The Fellowships and Scholarships Office (FSO) works with current CMU undergraduate students in fulfilling their intellectual and professional goals by pursuing nationally competitive scholarships and fellowships. They promote awareness of external scholarship and fellowship opportunities, and provide advice and support to students who apply for these awards. For a comprehensive list of awards, application information and deadlines, visit [www.cmu.edu/fso](http://www.cmu.edu/fso).

**UNDERGRADUATE RESEARCH OFFICE (URO)**
The Undergraduate Research Office (URO) provides a variety of programs that support students in the University’s six undergraduate colleges who want to pursue research and creative projects sponsored by university faculty. The URO provides seed funds for undergraduate research projects, recognizes students conducting research, funds undergraduates presenting their findings at academic conferences, and presents an annual undergraduate research symposium. It also offers support services to help students write proposals, find appropriate mentors, and apply to professional conferences or an on-going seminar series to help build a sense of community among students on campus who are engaged in research.

The Small Undergraduate Research Grants (SURG) and SURG Crosswalk programs award grants to undergraduates at Carnegie Mellon for research in all fields of study. Each semester, students are invited to submit proposals to the URO for participation in SURG. SURG grants provide up to $500 for one-person projects and up to $1000 for group projects. To qualify, a university faculty member must sponsor the project, and the project must be undertaken in addition to regularly scheduled classes. For application information and deadlines, visit: [www.cmu.edu/uro/SURG](http://www.cmu.edu/uro/SURG).

The Summer Research Fellowship (SURF) program awards grants of $3500 to undergraduates at Carnegie Mellon conducting research full-time, on-campus for 8-10 full-time weeks of the summer with a Carnegie Mellon faculty mentor. Students participate in a variety of professional development and social activities and become part of a unique community of researchers. For application information and deadlines, visit: [www.cmu.edu/uro/SURF](http://www.cmu.edu/uro/SURF).
Student Programs

STUDENT ADVISORY COUNCIL [SAC]
The Student Advisory Council (SAC) meets once each month to provide a more formal means of interaction between students, faculty, and administration. The student representatives are responsible for communicating the efforts of the council to their colleagues, bringing to the council issues forwarded by fellow students, and contributing time, energy and ideas to improve both the School and the University.

The SAC consists of three representatives from each year that are elected by the members of that year. They serve a one-year academic term. In the event that a student cannot fulfill their duties, nominations will be solicited and students within that class will vote for a new representative. Elections are organized at the beginning of the fall semester.

AMERICAN INSTITUTE OF ARCHITECTURE STUDENTS [AIAS]
The AIAS is an independent, nonprofit, student-run organization dedicated to issues critical to architectural education. AIAS promotes excellence in architecture education, training, and practice. They foster an appreciation of architecture and related disciplines. The organization seeks to enrich communities with a spirit of collaboration, and organizes students’ efforts for the advancement of the art and science of architecture. The CMU chapter solicits membership at the beginning of the Fall semester. Members benefit from a variety of academic, social, and professional opportunities. Various discounts and subscriptions are available for members.

ARCHITECTURE PEER MENTORS [APM]
The Architecture Peer Mentors program (APM) is a means to foster interaction and growth between first-year students and students of all years in the School of Architecture. As peers, mentors will work with incoming first-year students to answer questions, provide support, give critiques and advice, and expose them to the college experience. This mentoring program gives underclassmen and upperclassmen the opportunity to socialize, discuss, educate, and learn from each other through organized events and more informal interaction inside and outside of the studio setting. Student participation in APM will be solicited during the first month of the fall semester by the Coordinator of Student Programs.

NOMAS
The National Organization of Minority Architecture Students (NOMAS) is a student-run chapter of the professional, non-profit National Organization of Minority Architects (NOMA). NOMA’s mission is to champion diversity within the design professions by promoting the excellence, community engagement, and professional development of its members. The CMU chapter solicits membership beginning in the Fall semester.

ICE CREAM
Ice Cream socials are scheduled throughout the semester to provide a social venue for the exhibition of student work and the exchange of information between students, faculty, and administration. Ice cream is provided, and the social is open to the entire School.

SPECIAL TOPICS
Special Topic sessions are coordinated by school administration to provide information that is of particular interest to specific groups of undergraduate students within the school. Certain topic sessions may be required of students to attend; this information will be conveyed to students by e-mail invitation and in the weekly newsletter. Topics include, but are not limited to: study away, professional development, IDP, awards, and undergraduate advising.
SoArch Employment

The School of Architecture hires a limited number of students for work/study positions, teaching assistantships, and various monitor positions throughout the school year. Students must be in good standing with the School and University to be considered for a work/study position. Interested students should contact Dave Koltas, Assistant Head [dkoltas@cmu.edu].

ARCHITECTURE EXPLORATIONS
The SoArch is committed to educating the community about architecture. To achieve this goal, SoArch offers Architecture Explorations, a collection of programs for K-12 students. Current students have the opportunity to work or volunteer with the Saturday Program and Summer Camps. Saturday Program classes are held for eight weeks in the fall semester and eight weeks in the spring semester and are taught by a select number of architecture students under the supervision of Samantha Carter, K-12 Outreach Coordinator. Assisted by volunteers, student teachers are paid to plan and instruct the programs. Involvement in these programs can be used towards IDP for community service hours. Those interested in teaching or volunteering should contact Samantha Carter [scarter@andrew.cmu.edu].

COMPUTING SUPPORT
The computing team employs computing support. Bob Armitage, Computing Administrator [rja2@andrew.cmu.edu], hires all student computing support.

DIGITAL FABRICATION LAB MONITORS
The Digital Fabrication Lab employs student monitors to assist users in the operation of equipment as well as help to maintain the facilities and address day-to-day tasks. Richard Tursky [rtursky@cmu.edu] and/or Jeremy Ficca [jficca@cmu.edu] hire third- through fifth-year student monitors at the beginning of the Fall and Spring semesters. Students must be well versed on all equipment and software; additional training regarding operating and emergency procedures are provided by the Assistant Director of the Lab during the first two weeks of Monitor Employment.

SHOP MONITORS
The shop employs student monitors to maintain the school facilities and address day-to-day tasks. Scott Smith, Shop Director [ssbg@andrew.cmu.edu], hires students at the beginning of the semester.

TEACHING ASSISTANTSHIPS
Each semester a number of qualified students are awarded teaching assistantships with stipends. Teaching Assistants are chosen based on their qualifications in the subject of the course, high academic standing, and interest in the subject. Eligible students must not be on an academic action, be registered full-time, and must have the approval of the professor. Preference is given to fourth- and fifth-year students.

Generally, professors contact qualified students prior to the start of the semester. Otherwise, students interested in positions must submit to David Koltas, Assistant Head: a letter of interest stating the course of interest; and a resume, including qualifications for the position. Assistants will be announced prior to the beginning of the semester.

WORK-STUDY STUDENTS
The school employs students to assist with general day-to-day office duties and maintain school facilities during regular office hours. Students are hired at the beginning of the semester by Kristen Frambes, Facilities & Special Projects Manager [kframbes@andrew.cmu.edu].
The CPDC hosts workshops throughout the Fall and Spring semesters to give students an opportunity to meet career professionals in their field and the Creative Arts Opportunities Conference (CAOC) in the Spring semester to assist students in CFA with employment opportunities. Visit their website for information: www.cmu.edu/career/.

TARTANTRAK
Information on all available employment opportunities for CMU students and alumni can be accessed online through TartanTrak, the central recruiting tool for the Carnegie Mellon CPDC: www.cmu.edu/career/tartantrak/.

The School of Architecture recommends that students seek summer internships once they have built a knowledge-base that enables them to contribute to relevant work in an architecture firm – most typically after their third year. It is recommended that students meet with both the school’s Architect Licensing Advisor and their career consultant in the Career and Professional Development Center to prepare for job applications. Students should have a resume, cover letter, and portfolio prepared prior to contacting architecture firms, attending career fairs, and interviewing for jobs.

BECOMING AN ARCHITECT
If you are seeking the path to professional architecture licensure in the United States, you are required by most jurisdictions of the National Council of Architectural Registration Boards (NCARB) to complete the following three steps:

- Education - Earn an NAAB-accredited degree
- Experience - Complete Intern Development Program (IDP)
- Exam - Pass the Architect Registration Exam (ARE)

To assist you with continuation toward the path to licensure, students should first visit the NCARB website at http://www.ncARB.org for information about architectural licensure.

ARCHITECT LICENSING ADVISOR
In the School of Architecture, the Architect Licensing Advisor is responsible for providing guidance and disseminating information to students about IDP, the ARE, and the path to licensure. Office hours will be posted each semester for student appointments and walk-in consultation. Prior to meetings, students must prepare by reading the IDP Guidelines found on the NCARB website.

Upon graduation, you must provide a copy of your transcript to NCARB; transcript requests are made via the HUB. You may contact the Architect Licensing Advisor, Alexis McCune Secosky [amccune@andrew.cmu.edu], for more information about architectural licensing.

CARNEGIE MELLON CAREER AND PROFESSIONAL DEVELOPMENT CENTER
Students are encouraged to seek the services of the Carnegie Mellon Career and Professional Development Center (CPDC) when pursuing employment opportunities. First- and second-year SoArch students may schedule appointments to meet with their Career Consultant, Elaine Stolick [estolick@andrew.cmu.edu]. Third-, fourth-, and fifth-year and graduate SoArch students may schedule appointments to meet with their Career Consultant, Sonjala Williams [sonjala@andrew.cmu.edu].

The CPDC hosts workshops throughout the Fall and Spring semesters to give students an opportunity to meet career professionals in their field and the Creative Arts Opportunities Conference (CAOC) in the Spring semester to assist students in CFA with employment opportunities. Visit their website for information: www.cmu.edu/career/.

TARTANTRAK
Information on all available employment opportunities for CMU students and alumni can be accessed online through TartanTrak, the central recruiting tool for the Carnegie Mellon CPDC: www.cmu.edu/career/tartantrak/.

TartanTrak will remain the primary source for dissemination of employment opportunities; therefore, all students should register to access all resources including employment opportunities and job fairs. The school will post any immediate positions in an Opportunity Knocks newsletter directing students to the posting on TartanTrak.
SOARCH WEBSITE RECRUITING
During the 2014-2015 academic year, the SoArch is re-designing the website. The School would like to work with the student body to design a section of this website dedicated to Recruiting.

“OPPORTUNITY KNOCKS” NEWSLETTER
Communication about internships, design competitions, and professional development opportunities for undergraduate students will be published periodically by email. Please refer questions about or submissions to this newsletter to Alexis McCune Secosky.

ALUMNI NETWORKING
There are several ways to connect with alumni. To meet alumni in person, students should take advantage of networking opportunities at various school and university events. Alumni contact information is also available through the Carnegie Mellon University Alumni Association online community. When contacting alumni, please be professional. Keep all messages clear, concise, and personalized; do not send generic, carbon-copied e-mails.

REFERENCES
Before you list a professor – or anyone else at this university – as a reference, you must first ask their permission. When asking for a letter of recommendation, always include your resume, summary of the letter’s intended purpose, the deadline for submission, a stamped/addressed envelope, and a completed Consent to Release Student Information form. You can download the consent form at www.cmu.edu/hub/docs/consent.pdf.

Faculty/staff members have the right to refuse any request. If a faculty or staff member writes you a letter of recommendation, you should send him or her a personalized thank you note.

PROFESSIONAL DEVELOPMENT AND JOB SEARCH WEBSITES
www.aia.org
www.aias.org
www.american-architects.com
www.archinect.com
www.archi-students.org
www.architectjobs.com
www.california-architects.com
www.cons4arch.com
www.construction.com
www.jobs.aiapgh.org*
www.ncarb.org
www.newyork-architects.com
www.world-architects.com

*Local AIA chapter websites in cities and regions throughout the United States serve as excellent resources to facilitate your job search in specific locations.
SoArch Facilities

STUDIOS
The studio spaces are the heart of the physical environment of the School. The maintenance of the studio is the responsibility of the students. The studio is home to both your colleagues and your faculty. Its arrangement is a design problem that must serve many needs from individual expression to group meetings and communication.

Students are expected to leave the studio at the end of the semester in the same condition they found it at the beginning. The costs to the School of cleaning the studios at the end of the semester or the costs of repair of damage to the studio beyond regular wear and tear will be evenly divided between the students in the studio. The cost will be directly charged to each student account.

_The School is not responsible for personal belongings brought into the studios._

 Individuals found destroying studio facilities can be suspended from the university. Students are not permitted on roofs, parapets or other non-public areas of campus. Anyone found throwing objects off the roof or out any window could be suspended from the university.

STUDIO FURNITURE
Students are responsible for the condition of all studio furniture including, but not limited to, desks, chairs, file cabinets, and tool storage chests. Students must use a cutting mat when cutting on any surface, especially drafting boards, tables, or the floor. Students will be charged for damages, so please be careful.

KEYS
Tool storage chests and their respective keys are distributed at the beginning of each semester. At the end of the semester, keys are to be returned to Kristen Frambes in CFA 201. You will be charged for the cost of replacement if you fail to return your key.

PROJECTORS
Portable projectors are available for school-related activities. The projectors are kept with the computing team in CFA 201, the main office of the School of Architecture. To borrow a projector, students must work with a member of the faculty to assist in submitting their request. All requests must include a purpose, date, and time for pick-up and return. Students should send this information to a faculty member and ask that they submit the request to soarch-help@andrew.cmu.edu.

COPIERS
Copiers are located throughout the campus. The School of Architecture copiers in CFA and MMCH are for the use of the faculty and staff only. Public printers and copy machines, including a color copier in Hunt Library, use Campus Xpress, Plaid Ca$h cards, or cash.

FAX MACHINE
Students may send and receive faxes via the office fax machine. Incoming faxes must be labeled with your full name and year. The fax number for the School is 412.268.7819.
SoArch Fabrication Facilities

PAINT SPRAY BOOTH
The paint spray booth is located in Margaret Morrison Carnegie Hall 322. Training on the use of the spray booth is required of all persons prior to usage. Studio coordinators are responsible for training their studio faculty at the beginning of each semester.

Spray adhesive, spray paint, and other aerosol media are forbidden in all indoor spaces and around campus buildings.

Students are only permitted to use the booth for studio related work or projects. Students are not permitted to use the booth to spray large items not related to studio work (i.e., buggies). Improper use of the spray booth will result in a loss of privileges of the unit and/or suspension from the university.

ARCHITECTURE SHOP
The School of Architecture maintains a shop on the ground level of the College of fine Arts in room A9 (the main machine room), a sheet metals room (cold process only), a crit space, and a student project storage room. Scott Smith is the Shop Director and Jon Holmes serves as the Assistant Shop Director. The shop is for use by the students, faculty, and staff of the School of architecture. It is open evenings and weekends and the schedule is always posted on the front door.

Safety is a prime concern in the use of the shop. All users of the shop must be trained on the machines in THIS shop, regardless of previous experience. Training sessions are available for all new students. Any user is required to ask for assistance if they need to perform a task at a machine they have not used before. A dress code including covered shoes and no loose clothing, hair, jewelry, or headphones is strictly enforced. Eye protection must be worn at all machines, and personal ear protection is available. Communication is essential, but idle socializing is discouraged.

The shop maintains a small inventory of hand and power tools which can be used for overnight sign-out only. Students are encouraged to build in the shop whenever possible.

DIGITAL FABRICATION LAB (dFAB)
The Digital Fabrication Lab (dFAB) is located on the C-level of Margaret Morrison Carnegie Hall. This facility includes a range of digitally driven additive and subtractive tools including 3d printers, laser cutters, a four-axis CNC router and vacuum former. The lab also includes a dedicated robotic fabrication space that includes two large industrial robotic arms. These two robotic arms are configured as a seven-axis robot with a dedicated rotary table as well as a six-axis robot mounted on a 23’ linear track. Tooling includes a milling spindle, gripper, wire saw and digital probe. Dedicated computer workstations with CAD/CAM software compliment the fabrication equipment.

Associate Professor of Architecture, Jeremy Ficca, is Director of dFAB and Richard Tursky serves as the Assistant Director of dFAB. The Assistant Director and Student Monitors staff the lab weekly for roughly 75-80 hours per week. Student Monitors, who have training in the operation and safety of lab use, staff the lab when the Assistant Director is not on duty. Use of the lab facilities outside of staffed hours is strictly forbidden. Lab hours are posted in the lab and on the lab website at www.cmu-dfab.org.

Access is limited to SoArch faculty, staff, currently enrolled students, and other students enrolled in authorized courses that specifically require the use of the lab as part of the syllabus. All users of the dFab Lab are subject to all rules and guidelines posted in the facility. Students may reserve equipment time through the online reservation system found through the dFAB website at www.cmu-dfab.org.
Computing

COMPUTER USAGE
The computing facilities of the School of Architecture are for SoArch students, faculty, and staff only. Use by other students is by permission or by enrollment in courses offered by the School. If you observe unauthorized use, please inform soarch-help@andrew.cmu.edu.

GENERAL COMPUTING RULES
Violations of any computing rules or policies may result in disabling access to the SoArch computing equipment.
- Game playing is forbidden on SoArch workstations, unless it is specifically related to coursework.
- Headphones must be used for all music.
- No personal software may be installed on SoArch workstations.
- All data must be stored on an external device or on the server. Do not save to the desktops; the SoArch is not responsible for any data left on studio workstations.

STUDIO COMPUTING EQUIPMENT
PCs are available throughout SoArch studio, or in adjacent spaces. Two plotters are available in or near the undergraduate studios in each building. Food or drink are expressly forbidden near any SoArch computing equipment.

SERVER SPACE
The SoArch provides file storage space for each student as well as space for studio work. While every effort is made to make the server stable, secure, and available, SoArch is in no way responsible for data or the guarantee of access. It is safe computing practice to have multiple backups of important data. Server space is limited to 4GB of private space for each student, and 40GB of shared space per studio. When either space has reached its size limitation, no further files are able to be uploaded until the required space has been cleared. For personal space, files will be maintained through August 1 for graduating students, after which all data will be erased. The SoArch servers are exclusively reserved for the storage of data; software installers, movies, etc. will be forcefully erased if located.

A transfer folder is available on the server to facilitate short term file sharing. All files in this folder are deleted every Tuesday at noon.

UNAUTHORIZED SOFTWARE
All use, copying, distribution, or solicitation of unauthorized or pirated software is expressly forbidden and punishable by law. Fines can exceed $100,000 and jail time per incident.

PROBLEM REPORTING
Any and all issues with computers, printers, plotters and scanners should be immediately conveyed in detail to soarch-help@andrew.cmu.edu. The description of the problem should be as specific as possible, including the machine in question, the software being used, the task being performed, etc. All School of Architecture computers and equipment have a Carnegie Mellon property tag on them, please include the tag number.

PRINTING
- Printing multiple copies is forbidden. SoArch printers are not copiers and should not be used as such. If you require multiple copies of a document please print one copy and take the output to a copy station on campus. Fedex Kinko’s is located in the University Center: www.cmu.edu/kinkos/
- Large printing jobs (greater than 50 pages) are not permitted. Printing larger jobs or multiple copies will result in suspension from computer use.
- Use double-sided prints and Century Gothic font whenever possible for paper and ink conservation.
- Transparencies, sticky back, and all other personally supplied media are expressly forbidden in the studio laser printers. Use of
these types of materials may damage the equipment.
• Please recycle print paper.
• Please inform soarch-help@andrew.cmu.edu if ink or toner is low in any SoArch printer.

SOARCH MEDIA CENTER
The Media Center has been relocated to CFA 213. Equipment currently includes three large format plotters, an A3+ size Inkjet Photo printer, Large format Scanner, Large format paper cutter, and a Makerbot 3-D Printer. The Media center will be staffed and these services are available on a fee-basis and charged to the students university account. Hours and turnaround time will be posted on the SoArch website and on the door of the media center.

STUDIO-BASED MEDIA
One large-format plotter, two flatbed scanners, and black-and-white laser printers will be located both on the second floor of CFA and on the third floor of MMCH. The SoArch will provide plotter ink cartridges, plotter paper, laser printer toner cartridges, and paper for the laser printers. Plotter paper will also be provided in limited quantities. If the free plotter paper privilege is abused, students will be responsible for providing their own.

CFA MULTIMEDIA CLUSTER
The CFA Multimedia Cluster is located in CFA 317, 318, 321, and 323. Computing Services and the five schools in the College of Fine Arts jointly maintain the cluster. It is not managed or maintained by the SoArch Computing Team. The clusters have PCs and Macs and are available to SoArch students. The cluster is open 24 hours a day, but only staffed between 8 am and 12 am. More information about hardware and software available in this cluster is available at www.cmu.edu/computing/clusters.

Direct any questions about these clusters to Computing Services Multimedia Studio Administrator [cfa-multimedia@andrew.cmu.edu]. The multimedia cluster also has equipment for loan, such as video and still cameras and many other devices. For more information, see www.cmu.edu/computing/clusters/lending.

FLAT SCREEN MONITORS
Upon request the SoArch will provide students with one 22” flat screen monitor and articulated arm for use at his/her studio desk.
• Monitors must NOT leave the studio and must remain locked at the studio desk the entire semester.
• Distribution times will be set at the beginning of each semester.
• Monitors are to be returned at the end of each semester in the condition in which they were received. Failure to do so will result in a fine equal to that of the replacement value.
• Studio Coordinator’s have final discretion as to whether monitors are allowed in studios.

Students should contact Kristen Frambes [kframbes@cmu.edu] to request a monitor.
SOARCH POLICY REGARDING EMAIL
Carnegie Mellon University has established email as a primary vehicle for official communication with students. Emergency notifications, educational dialogue, research and general business correspondence are all consistently enhanced in institutions of higher learning where email policies exist and are supported by procedures, practice, and culture.

An official email address is established and assigned by Computing Services for each registered student, and current faculty and staff members. All University communications sent via email will be sent to this address. Faculty members will use the official University email address to communicate with a student registered in their classes and administrative units will correspond with students via this address.

The SoArch expects that students will receive and read email in a timely manner. Students are expected to maintain their accounts and check their email daily so that new mail will be properly received and read.

A student’s failure to receive and read University communications delivered to his/her official email address in a timely manner does not absolve that student from knowing and complying with the content of such communications.

While students are allowed to redirect email from their official University email address to another address (e.g. @gmail.com, @hotmail.com, etc…), they do so at their own risk. The University is not responsible for the handling of email by other service providers. Having email redirected does not absolve students from knowing and complying with the content of the communication sent to their official University email address.

In addition to maintaining standard email etiquette, students are not allowed to use school distribution lists without first requesting permission. Students who wish to use these lists should contact Kristen Frambes.

You may check your email at any University or School computer. Individual classes and studios may have separate bulletin boards or Blackboard sites on the campus network. To access the Blackboard system, go to: www.cmu.edu/blackboard

SOARCH WEBSITE
The SoArch website, www.cmu.edu/architecture, is soon to be under construction and will become a hub for up-to-date information concerning classes and events.

WEEKLY EMAIL NEWSLETTER
The School of Architecture will share news, upcoming events, reminders, and job opportunities in a weekly email to students. Students are responsible for reading this newsletter to know what is happening within the school.

FACEBOOK
“Like” our Facebook page, Carnegie Mellon School of Architecture, to receive updates and news. This is the only official Facebook page maintained by the SoArch. Any other associated Facebook pages are not maintained by the SoArch; therefore, content posted on other pages is not the responsibility of the SoArch.
Communications  

continued

SOARCH CALENDAR
The SoArch calendar is where all School events are listed. Students are responsible for checking the calendar to remain informed about happenings within the School.

The SoArch calendar is available in two locations. Events are listed in their entirety on the SoArch website (http://www.cmu.edu/architecture/calendar/index.html). Also, a printed poster format is posted each week throughout the school. Events are subject to change; any changes will be communicated through email. Calendar changes or additions should be sent to Kristen Frambes [kframbes@cmu.edu].

DISPLAY CASES
Display cases are located on the second floor of CFA by both stairwells and on the third floor of Margaret Morrison. A schedule of displays is coordinated with faculty from the School. Students who wish to create displays may schedule time by contacting Steve Lee [stevelee@cmu.edu].

MESSAGE BOARDS
There are two message board locations maintained by the School of Architecture. One message board is located outside the main studio of CFA 200, and the other is located on the third floor of Margaret Morrison between the staircases.

These message boards are for SoArch communication only. They will include school announcements, important deadlines, community activities, conferences, lectures at other universities, employment opportunities, scholarship information, and competition announcements. Students should check these message boards regularly for announcements and information. Posters will be checked weekly, and those with expired dates will be removed from the studios and message board areas on a regular basis.
COMMUNITY STANDARDS, POLICIES, AND PROCEDURES
Carnegie Mellon is a community of diverse members committed to maintaining an environment that encourages personal and intellectual growth that promote our traditions of innovation, leadership, responsibility to society, learning, dedication, commitment to quality and commitment to each other. We are a community with high standards and high expectations for those who choose to become members, including established community standards intended to foster behavior that is consistent with a civil and educational setting.

It is the responsibility of each community member to become familiar with the standards and expectations of the Carnegie Mellon community. In general, each member should:

- Respect the rights of others
- Respect the property of individuals, groups and Carnegie Mellon
- Know, understand and abide by all Carnegie Mellon community standards, policies and regulations, as well as all local, state and federal laws.
- Engage in behavior that does not interfere with individual, group or Carnegie Mellon regular activities and/or operation
- Ensure that guests behave in a manner consistent with and in accordance with the expectations of our community

At the core, the standards, policies and regulations of the Carnegie Mellon community are designed with one or more of the following four purposes: to promote and protect the rights of members of, or visitors to, the community; to promote and protect the health and safety of members of, or visitors to, the community; to promote and protect the academic integrity of the community; and to promote the respect of and protect the property of the community members and University.*

*This excerpt was taken from the “Community Standards, Policies, and Procedures” section of The WORD – an online student handbook published by the Division of Student Affairs for all Carnegie Mellon University students.

For detailed information about The WORD and other information regarding community standards, policies, and procedures, please reference The WORD at http://www.cmu.edu/student-affairs/theword/index.html.
COMMUNITY STANDARDS AND THE STUDIO CULTURE POLICY
The Carnegie Mellon University School of Architecture’s Policy on Studio Culture has been written by the school’s chapter of the American Institute of Architecture Students (AIAS) to build a strong community that is inherently unique to the architecture studio environment.

The WORD is the official handbook for members of the Carnegie Mellon community. Our policy on Studio Culture serves as a supplement to the standards and policies that the university has adopted and established <http://www.cmu.edu/student-affairs/theword/index.html>.

If a student feels that the community standards established in The WORD and/or in the studio culture policy have been violated, he/she should consult with his/her designated faculty mentor to discuss the situation and determine the next steps to addressing the issue either within the school or at the university as outlined by the Division of Student Affairs in The WORD.

WHAT IS STUDIO CULTURE?
As defined by the AIAS, studio culture is “the experiences, habits and patterns found within the architecture design studio”. The organization elaborates:

“Those who have studied architecture undoubtedly have vivid memories that characterize their design studio experience. Late nights, exciting projects, extreme dedication, lasting friendships, long hours, punishing critiques, unpredictable events, a sense of community, and personal sacrifice all come to mind. Those aspects are not usually written into the curriculum or even the design assignments, but they are likely the most memorable and influential. The experiences, habits, and patterns found within the architecture design studio make up what we have termed ‘studio culture’.”

The School of Architecture also cites the National Architectural Accreditation Board’s (NAAB) Condition 5 on Studio Culture as an introduction to its studio culture policy which parallels NAAB’s specific interest in:

“...demonstrat[ing] a positive and respectful learning environment through the encouragement of the fundamental values of optimism, respect, sharing, engagement, and innovation between and among the members of its faculty, student body, administration, and staff. The school should encourage students and faculty to appreciate these values as guiding principles of professional conduct throughout their careers.”

It is under these terms that the students, staff and faculty of the Carnegie Mellon School of Architecture proudly present to you the 2014 update of our Policy on Studio Culture, a testament to our communal mission to foster an attitude of professionalism within the studio.

PEDAGOGICAL PHILOSOPHY
Carnegie Mellon University is a premier research university recognized for its world-class arts and technology programs. As such, the School of Architecture connects both the technical and the conceptual/theoretical elements of architectural design in its undergraduate curriculum. Specifically, students combine technical processes of both analog and digital fabrication - or “making” - with theoretical and conceptual positions tied to a more diverse range of studies within the studio and supported by their coursework.

The philosophy is maintained that professionalism should be embodied by faculty, staff, and students and demonstrated in the work exhibited in a professional degree program. The School realizes that the studio
Studio Culture Policy

is a ‘melting pot’ of sorts that contains these interactions and their outcomes. Therefore, as a premise for deriving the guidelines for studio culture, we embrace the idea of professionalism as means to instill positive and productive relationships between all parties present in architectural education.

**CORE VALUES**

Under the heading of professionalism, the School of Architecture supports core values that further emphasize the importance of collaborative engagement, critical interaction, and decision-making within the studio environment:

- **Critical Practice**: Innovate, question, reevaluate, and redefine in order to push for forward thinking in the study and practice of architecture.
- **Process/Product**: Demonstrate the ability to actively participate in studio by creating work that challenges oneself in his/her specific skill-set level. Contribute – to the best of one’s abilities – a product that is well-developed based on the conceptual objectives assigned.
- **Critique**: Promote constant interaction between students and faculty in the critical discussion of both precedent study and student. Engage in public discourse about architecture whether it be at a personal final critique, a gallery showing, or a town hall meeting.
- **Engagement**: Understand and be committed to studio content, and take advantage of resources. Work to achieve personal and academic goals in an effort to learn more from your work and that of your peers. Be present at every studio session as attendance and attentiveness are essential to success.
- **Communication**: Voice suggestions, concerns, and opinions frequently. Have the judgement to understand on what level to communicate with peers and colleagues in all areas of architectural learning.
- **Respect**: Be respectful of others - their ideas, work and philosophies. Embrace the diversity of our community with regard to: race, color, national origin, sex, handicap or disability, age, sexual orientation, gender identity, religion, creed, ancestry, belief, veteran status, or genetic information.
- **Integrity**: Commitment to honesty without compromise, as well as truth without equivocation and a willingness to place the good of the community above the good of the self. Obligations, once undertaken, must be met and commitments kept.
- **Character**: As citizens of the School of Architecture at Carnegie Mellon University, we are ambassadors charged with the responsibilities of representing the ideals of both the school and the university as a whole: trustworthiness, respect, responsibility, fairness, accountability and integrity.
- **Self-respect**: Maintain respect for our bodies and minds. Proper time-management, personal cleanliness and hygiene, and continuous personal accountability must be upheld.
- **Personal accountability**: Don’t make excuses for bad decisions. Be willing to claim ownership for the results of your actions and the consequence of your involvement, both individually and collectively with others.
THE STUDIO CULTURE POLICY
Keeping in mind the over-arching theme of professionalism, the following are defined guidelines for studio culture. With these, the School of Architecture aims instill core values in all who participate in the creation and development of studio culture at Carnegie Mellon. They are as follows:

Design Process and Curriculum
Curriculum: The ten design studios of the undergraduate Bachelor of Architecture degree program are considered to be developmental courses that teach students to make informed architectural design decisions on increasingly advanced levels as they progress throughout their undergraduate education. First-year studios build skills and comprehensive design abilities, while the last four allow self-chosen topics in breadth or depth. The studio curriculum is defined by the accreditation requirements of NAAB and shaped by the faculty, administration, and students according to the School’s pedagogy. Students engage in curricular discussions with the faculty and administration via their Student Advisory Council (SAC) representatives or personally, as necessary.

Grading Policy: Grading is a University standard that is one type of evaluation of a student’s academic performance based on defined learning objectives and established curricular requirements. More important to the design studio is the review or critique, which can be a formal qualitative evaluation of students’ architectural work. The faculty are responsible for assigning the studio grade based on criteria stated in the studio syllabus. Students should be actively involved in the process of critically evaluating their work and the work of their peers. However, in doing so, students must adhere to the core values of self-respect and respect for others in all discourse.

Reviews/Critiques: The aforementioned idea of the “review” or “critique” is a quintessential and crucial aspect in the learning development of architecture students. Students and faculty must actively engage in the critical discourse of architecture inside and outside of the studio.

Traditional critiques are coordinated between one or more students and a series of faculty members and/or guest reviewers. However, at times the traditional method of student presentation/faculty response and evaluation may be dubbed as inadequate means for academic growth. In an effort to give students

This feedback is received openly by the administration to better inform the development of the curriculum. They then evaluate responses and make the necessary changes. If they so choose, students reserve the right to request to take supplementary courses or to make independent study opportunities for themselves with the guidance and approval of an appointed faculty and/or administrative advisor.

Learning objectives should be included in course syllabi; students should reference their syllabi often. However, the student cannot expect every faculty member to have similar criteria and must be aware of their external resources – other professors, administrators, peers, public, texts – and must have the judgement to use them wisely. In turn the faculty must provide sufficient means for students to be able to self-evaluate at all times, whether in the form of a rubric or with continuous feedback.
and faculty new opportunities and methods by which to evaluate studio work, a series of review formats are suggested below and should be used with respect to the specific needs of the student:

- Student/faculty one-on-one review session;
- Students/faculty review session - one or more faculty and multiple students in discussion;
- “Round robin” full studio critiques - studios rotate to different faculty each week to gain new perspectives;
- Student/student review sessions - highly encouraged within the studio – especially after hours;
- Guest reviewer seminars - discussion or pin up with guest critic;
- Full jury - one or more students with a board of reviewers present; and/or
- Composite - students discuss their work alone, then faculty contribute, break-up into student/faculty groups, etc.

It should be noted that reviews should always be discussion-oriented and never critical of the person, but always directed to the work as it stands. If at any time a student or faculty feels that they have been personally offended within the setting of a review, he or she has the right to take appropriate action by first talking with their studio coordinator.

Final reviews are a privilege and not a right, however, as guest critics frequently give of their time to give us a broader perspective on our studies. Students must demonstrate continuous effort and aptitude to be able to present in a final critique scenario. The faculty has the final say regarding students’ ability to present during final reviews, and may deny the privilege if the student’s work is incomplete by their judgment and that of any immediate coordinators and or supervisors. Review attendance is a requirement. Students must be in attendance and be attentive for not only their review but also for those of their peers.

Responsibility of the Design Process:
The design studio is a place for open exploration of architectural methods of teaching and learning. Both students and faculty are responsible for maintaining a consistent level of inquiry within the studio. Faculty must provide background material pertinent to both the requirements of that specific studio as well as for specific explorations pursued within individual projects. In return, students should keep up with their work and make a constant effort to contribute to the studio environment.

Student/Faculty Interaction
Faculty are integral to the architectural education process. Students use the faculty’s knowledge and advice as a resource - therefore, faculty are expected to bring their passion into the studio during every session. Like students, faculty must promote the School’s core values to the best of their abilities.

As practitioners of professionalism within the studio, we ask our educators to adhere to the following:

- Respect all students and fellow faculty of the CMU SoArch community;
- Come to studio with a concise game-plan and openly communicate this agenda;
- Push students to exceed expectations, while always considering their pace and skill-set;
- Provide students with the ability to evaluate their work based on feedback and written criteria;
- Facilitate discourse within your specific studio. Plan discussions ahead of time; and
- Treat students equally and encourage diversity in ideas, interests, and philosophies.

Studio Culture Policy
continued
In return, the student body is expected to respect all faculty members and consider them a part of the studio community. Without these educators, advancement in architectural education would be impossible. Students must be diligent in their studies, and they are expected to maintain a positive relationship with their studio faculty. Specifically, the student body must uphold these standards when working with faculty:

- Respect all faculty of the CMU SoArch community;
- Come to studio with an open mind and a positive attitude;
- Push to meet & exceed expectations in all areas;
- Understand and consider all feedback given – think and react according to individual processes;
- Communicate with your faculty: the positives and the negatives - be curious;
- Participate in studio discussions, and embrace your faculty’s knowledge-base; and
- Acknowledge/ become informed about Faculty interests and diversity in practice.

**Student Interaction**

Architecture students must always make an effort to have positive interactions with one another within the studio. The School of Architecture accepts students into its accredited program as young-professionals and expects them to demonstrate professionalism throughout their five years in the school.

In addition to this Studio Culture Policy, we are expected to adhere to the community standards, policies, and procedures established by Carnegie Mellon University and outlined in the WORD.

Students are expected to maintain these standards when involved with their peers in a studio setting:

- Respect one another with regard to race, sex, ethnicity, sexual orientation, religion, and differences in experiences and ideas;
- Be communicative with peers about all pertinent issues regarding studio and its culture;
- Understand your personal boundaries and respect the space of others;
- Support one another, learn from each other, and be open-minded when collaborating;
- Participate in the discourse of studio, feed off of the ideas of classmates, while maintaining core values;
- Practice high standards of personal hygiene and cleanliness; and
- Practice equality and fairness in group work settings.

**Facilities and Conduct**

Use of the facilities at the School of Architecture are a privilege, and the contents of these spaces are the property of Carnegie Mellon University. As such, they should be treated with respect in the same way the users would want their personal spaces to be treated. Below is a list of facilities and criteria for their usage. Students and faculty are required to adhere to these when using any of the facilities within the school:

**Drafting Boards, Maylines, Desks, Stools, Cabinets, Keys, and Flat Screen Monitors:**

Drafting Boards and maylines are purchased by the School for first-year students. Desks, Stools, cabinets, and keys are distributed by the school to each student on a yearly basis and flat screen computer monitors are available to students upon request. Students should think of these tools as their personal belongings and
Studio Culture Policy continued

should treat them well. Guidelines for use are as follows:

• Maintain both personal desk space and shared communal spaces at an adequate level of cleanliness. If a student requests for you to clean your space because your level of cleanliness is not up to par, please be respectful and do so.
• Food should be disposed of after you eat it. Please don’t leave half-empty containers open on your desk for days at a time.
• Be lock items in your studio cabinet or take personal belongings with you (e.g. wallets, phones, backpacks, laptops) when you leave the studio. Lost and or stolen items are your responsibility.
• Do not use other people’s belongings - this includes using their desks as a work space without permission. In the case that you use another student’s desk for work, please ask them first and then clean up the area completely when you are finished.
• Students are responsible for maintaining drafting boards, maylines, desks, chairs, cabinets, and flat screen monitors. Parts to repair these items can be obtained from the school’s Facilities Manager upon request.

Computer/Model Workstations: Computer workstations and modelling workspaces are reserved for the use of SoArch students and faculty. They are to be shared and used efficiently as needed.
• No eating or drinking around computers or model workspaces; do not leave trash in the area.
• Clean up modelling workspaces after you are finished working – otherwise, anything left may be disposed of.
• Log off of your computer when you are not working on it for a long period of time (more than an hour and a half of time away from the machine). Do this as a courtesy to your fellow classmates. If you leave for a brief period, please leave a note indicating when you left and when you will return.

Wood Shop and Digital Fabrication (dFAB) Lab: Both the wood shop and the dFAB Lab at CMU are part of the SoArch curriculum and integral tools of the design and fabrication process. All policies and procedures established by the wood shop and dFAB faculty and staff should be obeyed at all times. Students should be mindful of others when using these facilities and clean up their excess materials and work areas.

Spray Booth: Similar rules apply to the use of the spray booth as they apply to the wood shop, the dFab lab, and the above listed tools and facilities. For more information, reference the Fabrication Facilities section of the 2014-2015 SoArch undergraduate Student Handbook.
**Resources**

**ARCHITECTURE RESOURCES**
- Main Office: 268-2354
- CFA 201 Main Office Fax: 268-7819
- CFA 201 Graduate Admissions: 268-5551
- MMCH 412G Graduate Program: 268-2363
- MMCH 410 Intelligent Workplace: 268-2350
- MMCH 415 Architecture Shop: 268-2361
- CFA A19 Digital Fabrication Lab: 268-8518
- MMCH C4 Survivor Support Network Advisor: 268-1540
- Heather Workinger Midgley
- MMCH 307

**UNIVERSITY RESOURCES**
- Campus Police/Emergencies: 268-2323
- UC Information Desk: 268-2107
- HUB (Enrollment Services): 268-8186
- Career Center: 268-2064
- University Art Store: 268-2968
- Bookstore and Computer Store: 268-2968
- Student Affairs: 268-2075
- University Health Services: 268-2157
- Counseling & Psychological Services: 268-2922

**STUDENT ORGANIZATIONS**
Carnegie Mellon offers a variety of student organizations to explore personal interests and meet fellow students from other colleges and schools across campus. Each fall, an activities fair is held to introduce students to the various student groups as well as garner interest and participation. The School encourages participation in student organizations, and students from the School have been instrumental to the success of these organizations.

For a full list of student organizations and information, please visit the Student Activities website at [https://thebridge.cmu.edu/](https://thebridge.cmu.edu/)

**USEFUL WEBSITES**
- [www.acsa-arch.org](http://www.acsa-arch.org)
- [www.aia.org](http://www.aia.org)
- [www.aias.org](http://www.aias.org)
- [www.archcareers.org](http://www.archcareers.org)
- [www.di.net](http://www.di.net)
- [www.naab.org](http://www.naab.org)
- [www.ncarb.org](http://www.ncarb.org)

**DESIGN COMPETITION WEBSITES**
Please visit the following websites to learn more about other design competitions:
- [www.acsa-arch.org](http://www.acsa-arch.org)
- [www.aias.org/competitions](http://www.aias.org/competitions)
- [www.archrecord.com](http://www.archrecord.com)
- [www.bustler.net](http://www.bustler.net)
- [www.deathbyarchitecture.com](http://www.deathbyarchitecture.com)
- [www.thearchitectureroom.com](http://www.thearchitectureroom.com)

**JOB SEARCH WEBSITES**
- [www.aia.org](http://www.aia.org)
- [www.aias.org](http://www.aias.org)
- [www.american-architects.com](http://www.american-architects.com)
- [www.archinect.com](http://www.archinect.com)
- [www.archi-students.org](http://www.archi-students.org)
- [www.architectjobs.com](http://www.architectjobs.com)
- [www.california-architects.com](http://www.california-architects.com)
- [www.cons4arch.com](http://www.cons4arch.com)
- [www.construction.com](http://www.construction.com)
- [www.jobs.aiapgh.org*](http://www.jobs.aiapgh.org*)
- [www.ncarb.org](http://www.ncarb.org)
- [www.newyork-architects.com](http://www.newyork-architects.com)
- [www.world-architects.com](http://www.world-architects.com)
Stephen R. Lee, AIA, Professor and Head is responsible for all of the activities of the School. He hires faculty and staff and oversees all the financial aspects of the School. He is available to students by appointment.

Mary Lou Arscott, AADip, RIBA, Associate Head, is responsible for continuously improving the quality and effectiveness of the studio education, improving the level of discourse in the School, and raising our profile external to the School.

David Koltas, Assistant Head, is responsible for all financial and personnel matters of the School.

Diana Martin, Financial Assistant, is responsible for day-to-day financial transactions, including reimbursable expenses. Teaching assistants, shop monitors, office assistants, or work-study students will submit their time cards to Diana on a biweekly basis during the Fall 2014 semester.

Kristen Frambes, Facilities and Special Projects Manager directs and manages CFA 201 work study students and the school facilities. She coordinates student, faculty and alumni awards, faculty promotion & tenure cases, as well as special events for the school.

Bob Armitage, Computing Administrator, along with Brian Staley, Media Center / IT Associate, comprise the computing team. They are responsible for the school’s computing infrastructure, including hardware, software, servers, workstations, printers, plotters, and scanners.

Alexis McCune Secosky, Coordinator of Student Programs, organizes undergraduate student programs and assists students with professional development and the Intern Development Program (IDP) as the School’s Architect Licensing Advisor. She is also responsible for working with prospective students by managing recruitment efforts and the admission committee.

Erica Harp, Senior Academic Coordinator, assists students in establishing their class schedules and gives guidance about general university regulations. She is responsible for registration and transcripts. She can answer scheduling, academic audit, and general academic progress questions. She coordinates study abroad activities including inquiries, applications, and transfer credits.

Darlene Covington-Davis, Graduate Programs Coordinator, assists in the daily administration of the graduate programs and advising current students on administrative policies and procedures for the school and the university.

Samantha Carter, Graduate Admissions & K-12 Outreach Coordinator, organizes the graduate admissions process and implements outreach programs to bring architectural education to the Pittsburgh community.
<table>
<thead>
<tr>
<th>Name</th>
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</tr>
</tbody>
</table>
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continued

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Fall 2014 Academic Calendar

AUGUST 25
Fall 2014 Semester and Mini-1 Classes Begin

SEPTEMBER 1
Labor Day – No Classes and University Closed

SEPTEMBER 24
Mini-1 Course Drop and Pass/Fail Deadline; W assigned to courses dropped after this date.

OCTOBER 6-17
Mini-1 Faculty Course Evaluations

OCTOBER 13
Mini-1 Last Day of Classes
Mini-1 Last day to drop a class and receive a W

OCTOBER 17
Mini-1 Exam Day (undergraduate)
Mid Semester Break (no classes)

OCTOBER 20
4:00pm Mid-semester Grades Due
Mini-2 Classes Begin

OCTOBER 22
4:00pm Mini-1 Final Grades Due

NOVEMBER 3
Semester Course Drop and Pass/Fail Deadline;
W assigned to courses dropped after this date.

NOVEMBER 18
Mini-2 Course Drop and Pass/Fail Deadline;
W assigned to courses dropped after this date.

NOVEMBER 17-21
Spring 2013 Registration Week

NOVEMBER 26-28
Thanksgiving Holiday (no classes)

NOVEMBER 24 - DECEMBER 14
Semester & Mini-2 Faculty Course Evaluations

DECEMBER 5
Semester & Mini-2 Last Day of Classes
Semester & Mini 2 Last day to drop a class and receive a W

DECEMBER 1-5
SoArch Studio Final Reviews

DECEMBER 12
Submission of Studio Documentation

DECEMBER 6-7, 10, 13
Reading Days

DECEMBER 8-9, 11-12, 14 (SUNDAY)
Final Examinations

DECEMBER 15
Make Up Final Examinations

DECEMBER 18
4:00pm All Final Grades Due
<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
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<tbody>
<tr>
<td>JANUARY 12</td>
<td>Spring 2015 Semester and Mini-3 Classes Begin</td>
</tr>
<tr>
<td>JANUARY 19</td>
<td>Martin Luther King, Jr. Day – No Classes, Univ. Closed</td>
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<tr>
<td>FEBRUARY 9</td>
<td>Mini-3 Course Drop and Pass/Fail Deadline; W assigned to courses dropped after this date.</td>
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<td>FEBRUARY 23 - MARCH 6</td>
<td>Mini-3 Faculty Course Evaluations</td>
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<tr>
<td>MARCH 2</td>
<td>Mini-3 Last Day of Classes</td>
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<tr>
<td>MARCH 6</td>
<td>Mini-3 Exam Day (undergraduate)</td>
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<tr>
<td>MARCH 6-13</td>
<td>Spring Break - No Classes</td>
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<td>MARCH 9</td>
<td>4:00pm Mid-semester Grades Due</td>
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<tr>
<td>MARCH 11</td>
<td>4:00pm Mini-3 Final Grades Due</td>
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<tr>
<td>MARCH 16</td>
<td>Mini-4 Classes Begin</td>
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<td>MARCH 30</td>
<td>Semester Course Drop and Pass/Fail Deadline; W assigned to courses dropped after this date.</td>
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<tr>
<td>APRIL 14</td>
<td>Summer 2014 Registration Begins</td>
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<tr>
<td>APRIL 14</td>
<td>Mini-4 Course Drop and Pass/Fail Deadline; W assigned to courses dropped after this date.</td>
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<tr>
<td>APRIL 16-18</td>
<td>Spring Carnival - No Classes</td>
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<td>APRIL 20-24</td>
<td>Fall 2015 Registration</td>
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<tr>
<td>APRIL 20 - MAY 11</td>
<td>Semester &amp; Mini-4 Faculty Course Evaluations</td>
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<tr>
<td>MAY 1</td>
<td>Semester &amp; Mini-4 Last Day of Classes</td>
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<tr>
<td>MAY 12</td>
<td>Make Up Final Examination</td>
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<tr>
<td>MAY 8</td>
<td>Submission of Studio Documentation</td>
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<td>MAY 2-3, 6, 9-10</td>
<td>Reading Days</td>
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<tr>
<td>MAY 4-5, 7-8, 11</td>
<td>Final Examinations</td>
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<td>MAY 11</td>
<td>SoArch Studio Clean-up</td>
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<td>MAY 14</td>
<td>4:00pm Final Grades for All Students</td>
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<tr>
<td>MAY 16-17</td>
<td>Commencement Weekend</td>
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