# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>INTRODUCTION</td>
<td>3</td>
</tr>
<tr>
<td>SoA MISSION</td>
<td>4</td>
</tr>
<tr>
<td>CMU &amp; SoA HISTORY</td>
<td>4</td>
</tr>
<tr>
<td>UNDERGRADUATE DEGREE PROGRAMS</td>
<td>7</td>
</tr>
<tr>
<td>BACHELOR OF ARCHITECTURE DEGREE</td>
<td>8</td>
</tr>
<tr>
<td>B. ARCH CURRICULUM</td>
<td>9</td>
</tr>
<tr>
<td>BACHELOR OF ARTS IN ARCHITECTURE DEGREE</td>
<td>11</td>
</tr>
<tr>
<td>B. A. CURRICULUM</td>
<td>12</td>
</tr>
<tr>
<td>COURSE GUIDELINES</td>
<td>13</td>
</tr>
<tr>
<td>ACADEMIC RULES AND PROCEDURES</td>
<td>16</td>
</tr>
<tr>
<td>REGISTRATION</td>
<td>23</td>
</tr>
<tr>
<td>TRANSFERS</td>
<td>24</td>
</tr>
<tr>
<td>STUDY ABROAD</td>
<td>25</td>
</tr>
<tr>
<td>ACADEMIC RECOGNITION</td>
<td>28</td>
</tr>
<tr>
<td>SoA STUDENT AWARDS &amp; OPPORTUNITIES</td>
<td>29</td>
</tr>
<tr>
<td>STUDENT ORGANIZATIONS &amp; PROGRAMS</td>
<td>33</td>
</tr>
<tr>
<td>SoA EMPLOYMENT</td>
<td>35</td>
</tr>
<tr>
<td>FINDING EMPLOYMENT OPPORTUNITIES</td>
<td>36</td>
</tr>
<tr>
<td>MASTER’S DEGREE PROGRAMS</td>
<td>38</td>
</tr>
<tr>
<td>SoA FACILITIES</td>
<td>40</td>
</tr>
<tr>
<td>SoA FABRICATION FACILITIES</td>
<td>41</td>
</tr>
<tr>
<td>COMPUTING</td>
<td>42</td>
</tr>
<tr>
<td>SoA COMMUNICATIONS</td>
<td>44</td>
</tr>
<tr>
<td>COMMUNITY STANDARDS</td>
<td>46</td>
</tr>
<tr>
<td>STUDIO CULTURE POLICY</td>
<td>47</td>
</tr>
</tbody>
</table>
Coronavirus Information
Carnegie Mellon is taking preventative measures to protect the well-being of its university community as the coronavirus outbreak continues to be a rapidly changing situation. Please refer to the Coronavirus Information page on the CMU website for the latest updates.
INTRODUCTION

The School of Architecture (SoA) Undergraduate Student Handbook is a guide to SoA 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 four-year Bachelor of Arts in Architecture (B.A.) or five-year Bachelor of Architecture (B.Arch) degree programs. For additional information or clarification, you may consult with SoA 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 SoA website and calendar at soa.cmu.edu and their Carnegie Mellon University (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.

Please refer to the back of this handbook for useful information such as architect resource websites, the academic calendar, facilities hours, faculty mentors, and staff directory.

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 (NAAB) 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 pre-professional degree is not, by itself, recognized as an accredited degree.***

The SoA’s 450-unit B.Arch degree is accredited by NAAB. The next accreditation visit is scheduled for 2026 and will be conducted under the 2018 Conditions.*
SoA MISSION

The SoA provides deep immersion in the discipline of architecture, intensified by the broader CMU 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 SoA 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 SoA 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.

CMU & SoA HISTORY

CMU 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 CMU.
CMU 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, CMU 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.

CMU 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 (CFA) 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 Ömer 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 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 CMU.

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.

In July 2008, Stephen R. Lee (no relation to Laura Lee) was appointed as the interim head of the SoA. After a search in 2009, Lee was appointed to a full five-year term as head, and in 2015 he was
re-appointed to another five-year term. As an alumnus with a B.Arch and an M.Arch in Advanced Building Studies from CMU in the mid-70s, a practitioner, a researcher, and as a faculty member since 1981, he brought a unique perspective to the position. Through a deep belief that design is the backbone and core of our discipline, he worked to bridge and integrate teaching, practice and research in the SoA, and to expand interdisciplinary opportunities in those venues.

During his headship, Lee worked to revise the B.Arch curriculum to provide more fundamental courses in the first three years, and to provide greater flexibility in the last two years. The Urban Design/Build Studio (UDBS) was begun, the Design Fabrication (DFAB) Lab was expanded and made available to multiple studios and courses, the Computational Design (Code) Lab was created, hands-on activities were extended into the architectural studies coursework and the Shop continued to play an important curricular role.

In 2011 an outside consultant was engaged to conduct a year-long strategic planning process that re-focused the school on the themes of design thinking, learning by making, and improving the quality of the built environment. A new “3+2” B.Arch curriculum was implemented in 2012-13 to reflect these ambitions. The studios in Margaret Morrison Carnegie Hall (MMCH) building were substantially renovated to support better collaboration, while computer labs were disassembled and workstations were incorporated into the studios to further the integration of analog and digital design in the studio.

After administering the NAAB re-accreditation process for the B.Arch in 2012 resulting in a six-year term, Lee oversaw the internal CMU Presidential Advisory Board process for the whole SoA in 2014. These reviews, two years apart from one another, provided excellent outside assessment of our strengths and weaknesses and recommendations for improvement. Steps taken since 2014 include hiring 12 new full-time faculty, who developed a suite of new courses in SoA’s areas of expertise, the development of a new SoA website and logo along with a more comprehensive publicity strategy, providing better mentoring and advising for all students from B.Arch to PhD, restructuring the Master of Urban Design (MUD) degree, and developing two new studio-based master’s programs, the Master of Advanced Architectural Design (MAAD) degree (begun 2015-2016), and the professional Master of Architecture (M.Arch) degree (begun August 2017). Lee concluded his headship in July of 2020.

Effective August 2020, Omar Khan was appointed the next head of the SoA. Khan joins CMU from the Department of Architecture at the University at Buffalo (UB), State University of New York. Khan served as UB department chair for seven years, during which time he initiated new graduate programs, developed industry collaborations, and shepherded facility improvements. During his tenure as chair, the department’s reputation grew in response to his pedagogical innovations, especially in design-build experiential learning and research-focused graduate education. His efforts also led to the largest increase of sponsored research ever experienced by the department.

**Chronology of School Heads**

1905-1907  Henry Hornbostel, Founder
1907-1918  Henry McGoodwin, First Head
1918-1921  Walter Kerr Rainsford, Acting Head
1921-1923  Harry Sternfeld, Head
1923-1925  Henry McGoodwin, Head
1925-1948  William Frank Hitchens, Acting Head and Head
1948-1955  John Knox Shear, Acting Head and Head

Page 6
1955-1956  Raymond A. Fisher, Acting Head
1956-1968  Paul Schweikher, Head
1968-1969  Robert H. Burdett, Head
1969-1975  Delbert Highlands, Head
1975-1979  Robert Taylor, Acting Head
1979-1981  Louis Sauer, Head
1981-1988  Ömer Akin, Head
1988-1989  Ulrich Flemming & Irving Oppenheim, Acting Heads
1989-1994  John Eberhard, Head
1994-2004  Vivian Loftness, Head
2004-2008  Laura Lee, Head
2008-2020  Stephen R. Lee, Interim Head and Head
2020-present Omar Khan, Head

UNDERGRADUATE DEGREE PROGRAMS

Bachelor of Architecture (B.Arch)
Bachelor of Arts in Architecture (B.A.)

The SoA offers two baccalaureate degree programs: the Bachelor of Architecture (B.Arch) and the Bachelor of Arts in Architecture (B.A.). Both programs begin with the same studio-based curriculum in the first year, but then begin to diverge in terms of opportunities and outcomes. The B.Arch requires 10 studios, while the B.A. only requires a minimum of 4 studios, which can be spread out over the four years of the program.

The B.Arch is a 5-year, first professional degree program accredited by the National Architectural Accrediting Board (NAAB) with a precisely defined set of Student Performance Criteria (SPC). This program is for students that are set upon pursuing a career as a licensed architect, and centers around a carefully structured set of professional and technical courses about building design and construction. Our students graduate with a professional degree that prepares them to excel in practice—but that also launches them into key specialties within the profession. Due to the technical nature of the B.Arch program, it is STEM-eligible, meaning that in addition to one year of Optional Practical Training (OPT), a student on an F1 visa may apply for a 24-month STEM OPT extension following graduation.

The B.A. is a 4-year liberal studies degree program that allows and encourages interdisciplinary exploration. B.A. students have the opportunity to double major, test the boundaries of the discipline, and explore a variety of interests. If you are a student that embraces creativity, is curious about the world around you, and enjoys engaging both the left and right sides of your brain, the B.A. program could be a perfect fit for you. As a 4-year degree program, the B.A. allows those who are interested to go on to specialize in other fields in graduate school, including the 2-year professional M.Arch degree program (often called a 4+2 degree).
BACHELOR OF ARCHITECTURE DEGREE

In the United States, most 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 professional degree programs in architecture offered by institutions with U.S. regional accreditation, recognizes three types of degrees: the Bachelor of Architecture, the Master of Architecture, and the Doctor of Architecture. A program may be granted an eight-year term, an eight-year term with conditions, or a two-year term of continuing accreditation, or a three-year term of initial accreditation, depending on the extent of its conformance with established education standards. Doctor of Architecture and Master of Architecture degree programs may require a non-accredited undergraduate degree in architecture for admission. However, the non-accredited degree is not, by itself, recognized as an accredited degree.

The Carnegie Mellon University School of Architecture offers a NAAB-accredited Bachelor of Architecture (B.Arch) degree program (135 units of general studies + 315 units of architectural studies = minimum of 450 units to graduate). The term of accreditation is effective January 1, 2018, and the program is scheduled for its next visit for continuing accreditation in 2026.

The Carnegie Mellon University School of Architecture also offers a NAAB-accredited Master of Architecture (M.Arch) degree program (pre-professional degree or equivalent + 180 units). The term of accreditation is effective January 1, 2019, and the first visit for continuation of accreditation is scheduled for 2022.

The 2020 NAAB Conditions for Accreditation cite the following Program and Student Performance Criteria that can be found on our website here.

Residency Requirement
A candidate for a bachelor’s degree must complete at CMU 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 B.Arch degree.

Minors
Students may earn a minor by completing approximately six or seven courses in an academic discipline; each college and department specifies the requirements for their minors, so students must contact the individual department to apply for and/or declare a minor and 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 for/declare a minor to be officially recognized by that department.

Double Majors
Students in good academic standing who have made satisfactory academic progress and fulfilled required courses may 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 for/declare a double major candidate in order to be officially recognized by that department.

Dual Degree
Building upon their courses in the SoA, students can pursue a dual degree program. Students who earn dual degrees will receive two diplomas: a B.Arch as well as a Bachelor’s degree 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 and apply/declare to be officially recognized as a dual degree candidate in that department.**

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

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 IDEATE collaborative making facility housed at the central Hunt Library.

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**B.ARCH CURRICULUM**

**BACHELOR OF ARCHITECTURE (B.ARCH)**

**Design Studio (168 UNITS)**

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<tr>
<th>Code</th>
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<tr>
<td>48-100</td>
<td>Architecture Design Studio: Foundation I</td>
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<td>48-105</td>
<td>Architecture Design Studio: Foundation II</td>
</tr>
<tr>
<td>48-200</td>
<td>Architecture Design Studio: Elaboration I</td>
</tr>
<tr>
<td>48-205</td>
<td>Architecture Design Studio: Elaboration II</td>
</tr>
<tr>
<td>48-300</td>
<td>Architecture Design Studio: Integration I</td>
</tr>
<tr>
<td>48-305</td>
<td>Architecture Design Studio: Integration II</td>
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<tr>
<td>48-400</td>
<td>Advanced Synthesis Option Studio I</td>
</tr>
<tr>
<td>48-410</td>
<td>Advanced Synthesis Option Studio II</td>
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<tr>
<td>48-500</td>
<td>Advanced Synthesis Option Studio III OR</td>
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<tr>
<td>48-509</td>
<td>Thesis I/Independent Project</td>
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<tr>
<td>48-510</td>
<td>Advanced Synthesis Option IV Studio OR</td>
</tr>
<tr>
<td>48-519</td>
<td>Thesis II/Independent Project</td>
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Critical Practice (33 UNITS)
48-025 First-Year Seminar: Architecture, Edition I
48-026 First-Year Seminar: Architecture, Edition II
48-250 Case Studies in Architecture and Cities
48-380 Real Estate Design and Development
48-381 Ethics and Practice

Design Tools (24 UNITS)
62-122 Digital Media I
62-125 Drawing I
62-123 Digital Media II
62-126 Drawing II

Building Technology (18 UNITS)
48-215 Materials and Assembly
48-324 Structures/Statics

Environmental Science (27 UNITS)
48-116 Building Physics
48-315 Environment I: Climate and Energy
48-432 Environment II: Advanced Building Systems Integration & Mechanical Systems

History (27 UNITS)
48-240 Historical Survey of World Architecture and Urbanism
48-241 Modern Architecture
48-xxx Architectural History III (selective)

Architecture Elective (36 UNITS)
48-xxx Architecture Elective

General Studies & Electives (135 UNITS)
99-101 Computing @ Carnegie Mellon
76-101 Interpretation and Argument
62-106 Architecture & the Arts
62-225 Generative Modeling
62-275 Fundamentals of Computational Design
xx-xxx University Electives (72 units, non-48-xxx)

*A maximum of nine pass/no pass units (includes physical education, military science (ROTC), and/or student-taught (StuCo) courses) may be used toward fulfilling graduation requirements.
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 first-years and 2.00 for all other students must be maintained. A student must have a minimum 2.00 QPA to graduate.

**BACHELOR OF ARTS IN ARCHITECTURE DEGREE**

The SoA’s Bachelor of Arts in Architecture (B.A.) degree program is a 4-year liberal studies degree program that allows and encourages interdisciplinary exploration. B.A. students have the opportunity to double major, test the boundaries of the discipline, and explore a variety of interests. If you are a student that embraces creativity, is curious about the world around you, and enjoys engaging both the left and right sides of your brain, the B.A. program could be a perfect fit for you.

CMU is world renowned in the fields of computer science, robotics, artificial intelligence, and engineering, but less well known is the fact that the university offers over 90 different programs and majors. Many of these programs engage the arts, the humanities, and technology within the rich, diverse ecosystem that is CMU. The SoA has defined a B.A. curriculum built upon a foundation of studio and architecture coursework, but more than half of the units required for graduation are general studies courses and university, SoA, and flexible electives.

**Program Structure**

Undergraduate students are admitted to the SoA without a declared degree program. By the end of the second year, students must select either the B.A. or the B.Arch degree program. The student’s first-year advisor, faculty mentors, and head provide mentoring and information to guide the student in selecting their degree option.

In the first year, the B.A. program begins with the same studio-based curriculum as the B.Arch program, but then begins to diverge in terms of opportunities and outcomes. The B.A. only requires a minimum of 4 studios, which can be spread out over the four years of the program. As a 4-year degree program, the B.A. allows those who are interested to go on to specialize in other fields in graduate school, including the 2-year professional M.Arch degree program (often called a 4+2 degree).

For students seeking a non-professional degree integrating architecture with another field of study, CMU also offers the [BXA Intercollege Degree Programs](#). BXA students graduate with a Bachelor of Humanities and Arts, a Bachelor of Science and Arts, or a Bachelor of Computer Science and Arts degree.
# B.A. CURRICULUM

## BACHELOR OF ARTS IN ARCHITECTURE (B.A.)

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<thead>
<tr>
<th>Architecture Design Studios (66 units)</th>
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<td>48-100</td>
<td>Foundation I</td>
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<tr>
<td>48-105</td>
<td>Foundation II</td>
</tr>
<tr>
<td>48-200</td>
<td>Elaboration I</td>
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<tr>
<td>48-205</td>
<td>Elaboration II</td>
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<tr>
<th>Architecture Coursework (75 units)</th>
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<td>48-215</td>
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<tr>
<th>General Studies - University Courses (39 units)</th>
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<td>62-106</td>
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<td>76-101</td>
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<td>62-225</td>
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<tr>
<th>Architectural Elective Courses (45 units)</th>
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<th>University Elective Courses (45 units)</th>
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<tr>
<th>Flex Electives (99 units)</th>
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<tr>
<td>48-xxx OR non-48-xxx</td>
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**Total Units for a Bachelor of Arts in Architecture = 369 units**
**Additional Requirements:**
- Minimum 2.00 QPA
- Maximum of nine pass/no pass units (includes 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 course with a minimum grade of C for the next studio in the first three years.
- Architecture Design Studio: Integration II (48-305) is the prerequisite course with a minimum grade of C for all Advanced Synthesis Option Studios (ASOS).
- A passing grade below the prerequisite minimum grade of C (a grade of D) in any studio requires the written permission of the department head to override the prerequisite requirement and to continue on to the next studio in the sequence.
- All required first-year, second-year, and third-year courses must be passed to enter into the fourth year of the B.Arch program and the 48-305, Architecture Design Studio: Integration II (Advanced Construction), must be passed with a C or better to enter the ASOS sequence.
- 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 notify and submit all requested course information to the academic advisor prior to taking coursework.** Approval will be based on the equivalency of the proposed course being replaced.

**Architectural History Requirements**
All B.Arch 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 SoA.
- Students are not permitted to enroll in more than one architectural history course in the same semester.
- Students may not substitute architectural history courses taken outside of the SoA (for example, a course taken in a different department at CMU, a course taken at Pitt, or a course completed as part of a non-CMU study abroad program).

**Auditing a Course**
Auditing 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 (visiting/non-degree 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/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/No Pass**
Undergraduate students may elect to take a university elective as a pass/no pass course. Pass/no pass classes cannot fulfill degree requirements; you may only elect to take a course as pass/no pass 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/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 SoA.

**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 SoA calendar. Classes can be dropped prior to the university drop deadline without a W grade on your transcript. After the drop deadline, you may drop a class up until the last day of classes but will earn a grade of W that will be 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 SoA will place you on an academic warning.

**Electives**
An architecture elective is any non-required course taken in the SoA (48-xxx). A university elective is any CMU course taken outside of the SoA. However, a maximum of nine units of physical education (69-xxx), ROTC, 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 to the academic advisor 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.

Curricular Practical Training (CPT)

All of the graduate programs at the SoA have been assigned CIP codes that are STEM-eligible. This means that in addition to one year of OPT, a student may apply for a 24-month STEM OPT Extension. More information about Practical Training for F1 Students, Optional Practical Training (OPT), 24-Month STEM OPT Extension, and Curricular Practical Training (CPT) is available at www.ice.gov/sevis/practical-training.

- The Master of Advanced Architectural Design (MAAD), the Master of Architecture (M.Arch), and the Master of Science in Building Performance & Diagnostics (MSBPD) programs are assigned the CIP code – 04.0902, Architectural and Building Sciences/Technology.
- The Master of Science in Architecture–Engineering–Construction Management (MSAECM) is assigned the CIP code – 15.1501, Engineering/Industrial Management. The MSAECM program requires an internship, so CPT will enable an F1 student to complete the required internship.
- The Master of Science in Computational Design (MSCD) is assigned the CIP code – 15.1302, CAD/CADD Drafting and/or Design Technology/Technician.
- The Master of Science in Sustainable Design (MSSD) is assigned the CIP code – 30.3301, Sustainability Studies.

The other STEM-eligible graduate programs do NOT require an internship, therefore F1 students do not automatically qualify for CPT. To qualify for CPT, a student must prove that the 3 unit practicum counts toward the units required for graduation e.g. their program requires 120 units to graduate and the practicum would make their total 123 units - that does NOT count towards graduation and hence is not eligible for CPT.

For ALL F1 students that want to accept an internship while enrolled in our graduate programs, they must comply with the following provisions.

- Complete the necessary forms available from the Office of International Education (OIE).
- Enroll in 48700 - Practicum for three (3) units.
- Get a letter of commitment from a faculty member to supervise the practicum.
- Bring the forms and an employment offer letter to the head of school for signature.
- The offer letter must comply with the NCARB Employment Requirements excerpted below. In simple terms NO unpaid internships - it is both illegal and unethical.
- At the completion of the internship, submit a report to their faculty adviser for grading.

The NCARB AXP Guidelines (www.ncarb.org/sites/default/files/AXP-Guidelines.pdf) describe Employment Requirements on page 17: To earn experience in setting A or work-related setting O opportunities including: “Other Work Experience Under Licensed Professionals,” “Design or Construction Related Employment,” and some scenarios in “Construction Work,” one must be employed.

- Unpaid internships are not eligible to earn experience hours with the exception of the approved Community-Based Design Center/Collaborative as defined in experience setting O.
• No experience may be earned outside of the U.S. or Canada, except at an organization engaged in the practice of architecture or an approved Community-Based Design Center/Collaborative as defined in experience setting O.
• If the employment situation earns academic credit or is a requirement for a class, it can still qualify for AXP hours. Only employment situations qualify for AXP in this condition. The experience needs to be in compliance with the employment requirement and submitted as per the AXP rules.

ACADEMIC RULES AND PROCEDURES

Degree Selection
Undergraduate students are admitted to the SoA without a declared degree program. Before the fall semester of the second year, students must select either the B.A. or the B.Arch degree. The first-year advisor, faculty mentors, and head provide mentoring and information to guide students in selecting their degree option. There is no QPA nor other requirements to select either degree option, however, based on the studio prerequisite structure (see course sequencing), students who do not earn a C or better in Foundation II Studio, 48-105, must meet with the head to determine the best path forward.

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 (SAC) in order to learn from peers.

Students will work with the Senior Academic Advisor, Erica Oman [eoman@cmu.edu] on matters related to academic progress, course planning, and SoA and university policies and resources. She will assist you with registration, academic audits, transfer credits, study abroad, SoA minors, and finals grades and academic actions. Schedule an appointment at: calendly.com/oman.

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 SoA 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. Schedule an appointment at: calendly.com/hworkinger

You should seek advice about the Architectural Experience Program (AXP) 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 academic advisor know of your situation as soon as possible. In case of an extended absence for medical or personal reasons, contact the academic advisor by mail, email, or phone; they 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 SoA faculty concerned and confirmed at the college grades meeting by the CFA Academic Advisory 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 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 C’s or better in all courses and have a minimum of a 2.00 QPA to be considered being 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/I/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 considered being removed from the action of probation.

- 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 SoA, suspended from architecture design studio, or suspended from the SoA 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 C’s or better in all courses and have a minimum of a 2.00 QPA to be considered being removed from the action of final probation.

- A student can be placed on **SoA 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 SoA during the time of the suspension, excluding design studio.

- **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. Re-admission 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 SoA, 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 academic advisor in architecture to discuss this option).
Request for transitional student status in the CFA for a maximum of two semesters. (A student must make an appointment with the academic advisor in architecture to discuss this option).

Withdraw from CMU.

Procedure for Appealing an Academic Action in the College of Fine Arts
A student has the right to appeal any Academic Action against them. All appeals will be evaluated in accordance with the College’s Academic Standards, listed at coursecatalog.web.cmu.edu/servicesandoptions/undergraduateacademicregulations/#text, and the Academic Actions detailed in each school’s student handbook. A student who has filed an appeal, has the right to attend classes while the appeal is being reviewed within the College.

There are two levels of appeal for an academic action that a student may consider within the College. The expectation at each higher level is that there is evidence to support the student’s claims.

1) An appeal to the associate deans
2) An appeal to the dean, who will make a final ruling for the college

At the end of each semester, the School Academic Advisory Committee (SAAC) meets to consider if academic actions are merited. Students who are at risk for a university suspension or drop from the School are advised to talk to their academic advisor before this meeting.

If the SAAC votes to recommend an academic action, this decision moves to the CFA-Academic Advisory Committee (CFA-AAC), who makes the decision on academic actions. If the CFA-AAC approves the academic action, the process ends unless the student wants to appeal to the associate deans. An appeal to the associated deans is more likely to occur if the student has evidence there were inconsistencies with the policies and process of the case. The student has seven (7) days to appeal to the associate dean.

To appeal to the associate deans, the student must present a written letter detailing the grounds for the appeal along with relevant documentation to support their concerns. This letter is to be authored by the student and should be no more than one page in length for lower academic actions (warning, probation, final probation) and no more than three pages in length in the case of a university suspension or drop from School. The associate deans will review the merits of the case and submit a written response and decision within seven (7) days to the student and head of school. If the academic action is upheld by the associate deans, the student may choose to end the appeal process there or, if the student believes the academic action is inconsistent with the policies of the college, the student can submit a formal written appeal to the dean of the college.

If the student wishes to appeal to the dean, they have 48 hours to submit their appeal letter to the dean of the CFA. The dean then has seven (7) days to review inconsistencies with the policies and process of the case, and to submit a written response and decision to the student, head of school, and associate deans.

If the academic action is upheld by the dean, the student may choose to end the appeal process there or pursue it further. If they wish to continue the appeal, the student has 48 hours to request that their existing case be evaluated outside of the college, by the vice provost for education. Requirements for
this level of appeal can be found on the Division of Student Affairs website at

Academic Integrity
The SoA follows the CMU Policy on Academic Integrity, which is outlined below and can also be found
at www.cmu.edu/policies/student-and-student-life/academic-integrity.html. In addition, the SoA
considers signing into a class for another student and submitting identical homework assignments as
forms of cheating; these will result in disciplinary action.

CMU students 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 CMU 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.

Procedures for dealing with allegations of these policy violations are detailed in the university’s Academic Disciplinary Action Procedures for Undergraduate Students and the Academic Disciplinary Action Procedures for Graduate Students, which are published in The WORD student handbook. Periodic review of these procedures will be overseen by the Dean of Student Affairs or their designee in consultation with the Faculty Senate and the relevant student governing bodies. Any amendments to these procedures are subject to the approval of the Faculty Senate.

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

CMU 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
SoA 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
The Office of Disability Resources provides responsive and reasonable accommodations to students who self-identify as having a disability, including physical, sensory, cognitive and emotional disabilities. Through their office, the university can provide counsel, support services and accommodations to ensure that all students, regardless of ability, have equal access to the world-class education, campus programs and activities offered by CMU.

If you would like to learn more about the services and accommodations provided by their office, explore the website at cmu.edu/disability-resources. To discuss your accommodation needs in person, please call the Office of Disability Resources at 412-268-6121 or email the Director of the Office of Disability Resources, Catherine Getchell [getchell@andrew.cmu.edu] to set up an appointment.

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 their 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 academic advisor. 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 **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 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.

**Leave of Absence or Withdrawal**

Students must sometimes interrupt their studies for a variety of reasons (e.g. 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 academic 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 postsecondary 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 SoA 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/privacy/ferpa-brochure.pdf](http://www.cmu.edu/hub/privacy/ferpa-brochure.pdf).

**Professional Attire**

For juries and other activities where students are representing the SoA, it is expected that students dress in a professional manner and conduct themselves accordingly.

**Studio Clean-Up**

The SoA will establish the studio clean-up deadline for each semester.

**Studio Documentation Requirements**

At the conclusion of every studio, each student in the SoA is required to submit electronic documentation of their studio work. Studio coordinators will establish documentation format. Failure to submit this work by the set 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 & College Grades Meetings**

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 academic advisor 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 CFA-AAC then takes these actions to the college 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/or 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 CMU courses and courses for which you are cross-registered (see Cross-Registration) but does not include any grades transferred from other institutions.

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**REGISTRATION**

**Online Course Registration**
Registration for courses occurs twice a year: in November for the upcoming Spring and in April for the upcoming Fall. Registration for all classes is done online. Fifth and Fourth years register on Monday, Third years on Wednesday, Second years on Thursday, and First years on Friday. 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 Online (SIO) before the date of your registration. Registration and SIO can be found on the Enrollment Services (HUB) website. To access SIO, go to [www.cmu.edu/hub/sio/about.html](http://www.cmu.edu/hub/sio/about.html).

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 SIO. You will register at an assigned time based on your student ID number. After registering, be sure to logout of SIO. The system will check prerequisites, department priority, maximum enrollment, and keep a wait list.

**Faculty Mentoring & Registration Meetings**
Students may meet with their assigned faculty mentor prior to registration to discuss their future academic and professional plans. The academic advisor will also hold class meetings and individual appointments before registration to meet with students to discuss course options and program requirements.

**Online Academic Audit**
All students are responsible for meeting academic unit requirements to progress through the program and to be eligible to graduate. The academic advisor is available to answer questions about the
Academic Audit and review individual student audits by appointment. You can check the status of your progress towards your degree by logging into the academic audit system in SIO. However, it is recommended that you review the academic audit results with the academic advisor to confirm degree progress. Required audit reviews may be held by the academic advisor for any student to ensure clear understanding of remaining academic requirements.

**Cross-Registration**
CMU 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 CMU Undergraduate Catalog.

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**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 SoA academic advisor. If a transfer cannot take place within one semester, the student may choose or be required to declare Transitional status. A student will work with their SoA advisor during transitional student status. This status is temporary, lasting only for a maximum of two semesters, at which time the student must be admitted to a new department. After one semester as a transitional student, academic performance is evaluated by the CFA-AAC. A second semester as a transitional student may be granted, but guaranteed. It is the student’s responsibility, with the help of the SoA 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. **Course descriptions and requested course information must be submitted to and approved by the academic advisor 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 SoA, unless you are counting the course for a minor or second major.

Official translated transcripts must be submitted to the academic advisor 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 SoA 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 (excludes work from the SoA study abroad). The head and the studio coordinator review work. Transfer studio approval must be granted during the semester preceding the semester away; students should work with the academic advisor to apply for approval from the head. **Studio transfer approval may be subject to additional review based on a student's final studio grade in the preceding semester.**

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.**

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**STUDY ABROAD**

The SoA 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.cmu.edu/oie/sab](http://www.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 CMU funding. Sponsored Programs allow students to pay regular CMU tuition, room and board while receiving the same financial aid package (minus work study) while abroad. CMU 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. *In cases where room and/or board is not included in the program’s package, funds will be distributed to the student.*

2. **University or Departmental Exchange Programs** allow students to use their CMU funding while attending a university abroad. CMU students participating in these programs continue to pay tuition directly to CMU 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 CMU.

4. **Departmental Summer Programs** allow students to study away with SoA faculty for varying lengths of time and varying number units. The faculty are currently planning the next five years of summer programs.
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 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 SoA summer study abroad) and be in good academic standing (no current 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 SoA 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.

Application and Acceptance Procedures

Students planning to study abroad must apply through both the SoA office with the SoA Application for Study Abroad, and the Office of International Education for non-CMU programs. Students must submit this form to the SoA to apply to study abroad.

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 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 SoA Departmental Summer Programs are handled through the SoA 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 (SATC) permission form through the Office of International Education (OIE) online portal, along with any other documents required by OIE. All students who have completed an application will receive a written response from the SoA about their status of admission into a study abroad program. A standing committee including a member of the faculty, the academic advisor 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 SoA for Departmental Summer Programs, and by the host institution for external programs. Notification dates vary.

Note: The internal forms for study abroad are available at soa.cmu.edu/study-abroad and in the CFA 201 office.

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 a foreign language.

**Term of Study**
Students may study abroad in the Fall, Spring, or Summer semesters. Please see the academic advisor 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 academic advisor 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 to review by the 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.

**Study Abroad Locations**
Example locations from our SoA students over the past ten years:

- **Africa**
  - University of Cape Town
- **Australia**
  - University of Adelaide
  - University of Melbourne
  - University of New South Wales
  - University of Sydney
- **Czech Republic**
  - CIEE Prague
  - ARCHIP: Architectural Institute of Prague
- **Denmark**
  - Denmark International Study Program (DIS)
- **England**
  - Architectural Association of London
  - University College of London
- **Germany**
  - CIEE Berlin
  - Technische Universität Berlin
- **Italy**
  - Cornell University Rome
  - Parthenon Institute
  - Roma Tre
  - Syracuse University Florence
  - Temple University Rome
Japan    Temple University Japan
Korea    Yonsei University
Mexico    ITESM Monterrey Tec
New Zealand    IES Auckland
University of Victoria
Singapore    National University of Singapore
Spain    CIEE Barcelona
Switzerland    Ecole Polytechnique Fédérale de Lausanne (EPFL)
Turkey    Bilkent University

ACADEMIC RECOGNITION

Undergraduate Academic Honors
The SoA 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 36 factorable units with no W or incomplete grades.
- **Dean's List** placement is awarded to students receiving a GPA that is within the top 35 percent of their class. To qualify for the 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** College Honors are awarded at graduation to students with a cumulative QPA of 3.33 or greater. Students with College Honors will receive an honors cord to wear at commencement.

Architecture Commencement Recognition
The SoA recognizes outstanding undergraduate student work through its annual commencement awards program. The following awards are given to students either at the CFA Honors Ceremony or the SoA Diploma Ceremony.

- The **Henry Adams AIA Medal** is given each year as a part of the AIA/IAIA Foundation Scholarship Program. The AIA awards the Henry Adams AIA Medal to the top-ranking B.Arch and M.Arch graduate in each architecture program accredited by NAAB. The School selects candidates based on the guidelines provided by the AIA national organization.
- The **Alpha Rho Chi Medal** is awarded to the graduating B.Arch student who demonstrated leadership, performed willing service for the School, and shows promise of real, professional merit through their 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 **John Knox Shear Memorial Traveling Award** is the highest honor granted by the SoA faculty to a graduating student in the B.Arch program. The award recognizes exceptional design and representation as demonstrated through studio work within the last two years of the B.Arch program. In enabling a substantial travel experience, the award encourages an understanding and analysis of the built environment through direct engagement. The awardee, as selected by SoA faculty, is announced at commencement. The award amount is $10,000. [Call for Applications: Spring semester]

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**SoA STUDENT AWARDS & OPPORTUNITIES**

Student awards, prizes, internship opportunities, scholarships, and design competitions are available annually to SoA undergraduates. Through its various communications channels the School will provide announcements, instructions, and applications during the semester in which the opportunities are presented.

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

**SoA Awards and Prizes**

The SoA offers a range of awards and funding opportunities for students to recognize outstanding achievement and help support new thought and research to advance the state of architectural practice. 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.

Detailed information on awards, prizes, and funding opportunities offered by the SoA, including documentation from previous award winners and application forms, is available at [soa.cmu.edu/awards](soa.cmu.edu/awards).

- The **Burdett Assistantship** was established in 1982 in recognition of Bob Burdett’s long and outstanding service to the University and profession. This award is open to all students pursuing their first professional degree in architecture, and is intended to support projects and activities that will enhance the winning student’s future work. According to its charter, the winner of the Burdett Assistantship “shall possess love of their subject, integrity, patience, fairness, and respect for others since these are the qualities exemplified by Bob Burdett throughout his career.” Two $4,000 scholarships will be awarded each to a B.Arch candidate and an M.Arch candidate. [Applications Due: Spring semester]

- The **Alwin Cassens Jr. Memorial Prize in Architectural History** was established in 2015 by Diane Cassens Cummins and Richard Cummins, and Joan Cassens Zinner (MM ’66) in memory of Diane and Joan’s father Alwin Cassens, Jr. (A ’34). The purpose of the Fund is to provide financial support to SoA students who are traveling on behalf of the School for conferences or
other related travel in support of their academic pursuits in the area of public interest design. The head will review the proposals and make the selections. The award amount totals $2,200. [Applications Due: Spring semester]

- The **Deller Prize in Sustainable Architecture and Real Estate** has been established by the Deller family of Quito, Ecuador in recognition of the depth and breadth of education that Adriel Deller (B.Arch 2013) received at the SoA. The award encourages architecture students to pursue non-traditional career paths, specifically to grow their skills in the specialty of design, construction and sustainability under the umbrella of the real estate business. B.Arch students that meet the preliminary requirements will be notified by the head of the school at the start of the 4th year fall semester. The final pool of eligible students will be determined on the basis of the fall ASOS and Enviro II grades. The awarded student will receive a non-qualified scholarship in the amount of $4,500 to support travel, projects or materials to enhance their educational experience, and the opportunity for a paid internship with the Deller Companies in Quito, Ecuador during the summer between their 4th and 5th years. [Applications Due: Spring semester]

- The **Ferguson Jacobs Prize in Architecture** promotes the continuity of the classical 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), this prize of $5,000 is available in alternating years to SoA faculty and students. 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. [Student Applications Due: Spring 2022 semester]

- The SoA recognizes and celebrates design excellence through the **Fourth-Year Design Awards** program. All fourth-year B.Arch students are invited to submit a digital portfolio and a personal statement positioning their work in relation to the year’s theme. Four awards are available: The **Luther S. Lashmit and Louis F. Valentour Traveling Scholarships**, the **Ralph H. Burt Jr. and Alva L. Hill Scholarship**, and the **Stewart L. Brown Memorial Scholarship**. [Applications Due: Spring semester]
  - The **Luther S. Lashmit and Louis F. Valentour Traveling Scholarships** recognize design excellence and support international travel and research. The application requires applicants to submit a travel or research proposal. The selected winner will be asked to prepare a travel or research proposal under the guidance of a faculty advisor and present it during the annual SoA Awards Ceremony. The award amount totals $5,000 for the Lashmit Scholarship and $9,000 for the Valentour Scholarship.
  - The **Ralph H. Burt Jr. and Alva L. Hill Scholarship** was established in 2010 in honor of Ralph Burt and Alva Hill, the founders of Burt Hill architecture, engineering, and planning firm. Preference is given to students whose work focuses on sustainable environments, performance-based design, and systems integration throughout the design process in alignment with the legacy of the work of Burt Hill. The award amount totals $2,200.
  - As a supplement to the Fourth-Year Design Awards, the **Stewart L. Brown Memorial Scholarship** recognizes professional promise as measured in both attitudes and scholastic achievement. The award serves as a balance to the AIA Medal Award, which is given only on the basis of scholarship. A jury convened by the Pittsburgh AIA reviews the portfolios and selects up to four (4) students for interviews with members of the Pittsburgh AIA leadership. The interviews will facilitate the determination of professional promise and ultimate selection of the awardee. The award amount totals $9,000.
● The **Gindroz Prize for Summer Travel and Study in Europe**, was originally established by the Marilyn and Ray Gindroz Foundation and formerly known as the Gindroz Prize for Travel. Its mission is to enrich lives and enhance education through travel and the study of traditional architecture, urbanism, and music in Europe. The award provides a $6,000 prize to each of the following: one (1) SoA student, and one (1) School of Music student pursuing study in European towns and cities. BXA Architecture students are also eligible to apply. The prize recognizes the life-changing potential of becoming immersed in a culture, language, and environment that is different from one’s own. The prize emphasizes both intellectual and craft development. [Applications Due: Spring semester]

● The **Measuring & Monitoring Services, Inc. Internship Fund** provides $3,000 of financial support to a SoA 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. [Applications Due: Spring semester]

● Payette Associates, an international architecture firm in Boston, MA has established the **Payette Prize in Building Science** to recognize the accomplishments of a B.Arch student that has achieved exceptional performance by integrating the fundamentals of building science in the execution of their 3rd year studio projects. B.Arch students that meet the preliminary requirements will be notified by the head at the start of the 4th year fall semester. The final pool of eligible students will be determined on the basis of the Enviro II grade. The awarded student will receive a non-qualified scholarship in the amount of $4,500. [Applications Due: Spring semester]

**SoA Financial Aid Scholarships**

● The **Lewis J. Altenhof Memorial Scholarship** is awarded to an SoA undergraduate student(s) with financial need 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 SoA head 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.

**SoA Design Competitions**

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

● The **EPIC Metals Corporation** sponsors the EPIC Metals Competition for third-year B.Arch students to design an innovative object utilizing metal deck systems. Students compete for up to three prizes – first, second, and third place – which share $2,400 in prize money. The first-place team may be invited to tour EPIC Metals’ manufacturing plant in Rankin, PA.

**Additional Awards and Scholarships**

The following awards and scholarships are available from organizations outside of the SoA.
The AIA Pennsylvania Emerging Professionals ARE Grant was established in 2015 in remembrance of Paula Maynes, AIA. The award provides architecture graduates with grants to help cover the costs of the ARE exams.

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.

The John Stewardson Memorial Fellowship in Architecture is an annual competition of the seven accredited architecture programs in Pennsylvania. The fellowship provides a $10,000 traveling award for a young architect to study architecture abroad. Each entrant has ten days to complete a solo design exercise for submission to the jury. Upon completion, the fellowship recipient must give a public formal presentation of their travels. The competition registration and brief are issued in January of each year.

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. We promote awareness of external scholarship and fellowship opportunities, advising, writing support, overall management of the process, and interview preparation. Please visit the FSO website at www.cmu.edu/fso.

Undergraduate Research Office (URO)
The Undergraduate Research Office supports student research in every field of study. We give SURG & SURG/CW grants to cover research expenses, Summer Fellowships for full-time summer research, and Presentation Awards to support students presenting at academic conferences. In May of each year, we hold our campus-wide celebration of undergraduate research, the Meeting of the Minds.

- The Small Undergraduate Research Grant/Crosswalk (SURG/CW) program offers grants for materials and supplies to undergraduates at CMU in all fields of study who are pursuing interdisciplinary work. SURG/CW provides supplementary funds above what is allowed for SURG (one-person projects qualify for grants up to $500; group projects can receive up to $1000). For application information and deadlines, visit www.cmu.edu/uro/research%20grants/SURG/SURGCW.html.

- The International Small Undergraduate Research Grant (ISURG) is a program run jointly through CMU’s Undergraduate Research Office (URO) and the Office of International Education (OIE). ISURG allows students who are planning to study/travel abroad to apply for funds to support a research project while they are abroad. ISURG (like our SURG) is open to undergraduates in all disciplines at CMU to defray research expenses. All ISURG students must submit a proposal following the guidelines and deadlines for SURG; there are two types of proposals, Type I for Arts and Creative Humanities, and Type II for all other areas; students select the proposal format most appropriate for their research project. For more information on ISURG, visit www.cmu.edu/uro/research%20grants/isurg/index.html.

- The Summer Research Fellowships (SURF and ISURF) allow undergraduate students conduct research over the summer months to enhance their studies. For more information on SURF, visit www.cmu.edu/uro/summer%20research%20fellowships/index.html.
• The Summer Undergraduate Research Apprenticeship (SURA) course awards tuition-free elective credit to undergraduates at CMU for existing faculty projects focused on undergraduate research or creative inquiry under the direction of a CMU faculty member. Students are responsible for finding a faculty member who is willing and able to supervise them on campus over the summer. Tenure track, teaching track, research track, librarian track, and special faculty at CMU may serve as SURA mentors. Research with faculty outside of CMU is not permitted, and students must be in Pittsburgh for the entirety of their SURA experience. SURA is a variable unit course with units awarded commensurate with hours worked as indicated on their website. For more information on SURA, visit www.cmu.edu/uro/sura/index.html.

• The Undergraduate Research Symposium, or the “Meeting of the Minds,” is a university-wide celebration of undergraduate research held each May. All CMU undergraduates engaged in research and creative projects are encouraged to apply! For more information, visit www.cmu.edu/uro/MoM/index.html.

STUDENT ORGANIZATIONS & PROGRAMS

SoA student organizations support and enrich student life in the SoA community. These groups offer various opportunities to get involved and collaborate with fellow students beyond the classroom. For more information visit soa.cmu.edu/student-organizations.

SoA Student Organizations

• The American Institute of Architecture Students (AIAS) is an independent, nonprofit, student-run organization dedicated to providing unmatched progressive programs, information, and resources on issues critical to architecture and the experience of education. The mission of the AIAS is to promote excellence in architectural education, training, and practice; to foster an appreciation of architecture and related disciplines; to enrich communities in a spirit of collaboration; and to organize students and combine their efforts to advance the art and science of architecture. For more information about AIAS, visit aias.org. More information about the CMU chapter of AIAS is at aiascmu.org.

• Freedom by Design™ (FBD) is a community service program of AIAS that uses the talents of architecture students to radically impact the lives of people in their community through modest design and construction solutions. The CMU chapter of AIAS has an FBD program that provides real-world experience through working with clients, learning from local licensed architects and contractors, and experiencing the practical impacts of architecture and design. 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 also available for members. More information about the CMU chapter of FBD is at aiascmu.org/fbd.

• Architecture Peer Mentors (APM) is a program that fosters interaction and growth between first-year students and students of all class years in the SoA. 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 mentor 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 is solicited during the first two weeks of the fall semester. Upperclassmen selected as mentors will participate in mentor training and events with first-year students. View the current mentors at soa.cmu.edu/student-organizations.

- **inter·punct** is a platform for ideas, theory, and discourse - sometimes about architecture and sometimes at its periphery. The group was founded by students at CMU in 2011 and has released two issues - para·meter (2013) and inter·view (2016). More information is available at interpunct.pub.

- The **National Organization of Minority Architecture Students (NOMAS)** is a student-run chapter of the professional, non-profit National Organization of Minority Architects (NOMA). The CMU chapter of NOMAS provides a community of purpose for students by championing diversity, advocating for an education that considers the socioeconomic consequences of design, and connecting students to minority professionals in the field. For more information about the Pittsburgh chapter of NOMA, visit nomapgh.org.

- The **Undergraduate Architecture 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 SoA and CMU. The SAC consists of three representatives from each year that are elected by the members of that year. Representatives 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. View the list of current representatives at soa.cmu.edu/student-organizations.

### SoA Student Programs

- **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 email invitation and in the weekly newsletter. Topics include, but are not limited to: study away, professional development, AXP/ARE, awards, and undergraduate advising.

### CMU Student Organizations

CMU offers a variety of student organizations to explore personal interests and meet fellow students from other colleges and schools across campus. Each fall and spring semester, 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 architecture students 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 thebridge.cmu.edu.
**SoA EMPLOYMENT**

Eligible students have typically completed their 1st year in the SoA and must not be on an academic action. To provide experience to more students, we try to limit students to a single job in the School at a time. Exception requests should go to David Koltas, Assistant Head [dkoltas@andrew.cmu.edu].

**Architecture Explorations**
The SoA is committed to educating the community about architecture. To achieve this goal, the SoA offers Architecture Explorations, a collection of programs for K-12 students that encourage creative expression and critical thought, inspire civic responsibility, and foster equity and diversity in building industry professions. Current students can be hired by the SoA for the academic year and summer where they can have a differing role each semester as a designer, teacher, or researcher. The goal is to assemble talented, thoughtful, and motivated students who would like to pursue an interest in architecture education, work with youth, and advocate for the architecture profession, while collaboratively working with a team. Students interested in working with Architecture Explorations K-12 outreach programs should contact Jenna Wizzard Kappelt [jkappelt@andrew.cmu.edu].

**Design Fabrication (dFAB) Lab Monitors**
The SoA Design Fabrication (dFAB) 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 lab tasks. Students should be well versed on all equipment and software. Terry Hritz, Assistant Director of the dFAB Lab [thritz@andrew.cmu.edu], hires student monitors at the beginning of the fall and spring semesters. Additional training regarding machine operation and emergency procedures are provided by the Director during the first few weeks of Monitor Employment.

**Shop Monitors**
The SoA Shop is supervised every hour it is open; therefore, it employs about 10 student monitors to provide this supervision and take care of daily maintenance tasks. Student monitors have demonstrated an interest and an ability in woodworking and in the fabrication of wood combined with other materials. Often, they have taken one or more of the shop elective classes offered. Jon Holmes, Shop Director [jcholmes@andrew.cmu.edu], hires students at the beginning of the semester. They are required to have completed the first-year shop orientation and the annual training which occurs before the classes start in the fall. Work shifts generally run 4-10 hours per week.

**Teaching Assistantships**
Each semester a number of qualified students are awarded teaching assistantships (hourly employment). 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 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 may contact David Koltas, Assistant Head [dkoltas@andrew.cmu.edu] and he will refer them to the appropriate staff/faculty based on their area of expertise.
FINDING EMPLOYMENT OPPORTUNITIES

The SoA 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 a career consultant in the Career and Professional Development Center and the school’s Architect Licensing Advisor 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.

Kristen Frambes [kframbes@andrew.cmu.edu] serves as the career development and alumni relations director for the SoA.

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 the Architectural Experience Program (AXP)
- 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 www.ncarb.org for information about architectural licensure.

Architect Licensing Advisors

In the SoA, the Architect Licensing Advisor is responsible for providing guidance and disseminating information to students about AXP, the ARE, and the path to licensure. You may contact the Architect Licensing Advisor, Alexis McCune Secosky [amccune@andrew.cmu.edu], for more information about architectural licensing.

Office hours will be posted each semester for student appointments and walk-in consultation. Prior to meetings, students must prepare by reading the AXP Guidelines found on the NCARB website, here: www.ncarb.org/gain-axp-experience.

Following graduation, licensure candidates must provide an Official Transcript to certify your education on your NCARB Record. Transcript requests are made via the HUB at www.cmu.edu/hub/registrar/student-records/transcripts.

CMU Career & Professional Development Center (CPDC)

Students are encouraged to seek the services of the CMU Career and Professional Development Center (CPDC) when pursuing employment opportunities. All architecture students may schedule appointments to meet with their career consultant, Caedyn Busche [cbusche@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 prepare for the Creative Arts Opportunities Conference.
Handshake
To schedule a Career Consultant appointment, register for a career fair or event, and/or access employment opportunities, CMU students will login and utilize Handshake, the central recruiting tool for the CPDC: cmu.joinhandshake.com. Handshake is the university’s primary source for dissemination of employment opportunities; therefore, all students should maintain an account on Handshake 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 Handshake.

Opportunity Knocks Newsletter
Opportunity Knocks is a biweekly (fall semester) or weekly (spring semester) newsletter for SoA students to receive information about: professional development opportunities, employment opportunities, fellowships, scholarships, and design competitions.

CMU Office of International Education (OIE)
International students with an F-1 or J-1 status seeking any type of on- or off-campus employment should visit the OIE website for more information about their employment options: www.cmu.edu/oie/foreign-students/employment.html.

There are two types of off-campus employment authorizations:
- **Optional Practical Training (OPT)** is a work authorization for F-1 students allowing them the opportunity to apply knowledge gained in their degree program to off-campus work. The work must be directly related to the student’s level and field of studies. OPT is recommended by OIE and authorized by the U.S. Citizenship and Immigration Services (USCIS). This authorization can take 2 to 3 months to obtain. The maximum amount of time granted to work on F-1 OPT status is 12 months per advanced degree level. Students do not need a job offer to apply for OPT.
- **Curricular Practical Training (CPT)** is employment that is an integral part of an established curriculum and is directly related to the student’s major area of study. Students must be enrolled in an internship or practicum for units to be eligible for CPT (Independent Study does not qualify for CPT) and meet the time in status qualification. This work authorization is approved by OIE and is job specific. SoA students should refer to the CPT section on page 15 of this document for more information about CPT options and procedures.

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 CMU Alumni Online Directory at: https://www.cmu.edu/engage/alumni/resources/alumni-directory.html. Students and alumni can use the “Advanced Search” feature within the Online Directory to locate alumni according to: geographic region, state, or country; industry; school of department of CMU degree; and/or class year.

When contacting alumni, please be professional. Keep all messages clear, concise, and personalized; do not send generic, carbon-copied emails.
SoA Website Recruiting
Undergraduate students are encouraged to link their content-appropriate personal websites or self-curated online portfolios with the SoA by submitting this form: https://goo.gl/forms/djwp5t4hBli5STVTF2. The information is published to the undergraduate student page of the SoA website at soa.cmu.edu/undergraduate-students. Send questions to Meredith Marsh, Marketing & Communications Manager [mamash@andrew.cmu.edu].

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, and a stamped/addressed envelope.

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 them a personalized thank you note.

MASTER’S DEGREE PROGRAMS

Accelerated Master’s Program (AMP)
The SoA offers a unique opportunity to undergraduate students who wish to pursue a post-professional Master’s degree in an architecture-related field. The SoA’s Accelerated Master’s Program (AMP) offers baccalaureate students the opportunity to expedite their completion of a Master’s degree, saving both time and money—and allowing them to hit the job market with specialized knowledge and two CMU degrees.

Baccalaureate students can pursue a graduate degree in the following subjects: Master of Architecture (M.Arch) (B.A. students only), Advanced Architectural Design, Architecture–Engineering–Construction Management, Building Performance and Diagnostics, Computational Design, Sustainable Design, and Urban Design.

An AMP student must complete all of the units required by BOTH programs, less a maximum of 48 units that can be double-counted. For instance, B.Arch + MSSD–Applied would be 450 units + 135 units less 48 double-counted units, or 537 total units total for two degrees. 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 Master’s degree through AMP must meet with Omar Khan, Professor and Head of the SoA [okhan2@andrew.cmu.edu], Erica Oman, Senior Academic Advisor [eoman@cmu.edu], and Alexis McCune Secosky, Director of Recruitment and Enrollment, [amccune@andrew.cmu.edu], to discuss program information, admission requirements, and academic preparation and planning.

Master of Advanced Architectural Design (MAAD)
The Master of Advanced Architectural Design (MAAD) is a post-graduate, studio-based program that engages emerging methods of design and fabrication through architectural design to speculate upon
future modes of architectural practice, enhanced construction methods, and material culture within the built environment. The four-semester interdisciplinary program leverages the SoA’s and CMU’s core strengths in computational design, fabrication, robotics, ecological thinking, and sustainability as vehicles for knowledge acquisition and speculation. The program focuses on the creation of new insights and new knowledge—or “research”—through the design process, or “research by design.” Through physical investigations, computational simulation, and the design process, the program seeks to probe the technical and cultural opportunities and implications of a data-rich future in which design methodologies, construction processes, and sustainable building life cycles are intrinsically interlaced.

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

CMU’s Master of Architecture (M.Arch) is a studio-based, first professional degree program to educate tomorrow's leaders in architecture-related careers. The program provides both the broad, comprehensive training in fundamentals required for U.S. professional registration and licensure, and the opportunity to focus on, speculate in, and obtain dual degrees with other research-based master’s programs in the SoA. The program is strategically small and focused on the existing strengths of the SoA in computational design, sustainable design, and public interest design as well as the university's signature integration of technology and the arts. Students can shape their individual educational agendas and career paths as they engage directly with leading edge research projects in the school, community, and around the world. The M.Arch degree program, re-introduced to the SoA in 2017, was granted Initial Accreditation from NAAB effective 1 January 2019. This means that past degrees awarded by the SoA, including the inaugural M.Arch graduating class of 2019, are considered accredited.

**Master of Science in Architecture-Engineering-Construction Management (MSAECM)**

The Master of Science in Architecture-Engineering-Construction Management (MSAECM) program is offered jointly with the Department of Civil Engineering. The program prepares building-delivery professionals for careers in capital project delivery dealing with the entire life-cycle of capital projects, from pre-design to design, construction, commissioning, operation, and maintenance stages. It focuses on the integration of design and technology, particularly advanced information systems, as a means of both improving building performance and enhancing environmental sustainability.

**Master of Science in Building Performance and Diagnostics (MSBPD)**

The Master of Science in Building Performance and Diagnostics (MSBPD) 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.

**Master of Science in Computational Design (MSCD)**

The Master of Science in Computational Design (MSCD) 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.
Master of Science in Sustainable Design (MSSD)
The Master of Science in Sustainable Design (MSSD) is a post-professional research-based graduate program focused on enabling deep expertise, critical thinking, and investigation of innovative sustainable strategies for the design of the built environment. The MSSD program critically engages and investigates environmental issues related to architecture and urban systems at the intersection of building science, design, and technology. The MSSD program explores technical and multicultural aspects of ecological thinking, while enabling actionable expertise in sustainable design methodologies. Based in the legacy of sustainability teaching at CMU, the MSSD program investigates research-based design innovation strategies, prepares students to excel in research methods, and to become experts in integrative design thinking for the future of the built environment.

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. 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.

SoA FACILITIES

Studies
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.

Copiers
Copiers are located throughout the campus. The SoA 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.

SoA FABRICATION FACILITIES

Paint Spray Booths
Paint spray booths are located in CFA A9 and MMCH 322. Spray adhesive, spray paint, and other aerosol media are forbidden in all indoor spaces and around campus buildings.

Training on the use of each 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. Students are only permitted to use the booth for studio-related work or projects. Students are not permitted to use the booths to spray large items not related to studio work (e.g., 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 SoA maintains a shop facility on the ground level of CFA A9, and in surrounding spaces, for use by students, faculty, and staff of the SoA. Students are trained to safely use a wide variety of tools and to explore the creative potentials of their interactions with various materials. The Shop maintains equipment for working with wood and metal, a small crit space, and a student project storage area. Jon Holmes is the Shop Director. Assistant Shop Director Alex Troyer supervises during evenings and weekends with the help of a staff of student monitors. The schedule is always posted on the front door.

The safety of all users is a primary concern at the Shop. A strictly-enforced dress code requires shoes fully covering the tops of the feet, and the restraint or removal of loose clothing, hair and jewelry. Non-medical personal listening devices are not permitted while using hazardous equipment. Eye protection must be worn by anyone in close proximity to operating machinery. Optional dust masks and hearing protectors are provided. Training by Shop staff is required before use of any machine, regardless of prior experience elsewhere. Training sessions for new undergraduate students are scheduled through their classes. Additional training sessions for others may be arranged by request.
Some hand and power tools may be borrowed overnight with staff approval, and with the understanding that they will be cared for and returned in good condition. A limited inventory of raw materials including plywood, lumber and specialty adhesives are available for purchase at the Shop. More information is available on the Shop website at soa.cmu.edu/archshop.

**Design Fabrication (dFAB) Lab**
The Design Fabrication (dFAB) Lab is located on the C-level of MMCH. This facility includes a range of digitally-driven additive and subtractive tools including 3D printers, laser cutters, a four-axis CNC router, CNC Bed Mill, and vacuum former. The lab also includes a dedicated robotic fabrication space that includes three large and one small industrial robotic arms. These four robotic arms are configured as a six-axis robot with a dedicated rotary table as well as a six-axis robot mounted on a 23-foot linear track. The small robotic arm is mounted on a mobile cart for use in locations outside the dFAB Lab. Tooling includes a milling spindle, gripper, hot wire saw, and digital probe. Dedicated computer workstations with CAD/CAM software compliment the fabrication equipment.

Jeremy Ficca is Director of dFAB Lab and Terry Hritz is the dFAB Lab Manager. They, along with other faculty and trained Student Monitors, staff the lab for roughly 70-75 hours per week. Use of the lab facilities outside of staffed hours is strictly forbidden. Lab hours are posted in the lab and on the dFAB website at soa.cmu.edu/dfab.

Access is limited to SoA faculty, staff, currently-enrolled students, and other students enrolled in dFAB-authorized courses that specifically require the use of the lab as part of the course syllabus. All users of dFAB must be trained on the equipment prior to use and are subject to all policies and procedures posted on the dFAB website. Students may also reserve equipment time through the online reservation system found through the dFAB website. **Please note:** Beginning in fall 2020, through at least September, the dFAB Lab will only be open to those students taking classes in dFAB. These students will have limited access to the equipment. For all other students, dFAB will run as a service bureau. Students will have to submit files online and the dFAB staff will cut and print projects. Further details, including pickup and shipping information, are currently being finalized. Refer to the dFAB website at soa.cmu.edu/dfab for more information.

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**COMPUTING**

**Computer Usage**
The SoA’s computing facilities are for SoA 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: soa-ithelp@andrew.cmu.edu.

**General Computing Rules**
Violations of any computing rules or policies may result in disabling access to the SoA computing equipment.

- Game playing is forbidden on SoA workstations, unless it is specifically related to coursework.
- Headphones must be used for all music and sound.
● No personal software may be installed on SoA workstations.
● All data must be stored on an external device or on the server. Do not save to the desktops; the SoA team is not responsible for any data left on studio workstations.

Problem Reporting
Any and all issues with computers, printers, plotters and scanners should be immediately conveyed in detail to soa-ithelp@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. If reporting a computer problem, please provide the hostname for the machine in question. In Windows open a command prompt and type in “hostname.”

Studio Computing Equipment
CFA studios will provide power for laptop use and MMCH studios. Plotters and printers are available in spaces adjacent to the undergraduate studios. Food or drink are expressly forbidden near any SoA computing equipment.

Flat Screen Monitors
Upon request the SoA will provide students in CFA Studio with one 22” flat screen monitor and articulated arm for use at their 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 coordinators have final discretion as to whether monitors are allowed in studios.
● Monitors are available on a first-come, first-served basis.

Students should contact SoA Computing [soa-ithelp@andrew.cmu.edu] to request a monitor once they have received approval to do so from a studio coordinator.

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.

Printing
● Printing multiple copies is forbidden. SoA 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. Tartan Ink is located in the University Center and services provided include: black/white and color copies, single and double-sided copying, assortment of colored and textured papers, including cover stock, specialty papers such as gloss paper, resume quality paper, etc. They also offer binding and finishing options that include cutting, lamination, folding, padding, stapling, tape binding (thermal binding), collating, comb binding, and coil binding: www.cmu.edu/tartanink
● Large printing jobs (greater than 50 pages) are not permitted. Printing larger jobs or multiple copies can result in suspension from computer use.
● Use double-sided prints 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 will damage the equipment.**
• Please recycle print paper.
• Please inform soa-it@andrew.cmu.edu if ink or toner is low in any SoA printer.

**Studio-based Media**
Both the second floor of CFA and the third floor of MMCH have large-format color inkjet plotters, a flatbed scanner, and multiple black-and-white laser printers. SoA will provide plotter ink cartridges and paper, and laser toner cartridges and paper. Plotter paper will be provided in limited quantities. If the free plotter paper privilege is abused, students will be responsible for providing their own paper.

**CFA Multimedia Computer Labs**
The CFA Multimedia Computer Labs are located in CFA 317, 318, 321, and 323. Computing Services and the CFA Dean’s Office jointly maintain the Computer Lab. These spaces have PC and Mac stations and are available to SoA students. Staffed hours change throughout the year, for up to date information please visit: [https://www.cmu.edu/computing/services/teach-learn/tes/locations.html](https://www.cmu.edu/computing/services/teach-learn/tes/locations.html).

These spaces are not operated or supported by the SoA team. Direct any questions about these Labs to a Support Specialist [it-help@cmu.edu](mailto:it-help@cmu.edu). Multimedia equipment, such as video camcorders, DSLR still cameras, and many other devices, are available for lending in Hunt Library at the main circulation desk. For more information, see [www.cmu.edu/computing/tes/computerlabs/lending](http://www.cmu.edu/computing/tes/computerlabs/lending).

**tech.soa**
Tech.soa ([tech.soa.cmu.edu](http://tech.soa.cmu.edu)) is an ecosystem of architectural design technology resources offered to and by SoA students, faculty, and staff. At this website you can register for upcoming workshops, contribute your own content, learn about the facilities, view useful tutorials, and utilize a repository of common references.

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**SoA COMMUNICATIONS**

A student’s failure to receive and read University communications delivered to their 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), 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 Meredith Marsh [mamarsh@andrew.cmu.edu](mailto:mamarsh@andrew.cmu.edu).
You may check your email at any University or School computer. Individual classes and studios may have separate bulletin boards or Canvas sites on the campus network. To access the Canvas system, go to: www.cmu.edu/canvas.

Announcements and Room Reservations
The SoA community is encouraged to share events, news, announcements, and updates with the Marketing & Communications team by completing this form. Submitting information through this form allows students the opportunity to suggest content for the SoA newsletters, website, social media accounts, and calendars. Please note: due to the coronavirus outbreak, room reservations for SoA spaces are suspended until further notice. SoA rooms will only be used for the classes which are assigned to them.

SoA Calendars
The SoA lists events on the SoA website calendar and on individual Google calendars for students, faculty, public events, and room reservations. The calendars are listed on the following pages on the SoA website:
- SoA Website Upcoming Events: soa.cmu.edu/events
- SoA Google Calendars: soa.cmu.edu/calendar

SoA Website
The SoA website, soa.cmu.edu, is a good source of information for SoA events, announcements, and course information.

Bi-Weekly Email Newsletters
The SoA shares news, upcoming events, reminders, and job opportunities in a bi-weekly email newsletter to students, faculty, and staff on the first and third Fridays of every month during the semester. Students are responsible for reading this newsletter to know what is happening within the school.

Social Media
Students are encouraged to follow the official SoA social media accounts on Facebook, Twitter, and Instagram under the handle @CMUSoA and on LinkedIn. These are the only social media accounts maintained by SoA; the SoA is not responsible for the content published by any other associated or non-associated account. These accounts serve a range of audiences, both internal and external, and do not comprehensively publish information necessary for students. As noted above, students must know and comply with all content of communications sent to their official University email address; social media does not act as a substitute for official email communication.

Vitrines
Display cases are located on the second floor of CFA by both stairwells and on the third floor of MMCH. A schedule of displays is coordinated with faculty from the School. Studio coordinators will work with their students to create displays in the vitrines and gallery spaces.

Message Boards
There are two message board locations maintained by the SoA. Message boards are located in both of the stairwells outside the main studio of CFA 200. Two additional message boards are located on the third floor of MMCH by the elevator and between the staircases.
These message boards are for SoA communication only. They will include school announcements, important deadlines, community activities, conferences, lectures at other universities, scholarship information, and competition announcements. Students should check these message boards regularly for announcements and information.

COMMUNITY STANDARDS

Community Standards, Policies, and Procedures
CMU is committed to cultivating an environment that supports the personal and intellectual growth of each student by promoting our traditions of innovation, leadership, responsibility to society, learning, dedication, commitment to quality and commitment to each other. We are a community with high expectations for those who choose to become members, including established community standards intended to foster behavior that is consistent with an educational setting where each member can achieve their full potential.

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

- Respect the rights of others;
- Respect the property of individuals, groups and CMU;
- Know, understand and abide by all CMU 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 CMU 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 CMU community are designed with one or more of the following four purposes to:

- promote and protect the rights of members and guests of our community;
- promote and protect the health and safety of all members and guests of our community;
- promote the respect of and protect community members and University property;
- promote and protect the academic integrity of our community.

The Word provides a list of policies students are expected to uphold and the process by which violations will be addressed. Policies and procedures may be established or amended as necessary during the course of the academic year, which will become effective immediately upon notification by the dean of students. Specific procedures for how the university receives and responds to student allegations through the Community Standards Violations process can be found here.*

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

For detailed information about The WORD and other information regarding community standards, policies, and procedures, please reference The WORD at www.cmu.edu/student-affairs/theword.
STUDIO CULTURE POLICY

Community Standards and the Studio Culture Policy
The SoA’s Policy on Studio Culture was initially written in 2009 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 student handbook for members of the CMU community. Our Policy on Studio Culture serves as a supplement to the standards and policies that the university has adopted and established ([www.cmu.edu/student-affairs/theword](http://www.cmu.edu/student-affairs/theword)).

If a student feels that the community standards established in *The WORD* and/or in the Studio Culture Policy have been violated, they should consult with their 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*.

The school’s Policy on Studio Culture is reviewed at the beginning of an academic year by SoA undergraduate and graduate students, faculty, administration, and staff. It is revised and updated annually according to feedback received during the review process by student leaders of the CMU chapters of the AIAS and the National Organization of Minority Architecture Students (NOMAS).

Workshops or discussions about the Studio Culture Policy will be communicated to students and faculty. Changes or amendments to the policy will be announced to students in school newsletters. The dates of the most recent review and update of the SoA’s Policy on Studio Culture is noted at the bottom of the document.

What is Studio Culture?
As defined by the AIAS, *studio culture* is defined as, “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 SoA also cites the NAAB 2014 condition on Learning Culture and Social Equity as an introduction to its studio culture policy which parallels the board’s specific interest in:

> “…demonstrat[ing] that it provides a positive and respectful learning environment that encourages the fundamental values of optimism, respect, sharing, engagement, and innovation between and among the
members of its faculty, student body, administration, and staff in all learning environments both traditional and non-traditional...”

It is under these terms that the students, staff, and faculty of the SoA proudly present to you the 2019 update of the Policy on Studio Culture, a testament to our communal mission to foster an attitude of professionalism within the studio. Access the standalone document on the SoA website at: https://soa.cmu.edu/s/19-20_CMU_SoA_StudioCulturePolicy.pdf.

SCHOOL ADMINISTRATION & STAFF

Administrative Faculty
Omar Khan, Professor and Head, is responsible for all of the activities of the School. He hires faculty and staff and oversees all the academic and 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.

Financial
David Koltas, Assistant Head, is responsible for oversight of all financial and personnel matters of the school, and serves as a liaison with central administration. Responsibilities include budgeting and reporting, purchasing oversight, hiring transactions, and submitting student accounts transactions for school charges, scholarships, and awards.

Diana Martin, Financial Assistant, is responsible for day-to-day financial transactions, including reimbursable expenses.

Alumni & Career Development
Kristen Frambes, Director of Alumni & Professional Relationships, is the career development and alumni relations director for the SoA. She is also responsible for administration of the faculty promotion & tenure cases and faculty search. Schedule an appointment at: calendly.com/kframbes.

Shops & Labs
Jon Holmes, Shop Director, oversees the Architecture Shop. He is responsible for providing instruction, setting safety policy, and providing training/maintenance on all Shop equipment.

Terry Hritz, dFAB Lab Manager, along with a team of monitors who have training in the operation and safety of lab use, staff the dFAB Lab. They are responsible for the lab’s robots, equipment, computers, software and facilities scheduling.

Computing
Robert J. Armitage, Computing Administrator, is responsible for the school’s computing infrastructure, including hardware, software, servers, workstations, printers, plotters, and scanners.
Communications

Meredith Marsh, Marketing & Communications Manager, is responsible for all of the internal and external communications for the school.

Carolyn Ristau, Office Assistant is responsible for the administration of the SoA office. She supports the marketing and communications efforts of the school and assists with room reservations, mailing list management, event coordination, office maintenance, and other various tasks.

Undergraduate Programs

Erica Oman, Senior Academic Advisor, 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. Schedule an appointment at: calendly.com/eoman.

Alexis McCune Secosky, Director of Recruitment & Enrollment, works with admission for all undergraduate and graduate programs by meeting with prospective students, coordinating recruitment efforts, and managing the admission committees. She advises students on architecture licensure as the SoA’s Architect Licensing Advisor. She also serves as the Advisor for the school’s chapter of the AIAS. Schedule an appointment at: calendly.com/amccune.

Heather Workinger Midgley, Ph.D., Adjunct Faculty & First-Year Advisor, teaches First-Year Seminar in the fall and spring semesters. She advises all first-year students on matters of course work, academic progress, and the transition process into the SoA. She also acts as a coordinator for the SoA Faculty Mentors and the Architecture Peer Mentors (APM) Program. Schedule an appointment at: calendly.com/hworkinger.

Graduate Programs

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

Research & Institutes

Jenn Joy Wilson, Senior Manager, Sponsored Projects and January Johnson, Sponsored Projects Manager in the CFA Research Office, provide comprehensive support to CFA faculty, staff, and students in the administration of sponsored research, including pre- and post-award administration.

Jenna Wizzard Kappelt, Manager of Outreach Programs, leads the Center for Architecture Explorations, outreach programs and research, and oversees Pittsburgh’s Architecture Learning Network (www.alnpgh.org), which brings architectural education to the Pittsburgh community. Julie Kachniasz, Architecture Outreach Associate assists with the school’s outreach initiatives which aim to involve children, teens, and communities traditionally underserved by the design professions in creating architecture.
# SoA Administration & Staff Directory

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone</th>
<th>Office</th>
<th>Email</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Robert J. Armitage</td>
<td>412-268-1542</td>
<td>CFA 201</td>
<td><a href="mailto:rja2@andrew.cmu.edu">rja2@andrew.cmu.edu</a></td>
<td>Computing Administrator</td>
</tr>
<tr>
<td>Mary Lou Arscott</td>
<td>412-268-1709</td>
<td>CFA 201</td>
<td><a href="mailto:mlarscott@cmu.edu">mlarscott@cmu.edu</a></td>
<td>Studio Professor &amp; Associate Head</td>
</tr>
<tr>
<td>Darlene Covington-Davis</td>
<td>412-268-2363</td>
<td>MM 410G</td>
<td><a href="mailto:dc1e@andrew.cmu.edu">dc1e@andrew.cmu.edu</a></td>
<td>Graduate Program Administration</td>
</tr>
<tr>
<td>Kristen Frambes</td>
<td>412-268-1538</td>
<td>CFA 201</td>
<td><a href="mailto:kframbes@andrew.cmu.edu">kframbes@andrew.cmu.edu</a></td>
<td>Director of Alumni &amp; Professional Relations</td>
</tr>
<tr>
<td>Jon Holmes</td>
<td>412-268-2361</td>
<td>CFA A9</td>
<td><a href="mailto:jcholmes@andrew.cmu.edu">jcholmes@andrew.cmu.edu</a></td>
<td>Shop Director</td>
</tr>
<tr>
<td>Terry L. Hritz</td>
<td>412-268-8520</td>
<td>MM C4</td>
<td><a href="mailto:thritz@andrew.cmu.edu">thritz@andrew.cmu.edu</a></td>
<td>dFAB Lab Manager</td>
</tr>
<tr>
<td>Jenna Wizzard Kappelt</td>
<td>412-268-5551</td>
<td>CFA 201</td>
<td><a href="mailto:jkappelt@andrew.cmu.edu">jkappelt@andrew.cmu.edu</a></td>
<td>Manager of Outreach Programs</td>
</tr>
<tr>
<td>Omar Khan</td>
<td>412-268-8076</td>
<td>CFA 201</td>
<td><a href="mailto:okhan2@andrew.cmu.edu">okhan2@andrew.cmu.edu</a></td>
<td>Professor and Head</td>
</tr>
<tr>
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<tr>
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</tr>
<tr>
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<td><a href="mailto:diana2@andrew.cmu.edu">diana2@andrew.cmu.edu</a></td>
<td>Financial Assistant</td>
</tr>
<tr>
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<td><a href="mailto:eoman@cmu.edu">eoman@cmu.edu</a></td>
<td>Senior Academic Advisor</td>
</tr>
<tr>
<td>Carolyn Ristau</td>
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<td><a href="mailto:cristau@andrew.cmu.edu">cristau@andrew.cmu.edu</a></td>
<td>Office Assistant</td>
</tr>
<tr>
<td>Alexis McCune Secosky</td>
<td>412-268-6390</td>
<td>CFA 201</td>
<td><a href="mailto:amccune@andrew.cmu.edu">amccune@andrew.cmu.edu</a></td>
<td>Director of Recruitment and Enrollment &amp; Architect Licensing Advisor</td>
</tr>
<tr>
<td>Jenn Joy Wilson</td>
<td>412-268-8177</td>
<td>CFA 104</td>
<td><a href="mailto:jiwilson@andrew.cmu.edu">jiwilson@andrew.cmu.edu</a></td>
<td>Senior Manager, Sponsored Projects</td>
</tr>
<tr>
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<td><a href="mailto:haw5@cmu.edu">haw5@cmu.edu</a></td>
<td>Adjunct Faculty &amp; First-Year Advisor</td>
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# FACULTY MENTOR DIRECTORY

## First-Year Advisor

<table>
<thead>
<tr>
<th>Name</th>
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<th>Office</th>
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<tbody>
<tr>
<td>Heather Workinger</td>
<td>412-268-1345</td>
<td>CFA 212</td>
<td><a href="mailto:haw5@cmu.edu">haw5@cmu.edu</a>, <a href="https://calendly.com/hworkinger">https://calendly.com/hworkinger</a></td>
<td>Adjunct Faculty &amp; First-Year Advisor</td>
</tr>
<tr>
<td>Midgley</td>
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## SoA STUDENT RESOURCES

### Architecture Resources

<table>
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<tr>
<th>Resource</th>
<th>Phone</th>
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<tr>
<td>Main Office</td>
<td>412-268-2354</td>
<td>CFA 201</td>
<td></td>
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<tr>
<td>Main Office Fax</td>
<td>412-268-7819</td>
<td>CFA 201</td>
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</tr>
<tr>
<td>Graduate Admissions</td>
<td>412-268-5551</td>
<td>MM 412G</td>
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<tr>
<td>Graduate Program</td>
<td>412-268-2363</td>
<td>MM 410</td>
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<tr>
<td>Architecture Shop</td>
<td>412-268-2361</td>
<td>CFA A19</td>
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<tr>
<td>Design Fabrication Lab</td>
<td>412-268-8518</td>
<td>MM C4</td>
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### Architecture Student Support Resources

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>Alexis McCune Secosky</td>
<td>412-268-6390</td>
<td>CFA 201</td>
<td><a href="mailto:amccune@andrew.cmu.edu">amccune@andrew.cmu.edu</a>, <a href="https://calendly.com/amccune">https://calendly.com/amccune</a></td>
<td>Architect Licensing Advisor, School of Architecture</td>
</tr>
<tr>
<td>Caedyn Busche</td>
<td>412-268-2064</td>
<td>WW 262</td>
<td><a href="mailto:cbusche@andrew.cmu.edu">cbusche@andrew.cmu.edu</a></td>
<td>Assistant Director/Career Consultant, College of Fine Arts, Career &amp; Professional Development Center</td>
</tr>
<tr>
<td>Kristen Frambes</td>
<td>412-268-1538</td>
<td>CFA 201</td>
<td><a href="mailto:kframbes@andrew.cmu.edu">kframbes@andrew.cmu.edu</a></td>
<td>Director, Alumni &amp; Professional Relationships, School of Architecture</td>
</tr>
<tr>
<td>Judy van Rheenen</td>
<td>412-268-5231</td>
<td>WH 322</td>
<td><a href="mailto:ivanrhee@andrew.cmu.edu">ivanrhee@andrew.cmu.edu</a></td>
<td>Foreign Student/Scholar Advisor, Office of International Education</td>
</tr>
<tr>
<td>Name</td>
<td>Phone</td>
<td>Office</td>
<td>Email</td>
<td>Position</td>
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</tr>
<tr>
<td>Erica Oman</td>
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<td>CFA 212</td>
<td><a href="mailto:eoman@cmu.edu">eoman@cmu.edu</a></td>
<td>SafeZone Contact, School of Architecture</td>
</tr>
<tr>
<td></td>
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<td><a href="https://calendly.com/eoman/advising">https://calendly.com/eoman/advising</a></td>
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<tr>
<td>Chris Menand</td>
<td>412-268-5231</td>
<td>WH 328</td>
<td><a href="mailto:cmenand@andrew.cmu.edu">cmenand@andrew.cmu.edu</a></td>
<td>Study Abroad Advisor, Office of International Education</td>
</tr>
<tr>
<td>Heather Workinger Midgley</td>
<td>412-268-1540</td>
<td>MM 307</td>
<td><a href="mailto:haw5@cmu.edu">haw5@cmu.edu</a></td>
<td>Survivor Support Network Advisor, School of Architecture</td>
</tr>
<tr>
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<td><a href="https://calendly.com/hworkinger">https://calendly.com/hworkinger</a></td>
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**University Resources**

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<tr>
<th>Resource</th>
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<tbody>
<tr>
<td>Campus Police - Emergencies</td>
<td>412-268-2323</td>
</tr>
<tr>
<td>Campus Police - Non-Emergency</td>
<td>412-268-6232</td>
</tr>
<tr>
<td>Career &amp; Professional Development Center (CPDC)</td>
<td>412-268-2064</td>
</tr>
<tr>
<td>Carnegie Mellon Advising Resource Center (CMARC)</td>
<td>412-268-2150</td>
</tr>
<tr>
<td>CMU Art Store</td>
<td>412-268-2968</td>
</tr>
<tr>
<td>CMU Bookstore</td>
<td>412-268-1032</td>
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<tr>
<td>CMU Computer Store</td>
<td>412-268-2636</td>
</tr>
<tr>
<td>CUC Information Desk</td>
<td>412-268-2107</td>
</tr>
<tr>
<td>Counseling &amp; Psychological Services (CAPS)</td>
<td>412-268-2922</td>
</tr>
<tr>
<td>HUB (Enrollment Services)</td>
<td>412-268-8186</td>
</tr>
<tr>
<td>Office of International Education (OIE)</td>
<td>412-268-5231</td>
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<tr>
<td>Student Affairs - Student Activities</td>
<td>412-268-8704</td>
</tr>
<tr>
<td>Student Affairs - Student Life</td>
<td>412-268-2142</td>
</tr>
<tr>
<td>University Health Services (UHS)</td>
<td>412-268-2157</td>
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</table>
Useful Websites
www.acsa-arch.org
www.aia.org
www.aias.org
www.archinect.com
www.di.net
www.naab.org
www.ncarb.org

Design Competition Websites
www.acsa-arch.org
www.aias.org
www.archrecord.construction.com
www.bustler.net
www.deathbyarchitecture.com
www.thearchitectureroom.com

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.jobs.aiapgh.org
www.newyork-architects.com
www.world-architects.com

2020-2021 ACADEMIC CALENDAR

Carnegie Mellon University Academic Calendar & Important Dates