Policies

Academic Integrity

Students and members of the faculty of a university have an obligation to uphold the highest standards of scholarship. Plagiarism or other forms of cheating will not be tolerated. Where a student has violated the integrity of the academic community, an instructor may recommend that the student be brought before the Committee on Academic Integrity. The Academic Integrity Policy for the Graduate School of Architecture & Urban Design can be found on our website (http://samfoxschool.wustl.edu/node/5766).

Units and Grades

A unit is the amount of credit given for one hour of lecture or up to three hours of studio work a week for one semester. Students in the Graduate School of Architecture & Urban Design may take one nonrequired course pass/fail each semester.

<table>
<thead>
<tr>
<th>Grade Scale</th>
<th>Grade Points per Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>4.0</td>
</tr>
<tr>
<td>A</td>
<td>4.0</td>
</tr>
<tr>
<td>A-</td>
<td>3.7</td>
</tr>
<tr>
<td>B+</td>
<td>3.3</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
</tr>
<tr>
<td>B-</td>
<td>2.7</td>
</tr>
<tr>
<td>C+</td>
<td>2.3</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
</tr>
<tr>
<td>C-</td>
<td>1.7</td>
</tr>
<tr>
<td>D+</td>
<td>1.3</td>
</tr>
<tr>
<td>D</td>
<td>1.0</td>
</tr>
<tr>
<td>D-</td>
<td>0.7</td>
</tr>
<tr>
<td>F</td>
<td>0.0</td>
</tr>
</tbody>
</table>

Minimum Grade Requirement

Students in the Graduate School of Architecture & Urban Design must complete all required courses with a grade of C- or better.

Minimum Grade Point Average

Students in the Graduate School of Architecture & Urban Design are required to have a minimum grade point average of 2.7 in order to graduate.

Retention of Grade of I and Changes in F Grades

Incomplete marks in all architectural design studio courses (300- to 600-level) must be removed by the first day of classes of the following semester. Failure to remove the Incomplete will prevent the student from continuing in another architectural design course.

In all other courses, the grade of I must be removed no later than the last day of classes of the next full semester. On failure to make up an I within the next semester, the student shall automatically receive an F in the course unless explicitly excused by the director. An F grade, so received, may not be changed. Students will not be allowed to continue in courses requiring prerequisites if the prerequisite has an Incomplete grade. A student who carries more than 9 units of incomplete work may be declared ineligible to re-enroll.

F grades for a semester may be changed only through the last day of classes of the following semester and only in extraordinary circumstances. The director will approve no changes of F grades after this interval.

Retaking a Course in Which an F Has Been Received

When a student retakes a course in which an F has been received, both enrollments for the course will appear on the transcript. If a passing grade is received in the second enrollment, the first enrollment may be changed to R, indicating the re-enrollment upon request of the student and with the approval of the director. This policy applies to courses taken at Washington University.

Retaking a Course in Which a Passing Grade Has Been Received

When a student retakes a course in which a passing grade has been received, both enrollments will show on the transcript. If the second grade is equivalent to or better than the first grade, the first grade may be changed to R, indicating the re-enrollment upon request of the student and with department approval. If the second grade is lower, both grades will stand. Credit toward the degree will be allowed for only one of the enrollments. This policy applies to courses taken at Washington University.

Maximum and Minimum Course Loads

Graduate students are not permitted to enroll in more than 17 credits per semester. Students must receive permission from their program chair before registering for more than 17 credits in a semester. Increased credit waivers are automatically granted in the following circumstances:

1. Students enrolled in English Language Support for Architecture Students (ARCH 100A). Students who are required to take this course will be registered by the Sam Fox School registrar. This course will count for an additional 1.5 credits but will not add to tuition cost and it will not displace any required courses. The 1.5 credits will not be counted toward the total necessary for completion of the MArch degree.
2. Students enrolled in Reading and Writing in Architecture, Landscape Architecture, and Urban Design (ARCH 100B). Students who are required to take this course will be registered by the Sam Fox School registrar. This course will count for an additional 1.5 credits but will not add to tuition cost and it will not displace any required courses. The 1.5 credits will not be counted toward the total necessary for completion of the MArch, MLA or MUD degree.

3. Students enrolled in English Support for Concepts & Principles of Architecture (ARCH 339E). Students who are required to take this course will be registered by the Sam Fox School registrar. This course will count for an additional 1.5 credits but will not add to tuition cost and it will not displace any required courses. The 1.5 credits will not be counted toward the total necessary for completion of the MArch degree.

An enrollment above 21 units will be charged at the established university rate per hour of the additional credits and must be approved by the director or graduate program chair.

Full-time students must be registered for a minimum of 12 units. Partial load enrollment is possible when circumstances warrant it and requires permission of the director. If students choose to enroll in fewer than 12 units during their final semester, they are still charged full-time tuition.

**Adjustment of Admission Placement**

At the time of admission, students are placed into a program level by the Admissions Committee. In exceptional cases this placement may be reviewed by appeal to the Executive Committee. Such an appeal can only be made after the student has completed a body of work in the school. The Executive Committee may adjust the student's placement, advancing the student within the design sequence and reducing the total number of unit requirements.

**Transfer Credit**

The Graduate School of Architecture & Urban Design does not award transfer credit at the graduate level. Instead, graduate students who have already completed part of the professional curriculum at another institution are placed upon admission at the appropriate level of the professional curriculum by the Admissions Committee.

**Electives**

In order to count as elective credit in the Graduate School of Architecture & Urban Design, a course must be at the 300 level or above.

Courses in University College do not count toward degree requirements.

Graduate students may not register for courses in the School of Engineering & Applied Science unless they have been admitted to the Master of Construction Management (MCM/MArch) dual degree program (http://samfoxschool.wustl.edu/node/4118). The only exception is T64 CNST 573 Fundamentals in Construction Management, which can be taken as an elective by any student in the Graduate School of Architecture & Urban Design.

Before registering for an MBA course, students must submit a “Request for Non MBA Student To Take an MBA Course” form to the Olin Business School.

**Seminars**

The maximum enrollment in seminars (unless otherwise noted) is 12 unless granted approval by either the graduate program chair or the director.

**Workshops**

Each semester, a changing selection of workshops in materials and graphic techniques is offered. Students are encouraged to enroll in these workshops as a supplement to their general curriculum. No more than one workshop is permitted in any given semester and no more than 3 total units of workshop credit throughout a student's study program are allowed, unless special permission is granted by the graduate program chair.

**Prerequisites**

Students enrolling in seminars or workshops without the necessary prerequisites must seek permission from the instructor. Students from outside Architecture seeking enrollment in Furniture Design courses or 1-credit workshops must have the permission of the instructor; registration without this permission does not guarantee placement in the course.

**Independent Study**

Graduate students who wish to enroll in an independent study must submit a petition and written proposal to their sponsoring faculty member, their adviser, and the program chair. Approved proposals are due to the Sam Fox School registrar by the course deadline for the semester. Proposals submitted to the registrar past the deadline will not be considered.

Independent studies may be completed for 1, 2 or 3 units. A student may be enrolled in a maximum of 4 units of independent study per semester. Independent study courses cannot replace architectural design studios or other required courses.

**Curricular Practical Training (CPT)**

Students in the Graduate School of Architecture & Urban Design may only participate in CPT internships during the summer. CPT internships will not be approved during the fall and spring semesters.

Credits earned for CPT courses will not be counted toward the total necessary for completion of the MArch, MUD, or MLA degree. Students interested in registering for CPT should contact the Office for International Students and Scholars (OISS) and the Sam Fox Registrar's Office.
Course Enrollment Minimums
Each course must have a minimum enrollment of eight students or it will be cancelled.

Absence Rule
Regular attendance at all classes and studio meetings is expected. If, in the opinion of the instructor, any student has accumulated absences to such an extent as to preclude the possibility of satisfying the course requirements, the student’s registration in that course will be cancelled, subject to the approval of the director.

Satisfactory Academic Progress Toward a Degree
Students are expected to proceed at a pace which enables them to finish their degree within the appropriate time limit. All students must maintain a “pace” of 66 2/3 percent (number of credits earned divided by the number of credits attempted).

Academic Probation
A student in the Graduate School of Architecture & Urban Design will be placed on academic probation under any of the following circumstances:

• The student has a cumulative grade point average below 2.70.
• The student has a semester grade point average below 2.50.
• The student receives a studio grade below B-.
• The student fails to make Satisfactory Academic Progress (SAP).

This policy applies to any semester, including summer, in which a student is enrolled in either studio or at least 9 units.

Students on academic probation must successfully complete all courses for which they are enrolled and earn a semester grade point average of at least 2.70. Successful completion is defined as follows:

• The student must earn a B- or above in a studio course
• The student must earn a C- or above in all non-studio courses
• Incomplete (I) and Withdrawal (W) grades after the drop deadline are not considered successful completion

Additional academic expectations will be determined on an individual basis by the chair of the student’s program. A student on academic probation who fails to meet the minimum established academic expectations will be reviewed by a Faculty Committee and may be dismissed.

A student will be removed from academic probation when all of the following criteria are met:

• The student has raised their cumulative grade point average above 2.70
• The student has no outstanding Incompletes
• The student has successfully retaken and passed all courses for which non-passing grades were previously received

Graduate Honors
Graduate Honors may be awarded to students receiving the Master of Architecture, Master of Landscape Architecture, or Master of Urban Design degree as determined by academic performance. Such students will receive the degree “with honors.”

Leave of Absence (LOA)
Students may request a voluntary Leave of Absence for a maximum of one year or two semesters when individual circumstances, professional, medical or personal, warrant it. Petitions are reviewed and approved by the appropriate program chair and/or the director. Any requests extending beyond one year will be reviewed on a case-by-case basis. In addition to a written petition, students requesting a Medical Leave of Absence must submit a letter of verification from Habif Health and Wellness Center. Students must submit petitions for a Leave of Absence by the designated deadline, listed below. There is no guarantee that requests received after the published deadline will be reviewed. Leave of Absence petitions are available in the Sam Fox School Dean’s Office, Givens Hall, Room 105.

If a student decides to take a leave without having first obtained an approved Leave of Absence petition, the student is considered withdrawn from the Graduate School of Architecture & Urban Design. If a withdrawn student wants to return to the Graduate School of Architecture & Urban Design, they must submit an official request for re-admission to the appropriate program chair. Students who withdraw from the program are not guaranteed re-admission. Students who are withdrawn from the Graduate School of Architecture & Urban Design for longer than one year must submit an updated portfolio to be considered for re-admission.

Deadline for a spring Leave of Absence is the last day of fall classes. Students returning from a Leave of Absence must submit a written letter stating their intention to re-enroll by April 15 (returning in the fall semester) or November 15 (returning in the spring semester). Withdrawn students requesting re-admission must submit requests by these same deadlines. In the case of a medical Leave of Absence, a letter of clearance is required from Habif Health and Wellness Center before a student will be permitted to re-enroll. International students requesting a Leave of Absence must contact their assigned adviser at the Office for International Students & Scholars (OISS) to discuss how their leave might affect their visa status.

Withdrawals and Refunds
Students wishing to withdraw for any reason from the Graduate School of Architecture & Urban Design before the end of the semester should consult in person with the associate dean of
students. No such withdrawal will be official until the request in writing has been approved and the appropriate changes have been made in the student's record.

A written request for a refund must be submitted to the Sam Fox School Registrar's Office for consideration. Tuition adjustments will be processed based on information received and according to the schedule below. Tuition refund checks will be issued only after the fourth week of classes each semester. Materials fees for Graduate School of Architecture & Urban Design courses will not be refunded after the fourth week of classes. For any student whose medical condition makes attendance for the balance of the semester impossible or medically inadvisable, the university will make a pro rata refund of tuition, as of the date of withdrawal when the date occurs prior to the 12th week, provided the condition is verified by Habif Health and Wellness Center or a private physician. The date of withdrawal may correspond to the date of hospitalization or the date on which the medical condition was determined.

<table>
<thead>
<tr>
<th>Withdrawal Date</th>
<th>Refund</th>
</tr>
</thead>
<tbody>
<tr>
<td>Within 1st or 2nd week of classes</td>
<td>100%</td>
</tr>
<tr>
<td>Within 3rd or 4th week of classes</td>
<td>80%</td>
</tr>
<tr>
<td>Within 5th or 6th week of classes</td>
<td>60%</td>
</tr>
<tr>
<td>Within 7th or 8th week of classes</td>
<td>50%</td>
</tr>
<tr>
<td>Within 9th or 10th week of classes</td>
<td>40%</td>
</tr>
<tr>
<td>After 10th week of classes</td>
<td>0%</td>
</tr>
</tbody>
</table>

**Retention of Student Work**

The Graduate School of Architecture & Urban Design reserves the right to retain any student work submitted for course credit. Normally this work will be returned to the student at the end of the semester, except that which has been retained for publications, exhibitions, or accreditation reviews. It is highly recommended that students photographically reproduce their work or electronically store their work in order to keep a record of their work.

**Intent to Graduate**

Every candidate for a degree is required to file an "Intent to Graduate" in WebSTAC in order to participate in Commencement exercises. The deadlines for filing can be found on the University Registrar’s website (http://registrar.wustl.edu/student-records/graduation/intent-to-graduate). A student must have a minimum 2.7 cumulative grade point average to graduate.