
WELCOME

This guide is intended to help students new to the graduate program in the Department of Architecture at Penn State to deal more effectively with the many questions that may arise during their stay here.

It is designed to help graduate students understand the policies, requirements, and practices governing the Doctor of Philosophy in Architecture (Ph.D. in Arch.) degree. This guide repeats some information that appears in the Penn State Graduate Degree Programs Bulletin; however, the bulletin is more comprehensive and remains an invaluable source of information. It can be viewed at: bulletins.psu.edu/graduate/.

This guide contains information you need now, and will use again later.

Keep it for future reference.

PH.D. IN ARCHITECTURE GRADUATE STUDENT GUIDE

Information compiled by:
Department of Architecture
128 Stuckeman Family Building
The Pennsylvania State University
University Park PA 16802
814-865-9535

Publication Date: Summer 2019

This publication is available in alternative media on request.

The University is committed to equal access to programs, facilities, admission, and employment for all persons. It is the policy of the University to maintain an environment free of harassment and free of discrimination against any person because of age, race, color, ancestry, national origin, religion, creed, service in the uniformed services (as defined in state and federal law), veteran status, sex, sexual orientation, marital or family status, pregnancy, pregnancy-related conditions, physical or mental disability, gender, perceived gender, gender identity, genetic information, or political ideas. Discriminatory conduct and harassment, as well as sexual misconduct and relationship violence, violates the dignity of individuals, impedes the realization of the University's educational mission, and will not be tolerated. Direct all inquiries regarding the nondiscrimination policy to the Associate Vice President for Affirmative Action, Affirmative Action Office, The Pennsylvania State University, 328 Boucke Building, University Park, PA 16802-5901; Email: sca917@psu.edu; Tel 814-863-0471.

TABLE OF CONTENTS

ARRIVAL AT PENN STATE	1
GETTING STARTED	2
CONTACTS	2
THE BASIC STRUCTURE OF THE PROGRAM	3
The University's Formal Organization	3
Program Philosophy and Mission	3
Faculty Research Clusters	3
Getting to Know the Faculty	4
RECOMMENDED ACADEMIC PLAN: PH.D. IN ARCHITECTURE	5
PROGRAM SPECIFICS: PH.D. IN ARCHITECTURE	6
Coursework	6
The Qualifying Exam	6
Forming the Doctoral Committee	7
Annual Assessments	7
The Comprehensive Exam	7
Funding Restrictions	8
Post-Comprehensive ABD	8
Final Oral Examination	8
Submitting the Final Doctoral Dissertation	8
Graduate Exhibition	8
DUAL-TITLE PH.D. DEGREE: ARCHITECTURE AND HUMAN DIMENSIONS OF NATURAL RESOURCES AND THE ENVIRONMENT (HDNRE)	9
Admission Process	9
Requirements for the Dual-Title Ph.D. Degree	9
HDNRE Program Coursework	9
The Qualifying Exam, Doctoral Committee, and Comprehensive Exam for the Dual-Title Ph.D. Degree	9
Dissertation and Final Defense for the Dual-Title Ph.D. Degree	10
OTHER INFORMATION	10
Graduate School Deadlines	10
English as a Second Language	10
Course Numbering and Related Issues	11
Course Grading	11
Graduate Assistantships	11
International Students	12
Summer Courses	12

Grade Point Average	12
Residency at University Park	12
Responsible Conduct of Research.....	12
Awards and Competitions	13
Other Funding	13
Financial Aid	13
General Time Limitations.....	13
Availability of Theses and Dissertations.....	13
GRADUATE STUDENT RESOURCES.....	14
Recommended Practices in Graduate Education	15
Academic Integrity	15
Plagiarism	16
University Policies	16
Graduate Student Policies	16
A FINAL NOTE	16



ARRIVAL AT PENN STATE

The Department of Architecture is part of the Stuckeman School of Architecture and Landscape Architecture in the College of Arts and Architecture at Penn State. The Stuckeman Family Building is in the middle of the College of Arts and Architecture campus, surrounded by the facilities for the Department of Art History, the Schools of Music, Theater, and Visual Arts, the Integrative Arts Program, the Palmer Museum, and several other facilities.

Completed in 2005, the 111,000-square-foot Stuckeman Family Building has a LEED Gold Rating, making it one of the first buildings on any U.S. university campus to earn that distinction. The four-story building, adjacent to both the Palmer Museum of Art and the Arts Building on the University Park campus, has an exterior made of recycled copper, brick, and energy-conserving glazed windows with exterior sun-control louvers, which minimize glare inside. Interior sustainable features include lighting controls with automatic daylight and occupancy sensors and an HVAC system that relies on a natural ventilation system in appropriate weather conditions. Integrated landscape and parking design filters storm water run-off to minimize pollutants.

GETTING STARTED

The Department of Architecture staff can be found in the Stuckeman School main office in 128 Stuckeman. The staff will provide you with a key to your locker in your assigned room. If you have been awarded a teaching assistantship or fellowship, you should see the Graduate Programs Assistant, located in the same office. Here, you will receive information with respect to your work assignment, your faculty supervisor, your starting date, and your stipend payments.

If you want to reach the department office by phone, call 814-865-9535. If you are phoning within the University system, you need only dial the last 5 numbers, in this case "5-9535."

If you are dialing an off-campus phone from a university phone, you need to first dial "8" and then the seven-digit number. Upon arrival, you may also make an appointment to see the Director of Graduate Studies, who will assist you with curricular questions.

The graduate studios are located on the fourth level. Master's students have a desk and locker there. Ph.D. students have desks and lockers on the first floor. The Architecture and Landscape Architecture Library is located in 111 Stuckeman Building.

CONTACTS

Professor Mehrdad Hadighi

130 Stuckeman Family Building
hadighi@psu.edu

Associate Professor Rebecca L. Henn

328 Stuckeman Family Building
rhenn@psu.edu

Nina Bumgarner

121 Stuckeman Family Building
ndb2@psu.edu

Department Head, Architecture

Director of Graduate Studies, Architecture

Graduate Programs Assistant

Registration/LionPATH questions Graduate
School policies and paperwork

THE BASIC STRUCTURE OF THE PROGRAM

THE UNIVERSITY'S FORMAL ORGANIZATION

Penn State is hierarchically organized, with the Graduate School having jurisdiction over all graduate programs at Penn State. The Graduate School thus determines and monitors the minimum standards for all of the graduate programs at Penn State. The Department of Architecture receives applications to its graduate program and recommends applicants to the (University's) Graduate School. The Graduate School in turn first admits students to the University and then to our graduate program.

The graduate faculty of the Department of Architecture, part of the College of Arts and Architecture, establishes the graduate program and its policies, standards, and regulations. The Graduate Executive Council and the Associate Dean for Research and Graduate Studies of the College of Arts and Architecture may establish additional regulations for the various graduate programs in the College. Policies established by the Department of Architecture may be more rigorous than those established by the College or the University, but not the other way around.

The graduate program in architecture is overseen by the Head of the Department and administered by the Director of Graduate Studies and the staff. The Ph.D. Affairs Committee oversees the structure of the program.

PROGRAM PHILOSOPHY AND MISSION

The Ph.D. in Architecture program is a research-focused degree program for students with a research-focused master's degree who have previously studied the technical and professional aspects of architectural or landscape architectural practice and are primarily interested in strengthening the intellectual underpinnings of their work through significant and

original theoretical inquiry. Advanced study is offered in four research clusters (with some overlap): Culture, Society and Space (CSS); Design Computing (DC); Material Matters (MM); and Sustainability (SUS). The program offers the opportunity to pursue individual goals, independent inquiry and research, and interdisciplinary study.

In addition to helping you develop detailed knowledge and skills, a major objective of the program is teaching you to conduct research. Consistent with this approach, the doctoral dissertation should be your main concern from the moment you enter the program.

The Ph.D. program matches individual faculty and students who share common interests within the clusters. The program is neither highly structured nor does it offer an extensive array of courses. To compliment the core set of required courses, you are encouraged to select coursework as directed electives within or outside of the department. The program works best for students who have clearly defined interests that are matched by the faculty resources at Penn State.

FACULTY RESEARCH CLUSTERS

The Ph.D. in Architecture program offers concentrated inquiry, research, study, and pedagogy in the following major areas:

CULTURE, SOCIETY, SPACE: The Culture, Society, Space research cluster examines how built spaces – from the artifact to the urban – affect those who interact with them and, conversely, how cultural, societal, and disciplinary values shape the spaces we create. Projects can address individual buildings, public spaces, communities, or cities, as well as typological, institutional, and wider forms of inquiry. Research methods include formal, theoretical, historic/historiographical, sociological, and systemic analyses. Studies

in the CSS research cluster may focus on spaces and ideas as forms of cultural expression, the people who produce and use them, and/or the ideological forces in which they operate, including all aspects of their sustainability.

DESIGN COMPUTING: The Design Computing research cluster offers students critical knowledge and advanced skills in the use of digital technologies in architecture and related design fields, especially in the areas of visualization and fabrication. By critically examining contemporary discourse on digital media and architecture, this cluster examines the impact of emerging digital technologies on creative processes in shaping our built environment, and investigates how they can be productively utilized in sustainable design, interdisciplinary collaboration, and fabrication. The work of faculty and students in the DC research cluster ranges from research on immersive environments and critical studies of design technologies, to software development, to innovative uses of numerically controlled devices.

MATERIAL MATTERS: The Material Matters research cluster explores the inherent and expressive attributes of materials to generate design ideas that inform the conception of form and space in architecture and other creative disciplines. This cluster develops innovative, experimental, and sustainable attitudes and habits toward the use and reuse of materials, and resources and produces artifacts that exemplify the behavior and phenomenal perception of materials. The work of the faculty and students in the MM research cluster ranges from interdisciplinary research such as collaborative projects with material studies and engineering disciplines, to manual and digital prototyping, to various modes and scales of hands-on explorations, including full-scale execution and fabrication of designed artifacts.

SUSTAINABILITY: The Sustainability research cluster investigates architecture's potential to improve the quality of life for current and future societies around the globe, addressing issues of natural resource consumption, pollution prevention, and organizational dependencies. Our faculty address aesthetic, technical, economic, and social issues in projects that cover multiple scales. From design processes, historical and

theoretical aspects of sustainability, material reclamation and reuse, to identifying social structures preventing sustainable practice, this research cluster offers a comprehensive view of sustainability that promotes interdisciplinary integration. Faculty bring both practitioner and academic experience to their investigations, producing generalizable knowledge that can also be applied in the professional practice of architecture.

GETTING TO KNOW THE FACULTY

The success and efficacy of your graduate work will depend largely on your ability to identify the bodies of knowledge and methods you need to achieve your goals. For this reason, it is important for you to get to know the members of the faculty and their research interests. The Director of Graduate Studies and the Head of the Department can provide additional information. A direct talk with faculty members in the research cluster you are interested in can be arranged by making an appointment or by stopping in during their office hours. Taking the initiative to arrange your own meetings with faculty members is probably the fastest way to identify the individuals you would like to work with. If you are an international student, you will probably find the Penn State architecture professors (even if they were not born in the United States) much less formal than those in your home country. So, don't hesitate to strike up a conversation if you have a question or need advice.

RECOMMENDED ACADEMIC PLAN: PH.D. IN ARCHITECTURE

CRITICAL DATES	Prior to start of Semester 1: Diagnostic interview	
SEMESTER 1 (Fall)	Arch 512A Doctoral Research Theory 3 credits	Total Credits: 9
	Graduate Elective <i>Selected with adviser</i> 3 credits	
	Graduate Elective <i>Selected with adviser</i> 3 credits	
CRITICAL DATES	Prior to start of Semester 2: Qualifying Exam	
SEMESTER 2 (Spring)	Arch 512B Doctoral Research Design 3 credits	Total Credits: 9
	Graduate Elective <i>Selected with adviser</i> 3 credits	
	Graduate Elective <i>Selected with adviser</i> 3 credits	
CRITICAL DATES	March 15: Student submits “Academic Progress Report for Ph.D. Students” to Graduate Assistant April 1: Committee members selected	
CRITICAL DATES	Prior to start of Semester 3: Comprehensive exam (<i>recommended</i>)	
SEMESTER 3 (Fall)	Dissertation 601/611 NC	Total Dissertation Credits: 12
CRITICAL DATES	End of Semester 3: Student presents research progress to her/his Dissertation Committee	
SEMESTER 4 (Spring)	Dissertation 601/611 NC	
CRITICAL DATES	March 15: Student submits “Academic Progress Report for Ph.D. Students” to Graduate Assistant End of Semester 4: Student presents research progress to her/his Dissertation Committee	
SEMESTER 5 (Fall)	Dissertation 601/611 NC	
CRITICAL DATES	End of Semester 5: Student presents research progress to her/his Dissertation Committee	
SEMESTER 6 (Spring)	Dissertation 601/611 NC	
CRITICAL DATES	March 15: Student submits “Academic Progress Report for Ph.D. Students” to Graduate Assistant End of Semester 6: Student presents research progress to her/his Dissertation Committee	
GRADUATE ELECTIVES	<ul style="list-style-type: none"> • All graduate electives must be selected in consultation with the adviser. • At least one graduate elective must address advanced research methods directly related to the proposed dissertation research. 	

PROGRAM SPECIFICS: PH.D. IN ARCHITECTURE

For the Ph.D. in Architecture degree, you are required to conduct significant original research that demonstrates mastery of the field. The Ph.D. requirements include successful completion of coursework as stipulated by the program and your doctoral committee, completing online and in-person training in the responsible conduct of research, passing the qualifying and comprehensive exams, preparing a proposal prior to initiating doctoral-level research, and writing and defending the subsequent dissertation.

The University Bulletin is the most complete compilation of all requirements for earning the Ph.D. in Architecture degree: bulletins.psu.edu/graduate/programs/A/GRAD%20ARCH.

COURSEWORK

You develop your program of courses in cooperation with your doctoral committee. It is recommended that your coursework consist of approximately 30 credits, excluding dissertation credits. This includes 12 credits of coursework for students without a research-focused master's degree in architecture or landscape architecture or related field. A research-focused master's degree is typically an M.S. in Architecture or Landscape Architecture degree, but may also be a post-professional M.Arch. or M.L.A. degree. The Ph.D. Affairs Committee will review and assess your transcripts for possible equivalents of coursework completed prior to your arrival at Penn State.

At the conclusion of your coursework, you are required to take a written and oral comprehensive examination that is developed and administered by your doctoral committee. Following the comprehensive exam, continuous registration is required for all Ph.D. graduate students until the dissertation is approved. You will present a dissertation proposal to your committee prior to starting your dissertation research and you must present the results of this dissertation research in a final oral examination.

THE QUALIFYING EXAM

The qualifying examination will be administered by the Ph.D. Affairs Committee. It will review: **a)** the student's post-professional master's thesis; **b)** selected graduate papers written by the student; **c)** the student's statement regarding the general direction of the student's research interests and possible areas of dissertation inquiry; **d)** completed graduate courses; and **e)** transcripts. The student must submit all items a–e no later than August 1 before starting Semester 1.

The Ph.D. Affairs Committee will administer a diagnostic interview with the student prior to Semester 1. If the Ph.D. Affairs Committee approves the submitted materials a–e, then the thesis, the appropriate theoretical/methodological coursework undertaken in the master's program, and the diagnostic interview will count as completion of the qualifying exam.

If not approved, or the student did not complete a thesis for their post-professional master's degree, appropriate coursework will be assigned by the adviser and Ph.D. Affairs Committee. The qualifying exam, in this case, will be conducted by the Ph.D. Affairs Committee prior to the beginning of Semester 2. The qualifying exam will consist of a written and oral portion evaluating the student's breadth and knowledge on the coursework taken in Semester 1.

If the qualifying exam is not satisfactorily completed by the beginning of Semester 2, the student could retake the exam (conducted by the Ph.D. Affairs Committee) for the last time before the end of Semester 2. Not satisfactorily completing the qualifying exam by the end of Semester 2 will necessitate the removal of the student from the doctoral student roster.

FORMING THE DOCTORAL COMMITTEE

No later than April 1 (and after successful completion of the qualifying exam) you will form a doctoral committee consisting minimally of four active members of the Graduate Faculty, which includes at least two faculty members in the major field. At least one regular member of your doctoral committee must represent a field outside your major field of study in order to provide a broader range of disciplinary perspectives and expertise. This committee member is referred to as the “Outside Field Member.” Additionally, in order to avoid potential conflicts of interest, the primary appointment of at least one regular member of the doctoral committee must be in an administrative unit that is outside the unit in which the dissertation adviser’s primary appointment is held. This committee member is referred to as the “Outside Unit Member.” You must submit a form that lists all committee members to the Graduate Programs Coordinator and, subsequently, the Graduate School.

ANNUAL ASSESSMENTS

As per the Graduate School’s Policy GCAC-603, the student’s doctoral committee will assess the student within one semester after its formation (excluding summer semester) including a review of the student’s dissertation research and the student’s understanding of the dissertation research goals, objectives, and methods. Subsequently, the doctoral committee will annually: **a)** assess the quality, progress of the student’s research; **b)** assess the student’s professional development; and **c)** decide whether any interim meetings should take place and, if so, when. It is strongly recommended and a best practice for the doctoral committee to meet together with the student to conduct this annual assessment. If there is no meeting, it is strongly recommended that the student meets individually with each member at least annually.

THE COMPREHENSIVE EXAM

The comprehensive exam shall be organized by the student’s doctoral committee, and concluded before the start of Se-

mester 3. Comprehensive exams may only be scheduled after the candidate has completed all required coursework, and the student’s doctoral committee has reviewed and accepted the Ph.D. dissertation proposal.

Exams should be scheduled by the student and their doctoral committee by filing an Exam Request Form with the Graduate Programs Coordinator and, subsequently, the Graduate School. The student is responsible for completing this form at least three weeks prior to the date of the oral exam. Students must be in registered status and have all missing and incomplete grades resolved before taking the comprehensive exam.

The comprehensive exam shall consist of a written and an oral examination. The exam format is agreed upon by all members of the doctoral committee and is not chosen solely by the dissertation adviser(s).

The structure of the written component is established by your doctoral committee. Possible formats might include: the exam consisting of written responses to particular questions from each member of the committee, presentation of the research proposal of the student’s dissertation topic, preparation of a review article, a closed book written exam, or variations of these options.

The oral component will be held within two weeks of the written exam. At least three members of the student’s doctoral committee, including the student’s adviser(s), must be physically present at the oral comprehensive exam. The student must also be physically present at the oral comprehensive exam. The oral component is not restricted to the topics addressed in the written component. A favorable vote of two-thirds of the committee members is required for you to pass the comprehensive exam.

Upon completion of the examination, the doctoral committee chair will notify the Director of Graduate Studies of the results. In the event that the student fails one or more parts of the exam, the student’s doctoral committee will decide whether the student should retake the exam in its entirety or only those parts that they have failed. The doctoral committee may also recommend against retaking the exam and ask

the Ph.D. Affairs Committee to remove the student from the doctoral student roster. The student is allowed to retake the comprehensive exam in its entirety or part only once. If the exam is passed, results of the exam are reported to the Office of Graduate Student Programs and will be entered into the student's official record.

FUNDING RESTRICTIONS

Assistantships will not be available to doctoral students after the second year of enrollment in the doctoral program. Students who finish their comprehensive exam by the end the second year may be eligible for funding.

POST-COMPREHENSIVE | ABD

After you have passed the comprehensive examination, you must register continuously for each fall and spring semester until you have passed the final oral examination. Post-comprehensive Ph.D. students can maintain registration by registering for non-credit 601 (resident) or 611 (non-resident).

FINAL ORAL EXAMINATION

As per the Graduate School's Policy GCAC-603, final oral exams are scheduled and announced officially by the Office of Graduate Enrollment Services upon recommendation of the Director of Graduate Studies, and must not be held without official notification from the Graduate School. It is the responsibility of the Ph.D. candidate to schedule the exam according to the participation outlined in GCAC-608, completing the Exam Request Form with the Graduate Programs Assistant at least three weeks before the date of the scheduled exam. The Ph.D. candidate must also provide a copy of the dissertation to each member of the doctoral committee at least two weeks before the date of the scheduled exam.

SUBMITTING THE FINAL DOCTORAL DISSERTATION

You are responsible for making any final corrections, and submitting copies of the final manuscript to the Department and the Graduate School. Doctoral dissertation requirements for the Graduate School and the process for submitting a disserta-

tion to the Graduate School are available for download at the following website: gradschool.psu.edu/current-students/etd.

- You need to activate the intent to graduate online in the semester in which you plan to graduate, typically by the second week of the semester.
- The doctoral dissertation must pass the Graduate School formatting review, deadlines for which are located on the Graduate School website.
- Along with the final doctoral dissertation, you must submit a dissertation fee (the Graduate School will provide information about the exact amount), the Doctoral Signatory Page with the required signatures (dissertation author, doctoral adviser, committee members, and Department Head or Director of Graduate Studies), the ProQuest/UMI Agreement, and a Survey of Earned Doctorates. The Doctoral Signatory Page is available online and in the Graduate School Thesis and Dissertation Guide.
- Await notification of dissertation approval from the Graduate School by email. If formatting changes are required, you will be notified. The Office of Theses and Dissertations certifies that the dissertation has been prepared in accordance with the regulations of the Graduate School Thesis and Dissertation Guide. After final approval by the Office of Theses and Dissertations, changes are not permitted. Finally, you should provide a bound copy of your dissertation to each of your committee members.

GRADUATE EXHIBITION

Each spring semester the Graduate School organizes a University-wide Graduate Exhibition. This is an excellent opportunity to present your research to become engaged in the University at large, and to network beyond our own discipline. You will find the schedule and guidelines on the Graduate School's website.

The Department of Architecture has been very successful in the University's Graduate Exhibition with the following Ph.D. students receiving recognitions:

- 2018 **Mahyar Hadighi**, 1st Place
- 2018 **Irem Öz**, 3rd Place
- 2017 **Julio Diarte**, 1st Place

DUAL-TITLE PH.D. DEGREE

ARCHITECTURE AND HUMAN DIMENSIONS OF NATURAL RESOURCES AND THE ENVIRONMENT (HDNRE)

ADMISSION PROCESS

For admission to the dual-title degree under this program, a student must first apply and be admitted to Penn State's Graduate School as well as to the Architecture graduate program (Ph.D. in Architecture degree). Once accepted into the Architecture program, the student can apply to the Admissions Committee of HDNRE. The HDNRE admissions committee reviews applications and recommends students for admission to the dual-title degree program to the Graduate School. Students must apply and be admitted to the dual-title degree program in HDNRE prior to taking the qualifying exam.

REQUIREMENTS FOR THE DUAL-TITLE PH.D. DEGREE

To qualify for a dual-title degree, students must satisfy the requirements of the Architecture program in which they are primarily enrolled. In addition, they must satisfy the requirements described below, as established by the HDNRE committee. Within this framework, final course selection is determined by the student, the HDNRE adviser, and the Architecture program adviser.

Upon a student's acceptance by the HDNRE admissions committee, the student will be assigned an HDNRE academic adviser in consultation with the HDNRE chair. As students develop specific scholarly interests, they may request that a different HDNRE faculty member serve as their adviser. The student and adviser will discuss a program of study that is appropriate for the student's professional objectives and that is in accord with the policies of Graduate Council, the Architecture program, and the HDNRE program.

HDNRE PROGRAM COURSEWORK

A candidate for the dual-title intercollege HDNRE Ph.D. must complete, in addition to curricular requirements for the doctoral degree in the student's primary program, a minimum of 18 credits of HDNRE coursework. This includes the required courses for the HDNRE M.S. program: HDNRE 574 (3), HDNRE 575 (3), HDNRE 590 (3), R SOC 555 (3), either ANTH 559 (3) or FOR 565 (3); and one additional 3-credit elective. The HDNRE Colloquium (HDNRE 590) must be taken in each of the first two semesters of enrollment in the dual-title intercollege degree program, and once more prior to graduation, for 3 total credits. Particular courses may satisfy both the graduate major program requirements and those of the HDNRE program. If an HDNRE M.S. student continues into the HDNRE Ph.D. program, 15 credits of interdisciplinary coursework must be selected, with the approval of the student's doctoral committee.

Some courses may satisfy both the graduate major program requirements and those of the dual-title program. Final course selection is determined by the students in consultation with their dual-title program advisers and their major program advisers.

THE QUALIFYING EXAM, DOCTORAL COMMITTEE, AND COMPREHENSIVE EXAM FOR THE DUAL-TITLE PH.D. DEGREE

There will be a single qualifying examination, containing elements of both architecture and HDNRE. Dual-title graduate degree students may require an additional semester to fulfill requirements for both areas of study and, therefore, the qualifying examination may be delayed one semester beyond the normal period allowable.

The qualifying examination committee and the doctoral committee must include at least one Graduate Faculty member from HDNRE. Faculty members who hold appointments in both programs' graduate faculty may serve in a combined role. The HDNRE representative on the qualifying examination committee will participate in constructing and evaluating the qualifying examination, and the HDNRE representative on the doctoral committee will participate in constructing and evaluating the comprehensive examination. If the chair of the doctoral committee is not also a member of the Graduate Faculty in HDNRE, the member of the committee representing HDNRE must be appointed as co-chair.

DISSERTATION AND FINAL DEFENSE FOR THE DUAL-TITLE PH.D. DEGREE

All Ph.D. students will be required to complete, present, and defend a dissertation that incorporates a topic related to both architecture and HDNRE. Candidates for the dual-title Ph.D. in Architecture and HDNRE will be required to pass a final oral examination (the dissertation defense) covering the general fields of architecture and HDNRE, with emphasis on the student's area of specialization. The defense is to be administered by the student's doctoral committee. A favorable vote of a two-thirds majority is necessary for passing. To earn the Ph.D. degree, doctoral students must also write a dissertation that is accepted by the doctoral committee, the head of the graduate program, and the Graduate School.

OTHER INFORMATION

GRADUATE SCHOOL DEADLINES

It is highly advisable to regularly check the Graduate School website for important dates such as deadlines for uploads of dissertation drafts and final dissertations or submitting the intent to graduate: gradschool.psu.edu/calendars/important-dates/.

ENGLISH AS A SECOND LANGUAGE

All graduate teaching assistants are required to be certified as proficient in English; the American English Oral Communicative Test (AEOCPT) is designed for the purpose of determining the extent to which a potential International Teaching Assistant (ITA) demonstrates a sufficient level of English language proficiency required to carry out the duties of a teaching assistant in their home department. The Graduate Programs Assistant will schedule your exam during the week

of orientation, prior to the start of classes. For more information about the AEOCPT, please see: aplng.la.psu.edu/about-the-aeocpt.

All candidates for the research doctorate must also demonstrate a high-level competence in the use of the English language, including reading, writing, listening, and speaking. Penn State considers the AEOCPT, TOEFL, and IELTS tests inadequate to assess the level of English competence expected of a doctoral degree candidate and for conferral of a doctoral degree from Penn State. English competence will be evaluated during your qualifying exam, and any remedial courses (e.g. ESL 114G, ESL 116G, and others) will be assigned to the student and must be completed with a grade of B or higher before the student's comprehensive exam.

COURSE NUMBERING AND RELATED ISSUES

Courses at Penn State are numbered from 001 to 699 with some professional courses having 700–999 designations. Graduate courses carry numbers from 500 to 599 and 800 to 899. You may take courses at any level but can only receive credit toward the Ph.D. in Architecture degree for courses at the 400 level or above.

Please note that courses taken below the 400 level are given a grade and that grade will be averaged into your grade point average (G.P.A.) even if the course will not count towards your degree. You should also be aware of some special course numbers created for grad students and some departmental restrictions regarding their use.

ARCH 596 enables you to create an independent course with an instructor. Such a course results from the desire and willingness of a faculty member and a student to do a course of study not currently offered in the University at a time the student can enroll. The professor bears no institutional responsibility to offer such courses and they usually involve an extra load for the faculty. To register, the department requires that you and the faculty member have agreed upon the conditions of the course in writing. It is your responsibility to notify the Graduate Programs Assistant of this arrangement. ARCH 596 and other “independent study” courses are intended to fill in gaps. They are not to be used to substitute for extant courses.

The numbers 601 and 611 do not denote conventional courses but are used for noncredit special registration for thesis preparation by a Ph.D. candidate. Registration under these numbers will maintain status as a full-time (601) or part-time (611) student during the interval that begins at the time you pass the comprehensive examination and meet the two-semester residence requirement and ends at the time the doctoral committee accepts your dissertation. You may register for 601 if engaged full-time in the preparation of your dissertation or for 611 if engaged only part-time in dissertation preparation. Candidates for the Ph.D. degree do not receive grades for noncredit registrations (601 and 611).

COURSE GRADING

To maintain your status in the graduate program, the Graduate School requires that you maintain a 3.0 G.P.A. Thus you can receive lower than a B in a course as long as the G.P.A. is not less than 3.0.

If you fall below the 3.0 average, you are subject to being suspended from the program and Penn State at the discretion of the department. Further, if you receive one or more failing grades, you are also subject to suspension. Keep in mind that a D is a failing grade for graduate students and an F is immediate grounds for suspension.

Some courses permit you to receive a pass (P) or fail (F) grade in lieu of a “quality grade,” i.e., an A, B, C, D, or F. Other courses permit the faculty member to assign an R grade for passing work, when the nature of continuing work does not permit a quality grade to be assigned at the end of the semester. In this case, the quality grade may be assigned at a later date. Only specific courses are authorized to assign P, F, or R grades. If adequate performance has not been shown, the faculty member is authorized to assign you a D or an F in lieu of an R grade.

Penn State also authorizes the use of the DF (deferred) grade for situations in which the student was not able to complete the work within the time limits. The deferred grade is authorized only in cases where the failure to complete the work within the semester was beyond the student’s control. In this case, the student must complete the requirements and receive a letter grade within the first nine weeks of the next semester or the grade will change to an F.

GRADUATE ASSISTANTSHIPS

If you have been awarded a graduate assistantship as a teaching assistant (TA) or research assistant (RA) you have already signed the contracts and are familiar with some of the conditions. The time frame for the assistantship, 18 weeks, is longer than the 15 week academic calendar. Please check your copy of the contract and/or consult with the Graduate Programs Assistant. Then, prior to the semester assigned, discuss the

calendar with the faculty member you are assisting and come to an understanding of the conditions.

If you are a graduate assistant or on a fellowship for two semesters during an academic year, you are eligible to receive summer tuition assistance for the summer semester if you are taking required courses. Keep this in mind as you are planning your program; it is an excellent way of covering a summer of study when you may not have an assistantship. You must apply for the Summer Tuition Assistance Program (STAP) in April or May to receive the grant.

INTERNATIONAL STUDENTS

Global Penn State hosts the Directorate of International Student and Scholar Advising (DISSA). If you are interested in working in the United States for the summer, please contact DISSA immediately to apply for the appropriate visa permission. Depending on your visa, you may apply for the Curricular Practical Training (CPT) or Optional Practical Training (OPT), as well as other programs. The Director of Graduate Studies (DGS) services as your academic adviser in this case, and typically must answer a number of questions that the DISSA office reviews to determine your application's approval. There are other programs available to you through DISSA/iStart that the academic adviser must approve. Please provide the DGS with all relevant information via email before submitting your online iStart application.

SUMMER COURSES

The Department of Architecture does not offer graduate courses in the summer, although students may arrange independent study courses with faculty during this period. Summer is also a good time to take courses outside of the department.

GRADE POINT AVERAGE

Penn State requires a 3.0 cumulative G.P.A. for graduation. In addition, the Department will consider the length of time a student has been enrolled in the program and may terminate any student whose cumulative G.P.A. at any time is less than a 3.0.

RESIDENCY AT UNIVERSITY PARK

You are required to spend at least two consecutive semesters in residence as a registered, full-time student engaged in academic work at University Park (fall and spring semester).

RESPONSIBLE CONDUCT OF RESEARCH

All scholars confront ethical issues in their professions. Training is critical to prepare students and researchers to address ethical challenges that may arise when conducting research. Penn State requires Responsible Conduct of Research (RCR) training for all graduate students, post-docs, and new faculty to ensure the ethical conduct of research at the University. The University uses the Scholarship and Research Integrity (SARI) program to create an awareness of ethical principles and established professional norms in the performance of all activities related to scholarship and research. Each student must complete two components of SARI: an online Collaborative Institutional Training Initiative (CITI) course and at least five hours of discussion-based activities. Your training will be embedded in one of your required courses, but it is your responsibility to complete the work in a timely manner so that it can be reported to your academic file. You cannot graduate without completing both SARI components.

Additionally, federal, state, and University regulations (Penn State Policy RA14) require that the use of human participants in research (including any interviews) be reviewed and approved by Penn State's Institutional Review Board (IRB). This includes completing an additional CITI course for Social and Behavioral Human Subjects Research. For more information, see the IRB website at: research.psu.edu/irb.

AWARDS AND COMPETITIONS

The Annual Graduate Research Exhibition occurs each year at the end of March. It is sponsored by the Graduate School as an exhibition of graduate student research and creative work. The work is judged and winners are awarded cash prizes. Being accepted and exhibiting your work is valuable both to you and the department, and the awards are not only financially helpful but also add prestige to your curriculum vitae or résumé.

Each year, the Graduate School awards a number of graduate student recognition awards, such as the Alumni Association Dissertation Award, the Graduate Student International Research Award, and the Harold F. Martin Graduate Assistant Outstanding Teaching Award. For more information see: gradschool.psu.edu/graduate-funding/fellowships/programs/student-recognition-awards/.

The following architecture graduate students have been awarded the Alumni Association Dissertation Award:

- 2019 **Sohrab Rahimi**
- 2017 **Stephen Mainzer**

The Alma Heinz and August Pohland Graduate Student Fellowship provides money each Spring to students in their early years of graduate study in the Department of Architecture. A school-wide competition will take place in which students apply for the fellowship by submitting a research project proposal. In addition to these proposals, students will be judged on the promise of academic excellence by submitting their grades to date.

OTHER FUNDING

Students who have been accepted to present work at a conference may apply for travel funding. To apply, you should send a link to the conference website, a copy of your acceptance letter, and a detailed budget to the Director of Graduate Studies. The Associate Dean of Research and Graduate Studies' office in the College of Arts and Architecture will provide matching funding if available; a form is available from that office.

FINANCIAL AID

When you applied to this program, you were automatically considered for a Graduate Assistantship unless you indicated that you already had funding in place. If you were not awarded one and would like to be considered for one, make sure to inform the Department Head. Conditions change, sometimes on short notice. As you are aware from a bulletin sent to you by the Graduate School when you applied, various other forms of student aid are available.

GENERAL TIME LIMITATIONS

The Graduate School specifies that all requirements for the Ph.D. degree must be satisfied within eight years of being admitted into the program. This time limitation includes all coursework completed elsewhere and transferred to this program.

AVAILABILITY OF THESES AND DISSERTATIONS

All theses and dissertations done as part of the graduate programs in architecture are available to the public through the University libraries.

GRADUATE STUDENT RESOURCES

There are a number of organizations to help you at Penn State. If you are planning to live off campus, contact the Organization for Town Independent Students (OTIS) at the Hetzel Union Building (HUB) – the Student Union Building. The HUB’s information desk provides a number of useful brochures, such as guides for new students published by student organizations. These provide considerable information about both the university and the town. The HUB provides other useful resources as well, such as the Penn State Bookstore, eateries, ATM machines, galleries, and study areas, as well as many scheduled activities. *The Collegian*, the Penn State student newspaper, is available in the HUB and in many other buildings on campus free of charge.

The University Office of International Programs is located across the street from the HUB in 222 Boucke Building. There is also a lounge there, where you can meet other international students.

The Graduate and Professional Student Association (GPSA) is the representative body for graduate students. The mission of the GPSA is to represent and support the interests of the University’s current and future graduate student community by supporting scholarly activities and providing leadership, service, and social opportunities. This volunteer organization, recognized by the University as the graduate students’ central organization, provides services, such as graduate student orientation; programs and workshops on topics including income tax issues; student advocacy on pertinent issues; social activities, such as free movies; and publications such as *The Guide to Graduate Life*, a newsletter distributed ten times a year (four times in both fall and spring, and twice in summer); a Tax Guide; typist listing; a babysitters listing; and a health insurance pamphlet. The GPSA is also charged with designating graduate student representatives to a number of committees

throughout the University, thus maintaining contact between the graduate students and the many offices of the University.

The Office of Graduate Fellowships and Awards

Administration is responsible for facilitating all Graduate School funding programs and awards. Funding programs are available for both incoming and current graduate students. The Graduate School funding process, like the admissions process, is decentralized. Therefore, applicants for Graduate School funding must be nominated and supported by the academic department and college. Students should begin looking for funding approximately one year in advance of their need for funding and stay in close communication with their department or program head. Given that competitions for funding have particularly early deadlines, students should also investigate as many funding options as possible to avoid missing valuable opportunities.

The Office of Global Programs provides answers to questions and needs that are unique to international students. The office is located at 410 Boucke Building. global.psu.edu

The Office of Student Aid is a good place to begin the search for financial assistance. studentaid.psu.edu

The Office for Disability Services provides information and assistance to students with disabilities. equity.psu.edu

The Writing Center is sponsored by the Graduate School and provides assistance to graduate students who wish to enhance their writing skills. Graduate students are invited to schedule appointments for one-on-one discussions of their writing projects. pennstatelearning.psu.edu/tutoring/writing

Penn State Escort Service is operated under the auspices of Police Services and will provide an escort for students walking on campus after dark. The escort service may be reached at 5-WALK (865-9255). police.psu.edu

Off-Campus Housing opportunities are listed in 213 HUB-Robeson Center, 865-2346. studentaffairs.psu.edu/offcampus

Office of Judicial Affairs is responsible for dealing with violations of the Code of Conduct, including sexual assault, harassing, stalking, and physical assault. The phone number is 863-0342. sa.psu.edu/ja

Code of Conduct online: studentaffairs.psu.edu/conduct

The Affirmative Action Office is committed to ensuring the University maintains an environment free of harassment and discrimination. affirmativeaction.psu.edu

HUB-Robeson Center is the site for multiple student services including restaurants, a copy center, a bank (Penn State Federal Credit Union), STA Travel, a convenience store, the Penn State Bookstore, the Center for Arts and Crafts, Art Galleries, and the main information desk for the University. studentaffairs.psu.edu/hub

Counseling and Psychological Services (CAPS) can help students resolve personal concerns that may interfere with their academic progress, social development, and satisfaction at Penn State. Some common concerns include difficulty with friends, roommates, or family members; depression and anxiety; sexual identity; lack of motivation or difficulty relaxing, concentrating, or studying; eating disorders; sexual assault and sexual abuse recovery; and uncertainties about personal values and beliefs. studentaffairs.psu.edu/counseling

Career Services, located in the MBNA Career Services Building, is fully equipped to assist graduate students in the preparation of resumes and curriculum vitae and in developing effective interviewing skills. Career Services hosts a career fair that is open to graduate as well as undergraduate students. studentaffairs.psu.edu/career

Research Protections is the office that oversees all research on human participants, animals, radioisotopes and biohaz-

ardous materials. You must have permission from this office prior to conducting research involving any of these subjects. Permission can not be obtained after the work has begun. research.psu.edu/orp

Pasquerilla Spiritual Center is home to more than 50 spiritual organizations. The center is non-denominational and provides students with opportunities to explore ethical and spiritual issues. studentaffairs.psu.edu/spiritual

Problem Resolution Graduate students occasionally have difficulties with advisers, programs, or an academic matter associated with their programs. The first step in problem resolution is always to talk with your adviser and then with the program chair or department head followed by the associate dean of your college. If this does not resolve the problem, the associate dean of the Graduate School is available to provide guidance and maintain neutrality. Issues discussed during meetings with the associate dean will remain confidential if requested by the student.

RECOMMENDED PRACTICES IN GRADUATE EDUCATION

The Graduate School suggests best practices for faculty members, graduate students, administrators, and staff members for engaging in a supportive climate, academic progress, and career development. gradschool.psu.edu/faculty-and-staff/faculty/recommended-practices/

ACADEMIC INTEGRITY

The University does not tolerate violations of academic integrity, which include but are not limited to: plagiarism, cheating, falsification of information, misrepresentation or deception. Academic Integrity Policies and Procedures can be found online: artsandarchitecture.psu.edu/students/acad_integrity

PLAGIARISM

Plagiarism is a serious misdoing. Plagiarism means taking someone's words and presenting them as your own. Cutting and pasting from a website is considered plagiarism. Copying verbatim from any source without using quotation marks and the full reference is plagiarism. Plagiarism is a serious violation of academic integrity regardless of whether it is a homework exercise, an exam, a thesis, or a manuscript for publication. For more information about plagiarism and its consequences, see: tlt.psu.edu/plagiarism

UNIVERSITY POLICIES

University policies may be viewed online. Important policies include:

- Sexual Harassment (AD85)

- Professional Ethics (AD47)
- Parking Rules (BS04)
- Intellectual Property (RA12)

guru.psu.edu/policies

GRADUATE STUDENT POLICIES

Graduate Student policies are available online. These include:

- Grade mediation (G-10),
- Resolution of problems (Appendix II),
- Termination of program (Appendix III),
- Termination of assistantship (Appendix IV), and
- Residency requirements (Appendix V).

gradschool.psu.edu/graduate-education-policies

A FINAL NOTE

It is important not to lose sight of why you have chosen to pursue a graduate-level degree. Different from the structure of an undergraduate curriculum, this program is designed to provide you with a more individually-tailored educational experience, allowing for both personal and intellectual development. Make the most of this opportunity!