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 professional Master of Architecture (M.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.

M.ARCH. GRADUATE STUDENT GUIDE

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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.

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Graduate Programs Assistant
Registration/LionPATH questions
Graduate School policies and paperwork

M.ARCH. PROGRAM
BASIC STRUCTURE

INTRODUCTION

The professional Master of Architecture (M.Arch.) program is designed for students with undergraduate baccalaureate degrees in fields other than architecture and for those holding a non-U.S.-accredited baccalaureate degree in architecture. The three-year (seven-semester) program helps prepare students to become leaders in the profession of architecture. Students enroll in a two-year preparatory core curriculum that prepares them with techniques, principles, histories, theories, and technologies related to the discipline of architecture. In the final year of the program the students develop a thesis project.

You might want to become familiar with the four research clusters, within which faculty and post-professional degree students work:

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 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 this group ranges from research on immersive environments and critical studies of design technologies, 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 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.

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 Graduate Affairs Committee oversees the structure of the program.

PROGRAM PHILOSOPHY AND MISSION

The discipline of architecture is, in itself, multi-disciplinary. This unfading statement continues to introduce complexities in the way that we teach and practice architecture. It is a fundamental principle that architecture is a synthetic discipline that requires knowledge and expertise in composition (arts), history and theory (humanities), structural, environmental, and mechanical systems (engineering), material properties (material sciences), land use and policy (law), computation (computing), and human factors, infused with our professional responsibility to protect the public's health safety and welfare. Students and architects alike are constantly asked to integrate and synthesize information from many different fields of study. The education of architecture is therefore a circulation between the disciplinary logic of each of the subjects and the inherent tectonic and synthetic model of learning of architects, added to the professional concerns of practice. The teaching of the core intellectual domains of each subject to architecture students is central to the pedagogic mission of any architecture program and critical to the survival of

the profession. Yet this mission must be tempered by a shift towards the synthetic and the professional.

The curriculum of the professional Master of Architecture program is organized to reflect this dual nature, this two-handed learning: the hand that must learn the core disciplinary practices of every field that influences architecture and the hand that must synthesize as an architect. To that end, our program circulates curricular content horizontally, among courses within each semester, as well as vertically, from semester to semester and year to year.

The first year of our program concentrates on the introduction of the techniques and principles of design with architectural materials and structures, and our interaction with architectural and societal history through the analysis of architectural precedents. Our third semester involves the incorporation of technology, both in the design process as well as in constructing buildings. The fourth semester concentrates on synthesizing and testing everything learned through the comprehensive design of a medium-sized, public, urban building. The remaining two semesters provide the possibility of concentrating on research in relationship to architectural design. The curriculum of each year is then composed of design studios, lectures, seminars, and workshops that examine the topic of the semester through multiple lenses.

Woven throughout our curriculum are concerns about sustainable practices, urban, community, collaborative and social conditions, and the development of a humanitarian perspective. We train our students to be the ambassadors of excellence in the design of the built environment and the stewards of the natural environment, and prepared to become leaders in the profession 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. Don't hesitate to strike up a conversation if you have a question or need advice.

ACADEMIC ADVISING

The role of the academic adviser is to assist you in defining your area of interest, formulating your program of study, and identifying appropriate courses. The Director of Graduate Studies will serve as your academic adviser.

REQUIRED COURSES

The professional Master of Architecture program is a 97-credit track that requires the completion of 40 credits of preparatory coursework, some of which may have been completed in the students' undergraduate coursework, in addition to 57 credits of core coursework. The professional M.Arch. may be completed in three years (seven semesters). For applicants who have completed architecture or architecture-related coursework, there will be a review of transcripts to assess completion of materials covered in preparatory classes. Faculty will assess each accepted applicant's transcripts for possible preparatory course equivalents. If preparatory courses have been fulfilled with equivalent undergraduate or graduate coursework, students will be eligible for advancement. The matrix on the following page describes the full required curriculum.

Electives will include additional courses related to your areas of interest. They may be taken from other disciplines, such as landscape architecture, geography, sociology, philosophy, psychology, art history, and computer science, as well as within the architecture department.

TWO-YEAR PATHWAY TO THE M.ARCH. DEGREE

If you have already earned a Bachelor of Science degree or its equivalent in Architecture, your application will be assessed for entering in the second year of the design studio sequence in our three-year program. Your application should include a portfolio that demonstrates your architectural design skills and proficiencies with at least one project from each of four architectural design studio courses. In addition, you must show evidence – before entering the program – that you have completed a set of core competencies related to history and theory; materials and construction; visual communication; and structural and environmental control systems. You should have taken the following courses as part of your undergraduate degree in architecture.

- 4 architectural design studio courses;
- 2 materials and building construction courses;
- 1 structural systems course;
- 1 environmental control systems course;
- 2 history and theory of architecture courses; and
- 2 visual communications courses.

Selected candidates will be notified of contingent advanced placement in the offer of admission. This advanced placement is contingent on verification of non-studio coursework and competencies during the week before classes start as follows: (1) structural systems (previous coursework/grade verification and on-site/written or oral exam), (2) environmental control systems (previous coursework/grade verification and on-site/written or oral exam), and (3) material/construction (previous coursework/grade verification, submission of syllabi/student work and on-site/written or oral exam). To earn advanced placement, admitted students must first be selected by faculty for studio placement, then pass two of the three area evaluations. Placement into second-year M.Arch. studio means that the department will waive first-year studio (ARCH 531/532) and the visual communication courses (ARCH 521/522). Passing area exams means that the associated area courses are waived. Failing the verification exams means that a student must enroll in courses in which s/he is deficient (AE 421/422, AE 211/242, and/or ARCH 503/504). All students must enroll in ARCH 501 in their first semester, regardless of studio enrollment.

M.ARCH. PROGRAM
RECOMMENDED ACADEMIC PLAN – COURSE MATRIX

FALL SEMESTER 1	CREDITS	SPRING SEMESTER 2	CREDITS
ARCH 501 Analysis of Architectural Precedents: Ancient to Industrial Revolution	3	ARCH 502 Analysis of Architectural Precedents: Modernism	3
ARCH 503 Materials and Building Construction I	3	ARCH 504 Materials and Building Construction II	3
ARCH 521 Visual Communications I	2	ARCH 522 Visual Communications II	2
ARCH 531 Architectural Design I	6	ARCH 532 Architectural Design II	6
A E 421 Architectural Structural Systems I	3	A E 422 Architectural Structural Systems II	3
Total Credits:	*17*	*Total Credits:*	*17*
FALL SEMESTER 3	**CREDITS**	**SPRING SEMESTER 4**	**CREDITS**
ARCH 451 Architectural Professional Practice	3	ARCH 480 Technical Systems Integration	3
ARCH 510 Contemporary Architecture and Planning Theories	3	ARCH 534 Architectural Design IV	6
ARCH 533 Architectural Design III	6	ARCH 511 Theoretical Perspectives in Architecture	3
A E 211 Introduction to Environmental Control Systems	3	AE 424 Environmental Control Systems	3
Total Credits:	*15*	*Total Credits:*	*15*
SUMMER SEMESTER 5	**CREDITS**		
ARCH 495 Internship	Variable		
ARCH 496 Independent Studies	Variable		
ARCH 499 Foreign Studies	Variable		
Total Credits:	*6 min.*		
FALL SEMESTER 6	**CREDITS**	**SPRING SEMESTER 7**	**CREDITS**
ARCH 519 Methods of Inquiry	3	ARCH 536 Design Inquiry	6
ARCH 536 Design Inquiry	6	ARCH 550 Ethics in Architecture	3
Elective	3	Elective	3
Elective	3		
Total Credits:	*15*	*Total Credits:*	*12*
TOTAL PROGRAM CREDITS			**97**

*Credits cannot exceed 18 during an assistantship semester, with the exception of the first year in the three-year program.

M.ARCH. PROGRAM
RECOMMENDED ACADEMIC PLAN FOR **TWO-YEAR PATH** – COURSE MATRIX

FALL SEMESTER 1	CREDITS	SPRING SEMESTER 2	CREDITS
ARCH 501 Analysis of Architectural Precedents: Ancient to Industrial Revolution	3	ARCH 502 Analysis of Architectural Precedents: Modernism	3
ARCH 451 Architectural Professional Practice	3	ARCH 480 Technical Systems Integration	3
ARCH 533 Architectural Design III	6	ARCH 534 Architectural Design IV	6
AE 421 or AE 211 or ARCH 503 or Elective Based on verification of competency	3	AE 422 or AE 424 or ARCH 504 or Elective Based on verification of competency	3
Total Credits:	*15*	*Total Credits:*	*15*
SUMMER SEMESTER 3	**CREDITS**		
ARCH 495 Internship	Variable		
ARCH 496 Independent Studies	Variable		
ARCH 499 Foreign Studies	Variable		
Total Credits:	*6 min.*		
FALL SEMESTER 4	**CREDITS**	**SPRING SEMESTER 5**	**CREDITS**
ARCH 510 Contemporary Architecture and Planning Theories	3	ARCH 511 Theoretical Perspectives in Architecture	3
ARCH 519 Methods of Inquiry	3	ARCH 536 Design Inquiry	6
ARCH 536 Design Inquiry	6	ARCH 550 Ethics in Architecture	3
Elective	3	(Elective)	3
(Elective)	3		
Total Credits:	*15–18*	*Total Credits:*	*12–15*
TOTAL PROGRAM CREDITS			**63–69**

*Credits cannot exceed 18 during an assistantship semester.

M.ARCH. PROGRAM
5ᵀᴴ SEMESTER SUMMER OPTIONS

All M.Arch. students are required during a summer session to take a total of 6 credits in one or more of the following three options: ARCH 495 Internship; ARCH 496 Independent Studies; ARCH 499 Foreign Studies. All students will present their work in a public session at the beginning of the following fall semester.

ARCH 495 INTERNSHIP

Course description: Supervised off-campus, non-group instruction including field experiences, practica, or architectural and related design/construction work experience.

A final presentation of activities will be evaluated by a faculty member in the Department of Architecture.

Prerequisite: Instructor approval of work experience proposal including employment agreement with an approved supervisor.

Number of credits will be determined based on the total number of hours of approved work experience under the direct supervision of a registered architect or other approved professional:

- 1 credit: 75–149 hours
- 2 credits: 150–239 hours
- 3 credits: 240–279 hours
- 4 credits: 280–319 hours
- 5 credits: 320–359 hours
- 6 credits: 360–400 hours

Evidence of course attendance:

- Letter with internship agreement by off-campus supervisor prior to starting the internship
- Letter by off-campus supervisor to be submitted after internship
- Final presentation of activities
- Evaluation by departmental career counselor/adviser

Further information:

Students can be paid for the internship while receiving credits at the same time. If the student works with a licensed profes-

sional the internship might count for AXP credits. The student must sign up directly with NCARB. More information about NCARB and AXP: *ncarb.org/gain-axp-experience*

ARCH 496 INDEPENDENT STUDIES

Course description: Creative projects, including research and design, which are supervised on an individual basis and which fall outside the scope of formal courses.

Prerequisite: None

Evidence of course attendance:

- Project proposal with topic to be investigated, methods of investigation and anticipated outcome, approval by instructor
- Enrollment in course no later than the beginning of the summer semester
- Independent study report at the end of the semester
- Course grade given by instructor (letter grade)

Further information:

- In order to be counted as a 6-credit course, the student project must be a substantial contribution/piece of work. As per Penn State definition, 1 credit represents a total of at least 45 hours of work in class activities and outside preparation (*senate.psu.edu/policies-and-rules-for-under-graduate-students/42-00-acquisition-of-credit/#42-23*). Therefore, the student must work at least a total of 270 hours to earn 6 credits.
- The independent study can be prepared as part of a summer RA.

ARCH 499 FOREIGN STUDIES

Course description: Courses offered in foreign countries by individual or group instruction. Class size, frequency of offering, and evaluation methods will vary by location and instructor. For these details check the specific course syllabus.

Prerequisite: None

Evidence of course attendance:

- Enrollment in course no later than the beginning of the summer semester (check enrollment deadlines at *global. psu.edu*)
- Syllabus
- Students must complete a "course equivalency process" for courses taken abroad. More information: *global.psu.edu/ info/going-abroad/students/academics/course-equivalency- process*

Further information:

Only architecture-related foreign study courses can count for this course requirement; students interested in a specific program outside of the Stuckeman School need to explain how this program is related to architecture.

Students may consider the following foreign study courses:

- Korea/Japan summer abroad (Profs. Muramoto, Shaffer)
- China summer abroad (Prof. Ling, AE)
- Copenhagen, Denmark summer abroad (DIS)
- Tanzania summer abroad (Prof. Gorenflo, L.Arch)
- Foreign architecture programs from peer institutions

Consult "Global Penn State" programs for more options: *gpglobalea.gp.psu.edu/index.cfm?FuseAction=Programs. SimpleSearch*

CONCURRENT DEGREES
M.ARCH. + M.S. IN ARCH.

If you are interested in pursuing concurrent degrees in the M.Arch. and M.S. in Architecture degrees, it is advisable to start planning your concurrent degrees in the second semester of the second year of the M.Arch. program. As a first step, familiarize yourself with the Graduate School's policies on concurrent degrees at the following websites: *bulletins.psu. edu/graduate/academicprocedures/procedures2* and *gradschool.psu.edu/faculty-and-staff/faculty/ concurrent-degrees*.

The following parameters are particularly relevant for pursuing concurrent degrees in M.Arch. and M.S. in Architecture:

- Only 6 credits from the M.Arch. degree can double count for the M.S. in Architecture degree; this means that you

must take 24 credits for your M.S. degree in addition to the M.Arch. degree requirements.

- You must officially submit an application for concurrent degrees to the Graduate School prior to your last semester in the M.Arch. program.
- You must be officially admitted to the M.S. degree prior to having accumulated 75 percent or more of the credits required for the M.Arch. degree.

Once familiar with the policies, you must discuss your options with the department's Director of Graduate Studies. There are two different ways to fulfill the requirements for the concurrent degrees:

OPTION 1	OPTION 2
• ARCH 511 and ARCH 550 (total of 6 credits) double count toward the concurrent degree; • You must enroll in ARCH 520 (3), ARCH 536 (6), ARCH 600 (6), and Electives (9).	• ARCH 536 (total of 6 credits) double count toward the concurrent degree; • You must enroll in ARCH 520 (3), ARCH 600 (6), and Electives (9); • Enroll in substitute courses for ARCH 511 (3) and ARCH 550 (3).

OTHER INFORMATION

ENGLISH AS A SECOND LANGUAGE

Applicants with internet-based TOEFL speaking scores between 15 and 18 may be considered for provisional admission, which requires completion of specified remedial English courses ESL 114G (American Oral English for Academic Purposes) and/or ESL 116G (ESL/Composition for Academic Disciplines) and attainment of a grade of B or higher.

All graduate teaching assistants are required to be certified as proficient in English; 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*.

COURSE NUMBERING AND RELATED ISSUES

Courses at Penn State are numbered from 001 to 699 with some professional courses having 700–999 designations. You may take elective courses at any level but can only receive credit toward the M.Arch. degree for courses at the 400 level or above. You must have earned 36 or more credits at the 500 level to graduate.

Note that courses taken below the 400 level are given a grade, but the course will not count towards your degree.

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.

COURSE GRADING

To maintain your status in the graduate program, the graduate school requires that you maintain a 3.0 grade point average (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) serves 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.

TRANSFERRING CREDITS

If you have transferred into the Department of Architecture from another major/department at Penn State, there is no limit to the number of credits you may transfer in. You may transfer all courses approved by the department.

If you have transferred from another university, the Graduate School limits the number of transferable credits to ten with a grade of B and above. Non-quality grades are ineligible. The transferability of coursework outside of Penn State must meet the requirements of the Graduate School and is subject to the approval of the department.

In order to transfer credits from another institution, you must fill out the appropriate Graduate School form and have this form approved by the Director of Graduate Studies. You must then submit the form to the Graduate School for final approval. Be sure to keep a copy of the approval notification.

GRADE POINT AVERAGE

Penn State requires a 3.0 cumulative grade point average 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 grade point average at any time is less than a 3.0.

PROVISIONAL STATUS

A student admitted as a master's degree candidate on a provisional basis must satisfy the conditions of the admission within the time period specified. Failure to do so is grounds for dismissal.

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 student recognition awards, such as the Professional Master's Excellence 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 beginning of each fall semester is marked by the annual Corbelletti Memorial Competition. This design charrette, named in honor of Raniero Corbelletti, Head of the Department from 1968 to 1988, is for students within the department and is open to both undergraduates and graduate students. There is a cash award for one or more winners.

The beginning of the Spring Semester marks the John Stewardson Memorial Scholarship Competition, a state-wide competition for which students are nominated by their institution. Graduate Students are eligible to participate.

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 Archi-

tecture. A school-wide competition will take place in which students apply for the fellowship by submitting a project proposal. In addition to the proposal , 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 master's 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 biohazardous 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!