

COLLEGE OF ARCHITECT

COLLEGE OF ARCHITECTURE AND DESIGN

GRADUATE HANDBOOK

Draft Updated: August 2014

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OVERVIEW OF GRADUATE HANDBOOK

In accord with established Graduate School Policies (See UTK Graduate Catalog), The College of Architecture and Design (CoAD) Graduate Handbook describes specific how these policies are carried out in the CoAD Graduate Programs of Architecture and Landscape Architecture . The intent of this handbook is to facilitate a more productive graduate experience. The handbook has been prepared, in part, with the assistance of the college 's Graduate Studies Committee over the course of the 2012 -13 and 2013 -14 academic years. It is constantly under review.

The information contained in this handbook, including the list of benchmarks (semester by semester checklists) for each degree program , is provided as a guide and does not super cede any published requirements by the Graduate School . Graduate students assume full responsibility for knowledge of all rules and regulations of the Graduate Council and departmental requirements for the ir degree program.

A calendar of deadlines and policies and pro cedures for graduate programs is found on the Graduate School web page (<http://gradschool.utk.edu>). The Hilltopics Student Handbook details the general campus policies and procedures, standards of conduct, academic policies and procedures, and information about student support, services, and organizations. For questions regarding Hilltopics contact the Office of the Dean of Students at (865) 974 -3179 <http://dos.utk.edu/hilltopics/> .

ACADEMIC INTEGRITY

The University of Tennessee standards and rules regarding academic honesty are clearly delineated in Hilltopics. See in particular, pages 12 -22: <http://dos.utk.edu/hilltopics/>. All graduate students are responsible to learn, and abide by these standards.

In addition to the standards and procedures outlined in Hilltopics, the Graduate Programs of the College of Architecture and Design adds the following stipulation:

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GRADUATE PROGRAM IN ARCHITECTURE

GRADUATE PROGRAM ADMINISTRATION AND FACULTY

Chair of the Architecture Graduate Program

Dr. George Dodds

Contact: gdodds@utk.edu or (865) 974-5267

Director of Graduate Studies , Architecture Graduate Program

Dr. George Dodds

Contact: gdodds@utk.edu or (865) 974-5267

The CoAD Director of Graduate Studies is a full-time member of the faculty who is a liaison among the UTK Graduate School, the CoAD and School of Architecture faculty, and the graduate students in the School of Architecture. The Director of Graduate Studies is available to advise and supervise graduate students in matters including but not limited to:

¥ Graduate Catalog rules and regulations

¥ Graduate School and CoAD regulations

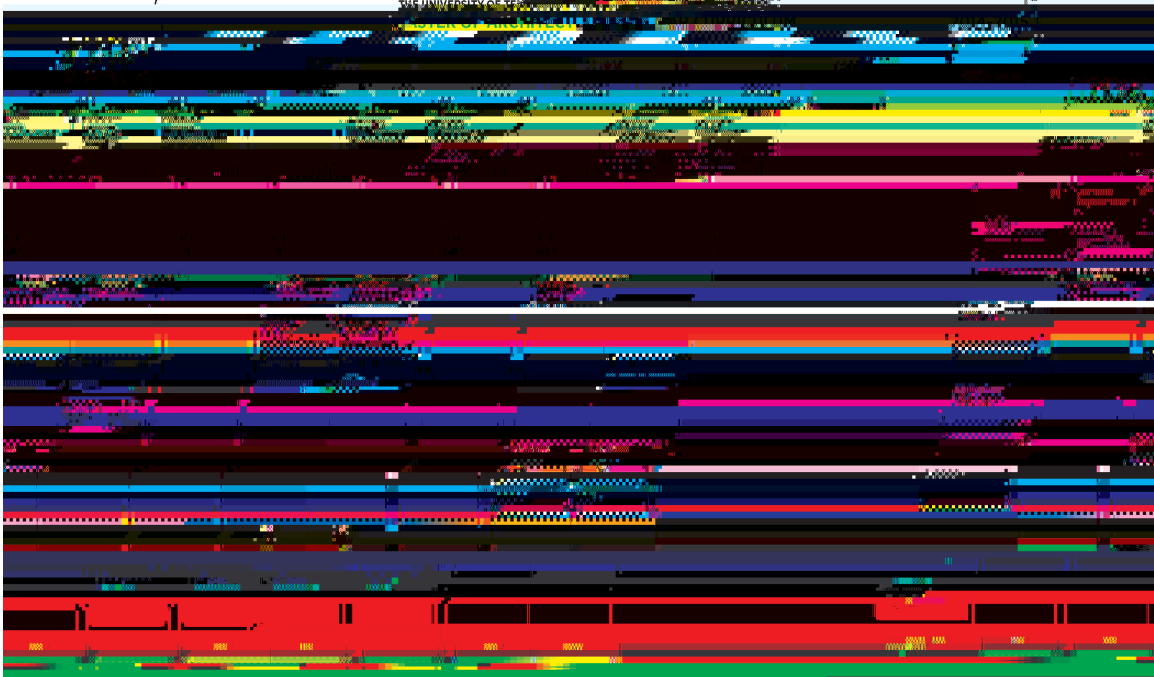
Curricula and Degrees

The Architecture Graduate program at the University of Tennessee offers three distinct curricular options leading to two degrees: a Master of Architecture, and a Master of Science in Architecture (anticipated in spring 2015).

Master of Architecture (M. Arch)

The M. Arch is a NAAB-accredited, professional degree in architecture that qualifies the graduate to sit for the Architectural Registration Exam.

This 3.5 year degree path is open to students having successfully completed an undergraduate degree prior to matriculation, principally from non -design backgrounds.

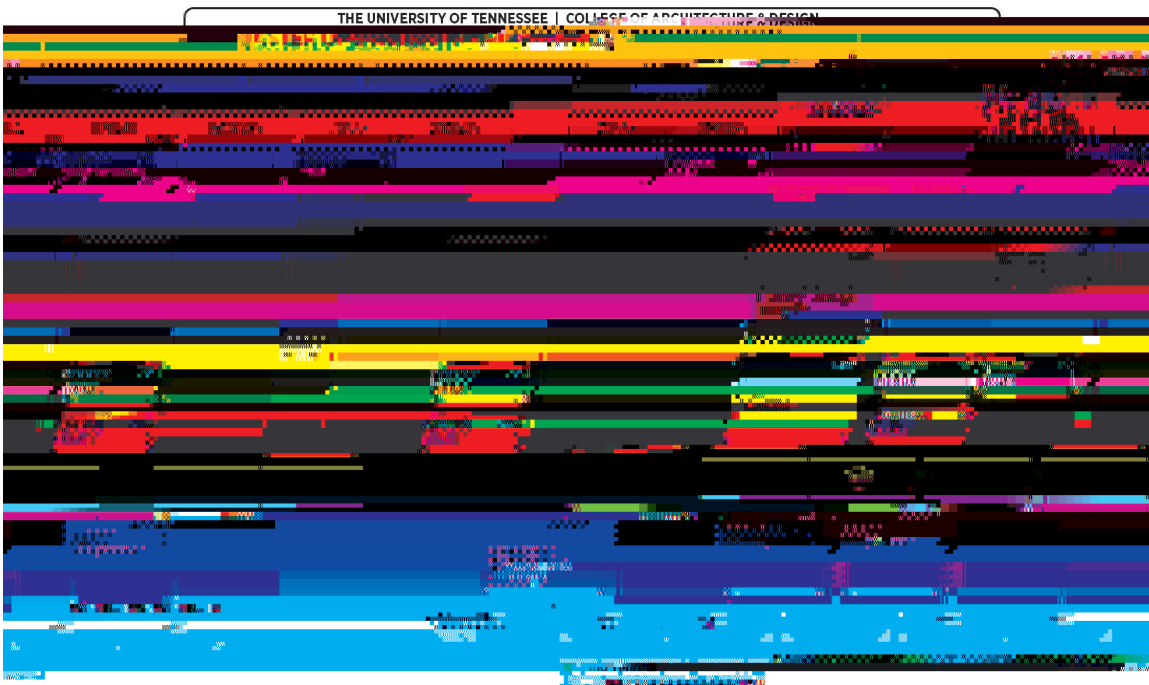


Master of Architecture (M. Arch) Advanced Standing

The M. Arch. Advance Placement curricular path is appropriate for students with a four -year pre -professional degree in architecture (B.A., B.S., etc.). The Master of Architecture Advanced Placement (M. Arch AP) requires a minimum of 60 semester hours of graduate coursework, taking approximately two years of full -time study. A concentration within the program is optional. Thesis is optional.

Students with a Bachelor of Arts or a Bachelor of Science in Architecture can petition for course waivers in the M. Arch AP curriculum . Petitions are considered on an individual basis . To comply with NAAB accreditation standards, course waivers require full documentation of all coursework

opportunities for students to work directly with faculty engaged in research, scholarship, or practice. Each student must, in their application, identify a specific area of focus aligned with at least one of the existing concentrations in the Graduate Architecture Program and the existing research interests of the standing faculty in the College of Architecture and Design .



CONCENTRATIONS AND CERTIFICATES

Concentrations

The Graduate Architecture Program offers four concentrations that require a minimum of 12 hours of graduate course work:

- 1) Urban Design
- 2) Sustainability
- 3) Conservation and Stewardship

4) High Performance Buildings

For additional information (including forms) on concentrations, please consult the college web site.

Certificates

The College of Architecture and Design offers a Certificate in Urban Design, Sustainability, Conservations and Stewards hip, and High Performance Buildings Certificate programs are open to any non -degree - seeking applicant interested in focused advanced studies (both from within the University of Tennessee system and external) . Please consult the college website for additional information and application forms.

Advising

A critical part of being a graduate student is the recognition that, unlike undergraduate education, a graduate student is wholly responsible and accountable for being fully informed of all rules and regulations pertaining to advancement in his/her chosen program of study, including but not limited to such items as registration for classes, and all deadlines posted by the UTK Graduate School pertaining to the regulation of thesis documents, the timeline for thesis defense, and application for graduation. Information regarding these and other related issues are always available

Meet with Program Chair and Register for Fall classes

Advising:

YR3 FA: Meet with Master's/Thesis Committee/Register for Spring
classes

APPLICATION PROCEDURES AND ADMISSION REQUIREMENTS

The deadline to apply is February 01 and the review of applications will begin on this date. Applications completed after February 01 may be considered, however, spaces are limited. Consideration for fellowships, assistantships, and scholarships is based on completed applications.

(International Students: See Graduate School Website for additional information.)

M. ARCH ADVISING PROCEDURES

Assigned Faculty Advisor

Each entering graduate student will be assigned a faculty advisor, who serves in this capacity until the student forms the masters committee (see below). The responsibility of this advisor is to assist the student in planning a program of study to assure fulfillment of the degree requirements.

catalog for further information. Forms are available on the College of Architecture and Design website.

Thesis Committee

Students who elect to complete their degree with a thesis must establish a thesis committee

count toward graduation requirements (see the section entitled "Thesis Progression" for further explanation).

Academic Probation and Dismissal from the Graduate Program

The Graduate School requires that a student maintain a minimum 3.0 grade point average. Failure to do so will result in being placed on academic probation by the Graduate School. Students who receive three grades of C+ or lower in three courses taken for graduate credit will be placed on academic probation beginning in the semester in which the third grade of C+ (or lower) is received.

Once a student is on probation, the individual must demonstrate that at least a 3.0 average is maintained during each semester or the student will be dismissed from the graduate program. Once the grade point average of 3.0 or better is restored, the academic probation is lifted.

In order to graduate with a graduate degree, the overall GPA for all courses taken for graduate credit must be 3.0 or above.

- ¥ Following an unsuccessful thesis attempt:
- o a candidate must register for 3 credits of thesis in the semester in which they anticipate graduating.
 - o if a candidate wishes to continue working on their thesis without registering for thesis, but use the School of Architecture facilities, they must register for Arc 502: Use of Facilities. This course number affords a candidate full use of SoA and CoAD facilities.
 - o they need not register for classes continuously prior to the semester in which they are anticipating graduating. However,

ARC 500 Thesis (1-15) The student works independently but with his/her thesis committee, which reviews the work on a systematic basis at critical

At the beginning of the semester , students should be well prepared to present a clearly articulated thesis statement and a defined course of

candidate may consult with faculty advisors and committee members regarding , but the decision is the student's own. The student must agree that he/she will make a defense presentation.

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For M. Arch. students, the Thesis Document typically includes:

- ¥ A narrative describing and supporting the thesis statement (based on the work produced in ARC 580.)
- ¥ A narrative regarding the design project (site, program) explaining how it meets the thesis intent.
- ¥ Documentation of the final design project.
- ¥ Documentation of the design process as appropriate to understand the design concept and thesis intent.

A draft of the text must be made available to the Thesis Committee so they have time to review and comment before the final submission according to their preferences and schedules. The timetable for the submission of the document to the committee will be set by the chair of the graduate program committee in accord with UTK Graduate School guidelines .

Evaluation in ARC 500

During each scheduled committee review, all committee members are

advises faculty about consistency in expectations for student work. The Primary Thesis Advisor gives the final course grade, with input from the Thesis Committee and the Course Coordinator. Thesis (ARC 500) will be graded P or NP. According to the Graduate Catalog this means the grade carries credit hours, but no quality points. P indicates progress toward completion of a thesis or dissertation. NP indicates no progress or inadequate progress.

Responsibility of the Student

The thesis is a student-initiated project and thus the responsibility for its realization ultimately rests with the student. Each student is expected to

FELLOWSHIPS, SCHOLARSHIPS, AND ASSISTANTSHIPS

Financial support in the CoAD is awarded primarily on the basis of merit and is intended to allow a graduate student to excel in the program.

There are several forms of support available, including fellowships, scholarships and research and teaching assistantships.

Chancellor's Fellowships

Beginning in the 2012 -13 academic year, the graduate programs in architecture and landscape architecture have been awarding fellowships to incoming students typically assigned at the time of one's acceptance.

The fellowships vary in size and nomenclature, but may be up to \$36,000 dispersed over the course of three years. These funds, made available by the Office of the Chancellor, are intended to attract the highest

performing students to our g4 97.2401 cm BT 50 0 .(i) 0.3 (28.5 (8.5 (8.5 ch)6 -497.5 (h) 0.1 -

Graduate Assistants

Assignments for graduate assistantships are determined by program chair in consultation with Director. Graduate Assistantships are of three types: Graduate Assistant (assists with administrative duties); Graduate Teaching Assistant (assists directly with course material, grading, and teaching/ tutoring); Graduate Research Assistant (assists on faculty -led research projects). In all cases, these three types of appointments carry a cash stipend in addition to tuition remission and health insurance for the term of one's appointment. (Often, graduate students are hired by faculty, or by the administration, to work on an hourly basis, at a fixed hourly rate. These types of jobs should not be conflated with Graduate Assistantships.)

- ¥ During the academic year, graduate students with appointments may not exceed half time, nor may such appointments, in combination with other University appointments, exceed half time. For more information about this restriction, see the topic titled 'The 50 Percent Rule' under the policies on appointments on the Graduate School web site.

Qualifications

Graduate Assistants (GA) must be in good academic standing (i.e., must not be on academic probation or have had their degree candidacy lapse), have a minimum 3.0 grade -point average, and have no more than two Incomplete grades in graduate courses on the transcript. GAs must be clear of disciplinary probations based on the Code of Student Conduct.

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¥ TAs may be asked to lead discussion sections or labs or instruction of prescribed course content, under the active direction and supervision of a faculty member who has final responsibility for the course's entire instruction and for the performance of TAs .

Research Assistant Responsibilities

Research Assistants (RAs) perform research broadly related to their degree programs in an academic department or research unit under the direction of a mentoring faculty member or authorized Principal Investigator. RAs may not be assigned teaching, administrative, or general assistance duties. This is not intended to exclude research -related duties such as quantitative analysis, bibliographic searches or summaries, text editing, lab projects, computer programming, and a reasonable amount of organizing research units, such design built projects, lab maintenance, etc.

Program and Faculty responsibilities to Graduate Assistants

All graduate students who assist in teaching and research require faculty supervision. The faculty of record is the mentor of the ir graduate assistant . Faculty supervision and preparation of TAs and RAs improves the preparation of graduate students for their professional future . The important role that TAs and RAs play in education on this campus also means that effective preparation of TAs and RAs will improve the quality of education at UT.

At the beginning of the semester, the faculty member responsible for the course is required to meet with TAs and RAs to review the course syllabus, to clarify one's responsibilities in the course . In the architecture graduate

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