



The College of Architecture is part of the Sam Fox School of Design & Visual Arts.

<http://samfoxschool.wustl.edu>

SAM FOX SCHOOL REGISTRAR'S OFFICE  
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**ACADEMIC CALENDAR**

Refer to the University-wide calendar at [registrar.wustl.edu](http://registrar.wustl.edu) for a list of the dates and deadlines applicable to the semester.

**DEADLINES**

Deadlines are not negotiable and failure to meet them will result in consequences, up to and including failing grades, and postponement of graduation.

**STUDENT CONDUCT**

Students are expected to comply with the rules and regulations of the University. See "Compliance and Policies" available at <https://wustl.edu/about/compliance-policies/> for more information. Additional information is available in the Washington University Undergraduate Bulletin available at <http://bulletin.wustl.edu/undergrad/>.

**ACADEMIC INTEGRITY**

Students and members of the faculty of a university have an obligation to uphold the highest standards of scholarship. Plagiarism or other forms of cheating will not be tolerated. Where a student has violated the integrity of the academic community, an instructor may recommend that the student be brought before the Committee on Academic Integrity. See "Undergraduate Student Academic Integrity Policy" available at <https://wustl.edu/about/compliance-policies/academic-policies/undergraduate-student-academic-integrity-policy/> for more information.

**DEGREE REQUIREMENTS**

Students must fulfill the following degree requirements:

A. Foundation Courses

1. Drawing
2. Practices: Art + Architecture + Design I and II (X10 181 and 182)
3. Sam Fox Electives (2 courses): students must complete 6 units in Sam Fox Commons, Architecture, Art or Design Electives.

**B. Requirements**

1. Writing I: Every student must demonstrate proficiency in reading and writing the English language and must begin to develop mature skills in framing and revising arguments by completing course work as determined by the Department of English with a grade of C- or better. Transfer students must fulfill the Writing I requirement by taking Writing I or by review of a writing portfolio. For more information, go to <https://collegewriting.wustl.edu/transfer-student-portfolio>.

2. Calculus (Natural Sciences/Math): Students must complete course at Washington University in St. Louis with a grade of C- or better. May not be taken with P/F option.

3. Physics (Natural Sciences/Math): Students must complete course at Washington University in St. Louis with a grade of C- or better. May not be taken with P/F option.

4. Art History (History of Western Art, Architecture and Design) L01 113: Students must complete course with a grade of C- or better. May be taken with P/F option.

5. Art History (Introduction to Modern Art, Architecture & Design) L01 215: Students must complete course with a grade of C- or better. May not be taken with P/F option.

6. Humanities (3 units): Humanities courses examine the human condition as it has been documented and expressed in both past and contemporary times. This area includes courses from Literature (both in English and other languages), Classics, History, Philosophy, and Religious Studies, as well as some courses in the creative arts such as Dance, Drama, Music and Writing. Courses designated "Arch: HUM" fulfill a humanities requirement.

7. Social & Behavioral Sciences (3 units): These courses use quantitative and qualitative observation to explore the social environment, relationships with society, and forms of human behavior. This area includes courses from Anthropology, Economics, Education, International & Area Studies, Political Science, and Psychology, and courses from other areas, including interdisciplinary studies. Courses designated "Arch: SSC" fulfill the Social and Behavioral Sciences requirement.

**C. Major Required Courses: Bachelor of Science in Architecture**

Studio	39 units
Required Coursework	21 units
Electives*	30 units

\*A maximum of 15 non-Washington University credits, including Aedvanced Placement, International Baccalaureate, and transfer is permitted.

\*A maximum of 9 credits may be applied to physical education, lessons and independent studies.

\*Courses in University College do not count toward degree requirements.

Complete degree requirements may be found at: <http://www.samfoxschool.wustl.edu/node/4125>

**D. Major Required Courses: Bachelor of Arts, Major in Architecture**

Studio	27 units
Required Coursework	15 units
Electives*	48 units

\*A maximum of 15 non-Washington University credits, including Aedvanced Placement, International Baccalaureate, and transfer is permitted.

\*A maximum of 9 credits may be applied to physical education, lessons and independent studies.

\*Courses in University College do not count toward degree requirements.

Complete degree requirements may be found at: <http://www.samfoxschool.wustl.edu/node/4125>

**Additional Requirements for all undergraduate students in the College of Architecture:**

Each undergraduate student shall complete 122 units with a grade of D or better (or credit) and at least 30 units in advanced courses (numbered 300, 400 or 500). The 30 units in advanced courses may include the minimum number of advanced units required by the major areas of concentration. **Courses required for major must be passed with a grade of C- or better.**

Each student shall spend at least three semesters in full-time residence (at least 12 units per semester) at Washington University. Unless excused by the director of the College of Architecture, the student must earn the last 30 units at Washington University. The director of the College of Architecture may waive the full-time residence requirement for students who are employed full time and have completed at least 2 years of college.

**Bachelor of Science in Architecture and Master of Architecture**

Students who have satisfactorily completed, or who are about to complete, the Bachelor of Science requirements can apply to the Master of Architecture degree program in the Graduate School of Architecture & Urban Design by submitting an application to the Graduate Admissions Office, and by requesting a review of their undergraduate work by the Director of Graduate Admissions. Admission is not automatic, however, and requires approval from the Graduate Admissions Committee.

**UNITS AND GRADES**

A unit is the amount of credit given for one hour of lecture or up to three hours of studio work a week for one semester.

Undergraduate students in the College of Architecture may take one non-required course on a P/F basis each semester.

**GRADE SCALE**

<u>Credit</u>	<u>Degree Credit</u>	<u>Grade Points Per Unit</u>
A+ superior	yes	4.0
A superior	yes	4.0
A- superior	yes	3.7
B+ good	yes	3.3
B good	yes	3.0
B- good	yes	2.7
C+ average	yes	2.3
C average	yes	2.0
C- average	yes	1.7
D+ passing marginally	yes	1.3
D passing marginally	yes	1.0
D- passing marginally	yes	0.7
P passing	yes	0.0
F failing	no	0.0
I* incomplete	no	--
W withdraw	no	--
L successful audit	no	--
Z unsuccessful audit	no	--
R this course has been retaken	no	--
N no grade reported	no	--

\*This grade signifies that the student has not completed part of the work of a semester (exclusive of examinations), but has satisfactorily completed the rest of the work. A student must remove a grade of I as indicated below.

**MINIMUM GRADE REQUIREMENT**

Undergraduate students in architecture must complete all required architecture courses with a grade of C- or better.

### MINIMUM GRADE POINT AVERAGE

Students in the College of Architecture are required to have a minimum grade point average of 2.0 in order to graduate.

### DESIGN STUDIO EVALUATIONS

In addition to grading either under the pass/fail option or the regular grade option, instructors teaching architectural design courses complete an evaluation form for each student; a copy is made available to the student, and the original is filed in the student's folder in the Office of the Director.

### INCOMPLETE COURSES

Students who, following the last day for withdrawal from courses, experience medical or personal problems that make satisfactory completion of course work unlikely may request a grade of Incomplete. Students in such a situation should take the following steps: 1. Contact the instructor before the final review or exam to discuss the request; 2. If the instructor consents, complete an Incomplete Grade Petition signed by both the instructor and the student; and, 3. Return the signed petition to the Sam Fox School Registrar's Office for final approval.

The instructor is under no obligation to award a grade of Incomplete. The Associate Dean of Students must review each request before a grade of Incomplete can be granted. Once granted, a grade of "I" will become a grade of "F" if the deficiency is not made up within the next two semester of residency.

Incomplete marks in all architectural design studio courses (100 to 600 level) *must* be removed by the first day of classes of the following semester. Failure to remove the Incomplete will prevent the student from continuing in another architectural design course.

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

### REMOVAL OF F GRADES

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

### REPEATING A COURSE

When a student retakes a course, both enrollments will show on the transcript. If the second grade is equivalent to or better than the first grade, the first grade may be changed to R indicating the re-enrollment. If the second grade is lower, both grades will stand. Credit towards the degree will be allowed for only one of the enrollments. This policy only applies to courses taken at Washington University.

### ADVANCED PLACEMENT CREDIT

A maximum of 15 units of pre-matriculation credit may be counted towards any undergraduate degree. These units will count towards graduation but will not meet general education requirements. For more information, review the "Sam Fox School Advanced Placement Procedures" at: [http://art.wustl.edu/student\\_resources/forms](http://art.wustl.edu/student_resources/forms).

### TRANSFER CREDIT

A maximum of 15 units of pre-matriculation credit may be counted towards any undergraduate degree. These units will count towards graduation but will not meet general education requirements. Students wishing to transfer credit for course work completed at another institution should bring a full catalog description of the course(s) to the Sam Fox Registrar's Office for pre-approval. Only with pre-approval and upon

receipt of an official transcript indicating a grade of "C" or better will courses be considered for transfer. Grades for transfer courses will not appear on the student's Washington University record and will not figure into the student's grade point average. College courses taken to earn credit for high school graduation will not be considered for transfer credit. Washington University does not transfer credits for courses taken online. Non-Washington University courses do not count towards the 48 units of academic credit required for each undergraduate degree.

Transfer credit cannot be used to fulfill the Calculus I or Physics requirements.

The Sam Fox School Registrar's Office evaluates transcripts of incoming transfer students. Upon review, credit may be awarded and students will be notified of their status.

No transfer credit will be accepted for courses taken while a student is suspended from Washington University for violations of the University Student Judicial Code or Academic Integrity policy.

### MAXIMUM AND MINIMUM LOADS

Undergraduate students will normally enroll in 15-16 units each semester.

Students should not enroll in more than 18.5 units without obtaining the permission of the undergraduate program chair.

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

Full-time students must be registered for a minimum of 12 units. Partial load enrollment is possible when circumstances warrant it and requires the permission of the director.

### COURSE ENROLLMENT MINIMUMS

Each course must have a minimum enrollment of 8 students or it will be canceled.

### SEMINARS

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

### WORKSHOPS

Each semester a changing selection of one-credit workshops in materials and graphic techniques is offered. Students are encouraged to enroll in these workshops as a supplement to their general curriculum. However, no more than one workshop is permitted in any given semester, and no more than three total throughout a student's study program, without special permission of the director.

### SAM FOX SCHOOL UNDERGRADUATE STUDY ABROAD PROGRAMS

The Sam Fox School has undergraduate study abroad programs that draw on the rich traditions as well as the contemporary design strengths in carefully selected locations. The programs are led by faculty from the Sam Fox School. Each program leverages its unique location by inviting local artists, designers, and architects to serve as instructors and visiting lecturers, incorporating local sites into course assignments and studio projects, and arranging numerous excursions to nearby sites and cities. All Sam Fox School programs work hand-in-hand with the School's curriculum to ensure that students can study abroad while earning required degree credits. For more information about these programs, visit the Sam Fox School website at <http://samfoxschool.wustl.edu>.

### PREREQUISITES

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

### INDEPENDENT STUDY

Opportunities for independent study are available to all undergraduate students. Registration in an independent study requires the student to submit a written proposal and obtain the approval of the sponsoring faculty member, the advisor, and their program chair. This must be completed by the course ADD deadline. Proposals submitted to the Sam Fox Registrar's Office past the deadline will not be considered.

Three units (juniors & seniors) and 1 unit (first and second-year students) maximum can be taken per semester. Independent study courses cannot replace architectural design studios or other required courses. Most proposals granted are 1 credit.

### ABSENCE RULE

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

### LEAVE OF ABSENCE (LOA)

Students may request a voluntary leave of absence for a maximum of one year or two semesters when individual circumstances, professional, medical or personal, warrant it. Petitions are reviewed and approved by the Sam Fox School Registrar's Office. Any requests extending beyond one year will be reviewed on a case-by-case basis. In addition to a written petition, students requesting a medical leave of absence must submit a letter of verification from the Director of Student Health Services.

**Students returning from a Leave of Absence must submit a written letter stating their intention to re-enroll by July 1st (returning in the fall semester) or December 1st (returning in the spring semester).** In the case of a medical leave of absence, a letter of clearance is required from the Director of Student Health Services before a student will be permitted to re-enroll.

International students requesting a leave of absence must contact their assigned advisor at the Office for International Students & Scholars (OISS) to discuss how the leave might affect their visa status.

### FINANCIAL OBLIGATIONS

Students are responsible for fulfilling their financial obligations to the university. If a student account becomes overdue, a late payment fee will be assessed and a hold will be placed on the account. Students with a poor payment history may be restricted from utilizing certain payment options or receiving tuition remission until course credit has been earned. Non-payment of tuition and other expenses due the university will be cause for exclusion from class or refusal of graduation, further registration, or transfer of credit. In addition, students are liable for any costs associated with the collection of their unpaid bills, including but not limited to collection agency costs, court costs, and legal fees. Past due amounts can also be reported to a credit bureau.

### WITHDRAWALS AND REFUNDS

A written request for a refund must be submitted to the Sam Fox School Registrar's Office for consideration. Approval is required to officially withdraw from the University. Tuition adjustments will be processed based on information received and according to the schedule below. Tuition refund checks will be issued only after the 4th week of classes each semester. Materials fees for College of Architecture courses will not be refunded after the 4th week of classes. For any student whose medical condition makes attendance for the balance of the semester impossible or medically inadvisable, the University will make a pro rata refund of tuition, as of the date of withdrawal when that date occurs prior to the 12th week, provided that the condition is verified by the University Student Health and Counseling Service or a private physician. The date of withdrawal may correspond to the date of hospitalization or the date on which the medical condition was determined.

**Withdrawal Date**

within 1 <sup>st</sup> or 2 <sup>nd</sup> week of classes	100%
within 3 <sup>rd</sup> or 4 <sup>th</sup> week of classes	80%
within 5 <sup>th</sup> or 6 <sup>th</sup> week of classes	60%
within 7 <sup>th</sup> or 8 <sup>th</sup> week of classes	50%
within 9 <sup>th</sup> or 10 <sup>th</sup> week of classes	40%
within 10 <sup>th</sup> or week of classes	0%

**Refund**

100%
80%
60%
50%
40%
0%

**SATISFACTORY PROGRESS TOWARD A DEGREE**

Students are expected to proceed at a pace which enables them to finish their degree within the appropriate time limit. For undergraduates this is usually eight semesters.

**ACADEMIC PROBATION AND SUSPENSION**

A student whose semester grade point average is below 2.0 (grade of "C") or who falls below a "pace" of 66 2/3% (number of credits earned divided by the number of credits attempted) will be placed on academic probation. If, after the following semester, the semester grade point average is still below 2.0 or the pace is below 66 2/3%, the student may be ineligible for normal advancement or may be suspended. While the College desires to give all students the opportunity to prove themselves, it is not in the best interest of either the student or the College to permit a student to continue indefinitely in educational programs in which they are not producing satisfactory results.

Probation serves as a warning that unless the quality of work improves, the student may be subject to suspension. A student suspended for academic deficiency will not be eligible for readmission until they can demonstrate, under the conditions set for each individual case, their ability to do satisfactory work. In support of the student, the Sam Fox School Registrar's Office will work with the student to develop a plan for success. To succeed, the student must understand the cause(s) of their current situation, identify what needs to change, and implement and review a plan. The student is required to meet regularly with the Associate Dean of Students to review progress. Failure to make these meetings will result in a "HOLD" being placed on the student's record.

**First Academic Probation:** The first time a student qualifies for probation, they are placed on Academic Probation. Students placed on Academic Probation are sent a letter informing them of this action.

**Second Academic Probation:** The second time a student qualifies for probation, they are placed on Second Academic Probation. Students placed on Second Academic Probation are sent a letter informing them of this action. A copy of this letter is sent to the parent(s)/legal guardian(s).

**Special Academic Probation:** A student is placed on Special Academic Probation when their earned semester "pace" or grade point average is below the terms of Satisfactory Academic Progress because of outstanding grades or incompletes. Once all grades are received, their record is reviewed to determine satisfactory or probationary status.

The third time a student qualifies for probation, they will be suspended. A letter is sent to the student and their parent(s)/legal guardian(s) informing them of this action. The student is not allowed to enroll in any classes at Washington University while suspended. If the suspended student would like to return to the university in the future, they must apply, and be approved, for reinstatement. If the student fails to achieve and maintain satisfactory academic progress after reinstatement, they will be dismissed.

No transfer credit will be awarded for courses taken while a student is suspended from Washington University for violations of the University Student Judicial Code or Academic Integrity policy.

**ACADEMIC HONORS**

**Dean's List:** In recognition of exceptional scholarship, first-year, sophomore, junior and senior architecture students who have earned at least 14 credit hours under the letter grade option (excludes courses taken pass/fail or audit) and earned a grade point average of 3.5 or higher during a semester will be cited on the Dean's List.

**Latin Honors:** Graduating students may also be considered for Latin Honors (cum laude, magna cum laude, or summa cum laude) as determined by academic performance.

**INTENT TO GRADUATE**

Every candidate for a degree is required to file an "Intent to Graduate" in WebSTAC in order to participate in Commencement exercises. The deadlines for filing are posted at WebSTAC with the online Intent form.

**MINOR DECLARATION**

Students declare their architecture minor by using the University's online registration system (WebSTAC).

**GRADING FOR MINORS**

Students must receive a grade of "C-" or better to earn credit.

**MINORS**

The requirements for all minors offered by the College of Architecture may be viewed at: <http://samfoxschool.wustl.edu/node/4126>

**Minor in Architecture**

The Minor in Architecture is open to all students at Washington University in St. Louis, regardless of their Major. Students interested in the Minor in Architecture should contact Derek Hoeferlin, the designated Minor Advisor.

**Minor in Architectural History and Theory**

The Minor in Architectural History is open to all students at Washington University in St. Louis, regardless of their Major. Interested students should contact Eric Mumford, the designated Minor Advisor.

**Minor in Landscape Architecture**

The Minor in Landscape Architecture is for students who will be receiving either a Bachelor of Science in Architecture degree or a Bachelor of Arts with a Major in Architecture degree. Interested students should contact Jacqueline Margetts, the designated Minor Advisor.

**Minor in Urban Design**

The Urban Design minor is for students who will be receiving either a Bachelor of Science in Architecture Degree or a Bachelor of Arts with a Major in Architecture degree. Students interested in the Minor in Urban Design should speak directly with Patty Heyda, the designated Minor Advisor.

**Additional Information**

Students should check the current course descriptions carefully to verify their eligibility to enroll in courses that have specific prerequisites. Since the course offerings in architectural history vary each semester, students should consult the current Course Listings and their advisor.

**RETENTION OF STUDENT WORK**

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

# GRADUATE SCHOOL OF ARCHITECTURE & URBAN DESIGN

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**ACADEMIC CALENDAR**

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**STUDENT CONDUCT**

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**ACADEMIC INTEGRITY**

Students and members of the faculty of a university have an obligation to uphold the highest standards of scholarship. Plagiarism or other forms of cheating will not be tolerated. Where a student has violated the integrity of the academic community, an instructor may recommend that the student be brought before the Committee on Academic Integrity. See the "Graduate School of Architecture & Urban Design Academic Integrity Policy" available at [http://www.samfoxschool.wustl.edu/artarch/student\\_resources](http://www.samfoxschool.wustl.edu/artarch/student_resources) for more information.

**UNITS AND GRADES**

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

**GRADE SCALE**

Credit

Grade Points Per Unit

A+	4.0
A	4.0
A-	3.7
B+	3.3
B	3.0
B-	2.7
C+	2.3
C	2.0
C-	1.7
D+	1.3
D	1.0
D-	0.7
F	0.0

**MINIMUM GRADE REQUIREMENT**

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

**MINIMUM GRADE POINT AVERAGE**

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

**INCOMPLETE COURSES**

Students who, following the last day for withdrawal from courses, experience medical or personal problems that make satisfactory completion of course work unlikely may request a grade of Incomplete. Students in such a situation should take the following steps: 1. Contact the instructor before the final review or exam to discuss the request; 2. If the instructor consents, complete an Incomplete Grade Petition signed by both the instructor and the student; and, 3. Return the signed petition to the Sam Fox School Registrar's Office for final approval.

The instructor is under no obligation to award a grade of Incomplete. The Associate Dean of Students must review each request before a grade of Incomplete can be granted. Once granted, a grade of "I" will become a grade of "F" if the deficiency is not made up within the next two semester of residency.

Incomplete marks in all architectural design studio courses (100 to 600 level) *must* be removed by the first day of classes of the following semester. Failure to remove the Incomplete will prevent the student from continuing in another architectural design course.

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

**REMOVAL OF F GRADES**

F grades for a semester may be changed only through the last day of classes of the following semester and then only in extraordinary circumstances. The Director of the Graduate School of Architecture & Urban Design will approve no changes of F grades after this interval.

**REPEATING A COURSE**

When a student retakes a course, both enrollments will show on the transcript. If the second grade is equivalent to or better than the first grade, the first grade may be changed to R indicating the re-enrollment. If the second grade is lower, both grades will stand. Credit towards the degree will be allowed for only one of the enrollments. This policy only applies to courses taken at Washington University.

**MAXIMUM AND MINIMUM LOADS**

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

1. Students enrolled in English Language Support for Architecture Students, A46 100A. Students who are required to take this course will be registered for A46 100A by the Registrar. This course will count for an additional 1.5 credits but will not add to tuition cost, and it will not displace any required architecture courses. The 1.5 credits will not be counted towards the total necessary for completion of the M.Arch degree.

2. Students enrolled in Reading and Writing in Architecture, Landscape Architecture, and Urban Design, A46 100B. Students who are required to take this course will be registered for A46 100B by the Registrar. This course will count for an additional 1.5 credits but will not add to tuition cost, and it will not displace any required architecture courses. The 1.5 credits will not be counted towards the total necessary for completion of the M.Arch, MLA, or MUD degree.

3. Students enrolled in English Support for Concepts & Principles of Architecture, A46 339E. Students who are required to take this course will be registered for A46 339E by the Registrar. This course will count for an additional 1.5 credit but will not add to tuition cost, and it will not displace any required architecture courses. The 1.5 credit will not be counted towards the total necessary for completion of the M.Arch degree.

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

Full-time students must be registered for a minimum of 12 units. Partial load enrollment is possible when circumstances warrant it and requires the permission of the director.

**ADJUSTMENT OF ADMISSION PLACEMENT**

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

**TRANSFER CREDIT**

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

**ELECTIVES**

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

Courses in University College do not count toward degree requirements.

Graduate students may not register for courses in the School of Engineering unless they have been admitted to the Master of Construction Management dual degree program. The only exception is T64 573 Fundamentals of Construction Management, which can be taken as an elective by any graduate student in the Graduate School of Architecture & Urban Design.

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

**SEMINARS**

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

**WORKSHOPS**

Each semester a changing selection of workshops in materials and graphic techniques is offered. Students are encouraged to enroll in these workshops as a supplement to their general curriculum. However, no more than one workshop credit is permitted in any given semester, and no more than three total workshop credits throughout a student's study program, without special permission of the Program Chair.

**PREREQUISITES**

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

**INDEPENDENT STUDY**

Graduate students who wish to enroll in an independent study must submit a petition and written proposal to their sponsoring faculty member, their advisor, and the Program Chair. Approved proposals are due to the Sam Fox Registrar's Office by the course ADD deadline for the semester. Proposals submitted to the Registrar past the deadline will not be considered.

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

**CURRICULAR PRACTICAL TRAINING (CPT)**

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

Students participating in CPT must be enrolled in A46 590, Training and Development in Practice. Students who receive a failing in A46 590 are not eligible to participate in CPT in subsequent summers.

Credits earned for A46 590 will not be counted towards the total necessary for completion of any degree.

Students interested in applying for CPT should contact the the Office for International Students and Scholars (OISS) and the Sam Fox Registrar's Office.

**COURSE ENROLLMENT MINIMUMS**

Each course must have a minimum enrollment of 8 students or it will be canceled.

**ABSENCE RULE**

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

**SATISFACTORY PROGRESS TOWARD A DEGREE**

Students are expected to proceed at a pace which enables them to finish their degree within the appropriate time limit. All students must maintain a "pace" of 66 2/3% (number of credits earned divided by the number of credits attempted).

**ACADEMIC PROBATION**

A master's student in the Graduate School of Architecture & Urban Design will be placed on Academic Probation under any of the following circumstances: a student has a cumulative GPA below 2.7 or a semester GPA below 2.5; a student receives a studio grade below B-; a student fails to make Satisfactory Academic Progress (SAP) as outlined above.

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

Students on Academic Probation must successfully complete all courses for which they are enrolled and earn a semester



GPA of at least 2.7. Successful completion is defined as follows: students must earn a B- or above in studio courses; students must earn a C- or above in all non-studio courses; Incompletes or Withdrawals after the drop deadline are not considered successful completions.

Additional academic expectations will be determined on an individual basis by the Chair of the student's program. A student on Academic Probation who fails to meet the minimum established academic expectations will be reviewed by Faculty Committee and may be dismissed.

A student will be taken off of Academic Probation when all of the following criteria are met: the student has raised his or her cumulative GPA above 2.7; the student has no outstanding Incompletes; the student has successfully retaken and passed all courses for which they had previously received non-passing grades.

#### GRADUATE HONORS

Graduate Honors may be awarded to students receiving the Master of Architecture, Master of Landscape Architecture, or Master of Urban Design degree as determined by academic performance.

#### INTENT TO GRADUATE

Every candidate for a degree is required to file an "Intent to Graduate" in WebSTAC in order to participate in Commencement exercises. The deadlines for filing are posted at WebSTAC with the online Intent form.

#### LEAVE OF ABSENCE (LOA)

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

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

#### Deadline for Spring 2019 Leave of Absence

Last day of Fall classes, December 7, 2018

**Students returning from a Leave of Absence must submit a written letter stating their intention to re-enroll by April 15 (returning in the fall semester) or November 15 (returning in the spring semester).** Withdrawn students requesting re-admission must submit requests by these same deadlines. In the case of a medical Leave of Absence, a letter of clearance is required from the Director of Student Health Services before a student will be permitted to re-enroll.

International students requesting a Leave of Absence must contact their assigned advisor at the Office of International Students & Scholars (OISS) to discuss how their leave might affect his or her visa status.

#### TUITION ADJUSTMENTS/REDUCED CREDITS

Students admitted in the fall of 2013 and beyond must be enrolled full-time in each semester of the Master of Architecture, Master of Landscape Architecture, and Master of Urban Design programs. While students may choose to enroll

for fewer than 12 units during their final semester, they are still required to pay full-time tuition.

#### FINANCIAL OBLIGATIONS

Students are responsible for fulfilling their financial obligations to the university. If a student account becomes overdue, a late payment fee will be assessed and a hold will be placed on the account. Students with a poor payment history may be restricted from utilizing certain payment options or receiving tuition remission until course credit has been earned. Non-payment of tuition and other expenses due the university will be cause for exclusion from class or refusal of graduation, further registration, or transfer of credit. In addition, students are liable for any costs associated with the collection of their unpaid bills, including but not limited to collection agency costs, court costs, and legal fees. Past due amounts can also be reported to a credit bureau.

#### WITHDRAWALS AND REFUNDS

A written request for a refund must be submitted to the Sam Fox School Registrar's Office for consideration. Approval is required to officially withdraw from the University. Tuition adjustments will be processed based on information received and according to the schedule below. Tuition refund checks will be issued only after the 4th week of classes each semester. Materials fees for College of Architecture courses will not be refunded after the 4th week of classes. For any student whose medical condition makes attendance for the balance of the semester impossible or medically inadvisable, the University will make a pro rata refund of tuition, as of the date of withdrawal when that date occurs prior to the 12th week, provided that the condition is verified by the University Student Health and Counseling Service or a private physician. The date of withdrawal may correspond to the date of hospitalization or the date on which the medical condition was determined.

#### Withdrawal Date

within 1<sup>st</sup> or 2<sup>nd</sup> week of classes  
within 3<sup>rd</sup> or 4<sup>th</sup> week of classes  
within 5<sup>th</sup> or 6<sup>th</sup> week of classes  
within 7<sup>th</sup> or 8<sup>th</sup> week of classes  
within 9<sup>th</sup> or 10<sup>th</sup> week of classes  
within 10<sup>th</sup> or week of classes

#### Refund

100%  
80%  
60%  
50%  
40%  
0%

#### RETENTION OF STUDENT WORK

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

#### MASTER OF ARCHITECTURE PLACEMENT

MARCH 3 students are placed at the 317 studio level. MARCH 2+ students are placed at the 419 studio level. MARCH 2 students are placed at the 511 studio level.

Placement is based on the assumption that courses below the student's entry level, equivalent to those required at Washington University, have already been completed. For example, placement at the 511 studio level (MARCH 2) assumes completion of all the courses required at the 317, 318, and 419 studio levels. Students with advanced placement are encouraged to obtain waivers from the appropriate instructors for all lower-level course requirements. If students do not waive lower-level course requirements, they are required to complete them as part of their degree requirements.

#### MARCH 2 Placement

Students accepted into the MARCH 2 program are required to submit waiver materials during the admissions process. In order to be admitted to the MARCH 2 program, students must be able to waive at least 3 of the following courses:

A46 4280 Architectural History I  
A46 4284 Architectural History II  
A46 438 Environmental Systems I  
A46 439 Environmental Systems II  
A46 445 Building Systems

A46 447A Structures I  
A46 448A Structures II

Students who are unable to meet this waiver requirement will instead be placed at the MARCH 2+ level.

#### MARCH 2+ Placement

Students admitted to the MARCH 2+ program must waive at least one of the following courses:

A46 445 Building Systems  
A46 447A Structures I  
A46 4284 Architectural History II  
A46 438 Environmental Systems I

MARCH 2+ students who are unable to waive one of these courses will be required to enroll in A46 447A Structures I and A46 448A Structures II during the the summer following their second semester.

#### MASTER OF ARCHITECTURE COURSE WAIVERS

Regardless of placement level, a student may request that a required course be waived by the appropriate instructor. Any such waiver requires evidence that the student has had adequate exposure to the required material in previous academic experience. Course waivers will only be granted for an equivalent course or combination of courses completed satisfactorily to fulfill NAAB-accredited program requirements. Equivalence is measured in terms of both content and assignments. When a student receives a course waiver, the specific coursework is waived, but the student's unit requirement remains unchanged. Effectively, this allows the student to take an equivalent number of units as general electives.

All graduate students have the opportunity to waive the following courses:

A46 4280 Architectural History I  
A46 4284 Architectural History II  
A46 438 Environmental Systems I  
A46 439 Environmental Systems II  
A46 445 Building Systems  
A46 447A Structures I  
A46 448A Structures II

Students must obtain a waiver prior to the semester in which they would normally be expected to take the course that is being waived. In other words, students may not skip a required course on the assumption that they will receive a waiver for it in the future. There will be two open waiver periods throughout the year:

**June 1<sup>st</sup>** – Incoming MARCH 2 and 2+ students should submit all waiver materials prior to their first semester; incoming MARCH 3 and current students should submit waiver materials for fall semester courses.

**Two Weeks Prior to Fall Advising** – Current students should submit waiver materials for spring semester courses.

During these waiver periods, students may submit their materials to [samfox-archwaivers@email.wustl.edu](mailto:samfox-archwaivers@email.wustl.edu). Materials will be distributed to the waiver review faculty and students will be notified of the result once a decision has been made.

A list of graduate architecture course waiver requirements can be obtained from Audrey Treece in Givens 105.

#### MASTER OF ARCHITECTURE DEGREE - MARCH 3

The MARCH 3 curriculum is a seven-semester, 105-credit, course of study, beginning always in the fall semester.

The March 3 sequence begins with the first core studio (317) and concludes with the Degree Project.

The complete MARCH 3 curriculum may be found at: <http://www.samfoxschool.wustl.edu/node/5722>

#### MASTER OF ARCHITECTURE DEGREE - MARCH 2+

The MARCH 2+ curriculum is a five-semester, 75-credit, advanced placement course of study, beginning always in the fall semester. Students are considered for placement in the MARCH 2+ curriculum on the basis of design portfolio

evaluation and the extent of their undergraduate architectural studies.

The March 2+ sequence begins with the final core studio (419) and concludes with the Degree Project; parallel course work in each of the five semesters matches that of the March 2 curriculum, plus electives selected in consultation with the student's advisor.

The complete MArch 2+ curriculum may be found at found at: <http://www.samfoxschool.wustl.edu/node/5723>

**MASTER OF ARCHITECTURE DEGREE - MArch 2**  
The MArch 2 curriculum is a four-semester, 60-credit, advanced placement course of study, beginning always in the fall semester. Students are considered for placement in the MArch 2 curriculum on the basis of design portfolio evaluation and the extent of their undergraduate architectural studies.

The March 2 sequence begins with the first options studio (511) and concludes with the Degree Project.

The complete MArch 2 curriculum may be found at: <http://www.samfoxschool.wustl.edu/node/5724>

**MASTER OF ARCHITECTURE GRADE REQUIREMENT IN THE GRADUATE CORE**  
Entry into the vertical/topical studio sequence in the Master of Architecture graduate program will be predicated on the following:

Students in the MArch 3 program must receive a minimum of two grades of B- in the three-semester studio core. Students who do not fulfill this minimum requirement after three semesters will be permitted to repeat the 419 studio the following year. If a student still has not fulfilled the two B- requirement after repeating the 419 studio, the student's status in the school will be determined by a committee of the faculty.

Students who receive less than a B- in both the 317 and 318 studios will not be permitted to take the 419 studio. Their status in the school will be determined by a committee of the faculty.

Students in the MArch 2+ program are required to receive a minimum grade of B- in the 419 studio. If a student does not receive a B- grade or better in the 419 studio, they will be permitted to repeat the 419 studio the following year. If a student has not received a B- or better after repeating the 419 studio, the student's status in the school will be determined by a committee of the faculty.

**MASTER OF ARCHITECTURE COMPREHENSIVE STUDIO REQUIREMENT**  
All Master of Architecture graduate students must take one Comprehensive Options Studio (as designated in the semester Director's Letter) before entering Degree Project.

**MASTER OF ARCHITECTURE DEGREE PROJECT**  
In order to enroll in Degree Project (A46 616), students must have a minimum cumulative grade point average of 2.7. Degree Project must be completed in a student's final semester. Students should not register for additional course work once Degree Project has been completed. Students should plan to complete all outstanding degree requirements during their Degree Project semester.

Any exceptions to the Degree Project studio requirement must be approved in writing by the Program Chair for graduate architecture.

**MASTER OF ARCHITECTURE DEGREE PROJECT GRADE REQUIREMENT**  
Graduate students wishing to take A46 616 Degree Project must have earned a grade of B- or better in two of the preceding three studios, with at least a grade of C- in the third.

**MASTER OF URBAN DESIGN DEGREE**

Those students holding a professional degree or the equivalent in architecture, city planning, or landscape architecture, may apply for admission to the program leading to the Master of Urban Design degree. This degree is awarded upon completion of a one-year (three semester) graduate curriculum devoted to urban design.

Candidates for the MUD degree are required to complete a total of 42 units of credit. Coursework covers history/theory of urban form, urban sustainability, morphology and metabolism of urban form, real estate development, landscape urbanism, infrastructural urbanism, regulating controls and zoning, and community development, and are spread over the fall and spring semesters. In addition to the coursework, three urban design studios (inclusive of a 1-2 week field trip in the spring semester and an immersion international traveling summer studio) are required. Students are also required to participate in two workshops, one in St. Louis and the other an international workshop, over spring break.

The complete MUD curriculum may be found at: <http://www.samfoxschool.wustl.edu/node/6785>

**MASTER OF URBAN DESIGN STUDIO GRADE REQUIREMENT**

A MUD student wishing to take the summer urban design studio (714) must have earned a minimum average grade of B- or better in the first two urban design studios (711 & 713). Students who do not fulfill this minimum requirement must repeat 711 and/or 713. If a student has not fulfilled this minimum requirement after repeating 711 and/or 713, the student's status in the school will be determined by a committee of the faculty.

**MASTER OF URBAN DESIGN COMBINED DEGREE PROGRAMS**

The MUD program offers a series of combined degree programs including:

- MUD/Master of Architecture
- MUD/Master of Landscape Architecture
- MUD/Master of Social Work
- MUD/Master of Public Health
- MUD/with Certificate in Public Health
- MUD/Master of Business Administration
- MUD/with Certificate in International Studies

These combined degree programs are of particular value to those who want to pursue an interdisciplinary approach to architecture and urban design, as well as preparing the student for a wide array of diverse career opportunities.

**MASTER OF LANDSCAPE ARCHITECTURE DEGREE - MLA 3**

The MLA 3 curriculum is a six-semester, 90-credit, course of study, beginning always in the fall semester.

The complete MLA 3 curriculum may be found at: <http://www.samfoxschool.wustl.edu/node/4507>

**MASTER OF LANDSCAPE ARCHITECTURE DEGREE - MLA 2**

The MLA 2 curriculum is a four-semester, 60-credit, course of study, beginning always in the fall semester.

The complete MLA 2 curriculum may be found at: <http://www.samfoxschool.wustl.edu/node/4508>

**MASTER OF LANDSCAPE ARCHITECTURE COMPREHENSIVE STUDIO REQUIREMENT**

All Master of Landscape Architecture students (including dual degree students) must take at least one landscape architecture comprehensive studio (A48 601 or A48 602).

Students must achieve a minimum average grade of B- in the core sequence in order to enter the comprehensive studio sequence. Students who do not fulfill this requirement may be permitted to repeat the 501 or the 502 studio. If a student still fails to meet the B- average after taking an additional 500-level studio, the student's status will be determined by Faculty Committee.

**MASTER OF LANDSCAPE ARCHITECTURE**

**THESIS STUDIO REQUIREMENT**

Students who wish to take the Landscape Architecture Thesis Studio must have earned a grade of B or better in two of the preceding three studios, with at least a grade of C in the third.

**MASTER OF SCIENCE IN ADVANCED ARCHITECTURAL DESIGN**

This 36-credit, three-semester program (previously titled MArch 1) allows individuals already holding NAAB-accredited professional degrees in architecture to pursue advanced design studies, research, and teaching preparation. Schedules for students in this program are varied and highly individual but will include an advanced design studio in each semester. This program leads to a post-professional Master of Science in Advanced Architectural Design.

**MASTER OF SCIENCE IN ARCHITECTURAL STUDIES**

This post-professional degree program provides students the opportunity to engage in research specialization or focus beyond that possible within the professional degree programs. Two concentrations are currently available: Architectural Pedagogy, and the History and Culture of Architecture.

Admission requires an application that includes a portfolio, transcripts, a statement of purpose with a specific research focus for the proposed program of study, and three letters of recommendation. Admission to this Master of Science program requires a faculty member to accept responsibility as the Academic Advisor who supervises the proposed course work and thesis.

Mandatory Thesis or Project	6
Research Preparation	3
Seminars, Directed Research, Independent Study	21
Total Units	30

\*A maximum of 15 credits can be "double-counted" for both the MArch, MLA, or MUD program and the Master of Science program. Decisions regarding course credit to be "double-counted" will be made by the Academic Advisor.

**GRADUATE SCHOOL OF ARCHITECTURE & URBAN DESIGN DUAL DEGREES**

For graduate students who want to broaden their education at the graduate and post-professional levels, the Graduate School of Architecture & Urban Design offers several dual degree programs in conjunction with other divisions of Washington University in St. Louis. To apply for a dual degree program, students must submit separate applications to both programs. Each program makes admission decisions independently.

To learn more about the dual degree programs currently available to graduate architecture students, go to <http://samfoxschool.wustl.edu/node/4114>.

Master of Urban Design/Master of Architecture (MUD/MArch)

Master of Landscape Architecture/Master of Architecture (MLA/MArch)

Master of Landscape Architecture/Master of Urban Design (MLA/MUD)

Master of Business Administration/Master of Architecture (MBA/MArch)

Master of Construction Management/Master of Architecture (MCM/MArch)

Master of Social Work/Master of Architecture (MSW/MArch)

**DOCTOR OF SUSTAINABLE URBANISM DEGREE**

The Doctor of Sustainable Urbanism curriculum is a six-semester, 72-credit, course of study, beginning always in the fall semester. Students may be enrolled for an additional 1-2 years in order to complete the Dissertation.

The complete Dr.SU curriculum may be found at:  
<http://samfoxschool.wustl.edu/node/10829>.

#### MINIMUM GRADE POINT AVERAGE

Doctoral students are required to have a minimum grade point average of 3.0 in order to graduate.

#### ELECTIVES

In order to count as a Required Elective for the Doctor of Sustainable Urbanism, a course must be at the 400 level or above. Required Electives must be approved by the student's academic advisor.

Undergraduate courses (399 and below), University College courses, and courses taken with the Pass/Fail or audit grade options do not count in cumulative units required for the degree.

#### SATISFACTORY PROGRESS TOWARD A DEGREE

Students in the Doctor of Sustainable Urbanism program have five calendar years to complete degree requirements.

Students are expected to proceed at a pace appropriate to enable them to finish within the time limits noted above.

Students are expected not to carry at one time any more than 6 units of incomplete, N or X grades. Students with more than 6 unfinished units may be denied permission to register.

Progress toward the Doctor of Sustainable Urbanism is contingent upon passing General Examinations Part One and Part Two.

After three years of full-time graduate study, students who cannot identify three faculty members who are willing to serve on their Dissertation Defense Committee will be considered to not be making satisfactory academic progress.

#### ACADEMIC PROBATION

A doctoral student will be placed on Academic Probation under any of the following circumstances: a student has a cumulative GPA below 3.0 or a semester GPA below 2.7; a student receives a non-passing grade; a student fails to make Satisfactory Academic Progress (SAP) as outlined above.

Students on Academic Probation must successfully complete all courses for which they are enrolled and earn a semester GPA of at least 3.0. Successful completion is defined as follows: students must earn the minimum passing grade for each course; Incompletes or Withdrawals after the drop deadline are not considered successful completions.

Additional academic expectations will be determined on an individual basis by the Chair of the student's program. A student on Academic Probation who fails to meet the minimum established academic expectations will be reviewed by Faculty Committee and may be dismissed.

A student will be taken off of Academic Probation when all of the following criteria are met: the student has raised his or her cumulative GPA above 3.0; the student has no outstanding Incompletes; the student has successfully retaken and passed all courses for which they had previously received non-passing grades.