2013-14
GRADUATE PROGRAM HANDBOOK

"Lee 3 green roof," Thomas Phifer & Partners with McMillian Pazdan Smith Architecture (photo P. Laurence)
Groundbreaking, April 23, 2010. Occupancy, Jan. 3, 2012.

CLEMSON®
School of ARCHITECTURE

UPDATED 15 AUGUST 2013

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EMERGENCY CONTACTS

Campus Police

Report security issues to Campus Police immediately.
Report plumbing/flooding or similar problems after hours to Campus Police.
Campus Police, local call: 656-2222
Campus Police, from university phone: 2222
Campus Police, from mobile phone: (864) 656-2222

Lee Hall Building Problems

Richard Woodward, Facilities Manager
Lee 2-151 • woodwar@clemson.edu • 656-7699

Police and Fire

Dial 911

Hospital Emergency Rooms

See http://www.clemson.edu/campus-life/campus-services/redfern/emergencies.html.

IMPORTANT LINKS

School of Architecture

The School of Architecture www.clemson.edu/architecture

The Graduate School

The Graduate School www.grad.clemson.edu

A-Z Graduate School Index www.grad.clemson.edu/GradIndex.php

Graduate School and Student Policies http://gradspace.editme.com/Policies

Graduate School Admissions Policies http://gradspace.editme.com/admissionsindex

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Graduate Catalog www.registrar.clemson.edu/html/catalogGrad.htm

Graduate School Staff and Administration www.grad.clemson.edu/Staff.php

Information for Graduate Students www.grad.clemson.edu/current_students/

International Students www.grad.clemson.edu/newly_accepted/International.php

International Services www.clemson.edu/administration/ia/services/students/new-students.html

Important Graduate Student Forms www.grad.clemson.edu/forms/GeneralForms.php

GS2 Plan of Study Form http://grad.clemson.edu/forms/pdf/GS2_fillable.pdf?PHPSESSID=pirne08par0ocbr00be8jq2314

Graduation http://gradspace.editme.com/AcademicRegulationsDthruZ#graduation

Graduation Deadlines www.grad.clemson.edu/Deadlines.php

The University

A-Z University Index www.clemson.edu/site-index

Academic Calendar www.registrar.clemson.edu/html/Acad_Cal.htm

Schedule of Classes http://soc.clemson.edu

University Policies www.clemson.edu/administration/student-affairs/student-handbook/universitypolicies/index.html

Graduation http://gradspace.editme.com/AcademicRegulationsDthruZ#graduation

Michelin Career Center http://career.clemson.edu

INTRODUCTION

Welcome to the School of Architecture Graduate Program

Welcome to the Graduate Program of the School of Architecture at Clemson University! On behalf of the students and faculty, we are pleased that you have joined us as a friend and colleague.

The Graduate Program trains and educates students in the discipline and practice of architecture. Following the standards of the National Architectural Accrediting Board (NAAB, www.naab.org), it awards the Master of Architecture (M. Arch.) degree necessary for professional licensure and prepares the graduate to enter the world of professional practice. The program offers a concentration in Architecture and Health within the M. Arch. degree, and opportunities to live and learn in a number of off-campus study centers. It also offers opportunities for research, awarding a Master of Science degree that prepares students for doctoral work or other advanced research. For additional accrediting information, see http://www.clemson.edu/caah/architecture/about/accreditation.html.

The Graduate Program seeks to invest all of its graduates with the inheritance of an ancient profession and with a sense of responsibility to the needs of present and future generations, including stewardship of the built environment. With the overarching mission for Clemson University articulated by university president and architect Jim Barker, FAIA in mind, the school seeks to develop students prepared to succeed in today's world, to drive problem-solving innovations, and to serve the public good.

The School of Architecture Graduate Program Handbook

This handbook is intended to provide you with useful information and links to helpful resources that will enhance your experience as a graduate student. It is also intended to familiarize you with requirements, policies, and procedures that govern the Graduate Program and to describe the duties and responsibilities of graduate students at Clemson University and in the School of Architecture. The information presented here is important, and each student is expected to read this handbook and to be familiar with its contents.

The Graduate Program of the School of Architecture is part of the Graduate School at Clemson University, located in E-108 Martin Hall. The guidelines provided in this handbook were developed in conjunction with the Graduate School. Please be aware that this Graduate Program Handbook is a supplement to the fundamental requirements, policies, and procedures that govern all graduate students at Clemson University, which are described in the *Graduate School Announcements*, available at www.registrar.clemson.edu/html/catalogGrad.htm and on the Graduate School website (http://gradspace.editme.com/Policies).

Please familiarize yourself with the contents of this handbook and the *Graduate School Announcements*, so that you will know where to turn for common questions and useful resources. Also visit the Graduate School website and its area for student information at http://www.grad.clemson.edu/current_students/. These resources will make you a more informed student, which will greatly enhance your years in the Graduate Program.

Graduate Program Coordinators

Peter L. Laurence, Ph.D., Graduate Program Director and Graduate Advisor
Lee 3-133 Lee Hall • plauren@clemson.edu • 656-1499

Your Program Director is your first contact should any issue arise regarding your academic progress or the program curriculum. The Program Director serves as the Major Advisor for all graduate students in the Two-Year and Three-Year general M. Arch. programs; evaluates graduate transfer credits and substitutions; and signs Graduate School forms as needed for students as Major Advisor. The Program Director oversees the regulations and procedures of the program and coordinates curriculum updates. Along with other graduate faculty, the Program Director also serves on the Graduate Admissions Committee, and participates in recruiting activities. See the Handbook sections on curriculum and other related matters in the pages that follow for more information.

David Allison, FAIA, ACHA, Graduate Studies in Architecture + Health Program Director and Advisor
Lee 2-144 Lee Hall • adavid@clemson.edu • 656-3897

If you are an M. Arch. student in the Architecture + Health Program, the Director of the Architecture + Health Program is your program director, primary point of contact, and academic advisor. The A+H Graduate Program Director serves on the Graduate Admissions Committee, participates in recruiting activities for A+H, and works with the general Graduate Program Director to advise students and coordinate the curriculum of the general graduate program and the Architecture + Health concentration. See the Handbook sections on A+H curriculum and other related matters in the pages that follow for more information.

Michelle McLane, Student Services Coordinator
Lee 3-129 Lee Hall • wking@clemson.edu • 656-3938

The Student Services Coordinator is your primary contact for matters such as student status, assistantships, financial and registration matters, and similar student services issues. If you are an international student, the Student Services Coordinator is your liaison with the university's Office of International Affairs. See the Handbook sections on student status, assistantships, fellowships, and related matters in the pages that follow for more information.

Regina Foster, Off-Campus Studies Director
Lee 1-151 • rkomo@clemson.edu • 656-3636

Together with the Student Services Coordinator, the Off-Campus Studies Director will assist you with many aspects of your off-campus study experience, including financial matters, visa, and travel arrangements. See the Handbook section on Off-Campus Study for more information.

We welcome you to the School of Architecture's Graduate Program. We all wish you success at every stage of your graduate academic journey!

ENTERING THE GRADUATE PROGRAM

Degree Tracks and Prerequisites

The School of Architecture's Graduate Program offers the following Master of Architecture (M. Arch.) and Master of Science (M.S.) degree tracks and programs:

Three-Year, M. Arch. I degree track

The Three-Year, 90 credit hour track is a first professional degree track for students without an undergraduate degree in architecture or other qualifying pre-professional undergraduate design degree. Although there are no architectural curriculum prerequisites for M. Arch. I students, applicants are admitted in part on the basis of evidence of design ability as revealed in their application portfolio. Three-Year students should also anticipate an intense first year; in their second year they will join peers whom entered the program with undergraduate studies in architecture.

Two-Year, M. Arch. II degree track

The Two-Year, 60 credit hour track is for students with a pre-professional undergraduate degree in architecture. Two-Year M. Arch. students must have a pre-professional architecture background at least equivalent to that required for the Bachelor's degree in architecture at Clemson and must present evidence of such competence via transcripts, etc. Upper-level graduate courses may presume a working knowledge of corresponding undergraduate material.

Three-Year, M. Arch. I with Architecture + Health concentration

The Three-Year, 91 credit hour track with an Architecture + Health concentration is for those admitted into the Architecture + Health Program at the time of admission. It is comparable to the non-specialized M. Arch. I track. Degree candidates are approved by the director of the Architecture + Health program. The First Year of the M. Arch. I A+H degree track is the same for all M. Arch. I students and the same prerequisites and expectations apply. In Year Two, students move into the A+H studio and specialized coursework. The A+H program requires a summer internship for a minimum of 1 credit hour.

Two-Year M. Arch. II with Architecture + Health concentration

The Two-Year, 61 credit hour track with an Architecture + Health concentration is for students accepted into the Architecture + Health Program at the time of admission with an undergraduate degree in architecture or another acceptable pre-professional, undergraduate design degree. It is comparable to the non-specialized M. Arch. II track although coursework, both studios and seminars, is focused on architecture and health issues. Degree candidates are approved by the director of the Architecture + Health program. The same prerequisites and expectations as noted above for M. Arch. II track apply. The A+H program also requires a summer internship for a minimum of 1 credit hour.

Master of Science in Architecture

The Master of Science in Architecture degree is earned for a minimum of 30 credit hours

(24-credit hours plus 6 credit hour thesis) and is intended for students who hold a M. Arch. degree and who have a research proposal that fits with the research agenda or expertise of a Major Advisor whom agrees to work with the student for the duration of their studies. The M.S. in Architecture is sometimes the first step toward a Ph.D. The MS degree has several potential areas of study focus, including Architecture + Health, Intelligent Materials, Systems and Environments, and Community Design-Build.

The MS student's course of study is determined by the student in consultation with the Major Advisor. An Advisory Committee provides additional guidance and oversight.

General Admission Requirements

Our Graduate Admissions webpage has extensive information about the application and admissions process. See http://www.clemson.edu/caah/architecture/graduate-students/graduate-admissions.html.

Minimum requirements to be considered for admission to graduate study in the School of Architecture's Graduate Program generally follow those of the Graduate School. Minimum requirements include at least a four-year Bachelor's degree from an institution whose scholastic rating is satisfactory to the university, high quality of previous academic record, and satisfactory scores on the Graduate Record Exam (GRE). For more information about Graduate School admissions, see the Graduate School Announcements at www.registrar.clemson.edu/html/catalogGrad.htm.

Admission to graduate studies in the School of Architecture begins with your submission of an official application to the Clemson University Graduate School via their website at www.grad.clemson.edu/Admission.php.

The deadline of applications is January 15 for admission in the next full academic year beginning in August. (For the benefit of international students, the academic year is two semesters, with the first semester beginning in August and concluding in December, and the second semester beginning in January and concluding in May.) See the University calendar at http://www.clemson.edu/calendar/main.php?calendar=default.

Although transfer students from other M. Arch. programs may be considered (see Transfer Credits below), there are no mid-year (spring) admissions.

Upon receipt of all admission materials, your application will be reviewed by the Graduate Admissions Committee. Applicants must meet all admission requirements of the Graduate School, the School of Architecture, and the Graduate Program in Architecture before official acceptance will be granted.

Admission Procedures

For information about applying to graduate studies at Clemson, see www.grad.clemson.edu/Admission.php and http://gradspace.editme.com/Admissions.

The Graduate Program in Architecture can admit only a fraction of its applicants. Admission to the program is therefore competitive, with admission restricted to those applicants whose academic record, test scores, and perceived design ability indicates a high potential to be

successful in graduate studies in architecture. This determination is made by an Admissions Committee comprised of graduate faculty. The critical factors used to arrive at this determination include the applicant's design portfolio, previous academic performance (GPA), and GRE test scores.

For applicants to the **Architecture + Health concentration** within the M. Arch. degree option, the applicant must designate this as an area of concentration on the application form. Architecture + Health applications are first reviewed by the School of Architecture Admissions Committee. Those deemed acceptable for admission into the School of Architecture Graduate Program are then reviewed for admission into the concentration by the Architecture + Health Program Director in consultation with Architecture + Health faculty. Space is limited in the A+H concentration and therefore some students accepted into Architecture may not be accepted into Architecture + Health. These applicants will be placed on a wait list for the Architecture + Health concentration.

Applicants to the **Master of Science in Architecture** program should contact a potential Major Advisor in advance of applying, and should indicate this in their personal statement and research intentions. If no faculty member is willing to serve as a Major Advisor, the applicant will not be admitted.

International Students

For general information, visit the Office of International Affairs website at

www.clemson.edu/administration/ia/services/students/prospective.html.

US 4.0 GPA

International applicants must provide an accurate conversion of their grade point average to the US 4.0 system. Applications that do not provide a GPA conversion or provide an inaccurate conversion may be rejected. World Education Services provides at GPA calculator at https://www.wes.org/calculator/login.asp.

Language Proficiency

The Graduate Program in Architecture welcomes international applicants with strong English language proficiency. A TOEFL score of 90 and above suggests the level of proficiency needed to successfully listen, present, write, and collaborate in group work in English. The faculty admires the challenge undertaken by international students in studying in a non-native language, but unfortunately the curricular demands of the Master of Architecture program cannot accommodate simultaneous English language study. If your Major Advisor, in consultation with your other faculty, determine that English language proficiency is not adequate to the requirements of understanding and engaging fully, you may be required to complete additional English language instruction before continuing with your degree coursework, although this may delay your graduation.

Application Integrity

Falsification of any part of the application is grounds for rejection of the application prior to admission and expulsion from the Graduate Program after admission. Falsified documents

include personal statements or essays not written by the applicant; plagiarized or misrepresented design work; letters of recommendation not written by the recommender; misrepresentation of any awards or accomplishments; falsification of transcripts, financial aid information, or any other part of the application.

Costs

For current tuition and fees, see http://grad.clemson.edu/programs/tuition.php.

Additional fees may apply to Off-Campus study, in addition to higher costs of living for accommodations, currency exchange rates, etc. Review the "Fluid Campus" webpage at http://www.clemson.edu/caah/architecture/fluid-campus/index.html or contact the Off-Campus Studies Director for more information about off-campus study costs.

For more information about academic costs, financial aid and making payments, contact the Office of Student Financial Aid, G-01 Sikes Hall, (864) 656-2280, or the Bursar's Office, G-08 Sikes Hall, (864) 656-2321.

As an architecture student, please also note that you will need to develop a personal budget for the costs of printing drawings on a regular basis, purchasing modeling supplies, and purchasing an adequate computer and design software (including Adobe design software) not supplied through university licenses. See later sections on computers and software.

Financial Assistance and Assistantships

For financial assistance, see http://www.clemson.edu/financial-aid/.

The School of Architecture has limited funds available for financial assistance in the form of assistantships. See Assistantships in the next section of this handbook.

Assistantships are awarded on a competitive basis to qualified students, based on academic performance and other evidence of abilities suited to employment as a teaching, research, or administrative assistant. Assistantships are not scholarships; they require satisfactory service to the school in return for the financial support.

New students are automatically considered for assistantships at the time of admission without application. Assistantship offers to prospective students are made on the basis of standing in the applicant pool and other evidence of abilities as noted above.

Assistantships are offered to continuing students annually by application. Awards are based on academic performance and standing and other evidence of abilities suited to departmental service.

Assistantships are for one academic year (two semesters) and are offered in advance of an academic year. Except in unusual circumstances, assistantships will not be available again until the following year. An annual announcement of available assistantships is made by email prior to the start of the upcoming academic year, usually during the summer.

Graduate assistantships in architecture include a tuition waiver [students must pay enrollment fees], a stipend, and involve 10 hours of work per week during the academic year.

Graduate students are eligible for financial support if they are (1) enrolled in full-time graduate studies, (2) in good academic standing (i.e., not on probation), and (3) making satisfactory progress toward their degree. To receive the reduced tuition and fees for a particular semester, a qualified student must be on the department payroll by end of the second week of that semester. As with any employment, assistants must perform their responsibilities with diligence and in a professional manner.

Assistantships are employment and the school has various employment needs in its different geographic centers. Assistantships are geographically determined; off-campus programs, being smaller than the main campus, have fewer assistantship needs. Assistantship offers are therefore most often related to work on the main campus in Clemson, although there are typically one or two employment opportunities in each off-campus center each semester. In some cases a student awarded an assistantship may fill the position in an off-campus center; in other cases this will not be possible and a student may be required to forgo either the assistantship or off-campus study for one semester.

Assistantship Paperwork and Record-Keeping

Assistants must keep accurate records. You must report to the departmental staff at the beginning of your assistantship and complete the following forms: information sheet, tax forms (federal and state), and I-9 Form. You will need to provide proof of nationality, Social Security number, age, etc. (usually by way of a passport, driver's license, birth certificate or Social Security card).

Assistants must fulfill all of the responsibilities described by their faculty or staff supervisors, must work the requisite number of hours, and must keep a timesheet. The timesheet must be signed by the supervisor and given to the Student Services Coordinator or department accountant before payment will be issued. Assistants who do not fulfill their obligations or work the requisite number of hours are liable to lose the assistantship award.

Computer and Digital Technologies Proficiencies

The Graduate Program in Architecture has no formal requirements for computer literacy or competency. However, the use of computers and competency in various software programs will be necessary in many graduate courses and each graduate student is expected to be proficient in the use of digital computers and familiar word processing and presentation software such as Microsoft Word, PowerPoint, Adobe Photoshop, and Adobe Illustrator. Additional competency in software such as the AutoDesk suite of products, Rhino, and REVIT will be expected in upper level studios.

From the start, graduate students are expected to be proactive and independent in acquiring digital technology skills. Digital technologies are tools, and these tools are continually changing, and will continue to change through your educational and professional careers. For this reason, School of Architecture curriculum does not typically include training in software.

Workshops in various programs are provided by Clemson Computing and Information Technology (CCIT).

See http://www.clemson.edu/ccit/learning_tech/computer_training/index.html.

Workshops are sometimes offered or arranged by the School of Architecture to help students

gain technological competency.

Tri-County Technical College (www.tctc.edu), located a few miles from campus in Pendleton, also offers evening and day classes in CAD in spring, summer, and fall.

Foreign Language Requirement

The Master of Architecture does not have a foreign language requirement. However, students who will be studying in the overseas study centers (i.e., Genoa or Barcelona) are strongly encouraged to study the local language (i.e., Italian or Catalan) in order to make the most of the experience.

Transfer Credits

See the Transfer Credits and Course Substitutions section in the next section.

Duplication of Degrees

The holder of a Master's degree in a given field, received at another institution, may not become a candidate for another master's degree in the same field at Clemson.

South Carolina Residency

Many students are interested in establishing residency in South Carolina for the purpose of paying in-state tuition. For more information, see www.clemson.edu/SCResident. Questions should be addressed to the Office of Residency Classification, G-01 Sikes Hall, (864) 656-2281.

Clemson University (CU) Student ID, Username, and "TigerOne" Card

CUID

When you are accepted into the Graduate School, you will be issued a unique student identification number as part of your admissions acceptance packet. Your student ID is a 9-digit number you will use on forms and other official University business. It is often referred to as your "CUID".

Username and CU Email Account

Also upon acceptance, you will be assigned a Clemson University computer user identification. This is a permanent, unique-to-you identifier that you will use every time you access the Clemson computer network. You may see or hear it referred to as your "username" or "USERID". Your username is a 4-8 character identification that generally consists of some part of your first and/or last name and designates your official Clemson University email address (for example, Jones2@clemson.edu, where "Jones2" is the username). Your username gives you access to University systems such as Webmail, MyCLE/Blackboard, and the iRoar system. You may also need to use your student username to access department-specific networks and files.

New students should begin to use and check their CU email account as soon as they receive their user name. Your CU email account will be the official means of electronic

communication during your enrollment at Clemson and students are required to check this email account for messages on a regular basis.

TigerOne Card

Soon after you arrive, you will want to obtain your TigerOne Card, your official Clemson University photo ID card. See http://www.clemson.edu/campus-life/campus-services/tigerone/.

The iRoar System

iRoar is Clemson University's new (2013) information system. It is your portal for your university account, course registration, and academic progress. See http://iroar.clemson.edu.

"Blackboard"

Blackboard is an internet portal to your courses and other university services. See http://bb.clemson.edu.

University Employee Enrollment

With the approval of the appropriate Dean or Director, a qualified employee of Clemson University may pursue graduate work for credit. For more information, see http://gradspace.editme.com/admissionsinformation#employees.

Housing and Student Life

Housing

Most graduate students choose to live off-campus in private rental apartments. The City of Clemson and neighboring towns offer students a host of off-campus housing choices in a wide range of prices. If you search the internet you will find many options. See http://www.grad.clemson.edu/newly_accepted/index_clemson.php?check=housing.

See also http://clemsonoffcampus.com/.

However, it is not recommended to lease an apartment or house without seeing it, and the best source of information about housing is other graduate students.

International students should anticipate differences in legal agreements and procedures from what they may be used to. Note that some apartments, for example, do not include utilities (electric, water, phone, cable) as part of your lease agreement. You may need to make arrangements to have services connected by contacting the utility companies directly; your property manager/landlord should be able to provide you with the appropriate contact information.

For those who prefer to live in university housing, new graduate students are housed on-campus as space permits, after all continuing student and freshman assignments are completed. The University has a small community of two-person apartments in Thornhill Village for single (unmarried) graduate students. In addition, single graduate students may request to live in other areas on campus, as space permits. Graduate students should call the

Housing Office at (864) 656-2295.

Transportation, Cars, and Parking

Clemson University is a suburban campus where most students commute by car and find themselves very car-dependent in many aspects of daily life. To park a car on campus, you must purchase a parking permit sticker from Parking Services and park in designated parking lots. See http://www.clemson.edu/campus-life/campus-services/parking/.

Be prepared for a shortage of nearby parking spaces during peak hours. If you are arriving to campus to go to class or studio, please anticipate the shortage of nearby parking spaces, locate remote parking options, and arrive in time for a few minute walk.

If you find a place to live near campus, walking or bicycle commuting is sometimes an option, as is the public CAT Bus (see below).

CAT Bus

The Clemson Area Transit Service, known as the CAT Bus, is a free bus service provided by the City of Clemson. It offers fare-free shuttles around campus and around the area, including service to Anderson, Central and Seneca. For route information, visit their website at www.catbus.com.

Groceries, Services, and Shopping

The Clemson area offers a variety of shopping opportunities. There are several grocery stores, banks, commercial laundries, general stores, and drug stores within just a few miles of campus, many of which are accessible by foot, bicycle or CAT Bus. A wide range of restaurants are also available downtown and along Tiger Boulevard. In Central, a few minutes drive east of Clemson, there is a Walmart. The City of Anderson, a twenty-minute drive south of Clemson, has a Target store and other shopping options. Greenville, a thirty-five minute drive east, has an even greater variety of shopping, dining, and entertainment options.

Graduate School and Graduate Program Student Orientations

Graduate School Orientation and International Student Orientation

All graduate students are required to attend the Graduate School orientation held before classes start in the fall. An International Graduate Student Orientation provides additional information that is important and valuable to those less familiar with the US university system.

Graduate Program in Architecture Orientation

The Graduate Program in Architecture also provides an orientation at the start of each fall semester that you must attend. The date, time, and location of the orientations will be announced on the School websites or by email.

WORKING THROUGH THE PROGRAM

Graduate Architecture Studio Culture, Expectations, and Responsibilities

Graduate students who pursued undergraduate studies in architecture may already be familiar with the rigors of architectural education. Both continuing M. Arch. II students and M. Arch. I students new to the architecture studio can expect a very demanding and personally challenging experience in graduate school. Design problems such as those undertaken in the architecture studio have been described as "wicked problems"—they are problems with many variables and no easy solutions. *Wicked problems* are never truly and finally *solved*. Ambitious student designers, like design professionals, will therefore find themselves putting all available time into the effort—evenings, nights, and weekends. Moreover, graduate school is not the same as undergraduate education. Therefore, neither new Two-Year students nor new Three-Year students should underestimate the task. Prepare for a complete commitment.

The greatest challenges in graduate school tend to be personal—managing your time, managing stress, improving your skills, and generally finding your own direction and meaning in academic and ultimately professional architectural practice. Students who are open-minded, generous, and willing to learn, but who, at the same time, have their own interests, pursuits, and projects will likely find the greatest success in graduate school.

Beyond this, it goes almost without saying that the faculty expects you to approach your graduate study in the most dedicated and professional manner. You should treat your fellow students and your instructors in the most respectful and collegial manner. You should expect to work closely with fellow students and instructors throughout your years in the graduate program and expect to frequently work in teams. This manner of working will prepare you for similar work in professional practice, where design projects are frequently organized into project teams.

Making the Most of It: Graduate Study as a Design Project

Consider your overall graduate study as a single design project. What will you do with it? What will you learn and what skills and expertise will you develop over these individual studio projects, semesters, and years? Will you accept the projects and problems given to you passively, or will you find ways to develop and pursue your own interests within the parameters given?

These questions are similar to those that professional architects face when they encounter a client who thinks they know exactly what they want, and when they face the other parameters of the program and site. As the work of many successful architects shows, a wide range of design projects can be used to explore an almost limitless range of design ideas, regardless of the site or program.

Without the constraints of professional practice, graduate study is an even greater opportunity to develop individual interests. Students are therefore encouraged to develop and pursue their individual research interests throughout their studio projects, whether representational skills, design ideas, or technical development. As in professional practice, this can be done even when the "client" (faculty), program, site, or other parameters are given.

Graduate School Policies

The School of Architecture's graduate programs—the M. Arch., Architecture + Health, and MS programs—are guided by Clemson University's Graduate School policies. The guidelines provided in this handbook were developed in conjunction with the Graduate School. Please be aware that this Graduate Program Handbook is a supplement to the fundamental requirements, policies, and procedures that govern all graduate students at Clemson University, which are described in the *Graduate School Announcements*, available at www.registrar.clemson.edu/html/catalogGrad.htm and on the Graduate School website at http://gradspace.editme.com/Policies.

When reading about Graduate School policies, please note that graduate students at Clemson include M. Arch. students, MS students, Ph.D. students, and students from many other departments and disciplines. The various types of graduate students have different curricula and plans of study, so some policies may not apply to your program. Check with your Major Advisor if you have any questions about Graduate School policies.

Academic Integrity

A university is a community of scholars dedicated to the inquiry into knowledge. It follows as a basic tenet that students will conduct themselves with integrity in academic pursuits. In instances where the academic standards may have been compromised, Clemson University has a responsibility to protect this process and to respond appropriately and expeditiously to charges of academic misconduct.

The awarding of an advanced degree does not merely attest to completion of academic requirements in courses, seminars and research activities, but also to the acquisition of acceptable professional standards, including standards of ethics. Violations of professional standards may result in disciplinary action, including dismissal from the program.

Clemson University's Official Academic Integrity Statement

As members of the Clemson University community, we have inherited Thomas Green Clemson's vision of this institution as a "high seminary of learning." Fundamental to this vision is a mutual commitment to truthfulness, honor, and responsibility, without which we cannot earn the trust and respect of others. Furthermore, we recognize that academic dishonesty detracts from the value of a Clemson degree. Therefore, we shall not tolerate lying, cheating, or stealing in any form. In instances where academic standards may have been compromised, Clemson University has a responsibility to respond appropriately and expeditiously to charges of violations of academic integrity.

Academic Integrity Policy

A summary of the Graduate School's policy on academic integrity, current at the time of printing this document, follows. For the most recent policy and a complete text of the policy, including rules and procedures, and specifics related to former students, academic research and revocation of academic degrees, see the "Appeals and Grievances" section of the Graduate School website at www.grad.clemson.edu/policies/Appeals.php#misconduct and the Graduate School Announcements at www.registrar.clemson.edu/html/catalogGrad.htm.

I. Definitions, explanations and examples of violations of academic integrity

Cheating. Cheating involves giving, receiving or using unauthorized aid on any academic work submitted for grading including coursework, laboratory assignments, research projects, comprehensive and qualifying examinations, theses and dissertations or using computer center account numbers that belong to another person without the permission of the account owner. Unauthorized aid includes collaborating with classmates or others when explicitly prohibited, using online paper mills or paying individuals to prepare research papers, reports or projects, submitting identical work to satisfy the requirements of more than one class without the approval of the faculty, or using textbooks, notes, the web and other sources when instructed to work alone.

Fabricating/falsifying information. Fabricating or falsifying information involves actions such as making up data that were not collected, stating that studies were conducted that were not, indicating that original source material was read when information was obtained from secondary or tertiary sources, making up references not used or identifying sources that were not consulted.

Facilitating violations of academic integrity. Facilitating violations of academic integrity involves students intentionally assisting others to violate the principles of academic integrity (for example, allowing friends access to their work, or instructing students on ways to solicit aid on papers, projects, take home exams, tests for state and national licenses, etc).

Failing to cite contributors. Failing to cite an author or multiple authors involves not giving credit to individuals who have contributed significantly to a work (paper, research project, poster, etc.) and claiming the final product as one's own.

Plagiarizing. Plagiarizing is theft of the work accomplished by someone else. It includes copying words, phrases, sentence structure, computer code or files, images, or ideas from any source and attributing the work to one's own efforts. This applies to design work as much as written work. Blatant examples of plagiarism include failure to use quotation marks, to indent text of more than three lines and failure to cite consulted sources either in footnotes, endnotes or within the body of the text of a document. More subtle examples of plagiarism include paraphrasing or using others' conceptual frameworks for developing creative works without acknowledgement or permission or citing a source within the text but then directly quoting the materials without the use of quotations marks or text indentation.

For more information about and examples of plagiarism visit www.plagiarism.org/ learning_center/what_is_plagiarism.html.

Thwarting others' progress. Thwarting others' progress involves editing, deleting or otherwise destroying computer files that belong to another person or intentionally stealing or destroying property which prevents others from using it to gain needed information to complete assignments, for example, library materials on reserve, materials on loan by a faculty member or reports and documents made available for student use by external companies, state and federal agencies, etc.

II. Levels of seriousness of violation

At the graduate level, it is expected that students exhibit sophistication in understanding the

tenets of academic integrity. Even so, it is clear that some types of violations are more serious in nature than others and that some types of violations require deliberate, calculated actions on the part of the student. The Graduate School's policy categorizes academic integrity violations into four levels, ranging from an unawareness or minor misunderstanding, to an intention to defraud or otherwise engage in criminal-type activity. Each level of violation carries one or more sanctions, from verbal reprimand to permanent dismissal from the University; repeated violations, irrespective of the level, may result in more severe sanctions as well.

III. Graduate Academic Integrity Committee

The authority to resolve cases of violations of academic integrity by enrolled graduate students is vested in the Graduate Academic Integrity Committee (GAIC). The GAIC consists of four tenured faculty members from each of the five colleges, one graduate student from each college. An associate dean of the Graduate School serves as the non-voting administrative coordinator for the GAIC.

IV. Procedures

It is the responsibility of every member of the Clemson University community to enforce the academic integrity policy. Students and staff members should report violations of this policy to the faculty member for the affected course (including the research advisor or internship/practicum/co-op supervisor). When, in the opinion of anyone outside the University, there is evidence that a student has committed a violation of academic integrity, that person should bring the allegation to the attention of the associate dean of the Graduate School. The associate dean will contact the appropriate faculty representative of the student's program (consistent with the alleged violation).

When, in the opinion of the faculty member, a student has committed a violation of academic integrity, the faculty member will fully document the charge in writing in a statement delivered in a sealed envelope to the associate dean of the Graduate School. At the same time, at his or her discretion, the alleging faculty member is encouraged, but is not required, to privately inform the student charged of the nature of the allegation. Within three working days from the date the associate dean has received a formal charge of an alleged violation, he or she will provide the student with a copy of the charge and the procedures of the GAIC. Those procedures vary depending on the level of the violation and whether the student chooses to pursue a hearing. For more information about the procedures, refer to the Graduate School Announcements at www.registrar.clemson.edu/html/catalogGrad.htm.

M. Arch. I (Three-Year) and M. Arch. II (Two-Year) Curriculum

The Master of Architecture ("M. Arch." is the officially recognized NAAB abbreviation) is a three-year program and the three years are referred to as Year 1, Year 2, and Year 3. M. Arch. II students receive advance placement into Year 2.

In the M. Arch. programs, including the Architecture + Health program, students typically take a 6 credit hour studio and three 3-credit hour lecture/seminar course each semester for a total of 15 credit hours. Aside from the required studios, coursework focuses on such topics as architectural history and theory, building systems and technology, professional practice, representation, and

structures. Apart from electives, which may be in any graduate level subject area, all coursework is guided by National Architectural Accrediting Board (NAAB) expectations for the fulfillment of certain student performance criteria (SPC). Most of the coursework has a sequential organization with expectations dictated by the experience, learning outcomes, and acquired knowledge of prior courses. Following the Plan of Study (see below) is therefore of the essence to the curriculum.

Architecture + Health M. Arch. Curriculum

The Architecture + Health program curriculum is the same in intent and expectation as the M. Arch. I and II program, although with a focus on architecture and health issues. The primary difference of the Architecture + Health curriculum structure is that most elective courses for general studies students are required for A+H students and focused on their specialization.

Your Major Advisor and Academic Advising

Your Major Advisor is the Graduate Program Director unless you are enrolled as a student in the Architecture + Health program or the Master of Science program.

If you are an A+H student, your Major Advisor is the A+H Program Director and you will follow the A+H program curriculum and its requirements.

If you are an MS student, your Major Advisor is your Research Advisor and your Advisor will help you plan your degree program and will be available to answer any questions you may have. If you are a MS student, you will also need to form an Advisory Committee; your Advisor will advise you about the requirements and process for this.

Communicating with Your Advisor

When emailing or communicating with your Advisor, indicate your degree program, track, year in the program, and any other pertinent advising information, such as courses already taken, etc. When meeting with your Advisor, bring a transcript or other record of courses already taken.

Academic Advising and Meeting with Your Advisor

As a professional degree program accredited by NAAB, many of the courses in the M. Arch. curriculum are required. Therefore, the first step in academic advising is to study and seek to follow your Curriculum Plan (see below). However, if you have any questions about your curriculum plan or course requirements, you should meet with or communicate with your Advisor or the program director during the course registration period and well before the "Last Day to Register or Add a Class" (Drop/Add) date.

If you are an MS student, you should meet with your Research Advisor at least four times per semester.

The Plan of Study

The Plan of Study (sometimes called the "curriculum plan") outlines the number of credits and the courses that you must take to complete your degree and graduate. It is very important to

understand the Plan of Study and to follow it closely. The graduate program director will email or post on the school's website an updated curriculum plan each year. You may request or download a copy at any time from http://www.clemson.edu/caah/architecture/graduate-students/master-of-architecture.html.

Due to changes in faculty, program coordination, graduate school requirements, curriculum changes, and other reasons, the Plan of Study may change. In the event of curriculum changes that require alterations to your plan of study, your Major Advisor will work with you to create a modified plan.

Please note that if the plan of study changes, you may have a different plan of study from your peers in another year level. Due to the administrative review process, curriculum changes can take a number of years to implement, resulting in various differences from one year to the next.

Following the Plan of Study (The Timing of Courses)

It is very important to follow the Plan of Study.

Most courses are sequentially organized (with prerequisites) and most are only offered once a year. Therefore, if you miss a course offered in the fall, for example, you will have to wait until the following fall, when it is offered again, to take it. In other words, if you miss, do not complete, or fail a required course, your graduation could be delayed by one year, which will also incur an additional tuition expense.

If you follow the Plan of Study and enroll in the appropriate courses, you will complete the courses and earn the credits required to earn the Master of Architecture degree and graduate. If you do not follow the Plan of Study, or do not attend to it, you may delay your graduation.

The Plan of Study Form, also known as the GS2 Form

The Graduate School requires graduate students to submit a GS2 Plan of Study Form early in their studies. This is because other graduate programs in the university do not have an established plan of study; as with our Master of Science in Architecture program, in some graduate programs students determine their plan of study in conjunction with their Major Advisor and graduate advisory committee. By comparison, the Master of Architecture is an accredited degree with most of its curriculum related to specific NAAB requirements. Therefore, most of our M. Arch. curriculum is comprised of required courses.

The Graduate School has a copy of the M. Arch. Plan of Study on file and also expects students to complete the listed courses.

A completely accurate Plan of Study cannot be completed at the start of your studies because you will not know what electives, including off-campus study, you may enroll in.

Master of Science in Architecture students must following the standard timing for completing and submitting the form, listing your coursework and have this reviewed and approved by your Major Advisor and filed with the Graduate School before your first or second registration period.

However, you must file a complete and/or updated GS2 form as soon as you know all of the courses you will take prior to graduation. Because Semester 6 is all required courses, you can file

an (updated) GS2 form at the time you register for Semester 5 classes since Semester 5 is the last semester with electives and off-campus study.

The GS2 Form must match your graduating transcript in order for you to graduate and receive your degree. If it will not match, you must submit a new, complete and revised form.

The last deadline for filing the revised GS2 form is usually in early January before the start of the spring semester. If you will be traveling over the winter holiday, be sure to file your GS2 form before leaving Clemson. For information about filing the form, see the last section of this handbook.

See: http://gradspace.editme.com/AcademicRegulationsDthruZ#planofstudypol.

To download the form, see:

http://www.grad.clemson.edu/forms/pdf/GS2_fillable.pdf?PHPSESSID=3s70mqhhqfugstc92ms4cri9s2.

Master of Science Curriculum Structure and Plan of Study

The curriculum of the 30 credit hour minimum (24 credit hours course work plus 6 credit hour thesis) Master of Science degree program focuses on courses related to the student's dedicated research area, and is determined in conjunction with the student's Major Advisor. Research focus areas include Architecture + Health, Intelligent Materials, Systems and Environments, Community Design-Build, and other areas of faculty interest and expertise in the School of Architecture.

If you are a Master of Science student, your graduate degree curriculum should be planned very early in your program, and the GS2 Plan of Study Form (see below) should be filed at the start of your first semester, due to the anticipated short duration (two semester) curriculum expectations.

The GS2 represents the formulation of an individual student's curriculum as approved by your Advisory Committee. It must adhere to Graduate School as well as departmental policies. Courses in excess of those required for the degree should not be listed on the GS2. Any questions concerning undergraduate deficiencies, transfer of graduate credit from other institutions, special program requirements, etc., should be resolved before the GS2 is submitted.

Advisory Committee approval of your plan of study is indicated by their signatures on the GS2. The form must also be approved by the department chair and the deans of the College and Graduate School. The form is available on the Graduate School's website at www.grad.clemson.edu/forms/GeneralForms.php.

You must complete any class listed on your GS2 before graduation; if you fail to do so, you must file a revised GS2. Prior to graduation, you may revise your degree curriculum as needed subject to the necessary Advisory Committee and dean approvals. In extremely rare situations, it may be necessary to change committee membership. In either case, you must submit a revised GS2.

Graduate Courses: 7000 and Above

Graduate courses are numbered 7000 and above. According to Graduate School policy, at least one half of courses for a professional Master's degree (i.e., the M. Arch.) must be numbered

7000 and above. Graduate students may receive credit for courses numbered 6000 and above. However, graduate students may not enroll in and will not receive course credit for courses numbered less than 6000.

Note: These used to be known as 600-level, 700-level, and 800-level courses. Effective 2013, Clemson University courses added a 4th digit, typically a 0, to its old course numbers.

See http://www.grad.clemson.edu/programs/cd_course.php.

See also http://gradspace.editme.com/AcademicRegulationsDthruZ#planofstudypol.

Transfer Credits and Course Substitutions

There are two types of "waivers" of a required course: transfer credits and course substitutions. These are described below.

Transfer Credits

Transfer credits do not apply to undergraduate level courses. Undergraduate courses cannot earn graduate course transfer credit; credits from undergraduate courses cannot be applied to a graduate degree. Transfer credits, if approved, will be approved only for graduate level coursework—courses numbered 700 and above.

No more than 12 credit hours may be transferred. No credit will be awarded for coursework in which you received a grade lower than a B or its equivalent. Course work completed outside the six-year time limit may not be transferred to Clemson University or validated for graduate credit.

University policy does not allow automatic transfer of graduate credit. Students with graduate credit earned at another institution, in another department at Clemson University, or earned before admission to this program must have prior work evaluated for transfer credit.

If you took a graduate level course at Clemson or another institution that may be considered equivalent to a course required for the M. Arch. degree, you may petition for transfer credit. If awarded, you will be exempted from the course and the transfer credit will be applied to (deducted from) the number of credit hours that are required for your degree track.

Requests for transfer credit must be recommended by your Major Advisor and approved by the Program Director. You must make your request in writing for each course or credited activity to be transferred. Each request must be accompanied by an official transcript, catalog description, syllabus, and other requested supporting documentation.

Grades earned for courses taken at institutions other than Clemson University will not be included in the student's academic average.

Transfer credit will not be awarded for research, internships, courses graded pass/fail, continuing education units, correspondence, extension or in-service courses or for concentrated courses and workshops that award credits at a rate exceeding one credit per week.

Transfer credits must be approved by the Graduate School. All transfer credits must be verified by an official transcript from the institution at which you completed the coursework. It is your responsibility, not your Advisor's or the department's, to request a transcript of transfer credits

be sent directly to the Graduate School. For the policy and procedure, see http://gradspace.editme.com/AcademicRegulationsDthruZ#transfer. Also see the transfer credit stipulations on the GS2 form.

Pre-Professional Course Deficiencies and Substitutions

At the time of admission, the Admissions Committee reviews applications for Three-Year M. Arch. I and Two-Year M. Arch. II students.

When admitting M. Arch. II students with a pre-professional degree in architecture, the Admissions Committee may identify deficiencies in the undergraduate coursework that may need to be made up; this may be indicated in the admission letter or will be discussed in student advising meetings.

In some cases, M. Arch. I students with undergraduate degrees such as art history, engineering, or other design degrees, and some M. Arch. II students, may have completed equivalent coursework and may petition to substitute a course following guidelines, policies, and procedures below.

Note that, with the exception of transfer credit, there are no course "waivers" per se, only course substitutions.

Course Substitutions Policy

It is expected that undergraduate architecture majors will have completed coursework related to curriculum in the Master of Architecture plan of study and that there may be some topical overlap. However, taking an introductory undergraduate course in a subject does not mean mastery of that subject. For this reason, course substitutions will not be granted simply because a student has taken a similar course as an undergraduate.

The more likely scenarios for course substitutions are as follows: A structural engineering major who enters the M. Arch. I program is allowed to substitute another course for Structures I. An art and architecture history major who enters the M. Arch. I program is allowed to substitute another course for History and Theory I. An urban design or landscape architecture major who enters the M. Arch. I program is allowed to substitute another course for Visualization I.

When granted, a course substitution is not a credit transfer and does not reduce the number of credit hours needed to earn the Master's degree. Course substitutions will not accelerate the path or time to graduation.

Moreover, when granted, students may not be permitted to advance the timing of courses in their plan of study when there are co-requisites or when they may not be prepared to take coursework better taken in the following year. In most circumstances, when granted a course substitution, the student will take an elective course as a substitute for the otherwise required course.

The Substitution Review Process and Timing

The review of prior coursework must take place well before the start of classes.

The course substitution process takes time, both for you to collect the necessary materials

and for the review process. The best time to request a course substitution is during registration for the following semester. You must allow three weeks, not including weekends or holidays, (fifteen business days) for the review process. Please be aware that faculty may not be immediately available to review substitution material over the summer.

Course substitutions will not be considered after the Drop/Add course registration deadlines.

Course substitutions will not be granted when the overlap in coursework is not substantial, and will not be granted with the Graduate Director and/or Major Advisor feel that the student could benefit from additional coursework in a given subject area, or when a course substitution would otherwise disrupt the student's plan of study.

The Substitution Process

You will supply documentation about your prior coursework to your Major Advisor in a timely manner, and discuss the petition with your Major Advisor and the instructors whose courses you are petitioning to waive.

A complete submission will include an electronic (PDF) packet of information as follows to be sent to the Program Director and the instructor of the course to be waived for review: (1) a cover note (email) requesting the waiver including your ID number and track (2) a copy of the course description of the Clemson course from the Graduate Catalog or course syllabus, (3) a copy of the description from the other college or university's catalog, (4) a course syllabus of the course previously taken, and (5) indication of the grade received for the course (a copy of your transcript is already on file as part of your academic record). Syllabi for many Clemson courses are available at http://www.clemson.edu/syllabus/default.aspx and reviewing relevant syllabi here may allow you to compare your prior coursework.

If all of these materials are not provided, your request may be rejected. The instructor of the course may also require samples of prior coursework, a waiver examination, or other qualifying evidence at their discretion.

Just as graduate transfer credits are not awarded for courses in which you received a grade lower than a B, your petition to waive a course will be denied if you received less than a B in the previous coursework.

Combined Bachelor's/Master's Plan

See http://gradspace.editme.com/AcademicRegulationsAthruD#combined.

Off-Campus Study

Off-Campus study is an important part of the Graduate Program and the School of Architecture's "fluid campus" concept. Off-Campus study allows students to experience urban environments, cultures, and ways of life very different from suburban Clemson, South Carolina, and to visit and study significant works of architecture. Off-campus centers are located in Genoa, Italy, Barcelona, and Charleston, SC. See the School of Architecture "fluid campus" website for photographs and more information (www.clemson.edu/caah/architecture/1.2.1.php).

Off-campus study takes place in Semesters 4 and 5.

Off-campus study is an elective, but all graduate students are encouraged to take advantage of the opportunities it offers.

Placement is based on availability and is not guaranteed in a given location and a given semester. Assignments are generally made on a first come, first served basis, although compelling reasons for study and research in a given location described in the off-campus study application are also considered.

Off-campus centers are open to junior and senior undergraduates and landscape architecture students. Studios and other courses are sometimes "vertical," meaning that undergraduates and graduate students may be in the same course or have the same instructor, although the assignments and expectations for graduate students will be appropriately different. Graduate students should note that there is sometimes more availability in the fall, when fewer undergraduates choose to travel due to football season.

Requests to study at the same location for two semesters may be granted if there is availability and the request does not deny another student a place at an off-campus center for one semester.

The off-campus study centers and the off-campus study application process are administered by the office of the Off-Campus Studies Director. Visit the Off-Campus Studies office (Lee Hall 1-151) for more information about the application process, fees and expenses, and additional information.

Off-Campus Center Policies

Whether in Charleston, Genoa, or Barcelona, each off-campus center has a unique set of policies and requirements that students must follow. These policies will be described or made available by the Directors of various off-campus centers and students in residence are expected to be familiar with them and abide by them.

Off-Campus Courses and Electives

Off-campus study is an elective.

In terms of coursework, off-campus centers have different courses and different numbers of courses offered. In some locations the coursework is fixed and there are no electives or alternatives; in other locations there may be elective choices. This will depend not only on the location, but the semester, and may differ from year to year.

Most importantly, you must be aware of the courses that you are required to take to graduate. In all cases (except when you have earned elective credit during the previous summer), you must take 15 credit hours per semester.

Online Courses

In order to facilitate both off-campus study in up to two semesters and to allow students to complete degree requirements in a timely manner, we offer required coursework online. This coursework is required. Not completing it may delay graduation by one year.

At the time of this draft of the Handbook, only one online course is required.

Off-Campus Assistantships

Assistantships are employment and the school's study centers have varying employment needs. While the main campus can employ all students awarded assistantships, the off-campus centers typically have employment needs for no more than two students. Therefore, depending on the demand for a given off-campus center by students with assistantships, not all students with assistantships may be employed off-campus. Students may be required to choose between off-campus study without an assistantship for that semester, selecting another off-campus location where employment is available, or staying on the Clemson campus for that semester. Assistantships cannot be deferred. If applicable, students who choose to remain in Clemson to keep an assistantship in Semester 4 will have priority for placement in Semester 5.

Non-Degree Seeking Students and Spouses of Students

Off-campus study is designed for and organized for enrolled degree-seeking students and those students have priority in placement. However, if space is available, tuition-and-fee paying non-degree seeking students may apply for placement in an off-campus study center and will be considered on a case-by-case basis. This includes the spouses of students. Non-degree seeking students may apply for this status by accessing the on-line application at www.grad.clemson.edu/Admission.php and click on "Non-Degree Seeking."

Married students should be aware that accommodations at each off-campus center are different. In Charleston, students rent their own apartments and make their own arrangements for housing. In Barcelona, participating students are required to live in a dormitory that does not allow co-ed (mixed sex) sharing of rooms. In Genoa, where students live in the Villa, accommodations for spouses will be considered on a case-by-case basis.

All students traveling to Spain and Italy must acquire the proper student visa, which will require being enrolled as a full-time student (minimum of 9 credit hours for graduate students).

Minimum, Standard, and Maximum Enrollment for Full-Time Graduate Students

Normal/Required Enrollment

The typical and expected enrollment for students in the M. Arch. programs is 15 credit hours per semester.

In the 90-credit, three-year M. Arch. I track, you must maintain 15 credit hours per semester to fulfill program requirements and graduate in 6 semesters. In the 60-credit, two-year M. Arch. II track, you must maintain 15 credit hours per semester to graduate in 4 semesters.

Therefore, if you do not maintain 15 credit hours per semester, you will not graduate on time, unless you take summer elective courses.

Maximum Enrollment

Maximum enrollment is 15 credit hours per semester. Graduate students are not permitted to

enroll in more than 15 credit hours.

Therefore, if you do not successfully complete a required course or if you drop a required course, you may have to wait until the following year to repeat the course (if permitted to do so) and may delay your graduation by one year.

Minimum Enrollment for Full-Time Graduate Students

For graduate students, minimum enrollment to maintain full-time student status is 9 credit hours. This includes students with assistantships. (Note that minimum enrollment for undergraduates is 12 credit hours.)

Summer Electives and Reduced Enrollment

If you take elective courses in the summer, you may be able to reduce your credit hours during a given semester to 12 or in some cases 9 credit hours, by substituting summer electives for semester electives.

Summer electives can be any graduate level Clemson University course, including online courses.

The School of Architecture does not offer many summer electives. Summer studios are sometimes offered. In this case, if you successfully complete a 6 credit hour summer studio, you can reduce your semester course load in a semester (likely Semester 5) where you have electives by 6 credit hours or two 3 credit hour elective courses. Note that summer studios are only electives and will not substitute for a required studio.

Maximum Enrollment with Assistantships

The Graduate School provides the following table for students with assistantships. The table indicates that M. Arch. students with a ¼ time (10 hours/week) assistantship may maintain a 15 credit hour enrollment. M. Arch. graduate students must maintain a 15 credit hour enrollment each semester to graduate on time in both the 60 and 90 credit hour tracks. In other words, M. Arch. graduate students should not have assistantships above ¼ time (10 hrs/wk) whether from the School of Architecture, the Graduate School, or elsewhere.

Enrollment Limits Maximum Credit Hours			
Student Category	**Semester**	**6-Week Session**	**3-Week Session**
Full-time students	15	6	3
Graduate assistants (1/4 time)	15	6	3
Graduate assistants (1/2 time)	12	6	3
Graduate assistants (3/4 time)	12	6	3
Full-time employees	9	6	3

Coursework

Course Syllabi

University policy indicates that a syllabus is mandatory for all graduate courses. You should receive a syllabus for every course on the first day of class or soon thereafter, and at the latest by the class meeting prior to the Drop/Add Deadline. If you have not received a syllabus before the Drop/Add deadline, please contact the Program Director. In addition to the course title, description, credits, and meeting times, the course syllabus should specify course goals and objectives, a topical outline and schedule, attendance policy, NAAB student performance criteria addressed, textbooks or other sources, and grading criteria.

For 4000/6000 level courses (see below), the syllabus must also indicate the differentiated weighting or requirements of course work for enrolled graduate students.

Faculty may revise the syllabus, course content, and course policies during the semester and should advise students of the change in a timely manner and update the syllabus accordingly.

Syllabi for all current Clemson courses should be available through the Syllabus Repository: http://www.clemson.edu/syllabus/default.aspx.

See also Grading and Student Performance Criteria in this Handbook.

Elective Courses

The 2012-13 Plan of Study for the M. Arch. I and II tracks define a sequence of required courses and electives for a total of 15 credit hours.

Elective courses can be any graduate level course—i.e., numbered 6000 and above—in any subject area at Clemson University. Students are encouraged to develop their own interests, to look beyond School of Architecture course offerings, and are recommended to define their own area of concentration—whether in architectural technology, history and theory, design-build, or outside of architecture.

Off-campus study is an elective that fulfills required and elective course requirements. As noted above, each off-campus center is different; some have a fixed curriculum, while others have additional elective options that may change from year to year.

Also note that Architecture + Health students have pre-selected their area of concentration and should follow the A+H Curriculum Plan in consultation with the A+H Program Director.

Lastly, please note that all elective courses depend on a number of factors, including faculty staffing, that change from year to year. There is no guarantee that you can take an elective course offered in previous years.

Regarding Courses Listed in the Graduate Catalog

Please note that not all of the courses listed in the Graduate Catalog are currently offered. The Graduate Catalog is an official list of courses that have been taught at Clemson University. From time to time some courses are deleted and some added to the Catalog. Some of these courses may not be taught during the time you are enrolled in the Graduate

Program and may not be taught again in the future. The Catalog includes all courses that have been taught in the past that have not been permanently deleted from the university system.

Please also note that due to university curriculum change processes, the Graduate Catalog may also not be completely up to date; the Graduate Catalog is printed once a year and curriculum changes may come into effect after the Catalog has been printed.

Online (Distance Learning) Courses

In the 2010-11 academic year the School of Architecture began requiring a number of online courses. These courses facilitate our "fluid campus." If an online course is required, you must enroll in it during the semester indicated on your Plan of Study regardless of what campus you are studying, whether Clemson, Charleston, Barcelona, or Genoa.

Online courses may be synchronous or have synchronous components, where there is real-time interaction with the instructor (chat, video conference, etc.); asynchronous, where interaction with the instructor is through a website or email and not in real-time; or a combination. All courses must have at least weekly asynchronous interaction with the instructor.

For online courses you may need a webcam and a headset with microphone; a headset can provide better audio and less feedback than a built-in mic.

For distance education support services, see the CCIT website: and http://www.clemson.edu/ccit/learning_tech/distance_ed/students/index.html and www.clemson.edu/ccit/learning_tech/distance_ed/index.html.

Directed Study (ARCH 8900)

Students seeking to pursue independent research ("independent study") may be candidates for ARCH 8900 Directed Studies.

ARCH 8900 is not a "filler" course or a course with a lighter workload than any other 3 credit hour course. ARCH 890 has a template syllabus that must be followed. It also requires a syllabus addendum to be completed and added by the student.

For a Directed Study, the syllabus addendum must include a sound and convincing research proposal, including a clearly defined research statement, bibliography, and schedule that convincingly demonstrates that you will complete work equivalent to a 3 credit hour course. Moreover, you must identify a graduate faculty member whom is willing to serve as an advisor and instructor of record on top of their normal teaching and administrative responsibilities.

The most appropriate candidates for ARCH 8900 are those students and faculty who have established a successful line of research in a required or elective course and wish to continue this research together outside of that course.

Thesis

There is no thesis requirement and no thesis option in the M. Arch. I and II tracks. In the

Architecture + Health tracks, there is a thesis option. Typically, Master of Architecture coursework culminates in a comprehensive studio project, in all M. Arch. degree tracks.

Although there is no thesis requirement, students are nevertheless encouraged to pursue individual research interests throughout their studio projects, whether representational skills, design ideas, or technical development. As the work of many successful architects shows, a wide range of design projects can be used to explore an almost limitless range of design ideas, regardless of the site or program.

4000/6000-Level Courses

Graduate courses are generally considered those numbered 700 and above, and therefore, as indicated on the GS2 form, a majority of credits must be taken at the 700-level and above. However, courses numbered 4XXX/6XXX are open to enrollment for both undergraduate and graduate students. Graduate students may take 4000/6000-level courses as electives and earn elective credit.

Graduate course credit will not be granted for 4000/6000-level courses taken as an undergraduate. Graduate students who have taken 4000/6000-level courses as undergraduates may not enroll in the same course at the 6000-level if the course content is the same.

By university policy, 4000/6000-level courses must have a separate grading policy for graduate students and/or additional graduate-level assignments for enrolled graduate students. In other words, graduate students must expect to be held to a higher standard than undergraduate students in the same course.

Pass/Fail Courses

There are a few graduate courses that may be taken on a pass/fail basis. These are typically specified as part of the course description in the Graduate Catalog. Students may not otherwise elect to take courses as Pass/Fail.

Incomplete Coursework

A grade of Incomplete (I) is given only if you have not completed the course for some extraordinary and unavoidable reason that is acceptable to the instructor, such as a medical emergency or condition or catastrophic life event.

Unless you complete the requirements for removal of the I grade within the time period stipulated by University policy, the Student Records Office will automatically change the I to an F.

Extensions of the deadline for completing the course work are granted only in extreme circumstances. Students who have Incompletes cannot graduate, even if the incomplete courses are not part of your required plan of study.

Auditing Courses

Auditing courses is generally not recommended due to course work demands and potential disruption to the course.

Permission for a student to audit a particular graduate course is at the discretion of the chair of the department, the coordinator of the program offering the course and/or the instructor. Audited courses do not carry credit and the fact that a course has been audited is not noted on your official record. Graduate auditors are not required to take tests or exams. However, the instructor, at his/her own discretion, may demand the auditor's participation in class to whatever extent deemed desirable. Additionally, you may not establish credit through examination in any course for which you were previously registered as an auditor.

Withdrawing from and "Dropping" Courses

Although you may have withdrawn from or dropped courses as an undergraduate, this practice is highly discouraged for graduate students.

You may not drop required courses except in exceptional situations and only with the prior approval of the Program Director, your Advisor, and the course instructor.

Dropping a required course will delay your graduation by one year since required courses offered only once per year.

If you drop a required course, you will be placed on academic probation.

If you drop an elective course, you will be required to take a summer course since you will not be permitted to enroll in more than 15 credit hours in a semester.

If you drop any course when you have an assistantship, your assistantship will be revoked.

See also http://gradspace.editme.com/AcademicRegulationsDthruZ#dropping.

Repeating a Course

Permission to repeat a course in which a student received an F grade, or less than a C-, will be determined in consultation with the Program Director, the student's Major Advisor, and the Graduate School. (D grades generally not awarded to graduate students. Failing a required course may result in academic probation or dismissal from the program.)

Attendance Policies

University and department policy specifies that attendance at the first class meeting and all class meeting times at the start of class is expected.

Instructors may set their own attendance policies for their courses, including penalties for absences. However, university policy indicates that if you do not attend the first class meeting or contact the instructor by the second meeting, or the last day to add, whichever comes first, the instructor has the option of dropping your from the course.

University policy also indicates that the number of unexcused absences for a typical course may not exceed the number of times that the class meets each week (three absences for a class that meets three times per week; two absences for a class that meets two times per week; etc.) After exceeding this number of absences, the instructor or the department may drop you from the course before the Drop/Add Deadline, or fail you for the course after the Drop/Add Deadline. In other words, if you have more than the specified number of unexcused absences, you may

receive an F for the course.

The only accepted reasons for excused absences include medical conditions, emergencies, and pre-arranged instructor approval.

See the Course Attendance Policy on the university website at http://www.clemson.edu/faculty-staff/policies.html.

See below for attendance expectations specific to architecture design studios.

School of Architecture Learning Culture Policy

The School of Architecture has adopted a Learning Culture Policy that applies to both undergraduate and graduate students.

See http://www.clemson.edu/caah/architecture/about/policies-and-practices.html.

Studio Culture

The Studio

As described earlier, design problems are sometimes called "wicked problems" because they involved the interaction of multiple and sometimes conflicting variables, and never have easy, definitive, or clear-cut solutions. Some solutions, however, are better than others. The better solutions are inevitably the product of many hours of thought, experimentation, trial and error, leveraging of experience, creativity, intuition, and design development.

With this in mind, it is expected that the studio meeting times are primarily intended to be a time to present to and discuss with studio faculty work that was already developed outside of meeting hours. It is in the nature of design problems that architectural students (like professional architects) spend days, nights, and weekends—and, for particularly complex projects and ideas, sometimes years—developing design concepts, skills, techniques, and responses. Studio time should therefore only be used for work on, and discussion or presentation of studio projects; it is not a time for purchasing supplies, or unrelated personal or academic work.

As a policy, attendance during studio hours is mandatory for the duration; attendance is observed at both the beginning and at the end of the studio period. Unexcused absences are not acceptable; students should therefore inform their studio instructor prior to being temporarily away or absent (and may use Blackboard for logging, but not excusing, absences). Two or more unexcused absences may result in a lower final course grade; instructors may set their own attendance policies including failure of the course.

Architecture students are fortunate among university students to have a personal workspace. Studio faculty recognize that space is limited, but hope that students will make the studio and their desk a useful, comfortable, and productive workplace for themselves. Consider bringing your own chair (a comfortable chair is one of the best investments you can make in your architectural education!) or under-desk storage (lock them to your desk), etc. You "rent" this space with your tuition dollars—use it and get the most out of it. (That being said, in the interest of limited space and due to fire codes, large sofas, beds, and other obstructions are

not allowed. Altering or attaching structures to the building is also not permitted.)

Other studio space issues naturally involve being respectful of others at all times. To preserve your studio space as a productive work environment for all, keep unnecessary noise to a minimum; do not broadcast music or video—use headphones. Also please keep mobile phone conversations short and quiet, or take them outside. In the interest of cleanliness, clean up scraps and recycle what you can. In the interest of healthy air quality, keep HVAC systems free and clear at all times and do not pollute the air with chemicals. No spray painting or painting with other substances that produce fumes, burning, blow torching, etc. is permitted in studio. This work must be done outside. For your health and the environment's, use low or no VOC (volatile organic compounds) paints.

Studio is an essential and unique part of the history and tradition of architectural education. Indeed, the best professional offices seek to maintain the energy and stimulation of the best academic studios. The best architectural practices recognize that positive studio culture—in university and in practice—fosters superlative project efforts. With this in mind, be professional and efficient in your use of the hours allocated for studio each week, and help to make the studio an energizing workplace outside our contact hours.

Desk Crits and Design Development in Studio

Critiques—desk crits, pin ups, and reviews—are the essence of studio education. As a rule of thumb, you should be prepared for a critique at the start of the studio session, with new work prepared before studio.

Desk crits are an especially important time for project development. They are the means by which faculty and student discuss and develop a project together. This is a two-way communication, and is only made possible through the student's responsibility to be prepared with drawings, models, ideas, and questions for discussion each day of studio. Without this commitment on the part of the student, dialogue with faculty is nearly impossible and will not occur. In return for your preparedness, you can expect your instructor to give encouragement and thoughtful criticism, ask questions and attempt to understand and clarify your ideas, and to make recommendations as to relevant references for your further exploration. However, if no effort is made to produce any work or to research any relevant ideas between critiques, project development will not occur, and poor or failing work will likely result. Explicitly or implicitly, participation, process, and design development are all important factors in design studio grades.

To receive adequate feedback, work must be presented in an appropriate format. Generally speaking, basic two-dimensional architectural drawings—plans, sections, and elevations— are best presented in two-dimensions, on paper, and to scale. In other words, although you may draw on the computer, work for review in desk crits should be on paper. Only work being prepared for final electronic display (e.g., videos, etc.) should be presented on the computer monitor. Therefore, although we would all like to minimize the waste of paper, architecture is a visual enterprise that demands a certain amount of paper.

When printing, also remember to print drawings at a scale that is appropriate and visible in the various review formats. This means that it may be OK to have small prints for a desk crit, but pin-ups and reviews, where drawings are seen from 8' away, must be plotted and scaled

appropriately.

Pin-Ups and Reviews

Pin ups, interim reviews, and final reviews are essential to studio education. These events are comparable to quizzes, midterms, and final exams in other courses. They are also comparable to work in professional practice: pin ups are similar to discussions among colleagues and employees in the architectural office; interim reviews are similar to informal meetings with project partners and clients; and final reviews are similar to make-or-break presentations with clients, which determine whether you get the job or not.

In preparation for this important part of professional practice, students should treat all presentations with the utmost seriousness. This includes having completed the required work; being prepared to present on time (anticipating problems with printing documents); dressing professionally; presenting a professional demeanor; presenting documents appropriate in scale and content for the type of presentation; and being prepared to coherently describe and discuss the presented work. In addition to having excellent design work, all of these conditions must generally be met to merit an A grade for a review.

As a sign of respect to their fellow students, faculty, and chosen profession, students are also expected to remain in attendance at all reviews for their duration. Presentations are an important learning opportunity. Reviews are central to the architectural experience and education; they are an important time to learn the unwritten and sometimes unspoken expectations of architecture thinking and culture.

Documenting Studio Work and Use of Documented Studio Work

At the end of each semester you will be required to document your studio work and give your studio instructor a copy, usually burned to a CD. You may not receive your final grade until the documentation requirement has been satisfied.

Studio work documentation is used for NAAB accreditation visits, student awards, program review, School of Architecture publications and websites, faculty review, and similar purposes. Acknowledgement of authorship will be made whenever possible, especially in electronic or print publications.

Your studio instructor may give you guidelines for documentation. However, if you do not receive guidelines, please consult the following basic conventions:

• Always include typical document and image file types that can be easily opened on any computer: JPG, TIF, PDF, etc. (Do not exclusively use DWG, IND, etc.) Include original file types if required by faculty.

• Reduce file sizes.

• Organize projects into folders (e.g., Lastname_Project1) on your CD.

• Use identifiable and descriptive file names (e.g., Lastname_Proj1_plans.jpg).

• Label your CD with your name, studio instructor, semester (e.g., Fall 2010), and project name.

Facilities and Resources

Lee Hall

Since 1958, the home of the School of Architecture has been Rudolph E. Lee Hall, known as Lee Hall. Since then a number of other academic departments and programs have come to call Lee Hall and its additions their home, including Art, Planning and Landscape Architecture (PLA), Construction Science and Management (CSM), Real Estate Development, and the PhD program in Planning, Design, and the Built Environment (PDBE).

Lee Hall is now comprised of three buildings. "Old Lee" or "Lee I" houses the undergraduate architecture studios. "Lee II" houses the A+H studios, the library and auditorium. The "Grad Tower" part of "Lee 2" was the former home of the graduate studios. "Lee III" is the new home of the graduate architecture studios.

Campus Parking

Parking on campus is restricted and requires a permit that can be purchased at Parking Services, (864) 656-2270, located on the ground level of the Edgar Brown University Union, or via their website at http://www.clemson.edu/campus-life/campus-services/parking/.

Parking on Football Weekends

Be advised that during home football games in the fall semester, access to campus parking lots may be restricted. Note the signs around the parking lots. Gamedays also see a huge amount of traffic and traffic jams around campus. Plan ahead.

Digital Technology Training

Although few digital representation or technology courses are required, design students are expected to be proactive in learning digital hardware and software technologies. Knowledge of and skill with digital technology is highly valued today in academia and professional practice—students will make themselves more valuable to future employees and create additional future opportunities for themselves by becoming skilled in industry-standard and emerging digital tools (such as Revit). Be aware that CCIT, the Clemson Computing and Information Technology (http://www.clemson.edu/ccit), regularly offers workshops for widely used software, and sometimes supports more specialized training in the School of Architecture. Tri-County Technical College (www.tctc.edu), located a few miles from campus in Pendleton, offers evening and day classes in CAD in spring, summer, and fall. The Print Machine (www.tpm.com) also offers training courses for the professional community in Greenville, SC.

The Fabrication Lab or Digital Design Shop (DDS)

Located in Lee I, the Fabrication Lab has a number of laser cutters, a 3D printer, and a CNC router available for graduate and undergraduate students who have trained in the use of the machines. The machines may only be used by students who have had the requisite tutorials.

The laser cutters and other equipment are fragile and require maintenance and cleaning before and after you use them. You will be liable for damage. For more information about

their use, see http://www.cusa-dds.net/lasers/.

The Wood Shop

The wood shop located in the lower level of Lee Hall is available for use by architecture students following an orientation session. Consult the shop steward for rules, regulations, and hours. <u>The wood shop can be dangerous. Avoid using wood shop equipment if you are rushed, tired, or do not know how to use the equipment properly</u>. Don't lose a finger! Don't hurt yourself or others! Follow all safety requirements and always, always wear eye protection!

Cooper Library

Located on campus adjacent to the reflecting pool, the main library houses more than 1.5 million items, including books, periodicals and microforms. Periodicals can be checked out for a maximum of three days ($1/day late fee) while books can be checked out for six weeks ($0.25/day late fee). The catalog is online and can be accessed from any campus computer. Free online literature searches can be conducted at the main library. An appointment must be made to complete the online search. In addition, the library contains a number of computers and printers as well as copiers, two of which are located in the reference area, and several of which are located on the ground floor. Additionally, there is a coffee shop and convenience store located within the library. For more information about the library, call (864) 656-3024 or the Library Hours Hotline at (864) 656-3027.

Gunnin Architecture Library: Books, Magazines, Videos & Equipment

The Gunnin Architectural Library (www.lib.clemson.edu/gunnin) has over 46,000 volumes of books and bound periodicals and 183 periodical subscriptions. The Library maintains a collection of audiovisual equipment, digital still and video cameras and architectural drafting aids for use by students and faculty in the College of Architecture, Arts and Humanities. Approximately 130,000 slides in the fields of art and architecture are available to students, faculty and staff of Clemson. The Gunnin Architecture Library also houses collection over 2,500 planning documents from South Carolina, North Carolina and Georgia. In addition, the library has a collection of approximately 1,250 videos related to the fields of architecture, city and regional planning, construction science and management, landscape architecture, and visual arts.

Printing, copying, and scanning facilities are also available in the library. Also available for loan are cameras, lamps, backdrops, and extension cords that are useful for model photography.

Printing Facilities

Printing facilities are available through university Printing Services, http://www.clemson.edu/ccit/help_support/printing_plotting/index.html. There is a cost for printing services.

Your studio instructor will state studio-specific printing guidelines. Since the computer screen is not always an effective tool for reviewing work with design instructors, you should plan to print work for both desk crits and reviews as needed and instructed. As a rule of

thumb, only work that will ultimately be presented on the screen in a final review should be reviewed on a screen during a desk crit or interim review. Prints are generally valuable to review, sketch on, and improve work that will be printed for a review.

Remember that digital technology is prone to technical problems and that printing facilities experience bottlenecks around common review dates, especially during the end of the semester. You are expected to be aware of the possibility of technical problems and bottlenecks and to plan accordingly.

In addition to campus printing facilities, there are copy and print shops in Clemson and Greenville including the UPS Store in Clemson, Campus Copy in Clemson, and The Print Machine in Greenville.

Computer Access and Use

Technical support is provided by CCIT (www.clemson.edu/ccit).

CCIT specifies rules and regulations for computer and software use on campus. Using or distributing pirated software or involved in other illegal copying and sharing activities may face disciplinary action in addition to criminal charges.

CCIT also provides some software to university students, as well as technical support for email and other important computer services. There are technical support persons dedicated to our college and school who are very knowledgeable about certain equipment and some software who can assist with basic as well as some specialized questions. They will receive your messages via the CCIT Help Desk.

The School of Architecture does not have a computer lab. You need to bring your own computer.

Mobile Phone and Telephone Use

Campus telephones usually have the prefix 656. If you see a 4-digit phone number, it likely has 656 in front of it.

Mobile phone use is restricted in studios and classrooms. Take your calls outside any time that your conversations may distract or disrupt others.

Copy Machines

The Union Copy Center, located on the first floor of the Hendrix Center, provides self-service and counter services to students. For more information and hours, call (864) 656--2725.

The Campus Copy Shop located at One Rubin Square, 384 College Avenue, offers self-service copiers. They also do full laser copies, engineering copies, blueprints, binding, passport photos, lamination, reductions and enlargements, resumes, PMTs, typesetting, etc. They also may be a pickup location for course notes. For more information and hours, call (864) 654-3863.

University Bookstore

The University Bookstore is located on the first floor of the Hendrix Student Center. It stocks all required textbooks and supplies as specified by the various departments, as well as general trade books, greeting cards, computer software, personal care items, etc. The bookstore holds textbook buy-back year-round. The bookstore accepts VISA, MasterCard, and Tiger Stripe. The bookstore also allows students to buy their books on-line: www.whywaitforbooks.com. Once you get there just pick South Carolina, then Clemson, then the name of your department, then your course and section number. Graduate assistants and teaching assistants may be eligible for discounts at the University Bookstore.

Keys

If you are issued any keys for building access, the key(s) issued to you are for your use exclusively. You must never loan keys to anyone else, not even another graduate student. Failure to observe this rule may result in revocation of your key privilege. Unauthorized possession of a key to a University building is prohibited by South Carolina law. Students leaving the University through graduation, or for any reason, must return all keys to the Student Services Coordinator. A fee will be charged for any unreturned key.

You are responsible for locking all rooms to which you have gained access with a key.

Dining Services

For information about eating on campus, see http://www.campusdish.com/en-US/CSSE/Clemson.

Note that you can use your Tiger1 card to pay for food on campus and not have to pay sales taxes.

Faculty Offices and Office Hours

Faculty members carry out numerous duties, of which teaching and research are but two. Respecting their time and other responsibilities means not expecting that they are available for a conversation at any time. Ask if this is a good time to talk or to make an appointment.

Faculty are required to have regularly scheduled and weekly office hours. If not posted, ask to make an appointment.

Do not enter a faculty member's office without invitation or permission.

Recycling

Design studios generate a great deal of waste. Use the recycling bins provided in studio and take the initiative to reduce waste. The main University Recycling Center is located at Kite Hill, at the intersection of Highway 76 and Perimeter Road, (864) 656-2040.

Building Maintenance

Report building problems to Richard Woodward, 151 Lee Hall, woodwar@clemson.edu, (864) 656-7699. If something major is found wrong outside of normal office hours, call the University Security Office at (864) 656-2222 and then send an email to your advisor,

program director, or school chair.

You should have a contact person for similar problems off-campus if you are studying in an off-campus facility or center.

For emergencies call Campus Police (864) 656-2222, or 911.

Supplies and Equipment

Since drafting by hand is not commonly practiced today, you will not need a Mayline or parallel bar or other traditional drafting equipment unless indicated by your instructor. You will need pens and pencils, drawing and tracing paper, and modeling supplies. You will also need to protect your desktop.

Desktop Protection

New desks for Lee III were designed by students and faculty and custom-made for our studios. We want them to last a long time. Therefore you are asked to respect them and will be responsible for any damage.

To protect your desktop a cutting mat is required for any modeling activities. The desktop is 60" x 30". A Vyco-type desktop protector measuring 60"x30" is recommended.

See http://www.amazon.com/Alvin-Vyco-Sheet-Gray-White-37-5x60/dp/B000HFEL5S/ref=sr_1_5?ie=UTF8&qid=1338824957&sr=8-5

Useful Supplies & Materials

For the benefit of those without prior design school experience, this is a list of items that you would likely find necessary or useful for your studio work. See the list of local and internet stores below. Micromark is the best source of specialized modeling tools. Amazon has many items as well.

Hand Drafting:

• Lead-holders, leads, lead-pointer; vellum; triangles; parallel bar. Optional or according to drawing or studio instructor.

Drawing:

• Rolls of trace paper, 12" roll, 24" or larger roll, yellow or white.

• Pens, pencils of various weights— heavy (Sharpie), medium (Pentel "Sign" pen), fine (various felt tip); mechanical pencil with built-in eraser.

• Color pencils or markers, maybe watercolors set.

• Sketchbook, sketch pad.

Modeling:

• Snap-off blade knives or cutters: a small one (e.g., Olfa brand SD MTL) for light work; a heavy utility knife (e.g., Olfa L2). Also, a fine-pointed X-acto knife for detail work where

you need the point.

• 24x36 or larger cutting mat with layout grid. (See above.)

• Metal cutting edges of various lengths, 6", 12", 36+". A metal T-square is useful.

• Hot glue gun, glue, and extension cord for quick sketch models (not finished models).

• Elmer's, Tacky Glue, or other white/wood glue; fine-point syringe for detail gluing.

• Spray Mount spray glues: one with low adhesion for repositionable work; one with a strong bond (3M Super 77). Remember, NO spraying glue or spray paint indoors.

• Roll of wax paper for gluing models on with less sticking and mess.

• Plexiglas cutter and zap-a-gap or other plastic glue.

• Modeling clamps and squares; binder clips; tweezers for delicate model-making.

• Small modeling saw and miter box; the "Chop-It" modeling cutter.

• Stockpile of modeling basswood strips (www.micromark.com/Wood-Assortments.html or nationalbalsa.com and sheets. Basswood is a hardwood with a fine grain that cuts well and is often used for finished, professional-looking models. It can be cut into very fine strips, like 1/32x1/32", and is available in dimensions useful for modeling. Avoid balsa wood.

• White museum board and chipboard for quality study models.

• Corrugated cardboard for quick study models. Sometimes available for free on campus.

• Foam core board or Gator board for mounting drawings and model-making.

• Tape, tacks, drafting dots, modeling pins, binder clips.

• Utility scissors.

• Rotary tool (e.g., Dremel).

• Safety goggles or glasses, dust masks, ear plugs or ear muffs for working in woodshop. (Ear muffs also good for when studio gets noisy.)

• Measuring tapes for model-making and site measurements.

• Tool box; container or tube for basswood.

• Other ideas for modeling materials: plexiglas (and not just sheets, but chunks which can be cut on a band saw), metals, wires and wire mesh, non-skid drawer pads (for simulating landscape), various woods of course, nails (for trees), rigid insulation (can be cut with a hot wire cutter to make urban design scale models and fast architectural study models), sandpaper (to simulate various surfaces) etc. Go to the builder's supply/ home improvement store and use your imagination.

Other:

• Vyco drawing board cover for a clean and smooth desk surface. (See above.)

• Swing-arm task lamp with florescent bulb. In the interest of energy efficiency, Lee III is primarily lit by natural light. As such it is not uniformly lit to the level of task lighting. Therefore you need to provide your own task light.

• Architect's scale and an Engineer's Scale. It is useful to have a full-size (12") scale and a smaller one for modeling (you can cut one in half with a saw).

• A divider (a compass with two needles) can be handy for laying out both drawings and models. Use the divider with a scale to quickly transfer typical building dimensions to paper or model, using pinpricks to mark locations.

• An SLR camera with a wide-angle lens is best for model photography.

Where to Purchase Supplies & Materials

Drawing and modeling supplies can be purchased on and near campus, and within a short drive from:

The University Bookstore, Hendrix Student Center, Clemson University

Clemson Variety and Frame Shop, 374 College Ave., Clemson

Tri-County Ace Hardware Store, 1301 Tiger Blvd., Clemson

Lowe's Home Improvement Store, 608 Issaqueena Trail, Central, SC

Hobby Lobby, 172 Station Drive, Anderson, SC

Michael's Arts & Crafts, 3521 Clemson Blvd., Anderson, SC

Harbor Freight Tools, Greenville, SC, www.harborfreight.com

Further away, and by mail order are:

Sam Flax Art & Design Store, 1460 Northside Dr. NW, Atlanta, www.samflaxsouth.com

Micro Mark modeling supplies, www.micromark.com

National Balsa, www.nationalbalsa.com

Dick Blick Art Materials, www.dickblick.com

Utrecht Art Supplies, www.utrechtart.com

Amazon, www.amazon.com

Computers and Software

CCIT, the university's computing and information technology branch, supports both PCs and Macs and provides some software through university licenses. See www.clemson.edu/ccit. CCIT recommends certain laptop computers and there is a Computer Store on campus in the Student Union.

Architecture faculty and students use both PCs and Macs. To run some software available only for the Windows operating system, Apple computers may need to run a PC emulator. The emulator VirtualBox is free, but one must purchase a copy of Windows.

When buying a computer, the most important thing is to have as much computing power, graphics power, and memory as you can afford. A powerful computer is needed for graphics software, modeling, and rendering.

Although CCIT provides licenses for some software, please note that the university does not provide licenses for necessary Adobe software such as Photoshop, Illustrator, and InDesign, which all architecture students should have and be able to use. There are often educational discounts for students. Important software, like Autodesk products, Google Sketch Up and Google Earth, are available through free downloads.

If you have special hardware needs beyond your laptop, our CCIT support people may be able to help. Discuss it with your advisor or program director who may be able to make a special request.

For those with technical competence and a willingness to learn how to use it, Clemson University has high performance computing capacity. See http://www.clemson.edu/ccit/rsch_computing/.

Email, Electronic Device, and Technical Failure Policies

Email and Professional Electronic Communication Policies

Email is the most common medium used by faculty, the Graduate Program, and the University to communicate with you. Many events and information of importance to your success in the program are announced via email. It is very important that you check your Clemson email account regularly, at least once a day. If you are requested to respond, you should do so in a timely manner.

Your Clemson email account is an official means of communication and the only official email account. Faculty are not responsible for keeping track of and communicating with you via personal email accounts.

Note that if you have an assistantship, you will have both a student and an employee email account and will be responsible for checking both on a regular basis.

You should treat email as professional communication and use professional etiquette. Faculty should be addressed as "Professor," and those with a doctorate (Ph.D.) as "Dr."

Faculty may set their own email and electronic communication policies. These may include not responding to email questions when the answers have already been given or available elsewhere; not responding to email on evenings and weekends; not guaranteeing a response in less than 24 or 48 hours; and so on.

Email lists should only be used for academic purposes. Take care not to "Reply To All" when this would be inappropriate.

Electronic Device Policies

Faculty may set their own electronic device policies governing the use of phones, laptops, and other electronic devices in the classroom and in studio during meeting hours. Policies may include no use of phones for emailing or texting during class meeting times; no open laptops in seminars or other classes, or during lectures or presentations; and so on, as well as penalties for violating these policies (deductions from participation grades, etc).

As noted in the previous section on studio culture, avoid taking or making personal phone calls in studio when others may be distracted. In general, avoid using electronic devices when these may annoy others, whether students or faculty.

Technical Failure Policies

Faculty may set their own policies regarding the impacts of problems with computers, printers, and other electronic devices on student work. In general, computer problems are not considered a legitimate excuse for late work. Protect your computer from viruses, habitually back up your work, and anticipate the risk of computer and printer failure.

Student Performance Criteria

NAAB Student Performance Criteria

You should be aware of NAAB (National Architecture Accrediting Board) criteria for student performance and should be proactive in developing the specified areas of knowledge and ability. You will see these criteria on your course syllabi as they apply to your various courses. As you will see in NAAB documents available at www.naab.org, Student Performance Criteria (SPC) are organized into the following general areas and subcategories:

Realm A: Critical Thinking and Representation

Architects must have the ability to build abstract relationships and understand the impact of ideas based on research and analysis of multiple theoretical, social, political, economic, cultural and environmental contexts. This ability includes facility with the wider range of media used to think about architecture including writing, investigative skills, speaking, drawing and model making.

Your learning aspirations in this area should include:

· Being broadly educated.

· Valuing lifelong inquisitiveness.

· Communicating graphically in a range of media.

· Recognizing the assessment of evidence.

· Comprehending people, place, and context.

· Recognizing the disparate needs of client, community, and society.

Your abilities and areas of knowledge in this realm should include:

(A.1) Communication Skills: Ability to read, write, speak and listen effectively.

(A.2) Design Thinking Skills: Ability to raise clear and precise questions, use abstract ideas to interpret information, consider diverse points of view, reach well-reasoned conclusions, and test alternative outcomes against relevant criteria and standards.

(A.3) Visual Communication Skills: Ability to use appropriate representational media, such as traditional graphic and digital technology skills, to convey essential formal elements at each stage of the programming and design process.

(A.4) Technical Documentation: Ability to make technically clear drawings, write outline specifications, and prepare models illustrating and identifying the assembly of materials, systems, and components appropriate for a building design.

(A.5) Investigative Skills: Ability to gather, assess, record, apply, and comparatively evaluate relevant information within architectural coursework and design processes.

(A.6) Fundamental Design Skills: Ability to effectively use basic architectural and environmental principles in design.

(A.7) Use of Precedents: Ability to examine and comprehend the fundamental principles present in relevant precedents and to make choices regarding the incorporation of such principles into architecture and urban design projects.

(A.8) Ordering Systems Skills: Understanding of the fundamentals of both natural and formal ordering systems and the capacity of each to inform two- and three-dimensional design.

(A.9) Historical Traditions and Global Culture: Understanding of parallel and divergent canons and traditions of architecture, landscape and urban design including examples of indigenous, vernacular, local, regional, national settings from the Eastern, Western, Northern, and Southern hemispheres in terms of their climatic, ecological, technological, socioeconomic, public health, and cultural factors.

(A.10) Cultural Diversity: Understanding of the diverse needs, values, behavioral norms, physical abilities, and social and spatial patterns that characterize different cultures and individuals and the implication of this diversity on the societal roles and responsibilities of architects.

(A.11) Applied Research: Understanding the role of applied research in determining function, form, and systems and their impact on human conditions and behavior.

Realm B: Integrated Building Practices, Technical Skills and Knowledge

Architects are called upon to comprehend the technical aspects of design, systems and materials, and be able to apply that comprehension to their services. Additionally they must appreciate their role in the implementation of design decisions, and the impact of such decisions on the environment.

Your learning aspirations in this area should include:

· Creating building designs with well-integrated systems.

· Comprehending constructability.

· Incorporating life safety systems.

· Integrating accessibility.

· Applying principles of sustainable design.

Your abilities and areas of knowledge in this realm should include:

(B.1) Pre-Design: Ability to prepare a comprehensive program for an architectural project, such as preparing an assessment of client and user needs, an inventory of space and equipment requirements, an analysis of site conditions (including existing buildings), a review of the relevant laws and standards and assessment of their implications for the project, and a definition of site selection and design assessment criteria.

(B.2) Accessibility: Ability to design sites, facilities, and systems to provide independent and integrated use by individuals with physical (including mobility), sensory, and cognitive disabilities.

(B.3) Sustainability: Ability to design projects that optimize, conserve, or reuse natural and built resources, provide healthful environments for occupants/users, and reduce the environmental impacts of building construction and operations on future generations through means such as carbon-neutral design, bioclimatic design, and energy efficiency.

(B.4) Site Design: Ability to respond to site characteristics such as soil, topography, vegetation, and watershed in the development of a project design.

(B.5) Life Safety: Ability to apply the basic principles of life-safety systems with an emphasis on egress.

(B.6) Comprehensive Design: Ability to produce a comprehensive architectural project that demonstrates each student's capacity to make design decisions across scales while integrating the following SPC:

(A.2) Design Thinking Skills; (A.4) Technical Documentation; (A.5) Investigative Skills; (A.8) Ordering Systems; (A.9) Historical Traditions and Global Culture; (B.2) Accessibility; (B.3) Sustainability; (B.4) Site Design; (B.5) Life Safety; (B.8) Environmental Systems; (B.9) Structural Systems

(B.7) Financial Considerations: Understanding of the fundamentals of building costs, such as acquisition costs, project financing and funding, financial feasibility, operational costs, and construction estimating with an emphasis on life-cycle cost accounting.

(B.8) Environmental Systems: Understanding the principles of environmental systems' design such as embodied energy, active and passive heating and cooling, indoor air quality, solar orientation, daylighting and artificial illumination, and acoustics; including the use of appropriate performance assessment tools.

(B.9) Structural Systems: Understanding of the basic principles of structural behavior in withstanding gravity and lateral forces and the evolution, range, and appropriate application

of contemporary structural systems.

(B.10) Building Envelope Systems: Understanding of the basic principles involved in the appropriate application of building envelope systems and associated assemblies relative to fundamental performance, aesthetics, moisture transfer, durability, and energy and material resources.

(B.11) Building Service Systems: Understanding of the basic principles and appropriate application and performance of building service systems such as plumbing, electrical, vertical transportation, security, and fire protection systems.

(B.12) Building Materials and Assemblies: Understanding of the basic principles utilized in the appropriate selection of construction materials, products, components, and assemblies, based on their inherent characteristics and performance, including their environmental impact and reuse.

Realm C: Leadership and Practice

Architects need to manage, advocate, and act legally, ethically and critically for the good of the client, society and the public. This includes collaboration, business, and leadership skills.

Your learning aspirations in this area should include:

· Knowing societal and professional responsibilities.

· Comprehending the business of building.

· Collaborating and negotiating with clients and consultants in the design process.

· Discerning the diverse roles of architects and those in related disciplines.

· Integrating community service into the practice of architecture.

Your abilities and areas of knowledge in this realm should include:

(C.1) Collaboration: Ability to work in collaboration with others and in multidisciplinary teams to successfully complete design projects.

(C.2) Human Behavior: Understanding of the relationship between human behavior, the natural environment and the design of the built environment.

(C.3) Client Role in Architecture: Understanding of the responsibility of the architect to elicit, understand, and reconcile the needs of the client, owner, user groups, and the public and community domains.

(C.4) Project Management: Understanding of the methods for competing for commissions, selecting consultants and assembling teams, and recommending project delivery methods.

(C.5) Practice Management: Understanding of the basic principles of architectural practice management such as financial management and business planning, time management, risk management, mediation and arbitration, and recognizing trends that affect practice.

(C.6) Leadership: Understanding of the techniques and skills architects use to work

collaboratively in the building design and construction process and on environmental, social, and aesthetic issues in their communities.

(C.7) Legal Responsibilities: Understanding of the architect's responsibility to the public and the client as determined by registration law, building codes and regulations, professional service contracts, zoning and subdivision ordinances, environmental regulation, and historic preservation and accessibility laws.

(C.8) Ethics and Professional Judgment: Understanding of the ethical issues involved in the formation of professional judgment regarding social, political and cultural issues in architectural design and practice.

(C.9) Community and Social Responsibility: Understanding of the architect's responsibility to work in the public interest, to respect historic resources, and to improve the quality of life for local and global neighbors.

Grading and Grade Point Average

The Graduate Program in Architecture follows the University structure for awarding final course grades.

For graduate students, this is an A B C F letter grading system for final grades. There are no plus or minus final grades. Graduate students are generally not assigned D grades because work below the C range is considered unacceptable and therefore failing. When awarded, no credit is earned for D or F grades.

See http://gradspace.editme.com/AcademicRegulationsDthruZ#grading and http://gradspace.editme.com/AcademicRegulationsDthruZ#gpr

Your instructors may specify their own grading rubric and will award grades based on their judgment. However, the following letter grade guidelines may be useful for reference for design work and other courses:

A. This is outstanding work. Innovation and imagination have been demonstrated in the creation of the work and a significant depth of understanding is evident in the student's interpretation of the assignment's requirements. The full potential of the assignment has been explored, developed, and communicated with great care and consideration. The student has no unexcused absences, has demonstrated an exemplary work ethic, and has been a good colleague and positive presence in the studio. The student has worked diligently throughout the entire semester, has consistently been prepared for studio with new work, and has completed all assignments throughout the semester with excellence and on time. All design work, whether two-dimensional or three-dimensional, shows excellent craftsmanship and abilities commensurate with the student's year level.

B. This is good to very good work. The student has exceeded the minimum requirements of the assignment, and has shown more than adequate understanding of its intent and focus. The work demonstrates thorough exploration, development, and execution, including good craftsmanship. The student has no more than two unexcused absences, has demonstrated a very good work ethic, and has been a good colleague and positive presence in the studio. The student has worked diligently throughout the entire semester, has been prepared for studio

with new work at most class sessions, and has completed assignments throughout the semester at a high level in a timely manner. All design work, whether two-dimensional or three-dimensional, shows a high standard of craftsmanship.

C. This is mediocre to average work. The minimum requirements of the assignment have been met. The work lacks depth of understanding or development. The overall product exhibits little imagination or innovation, or does not provoke comment. The student may have three or more unexcused absences (one week of classes or more have been missed) and/or a lackluster work ethic. The student has not worked diligently throughout the entire semester, has not been prepared for studio with new work at most class meetings, and has not completed assignments throughout the semester at a high level. Assignments have been late. Design work, whether two-dimensional or three-dimensional, does not show a high standard of craftsmanship or a level of ability commensurate with the student's year level or peers.

D and F. This is poor or unacceptable work. D and F final grades do not earn credit. The work has not met minimum requirements. Some of the work is incomplete, undeveloped, unimaginative, uninspired, poorly crafted, or demonstrates little or no understanding; it is weak or lacks depth, understanding, or imagination. The care and craftsmanship of the work is inadequate and demonstrates a low level of skill and/or engagement. The student may have three or more unexcused absences (one week of classes or more have been missed) and/or a lackluster work ethic. The student has not worked diligently throughout the entire semester, has not been prepared for studio with new work at many class meetings, and important assignments have not been completed or been poorly completed. This is unacceptable work for a graduate student, and the student will not receive course credit and will be required to repeat the course or studio.

I (Incomplete). This is incomplete work due to extraordinary circumstances. An I can only be given to a student for work that is incomplete due to dire and uncontrollable circumstance(s) that have strictly prohibited the work from being completed, such as an extended medical condition. Any situation responsible for consideration of granting an I must be fully documented by the student and approved by the instructor. Completion of incomplete work must be done in accordance with University regulations; not completing work on time may result in an F grade. For the Graduate School policy on incomplete grades, see http://gradspace.editme.com/AcademicRegulationsDthruZ#incompletes.

Grading Studio and Design Work

In grading design work, the work presented at the final review of the semester is typically considered the culmination of the work of the semester and is graded accordingly. However, in reviewing and grading design work, instructors may consider a number of critical factors, including Premise, Process, Precedent, Product, and Presentation, which may be summarized as follows:

Premise. The work demonstrates understanding of the issues relevant to the design project and has clear and intelligent ideas for a proposal, response, or solution.

Precedent. The work was developed with an understanding and awareness of historical or contemporary architectural precedents.

Process. The work was pursued with a diligent exploration and refinement of design ideas and concepts throughout the time of development. Responsiveness to criticism and suggestions from faculty and outside reviewers is also essential to progress and project development.

Product. The work shows commitment, craftsmanship, and an appropriate level of skill.

Presentation. The work was presented graphically and verbally with professionalism.

Minimum Performance Expectations

Graduate students must maintain a B (3.0) average.

A minimum grade of C in all courses must be earned for the course to apply toward a degree. In other words, no credit will be earned for courses in which a student receives less than a C-. No credit is earned for D or F grades.

If a student receives a D or F grade in a required course, and if the student is not dismissed from the program (see below), the student's graduation will be delayed by one year, as most required courses are offered only once per year.

See http://gradspace.editme.com/AcademicRegulationsDthruZ#grading. See also Maintaining Academic Standing below.

Academic Probation and Dismissal

A graduate student must maintain a minimum overall average of B (3.0) for all courses taken.

If at any time you fail to satisfy this requirement, you will be placed on academic probation or dismissed from the program. In addition, a failing grade (D or F) in a course in your major area may be cause for dismissal regardless of your overall average. It is possible for a student to be dismissed from the program after one semester of poor performance.

Since required courses are considered prerequisites for subsequent courses, and since required courses are typically offered only once per year, receiving a D or F grade in a required course will delay graduation for one year.

If placed on academic probation, you will no longer be eligible for a departmental assistantship and may no longer be eligible for financial aid. Since a primary factor in the award of an assistantship is academic performance, academic probation is grounds for the retraction of an assistantship. Poor academic performance is also an indication that a student will not benefit academically from the additional work of an assistantship, irrespective of financial needs.

For more information regarding the grounds for and procedures regarding dismissal, see http://gradspace.editme.com/AcademicRegulationsDthruZ#dismissal.

FERPA

FERPA stands for the Family Educational Rights and Privacy Act. It is a federal law that indicates how records of enrolled and formerly enrolled students must be handled. For information of what FERPA is, what rights are accorded, and what is covered by the regulations,

see the Registrar's website, www.registrar.clemson.edu/FERPA. One aspect to be aware of is that if you ask a faculty member to provide a job reference or other academic reference, such as for a scholarship or award, the faculty should request from you a written release to disclose the related academic information.

Continuous Enrollment

All graduate students in the program are expected to maintain continuous enrollment. Note that you must meet minimum enrollment requirements to be eligible for financial aid (see Assistantships/Financial Support below), and only students who are enrolled are eligible to use University facilities, university supported insurance and medical care, and other services.

Students failing to maintain continuous enrollment (excluding summer terms) must apply to the Graduate School for re-entry and obtain approval from their department. Graduate students who do not maintain continuous enrollment are subject to the requirements in effect at the time you return.

In the event of extraordinary circumstances (such as a medical withdraw), you must request and be granted a leave of absence from the department. Your request must be approved by both the Program Coordinator and the department chair. A leave of absence will be granted only in exceptional cases. If you have an assistantship or fellowship and take a leave of absence, you are not guaranteed financial support upon your return, even if you did not use up all your support before your leave.

Assistantships and Financial Support

Financial Policies

For information about Graduate School financial policies, see
http://gradspace.editme.com/FinancialPoliciesandInformation#financialgeneral.

Graduate Assistantships

Graduate Assistantships may be awarded by either the Graduate School or the School of Architecture for students enrolled in the Graduate Program in Architecture. For information about Graduate School assistantships, see:

http://gradspace.editme.com/FinancialPoliciesandInformation#gatypes.

As indicated in a previous section, graduate assistantships are awarded based primarily on academic performance, although a match between skills, qualifications, and school needs is considered.

Neither a high GPA nor financial need entitles a student to an assistantship. Assistantships are awards because demand is much greater than supply. Assistantships are also jobs. Assistants are engaged to assist in teaching, research, administration, technology support, or other employment and are recruited based on their demonstrated ability to perform these tasks.

An assistantship is employment remunerated in the form of a tuition reduction and hourly

pay. Assistantships are described as ¼-time (10 hours per week) ½-time (20 hours per week) or ¾-time (30 hours per week) appointments. However, due to funding and curriculum issues, the School of Architecture awards and permits only ¼ time assistantships, so that graduate assistants may maintain a full course load and not delay their graduation. Students with assistantships of ½-time or above are not permitted a 15-credit hour course load, and will therefore delay their graduation. See the prior section on "Maximum Enrollment."

Graduate teaching assistants may be assigned to particular courses or instructors or design studios. Research assistants may be engaged to assist individual faculty members to conduct research on specific projects.

Your responsibilities and details of your financial support are included in your official offer letter from the Department Chair, Program Director, or Program Coordinator, or from your faculty or staff supervisor. This letter requires your signature indicating your acceptance of the terms. Teaching assistants will receive a separate communication with more detail as to their specific assignments, such as course sections, etc.

To maintain your assistantship, you must complete the duties in a satisfactory manner and make satisfactory progress toward your degree.

For more information about Graduate Assistantships, see the Graduate School website: http://gradspace.editme.com/FinancialPoliciesandInformation#gaappointment.

Fellowships are also available from organizations outside Clemson University. See www.grad.clemson.edu/fellowships.php.

Minimum Enrollment

A minimum enrollment is required for appointment as a graduate assistant. During the academic year, the minimum enrollment is nine semester hours for all graduate assistants. Minimum enrollment in the summer sessions is three semester hours per session. An assistantship may be withdrawn at any time for failure to maintain satisfactory enrollment status.

Assistantship Record-Keeping

Teaching and Research Assistants must fulfill all of the responsibilities described by their faculty or staff supervisors, must work the requisite number of hours, and must keep a timesheet. The timesheet must be signed by the supervisor and given to the Student Services Coordinator or department accountant before payment will be issued. Assistants who do not fulfill their obligations or work the requisite number of hours are liable to lose the assistantship award.

Assistantship Work Schedule, Expectations, and Performance

Be sure to clearly identify whom your primary faculty or staff supervisor is and what their expectations are. Be sure that both you and your supervisor are clear about the terms of your assistantship, especially the number of hours you are expected to work each week.

School of Architecture assistantships are 10 hours per week. You must keep a work schedule with your faculty or staff supervisor to coordinate expected hours of work each week to

satisfy your appointment. If you do not fulfill the required number of hours during a given week, it should be made up the next week; you are required to satisfy the cumulative number of hours expected during the course of the semester or your appointment. Conversely, if you work more than 10 hours on a ¼-time assistantship, you should be expected to work correspondingly less in the following week, or as agreed by you and your supervisor. In other words, your teaching, research, or administrative supervisor should expect you to work your full number of required hours per week, or on average, but should not expect you to work any more than what is established in your assistantship agreement.

You are encouraged to discuss any issues regarding your workload or work expectations with your supervisor. If there is a misunderstanding about the terms or expectations with the supervisor, let the Student Services Coordinator know. If necessary, the Coordinator will discuss the matter with the Program Director and the Department Chair.

Keep in mind that your supervisor should also be relatively understanding about your academic obligations, but, as with any employment situation, should expect professional conduct in terms of reliability, consistency, time-management, communication, and competence. Inability to satisfy reasonable employment expectations is grounds for termination of the assistantship. Your supervisor will also be asked to write a performance review of your work at the end of your assistantship that will be available for review by future supervisors; if your performance is found to be wanting, you may be denied another assistantship in the competitive allocation process.

The University Calendar for Employees and Assistants

As teaching, research, or administrative assistant, your work timeframe is not the same as the semester class schedule or the student calendar. University faculty and other employees do not have the same schedule (or days off) as students. However, graduate assistants are expected to work on the same calendar as their faculty or staff supervisor unless otherwise indicated. Graduate assistants are entitled to take as holidays the days on which the University is officially closed. If you are working for a faculty or staff member, expect to keep the same calendar as your faculty or staff supervisor.

In the event of a death in your immediate family, illness of a close family member, or personal illness or hardship, you may request up to four weeks leave without pay per semester and one week of leave without pay per summer session from your immediate supervisor.

Graduate students are entitled to take as holidays the days on which the University is officially closed. See the official University holiday schedule at www.clemson.edu/humanres/Payroll_Benefits/holidays.htm.

Graduate assistants do not accrue paid vacation time.

Reduction of Assistantship Pay

Normally, your agreed-upon workload will be submitted as hours worked for each payroll period. However, if the amount of work you perform consistently deviates below the required workload, your pay will be reduced accordingly. Due to the procedure in which time sheets are currently used, it may be necessary to implement any pay reductions in the pay period

following the one in which the work deficiency actually occurred. Pay also may be withheld from students who violate the vacation policy (see below).

Termination of Assistantship Pay

Pay for any session will end when you leave Clemson or are no longer available for work assignments. Normal termination dates for the spring and fall semesters for students not continuing into the next session is graduation day. Any deviations from these dates must be approved by your Advisor or the department chair.

See also Academic Probation above.

Outside Employment during an Assistantship

One of the purposes of a graduate assistantship, whether assisting with research, teaching, or administration, is to support your subsistence during your graduate studies. Therefore it is the policy of the department to disallow you from outside employment if you hold more than a ½-time assistantship. Exceptions to this policy include temporary consulting and/or tutoring jobs, which you may do if you receive approval from your Advisor.

Paydays

Paydays are alternate Fridays. When you go on the payroll for the first time, you will have a two-week lag before you will be paid. This "lag pay" is paid out after your termination from your position.

Paperless Pay

Stipend checks must be direct-deposited through the University system. You must fill out an "Authorization for Deposit of Net Pay" Form upon starting your assistantship. This action is mandatory; no exceptions. Pay stubs will not be given/mailed to you, but are available electronically through MyCLE.

To view your pay stub and other employment-related information on MyCLE, go to bb.clemson.edu, Enter your employee ID and password in the username and password fields and click "Login". Then select "View Paycheck" from the CU Faculty & Staff Resources list. Re-enter your employee ID and password to sign in to PeopleSoft. Your most recent pay stub will appear.

Income Taxes

The State of South Carolina and the federal U.S. government require the payment of income taxes. As a general rule, state and federal taxes will be withheld from your pay and you will need to file income tax returns with both the state and federal taxing agencies. If taxes are not withheld, you must pay taxes to the extent required by law.

Work Injury Protocol

Should you be injured during the course of your employment responsibilities, you must immediately report the injury to your supervisor. Your supervisor should then immediately call the workers' compensation insurance company. Their medical manager will gather

information about the accident and direct you to a healthcare facility or physician for treatment. No coverage will be provided for work-related claims unless reported by your supervisor before you receive medical treatment at the authorized provider.

In the event of severe injury/emergency, call 911 first, and then execute the above procedures.

Work Products

The products or outcomes of work performed during the course of an assistantship, including computer programs written, data generated, discoveries made, derivations developed, etc., are the property of Clemson University.

Military Leave Policy

The Graduate School has ruled that a graduate student on military leave, for example summer camp, will not receive a stipend for the period of that leave. Students planning to take military leave should notify the departmental secretary of the inclusive dates. Short periods of about one week can be taken as regular vacation with no interruption in pay. Students leaving the campus for six weeks to attend summer camp must obtain written permission from the dean of the Graduate School to be excused from the continuous enrollment provision.

School of Architecture Student Honors, Awards & Travel Fellowships

Each year the School of Architecture awards a number of awards that have been established by alumni and friends of the School to the most accomplished graduate students. Awards are based on a combination of accomplishments in design work and academic accomplishments. Awards may require the submission of an application and portfolio. Monetary awards may be limited by available funding.

The Henry Adams Award

This award is given annually in schools of Architecture accredited by the National Architectural Accrediting Board (NAAB). It is awarded to a graduate student selected by the School in recognition of scholastic achievement, character, and promise of professional ability.

The Henry Adams Medal

This medal, the highest Henry Adams prize, is given annually in schools of Architecture accredited by the National Architectural Accrediting Board (NAAB). It is awarded to a graduate year student selected by the School in recognition of scholastic achievement, character, and promise of professional ability.

The Mickel Prize in Architecture

This travel award, the highest award in the School of Architecture, is given annually to the most outstanding graduating Master of Architecture student with the best overall design ability, overall academic ability, leadership, and professional promise. It is made possible through an endowment established by family, selected friends and associates of Mr. Buck

Mickel.

The Harlan E. McClure Award

This award is given annually by the Faculty of the School of Architecture in recognition of outstanding architectural design as demonstrated in a graduate project or thesis.

Withdrawing from the Program and the University

If for any reason you decide to withdraw from the program, inform your Advisor and the Program Director, who will inform you of the of the procedures to be followed to officially withdraw from the University. Failure to follow the procedures may result in your owing tuition and other fees to the University. This applies to both domestic and international students. See http://gradspace.editme.com/AcademicRegulationsDthruZ#withdrawing.

Department and Graduate School Forms

You will be required to complete various forms through the course of your studies, including forms for graduation. You will find up-to-date versions of the Graduate School forms at www.grad.clemson.edu/forms/GeneralForms.php. Departmental forms are available from the Student Services Coordinator or department website.

Interacting with Faculty

Unless a faculty member indicates or signals otherwise, it is respectful to address all faculty members as "Professor," regardless of whether they are a Lecturer, Senior Lecturer, Assistant Professor, Associate Professor, or full Professor, the various ranks typical in academia. Those with a doctorate, or Ph.D., may be addressed as "Dr."

Keep in mind that classroom time is only a fraction of a professor's job. Part-time faculty may well have a professional career outside of teaching. Full-time professors are expected to be productive in research areas of their own specialization and to participate in service to their departments, college, and/or university in the form of committee work and administration, in addition to teaching preparation, grading, and related activities such as student advising and student research committees.

Student Assessment of Faculty

Toward the end of each semester you will be asked to complete evaluations of your courses and instructors. Please take this task seriously and please complete a thoughtful and honest evaluation for each course and instructor. Your feedback and your comments are important and are valued.

Assessments may also be asked of you at midterm. Please take the initiative to complete these important tasks.

Department and Program Events

Lecture Series

The School of Architecture co-sponsors visiting lectures in conjunction with the Clemson Advancement Foundation (CAF) and other funders. The number of architecture lectures is limited by the amount of funding in a given year, the academic calendar, and the fees paid to lecturers (typically the more renowned, the higher the speaking fee). There is a faculty member who serves as lecture series coordinator each academic year. If you would like to recommend a lecturer or topic, please contact a School of Architecture administrator (145 Lee Hall) to inquire who the faculty lecture series coordinator is that year and make your recommendation to him or her by email. Please also contact the faculty lecture series coordinator if you are willing to help host and advertise lecture series events.

Film Series

Students have organized informal film series in the past and are encouraged to carry on the tradition. Contact the program director for assistance if desired. Check Gunnin Library's film collection; if the library does not have the title you are looking for, they may be willing to purchase it for the collection.

Happy Hour

Friday evening "happy hour" is a tradition at many graduate schools of architecture. Friday happy hours are student-organized events that must not begin before studio concludes at 5:30 PM, and must not disturb classes or other academic activities. University regulations and (obviously) all laws regarding alcoholic beverage consumption must be strictly observed. No alcoholic beverages may be purchased for, served, or made available to those under the legal drinking age (21 years old), and those found responsible for purchasing alcohol, serving, or making available alcohol for those under the legal drinking age will be subject to disciplinary action. Since our school of architecture has an undergraduate population that some graduate schools do not, all happy hour events with alcohol should take place off-campus.

For more information, see http://www.clemson.edu/administration/student-affairs/student-handbook/universitypolicies/alcohol-and-other-drugs-policies.html

Student Involvement and Organizations

There are many ways to take an active or leading role in the Graduate Program and in the School of Architecture at large. A successful school needs students with energy and initiative, and faculty are always looking for students with leadership qualities. Students will sometimes be asked to serve on departmental committees as student representative, including faculty search committees (the processes through which new faculty are hired), host distinguished visitors, attend special events, join design competition teams, lead technology workshops, participate in faculty research projects, serve as critics for undergraduate design reviews, and so on.

When developing a student organization or other initiative it is advisable to discuss the idea with the Program Director. This is especially true when engaging individuals or organizations outside of the School of Architecture, whether within the university or off-campus. Students must not

create or establish any commitments or encumbrances for the School of Architecture without the written approval of their Program Director or the Department Chair.

The Graduate Architecture Student Partnership (GASP)

GASP is an organization of graduate students in architecture. GASP leadership represents the student body, serves as student representatives on school and university committees, and organizes social events and other activities that may benefit students and the school.

AIAS

The School of Architecture has an AIAS (American Institute of Architecture Students, www.aias.org) chapter. Although leadership of the chapter tends to be filled by undergraduate students, there is a position for a Graduate Student Representative and graduate students are encouraged to become involved.

Since 1956, the American Institute of Architecture Students (www.aias.org) has been the voice of students to the educational system and the profession of architecture and design in North America–and beyond. The association helps to build interest and enrich the educational experience of students and others in architecture and design. AIAS is an independent, 501c3 non-profit and student-run organization that is more than just a club. This grassroots association is a cooperative between thousands of students in North America (of all ages and academic degrees) committed to helping each other. It provides a sense of community and a forum to share differing views. The AIAS is also a professional organization that is the official voice of architecture students.

The mission of the AIAS is:

• To promote excellence in architecture education, training and practice. We celebrate our membership in several ways. Members of the AIAS have the opportunity to have their work published in Crit, Journal of the *AIAS* the only international journal devoted to the work and critical thoughts of architecture students.

• To foster an appreciation of architecture and related disciplines. We host an annual convention, FORUM, which provides students with the opportunity to learn about the issues facing architectural education and the profession, to meet students and professionals with common interests, and to interact with some of today's leading architects and designers.

• To enrich communities in a spirit of collaboration. Through the Freedom by Design™ program, we are organizing our members to be good citizens in their communities.

• To organize students and combine their efforts to advance the art and science of architecture. We serve as the sole student voice in the decision making process of such organizations as The American Institute of Architects (AIA), Association of Collegiate Schools of Architecture (ACSA), and National Architectural Accrediting Board (NAAB).

Graduate Student Government

The Graduate Student Government (GSG) is a University-wide organization of all graduate students for promoting graduate student interests. At the start of each fall semester, departmental GSG representatives are elected. The biweekly senate meetings are open to all

graduate students. See the Graduate School Announcements (www.registrar.clemson.edu/html/catalogGrad.htm) for more information, or contact the GSG office at (864) 656-2697. Your active participation in the Graduate Student Government is encouraged. Participation in the GSG can provide valuable leadership experience.

We're Looking for Leaders: Student Participation in University and School Committees

A number of university and school committees include a student representative. These representatives may be undergraduate or graduate students and may be selected or recommended by the chair, associate chair, or a program director on the basis of academic performance, contributions to student and academic life, and ability to represent the interests of the student body.

Professional Organizations

NAAB

"The National Architectural Accrediting Board (www.naab.org) is the sole agency authorized to accredit US professional degree programs in architecture. Since most state registration boards in the United States require any applicant for licensure to have graduated from a NAAB-accredited program, obtaining such a degree is an essential aspect of preparing for the professional practice of architecture. While graduation from a NAAB-accredited program does not assure registration, the accrediting process is intended to verify that each accredited program substantially meets those standards that, as a whole, comprise an appropriate education for an architect.

The curriculum of a NAAB-accredited program includes general studies, professional studies, and electives, which together comprise a liberal education in architecture. The curriculum ensures that graduates will be technically competent, critical thinkers who are capable of defining multiple career paths within a changing societal context.

More specifically, the NAAB requires an accredited program to produce graduates who: are competent in a range of intellectual, spatial, technical, and interpersonal skills; understand the historical, socio-cultural, and environmental context of architecture; are able to solve architectural design problems, including the integration of technical systems and health and safety requirements; and comprehend architects' roles and responsibilities in society."

For additional accrediting information, see:

http://virtual.clemson.edu/caah/architecture/1.3.91.php.

NCARB

NCARB is the National Council of Architectural Registration Boards (www.ncarb.org). Members are the architectural registration boards of the 50 states, the District of Columbia, and three U.S. territories (Guam, Puerto Rico, and the U.S. Virgin Islands). Each registration board has state-appointed public and professional members as well as an administrator. NCARB's primary function is to maintain records for state boards, architects, and interns.

NCARB protects the public health, safety, and welfare by leading the regulation of the practice of architecture through the development and application of standards for licensure and credentialing of architects.

The NCARB website (www.ncarb.org) is a useful resource for architecture students and professionals.

IDP

To become a licensed architect in the United States, you must complete an internship approved by NCARB through the IDP program. The Intern Development Program (IDP) is a comprehensive training program created to ensure that interns in the architecture profession gain the knowledge and skills required for the independent practice of architecture.

The IDP was created jointly in the 1970s by the National Council of Architectural Registration Boards (NCARB) and the American Institute of Architects (AIA) and is administered by NCARB.

As a professional membership organization, the AIA supports the IDP through the coordinator program, the mentorship program, supplementary education activities, and the IDP Advisory Committee.

All of the program requirements are outlined in the *IDP Guidelines.* Interns and supervisors should become familiar with the *IDP Guidelines* and the *IDP Supervisor Guidelines*.

Before you begin working in an architecture firm or for a licensed architect, you should enroll in IDP and create your NCARB Record. You should be sure to record and file every hour that you work because to complete your internship program, you must work for 5,600 hours, which is about 700 full-time days, or 3 years. You don't want to miss recording a single hour!

For an overview of the Experience Requirements, see:

http://ncarb.org/en/Experience-Through-Internships/Meeting-NCARB-Experience-Requirements.aspx.

AIA

Based in Washington, D.C., the AIA (www.aia.org) has been the leading professional membership association for licensed architects, emerging professionals, and allied partners since 1857.

With nearly 300 state and local chapters, the AIA serves as the voice of the architecture profession and the resource for our members in service to society. The AIA:

• Sponsors hundreds of continuing education experiences to help architects maintain their licensure

• Sets the industry standard in contract documents with more than 100 forms and contracts used in the design and construction industry

• Publishes online publications

- Provides countless [Web-based resources for emerging architecture professionals](#)

- Conducts [market research](#) and provides analysis of the economic factors that affect the business of architecture

- Hosts the annual [AIA National Convention and Design Exposition](#)

- Serves as an [advocate of the architecture profession](#)

- Champions architects' future by [enhancing public belief in the value of design](#)

- Promotes design excellence and outstanding professional achievement through [an awards program](#)

Unprofessional and Discriminatory Conduct

It is the policy of Clemson University to conduct and provide programs, activities and services to students, faculty and staff in an atmosphere free from harassment. Harassment is unwelcome verbal or physical conduct, based upon race, color, religion, sex, sexual orientation, gender, national origin, age, disability, status as a military veteran or protected activity (e.g., opposition to prohibited discrimination or participation in the statutory complaint process), that unreasonably interferes with the person's work or educational performance or creates an intimidating or hostile work or educational environment.

For more information, see http://www.clemson.edu/administration/student-affairs/student-handbook/universitypolicies/CU%20non-discrimination.html.

Employees or students who feel they are victims of discrimination or harassment should consult the Office Access & Equity (E-103 Martin Hall, (864) 656-3181) for advice and assistance in resolving complaints.

Student Health and Safety

University Health Services

The Redfern Student Health Center on campus provides health services to University students. Redfern offers a variety of services including: outpatient ambulatory care for illnesses and injury, health education on women's health issues, nutritional counseling, dermatology, and orthopedic clinics. Students are seen at Redfern throughout the day by appointment. A walk-in clinic is available to students who do not have an appointment. ASK-A-NURSE telephone services are also available.

If you have questions about services provided, call Redfern Health Center at (864) 656-2233; if you would like to schedule an appointment to see a doctor at Redfern, call the appointment line at (864) 656-1541. For service hours or other information, see their website at http://stuaff.clemson.edu/redfern/.

Counseling

The demands of graduate school can sometimes seem overwhelming. You will certainly feel some stress during your time as a graduate student. If this becomes too much to bear, and if

you feel you could benefit from talking to a counselor — about grad school stress or any other issue — contact the Counseling and Psychological Services program (CAPS), located in Redfern Health Center.

CAPS staff have extensive experience in understanding and helping students whom are experiencing anxiety, depression, and other stress related conditions. You are not alone. They can help you.

To learn about their current programs, visit the CAPS website at stuaff.clemson.edu/redfern/caps or call them at (864) 656-2451.

Tobacco Use

Smoking and the use of other tobacco products are not permitted in campus buildings. When smoking outdoors, please remember that cigarette butts are litter—when extinguished, please dispose of them properly. For more information, see http://www.clemson.edu/administration/student-affairs/student-handbook/universitypolicies/smoking-and-tobacco-use.html.

Drugs and Alcohol

The use, possession, distribution or dispensation of illegal drugs is strictly prohibited. Violation could result in your dismissal from the Graduate Program and the University. For more information, see http://www.clemson.edu/administration/student-affairs/student-handbook/universitypolicies/alcohol-and-other-drugs-policies.html.

Concealed Weapons

It is illegal to have a concealed weapon on campus with certain exceptions. You should immediately alert the police of any suspicions that anyone has a weapon on campus.

Pets on Campus

With the exception of service animals and tropical fish, pets are not permitted inside university facilities. This is university policy. For more information, see http://www.clemson.edu/administration/student-affairs/student-handbook/universitypolicies/pet-policy.html.

Personal and Property Safety On and Off-Campus

We are very fortunate to live in an environment relatively free of thefts, burglaries, and other crimes. Every year, however, there are various crimes. The Campus Police Department is required to keep and make available crime statistics.

Academic buildings are often unlocked, even on (football) weekends, when the Lee Hall surroundings are occupied by tailgaters. Please secure all of your valuables.

When leaving the building late at night, it is advisable to walk to your car with a companion.

Emergencies

Call the Clemson University Police Department at (864) 656-2222 or 911 for all major emergencies: fire, medical, police. They will ensure that the proper authorities are dispatched.

In the event of a fire or tornado, exit the building immediately. Use stairwells; do not use the elevator.

For more information about emergency preparedness, see:

http://www.clemson.edu/campus-life/campus-services/cufd/campusemergencymanagement/notification.html

You can sign up to have emergency alerts sent to your phone or mobile device, see MyCLE for CU Safe Alerts or https://www.getrave.com/loginRedirect.do.

Inclement weather

Cancellation of classes due to inclement weather is determined by University Administration and announced through local radio and television stations. University Administration attempts to alert students of any disruption of scheduled classes by 7 a.m.

The Upstate of South Carolina is prone to winter ice storms and occasional snowstorms. If you are driving, take these weather conditions seriously, both because of their inherent danger and because such events are infrequent enough that other drivers have little experience with driving in snow and icy conditions. You may have experience driving in ice and snow from where you lived previously, but most people from Clemson and this part of the country do not. People, frequently students, are injured or killed in car accidents during ice and snow storms.

Student Life

For information about student life, campus recreation and sports, clubs and organizations, dining, housing, parking, and so on, visit the Clemson University and Graduate School websites, http://www.clemson.edu/campus-life/index.html

and http://www.grad.clemson.edu/current_students/.

Political and Religious Activities

In the interest of maintaining diversity and a productive work environment, and avoiding the endorsement of particular views, it is university policy not to engage in political and religious activities. It is similarly departmental policy that no political or religious signs will be displayed. Similarly, university email lists/systems should not be used to transmit political or religious messages. For more information, see http://www.clemson.edu/administration/student-affairs/student-handbook/universitypolicies/public_prayer.html.

Disputes and Grievance Procedures

Misunderstandings sometimes arise between faculty and students. Usually these can be resolved quickly, tactfully, and fairly through discussion with the faculty member, which is the best possible outcome.

In the event that a misunderstanding has become a dispute that cannot be resolved through face-to-face discussion with the faculty member, keep the following in mind. Write the faculty member an email that outlines your understanding of the issues and presents reasonable solutions, keep a copy, and wait for a reply. If the matter remains unresolved, make an appointment to seek advice from the Graduate Program Director. He or she will advise you as to the best course of action, may seek to arbitrate the matter, or may discuss it with the department chair.

Disputes should always be resolved at the lowest possible level. In disputes with faculty members you should always begin with discussion with the faculty member and work through departmental channels as just described. Not following this protocol may be deemed unprofessional or make matters worse. Your advisor, program director, or department chair will advise you when a matter cannot be resolved within the department, and when the next step is to address the matter with the Graduate School. Please note the types of matters that will be addressed at this level.

The Graduate Academic Grievance Committee

It is the policy of the Graduate School to address all grievances of an academic nature filed by enrolled graduate students. Graduate student grievances are heard by the Graduate Academic Grievance Committee (GAGC). The GAGC typically consists of three faculty representatives from each of the five colleges and one graduate student representative from each college. A six-member Initial Grievance Review Board (IGRB) is formed from among GAGC members and is responsible for determining which grievances will go forward to the GAGC.

GAGC Procedures

Grievances must be filed with the Graduate School within sixty (60) days of the alleged act and may involve the following: violations of program, department, college or Graduate School policies related to final grades in courses or research (891 or 991); violations of program, department, college or Graduate School policies related to the completion of any academic requirement including theses and dissertations, and oral or written comprehensive examinations; and graduate student assistantship employment including offers of assistantship appointments made during recruiting not honored after enrollment.

At any time prior to filing a grievance, the student may consult with the University ombudsman charged with mediation in cases involving graduate students.

Any student wishing to file a complaint must first make every attempt to resolve it within the college. The student must first take the complaint to the faculty or staff member(s) involved. If no resolution can be reached, the student should request assistance from the department chair and the dean of the college.

If the grievance remains unresolved, the student may file the complaint with the Graduate School. The student must first meet with the associate dean of the Graduate School charged with oversight of the GAGC. The associate dean will describe the grievance process to the student. If the student wishes to proceed with the grievance, the associate dean will provide the student with Graduate School Form GSg-A, "Request to File a Grievance," which will

enable the student to provide a written statement detailing the issue and his or her attempts to resolve it at the college level by documenting a) the dates of consultations at the college level, b) the names of those persons consulted, and c) the signature of the collegiate dean attesting that no resolution could be reached. The student must return the fully executed Form GSg-A to the Graduate School within 30 days of receipt from the associate dean. Students who fail to file the grievance within this timeframe forfeit their opportunity to proceed.

The student may seek external counsel (an advisor, an attorney, etc.) to assist with preparation of materials to submit to the GAGC. The student may request such individual accompany him or her to the hearing and may wish to proceed to prepare for this event. Questions concerning possible impacts on the student's graduate status should he or she not be successful in the grievance may be discussed at this time with the associate dean of the Graduate School.

The IGRB will determine if the complaint, as submitted on Form GSg-A constitutes a grievance under the Graduate School's policies. Grieveable complaints will be addressed by a subcommittee of the GAGC appointed for the purpose of addressing the complaint in question. The subcommittee will convene an informal, closed hearing to recommend a resolution to the grievance. For more information about the procedures, refer to the Graduate School Announcements at www.registrar.clemson.edu/html/catalogGrad.htm.

University Ombudsman

The ombudsman is an independent, confidential resource that provides assistance to faculty, graduate students and post-doctoral students in resolving problems, complaints and conflicts when normal processes and procedures have not worked satisfactorily. The Ombudsman's Office serves as a central information source on policies, procedures and regulations affecting faculty, graduate students and post-docs. The office refers individuals to persons able to resolve problems or handle appeals at the lowest possible level. Where appropriate, the ombudsman can facilitate and/or mediate communication between parties who find themselves in a dispute.

The ombudsman strives to ensure that faculty, graduate students and post-docs receive fair and equitable treatment within the University system. He provides an independent point of view in an informal and confidential environment. The ombudsman will not identify you or discuss your personal concerns with anyone without your permission. Private confidential meetings can be arranged at your convenience. All communications will be treated with strict confidentiality. The ombudsman works toward resolutions based on principles of fairness. He is neither an advocate for faculty, administration or students, nor an agent of the University, but is an advocate of fair processes.

The Office of the Ombudsman provides fair and impartial counseling to faculty members, graduate students and post-docs by: 1) addressing problems and concerns, and identifying and evaluating options to reach resolutions; 2) providing available resources within the University, particularly as to policies and procedures; 3) serving as a neutral party in conflict resolution; 4) opening lines of communication through mediation; and 5) recommending changes in University policies and procedures when necessary. The ombudsman assists in issues of harassment, academics, unfair or inequitable treatment, or any other University

policy that you feel has been applied unfairly or erroneously.

The ombudsman, as a designated neutral, has the responsibility of maintaining strict confidentiality concerning matters that are brought to his attention unless given permission to do otherwise. The only exceptions, at the sole discretion of the ombudsman, are where there appears to be imminent threat of serious harm. The ombudsman must take all reasonable steps to protect any records and files pertaining to confidential discussions from inspection by all other persons, including management.

The ombudsman will not testify in any formal judicial or administrative hearing about concerns brought to his attention. When making recommendations, the ombudsman has the responsibility to suggest actions or policies that will be equitable to all parties.

Concerns can be directed to the University ombudsman by letter, walk-in, appointment or telephone: R. Gordon Halfacre, University Ombudsman for Faculty and Graduate Students and member of the Ombudsman Association, 101 Clemson House; telephone (864) 656-4353 or (864) 656-4957; email ombudsman@clemson.edu.

GRADUATING FROM THE PROGRAM

Career Planning

The Clemson University Michelin Career Center provides information about general market conditions and gives assistance in acquiring knowledge about your career opportunities and job requirements. The Center hosts career fairs each fall and spring, and offers workshops in a variety of career-related topics. The Center also provides information about internships and part-time and summer work. The downloadable Michelin Center Career Guide offers tips on creating a resume, writing a cover letter, interviewing, and other basic job-hunting skills.

For more information, see their website at career.clemson.edu or call (864) 656-6000. For graduate student specific career information, see http://career.clemson.edu/graduate_students.

For job listings in architecture, and other news and resources, http://archinect.com/ is a useful resource.

Terminal Year Advisement

You should have been meeting at least annually with your Primary Adviser to confirm that you have been following the Plan of Study and fulfilling the requirements for graduation. In the beginning of your final academic year, be sure to review the latest curriculum plan again and determine that you will satisfy graduation requirements in your final fall and spring semesters.

Finalized GS2 Form

In your first semester, the Graduate School required you to fill out and file a GS2 Plan of Study Form documenting your degree track's plan of study.

See: http://gradspace.editme.com/AcademicRegulationsDthruZ#planofstudypol.

To download the form, see:

http://www.grad.clemson.edu/forms/pdf/GS2_fillable.pdf?PHPSESSID=3s70mqhhqfugstc92ms4cri9s2.

In the semester before you graduate, you must file a revised GS2 Form that includes any changes to the GS2 Form that you filed previously. *Your GS2 Form and transcript must match in order for you to graduate and receive your degree*.

You should file your revised GS2 after completing registration for spring courses in your second to last semester. The deadline for filing the revised GS2 form is usually in early January before the start of the spring semester. If you will be traveling over the winter holiday, be sure to file your GS2 form before leaving Clemson.

Your Major Advisor will assist you with filing the form. You must complete the form, following all instructions on the form, and sign it. You may email or deliver a hardcopy of the form to your Major Advisor (unless otherwise specified), who will then sign the form; the form will be then signed by the department chair and sent to Enrolled Student Services for processing.

Graduation Dates and Deadlines

For pre-graduation and graduation deadlines, see http://www.grad.clemson.edu/Deadlines.php.

Clemson University hosts graduation ceremonies in August, December, and May. The majority of graduate students in the Graduate Program in Architecture will graduate in May due to the schedule of M. Arch. Curriculum Plan. Early graduation is generally not an option. The August and December graduation ceremonies are more likely to be attended by graduate students who are graduating late due to missed requirements.

Application for Diploma

You must submit a formal application for a diploma to the Graduate School. You must complete this form online in the first four weeks of the semester in which you intend to graduate. Early submission is not accepted (e.g., do not complete the form in January if you do not plan to graduate until August or December, only if you plan to graduate in May). If you miss the deadline, you must contact Enrolled Services to receive a hard-copy version of the application; late fees will accrue at $25 the first day after the deadline and an additional $5 each business day thereafter to a maximum of $125. If you submit the form and, for some reason, do not graduate in that semester, you must re-submit in each term in which you hope to graduate thereafter.

See www.registrar.clemson.edu/html/graduation.htm.

If your name in the student database is not as you want it to appear on your diploma (due to marriage, etc.), you must contact Enrolled Services prior to submitting the Diploma Application form online. Any degree/major changes via form GS2 must also be processed before you submit the Diploma Application.

There is no fee to receive a diploma if you attend the graduation ceremony or agree to pick up your diploma in the Enrolled Services office in Sikes Hall. There is a $10 fee assessed if you request that your diploma be mailed to you.

For more information, contact Enrolled Services at (864) 656-5339, if your last name begins with A-L, or (864) 656-5341 if your last name begins with M-Z.

If you choose to participate in graduation ceremonies, you should make arrangements for cap and gown purchase or rental at this same time. See the Clemson University Bookstore's website for deadlines and more information, www.clemson.edu/bookstore/gsupplies.htm.

Pre-Graduation Requirements

Final Studio Work Documentation

Before your final studio grades will be issued, you must turn in documentation of your final studio project and any research reports.

Program Assessment Form and Exit Interviews

Prior to graduation you may be asked to complete a Program Assessment form, which you will submit anonymously to the Program Director. Your feedback will consider the

department's admission policies and criteria, advising policies, curriculum and website. You will also be asked to participate in an "exit interview" to discuss your overall experience, highlights, and any disappointments over your course of study.

Other Requirements

When you leave the University due to graduation or any other reason, you must do the following pertaining to the department:

• Clean your studio desk and storage units. Throw away anything that you do not want to take with you.

• Turn in any keys for university facilities.

• Return all borrowed materials (books, journals, etc.).

After Graduation: IDP

If you plan to pursue a "traditional" career in architecture, and become a licensed architect, be sure to review and satisfy your IDP requirements. See the previous section on IDP and http://ncarb.org/en/Experience-Through-Internships/Meeting-NCARB-Experience-Requirements.aspx.

Letters of Recommendation

Letters of recommendation for jobs, grants, fellowships, post-professional degree programs, etc. from faculty are a privilege, not a faculty obligation. Each faculty member has their own sense and approach to writing recommendation letters and for whom. Some faculty, for example, may prefer to write letters only for those they know well (in more than one lecture class) and, among those, only for students who did A-level or outstanding work. It is difficult to expect a glowing letter from someone whom did not know you well or who saw you perform at less than peak professional performance.

Some other things to keep in mind about asking for recommendation letters are very basic. Be sensitive to the faculty member's work or semester schedule, and do not ask for a letter a week or days before your deadline. Anything less than a two-week notice is probably too short; if you ask your recommender for a rush job, that is what you should probably expect.

In your request for a recommendation letter, always indicate the deadline by which the letter is needed, and never presume that your request, especially on short notice, will be satisfied. If your recommender agrees to write a letter, be certain to promptly supply any necessary information, including the full name and contact information of the addressee, transmission instructions, and any needed forms or background information, such as your resume, academic records (along with permission to transmit academic information), and other instructions. If your resume does not tell the full story, you might summarize any relevant background or career information that could be highlighted in the recommendation letter. To have a glimpse at what goes into a recommendation letter, see the faculty resources on the Michelin Career Center website.

As noted above in the section on FERPA, laws indicate that you must supply the faculty letter writer with written permission to write a job reference or reference for academic purposes, such

as scholarships and awards. See http://www.registrar.clemson.edu/FERPA/disclosure.htm.

Apart from sending a thank you letter to your recommender, be sure to send a note indicating whether you got the job or award, and especially if you did. Faculty and the School of Architecture are very proud of our accomplished alumni and hope you will keep in touch!

HANDBOOK POLICY AND ADMINISTRATION

Governing Policies

As indicated at the outset, this Handbook is a supplement to the requirements, policies, and procedures described in the *Graduate School Announcements* (www.registrar.clemson.edu/html/catalogGrad.htm) and on the Graduate School website (http://gradspace.editme.com/Policies).

Handbook Updates

The Handbook is updated as needed and reviewed annually. The latest and most up-to-date Handbook should be available online at the School of Architecture website (check the date on the document), but when a critical matter arises, please confirm with the Graduate Program Director that you have the most recent version.

Please help us to keep this Handbook up-to-date by bringing any suggestions, omissions, or inconsistencies within this handbook, or between this handbook and the *Graduate School Announcements*, to the attention of the Program Director. Your feedback is important and valuable.

Acknowledgement of Handbook Contents

Graduate students in the School of Architecture are sent an electronic copy of the Handbook soon after matriculation and are informed that they are required to read this Handbook. Some graduate programs require that students sign a form acknowledging that they have read this Handbook in its entirety, including any appendices. You may be asked to sign this form at any time during your enrollment as a graduate student by your Major Advisor.

I have read this Graduate Handbook and understand its contents and the policies and regulations described here.

Sign and date below: