

CARNEGIE
MELLON
—ARCHITECTURE

2023-24 UNDERGRADUATE STUDENT HANDBOOK

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WELCOME

I'd like to welcome you to the School of Architecture and into its two Bachelors programs; the five year, NAAB approved, Bachelor of Architecture (B.Arch) and the four year, Bachelor of Arts in Architecture (B.A.). This is a very exciting time to study architecture as some of the biggest challenges facing society today require architectural solutions. The B.Arch and B.A. programs provide you with a deep immersion in the discipline of architecture and the opportunity to develop your own interests through additional majors, minors and areas of interest. Our teaching is purposely interdisciplinary, helping you untap your creativity and providing you the skills to practice architecture and its related professions.

We continue to improve the curricula, creating greater synergy and coordination between core studios and also providing more opportunities to take optional studios. These improvements recognize that we all learn in different ways and are intended to bring more student choice to the curricula. We are committed to equity and inclusiveness in our teaching and look forward to helping you succeed in your studies.

Omar Khan
Professor and Head

HANDBOOK INTRODUCTION

The School of Architecture (SoA) [Undergraduate Student Handbook](#) is the official **guide to SoA rules, policies, procedures, and resources**. It is designed to help answer common questions about the school, the administration and staff, its curriculum, SoA's Learning & Teaching Culture Policy, and the student's role in the four-year Bachelor of Arts in Architecture (B.A.), or five-year Bachelor of Architecture (B.Arch) degree programs.

The handbook also has valuable information on CMU student policies and resources for Diversity, Equity & Inclusion (DEI), International Students, Financial Services, Counseling & Psychological Services, Health Services, Campus Wellness, Religious and Spiritual Life Initiatives (RSLI), Shuttle & Escort Services, and links to many other resources. For additional information or clarification, the student may consult with SoA staff, faculty, and other university personnel.

We ask all students, faculty, and staff to familiarize themselves with the contents of this undergraduate handbook. The material in this handbook is based on current policies, procedures, and requirements. The handbook is updated annually, and a record copy is published at the beginning of every school year. We welcome comments, questions, and suggestions; our goal is to make this document an essential resource for our undergraduates and encourage feedback to make each edition more effective.

Changes to any policies will be communicated to all students as they occur through email and the School website. For this reason, it is strongly recommended that students regularly check the SoA website and calendar at soa.cmu.edu and their Carnegie Mellon University (CMU) email accounts.

It is the **responsibility of each member of the Carnegie Mellon community to be familiar with university policies and guidelines**. In addition to this student handbook the following resources are available to assist students in understanding community expectations:

- The WORD student Handbook: www.cmu.edu/student-affairs/theword//index.html
- University Policies Website: www.cmu.edu/policies/
- Academic Integrity Policy: <https://www.cmu.edu/policies/student-andstudent-life/academic-integrity.html>

SoA MISSION

The SoA provides deep immersion in the discipline of architecture, intensified by the broader CMU culture of interdisciplinarity and creative inquiry.

The SoA educates students in the discipline of architecture emphasizing the role of creativity in architectural design; understanding its historical, social and environmental context; critically engaging technology in its innovation; and ethically working for social progress and justice in the built environment. Our undergraduate and graduate degree programs prepare students for the challenges facing architecture and urbanism in the twenty-first century, namely global warming, artificial intelligence and social justice. We aim to produce discipline-defining designers and thinkers in diverse global contexts.

This world-class architecture education is enhanced by our position within one of the world's leading research and entrepreneurship institutions, and by the fundamental premise that architectural excellence demands both rigorous training in fundamentals and the development of unique specializations. Students may extend their core knowledge either through concentration in architecture subdisciplines like urban design, sustainable design or computational design, or through interdisciplinary interaction with CMU's other renowned programs in the sciences, humanities, business and engineering. Though every SoA student graduates with intensive architecture knowledge, no two graduates leave with the same education.

In the twenty-first century, few architecture problems are straightforward. Graduates of SoA excel in the roles architects have performed for centuries - and in new roles catalyzed by the depth and breadth of their education - to create and execute innovative solutions to a huge range of emerging global challenges.

Our Pedagogies

To prepare our students to address the three challenges of climate change, artificial intelligence, and social justice, the school is developing three separate but interrelated pedagogies in Design Fundamentals, Design Research, and Design Ethics. Our goal is to continue to develop these pedagogies informed by the global context and to foster an ongoing dialogue within the school across our public programs, coursework, and collective thinking. See: <https://soa.cmu.edu/pedagogies>

SoA ADMINISTRATION & STAFF

A complete listing of all SoA faculty and staff can be found at: <https://soa.cmu.edu/faculty-staff>. Directories for SoA resources are located at the end of this Handbook. For a directory of all CMU faculty, students and staff see <https://directory.andrew.cmu.edu/>.

Administrative Faculty

Omar Khan, Head of School, is responsible for all of the activities of the School. He hires faculty and staff and oversees all the academic and financial aspects of the School. He is available to students by appointment. Office in CFA201, okhan2@andrew.cmu.edu, 412-268-8076.

Mary-Lou Arscott, AADip, RIBA, Associate Head for Design Fundamentals, is responsible for organizing the ASO studios, and the general structure of the undergraduate studio curriculum. Office in: CFA 206, mlarscott@cmu.edu, 412-268-1709.

Joshua Bard, Associate Head for Design Research, is responsible for coordinating the School's graduate programs, and for facilitating the research activity of faculty and students. Office in: MMCH 310B, jbard@cmu.edu, 412-268-7182.

Erica Cochran Hameen, PhD, Director for Diversity, Equity and Inclusion (DEI), responsible for coordinating the DEI efforts and policies of the SoA. Office in: MM 410F, ericac@andrew.cmu.edu.

Kai Gutschow, PhD, Associate Head for Design Ethics, responsible for coordinating the SoA's efforts towards social justice, the "Design Ethics" curriculum, as well as the SoA's engagement with the community. Office in: MM 302a, gutschow@andrew.cmu.edu, 412-268-7999.

Financial Matters

David Koltas, Assistant Head, is responsible for oversight of all financial and personnel matters of the school, and serves as a liaison with central administration. Responsibilities include budgeting and reporting, purchasing oversight, hiring transactions, and submitting student accounts transactions for school charges, scholarships, and awards. Office in: CFA 201, dkoltas@andrew.cmu.edu, 412-268-1561.

Alycia Barney, Financial Assistant, is responsible for day-to-day financial transactions, including reimbursable expenses. Office in: CFA 201, abarney@andrew.cmu.edu, 412-268-2356.

Career Development & Alumni Networking

Kristen Frambes, Director of Alumni & Professional Relationships, is the career development and alumni relations director for the SoA. She is also responsible for the administration of the faculty promotion & tenure cases and faculty searches. Office in: CFA 201, kframbes@andrew.cmu.edu, 412-268-1538. Schedule an appointment at: calendly.com/kframbes.

Peter Depasquale, Assistant Director/Career Consultant for College of Fine Arts, Career & Professional Development Center, is the liaison and rep for all architecture students in the university

careers office. They help organize job fairs, and can help students with resumes, interview skills, etc. Office in: WW 262, pdepasqu@andrew.cmu.edu, 412-268-4140.

Leanne Rosso, Outreach Associate, manages the outreach programs for the school through the [Center for Architecture Explorations](#). Office in: CFA201, lross@andrew.cmu.edu

Shops & Labs

Jon Holmes, Shop Director, oversees the Architecture Shop. He supervises a staff of student shop monitors, and is responsible for providing instruction, setting safety policy, and providing training/maintenance on all Shop equipment. Shop is in CFA A9. Jon's Office is in CFA A13a, jcholmes@andrew.cmu.edu, 412-268-2089.

Terry Hritz, dFAB Lab Manager, along with a team of monitors who have training in the operation and safety of lab use, staff the dFAB Lab. They are responsible for the lab's robots, equipment, computers, software and facilities scheduling. See: <https://soa.cmu.edu/dfab> Links to an external site. DFab is in: MM C4, thritz@andrew.cmu.edu, 412-268-8520.

Steven Sontag, Assistant Shop Director, assists both the Shop director and dFAB Lab manager by providing machine training to students, overseeing student safety, performing machine maintenance tasks, and assisting with various administrative tasks. Office in: CFA A11B, ssontag@andrew.cmu.edu, 412-268-2291.

Computing

Robert J. Armitage, Computing Administrator, is responsible for the school's computing infrastructure, including hardware, software, servers, workstations, printers, plotters, and scanners. Office in CFA 213, rja2@andrew.cmu.edu, 412-268-1542. **All computing problems, questions, and concerns should be immediately conveyed in detail to soa-ithelp@andrew.cmu.edu.**

Mark Jovanovich, Computing Support, is responsible for the school's research computing infrastructure, backend support on the website and teaching technology. Office in: CFA 320, mjovanov@andrew.cmu.edu, 412-268-4448.

Communications

Meredith Marsh, Marketing & Communications Manager, is responsible for all of the internal communications for the school, as well as website management, social media, internal newsletters and editing for the annual EX-CHANGE publication.. Office in: CFA 201, mamarsh@andrew.cmu.edu, 412-268-1609.

Christi Danner, Marketing & Outreach Manager, is responsible for all of the external communications for the school, as well as website management, external newsletters, events publicity, editing for the annual EX-CHANGE publication, and marketing initiatives. Office in: CFA 201, christi@cmu.edu, 412-268-8495.

Todd Luckey, Office Assistant, is responsible for the administration of the SoA office. He supports the marketing and communications efforts of the school and assists with room reservations, mailing list management, event coordination, office maintenance, and other various tasks. Office in: CFA 201, tluckey@andrew.cmu.edu, 412-268-2355.

Public Programs

Sarah Rafson, Curator of Public Programs, is responsible for curating and organizing all public programs at the SoA, including EX-CHANGE, the yearly showcase of student work. In the spring, she coordinates the independent thesis studio and exhibition. Office in: IW, srafson@andrew.cmu.edu.

Undergraduate Advising

Heather Workinger Midgley, Ph.D., Adjunct Faculty & Senior Academic Advisor, assists all SoA undergraduate students in establishing their class schedules and gives guidance about general university regulations. She is responsible for registration and transcripts. She can answer scheduling, academic audit, and general academic progress questions. She coordinates study abroad activities including inquiries, applications, and transfer credits. She teaches First-Year Seminar in the fall and spring semesters. She also acts as a coordinator for the Student Advisory Council (SAC) and the Architecture Peer Mentors (APM) Program. Office in CFA212, haw5@cmu.edu. Schedule an appointment at: calendly.com/hworkinger.

Graduate Advising

Alison Petrucci, Graduate Student Advisor, advises graduate students on the administrative policies and procedures for the school and the university, including registering for their class schedules and all official actions related to registration and transcripts. Assists with course related paperwork and serves as liaison with the office of international education (OIE) for enrolled students. Office in: MMCH 410G, apetrucc@andrew.cmu.edu.

Erica Oman, Senior Academic Advisor, is an Academic Advisor for the School of Architecture. She gives guidance about general university regulations and questions about the academic progress of students. eoman@cmu.edu.

Other Staff & Related Support

Lynn Kawaratani, Liaison Librarian for Architecture, is available for individual appointments and research help, administers the Architecture Archives, and maintains the Architecture Research LibGuide (<https://guides.library.cmu.edu/architecture>). Office in: Hunt 302, karawat@andrew.cmu.edu.

Angelica Perez-Johnston, CFA Associate Dean for Diversity, Equity and Inclusion, is responsible for reinforcing our commitment to diversity, equity and inclusion (DEI) in the College of Fine Arts, and will help us to continue to assure that CFA continues to become a more diverse, truly inclusive, and equitable environment for all. Office in: HOA 132, angelicaperez@cmu.edu, 412-268-4696.

2023-2024 ACADEMIC CALENDAR

Students are required to review and be aware of the official, up-to-date CMU Academic Calendar which provides information on ALL deadlines including registration, class start, add/drop deadlines, holidays, exams dates, etc It can be found at: <https://www.cmu.edu/hub/calendar/index.html>.

UNDERGRADUATE DEGREE PROGRAMS

The SoA offers two baccalaureate degree programs: the 5-year, professional [Bachelor of Architecture](#) (B.Arch), and the 4-year [Bachelor of Arts in Architecture](#) (B.A.), described in greater detail below. Both programs begin with the same studio-based curriculum in the first semester, but then may begin to diverge in terms of opportunities and outcomes. The B.Arch requires 10 studios and an extensive set of required technical courses, while the B.A. requires a minimum of 4 studios and fewer technical courses, all of which can be spread out over the four years of the program, and thus allow students to explore different opportunities in their studies.

The SoA advises all students to study and carefully consider both degree programs and the different opportunities each one offers. Because the professional B.Arch program requires 10 studios, and because of the difficulty of extending international visas, all newly admitted undergraduate students are initially coded by the registrar as being part of the 5-year B.Arch program. Students may opt to switch to the 4-year B.A. program at any time; they are encouraged to do so as early as possible, as some opportunities are reduced if students wait past the 2nd year to commit. The Academic Advisor, faculty, and Head provide mentoring and information to guide the student in selecting their degree option.

Residency Requirement

Candidates for the B.A. must complete at CMU a minimum of four (4) semesters of full-time study in residence, or the equivalent of part-time study, comprising at least 180 units of coursework. Candidates for the B.Arch must complete at CMU a minimum of six (6) semesters of full-time study in residence or the equivalent of part-time study, comprising at least 270 units of coursework.

Minors

Students may earn a minor in many academic disciplines outside of architecture by completing approximately six or seven courses in an area. Each college and department specifies the requirements for their minors, so students should contact the department advisor to get an outline of required courses. The online Undergraduate Catalog lists all available minors as well as a contact person within each department (<http://coursecatalog.web.cmu.edu/aboutcmu/undergraduateoptions/#minorstext>). Students must meet with advisors from the department of interest and apply for/declare a minor to be officially recognized by that department.

Architecture majors may pursue SoA minors in:

- **Architectural Design Fabrication:** This sequence is intended for those who wish to develop focused, disciplinary expertise in both analog and digital material methods for shaping the built environment and become involved in a community of practice dedicated to a rigorous pursuit of making as a mode of architectural research and cultural expression. It is also for students interested in gaining advanced placement in the SoA's [Master of Advanced Architectural Design \(MAAD\)](#) program.
- **Architectural History:** is intended for those students that want to deepen their knowledge in architectural history, which can be useful for careers in historic preservation, museum curating, journalism, activism, urbanism, community organizing and government, as well as related studies in the humanities, cultural studies and history-theory-criticism.

- **Architectural Representation and Visualization:** This sequence is intended for those who wish to develop particular skills in architectural representation, and for those who are interested in gaining advanced placement in the SoA's [Master's in Computational Design \(MSCD\)](#).
- **Building Science:** This sequence is intended for those who wish to deepen their knowledge in the building sciences, and for those interested in gaining advanced placement in the SoA's [Master's in Building Performance & Diagnostics \(MSBPD\)](#) or [Sustainable Design \(MSSD\)](#).
- **Computational Design:** The minor in Computational Design is intended for students who wish to engage with computation as a vehicle of generative, material, and spatial design exploration. Students minoring in computational design will be eligible for advanced standing in the SoA's [Master of Science in Computational Design \(MSCD\)](#) program.

For the latest requirements and prerequisites for SoA minors, see: <https://soa.cmu.edu/minors>.

Additional Majors & Dual Degrees

Students interested in pursuing more than one area of study are encouraged to consider an Additional Major or a Dual Degree. Students who complete an Additional Major will earn a single degree in two areas. Generally, it is possible to fulfill the requirements of both majors in four/five years by taking the course requirements of the second major in the elective spaces allowed by the first major. Dual Degree programs allow students to earn two degrees. Students who are interested in an Additional Major or Dual Degree options are encouraged to review their options with the relevant academic advisor(s) in each department. See <http://coursecatalog.web.cmu.edu/aboutcmu/undergraduateoptions/#addldualtext>.

IDeATe

The Integrative Design, Arts and Technology Network (IDeATe, <https://ideate.cmu.edu/>) connects diverse strengths across CMU to advance education, research, and creative practice in domains that merge technology and arts expertise.

IDeATe trains students to be excellent in one area of technology or arts and to collaborate within diverse cohorts of technology and arts experts. IDeATe offers minors and courses in Game Design, Animation & Special Effects, Media Design, Sonic Arts, Design for Learning, Innovation & Entrepreneurship, Intelligent Environments, Physical Computing, and Soft Technologies. Courses are focused on hands-on collaborative learning and are structured to combine students from many different disciplines. The curriculum is being developed and delivered by 65 faculty across 15 different academic units of CMU and being delivered at the new IDEATE collaborative making facility housed at the central Hunt Library.

BACHELOR OF ARCHITECTURE DEGREE

The Bachelor of Architecture (B.Arch) is a 5-year, first professional degree program accredited by the National Architectural Accrediting Board (NAAB, <https://www.naab.org/accreditation/information/>) with a carefully defined set of “Program Criteria” (PC) and “Student Performance Criteria” (SPC). This program is for students proposing to pursue a career as a licensed architect or related profession, and centers around a carefully structured set of professional and technical courses about building design and construction, alongside the social, cultural and professional contexts in which architects operate. Our students graduate with a professional degree that prepares them to excel in practice—but that also launches them into key specialties within and around the profession.

Due to the technical nature of the B.Arch program at CMU, it is STEM-eligible, meaning that in addition to one year of Optional Practical Training (OPT), an international student on an F-1 visa may apply for a 24-month STEM OPT extension following graduation.

NAAB Accreditation

In the United States, most registration boards require a degree from an accredited professional degree program as a prerequisite for licensure. The National Architectural Accrediting Board (NAAB), which is the sole agency authorized to accredit professional degree programs in architecture offered by institutions with U.S. regional accreditation, recognizes three types of degrees: the Bachelor of Architecture, the Master of Architecture, and the Doctor of Architecture. A program may be granted an eight-year term, an eight-year term with conditions, or a two-year term of continuing accreditation, or a three-year term of initial accreditation, depending on the extent of its conformance with established education standards.

Doctor of Architecture and Master of Architecture degree programs may require a non-accredited undergraduate degree in architecture for admission. However, the non-accredited degree is not, by itself, recognized as an accredited degree.

Carnegie Mellon Architecture offers the following NAAB-accredited programs:

- Bachelor of Architecture (450 units)
- Master of Architecture (Pre-professional degree or equivalent + 180 units)

The next NAAB accreditation visit for the Bachelor of Architecture is scheduled for 2027. The next NAAB accreditation visit for the Master of Architecture is scheduled for 2030.

The full 2020 NAAB Conditions for Accreditation can also be found on NAAB's website at: [2020 Conditions for Accreditation for Professional Degree Programs in Architecture](#):

B.Arch Curriculum (2023-24)

** = Revised from previous year. For previous B.Arch curricula charts see Appendix A below.

Architecture Design Studio (174 units, all required)

48-100	Architecture Design Studio: Poiesis 1	15 units
48-105	Architecture Design Studio: Poiesis 2	15 units
48-200	Architecture Design Studio: Poiesis 3	18 units
48-205	Architecture Design Studio: Options	18 units
48-300	Architecture Design Studio: Praxis 1	18 units
48-305	Architecture Design Studio: Praxis 2	18 units
48-400	Architecture Design Studio: Praxis 3 BIOS	18 units
48-405	Advanced Synthesis Option Studio 1 OR equivalent	18 units
48-500	Advanced Synthesis Option Studio 2 OR equivalent	18 units
48-510/519	Advanced Synthesis Option Studio 3 OR Thesis	18 units

History, Urbanism & Ethics Stream (60 units, all required)

62-104	Design Ethics & Social Justice in Architecture	3 units
** 48-111	Exploring Pittsburgh	3 units

48-240	Historical Survey of World Architecture and Urbanism	9 units
48-241	History of Modern Architecture	9 units
48-xxx	Architectural History III (selective)	9 units
48-250	Urbanism and the Social Production of Space	6-9 units
** 48-380	Constructing Value(s): Economies of Design	6 units
48-xxx	Design Ethics II (selective)	3 units
48-381	Issues of Practice	6 units
48-383	Ethics and Decision-Making in Architecture	6 units

Architectural Technologies Streams (49 units, all required)

48-104	Shop Skills	2 units
** 48-112	Digital Fabrication Skills	2 units
48-116	Introduction to Building Performance	3 units
48-215	Materials and Assembly	9 units
** 48-234	Structural Design 1: Form & Forces	6 units
** 48-324	Structural Design 2: Materials & Analysis	9 units
48-315	Environment I: Climate and Energy	9 units
48-432	Environment II: Advanced Building Systems Integration & Mechanical Systems	9 units

Computation & Representation Stream (45 units, all required)

99-101	Computing @ Carnegie Mellon	3 units
62-122	Digital Media I	6 units
62-125	Drawing I	6 units
62-123	Digital Media II	6 units
62-126	Drawing II	6 units
62-225	Generative Modeling	9 units
62-275	Fundamentals of Computational Design	9 units

General Studies & Electives (122 units, 15 required and 111 optional)

48-025	Seminar 1	3 units
48-026	Seminar 2	3 units
76-101	Interpretation and Argument	9 units
Xx-xxx	Non-Architecture Electives (non-48-xxx)	45 units
Xx-xxx	Flex Electives (48-xxx OR non-48-xxx)	62 units

NOTES:

- CMU uses “units” rather than “credits,” a system where 3 units = approx. 1 credit. Each CMU unit represents approx. 1 hour of work/week for students. E.g., a standard 9-unit course requires 9 hours/week of work (often 3 hours in class + 6 hours of homework).
- A minimum of **450** units (approx. 150 credits) are required to graduate for the B.Arch.
- The current B.Arch curriculum contains 267 units of “Professional Studies,” 72 units of required “General Studies,” and 111 units of Optional Studies, of which 45 units must be outside of SoA and architecture and count as “General Studies.”
- All units above 450 are considered “Optional Studies”. See notes below on “Overloading.”
- See “Course Guidelines” below for additional information and policies on minimum grades required, pass / no-pass options, auditing, transferring courses, specific course options, etc.

BACHELOR OF ARTS IN ARCHITECTURE DEGREE

The Bachelor of Arts in Architecture (B.A.) is a 4-year liberal studies degree program that allows and encourages interdisciplinary exploration. The program is built around a core foundation of architectural studios and technical coursework, but more than half of the units required for graduation are general studies courses and flexible electives. B.A. students have the opportunity to double major, test the boundaries of the discipline, and explore a variety of interests. If you are a student that embraces creativity, is curious about the world around you, and enjoys engaging both the left and right sides of your brain, the B.A. program could be a perfect fit for you.

As a 4-year, pre-professional architecture program, the B.A. allows those who are interested to continue in architecture with a 2-year professional M.Arch degree program (often called a 4+2 degree), or to go on to specialize in other fields in graduate school, including urban design, landscape architecture or other fields related to design, the built environment, virtual worlds, community engagement, sustainability, and more. The B.A. also makes it possible for students to transfer into architecture from other studies.

In the first semester, the B.A. program begins with the same studio-based curriculum as the B.Arch program, but then may begin to diverge in terms of opportunities and outcomes. The B.A. requires only students to compete before graduation the first four studios and most of the core courses from the first two years of the B.Arch sequence, though these can be spread out over the four years of the program. Students may take more studios, specialize in particular aspects of architecture, or explore broadly.

B.A. Curriculum (2023-24)

** = Revised from previous year. For previous B.Arch curricula see Appendix B below.

Architecture Design Studio (66 units, required)

48-100	Architecture Design Studio: Poiesis 1	15 units
48-105	Architecture Design Studio: Poiesis 2	15 units
48-200	Architecture Design Studio: Poiesis 3	18 units
48-205	Architecture Design Studio: Options	18 units

History, Urbanism & Ethics Stream (33 units, required)

62-104	Design Ethics & Social Justice in Architecture	3 units
** 48-111	Exploring Pittsburgh	3 units
48-240	Historical Survey of World Architecture and Urbanism	9 units
48-241	History of Modern Architecture	9 units
48-250	Urbanism and the Social Production of Space	6-9 units
48-xxx	Design Ethics II (selective)	3 units

Architectural Technologies Streams (16 units, required)

48-104	Shop Skills	2 units
** 48-112	Digital Fabrication Skills	2 units
48-116	Introduction to Building Performance	3 units
48-215	Materials and Assembly	9 units

Computation & Representation Stream (45 units, required)

99-101	Computing @ Carnegie Mellon	3 units
62-122	Digital Media I	6 units
62-125	Drawing I	6 units
62-123	Digital Media II	6 units
62-126	Drawing II	6 units
62-225	Generative Modeling	9 units
62-275	Fundamentals of Computational Design	9 units

General Studies & Electives (200 units, 15 required and 185 optional)

48-025	Seminar 1	3 units
48-026	Seminar 2	3 units
76-101	Interpretation and Argument	9 units
Xx-xxx	Architecture Electives	45 units
Xx-xxx	Non-Architecture Electives (non-48-xxx)	45 units
Xx-xxx	Flex Electives (48-xxx OR non-48-xxx)	95 units

NOTES:

- A minimum of **360** units are required to graduate with a B.A.
- See “Course Guidelines” section below for policies on minimum grades required, pass / no-pass options, auditing, transferring courses, etc.

BXA INTERCOLLEGE DEGREE PROGRAMS

The BXA intercollege degree program is technically outside of the SoA, and thus not subject to the policies and practices in this handbook. The BXA offers interdisciplinary bachelor's degrees that combine studies in the fine arts with work in the humanities, sciences, or computer science. Interdisciplinarity, a core value for the CFA, and is evident in individual exploration and scholarship of our students and faculty. It is also encouraged between the schools and the university. The goal of the Bachelor of Computer Science and Arts (BCSA), the Bachelor of Engineering Studies and Arts (BESA), the Bachelor of Humanities and Arts (BHA), the Bachelor of Science and Arts (BSA) and the additional major in Engineering and Arts (EA), housed under the BXA Intercollege Degree Programs, is to allow a select group of students who demonstrate interest and accomplishment in the fine arts and computer science, engineering, humanities, social sciences or natural sciences to explore beyond the traditional academic major, or integrate more than one field of study across disciplines. These programs foster the creativity of students who explore innovative approaches to the academic environments of two colleges and disparate areas of interest. By merging the components into an interdisciplinary or multidisciplinary study, a unique, complex product is born. BXA students produce new information, challenging questions and innovative theory. BXA students are models of independence, motivation and well-rounded scholarship as humanists, scientists, and artists at the same time.

For students seeking to integrate architecture with another field of study, CMU also offers the BXA Intercollege Degree Programs (www.cmu.edu/interdisciplinary/index.html). BXA students graduate with a Bachelor of Humanities and Arts, a Bachelor of Science and Arts, or a Bachelor of Computer

Science and Arts degree. The most important aspect of the BHA program is for students to blend their interests and to explore the connections between their chosen disciplines. The program also provides enough flexibility for students to broaden or deepen their concentrations and to explore other areas in which they may be interested.

COURSE GUIDELINES

Course Sequence & Prerequisites

Courses in the curriculum build upon one another, making the sequence very important. Unless unusual circumstances warrant an exception, courses must be taken in sequence. The following rules apply to the course sequence:

- Enrollment into any course depends on fulfilling all course prerequisites. See the Academic Advisor, SIO, the online Undergraduate Catalog, and course syllabi for prerequisites.
- Receiving a “D” or an “R” in any course will trigger an academic action such as a “Warning” (or higher). The academic action will list steps a student must take to remove the action, including raising the grade point average, a higher grade in the subsequent course, or taking particular courses to address causes of concern.
- Passing each studio is the prerequisite for the next studio in the sequence. Any student receiving an “R” (failing) grade in any studio must retake the studio, and receive a “C” or better in that studio before being allowed to move on in the sequence. The student may petition the Undergraduate Program Executive Committee (UPEC) for an exception.
- Students who have a combined average grade below 2.0 (“C”) in studios 48-100, 48-105, 48-200 may be directed to particular option studios in 48-205 to help strengthen their skills for moving on in the studio sequence.
- Students in the professional B.Arch program must receive a C or better each of the Praxis studios (48-300, 48-305, 48-400) in order to move on to the ASOs in the studio sequence. If a student earns a D they must petition the UPEC at least 14 days before the next semester in order to progress to the next Praxis or ASO studio. The UPEC will develop a set of standards for evaluating the cases. The student must also develop an academic success plan with their advisor and adhere to its requirements including receiving a minimum grade of C in the next course sequence. A student who receives a grade of R, or whose petition is not approved, will be required to retake the course.
- All students must make “adequate progress” towards the program requirements for timely graduation. See the section on “Academic Progress” below.
- Any courses taken at other institutions for use as transfer credit must have prior approval from the Academic Advisor. See the section on “Transfers” below.

Syllabi & Course Policies

SoA faculty will articulate policies, expectations, and grading criteria for the students in their class syllabus. The syllabus will define learning outcomes, summarize major assignments, and spell out class policies regarding attendance, participation, tardiness, academic integrity, missing homework, missed deadlines, late submissions, food in class, laptop use, recording classes, etc. The syllabus will define expectations for both student and faculty behavior.

In no case can a student expect to receive a passing grade without regular attendance and participation in class. Simply submitting projects, regardless of quality, at mid-semester or at the end of the semester will not allow a student to receive a passing grade.

Studio Practices & Rules

Studios are the core of the SoA undergraduate architecture programs. We understand “studio” as: 1) a **physical place**, usually a studio classroom or lab with appropriate space to collaborate, make drawings or models; and receive feedback; 2) a special **set of courses**, usually project-based, and worth more units and meeting more hours per week than other courses, and 3) a **culture of learning & working**, integrating various digital or analog tools to engage a design process, and often working collaboratively in small teams, or across the entire studio.

Studio Culture Policy / Learning & Teaching Culture: See below for the SoA’s “Studio Culture Policy”.

Professional Attire: For juries and other activities where students are representing the SoA, it is expected that students dress in a professional manner and conduct themselves accordingly.

Studio Facilities & Computing: See the sections on facilities and computing below.

Final Reviews: At the end of every semester, students have final reviews of their studio projects. As a capstone to the semester, these reviews are used to determine a student’s overall comprehension of the studio’s focus. **Final reviews are mandatory.** Failure to present at a final review may result in failure of the studio course.

Studio Grades Meeting: At the end of each semester the faculty of coordinated studios meet to review the work across the studio to ensure that all students are performing up to the expectations of the School. Studio grades are finalized at this meeting per the criteria in each studio syllabus. Studio Commends are determined at this meeting.

Studio Clean-Up: The SoA will establish the studio clean-up deadline for each semester. See also the section on “Facilities” below.

Studio Documentation Requirements: At the conclusion of every studio, each student in the SoA is required to submit electronic documentation of their studio work. Studio coordinators will establish documentation format. Failure to submit this work by the set deadline may result in the student being placed on registration hold.

2nd Year Options Studio: The fourth semester undergraduate studio involves a series of option studios, both semester-long, and potentially two half-semester studios that would enable two different topics to be addressed. Students with a studio GPA below 2.0 in previous studios will be advised to take 2nd year option studios that can address the skills that need to be improved.

ASO Studios: The final three semesters of a 5-year B.Arch degree are “Advanced Synthesis Option” (ASO) studios. A student may petition the Academic Advisor and UPEC to substitute a maximum of **one ASO studio** for another studio or other project-based courses in other departments such as Design, Art, Engineering, or Ideate. These other project-based courses must be at least 12 units in total, and be paired with other coursework to match the 18-unit SoA studios.

Thesis

All SoA undergraduate students are encouraged to consider doing an optional, independent Thesis Project that combines rigorous research and an inventive design process. All thesis students must take the following sequence of courses and gather an advisory team of 2-3 faculty: 1) “Pre-Thesis” (48-497, 3 units) in their penultimate spring semester to begin to develop a preliminary Thesis proposal, and 2) “Thesis Seminar” (48-525, 9 units) in their final fall to do research and develop a design process.

All undergraduate thesis students must undergo an interim review, conducted by the thesis teaching team, at the close of Thesis Seminar (48-525) in the Fall semester. Successful completion of this review is required to advance to the 3) Thesis Studio (48-519, 18 units). Students seeking to do a Thesis and study abroad during the “Pre-Thesis” or “Thesis Seminar” courses should seek approval with the instructors to find alternative deliverables to establish a firm trajectory for the Thesis. With permission from the MUD faculty, an exception can be made for the year-long MUD “Commoning” / Thesis studio.

Architectural History Requirements

All B.Arch and B.A. students must take the two surveys of architectural history: “Historical Survey of World Architecture and Urbanism” (48-240), and “Modern Architecture” (48-241). B.Arch students must also take a 3rd course in architectural history offered in SoA, an SoA “selective” from an approved list of architectural history courses.

In order to maximize access, students are not permitted to enroll in more than one architectural history course in the same semester. Students may not substitute architectural history courses taken outside of the SoA for these core requirements (for example, a course taken in a different department at CMU, a course taken at Pitt, or a course completed as part of a non-CMU study abroad program). Those courses may, however, be applied to a minor in architectural history, or as electives.

Independent Study

Independent study allows opportunities for students to pursue self-directed study with a faculty advisor. Students who are not on an academic action are permitted to take **one independent study course (or 9 units total)** with an architecture faculty member or with faculty outside of the School.

Students interested in Independent Study must consult with the academic advisor and complete a template (Google Form) that outlines the course deadlines, requirements, objectives, schedule, and deliverables. The template requires the approval and signature of a participating faculty member (i.e. the faculty member must approve the outline and agree to act as the instructor). Once completed, the template must be submitted to the Academic Advisor for final approval and registration. Independent studies of 3 units must include 45 hours of academic work, 6 units must include 90 hours of academic work, and 9 units must include 135 hours of academic work.

Internship & Practicum Courses

International students may be required to take an internship or practicum course in conjunction with summer employment related to “Curricular Practical Training” (CPT). See the section on employment below.

Phys.Ed. / StuCo / ROTC

A maximum of nine (9) units total of physical education (69-xxx), ROTC, and/or student-taught StuCo (98-xxx) courses may be used toward fulfilling graduation requirements.

Transfer Courses for Current SoA students

See “Transfers” section below.

Absences

Students must notify faculty in advance of planned absence for a religious holiday or school-related event (e.g., varsity sports trip). In case of an unplanned or extended absence for medical or personal reasons, students should contact the Academic Advisor by mail, email, or phone as soon as possible; they will notify the appropriate faculty.

Privacy laws prevent faculty from requiring excuses for medical issues, though students are encouraged to discuss specific issues with faculty to maximize learning outcomes.

Signing in to attendance charts for fellow students is considered cheating.

Auditing a Course

Auditing is defined as being present in the classroom without receiving academic credit. Students may take part in class discussion, complete some or all the assignments, and even take examinations, subject to the agreement of the instructor. Students may audit courses without additional charge if they are enrolled as a full-time student (36 units). Part-time and special students (visiting/non-degree students) who are permitted to audit will be charged tuition for the audited course at the regular rate.

To choose the audit option, students must obtain a Course Audit Approval Form at the HUB, online at www.cmu.edu/hub/docs/course-audit.pdf; obtain the required signatures; and return to enrollment services at the HUB. Students may not audit any required classes. Students may NOT audit a course if it is part of the NAAB’s required “Optional Studies.” Students may only audit courses in addition to the required minimum number of units to graduate (450 units for B.Arch, and 360 units for B.A.)

Pass/No Pass

Undergraduate students may elect to take up to nine (9) units of electives outside of SoA as pass/no pass classes. Pass/no pass classes cannot fulfill SoA degree requirements; students may only elect to take a course as pass/no pass if the course is not part of the required curriculum. Students must register for the course first, then obtain a form from the HUB at www.cmu.edu/hub/docs/pass-fail.pdf.

Students must submit the form to Enrollment Services indicating the course they are electing as pass/fail before the end of the university’s drop period. This decision is irreversible thereafter. No information regarding the student’s decision will be passed on to the instructor. Instructors will submit letter grades, which will automatically be converted to pass/fail.

Grades of A through D work will receive credit for units passed and be recorded as P on the student’s academic record; grades below D will receive no credit and will be recorded as N on the student’s academic record. No quality points will be assigned to P or N units; P or N units will not be factored into the student’s QPA. An “N” grade in any course will place students on an academic warning for the SoA.

Adding or Dropping Classes

Students may add or drop a class up to the add or drop deadline as published in the official university academic calendar (www.cmu.edu/hub/calendar). Classes can be dropped prior to the university drop deadline without a W grade on the student’s transcript. After the drop deadline, students may drop a

class up until the last day of classes but will earn a grade of W that will be recorded on the student's transcript. It is the student's responsibility to drop a course by the assigned deadline. **Classes may not be dropped after the last day of class.** Receiving a W grade in a required course for the SoA will place students on an academic warning. When in doubt, or if students have questions, always ask the Academic Advisor early.

Overloading

To comply with university policy, SoA students may register for an overload of up to 57 units only with the approval of the Academic Advisor, and only if they have earned a 3.0 cumulative QPA through the preceding semester. SoA students seeking to overload beyond 57 units must also petition UPEC to outline how the overload fits into their larger academic plans, as well as their plans to address the wellness and health issues often associated with overloading. First-years and transfer students are limited to a normal course load for their first semester of attendance. See www.cmu.edu/hub/registrar/registration/course-overload.html.

ACADEMIC RULES AND PROCEDURES

The following section lists some of the most important SoA rules and policies, many of which correspond to university rules that are also listed in the online [undergraduate catalog](#). All enrolled students are required to comply with the university's Academic Regulations, as well as official University Policies (www.cmu.edu/policies). Students are expected to familiarize themselves with these regulations and are also advised to pay special attention to all academic dates and deadlines (www.cmu.edu/hub/calendar). The university reserves the right to change regulations and policies whenever such action is deemed appropriate or necessary.

SoA Curricular & Policy Changes (“Grandfather Clause”)

CMU, NAAB, and the SoA faculty and administration are constantly seeking to improve the education of CMU students and architects. In addition, the faculty are subject to change every year, both who teaches which courses, as well as what and how they teach. A curriculum must be able to evolve and change to remain relevant and current in our rapidly changing world. And indeed, the Handbook is updated every year, and courses, curricula, and policies published in this handbook change slightly, even as the overall goals remain consistent.

Students are responsible for understanding and following the curricular requirements published every year in the student Handbook. Students are expected to follow the specific curricular requirements for graduation that were published during their first semester of matriculation in the SoA. However, if subsequent changes occur in further years, they may petition the Academic Advisor to follow any updated requirements that better enhance their individual goals and ambitions for their education. Students should contact the Academic Advisor with questions related to the curriculum, the current and former policies, and help in Stellar to ensure adequate progress and on-time graduation.

SoA Degree Selection

The SoA advises all students to study and carefully consider both degree programs and the different opportunities each one offers. Because the professional B.Arch program requires 10 studios, and because of the difficulty of extending international visas, all newly admitted undergraduate students are

initially coded by the registrar as being part of the 5-year B.Arch program. Students may opt to switch to the 4-year B.A. program at any time; they are encouraged to do so as early as possible, as some opportunities are reduced if students wait past the 2nd year to commit. The Academic Advisor, faculty, and Head provide mentoring and information to guide the student in selecting their degree option.

Academic Advising

Architecture students can receive advice from many sources, including the faculty, staff, and administration of the School, as well as other advisors in CFA and CMU. All SoA undergraduates should meet with the SoA's Academic Advisor **Heather Workinger** [haw5@andrew.cmu.edu] to review their academic progress and plans before each semester. Schedule an appointment at: calendly.com/workinger. Such meetings are important to take full advantage of elective possibilities within the curriculum, general progress toward graduation, and professional goal-setting. Students may also check their progress using the online academic audit in the Student Information Online (SIO) and should review the audit results with the Academic Advisor. The Academic Advisor will assist students with registration, academic audits, transfer credits, study abroad, SoA minors, final grades and academic actions, as well as SoA and university policies and resources.

Students with physical, sensory, cognitive, or emotional disabilities who seek advising are encouraged to self-identify with their faculty, the Academic Advisor and/or CMU's Office of Disability Resources to request needed accommodations. See the "Resources" section below for more information.

In addition, we encourage all of our students to become involved with student organizations such as AIAS or NOMAS, as well as committees such as the Student Advisory Council (SAC) in order to learn from and receive advice from peers and outside resources.

Adequate Progress

Students in the SoA are expected to register for, and successfully complete courses sequentially as mapped out in the B.Arch or the B.A. curriculum lists above to make adequate progress towards completion of their chosen course of study and to ensure on-time graduation. Progress is measured by following the sequence of courses as listed for the student's first semester of matriculation in the SoA, which corresponds to their academic audit. If a student does NOT make progress towards their designated degree path they will be subject to an academic action sequence.

The policy concerning "Transitional Students" has been eliminated by the University.

Online Academic Audit

All students are responsible for meeting academic unit requirements to progress through the program in a timely manner and to be eligible to graduate. The Academic Advisor is available to answer questions about the Academic Audit and review individual student audits by appointment. Students can check the status of their progress towards their degree by logging into the academic audit system in SIO. However, it is recommended that students review the academic audit results with the Academic Advisor to confirm degree progress. Required audit reviews may be held by the Academic Advisor for any student to ensure clear understanding of "adequate progress" and remaining academic requirements.

Grades

For all university grading policies and specifics of Assigning and Changing Grades (including Final and Mid-Semester grades, Incompletes and Conditional Failures), Grading Options (Audit and Pass/Fail),

Drop/Withdrawals, Course Repeats, and defines the undergraduate and graduate Grading Standards, see: www.cmu.edu/policies/student-and-student-life/grading.html

For SoA students, the following are particularly important:

- There are **no standard criteria** for grading; each instructor establishes the grading criteria for their course. These should be clearly laid out in the syllabus.
- **Mid-semester** grades are given at the middle of each semester; while they indicate performance for the first part of the course, they are not part of a student's permanent record.
- When students are **absent from a final examination**, and are NOT entitled to an I (incomplete) grade, students will be given a grade of R unless specifically addressed in the class syllabus.
- **Final grades** are awarded in each course approximately five working days after the last day of finals.
- The **final grade may not be raised** by taking a second examination or by submitting additional work once final grades have been submitted.
- To **repeat a course** already passed, students must obtain approval from the Academic Advisor. Both grades will appear on the official transcript and both will be calculated in the QPA.
- Carnegie Mellon students are expected to complete a course during the academic semester in which the course was taken. However, if the instructor agrees, a grade of **I (incomplete)** may be given when a student, for reasons beyond his or her control, has been unable to complete the work of a course, but the work completed to date is of passing quality and the grade of incomplete provides no undue advantage to that student over other students. In awarding an I grade, an instructor must specify the requirements for completing the work and designate a default letter grade where no further work is submitted. Provisions to make up the missed work cannot unreasonably burden the instructor. Students must complete the required course work no later than the end of the following academic semester, or sooner if required by prior agreement. If it is not made up, the grade will become the default grade set by the instructor.
- A grade of **Withdraw (W)** indicates a student has withdrawn from a course after the course drop deadline but before (or on) the final day of classes. Receiving a W for a required course results in an academic action.
- Student grade point averages are calculated according to qualitative points. There are two **Quality Point Averages (QPA)**: one for the most recent semester and one for the cumulative account of all courses. The cumulative QPA includes all CMU courses and courses for which students are cross-registered (see Cross-Registration) but does not include any grades transferred from other institutions.

School & College Grades Meetings

Once final grades have been submitted and compiled, the Grades Meetings begin. The Undergraduate Programs Executive Committee (UPEC) meets to review the academic progress of all SoA students identified by the Academic Advisor. This includes all students with outstanding performance that lead to design commendations and/or School honors, and all students with poor performance such as any grade lower than a C, students with a QPA of less than 1.75 for first-years and 2.00 for others, and students on a previous academic action. During the grades meeting, the UPEC also reviews the current rules for Academic Actions, and eventually approves all SoA academic actions.

The proposed SoA actions are then discussed at the CFA college grades meeting where they are reviewed and formally issued. The student is sent a letter explaining the action, the reason for the action, and any conditions that may be associated with this action, as well as conditions under which a student will be removed from the action.

A student who is not making satisfactory progress toward graduation may be asked to leave the program even though the student has received passing (D or above) grades.

Academic Actions in SoA

A student who is NOT making satisfactory progress toward meeting professional standards, or toward completing graduation requirements in a School in a timely manner, may have any of the academic actions listed below imposed by that School even though the student has received “passing” grades. An academic action officially notifies the student of unsatisfactory performance, and requires that the student take steps to determine and correct the cause of the difficulty. The decision to impose academic action is first initiated at the conclusion of each semester upon recommendation of the Undergraduate Program Executive Committee (UPEC), and confirmed at the college grades meeting by the CFA Academic Advisory Committee for confirmation.

The following list of academic actions do not follow a sequence; students may be placed on any academic action without any prior action:

- A student may be placed on **warning** for failure to maintain professional standards of the SoA, including: earning a D or N grade in any one course; a W in a required course; not making adequate progress towards the degree; an overall quality point average (QPA) lower than 1.75 for first year students, and 2.00 for all other students.
 - A student must receive C's or better in all courses and have a minimum of a 2.00 QPA to be considered being removed from the action of warning.
- A student may be placed on **probation** for significant failure to maintain the professional standards of the SoA, including: earning an R/I(R) in any course; or a D in two or more elective courses; or significant lack of academic progress or QPA below the standard in “Warning” above.
 - A student must receive C's or better in all courses and have a minimum of a 2.00 QPA to be considered being removed from the action of probation.
- A student may be placed on **final probation** for very poor performance or continued failure to maintain the professional standards of the SoA, including: a D or R grade in two or more required courses; multiple semesters on Academic Actions; significant and continued lack of academic progress, or QPA below the standard in “Warning” above.
 - A student must receive C's or better in all courses and have a minimum of a 2.00 QPA to be considered being removed from the action of final probation. Students not doing so may be suspended from the University or dropped from the SoA by the end of the semester.
- A **drop from SoA** will be imposed at the discretion of the UPEC in the case of any student whose progress in professional training is considered insufficient to continue. This action is taken when a student is felt to be lacking essential requirements for the degree, but whose general scholastic ability, habits, and character justify an opportunity in some other field of education at CMU. This action terminates the student's enrollment in the SoA, but is not intended to prejudice admission to another department or college of the university or to another institution. A drop from architecture academic action allows the student two choices:
 - Transfer to another department within the university (A student must make an appointment with the Academic Advisor in architecture to discuss this option).
 - Withdraw from CMU.
- **University suspension** is imposed for exceptionally poor performance (a low QPA), or for problems that create an impediment to any academic achievement. The student is required to

withdraw from the university for a period to be determined by faculty action. Re-admission is subject to conditions specified in each case by the School faculty concerned.

For more information, see the [Undergraduate catalog > CFA > Academic Standards](#).

Procedure for Appealing an Academic Action in CFA

A student has the right to appeal any Academic Action against them. All appeals will be evaluated in accordance with the University procedures listed at "[Procedure for the Appeal of Grades & Academic Actions](#)" in the online university catalog as well as the Academic Actions detailed in each school's student handbook. A student who has filed an appeal, has the right to attend classes while the appeal is being reviewed within the College.

There are two levels of appeal for an academic action that a student may consider within the College of Fine Arts. The expectation at each higher level is that there is evidence to support the student's claims.

- 1) An appeal to the CFA associate deans
- 2) An appeal to the CFA dean, who will make a final ruling for the college

At the end of each semester, the UPEC meets to consider if academic actions are merited. Students who are at risk for a university suspension or drop from the School are advised to talk to their Academic Advisor before this meeting.

If the UPEC votes to recommend an academic action, this decision moves to the CFA-Academic Advisory Committee (CFA-AAC), who makes the decision on academic actions. If the CFA-AAC approves the academic action, the process ends unless the student wants to appeal to the associate deans. An appeal to the associated deans is more likely to occur if the student has evidence there were inconsistencies with the policies and process of the case. The student has seven (7) days to appeal to the associate dean.

To appeal to the associate deans, the student must present a written letter detailing the grounds for the appeal along with relevant documentation to support their concerns. This letter is to be authored by the student and should be no more than one page in length for lower academic actions (warning, probation, final probation) and no more than three pages in length in the case of a university suspension or drop from School. The associate deans will review the merits of the case and submit a written response and decision within seven (7) days to the student and head of school. If the academic action is upheld by the associate deans, the student may choose to end the appeal process there or, if the student believes the academic action is inconsistent with the policies of the college, the student can submit a formal written appeal to the dean of the college.

If the student wishes to appeal to the dean, they have 48 hours to submit their appeal letter to the dean of the CFA. The dean then has seven (7) days to review inconsistencies with the policies and process of the case, and to submit a written response and decision to the student, head of school, and associate deans.

If the academic action is upheld by the dean, the student may choose to end the appeal process there or pursue it further. If they wish to continue the appeal, the student has 48 hours to request that their existing case be evaluated outside of the college, by the vice provost for education. Requirements for this level of appeal can be found in the CMU student handbook [The Word](#) under "[Procedure for the Appeal of Grades and Academic Actions for Undergraduate Students](#)."

Leave of Absence or Withdrawal

Students must sometimes interrupt their studies for a variety of reasons (e.g. financial, academic, or personal). For this reason, students may choose to take a Leave of Absence or to withdraw from the university.

- A **Leave of Absence** (LoA) is for students who intend to return to the university. Students who take this option must complete a Leave of Absence form, and have up to two years to return to the university. After two years, students returning are subject to space constraints and an academic performance review. Students on leave who wish to return must obtain a Return from Leave form and complete the required information before they may be considered for a return from leave. See also: www.cmu.edu/hub/registrar/leaves-andwithdrawals/
- **Withdrawal** is for students who do not intend to return to the university. To be recognized as withdrawing from the university, students must submit a Withdrawal form. Once a student withdraws, they cannot return to the university without reapplying. See also: www.cmu.edu/policies/student-and-studentlife/withdrawal-of-a-degree.html

Academic Integrity (Cheating & Plagiarism)

The SoA follows the CMU Policy on Academic Integrity, which is outlined below and can also be found at www.cmu.edu/policies/student-and-student-life/academic-integrity.html.

Students at Carnegie Mellon are engaged in intellectual activity consistent with the highest standards of the academy. The relationship between students and instructors and their shared commitment to overarching standards of respect, honor and transparency determine the integrity of our community of scholars. The actions of our students, faculty and staff are a representation of our university community and of the professional and personal communities that we lead. Therefore, a deep and abiding commitment to academic integrity is fundamental to a Carnegie Mellon education. Honesty and good faith, clarity in the communication of core values, professional conduct of work, mutual trust and respect, and fairness and exemplary behavior represent the expectations for ethical behavior for all members of the Carnegie Mellon community.

Academic credit awarded to an individual should **represent the work of that individual**. Therefore, students at Carnegie Mellon are expected to produce their own original academic work unless explicitly authorized by the course instructor(s). Submitting identical assignments is considered cheating. Students are required to acknowledge any collaboration or source of assistance. Failure to do so is dishonest and is the basis for a charge of cheating, plagiarism, or unauthorized assistance. Such charges are subject to disciplinary action.

The **citation of all sources is required**. In any creative, artistic, or research presentation or assignment, it is the ethical responsibility of each student to identify the conceptual sources of the work submitted, and to cite any direct copying of words, images, etc. Failure to do so is dishonest and is the basis for a charge of cheating or plagiarism, which is subject to disciplinary action.

Instructors have a **duty to communicate and teach their expectations** regarding academic integrity, including those specific to collaboration, assistance, citation and acknowledgement within each course.

Instructors should NOT assume all students have the same background or understanding of what constitutes academic integrity. Students from different backgrounds may have very different sensibilities about the goal of education (e.g. emulating skills vs critical and independent production of new

knowledge), as well as what constitutes plagiarism or cheating, or how to acknowledge help from other sources. Because of the diversity of students at CMU, instructors have a special obligation **to be sure they teach students the specific standards and skills that they expect students to follow.**

Students likewise have a duty to ensure that they understand and abide by the standards that apply in any course or academic activity. In the absence of such understanding, it is the student's responsibility to seek additional information and clarification.

According to the CMU Policy on Academic Integrity, the following policy violations are subject to disciplinary action:

- **Cheating** occurs when a student avails her/himself of an unfair or disallowed advantage which includes but is not limited to:
 - Theft of or unauthorized access to an exam, answer key or other graded work from previous course offerings.
 - Use of an alternate, stand-in or proxy during an examination.
 - Copying from the examination or work of another person or source.
 - Submission or use of falsified data.
 - Using false statements to obtain additional time or other accommodation.
 - Falsification of academic credentials.
- **Plagiarism** is defined as the use of work or concepts contributed by other individuals without proper attribution or citation. Unique ideas or materials taken from another source for either written or oral use must be fully acknowledged in academic work to be graded. Examples of sources expected to be referenced include but are not limited to:
 - Text, either written or spoken, quoted directly or paraphrased
 - Graphic elements
 - Passages of music, existing either as sound or as notation
 - Mathematical proofs
 - Scientific data
 - Concepts or material derived from the work, published or unpublished, of another person
- **Unauthorized assistance** refers to the use of sources of support that have not been specifically authorized in this policy statement or by the course instructor(s) in the completion of academic work to be graded. Such sources of support may include but are not limited to advice or help provided by another individual, published or unpublished written sources, and electronic sources. Examples of unauthorized assistance include but are not limited to:
 - Collaboration on any assignment beyond the standards authorized by this policy statement and the course instructor(s).
 - Submission of work completed or edited in whole or in part by another person.
 - Supplying or communicating unauthorized information or materials, including graded work and answer keys from previous course offerings, in any way to another student.
 - Use of unauthorized information or materials, including graded work and answer keys from previous course offerings.
 - Use of unauthorized devices.
 - Submission for credit of previously completed graded work in a second course without first obtaining permission from the instructor(s) of the second course. In the case of concurrent courses, permission to submit the same work for credit in two courses must be obtained from the instructors of both courses.

Procedures for dealing with allegations of these policy violations are detailed in the university's Academic Disciplinary Action Procedures for Undergraduate Students and the Academic Disciplinary Action Procedures for Graduate Students, which are published in The WORD student handbook. Periodic review of these procedures will be overseen by the Dean of Student Affairs or their designee in consultation with the Faculty Senate and the relevant student governing bodies. Any amendments to these procedures are subject to the approval of the Faculty Senate.

Artificial Intelligence (A.I.): The university's policy on academic integrity is not changing as a response to generative AI tools. According to CMU's Office of Community Standards and Integrity, CMU's academic integrity policy already implicitly covers such tools, as they may be considered a type of unauthorized assistance. However, this policy is intentionally designed to allow instructors to define what is "authorized" vs. "unauthorized" and what constitutes "plagiarism" and "cheating." Students should contact instructors to be sure of the expectations and rules, which may be different in each course, and even each assignment.

Digital Theft & Copyright

The SoA follows the University policy on **Digital Theft**. It is illegal to download copyrighted material, including but not limited to software, movies, and music. Carnegie Mellon is required to inform students annually "unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may subject the students to civil and criminal liabilities."

CMU policies also prohibit the distribution of materials owned by anyone other than the person engaged in such distribution (whether officially copyrighted or not) without the permission of the owner. The distribution of copyright protected files without the permission of the copyright holder is illegal.

See CMU Computing Services website on Digital Copyright & DMCA:

<https://www.cmu.edu/iso/aware/dmca/>

Privacy Act (FERPA)

In accordance with the Buckley Amendment to the **Family Educational Rights and Privacy Act (FERPA)**, the School adheres to the following:

"Whenever a student has attained eighteen years of age, or is attending an institution of postsecondary education, the rights accorded to and the consent required of the parent of the student shall thereafter only be accorded to and required of the eligible student."

In effect, the law provides for:

- The inspection of records by a student;
- The opportunity, through a hearing, for a student to challenge the contents of the records;
- The permission of the student for the release of records;
- The maintenance of a record of all persons, including the student, who inspect the file.

As a result of this law, the HUB sends grade reports to students only. The SoA sends all correspondence to students. The full privacy act, as amended, is available at the HUB or via the HUB website at www.cmu.edu/hub/privacy/ferpa-brochure.pdf.

REGISTRATION

Online Course Registration

Registration for courses occurs twice a year: in November for the upcoming Spring and in April for the upcoming Fall. Registration for all classes is done online. Fifth and Fourth years register on Monday, Third years on Wednesday, Second years on Thursday, and First years on Friday. Because the architecture program is five years, both the fourth and fifth year students register on the first day of Registration.

Check your class standing and confirm your enrollment status through the Student Information Online (SIO) before the date of your registration. Registration and SIO can be found on the Enrollment Services (HUB) website. To access SIO, go to www.cmu.edu/hub/sio/about.html.

Please ensure that all account balances are paid before registration week. Any holds on your student account/student record will impact your ability to register at your assigned time.

Registration occurs through SIO. Students will register at an assigned time based on their student ID number. After registering, be sure to logout of SIO. The system will check prerequisites, department priority, maximum enrollment, and keep a wait list.

Registration Advising

The Academic Advisor will hold class meetings and individual appointments before registration to meet with students to discuss course options and program requirements. Students can check the status of their progress towards their degree by logging into the academic audit system in SIO. The Academic Advisor is available to answer questions about the Academic Audit and review individual student audits by appointment.

Pittsburgh Colleges Cross-Registration (PCHE)

CMU is a member of the Pittsburgh Council on Higher Education (PCHE, <https://pche-pa.org/>), a consortium which allows students from any one of its member institutions to cross-register for any other.

Participants include: Carlow University, Chatham University, Community College of Allegheny County, Duquesne University, LaRoche College, Point Park University, Pittsburgh Theological Seminary, Robert Morris University, Pittsburgh Glass Center, Pittsburgh Filmmakers, and the University of Pittsburgh.

Full-time students (registered for 36 units) are permitted to cross-register for **one class per semester** with no additional tuition charges. Courses taken through the university's cross-registration program will have grades recorded on the CMU transcript and be factored into the QPA. For more information, please reference www.cmu.edu/hub/registrar/registration/cross/ and the CMU Undergraduate Catalog.

TRANSFERS

Transfer Credit

SoA students are expected to take all required professional courses at CMU according to the curriculum chart. Students may petition UPEC to substitute for a required studio or course, and approval will be based on the equivalency of the proposed course being replaced. Exceptions can be made for students transferring into SoA, subject to UPEC approval.

SoA students may take classes at other (non-PCHE) universities either in the summer or as part of a study abroad program. **In all cases, course and studio descriptions and other requested course information must be submitted to and approved by the Academic Advisor PRIOR to enrolling in a course at another institution.** According to transfer credit guidelines published in the Undergraduate Catalog, transfer credit is considered on an individual basis.

Except for students participating in an **approved**, year-long study abroad program, and students transferring into the SoA, students may petition to have a maximum of **one studio taken at another university** count towards the ASO requirement, for a maximum of 18 units. Students who study abroad in the fall of their 4th year may take the required 48-400 Praxis 3 studio out of sequence, when they return. Preliminary approval must be granted during the semester preceding the semester away by working with the Academic Advisor.

After completing courses at other universities, students must submit course descriptions of each course taken, as well as an official transcript and official translations where necessary to the Academic Advisor **prior to the beginning of classes when the student returns.** Official transcripts should be sent to the SoA Office, CFA 201.

For studio work, the student must submit a portfolio of the studio work in an orderly, digital format to the Academic Advisor and UPEC for review prior to the beginning of the semester upon the student's return. It is important for the work to be complete, either in original form or through clear reproductions, and to include both the design process and the final work. Documentation and course material should be included, as well as models when possible. **Additional work may be required to receive credit.**

Transfer credit is awarded only for courses in which a grade of C (not C-) or better has been received. Grades are not transferred - only credits. For SoA students, a maximum of 45 units of transferred credits can be applied toward graduation, except where approved by UPEC. Exceptions can be made for students transferring into SoA, subject to UPEC approval. Transfer credits are ordinarily granted through the SoA, unless students are counting the course for a minor or second major.

Transferring Home Departments

Students who wish to transfer to or from another department at CMU should meet with the appropriate advisor in both departments. The student should notify the SoA Academic Advisor. **It is the student's responsibility, with the help of the SoA Advisor, to request and obtain admission to another department.**

STUDY ABROAD

The SoA strongly encourages students to study abroad. The perspective gained through immersion in another culture and language is invaluable. A student is exposed to architectural subjects not readily available at CMU and will study architecture directly in a foreign context. The Office of International Education (OIE) is an excellent resource for getting started for study abroad planning. Visit OIE's website at www.cmu.edu/oie/sab. For videos from previous SoA Study Abroad, and more information, see <https://soa.cmu.edu/study-abroad>.

Study abroad can fall into four categories:

1. **University Sponsored Programs** offer study abroad opportunities to students from a variety of economic backgrounds and are ideal for students with significant CMU funding. Sponsored Programs allow students to pay regular CMU tuition, room and board while receiving the same financial aid package (minus work study) while abroad. CMU will pay tuition, room*, board* and approved fees to the study abroad institution or program and may distribute funds to the student for other fees as appropriate.
**In cases where room and/or board is not included in the program's package, funds will be distributed to the student.*
2. **University or Departmental Exchange Programs** allow students to use their CMU funding while attending a university abroad. CMU students participating in these programs continue to pay tuition directly to CMU and receive the same financial aid package. Students are responsible for paying all other fees, such as room and board, directly to the exchange institution.
3. **External Programs** offer virtually unlimited possibilities for students in all majors for summer, single semester, and full-year study abroad. Another university or study abroad program provider administers these programs. External Programs allow students to pay the study abroad program directly, while still maintaining full-time enrollment status at CMU.
4. **Departmental Summer Programs** allow students to study away with SoA faculty for varying lengths of time and varying number units. The faculty are currently planning the next five years of summer programs.

Language of Study: There are many study abroad programs in English speaking countries, and English is widely spoken and taught around the world. Many non-English speaking countries have universities that teach courses in English, and there are many study abroad program providers that offer coursework exclusively in English. Other program providers offer intensive language study with the option to take other courses in English or a foreign language.

Terms & Qualifications for Study Abroad

Students are allowed one semester abroad for which they receive studio credit except for those students at approved direct, year-long exchange programs. Students may study abroad in the Fall, Spring, or Summer semesters. Careful planning and scheduling of your courses are necessary when incorporating a study away experience into your curriculum. Students should investigate and start making decisions to study abroad by the fall of their second year, so they can plan their courses accordingly. Please see the Academic Advisor prior to making any decisions on what term to schedule your study away experience.

To qualify for a study abroad program other than the departmental summer programs, a student must have completed their third year of the program, have a minimum overall QPA of 3.00, and be in good academic standing (no current academic actions).

Students in SoA departmental summer programs must have completed their first year, and must be free of any academic actions for the semester prior to studying away, or permission may be denied. Students can petition the UPEC for exceptions.

Application and Acceptance Procedures

All students planning to study abroad must apply by completing the SoA Application for Study Abroad Form (see link below), and also through the Office of International Education for non-CMU programs. The internal forms for study abroad are available at soa.cmu.edu/study-abroad and in the CFA 201 office.

If the program is hosted through another institution and is not CMU-affiliated, the student will apply to the program's host school and complete the appropriate school office forms. In this situation, the student is entirely responsible for all correspondence, application and financial arrangements, and for the transfer of credit. They are also responsible for integrating the courses taken into their CMU curricular requirements. Applications for SoA Departmental Summer Programs are handled through the SoA only.

- Applications are due in early October for study abroad in the following Spring semester.
- Applications are due in late January for study abroad in the following Summer semester.
- Applications are due in early April for study abroad in the following Fall semester.

Applications will include an application form, an essay indicating the reason for study abroad, and translated course descriptions for all proposed courses abroad. Applications from all other study abroad programs vary according to the host institution guidelines. All students must obtain and submit a completed Study Abroad Transfer Credit (SATC) permission form through the Office of International Education (OIE) online portal, along with any other documents required by OIE. All students who have completed an application will receive a written response from the SoA about their status of admission into a study abroad program. A standing committee including a member of the faculty, the Academic Advisor and head of the School will conduct a review and determine the admission of students to a program.

Students will be notified of acceptance by the Office of International Education for direct exchange and sponsored programs, by the SoA for Departmental Summer Programs, and by the host institution for external programs. Notification dates vary.

Returning After Study Abroad: See the section on “Transfer Credit” above for information about getting credit for work done abroad.

ACADEMIC RECOGNITION

Undergraduate Academic Honors

The SoA recognizes students for outstanding design and academic performance both on a semester-basis and at commencement.

- **Studio Commendations** are given to students for excellence in design work and/or leadership during a particular semester of studio. Recipients are chosen by the studio professors teaching in that year and determined at the semester grades meeting.
- **School Honors** are given each semester to students earning a grade point average of 3.50 or higher. To be eligible, students must be enrolled with a minimum of 36 factorable units (does not include Pass / No Pass units) with no W or incomplete grades.
- **Dean's List** placement is awarded to students receiving a GPA that is within the top 35 percent of their class. To qualify for the Dean's List, a student must maintain a full load of course units (36 minimum), cannot receive a letter grade lower than a C for any one class, and must not receive an Incomplete or W in any one class.
- **University Honors** are awarded to students with a QPA of 3.5 or higher by their date of graduation. Students with University Honors will receive an honors medal to wear at commencement.
- **College Honors** College Honors are awarded at graduation to students with a cumulative QPA of 3.33 or greater. Students with College Honors will receive an honors cord to wear at commencement.

Architecture Commencement Recognition

The SoA recognizes outstanding undergraduate student achievement through its annual commencement awards program. The following awards are announced during the annual SoA Diploma Ceremony.

- The [Alpha Rho Chi Medal](#) recognizes one student graduating from a NAAB-accredited program for their leadership and service and what they offer the future of the profession. The award recognizes qualities not necessarily pertaining to studio and scholarship. At the SoA, one graduate from either the B.Arch program or the M.Arch program is eligible to receive this award each year.
- The [Henry Adams AIA Medal](#) is awarded to the top-ranking graduate in each NAAB-accredited architecture program. At the SoA, graduating students in both the B.Arch and M.Arch programs are eligible for this award. The award is part of the AIA/AIAS Foundation Scholarship Program. The school selects candidates based on the guidelines provided by the AIA national organization.

SoA STUDENT AWARDS & SCHOLARSHIPS

Student awards, prizes, internship opportunities, scholarships, and design competitions are available annually to SoA undergraduates. Through its various communications channels the School will provide announcements, instructions, and applications during the semester in which the opportunities are presented.

Many of these opportunities are awarded on the strength of the written application, though financial need is a factor for scholarships where indicated.

Please note that most scholarships and awards paid to students who are U.S. citizens are considered to be non-qualified scholarships which are taxable but not reported to the IRS. Most scholarships and awards paid to international students are taxable and require withholding based upon the tax treaty in

place with the student's home country. The University's policy for tax withholding will be followed in all cases.

SoA Awards, Prizes & Financial Aid Scholarships

The SoA offers a range of awards and funding opportunities for students to recognize outstanding achievement and help support new thought and research to advance the state of architectural practice.

All students receiving awards will be asked to write thank you notes to any scholarship sponsors or representatives. All students who have been granted awards must prepare a short presentation in the form of a small exhibit, public lecture or portfolio.

Detailed information on awards, prizes, and funding opportunities offered by the SoA, including documentation from previous award winners and application forms, is available at soa.cmu.edu/awards.

GEM Fellowship Program

CMU supports the national GEM Fellowship Program, which seeks to increase the number of underrepresented minority students (African Americans, American Indians, and Hispanic Americans) pursuing graduate degrees in engineering and natural science and to promote the benefits of a graduate degree within industry. SoA undergraduates considering tech-heavy graduate programs at CMU or elsewhere are encouraged to apply. See below for more information.

CMU Fellowships and Scholarships Office (FSO)

The Fellowships and Scholarships Office (FSO) works with current CMU undergraduate students in fulfilling their intellectual and professional goals by pursuing nationally competitive scholarships and fellowships. We promote awareness of external scholarship and fellowship opportunities, advising, writing support, overall management of the process, and interview preparation. Please visit the FSO website at www.cmu.edu/fso.

STUDENT ORGANIZATIONS

SoA encourages all students to participate actively in clubs, research, and organizations related to their architectural and career interests, as well as outside activities throughout the university and Pittsburgh.

Information sessions are coordinated by school administration to provide information that is of particular interest to specific groups of undergraduate students within the school. Certain topic sessions may be required of students to attend; this information will be conveyed to students by email invitation and in the weekly newsletter. Topics include, but are not limited to: study away, professional development, AXP/ARE, awards, and undergraduate advising.

SoA Student Organizations

student organizations support and enrich student life in the SoA community. These groups offer various opportunities to get involved and collaborate with fellow students beyond the classroom. For more information visit soa.cmu.edu/student-organizations.

- American Institute of Architecture Students (AIAS)

- Freedom by Design™ (FBD)
- Architecture Peer Mentors (APM)
- inter-punct
- National Organization of Minority Architecture Students (NOMAS)
- Undergraduate Architecture Student Advisory Council (SAC)

CMU Student Organizations

CMU offers a variety of student organizations to explore personal interests and meet fellow students from other colleges and schools across campus. Each fall and spring semester, an activities fair is held to introduce students to the various student groups as well as garner interest and participation. The school encourages participation in student organizations, and architecture students have been instrumental to the success of these organizations.

For a full list of student organizations and information, please visit the Student Activities website at thebridge.cmu.edu.

SoA STUDENT EMPLOYMENT

Various kinds of student employment are available to students enrolled at least half time (some jobs require full-time enrollment) and who are in good Academic Standing. All SoA jobs are announced at <https://soa.cmu.edu/employment>, and an application process through “Handshake,” CMU’s online recruiting platform for students, employers and campus partners. Questions should go to David Koltas, Assistant Head [dkoltas@andrew.cmu.edu], or Kai Gutschow, Assoc.Head [gutschow@andrew.cmu.edu].

In order to create an equitable, efficient, and legal hiring process, the following rules will apply:

- All SoA jobs must be posted and applied for through Handshake. Students are encouraged to reach out to faculty and job supervisors to gain more information about the jobs.
- Students must be physically present in the U.S. with appropriate visa status and work authorization when they begin and for the duration of the work.
- Students may hold only one (1) primary job every semester, unless there is natural overlap (i.e. a dFab Monitor TA’ing for a Fabrication course), OR one job is very few hours (e.g. 2-4 hours in as a monitor or drawing TA). This ensures that individual students do not overcommit themselves and creates opportunities for more students to be involved.
- Students should only apply to 2 positions at a time. If students are offered several jobs, they should be prepared to rank their choices upon request.
- Masters Assistantship positions are limited to current, FT SoA Masters students who do not hold another SoA job.
- Students on academic actions must gain the approval of the Academic Advisor and the UPEC to be eligible to work for the school. Students on probation or a stronger academic action are not eligible to work for the school (except under extraordinary circumstances) until they return to good standing.
- Students are free to work other jobs outside of SoA as their schedule and academic workload allows.

Design Fabrication (dFAB) Lab Monitors

The SoA Design Fabrication (dFAB) Lab employs student monitors to assist users in the operation of equipment as well as help to maintain the facilities and address day-to-day lab tasks. Students should be well versed on all equipment and software. Terry Hritz, Assistant Director of the dFAB Lab [thritz@andrew.cmu.edu], hires student monitors at the beginning of the fall and spring semesters. Additional training regarding machine operation and emergency procedures are provided by the Director during the first few weeks of Monitor Employment.

Shop Monitors

The SoA Shop is supervised every hour it is open; therefore, it employs about 12 student monitors to provide this supervision and take care of daily maintenance tasks. Student monitors have demonstrated an interest and an ability in woodworking and in the fabrication of wood combined with other materials. Often, they have taken one or more of the shop elective classes offered. Jon Holmes, Shop Director [jholmes@andrew.cmu.edu], hires students at the beginning of the semester. They are required to have completed the first-year shop orientation and the annual training which occurs before the classes start in the fall. Work shifts generally run 4-8 hours per week.

Teaching & Research Assistantships

Each semester a number of qualified students are awarded teaching or research assistantships through hourly employment. All SoA jobs are administered through Handshake. Teaching Assistants (TAs) are chosen based on their qualifications in the subject of the course, high academic standing, interest in the subject, professionalism, previous performance (where applicable), and available time. Eligible students must be registered full-time. Preference is given to fourth-, fifth-year, and graduate students.

Center for Architecture Explorations

The Center for Architecture Explorations (CAE) supports architecture education for all ages. Building on the Carnegie Mellon University School of Architecture's experience with youth education, university service learning projects, engagement with architectural practice, and academic research, we create dynamic architectural education pedagogy with an emphasis on building equity and diversity within the design professions. Current students can be hired by the SoA for the academic year and summer where they can have a differing role each semester as a designer, teacher, or researcher. The goal is to assemble talented, thoughtful, and motivated students who would like to pursue an interest in architecture education, work with youth, and advocate for the architecture profession, while collaboratively working with a team. Students interested in working with CAE K-12 and other outreach programs should contact Leanne Rosso and see: <https://soa.cmu.edu/architecture-explorations>

Other Employment at CMU

For many students, working in a campus job has proven to be an important addition to the CMU educational experience. On-campus employment provides students with opportunities to develop career readiness competencies essential for a meaningful and productive career. See <https://www.cmu.edu/career/students-and-alumni/on-campus-employment/index.html>, with a link to a guide that will navigate students through the process of searching and securing a job on campus.

Employment Outside of CMU

Except in special circumstances, SoA students are discouraged from holding off-campus jobs while they are enrolled as full-time students.

CAREER & SUMMER EMPLOYMENT OPPORTUNITIES

The SoA recommends that students seek summer internships once they have built a knowledge-base that enables them to contribute to relevant work in an architecture firm – most typically after their third year. It is recommended that students meet with both a career consultant in the Career and Professional Development Center (www.cmu.edu/career/), and the school's Architect Licensing Advisor (see <https://soa.cmu.edu/career-development>) to prepare for job applications. Students should have a resume, cover letter, and portfolio prepared prior to contacting architecture firms, attending career fairs, and interviewing for jobs.

Kristen Frambes (kframbes@andrew.cmu.edu) serves as the career development and alumni relations director for the SoA.

Becoming an Architect

If students are seeking the path to professional architecture licensure in the United States, they are required by most jurisdictions of the National Council of Architectural Registration Boards (NCARB) to complete the following three steps:

- **Education** - Earn an NAAB-accredited architecture degree or meet the educational requirement for your jurisdiction
- **Experience** - Complete the *Architectural Experience Program (AXP)*
- **Exam** - Pass the *Architect Registration Exam (ARE)*

To assist students with continuation toward the path to licensure, students should first visit the NCARB website at www.ncarb.org for information about architectural licensure.

Architect Licensing Advisor

In the SoA, the Architect Licensing Advisor is responsible for providing guidance and disseminating information to students about AXP, the ARE, and the path to licensure. Students may contact the Architect Licensing Advisor for more information about architectural licensing.

Office hours will be posted each semester for student appointments and walk-in consultation. Prior to meetings, students must prepare by reading the **AXP Guidelines** found on the NCARB website, here: www.ncarb.org/gain-axp-experience.

Following graduation, licensure candidates must provide an Official Transcript to certify their education on their NCARB Record. Transcript requests are made via the HUB at www.cmu.edu/hub/registrar/student-records/transcripts.

CMU Career & Professional Development Center (CPDC)

Students are encouraged to seek the services of the CMU Career and Professional Development Center (CPDC) when pursuing employment opportunities. All architecture students may schedule appointments to meet with their CPDC consultant **Peter Depasquale**, Office in: WW 262, pdepasqu@andrew.cmu.edu, 412-268-4140.

The CPDC hosts workshops throughout the fall and spring semesters to give students an opportunity to meet career professionals in their field and prepare for the **Creative Arts Opportunities Conference (CAOC)** in the spring semester, and assist CFA students with employment opportunities. More information is available on their website at: www.cmu.edu/career.

Handshake

To schedule a Career Consultant appointment, register for a career fair or event, and/or access employment opportunities, CMU students will login and utilize Handshake, the central recruiting tool for the CPDC: cmu.joinhandshake.com. Handshake is the university's primary source for dissemination of employment opportunities; therefore, all students should maintain an account on Handshake to access all resources including employment opportunities and job fairs. The school will post any immediate positions in an "Opportunity Knocks" newsletter directing students to the posting on Handshake.

Opportunity Knocks Newsletter

Opportunity Knocks is a biweekly (fall semester) or weekly (spring semester) newsletter for SoA students to receive information about: professional development opportunities, employment opportunities, fellowships, scholarships, and design competitions.

Employment for International Students (CPT/OPT)

International students with an F-1 or J-1 status seeking any type of on- or off-campus employment should visit the OIE website for more information about their employment options: www.cmu.edu/oie/employment/index.html and: www.ice.gov/sevis/practical-training.

There are two types of off-campus employment authorizations for international students:

1) Optional Practical Training (OPT) is employment **after graduation** for F-1 students that allows them the opportunity to apply knowledge gained in their degree program to off-campus work. The work must be directly related to the student's level and field of studies. OPT is recommended by OIE and authorized by the U.S. Citizenship and Immigration Services (USCIS). This authorization can take 2 to 3 months to obtain. Students do not need a job offer to apply for OPT.

The B.Arch (but not the B.A.) as well as all of the SoA graduate programs have been assigned CIP codes that are STEM-eligible. This means that in addition to one year of "Optional Professional Training" (OPT) offered to most international students after graduation, a B.Arch student may apply for a 24-month STEM OPT Extension.

2) Curricular Practical Training (CPT) is employment **before graduation** that is an integral part of an established curriculum and is directly related to the student's major area of study. Students must be enrolled in an internship or practicum course for units to be eligible for CPT (Independent Study does not qualify for CPT) and meet the time in status qualification. This work authorization is approved by OIE and is job specific.

Since neither the B.A. nor the B.Arch program requires an internship for graduation, F-1 students do not automatically qualify for CPT. To qualify for CPT during a summer internship, a student must enroll in a 3-unit internship course alongside their employment during the summer, and must be sure the 3-units is part of the required "Flex Electives" listed in the curriculum list of course, and part of the 450 units required for graduation, and not part of additional or overload courses. The course provides the student an opportunity to reflect on the employment opportunity.

All F-1 students that want to accept an internship must comply with the following provisions.

- Complete the “CPT Academic Advisor Recommendation Form” and attend the workshop offered through the Office of International Education (OIE).
- Obtain a job offer that complies with the NCARB AXP Employment Requirements excerpted below. In simple terms NO unpaid internships - it is both illegal and unethical. The offer letter must clearly state the salary, the dates of employment, and the expected number of hours to be worked.
- Contact the Assoc. Head of Fundamentals with the job offer letter to obtain a signature for the CPT form and permission to enroll in 48-490 “Undergrad Internship” for three (3) units, and to determine the appropriate faculty supervisor for the internship course.
- At the completion of the internship, the student must submit a report to their faculty adviser for grading and course credit.

The NCARB AXP Guidelines (www.ncarb.org/sites/default/files/AXP-Guidelines.pdf) describe Employment Requirements on page 17: To earn experience in setting A or work-related setting O opportunities including: “Other Work Experience Under Licensed Professionals,” “Design or Construction Related Employment,” and some scenarios in “Construction Work,” one must be employed.

- Unpaid internships are not eligible to earn experience hours with the exception of the approved Community-Based Design Center/Collaborative as defined in experience setting O.
- No experience may be earned outside of the U.S. or Canada, except at an organization engaged in the practice of architecture or an approved Community-Based Design Center/Collaborative as defined in experience setting O.
- If the employment situation earns academic credit or is a requirement for a class, it can still qualify for AXP hours. Only employment situations qualify for AXP in this condition. The experience needs to be in compliance with the employment requirement and submitted as per the AXP rules.

Alumni Networking

Alumni can be one of the best resources for finding jobs. There are several ways to connect with alumni. To meet alumni in person, students should take advantage of networking opportunities at various school and university events. For SoA alumni, students should contact Kristen Frambes [kframbes@andrew.cmu.edu], the SoA director of career development and alumni relations.

Alumni contact information is also available through the CMU Alumni Online Directory at: www.cmu.edu/engage/alumni/resources/alumni-directory.html. Students and alumni can use the “Advanced Search” feature within the Online Directory to locate alumni according to: geographic region, state, or country; industry; school of department of CMU degree; and/or class year.

*When contacting alumni, please be professional. Keep all messages clear, concise, and personalized; **do not send generic, carbon-copied emails.***

SoA Website Recruiting

Undergraduate students are encouraged to link their content-appropriate personal websites or self-curated online portfolios with the SoA by submitting this form: <https://goo.gl/forms/djwp5t4hBI5STVTF2>. The information is published to the student page of the SoA website at <https://soa.cmu.edu/students>. Send questions to Meredith Marsh, Marketing & Communications Manager [mamarsh@andrew.cmu.edu].

References

Most potential employers will want to call references or obtain a letter of recommendation. Students should plan ahead, and think carefully about the best people to ask to be references. Before students list a professor – or anyone else at this university – as a reference, they must first ask their permission. When asking for a letter of recommendation, always include a resume, summary of the letter's intended purpose, the deadline for submission, and if appropriate, a stamped/addressed envelope.

Faculty/staff members have the right to refuse any request. If a faculty or staff member writes a letter of recommendation for you, you should send them a personalized thank you note.

Some Job Search Websites

www.aia.org

www.aiaas.org

www.american-architects.com

www.archinect.com

www.archi-students.org

www.architectjobs.com

www.california-architects.com

www.cons4arch.com

www.jobs.aiapgh.org

www.newyork-architects.com

www.world-architects.com

SoA MASTER'S DEGREE PROGRAMS

Accelerated Master's Program (AMP)

The Carnegie Mellon School of Architecture offers undergraduate students the opportunity to obtain an accelerated Master's degree in one additional year after completion of their Bachelor's degree. The Accelerated Master's Program (AMP) saves both time and money, enabling students to enter the job market with specialized knowledge and two Carnegie Mellon degrees.

5+1 Bachelor of Architecture (B.Arch) Five years of undergraduate coursework followed by two semesters of full-time master's level coursework for a total of six academic years.

4+1 Bachelor of Arts in Architecture (B.A) Four years of undergraduate coursework followed by two semesters of full-time master's level coursework for a total of five academic years.

Degree Completion: An AMP student must complete all of the units required by BOTH programs, less a maximum of 48 units that can be double-counted. In addition, AMP students in their final undergraduate year (B.Arch during fifth year, B.A during fourth year) can pursue additional Master's coursework provided they also meet the minimum bachelor degree requirements. These additional units can count toward the Master's degree requirements. AMP students must maintain full-time Master's status for at least two semesters after completion of their bachelor degree.

Total number of units = min. required undergraduate units + min. required graduate units - 48 double counted units.

Example: B.Arch (450 units) + MSBPD (160 units) - double counted (48 units) = Total (562 units)

Fall graduation for undergraduate degree: any undergraduate student who anticipates a fall (December) graduation due to early completion of the degree or being out of sequence should consult with their academic advisor(s) no later than the fall of their penultimate year. This situation, while sometimes possible, is not common due to the necessity of staying on track for both undergraduate and master's degree programs in an integrated manner.

Movement from undergraduate to graduate student classification: AMP students who are certified as having completed their undergraduate degree – typically in the number of semesters that is the standard for their integrated program – then will be classified as a graduate student at CMU, and are expected to complete their graduate degree requirements within the standard length of time for their integrated program of study. Students should be aware of and plan for financial implications, including financial aid, and/or F 1/J-1 non-immigrant implications due to the change of level when moving from undergraduate student status to graduate student status at CMU. (See details below.)

Incomplete graduate degree requirements: In some cases, students in an AMP program may withdraw from the graduate component of the program of study and, therefore, will not be certified or awarded the graduate degree. Any such withdrawal decision also may require close consultation with the undergraduate advisor to determine eligibility for undergraduate degree completion and certification if the undergraduate degree is not already certified.

Extended or longer-than-standard graduate degree completion: Longer-than standard degree completion may occur due to academic interruptions in making progress toward the degree as defined by the academic program, interruptions of full-time study or progress toward the degree due to serious, documented medical issues, or other unusual or unforeseen circumstances.

AMP students who require longer than the standard time to complete their graduate degree requirements are expected to remain in close contact with their graduate program, and will be certified at the end of the semester in which they have completed their degree requirements. Students shall reference CMU Policy on Master's Student Statute of Limitations (www.cmu.edu/policies/student-and-student-life/masters-students-statute-of-limitations.html) regarding guidelines and restrictions which place an upper limit on the maximum length of time allowable for master's degree completion and certification.

AMP Compatible master' programs: B.Arch and B.A. students can pursue the following accelerated degrees:

MAAD / Master of Advanced Architectural Design

MSAECM / Master of Science in Architecture–Engineering–Construction Management

MSBPD / Master of Science in Building Performance and Diagnostics

MSCD / Master of Science in Computational Design

MSSD / Master of Science in Sustainable Design

MUD / Master of Urban Design MUD

Application Timeline: To take advantage of all the benefits of the program, students must apply to the AMP during their penultimate year (B.Arch in the fourth year, B.A. in the third year). AMP applicants follow the standard graduate admissions cycle and guidelines.

AMP Roadmap: After acceptance to AMP, students must work with their academic advisor, graduate program track-chair, and SoA administration to complete an individualized AMP Roadmap. The worksheet should be submitted to the director of Admissions by the enrollment deadline.

Tuition and Financial Aid: AMP students will apply all undergraduate tuition and financial aid guidelines through the completion of their undergraduate degree (typically the end of the 4th year for B.A and the end of the 5th year for B.Arch students). At the time of acceptance into an SoA Master's program each student will receive detailed information outlining graduate tuition and scholarship offers. These will take effect when the student transitions to full time Master's status in the final year (typically the fall of the 5th year for B.A and the fall of the 6th year for B.Arch students). Students should consult with their designated college liaison in The HUB regarding billing and financial aid, particularly for early completion, longer-than standard completion, or integrated bachelor and master's degree programs.

International students: Immigration status for students in F-1 and J-1 nonimmigrant status is tied to making normal progress toward completing degree requirements. Therefore, F-1 and J-1 students who are considering completing their degree requirements early, anticipating longer-than-standard completion, or moving from an undergraduate to a graduate student classification (integrated undergraduate-graduate study), should consult with their designated advisor in the Office of International Education (OIE) to ensure compliance with immigration regulations.

More information: <https://soa.cmu.edu/accelerated>

GEM Fellowship Program

CMU supports the national GEM Fellowship Program, which seeks to increase the number of underrepresented minority students (African Americans, American Indians, and Hispanic Americans) pursuing graduate degrees in engineering and natural science and to promote the benefits of a graduate degree within industry. SoA undergraduates considering tech-heavy graduate programs at CMU or elsewhere, including these listed below, are encouraged to apply. See below for more information.

Master of Advanced Architectural Design (MAAD)

The [Master of Advanced Architectural Design](#) (MAAD) is a post-graduate, studio-based program that engages emerging methods of design and fabrication through architectural design to speculate upon future modes of architectural practice, enhanced construction methods, and material culture within the built environment. The four-semester interdisciplinary program leverages the SoA's and CMU's core strengths in computational design, fabrication, robotics, ecological thinking, and sustainability as vehicles for knowledge acquisition and speculation. The program focuses on the creation of new insights and new knowledge—or “research”—through the design process, or “research by design.” Through physical investigations, computational simulation, and the design process, the program seeks to probe the technical and cultural opportunities and implications of a data-rich future in which design methodologies, construction processes, and sustainable building life cycles are intrinsically interlaced.

Master of Architecture (M.Arch)

CMU's [Master of Architecture](#) (M.Arch) is a two-year, studio-based, NAAB-accredited first professional degree program to educate tomorrow's leaders in architecture-related careers. It requires a 4-year, pre-professional architecture program such as the B.A. or its equivalent to enroll, and is thus often called a 4+2 degree. The M.Arch program provides both the broad, comprehensive training in fundamentals required for U.S. professional registration and licensure, and the opportunity to focus on, speculate in, and obtain dual degrees with other research-based master's programs in the SoA. The program is

strategically small and focused on the existing strengths of the SoA in computational design, sustainable design, and public interest design as well as the university's signature integration of technology and the arts. Students can shape their individual educational agendas and career paths as they engage directly with leading edge research projects in the school, community, and around the world.

Master of Science in Architecture-Engineering-Construction Management (MSAECM)

The [Master of Science in Architecture-Engineering-Construction Management](#) (MSAECM) program is offered jointly with the Department of Civil Engineering. The program prepares building-delivery professionals for careers in capital project delivery dealing with the entire life-cycle of capital projects, from pre-design to design, construction, commissioning, operation, and maintenance stages. It focuses on the integration of design and technology, particularly advanced information systems, as a means of both improving building performance and enhancing environmental sustainability.

Master of Science in Building Performance and Diagnostics (MSBPD)

The [Master of Science in Building Performance and Diagnostics](#) (MSBPD) is intended for practitioners, researchers, and educators in architecture and the building industry who wish to be leaders in advanced building technologies and their performance. The program covers state-of-the-art approaches to building systems integration and total building performance. The program culminates with a project in which students must apply the knowledge they have acquired to realistic problems, using the appropriate analytic and modeling skills.

Master of Science in Computational Design (MSCD)

The [Master of Science in Computational Design](#) (MSCD) program is designed primarily for practitioners in the building industry who wish to broaden their knowledge about state-of-the-art computer approaches and applications to the architectural and building sciences and for individuals who wish to pursue research careers in these areas. The program covers, in depth, a range of computational design issues and culminates with a project in which students are asked to apply the knowledge they have acquired to realistic problems.

Master of Science in Sustainable Design (MSSD)

The [Master of Science in Sustainable Design](#) (MSSD) is a post-professional research-based graduate program focused on enabling deep expertise, critical thinking, and investigation of innovative sustainable strategies for the design of the built environment. The MSSD program critically engages and investigates environmental issues related to architecture and urban systems at the intersection of building science, design, and technology. The MSSD program explores technical and multicultural aspects of ecological thinking, while enabling actionable expertise in sustainable design methodologies. Based in the legacy of sustainability teaching at CMU, the MSSD program investigates research-based design innovation strategies, prepares students to excel in research methods, and to become experts in integrative design thinking for the future of the built environment.

Master of Urban Design (MUD)

The [Master of Urban Design](#) (MUD) program prepares graduates for careers using design to critically address environmental, economic, social, and cultural issues affecting the contemporary metropolis. Studios explore strategies for sustainable development in a variety of settings including the shrinking postindustrial city, the suburban periphery, and the rapidly urbanizing region. Studios emphasize citizen engagement and participatory design, exploring problems of urban neighborhood revitalization, infrastructure development, and suburban transformation, in partnership with the Remaking Cities

Institute. The capstone studio, which includes a research trip, explores issues of sustainability in the context of an international city undergoing growth. The studio sequence is supported by core courses in urban history and theory, geographic analysis, sustainable community development, and real estate.

SoA FACILITIES

Studios

The studio spaces are the heart of the physical environment of the School. The maintenance of the studio is the responsibility of the students. The studio is home to both your colleagues and your faculty. Its arrangement and maintenance is a design problem that must serve many needs from individual expression to group meetings and communication. Students are responsible for the condition of all studio furniture including, but not limited to, desks, chairs, file cabinets, and tool storage chests.

Students are expected to leave the studio at the end of the semester in the same condition they found it at the beginning. The costs to the School of cleaning the studios at the end of the semester or the costs of repair of damage to the studio beyond regular wear and tear may be evenly divided between the students in the studio. The cost will be directly charged to each student account.

Individuals found destroying studio, classroom, or crit-space facilities can be suspended from the university. Students must use a cutting mat when cutting on any surface, especially drafting boards, tables, or the floor. Students will be charged for damages, so please be careful.

Students are not permitted on roofs, parapets or other non-public areas of campus. Anyone found throwing objects off the roof or out any window could be suspended from the university.

The School is not responsible for personal belongings brought into the studios.

Paint Spray Booths

Paint spray booths are located in CFA A21A and MMCH 322. ***For health and safety reasons, spray adhesive, spray paint, and other aerosol media are forbidden in all indoor spaces and around campus buildings.***

Training on the use of each spray booth is required of all persons prior to usage. Students are only permitted to use the booth for studio-related work or projects. Students are not permitted to use the booths to spray large items not related to studio work (e.g., buggies). Improper use of the spray booth will result in a loss of privileges of the unit and/or suspension from the university.

Architecture Shop

The SoA maintains a shop facility on the ground level of **CFA A9**, and in surrounding spaces, for use by students, faculty, and staff of the SoA. Students are trained to safely use a wide variety of tools and to explore the creative potentials of their interactions with various materials. The Shop maintains equipment for working with wood and metal, a small crit space, and a student project storage area. Jon Holmes is the Shop Director. Assistant Shop Director Alex Troyer supervises during evenings and weekends with

the help of a staff of student monitors. Shop access should be scheduled in advance at <https://soa.cmu.edu/archshop-scheduling>.

The safety of all users is a primary concern at the Shop. A strictly-enforced dress code requires shoes fully covering the tops of the feet, and the restraint or removal of loose clothing, hair and jewelry. Non-medical personal listening devices are not permitted while using hazardous equipment. Eye protection must be worn by anyone in close proximity to operating machinery. Optional dust masks and hearing protectors are provided. Training by Shop staff is required before use of any machine, regardless of prior experience. Training sessions for new undergraduate students are scheduled through their classes. Additional training sessions for others may be arranged by request.

Some hand and power tools may be borrowed overnight with staff approval, and with the understanding that they will be cared for and returned in good condition. A limited inventory of raw materials including plywood, lumber and specialty adhesives are available for purchase at the Shop. More information is available on the Shop website at soa.cmu.edu/archshop.

Design Fabrication (dFAB) Lab

The SoA's Design Fabrication (dFAB) Lab equips young professionals with the skills to thrive in an increasingly fluid and technologically sophisticated model of practice. The Design Fabrication (dFAB) Lab is located on the C-level of MMCH and can be accessed via the MMCH elevator and exterior rear stairs. This facility includes a range of digitally-driven additive and subtractive tools including 3D printers, laser cutters, a four-axis CNC router, CNC Bed Mill, and vacuum former. The lab also includes a dedicated robotic fabrication space that includes two large and one small industrial robotic arm. These robotic arms are configured as a six-axis robot with a dedicated rotary table as well as a six-axis robot mounted on a 23-foot linear track. The small robotic arm is mounted on a mobile cart for use in locations outside the dFAB Lab. Tooling includes a milling spindle, gripper, hot wire saw, and digital probe. Dedicated computer workstations with CAD/CAM software compliment the fabrication equipment.

Professor Jeremy Ficca is Director of dFAB Lab and Terry Hritz is the dFAB Lab Manager. Terry is typically available in the lab M-F 9am - 5pm. Student lab monitors extend lab hours into the evenings and weekends. As classes are held in the lab throughout the week, students should confirm lab hours and equipment availability through the SoA website at soa.cmu.edu/dfab. Use of the lab facilities outside of staffed hours is strictly forbidden.

Access is limited to SoA faculty, staff, currently-enrolled students, and other students enrolled in dFAB-authorized courses that specifically require the use of the lab as part of the course syllabus. All users of dFAB must be trained on the equipment prior to use and are subject to all policies and procedures posted on the dFAB website. Students may also reserve equipment time through the online reservation system found through the dFAB website. Refer to the dFAB website at soa.cmu.edu/dfab for more information.

SoA COMPUTING & TECH

Computer Usage & General Computing Rules

The SoA's computing facilities are for SoA students, faculty, and staff only. Use by other students is by permission or by enrollment in courses offered by the School. If anyone observes unauthorized use, please inform: soa-ithelp@andrew.cmu.edu. For common courtesies:

- Headphones must be used for music and sound.
- **Food or drink are expressly forbidden near any SoA computing equipment.**

Violations of any computing rules or policies may result in disabling access to the SoA computing equipment.

Problem Reporting

Any and all issues with printers, plotters and scanners should be immediately conveyed in detail to soa-ithelp@andrew.cmu.edu. The description of the problem should be as specific as possible, including: the machine in question; the software being used; the task being performed; etc.

Printing

- Printing multiple copies is forbidden. SoA printers are not copiers and should not be used as such. If students require multiple copies of a document, please print one copy and take the output to a copy station on campus. Tartan Ink is located in the University Center and services provided include: black/white and color copies, single and double-sided copying, assortment of colored and textured papers, including cover stock, specialty papers such as gloss paper, resume quality paper, etc. They also offer binding and finishing options that include cutting, lamination, folding, padding, stapling, tape binding (thermal binding), collating, comb binding, and coil binding: www.cmu.edu/tartanink
- Use double-sided prints whenever possible for paper and ink conservation.
- Transparencies, sticky back, and all other personally supplied media are expressly forbidden in the studio laser printers. **Use of these types of materials will damage the equipment.**
- Please recycle print paper.
- Please inform soa-ithelp@andrew.cmu.edu if ink or toner is low in any SoA printer.

Studio-based Media

MMCH 327 houses a large-format color laser plotter, along with a Black and White model. Both Units are 36" wide and are high-speed laser plotters. We also have a Color Plotter located in CFA just outside of room 214.. SoA will provide plotter ink cartridges and paper, and laser toner cartridges and paper. Plotter paper will be provided in limited quantities. If the free plotter paper privilege is abused, students will be responsible for providing their own paper.

Copiers

Copiers are located throughout the campus. The SoA copiers in CFA and MMCH are for the use of the faculty and staff only. For public printing locations you can check the Computing Print site here: <https://www.cmu.edu/computing/services/endpoint/printing-kiosks/locations.html>

CFA Multimedia Computer Labs

The CFA Multimedia Computer Labs are located in CFA 317, 318, 321, and 323. Computing Services and the CFA Dean's Office jointly maintain the Computer Lab. These spaces have PC and Mac stations and are available to SoA students. Staffed hours change throughout the year, for up to date information please visit: www.cmu.edu/computing/services/teach-learn/tes/computer-labs/locations/cfa-labs.html .

These spaces are not operated or supported by the SoA team. Direct any questions about these Labs to a Support Specialist [it-help@cmu.edu]. Multimedia equipment, such as video camcorders, DSLR still cameras, and many other devices, are available for lending in Hunt Library at the main circulation desk. For more information, see www.cmu.edu/computing/tes/computerlabs/lending.

SoA Computing Resource Websites

See the SoA website for up-to-date computing resources.

The dFAB website at soa.cmu.edu/dfab is used to reserve equipment time through the online reservation system, submit CNC Router and 3D Printer requests, view video/print tutorials and more information.

CMU Computing and Information Resources

CMU's Office of Computing Services maintains and supports computing resources for the campus community, including the campus wired and wireless networks, printing, computer labs, file storage, email and software catalog.

As members of this community, we are all responsible for the security of these shared resources. Be sure to review the Safe Computing (www.cmu.edu/computing/safe/) section and the University Computing Policy (www.cmu.edu/policies/information-technology/computing.html)

Visit the Computing Services website (www.cmu.edu/computing/) to learn more. For Assistance, contact the Computing Services Help Center at 412-268-4357 or ithelp@cmu.edu.

SoA COMMUNICATIONS

Student Email

Students should check their CMU email (@andrew.cmu.edu) every day, ideally often during the day. It is the primary way that the university, departments, and most faculty communicate the most important information. While students are allowed to redirect email from their official University email address to another address (e.g. @gmail.com), they do so at their own risk. The University is not responsible for the handling of email by other service providers. Having email redirected does not absolve students from knowing and complying with the content of the communication sent to their official University email address. A student's failure to receive and read University communications delivered to their official AndrewID email address in a timely manner does not absolve that student from knowing and complying with the content of such communications. Students may check their email at any University or School computer. Please follow professional etiquette in your emails.

The SoA uses MailChimp to communicate with students through newsletters, announcements, and other mailings. Please do not unsubscribe from MailChimp mailings you receive from the school, as you will not receive important information, such as details regarding graduation, SoA awards deadlines, etc.

Email Distribution Lists (d-lists)

Students are included on one or more email “Distribution Lists” (d-lists) maintained by the SoA which are organized by graduation year and program. This is one of the primary ways students will receive information from the school. Students are **not allowed** to use the official school distribution lists without first requesting permission. Students who wish to use these lists should contact Meredith Marsh [mamarsh@andrew.cmu.edu].

Bi-Weekly Email Newsletters

The SoA shares news, upcoming events, reminders, etc. in a bi-weekly email newsletter to students, faculty, and staff on the first and third Fridays of every month during the semester. Students are responsible for reading this newsletter to know what is happening within the school.

Announcements / Social Media

Students are encouraged to follow the official SoA social media accounts on [Facebook](#), [Twitter](#), and [Instagram](#) under the handle @CMUSoA and on [LinkedIn](#). These are the only social media accounts maintained by SoA; the SoA is not responsible for the content published by any other associated or non-associated account. These accounts serve a range of audiences, both internal and external, and do not comprehensively publish information necessary for students. As noted above, students must know and comply with all content of communications sent to their official University email address; social media does not act as a substitute for official email communication.

The SoA community is encouraged to share events, news, announcements, and updates with the Marketing & Communications team by tagging the official SoA social media accounts on [Facebook](#), [Twitter](#), and [Instagram](#) under the handle @CMUSoA and on [LinkedIn](#). For major announcements, please email Marketing & Communications Manager Meredith Marsh [mamarsh@andrew.cmu.edu]

SoA Website

The SoA website, soa.cmu.edu, is a good source of information for SoA events, announcements, and course information.

SoA Calendars

The SoA lists events on the SoA website calendar and on individual Google calendars for students, faculty, public events, and room reservations. The calendars are listed on the following pages on the SoA Website Upcoming Events: soa.cmu.edu/events
SoA Google Calendars: soa.cmu.edu/calendar

Room Reservations

To reserve a room, please submit the room reservation request form linked to on the school calendars page of the SoA website at <https://soa.cmu.edu/calendar>. Please reach out to Meredith Marsh [mamarsh@andrew.cmu.edu] with any questions.

Vitrines & Message Boards

Display cases are located on the second floor of CFA by both stairwells and on the third floor of MMCH. A schedule of displays is coordinated with the Curator of Public Programs and the faculty from the School.

The SoA maintains message boards in both of its main buildings: in both of the stairwells outside the main studio of CFA 200, in the ground floor of MMCH, and on the third floor of MMCH by the elevator and between the staircases. These message boards are for SoA communication only. They will include school announcements, important deadlines, community activities, conferences, lectures at other universities, scholarship information, and competition announcements. Students should check these message boards regularly for announcements and information.

CMU COMMUNITY STANDARDS

SoA undergrad students are expected to follow and adhere to the standards of the university, the SoA, as well as the surrounding Pittsburgh community.

CMU is committed to cultivating an environment that supports the personal and intellectual growth of each student by promoting our traditions of innovation, leadership, responsibility to society, learning, dedication, commitment to quality and commitment to each other. We are a community with high expectations for those who choose to become members, including established community standards intended to foster behavior that is consistent with an educational setting where each member can achieve their full potential.

The WORD

CMU's student handbook *The WORD* (www.cmu.edu/student-affairs/theword/) published by the Division of Student Affairs provides a list and explanation of university-wide policies students are expected to uphold and the process by which violations will be addressed. Policies and procedures may be established or amended as necessary during the course of the academic year, which will become effective immediately upon notification by the dean of students. The following excerpt is taken from the "Community Standards and Procedures" section of *The WORD*:

It is the responsibility of each community member to become familiar with the standards and expectations of the CMU community. In general, each member should:

- Respect the rights of others;
- Respect the property of individuals, groups and CMU;
- Know, understand and abide by all CMU community standards, policies and regulations, as well as all local, state and federal laws;
- Engage in behavior that does not interfere with individual, group or CMU regular activities and/or operation;
- Ensure that guests behave in a manner consistent with and in accordance with the expectations of our community.

At the core, the standards, policies and regulations of the CMU community are designed with one or more of the following four purposes to:

- promote and protect the rights of members and guests of our community;
- promote and protect the health and safety of all members and guests of our community;
- promote the respect of and protect community members and University property;
- promote and protect the academic integrity of our community.

Specific procedures for how the university receives and responds to student allegations through the Community Standards Violations process [can be found here](#).

The Carnegie Mellon Code

Students at Carnegie Mellon, because they are members of an academic community dedicated to the achievement of excellence, are expected to meet the highest standards of personal, ethical and moral conduct possible. These standards require personal integrity, a commitment to honesty without compromise, as well as truth without equivocation and a willingness to place the good of the community above the good of the self. Obligations once undertaken must be met, commitments kept.

As members of the Carnegie Mellon community, individuals are expected to uphold the standards of the community in addition to holding others accountable for said standards. It is rare that the life of a student in an academic community can be so private that it will not affect the community as a whole or that the above standards do not apply.

The discovery, advancement and communication of knowledge are not possible without a commitment to these standards. Creativity cannot exist without acknowledgment of the creativity of others. New knowledge cannot be developed without credit for prior knowledge. Without the ability to trust that these principles will be observed, an academic community cannot exist. The commitment of its faculty, staff and students to these standards contributes to the high respect in which the Carnegie Mellon degree is held. Students must not destroy that respect by their failure to meet these standards. Students who cannot meet them should voluntarily withdraw from the University.

The Carnegie Mellon Code can be found on-line at: www.cmu.edu/student-affairs/theword/ .

SoA LEARNING & TEACHING CULTURE

In addition to the CMU-wide community standards and the “Carnegie Mellon Code,” both included in the CMU student handbook [The WORD](#), the SoA expects all students to help create and follow an internal, communal, inclusive, and healthy learning and teaching culture.

2019-2020 SoA Studio Culture Policy

Since at least 2004, the NAAB and the AIAS have stipulated that every accredited program must develop and continually revise a “Studio Culture Policy.” As defined by the AIAS, *studio culture* is “the experiences, habits, and patterns found within the architecture design studio.”

The SoA’s existing “Policy on Studio Culture” was initially written in 2009 by the school’s chapter of the American Institute of Architecture Students (AIAS) to build a strong community that is inherently unique

to the architecture studio environment. The SoA also cites the NAAB 2014 condition on Learning Culture and Social Equity as an introduction to its studio culture policy which parallels the board's specific interest in: "...demonstrat[ing] that it provides a positive and respectful learning environment that encourages the fundamental values of optimism, respect, sharing, engagement, and innovation between and among the members of its faculty, student body, administration, and staff in all learning environments both traditional and non-traditional..."

The school's Policy on Studio Culture is reviewed at the beginning of an academic year by SoA undergraduate and graduate students, faculty, administration, and staff. It is revised and updated annually according to feedback received during the review process by student leaders of the CMU chapters of the AIAS and the National Organization of Minority Architecture Students (NOMAS).

Workshops or discussions about the Studio Culture Policy will be communicated to students and faculty. Changes or amendments to the policy will be announced to students in school newsletters. The dates of the most recent review and update of the SoA's Policy on Studio Culture is noted at the bottom of the document.

It is under these terms that the students, staff, and faculty of the SoA presented the 2019 update of the Policy on Studio Culture, a testament to our communal mission to foster an attitude of professionalism within the studio. Access the standalone document on the SoA website at: https://soa.cmu.edu/s/19-20_CMU_SoA_StudioCulturePolicy.pdf.

The "Policy on Studio Culture" served as a supplement to the standards and policies that the university has adopted and established in *The WORD* (www.cmu.edu/student-affairs/theword).

If a student feels that the community standards established in *The WORD* and/or in the Studio Culture Policy have been violated, they should consult with their designated faculty mentor to discuss the situation and determine the next steps to address the issue either within the school or at the university as outlined by the Division of Student Affairs in *The WORD*.

Forthcoming Learning & Teaching Culture Policy (LTCP)

In 2020 both the AIAS and the NAAB agreed to expand and amend their requirements for a "Studio Culture Policy," and request that every school of architecture, and in particular every accredited program develop a healthy and sustainable "Learning & Teaching Culture Policy" (LTCP).

For architecture students, represented through the AIAS, this request for a healthy and enforceable Learning & Teaching Culture Policy is one of several fundamental requests for their architecture education that include access to an interdisciplinary education, actionable attempts at cultivating diversity; and fundamental environmental literacy.

Both the NAAB and the AIAS believe that a healthy school Culture should not be a narrow list of demands or expectations for one class or one type of learning, or focused on particular faculty or students. Rather, it should be a collective agreement between all members of a school to prioritize shared values and methods of behaving in the school community. It should stipulate how the program fosters and ensures a positive and respectful environment that encourages optimism, respect, sharing, engagement, and innovation among its faculty, students, administration, and staff.

An inaugural LCTP policy will be communally and collaboratively developed in coming years and will replace and supersede the required “Studio Culture Policy” referenced above. The new LTCP should be a living document, maintained by a committee of faculty, students, and administrators, and designed to guide our learning community toward an ethical environment that productively educates and champions healthy, capable, and intelligent students and faculty. This goal can only be achieved by ardently working together as an entire team and as committed members of this school. By nature of the institution and the object of our studies, we are all always learning and practicing how to operate and function to the best of our abilities.

SoA DIVERSITY, EQUITY & INCLUSION (DEI)

Diversity, Equity and Inclusion (DEI) goals, challenges, and activities permeate all aspects of the School of Architecture. Faculty, Staff and Students lead and participate in DEI initiatives aimed to provide a fair, positive, equitable, unprejudiced, and impartial learning environment. Throughout the Spring and Summer of 2020, students, faculty and staff identified and developed strategic goals to improve DEI and specifically address critical race and inclusion issues. As a result of this work, several new initiatives were created. Additionally, existing and past initiatives were re-evaluated and specific programs identified as measures to provide an increase in priority and diversity and inclusion statements were created and added to the syllabus of all School of Architecture syllabi. The SoA's DEI work is ongoing and aims to provide continued support and serve as a resource to students of all backgrounds

To facilitate creating such an environment, the School of Architecture supports and provides strategic programs to create a more diverse, equitable and inclusive department.

Diversity Equity and Inclusion Programs

K-12 Pipeline and Architecture Pathway: The School of Architecture aims to review, create, and support efforts that ensure successful leaders in architecture and allied professionals. The School of Architecture recognizes that there are numerous forms and types of disruptors that reduce the likelihood of becoming a successful leader in the field of Architecture. In pursuant of the goal, to create leaders, the department spearheads and participates in numerous programs and initiatives aimed to prepare early generations of young people beginning at the Kindergarten level and extending to 12th grade.

Student Mentoring: The School of Architecture and CMU support multiple forms of student mentoring programs including an Underrepresented Minority (URM) student mentoring program aimed to increase student retention and academic success.

National Organization of Minority Architects Students (NOMAS): See the Student Organizations section of the handbook for additional information.

Jacob Family Endowed Fund for Diversity in Architecture helps support SoA students in need.

GEM: The National Consortium for Graduate Degrees for Minorities in Engineering and Science, Inc. (GEM), a nonprofit organization, was formed to help assist underrepresented groups (African Americans, American Indians, and Hispanic Americans) at the masters and doctoral levels in engineering and physical science.

The School of Architecture is pleased to support the GEM Fellowship program by offering a generous award to recipients of the GEM Fellowship Program. A few select applicants will be eligible for an award which augments the GEM contribution to the fellowship and will help to defray your overall cost of attendance in the MS and PhD programs at CMU. The application cycle for these three programs is July 1 – November 15 each year.

GEM candidates applying for admission to the SoA Graduate Programs are advised to contact Erica Cochran Hameen, Director of Diversity, Equity and Inclusion (DEI) for the School of Architecture, to learn more about our graduate programs, complete their application fee waiver, and navigate the GEM application process. See: <https://soa.cmu.edu/gem>

UDream Program: UDream is a zero-cost academic and workforce development program that admits an annual cohort of up to 15 candidates. By eliminating cost as a barrier, UDream seeks to recruit individuals from underrepresented or under-resourced backgrounds. It provides a 22-week post-graduate experience; including a six-week academic intensive module, two 1-week community engagement modules, and 14-week paid internship with Pittsburgh, PA based organizations. The UDream program first ran from 2009 to 2018 as an academic and job placement program through the School of Architecture at Carnegie Mellon University in Pittsburgh, Pennsylvania, and continues as a zero-cost program starting in Summer 2023. See <https://soa.cmu.edu/udream>

HBCU Collaboration: The HBCU Collaboration effort includes strategic engagement with faculty, staff and students of other universities, in particular HBCUs. The department aims to build and sustain relationships that enhance the diversity and creativity of our student body and research opportunities.

Commitment to Diversity, Equity & Inclusion

Carnegie Mellon University is committed to having a diverse, equitable, and inclusive teaching and learning culture. The School of Architecture embraces Carnegie Mellon University's policies on diversity and inclusion. More information can be found on the [Diversity & Inclusion page on the CMU website](#).

The School of Architecture promotes the study of architecture and the built environment that addresses the needs of all people, regardless of race, ethnicity, gender, and economic status. We aim to be inclusive of all, with intentional mindfulness of recognizing the voices and work of our Black, Indigenous, People of Color (BIPOC) and Underrepresented Minoritized (URM) students, faculty, and staff.

We encourage our students, staff, and faculty to participate in active dialogue on race and inclusion through local, regional, and national organizations that aim to expand diversity in the architectural profession. We aim to build upon our school's legacy in the area of social interest design across all three of our educational programs: computational design, sustainable design, and community-engaged design.

The school is developing pathways through our undergraduate, graduate, and doctorate programs for students of all identities, including recruitment, mentoring, and placement in industry and academia. We are committed to a design pedagogy that embraces civil rights, non-discrimination, anti-racism, and intersectionality to expand our curriculum and include non-western traditions and issues of social and environmental justice.

The Race & Inclusion pedagogy seeks to address the role architecture can play in creating more equitable, inclusive, and just communities at every scale: in our School, at CMU, in Pittsburgh neighborhoods, the region, and the world. Our internal focus is on improving our school culture, refining our curriculum, and expanding our research projects to greater inclusion. Our external focus is to strengthen our relationships within Pittsburgh and in society at large as we collectively face intense ethical, social, economic, and ecological challenges. See: <https://soa.cmu.edu/race-inclusion>

SoA Statement of Support:

The CMU School of Architecture recognizes its silence and hence complicity in systemic racism. We commit ourselves to hearing the voices of our Black, Indigenous, People of Color (BIPOC), Underrepresented Minority (URM), Women, and LGBTQ students, faculty, and staff and acknowledge that we will not marginalize their opinions, values, histories, cultures, and visions. We have fallen far short of what is needed of us in order to secure a just and equitable future for everyone.

Our commitment response will be twofold: to address our responsibilities through our pedagogy, diversity and institutional conduct, and affect change in our industry and the future practice of architecture.

Our discipline has long upheld narratives of white male architects, euro-centrism, and western colonialism, dismissing the voices of women and non-western architects and thinkers. We commit to developing a more inclusive curriculum and culture that fully supports and enriches the diverse perspectives, beliefs, and narratives of our community.

The practice of architecture and related industries can too easily rely on the interest of the few and not the public good. Likewise, our own process of licensure and professional recognition has worked against women and BIPOC.

To become an anti-racist institution, we must work both as individuals and as a community to actively dismantle systems of oppression. We will fully promote the personal, academic, and professional success of BIPOC & URM students, faculty, and staff, building an environment that is safe, supportive, and equitable. This is a collective effort with the knowledge that true equity and diversity are the foundation for a thriving academic community.

CMU & CFA DEI RESOURCES & POLICIES

CFA Diversity Initiatives

The College of Fine Arts values the diversity of its students, faculty and staff members on all dimensions, and we are committed to taking concrete action to increase opportunities for greater diversity, and to assure that all members of our community are treated equitably and feel a sense of inclusion. To this end, the College of Fine Arts has been engaged in a college-wide Diversity Equity and Inclusion planning process, with many of its schools already implementing strategies and taking actions that will impact the lived experiences of all students, faculty and staff, including our people of color, LGBTQIA+, and all marginalized community members.

The College should be a place where no one feels isolated, excluded or disadvantaged on the basis of race, ethnicity, color, sex, sexual orientation, gender identity, national origin, disability, age, religion, creed, ancestry, belief, veteran status or genetic information, and we will not stand for discrimination or bias against any student, faculty or staff member because of their identity.

We acknowledge that each of us has a unique background and experience, and that we come to the College with different societal privileges. We are committed to working to address the challenges presented by privilege, to assure that CFA becomes a more diverse and truly inclusive and equitable environment for all.

See the website: <https://www.cmu.edu/cfa/about/dei/index.html> for more information on CFA-based initiatives, events, and resources, as well as **Angelica Perez-Johnston, CFA Associate Dean for Diversity, Equity and Inclusion**, who is responsible for reinforcing our commitment to diversity, equity and inclusion (DEI) in the College of Fine Arts, and will help us to continue to assure that CFA continues to become a more diverse, truly inclusive, and equitable environment for all. Office in: HOA 132, angelicaperez@cmu.edu, 412-268-4696.

CMU Diversity Initiatives

Like many institutions across the nation and the world, CMU has been examining our role in the fight to confront racism and promote social justice, inclusion and economic empowerment. Now more than ever, we must work together as a community to bring diversity, equity and inclusion (DEI) into greater focus across Carnegie Mellon.

On July 2, 2020, President Farnam Jahanian wrote to the university community to share a set of commitments and action items focused on accelerating this important work.

"As our society continues to grapple with racism and systemic injustice and as the CMU community unites in dialogue on how to fully realize its DEI goals, every member of our community has a role to play in supporting these efforts, and a responsibility to find ways to engage with these topics." — President Farnam Jahanian

In 2020 CMU also created the Office for Diversity and Inclusion, and hired Dr. Wanda-Corn as first Vice-Provost for DEI. The leadership team, along with the campus community, is committed to ensuring that Carnegie Mellon stands on the right side of history through bold and concrete actions, and to maintaining transparency and accountability as our plan is executed.

Diversity: We understand and value that every individual is unique. We see this uniqueness shaped by race, ethnicity, gender, sexual orientation, socioeconomic status, age, physical abilities, religious beliefs, political beliefs and other life experiences and ideologies.

Equity: At CMU, we are intentional about eliminating barriers that have prevented full participation and increased access to resources and networks for underrepresented groups across our student, faculty and staff populations.

Inclusion: We believe that every person at CMU should feel as though they belong here. We are learning how to involve more unique perspectives and actively invite participation from historically underrepresented groups in order to make our community a better place for all.

For an overview and details about CMU's initiatives on DEI see: www.cmu.edu/diversity/. For its commitments to DEI see also: www.cmu.edu/dei-commitments/.

CMU Center for Student Diversity & Inclusion (CSDI)

Diversity and inclusion have a singular place among the values of CMU. The Center for Student Diversity & Inclusion actively cultivates a strong, diverse and inclusive community capable of living out these values and advancing research, creativity, learning and development that changes the world.

The Center offers resources to enhance an inclusive and transformative student experience in dimensions such as access, success, campus climate and intergroup dialogue. Additionally, the Center supports and connects historically underrepresented students and those who are first in their family to attend college in a setting where students' differences and talents are appreciated and reinforced, both at the graduate and undergraduate level. Initiatives coordinated by the Center include, but are not limited to:

- First-generation/first in family to attend college programs
- LGBTQ+ Initiatives
- Race and ethnically-focused programs, including Inter-University Graduate Students of Color Series (SOC) and PhD SOC Network
- Women's empowerment programs, including Graduate Women's Gatherings (GWGs)
- Transgender and non-binary student programs

The CSDI is located in Cohen Univ.Ctr, lower level, csdi@andrew.cmu.edu, 412-268-2150. More information at: www.cmu.edu/student-diversity/index.html,

TINA Alliance

TINA is a support and action network of trans, intersex, nonbinary, and questioning (TINQ) individuals that is dedicated to supporting our needs, inclusion, and equitable access across Carnegie Mellon University. See: www.tinalliance.org/

Office for Institutional Equity and Title IX

The Office for Institutional Equity and Title IX is dedicated to promoting equity at Carnegie Mellon University, which includes coordinating the University's efforts to prevent and effectively respond to all forms of sex discrimination (including gender identity and sexual orientation discrimination) and sexual misconduct impacting community members, including sexual assault, sexual exploitation, sexual harassment, dating and domestic violence, and stalking.

The University's **Sexual Misconduct Policy** is available at: www.cmu.edu/policies/administrative-and-governance/sexual-misconduct/index.html

If anyone has been impacted by any of these issues, they are encouraged to make contact with any of the following resources:

- Office of Title IX Initiatives: <http://www.cmu.edu/title-ix/>, 412-268-7125, tix@cmu.edu
- University Police: <https://www.cmu.edu/police/>, 412-268-2323

Additional resources and information can be found at: <https://www.cmu.edu/title-ix/resources-and-information/index.html>

CMU Policy Against Retaliation

It is the policy of Carnegie Mellon University to protect from retaliation any individual who makes a good faith report of a suspected violation of any applicable law or regulation, university Policy or procedure, any contractual obligation of the university, and any report made pursuant to the Carnegie Mellon University Code of Business Ethics and Conduct. Additional details regarding the Policy Against Retaliation are available at:

www.cmu.edu/policies/administrative-and-governance/whistleblower.html

CMU Ethics Hotline

The health, safety and well-being of the university community are top priorities at Carnegie Mellon University. CMU provides a hotline (<https://www.cmu.edu/hr/resources/ethics-hotline.html>) that all members of the university community should use to confidentially report suspected unethical activity relating to areas below:

- Academic and Student Life
- Bias Reporting
- Environmental Health and Safety
- Financial Matters
- High-Risk Incident
- Human Resource Related
- Information Systems
- Research
- Threat of Business Interruption
- Threat of Violence or Physical Harm
- Title IX

Students, faculty and staff can anonymously file a report by calling the Ethics Hotline at 844-587-0793, or visit cmu.ethicspoint.com. **The hotline is NOT an emergency service.** For emergencies, call University Police at 412-268-2323.

CMU Statement of Assurance

Carnegie Mellon University does not discriminate in admission, employment or administration of its programs or activities on the basis of race, color, national origin, sex, handicap or disability, age, sexual orientation, gender identity, religion, creed, ancestry, belief, veteran status or genetic information. Furthermore, Carnegie Mellon University does not discriminate and is required not to discriminate in violation of federal, state or local laws or executive orders.

Inquiries concerning the application of and compliance with this statement should be directed to the university ombudsman, Carnegie Mellon University, 5000 Forbes Avenue, Pittsburgh, PA 15213, telephone 412-268-1018. Obtain general information about Carnegie Mellon University by calling 412-268-2000.

Campus Security and Fire Safety Report

Carnegie Mellon University publishes an annual campus security and fire safety report describing the university's security, alcohol and drug, sexual assault and fire safety policies, and containing statistics about the number and type of crimes committed on the campus, and the number and cause of fires in campus residence facilities during the preceding three years. You can obtain a copy by contacting the Carnegie Mellon Police Department at 412-268-2323. The annual security and fire safety report also is available online at www.cmu.edu/police/annualreports.

Alcohol and Drug Policy

Carnegie Mellon University is committed to maintaining a safe and healthy community that supports the academic mission of the institution. In keeping with this commitment, the university permits the use of alcohol or drugs within its community only in a manner that is legal, responsible, and consistent with the expectations outlined in this policy. Further, the university makes available information and resources so that its community members are positioned to assist anyone whose personal well-being may be negatively impacted due to misuse of alcohol or drugs. See:

www.cmu.edu/policies/administrative-and-governance/alcohol-and-drug-policy.html

CMU STUDENT RESOURCES

Student Academic Success Center & Learning Support

The Student Academic Success Center (<https://www.cmu.edu/student-success/index.html>) works to support student success by providing academic coaching, subject-specific tutoring, effective communication strategies (e.g. writing help), accommodations for students with disabilities, and language support for multilingual learners such as:

Supplemental Instruction: Supplemental Instruction (SI) is an academic support model that utilizes peer-assisted study sessions. The SI program provides regularly scheduled review sessions on course materials outside the classroom. SI is a non-remedial approach to learning as the program targets high-risk courses and is available in select courses based on data related to past student performance and feasibility.

Peer Tutoring: Weekly Tutoring Appointments are offered in a one-on-one and small group format to students from any discipline who need assistance with a course that may not be supported by our other services. Weekly appointments give students the opportunity to interact regularly with the same tutor to facilitate deeper understanding of concepts. Students can register online through the Student Academic Success website.

Academic Coaching: Academic Coaching provides holistic one-on-one peer support and group workshops to help students find and implement their conditions for success. We assist students in improving time management, productive habits, organization, stress management, and study skills. Students will request support through the Academic Success Center website and attend in-person meetings or meet using video and audio conferencing technology to provide all students with support.

“Just in Time” Workshops: The Student Academic Success team is available to partner with instructors and departments to identify skills or concepts that would benefit from supplemental offerings (workshops, boot camps) to support students’ academic success and learning. We are eager to help convene and coordinate outside of the classroom skillbuilding opportunities that can be open to any student interested in building skill or reinforcing course concept mastery.

Study Partners: Support for students to create and benefit from their own study groups: The Student Academic Success team assists students in forming and benefiting from peer study groups, whereby all

students can reap the benefits of peer-to-peer learning, student agency, and collaboration skill development. Staff from the Student Academic Success Center will be made available to instructors and students to assist with the formation of peer-led study groups. This level of support is open to any course where the instructor requests or agrees such support is appropriate and students are interested in both leading and participating.

Language and Cross-Cultural Support: Many Carnegie Mellon students are international students, and others are nonnative speakers of English who have attended high school in the US. Many of these students want to hone their language and cross-cultural skills for academic and professional success. Students can choose from sessions on

- how to give a strong presentation,
- writing academic emails,
- expectations and strategies for clear academic writing,
- how to talk about yourself as a professional in the U.S.,
- developing clearer pronunciation,
- using accurate grammar,
- building fluency, and more.
- Students can make an appointment with a Language Development Specialist to get individualized coaching on language or cross-cultural issues.

Communication Support (formerly GCC): Communication Support has trained consultants who are ready to help students with *any kind of written, verbal, or visual project*. If you're conveying ideas to another person, including an assignment for an instructor, they'll help you make sure those ideas are clear and communicated effectively. We offer free writing and communication consulting Sunday through Friday, and free workshops regularly throughout the semester. Appointments book up fast, so PLAN AHEAD< and reserve now for mid- or end-of-semester. These services are available for any CMU undergraduate or graduate student from any discipline, as well as faculty and staff members.

For an appointment, go to:

<https://www.cmu.edu/student-success/programs/communication-support/make-an-appointment.html>

Libraries & Research

University Libraries (www.library.cmu.edu) offers a wide range of information resources and services supporting students in course-work and research. Start at the library home page to find the books, journals and databases that students need; to identify and reach out to the library liaison in your field; to sign up for scheduled workshops. All architecture students can benefit from the Architecture Research Guides: <https://guides.library.cmu.edu/architecture>. Most of the architecture related books are on the 4th floor of Hunt Library, though students are encouraged to use any of the 4 libraries on campus to study, find resources, etc.

Library liaisons, consultants and information specialists provide in-depth and professional assistance and advice in all-things information - including locating and obtaining specific resources, providing specialized research support, and training in the use and management of data. and to connect with consultants in scholarly publishing, research data management, and digital humanities. **Lynn Kawaratani** [lkawarat@andrew.cmu.edu] is the liaison from the library to the SoA. She is available for individual appointments and research help, directs the architecture archives, and also maintains the Architecture Research Guides.

CMU Undergraduate Research Office (URO)

The Undergraduate Research Office (www.cmu.edu/uro/) supports student research in every field of study to help cover research expenses, summer research projects and apprenticeships, and presentation awards to help students present at conferences. See the website for more information on the following:

- Small Undergraduate Research Grant/Crosswalk (SURG/CW)
- International Small Undergraduate Research Grant (ISURG)
- Summer Research Fellowships (SURF and ISURF)
- Summer Undergraduate Research Apprenticeship (SURA)
- Undergraduate Research Symposium, or the “Meeting of the Minds,”

International Students

Office of International Education (OIE) is the liaison to the University for all non-immigrant students and scholars, as well the repository for study abroad opportunities and advisement. OIE provides many services including: advising on personal, immigration, study abroad, academic, and social and acculturation issues; presenting programs of interest such as international career workshops, tax workshops, and cross cultural and immigration workshops; international education and statistics on international students in the United States; posting pertinent information to students through email and the OIE website, and conducting orientation and pre-departure programs. See:

<https://www.cmu.edu/oie/>, Office in: Cyert Hall, First Floor Atrium, oie@andrew.cmu.edu, 412-268-5231, or contact the Director: **Judy van Rheenen**, Assistant Director of OIE, Foreign Student & Scholar Advisor, jvanrhee@andrew.cmu.edu.

Further Resources for International Students:

<https://admission.enrollment.cmu.edu/pages/resources-for-international-students>

Financial Services & Emergency Funds

For information about most university financial services, including personal financial wellness, financial aid, paying bills & payment plans, parents & family information, tax benefits, student loans, and emergency loans, see : [<https://www.cmu.edu/sfs/index.html>].

Emergency Funds: There are three forms of emergency support funding for enrolled students: emergency student loans, maternity loans, and the Tartan Emergency Support Fund. These funds are made available through generous gifts of alumni and friends of the university as well as support from student organizations, Undergraduate Student Senate and the Graduate Student Assembly. Students will be provided with additional information about the various types of funding during a consultation meeting with a member of the Dean of Students team. Tuition costs are not eligible for Student Emergency Support Funding.

Students who find themselves in need of immediate funds for emergency situations should seek out the Student Emergency Support Funding (<https://www.cmu.edu/student-affairs/dean/loans/index.html>) and the Tartan Emergency Support Fund (<https://www.cmu.edu/student-affairs/dean/tesf/index.html>), both managed by the Office of the Dean of Students.

Assistance for Individuals with Disabilities

The Office of Disability Resources at Carnegie Mellon University has a continued mission to provide physical, digital, and programmatic access to ensure that students with disabilities have equal access to their educational experience. See: <http://www.cmu.edu/education-office/disability-resources/>. We work

to ensure that qualified individuals receive reasonable accommodations as guaranteed by the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973.

Students who would like to receive accommodations can begin the process through Disability Resources' secure online portal (<https://rainier.accessiblelearning.com/cmu/>) or email access@andrew.cmu.edu to begin the interactive accommodation process. Students with physical, sensory, cognitive, or emotional disabilities are encouraged to self-identify with the Office of Disability Resources and request needed accommodations. Any questions about the process can be directed to access@andrew.cmu.edu, or call (412) 268-6121, or email the Director of the Office of Disability Resources, **Catherine Getchell** [getchell@andrew.cmu.edu] to set up an appointment.

Counseling & Psychological Services (CaPS)

Counseling & Psychological Services (CaPS) affords the opportunity for students to talk privately about academic and personal concerns in a safe, confidential setting. An initial consultation at CaPS can help clarify the nature of the concern, provide immediate support, and explore further options if needed. These may include a referral for counseling within CaPS, to another resource at Carnegie Mellon, or to another resource within the larger Pittsburgh community. CaPS also provides workshops and group sessions on mental health related topics specifically for graduate students on campus. CaPS services are provided at no cost. Appointments can be made in person, or by telephone at 412-268-2922. Office in: 1060 Morewood Avenue www.cmu.edu/counseling/, 412-268-2922.

Health Services

University Health Services (UHS) is staffed by physicians, advanced practice clinicians and registered nurses who provide general medical care, allergy injections, first aid, gynecological care and contraception as well as on-site pharmaceuticals. The CMU Student Insurance Plan covers most visit fees to see the physicians and advanced practice clinicians & nurse visits. Fees for prescription medications, laboratory tests, diagnostic procedures and referral to the emergency room or specialists are the student's responsibility and students should review the UHS website and their insurance plan for detailed information about the university health insurance requirement and fees. UHS also has a registered dietician and health promotion specialists on staff to assist students in addressing nutrition, drug and alcohol and other healthy lifestyle issues. In addition to providing direct health care, UHS administers the Student Health Insurance Program. The Student Health Insurance plan offers a high level of coverage in a wide network of health care providers and hospitals.

Appointments can be made by visiting UHS's website: www.cmu.edu/health-services/, walk-in at 1060 Morewood Ave, or by telephone, 412-268-2157.

Campus Wellness

Carnegie Mellon University supports The National Institute for Health's definition of wellness as an active process of becoming aware of, and making choices toward, a healthy and fulfilling life. It's a conscious, self-directed and evolving process, meaning you will always be working to create a fulfilling life. The absence of illness or disease does not confirm our wellness, nor does any singular milestone or success. In addition, well-being also means holding what's happening in our broader culture and recognizing the impact and implications it has on us and our community. We cannot be well when our community is not well. See www.cmu.edu/wellness/ or contact Program Director for Student Affairs Wellness Initiatives, at alusk@andrew.cmu.edu. Office in: 1060 Morewood Avenue, 412-268-2142.

Wellness Initiatives supports our students, faculty, and staff as we individually and collectively work towards healthy, fulfilling lives and an enriching, supportive environment that helps all members to thrive.

Wellness Initiatives offers an array of resources and programs, including:

- A wide range of skill-building wellness workshops, called [Life Labs](#), that can be tailored to individual groups and organizations.
- Meditation and mindfulness opportunities, including group meditations, introductory and exploratory workshops, free access to the [Headspace app](#) for our current community members, and the [Mindful Living credited course offering](#).
- The monthly [BeWell@CMU](#) e-newsletter shares campus-wide events, professional and personal development opportunities, and announcements that support different dimensions of health and well-being, as a way to keep you both informed and engaged.
- Advising our [Mindfulness Room](#), [Paws to Relax](#) pet therapy program, and several of our student wellness organizations, in addition to consultations for student-led wellness projects and initiatives.

Religious and Spiritual Life Initiatives (RSLI)

Carnegie Mellon is committed to the holistic growth of our students, including creating opportunities for spiritual and religious practice and exploration. We have relationships with local houses of worship from various traditions and many of these groups are members of CMU's Council of Religious Advisors. We also offer programs and initiatives that cross traditional religious boundaries in order to increase knowledge of and appreciation for the full diversity of the worldview traditions. Our RSLI staff are here to support students across the spectrum of religious and spiritual practice and would be more than happy to help a student make a connection into a community of faith during their time at CMU. See:

www.cmu.edu/wellbeing/resources/religious-spiritual/index.html

Student Leadership, Involvement, and Civic Engagement (SLICE)

Self-Starters, Do Good-ers and Do Better-ers Unite: You're driven to make a positive impact on humankind. And we're here to support it. Graduate and undergraduate student involvement - on campus, in the community and the world - has helped shape Carnegie Mellon into the world class university it is today. Students can make their mark, channel their passions and shape their involvement through student organizations, leadership opportunities, civic engagement, Greek life, CMU's signature traditions and events, and in new ways that are just waiting to be created. So discover. Explore. Reach deep. Give back. Help others. Celebrate and cheer on. Change the world. SLICE is here to help, support, advise, mentor and connect you to resources along the way. See: www.cmu.edu/student-affairs/slice/

University Police

The University Police Department's services include police patrols and call response, criminal investigations, fixed officer and foot officer patrols, event security, and crime prevention and education programming as well as bicycle and laptop registration. Visit the department's website for additional information about the staff, emergency phone locations, crime prevention, lost and found, fingerprint services, and annual statistic reports. Office at: 300 South Craig Street (entrance is on Filmore Street), www.cmu.edu/police/, 412-268-2323 (emergency only), 412-268-6232 (non-emergency)

Shuttle and Escort Services

Parking and Transportation coordinates the Shuttle Service and Escort Service provided for CMU students, faculty, and community. The Shuttle & Escort website has full information about these services, stops, routes, tracking and schedules. See: www.cmu.edu/transportation/transport/index.html

Office of the Dean of Students

The Office of the Dean of Students (www.cmu.edu/student-affairs/dean) provides central leadership of the meta-curricular experience at Carnegie Mellon including the coordination of student support. Vice President of Student Affairs and Dean of Students **Gina Casalegno** leads the Division of Student Affairs which includes the following offices and departments (not an exhaustive list).

- Athletics, Physical Education and Recreation
 - Career and Professional Development Center (CPDC)
 - Center for Student Diversity and Inclusion
 - Cohon University Center
 - Counseling & Psychological Services (CaPS)
 - Dining Services
 - Office of Community Standards and Integrity (OCSI)
 - Office of Student Leadership, Involvement, and Civic Engagement (SLICE)
 - University Health Services (UHS)
 - Wellness Initiatives
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APPENDIX A - PREVIOUS B.ARCH CURRICULA

These previous curriculum charts are provided to help students and advisors understand the evolving curricular requirements.

** = Revised from previous year

B.Arch Curriculum from 2022-23 (Class of 2027)

Design Studio (174 units, all required)

48-100	Architecture Design Studio: Poiesis 1	15 units
48-105	Architecture Design Studio: Poiesis 2	15 units
48-200	Architecture Design Studio: Poiesis 3	18 units
48-205	Architecture Design Studio: Options	18 units
48-300	Architecture Design Studio: Praxis 1	18 units
48-305	Architecture Design Studio: Praxis 2	18 units
48-400	Architecture Design Studio: Praxis 3	18 units
48-405	Advanced Synthesis Option Studio 1 OR equivalent	18 units
48-500	Advanced Synthesis Option Studio 2 OR equivalent	18 units
48-510/519	Advanced Synthesis Option Studio 3 OR Thesis	18 units

History, Urbanism & Ethics Stream (57 units, all required)

62-104	Design Ethics	3 units
48-xxx	Design Ethics II (selective)	3 units
48-240	Historical Survey of World Architecture and Urbanism	9 units
48-241	History of Modern Architecture	9 units
48-xxx	Architectural History III (selective)	9 units
48-250	Urbanism and the Social Production of Space	9 units
48-380	Real Estate for Architects	6 units
48-381	Issues of Practice	6 units
48-383	Ethics and Decision-Making in Architecture	6 units

Architectural Technologies Stream (45 units, all required)

** 48-104	Shop Skills	2 units
48-116	Introduction to Building Performance	3 units
** 48-???	(Building Physics 2)	6 Units
48-215	Materials and Assembly	9 units
48-315	Environment I: Climate and Energy	9 units
48-324	Structures/Statics 1	3 units
** 48-???	(Structures/Statics 2)	6 units
48-432	Environment II: Advanced Building Systems Integration & Mechanical Systems	9 units

Computation & Representation Stream (45 units, all required)

99-101	Computing @ Carnegie Mellon	3 units
62-122	Digital Media I	6 units
62-125	Drawing I	6 units
62-123	Digital Media II	6 units
62-126	Drawing II	6 units
62-225	Generative Modeling	9 units

62-275	Fundamentals of Computational Design	9 units
General Studies & Electives (126 units, 15 required and 111 optional)		
48-025	First-Year Seminar: Architecture, Edition I	3 units
48-026	First-Year Seminar: Architecture, Edition II	3 units
76-101	Interpretation and Argument	9 units
Xx-xxx	Non-Architecture Electives (non-48-xxx)	45 units
Xx-xxx	Flex Electives (48-xxx OR non-48-xxx)	67 units

A minimum of **450** units (approx. 150 credits) are required to graduate for the B.Arch, including 267 units of “Professional Studies,” 72 units of required “General Studies,” and 111 units of Optional Studies, of which 45 units must be outside of SoA and architecture and count as “General Studies.”

B.Arch Curriculum from 2021-22 (Class of 2026)

Design Studio (174 units, all required)

** 48-100	Architecture Design Studio: Poiesis 1	15 units	Professional
** 48-105	Architecture Design Studio: Poiesis 2	15 units	Professional
** 48-200	Architecture Design Studio: Poiesis 3	18 units	Professional
** 48-205	Architecture Design Studio: Options	18 units	Professional
** 48-300	Architecture Design Studio: Praxis 1	18 units	Professional
** 48-305	Architecture Design Studio: Praxis 2	18 units	Professional
** 48-400	Architecture Design Studio: Praxis 3	18 units	Professional
** 48-405	Advanced Synthesis Option Studio 1 OR equivalent	18 units	Professional
** 48-500	Advanced Synthesis Option Studio 2 OR equivalent	18 units	Professional
** 48-510/519	Advanced Synthesis Option Studio 3 OR Thesis	18 units	Professional

**** History & Ethics Stream (57 units, all required)**

** 62-104	Design Ethics Introduction	3 units	General
48-240	Historical Survey of World Architecture and Urbanism	9 units	General & Prof.
48-241	Modern Architecture	9 units	Professional
48-xxx	Architectural History III (selective)	9 units	Professional
** 48-250	Urbanism and the Social Production of Space	9 units	Professional
48-380	Real Estate for Architects	6 units	Professional
48-381	Issues of Practice	6 units	Professional
48-383	Ethics and Decision-Making in Architecture	6 units	Professional

**** Architectural Technologies Stream (45 units, all required)**

48-116	Building Physics	9 units	Professional
48-215	Materials and Assembly	9 units	Professional
48-315	Environment I: Climate and Energy	9 units	Professional
48-324	Structures/Statics	9 units	Professional
48-432	Environment II: Advanced Building Systems Integration & Mechanical Systems	9 units	Professional

**** Computation & Representation Stream (48 units, all required)**

99-101	Computing @ Carnegie Mellon	3 units	General
** 48-104	Shop Safety	3 units	General
62-122	Digital Media I	6 units	General
62-125	Drawing I	6 units	General
62-123	Digital Media II	6 units	General
62-126	Drawing II	6 units	General
62-225	Generative Modeling	9 units	General

62-275	Fundamentals of Computational Design	9 units	General
** General Studies & Electives (126 units, 15 required and 111 optional)			
48-025	First-Year Seminar: Architecture, Edition I	3 units	General
48-026	First-Year Seminar: Architecture, Edition II	3 units	General
76-101	Interpretation and Argument	9 units	General
Xx-xxx	Non-Architecture Electives (non-48-xxx)	45 units	General & Optional
Xx-xxx	Flex Electives (48-xxx OR non-48-xxx)	66 units	Optional

A minimum of **450** units (approx. 150 credits) are required to graduate for the B.Arch, including 267 units of “Professional Studies,” 72 units of required “General Studies,” and 111 units of Optional Studies, of which 45 units must be outside of SoA and architecture and count as “General Studies.”

B.Arch Curriculum from 2020-21 (Class of 2025)

Design Studio (168 UNITS)

48-100	Architecture Design Studio: Foundation I
48-105	Architecture Design Studio: Foundation II
48-200	Architecture Design Studio: Elaboration I
48-205	Architecture Design Studio: Elaboration II
48-300	Architecture Design Studio: Integration I
48-305	Architecture Design Studio: Integration II
48-400	Advanced Synthesis Option Studio I
48-410	Advanced Synthesis Option Studio II
48-500	Advanced Synthesis Option Studio III OR
48-509	Thesis I/Independent Project [sic - no longer offered]
48-510	Advanced Synthesis Option IV Studio OR
48-519	Thesis II/Independent Project

Critical Practice (33 UNITS)

48-025	First-Year Seminar: Architecture, Edition I
48-026	First-Year Seminar: Architecture, Edition II
48-250	Case Studies in Architecture and Cities
48-380	Real Estate Design and Development
48-381	Ethics and Practice [sic - different name]

Design Tools (24 UNITS)

62-122	Digital Media I
62-125	Drawing I
62-123	Digital Media II
62-126	Drawing II

Building Technology (18 UNITS)

48-215	Materials and Assembly
48-324	Structures/Statics

Environmental Science (27 UNITS)

48-116	Building Physics
48-315	Environment I: Climate and Energy
48-432	Environment II: Advanced Building Systems Integration & Mechanical Systems

History (27 UNITS)

48-240	Historical Survey of World Architecture and Urbanism
48-241	Modern Architecture
48-xxx	Architectural History III (selective)

Architecture Elective (36 UNITS)

48-xxx Architecture Elective

General Studies & Electives (135 UNITS)

99-101 Computing @ Carnegie Mellon

76-101 Interpretation and Argument

62-106 Architecture & the Arts

62-225 Generative Modeling

62-275 Fundamentals of Computational Design

xx-xxx University Electives (72 units, non-48-xxx)

A minimum of **450 units** are required to graduate. This includes a minimum 315 units of architectural studies and 135 units of general studies.

B.Arch Curriculum from 2019-20 (Class of 2024)**Design Studio (168 UNITS)**

48-100 Architecture Design Studio: Foundation I

48-105 Architecture Design Studio: Foundation II

48-200 Architecture Design Studio: Elaboration I

48-205 Architecture Design Studio: Elaboration II

48-300 Architecture Design Studio: Integration I

48-305 Architecture Design Studio: Integration II

48-400 Advanced Synthesis Options Studio I

48-410 Advanced Synthesis Options Studio II

48-500 Advanced Synthesis Options Studio III OR

48-509 Thesis I/Independent Project

48-510 Advanced Synthesis Options IV Studio OR

48-519 Thesis II/Independent Project

Critical Practice (33 UNITS)

48-025 First-Year Seminar: Architecture, Edition I

48-026 First-Year Seminar: Architecture, Edition II

48-250 Case Studies in Architecture and Cities

48-380 Real Estate Design and Development

48-381 Ethics and Practice

Design Tools (24 UNITS)

62-122 Digital Media I

62-125 Drawing I

62-123 Digital Media II

62-126 Drawing II

Building Technology (18 UNITS)

48-215 Materials and Assembly

48-324 Structures/Statics

Environmental Science (27 UNITS)

48-116 Building Physics

48-315 Environment I: Climate and Energy

48-432 Environment II: Advanced Building Systems Integration & Mechanical Systems

History (27 UNITS)

48-240 Historical Survey of World Architecture and Urbanism

48-241 Modern Architecture

48-xxx Architectural History III (selective)

Architecture Elective (36 UNITS)

48-xxx Architecture Elective

General Studies & Electives (135 UNITS)

99-101 Computing @ Carnegie Mellon

76-101 Interpretation and Argument

62-106 Architecture & the Arts

62-225 Generative Modeling

62-275 Fundamentals of Computational Design

xx-xxx University Electives (72 units, non-48-xxx)

A minimum of **450** units are required to graduate. This includes a minimum 315 units of architectural studies and 135 units of general studies.

B.Arch Curriculum from 2018-19 (Class of 2023)

Design Studio (168 UNITS)

48-100 Architecture Design Studio: Foundation I

48-105 Architecture Design Studio: Foundation II

48-200 Architecture Design Studio: Elaboration I

48-205 Architecture Design Studio: Elaboration II

48-300 Architecture Design Studio: Integration I

48-305 Architecture Design Studio: Integration II

48-400 Advanced Synthesis Options Studio I

48-410 Advanced Synthesis Options Studio II

48-500 Advanced Synthesis Options Studio III OR

48-509 Thesis I/Independent Project

48-510 Advanced Synthesis Options IV Studio OR

48-519 Thesis II/Independent Project

Critical Practice (33 UNITS)

48-025 First-Year Seminar: Architecture, Edition I

48-026 First-Year Seminar: Architecture, Edition II

48-250 Case Studies in Architecture and Cities

48-380 Real Estate Design and Development

48-381 Ethics and Practice

Design Tools (24 UNITS)

62-122 Digital Media I

62-125 Drawing I

62-123 Digital Media II

62-126 Drawing II

Building Technology (18 UNITS)

48-215 Materials and Assembly

48-324 Structures/Statics

Environmental Science (27 UNITS)

48-116 Building Physics

48-315 Environment I: Climate and Energy

48-432 Environment II: Advanced Building Systems Integration & Mechanical Systems

History (27 UNITS)

48-240 Historical Survey of World Architecture and Urbanism

48-241	Modern Architecture
48-xxx	Architectural History III (selective)
** Architecture Elective (36 UNITS)	
48-xxx	Architecture Elective
General Studies & Electives (135 UNITS)	
99-101	Computing @ Carnegie Mellon
76-101	Interpretation and Argument
** 62-106	Architecture & the Arts
62-225	Generative Modeling
62-275	Fundamentals of Computational Design
** xx-xxx	University Electives (72 units, non-48-xxx)

A minimum of **450** units are required to graduate. This includes a minimum 315 units of architectural studies and 135 units of general studies.

APPENDIX B - PREVIOUS B.A. CURRICULA

The curriculum charts are provided to help students and advisors understand the evolving curricular requirements.

** = Revised from previous year

B.A. Curriculum from 2022-23 (Class of 2026)

Architecture Design Studios (66 units, required)

** 48-100	Architecture Design Studio: Poiesis 1	15 Units
** 48-105	Architecture Design Studio: Poiesis 2	15 units
** 48-200	Architecture Design Studio: Poiesis 3	18 units
** 48-205	Architecture Design Studio: Options	18 units

** Architecture Coursework (48 units, required)

** 48-104	Shop Skills	2 units
62-104	Design Ethics & Social Justice in Architecture	3 units
48-240	Historical Survey of World Architecture and Urbanism	9 units
48-241	History of Modern Architecture	9 units
48-240	Historical Survey of World Architecture and Urbanism	9 units
48-241	Modern Architecture	9 units
48-116	Introduction to Building Performance	3 units
** 48-250	Urbanism and the Social Production of Space	9 units
48-215	Materials & Assembly	9 units
48-xxx	Design Ethics II (selective)	3 units

** General Studies (63 units, required)

99-101	Computing @ Carnegie Mellon	3 units
48-025	First Year Seminar I	3 units
48-026	First Year Seminar II	3 units
76-101	Interpretation & Argument	9 units
** 62-104	Design Ethics Introduction	3 units

62-122	Digital Media I	6 units
62-125	Drawing I	6 units
62-123	Digital Media II	6 units
62-126	Drawing II	6 units
62-225	Generative Modeling	9 units
62-275	Fundamentals of Computational Design	9 units
Architectural Elective Courses (45 units)		
48-xxx		45 units
University Elective Courses (45 units)		
non-48-xxx		45 units
Flex Electives (93 units)		
48-xxx OR non-48-xxx		93 units

A minimum of **360** units are required to graduate with a B.A.

B.A. Curriculum from 2021-22 (Class of 2025)

Architecture Design Studios (66 units, required)

** 48-100	Architecture Design Studio: Poiesis 1	15 Units
** 48-105	Architecture Design Studio: Poiesis 2	15 units
** 48-200	Architecture Design Studio: Poiesis 3	18 units
** 48-205	Architecture Design Studio: Options	18 units

**** Architecture Coursework (48 units, required)**

** 48-104	Shop Safety	3 units
48-240	Historical Survey of World Architecture and Urbanism	9 units
48-241	Modern Architecture	9 units
48-116	Building Physics	9 units
** 48-250	Urbanism and the Social Production of Space	9 units
48-215	Materials & Assembly	9 units

**** General Studies (63 units, required)**

99-101	Computing @ Carnegie Mellon	3 units
48-025	First Year Seminar I	3 units
48-026	First Year Seminar II	3 units
76-101	Interpretation & Argument	9 units
** 62-104	Design Ethics Introduction	3 units
62-122	Digital Media I	6 units
62-125	Drawing I	6 units
62-123	Digital Media II	6 units
62-126	Drawing II	6 units
62-225	Generative Modeling	9 units
62-275	Fundamentals of Computational Design	9 units

Architectural Elective Courses (45 units)

48-xxx		45 units
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University Elective Courses (45 units)

non-48-xxx		45 units
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Flex Electives (102 units)

48-xxx OR non-48-xxx		102 units
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A minimum of **369** units are required to graduate with a B.A.

B.A. Curriculum from 2020-21 (Class of 2024)

Architecture Design Studios (66 units)

48-100	Foundation I	15 units
48-105	Foundation II	15 units
48-200	Elaboration I	18 units
48-205	Elaboration II	18 units

Architecture Coursework (75 units)

48-025	First Year Seminar I	3 units
48-026	First Year Seminar II	3 units
62-122	Digital Media I	6 units
62-125	Drawing I	6 units
62-123	Digital Media II	6 units
62-126	Drawing II	6 units
48-240	Historical Survey of World Architecture	9 units
48-241	Modern Architecture	9 units
48-116	Building Physics	9 units
48-250	Case Studies	9 units
48-215	Materials & Assembly	9 units

General Studies - University Courses (39 units)

99-101	Computing @ Carnegie Mellon	3 units
62-106	Architecture & the Arts	9 units
76-101	Interpretation & Argument	9 units
62-225	Generative Modeling	9 units
62-275	Fundamentals of Computational Design	9 units

Architectural Elective Courses (45 units)

48-xxx		45 units
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University Elective Courses (45 units)

non-48-xxx		45 units
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Flex Electives (99 units)

48-xxx OR non-48-xxx		99 units
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Minimum units for a Bachelor of Arts in Architecture = **369 units**

B.A. Curriculum from 2019-20 (Class of 2023)

Architecture Design Studios (66 units)

48-100	Foundation I	15 units
48-105	Foundation II	15 units
48-200	Elaboration I	18 units
48-205	Elaboration II	18 units

Architecture Coursework (75 units)

48-025	First Year Seminar I	3 units
48-026	First Year Seminar II	3 units
62-122	Digital Media I	6 units
62-125	Drawing I	6 units
62-123	Digital Media II	6 units
62-126	Drawing II	6 units
48-240	Historical Survey of World Architecture	9 units

48-241	Modern Architecture	9 units
48-116	Building Physics	9 units
48-250	Case Studies	9 units
48-215	Materials & Assembly	9 units
General Studies - University Courses (39 units)		
99-101	Computing @ Carnegie Mellon	3 units
62-106	Architecture & the Arts	9 units
76-101	Interpretation & Argument	9 units
62-225	Generative Modeling	9 units
62-275	Fundamentals of Computational Design	9 units
Architectural Elective Courses (45 units)		
48-xxx		45 units
University Elective Courses (45 units)		
Non-48-xxx		45 units
Flex Electives (99 units)		
48-xxx OR non-48-xxx		99 units

Total Units for a Bachelor of Arts in Architecture = **369 units**