

2024-2025

graduate programs in architecture handbook



Lee 3 skylight. Thomas Phifer & Partners with McMillian Pazdan Smith Architecture. Photo D. Harding.
Groundbreaking, April 23, 2010. Occupancy, Jan. 3, 2012.

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PROGRAM ADMINISTRATION

Administration of the School of Architecture and Graduate Programs in Architecture

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David Allison, FAIA, Director of Graduate Studies in Architecture + Health

Lee 2-144 Lee Hall • adavid@clemsom.edu • 656-3897

Sallie Hambricht Belue, AIA, Director of Undergraduate Studies

Lee 3-132 Lee Hall • shambri@clemsom.edu • 864-906-8668

Shay Vinson, Student Services Coordinator

Lee 3-129 Lee Hall • shayv@clemsom.edu • 656-3938

Michelle Marchesse, Administrative Coordinator, School of Architecture

Lee 3-112 Lee Hall • marches@clemsom.edu • 656-3926

EMERGENCY CONTACTS

Campus Police

Report security issues to Campus Police immediately.

Report plumbing/flooding or similar problems after hours to Campus Police.

Campus Police, local call: 656-2222 from university phone: 2222

Campus Police, from mobile phone: (864) 656-2222 (Save this number in your phone.)

Police, Fire, other emergencies: dial 911.

Emergency Alerts

See <http://alerts.clemson.edu/> to enroll in CU Safe Alerts.

Lee Hall Building Problems

During the day, contact Shay Vinson, shayv@clemson.edu, Connie Robinson, cornelr@clemson.edu, or a school director. After hours, call Campus Police at 656-2222.

Hospital Emergency Rooms

See <https://www.clemson.edu/campus-life/student-health/>.

Important Links

School of Architecture

The School of Architecture www.clemson.edu/architecture

The Graduate School

The Graduate School <https://www.clemson.edu/graduate/>

Forms <http://www.clemson.edu/graduate/students/forms.html>

Graduate School Policies <http://www.clemson.edu/graduate/students/policies-procedures/index.html>

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

Graduate School Staff and Administration <https://www.clemson.edu/graduate/contact/index.html>

Graduate Student Government <http://www.gsgcu.com>

GS2 Plan of Study Form <https://www.clemson.edu/graduate/students/plan-of-study/index.html>

Graduation Deadlines <http://www.clemson.edu/graduate/students/deadlines.html>

International Services <https://www.clemson.edu/campus-life/campus-services/international/>

New Student Orientation <http://www.clemson.edu/graduate/students/graduate-orientation.html>

New Student's To Do List <http://www.clemson.edu/graduate/students/new-student-to-do.html?>

The University

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

Academic Calendar <https://www.clemson.edu/registrar/academic-calendars/Gantt>

Multicultural Center <http://www.clemson.edu/centers-institutes/gantt/>

LGBTQ services <https://www.clemson.edu/centers-institutes/gantt/lgbtq-programs/resources.html>

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

Schedule of Classes <http://www.registrar.clemson.edu/>

University Policies <https://www.clemson.edu/administration/compliance/policies/index.html>

INTRODUCTION

Welcome to the School of Architecture's Graduate Programs in Architecture

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

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

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

The School of Architecture Graduate Program Handbook

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

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

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

Graduate Program Directors, Advisors, and Coordinators

David Lee, Director of Graduate Studies in Architecture and Advisor

Lee 3-102 Lee Hall • dlee2@clemson.edu • 656-3938

Andreea Mihalache, Director of Graduate Studies in Architecture and Advisor

Lee 2-313 Lee Hall • amihala@clemson.edu • 656-3938

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

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

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

Shay Vinson, Student Services Coordinator

Lee 3-129 Lee Hall • shayv@clemsun.edu • 656-3938

The Student Services Coordinator is your primary contact for matters such as student status, assistantships, financial and registration matters, and similar student services issues. If you are an international student, the Student Services Coordinator is your liaison with the university's Office of International Affairs. See the Handbook sections on student status, assistantships, fellowships, and related matters in the pages that follow for more information. Welcome you to the School of Architecture's Graduate Program. We all wish you success at every stage of your graduate academic journey!

ENTERING THE GRADUATE PROGRAM

Degree Tracks and Prerequisites

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

Three-Year, M. Arch. I degree track

Student in the "first professional," three-year, 90-credit hour degree track have a variety of backgrounds, some with prior studies in architecture and some without any formal art or design studies. This includes such undergraduate majors as architecture and architectural studies, art, business, economics, city planning, engineering, industrial design, landscape architecture, literature, psychology, studio arts, and other fields. Although there are no required architectural curriculum prerequisites for M. Arch. I students, applicants are admitted in part on the basis of evidence of design ability as revealed in their application portfolio. Regardless of prior studies, Three-Year students should anticipate an intense first year.

Two-Year, M. Arch. II degree track

Students in the "second professional," two-year, 60-credit hour track have a pre-professional undergraduate degree in architecture and a strong portfolio of 6 to 8 semesters of undergraduate architecture studio coursework. Pre-professional coursework includes courses in architectural history, environmental systems, structures, and technology typical of such programs. If granted advanced placement, students who have not completed all of these courses will be required to complete such courses in place of electives. (Typically, this deficiency is limited to Structures II, because this course is not currently required in the Clemson undergraduate program). Upper-level graduate courses presume knowledge of corresponding undergraduate material.

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

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

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

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

General Admission Requirements

Our Graduate Admissions webpage has extensive information about the application and admissions process. See <https://www.clemson.edu/graduate/admissions/index.html>

Minimum requirements to be considered for admission to graduate study in the School of Architecture's Graduate Program generally follow those of the Graduate School. Minimum requirements include at least a four-year Bachelor's degree from an institution whose scholastic rating is satisfactory to the university, high quality of previous academic record, and satisfactory scores on the Graduate Record Exam (GRE).

For more information about Graduate School admissions, see the Graduate School Announcements at www.registrar.clemson.edu/html/catalogGrad.htm.

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

The deadline of applications is January 15 for admission in the next full academic year beginning in August. (For the benefit of international students, the academic year is two semesters, with the first semester beginning in August and concluding in December, and the second semester beginning in January and concluding in May.) See the University calendar at <https://www.clemson.edu/registrar/academic-calendars/>

Although transfer students from other M. Arch. programs may be considered (see Transfer Credits below), there are no mid-year (spring) admissions. Upon receipt of all admission materials, your application will be reviewed by the Graduate Admissions Committee. Applicants must meet all admission requirements of the Graduate School, the School of Architecture, and the Graduate Program in Architecture before official acceptance will be granted.

Admission Procedures

For information about applying to graduate studies at Clemson, see <https://www.clemson.edu/graduate/admissions/index.html>

The Graduate Program in Architecture can admit only a fraction of its applicants. Admission to the program is therefore competitive, with admission restricted to those applicants whose academic record, test scores, and perceived design ability indicates a high potential to be successful in graduate studies in architecture. This determination is made by an Admissions Committee comprised of graduate and undergraduate faculty. The critical factors used to arrive at this determination include the applicant's design portfolio, previous academic performance (GPA), and GRE test scores. Portfolios are reviewed by a seven-member admissions committee and their scores are averaged; the combined portfolio score, GPA, and GRE scores are used to determine the applicant ranking. For applicants to the Architecture + Health concentration within the M. Arch. degree option, the applicant must designate this as an area of concentration on the application form. Architecture + Health applications are first reviewed by the School of Architecture Admissions Committee. Those deemed acceptable for admission into the School of Architecture Graduate Program are then reviewed for admission into the concentration by the Architecture + Health Program Director in consultation with Architecture + Health faculty. Space is limited in the A+H concentration and therefore some students accepted into Architecture may not be accepted into Architecture + Health. These applicants will be placed on a wait list for the Architecture + Health concentration.

International Students

For general information, visit the Office of International Affairs website at <https://www.clemson.edu/campus-life/campus-services/international/>

US 4.0 GPA

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

Language Proficiency

The Graduate Program in Architecture welcomes international applicants with strong English language proficiency. A TOEFL score of 90 and above suggests the level of proficiency needed to successfully listen, present, write, and collaborate in group work in English. The faculty admires the challenge undertaken by international students in studying in a non-native language, but unfortunately the curricular demands of the Master of Architecture program

cannot accommodate simultaneous English language study. If your Major Advisor, in consultation with your other faculty, determine that English language proficiency is not adequate to the requirements of understanding and engaging fully, you may be required to complete additional English language instruction before continuing with your degree coursework, although this may delay your graduation.

Application Integrity

Falsification of any part of the application, discovered at any time, is grounds for rejection of the application prior to admission and expulsion from the Graduate Program after admission. Falsified documents include personal statements or essays not written by the applicant; plagiarized or misrepresented design work; letters of recommendation not written by the recommender; misrepresentation of any awards or accomplishments; falsification of transcripts, financial aid information, or any other part of the application.

Costs

For current tuition and fees, see <https://www.clemson.edu/graduate/finance-tuition/index.html>.

Additional fees may apply to Off-Campus study, in addition to higher costs of living for accommodations, currency exchange rates, etc. Review the “Fluid Campus” webpage at

<https://www.clemson.edu/caac/academics/architecture/campuses/index.html> or contact the School’s Assistant Director/Off-Campus Studies Director for more information about off-campus study costs.

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

As an architecture student, you will also need to have a budget for the costs of printing drawings on a regular basis, purchasing modeling supplies, and purchasing an adequate computer and design software not supplied through university licenses. See later sections on computers and software.

Financial Aid and Assistantships

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

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

<https://www.clemson.edu/graduate/cost-aid/assistantships-fellowships.html>

Assistantships are awarded on a competitive basis to qualified students, based on academic performance and other evidence of abilities suited to employment as a teaching, research, or administrative assistant. Assistantships are not scholarships; they are employment that requires satisfactory service to the school in return for the financial support. New students are automatically considered for assistantships at the time of admission without application.

Assistantship offers to prospective students are made on the basis of standing or ranking in the applicant pool and other evidence of abilities as noted above.

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

Assistantships are for one academic year (two semesters) and are announced in advance of the academic year.

Except in unusual circumstances, assistantships will not be available again until the following year. An annual announcement of available assistantships is made by email prior to the start of the upcoming academic year, usually during the summer.

Graduate assistantships in architecture include a tuition waiver [students must pay enrollment fees], a stipend, and involve 10 hours of work per week during the academic year. More information about assistantships is provided below (in the next section) and on our website.

Computer and Digital Technologies Proficiencies

The Graduate Program in Architecture has no formal requirements for computer literacy or competency. However, the use of computers and competency in various software programs is necessary. All graduate students are expected to be proficient in the use of computers and word processing, presentation, and digital design software including Microsoft Word, PowerPoint, Adobe Photoshop, Adobe Illustrator, and AutoCAD. Although commonplace in offices, REVIT is less commonly used in design studios at this time.

Graduate students are expected to be proactive and independent in acquiring digital technology skills. Digital technologies are tools, and these tools are continually changing, and will continue to change through your educational and professional careers. For this reason, School of Architecture curriculum, like other M. Arch. programs, generally does not include training in software beyond an introduction and discussion of how the tools

may be used. Workshops in various programs are provided by Clemson Computing and Information Technology (CCIT). See <https://ccit.clemson.edu/training/>. Workshops are sometimes offered or arranged by the School of Architecture to help students gain technological competency. Tri-County Technical College (www.tctc.edu), located a few miles from campus in Pendleton, also offers evening and day classes in CAD in spring, summer, and fall.

Foreign Language Requirement

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

Transfer Credits

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

Duplication of Degrees

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

South Carolina Residency

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

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

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

Username and CU Email Account

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

New students should begin to use and check their CU email account as soon as they receive their user name. Your CU email account will be the official means of electronic communication during your enrollment at Clemson and students are required to check this email account for messages on a regular basis.

TigerOne Card

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

The iRoar System

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

“Canvas”

Canvas is an internet portal to your courses and other university services. See <https://www.clemson.edu/canvas/>.
University Employee Enrollment

With the approval of the appropriate Dean or Director, a qualified employee of Clemson University may pursue graduate work for credit.

Housing and Student Life

Most graduate students choose to live off-campus in private rental apartments. The City of Clemson and neighboring towns offer students a host of off-campus housing choices in a wide range of prices. If you search the internet you will find many options. See <http://clemsonoffcampus.com/>.

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

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

For those who prefer to live in university housing, new graduate students are housed on-campus as space permits, after all continuing student and freshman assignments are completed. The University has a small community of two-person apartments in Thornhill Village for single (unmarried) graduate students. In addition, single graduate students may request to live in other areas on campus, as space permits. Graduate students should call the Housing Office at (864) 656-2295.

Transportation, Cars, and Parking

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

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

Public Transportation

The Clemson Area Transit Service, known as the CAT Bus, is a free bus service provided by the City of Clemson that offers free transportation around Clemson, Anderson, Central, and Seneca. See www.catbus.com. The City of Greenville offers a free bus to and from Clemson. See <https://www.greenvillesc.gov/151/Greenlink-Transit>

Groceries, Services, and Shopping

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

Graduate School and Graduate Program Student Orientations

All graduate students are required to attend the Graduate School orientation held before classes start in the fall. New international students must also attend the International Graduate Student Orientation, which provides additional information that is important and valuable to those less familiar with the US university system. These orientation sessions are held in the week before the start of classes. Check the Graduate School website for information at <https://www.clemson.edu/studentaffairs/get-involved/csle/orientation/grad.html>

Graduate Program in Architecture Orientation

The Graduate Program in Architecture hosts an orientation at the start of each fall semester that you must attend. The date, time, and location of the orientations will be announced on the School websites or by email. This is typically on the Tuesday morning before the start of classes on Wednesday in August.

WORKING THROUGH THE PROGRAM

Graduate Architecture Studio Culture, Expectations, and Responsibilities

Although you are on your way to earning a Master in Architecture degree, a professional degree and the “terminal” degree in the field, you cannot “master” architecture in two or three years. Graduate school is only a start of a lifelong education. However, there is much to learn in just a few years; graduate school is therefore a critical time in an architect’s education. Therefore, both continuing M. Arch. II students and M. Arch. I students new to the architecture studio can expect a very demanding and personally challenging experience in this program. In the M. Arch. program, you will be regularly working at the limits of your abilities, and seeking to extend those limits. The design tasks you shall encounter will also be truly challenging. Problems such as those undertaken in the architecture studio have been described as “wicked problems”—they are problems with many variables and no easy solutions. *Wicked problems* are never truly and finally *solved*. Ambitious student designers, like design professionals, will therefore find themselves putting all available time into the effort—evenings, nights, and weekends. Accordingly, the greatest challenges in graduate school include managing your time, managing stress, improving your skills, and generally finding your own direction and meaning in academic and ultimately professional architectural practice. Students who are good planners, open-minded, generous, and willing to learn, but who, at the same time, have their own interests, pursuits, and projects will likely find the greatest success in graduate school.

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

The graduate faculty assigns individual graduate studio spaces/desks in Lee Hall and associated Centers at the beginning of each semester based on studio structure and enrollment. Our goal is to give each student a studio space/desk appropriate for the overall demands of the program.

The assigned studio space/desk should be considered semi-private, which usually has an impact on other surrounding studio areas and colleagues. Shared significant spaces/desks (break out areas, conference desks, crit/review spaces, seminar rooms, outdoor work areas, etc.) require students to be responsible for the individual use and clean up. Students are expected to work together in such a way as to benefit the mutual needs of all participants in the Master of Architecture program. Students are expected to maintain a professional individual studio environment and behave appropriately. Studio space/desk accessibility is granted to all Master of Architecture student currently enrolled. Students or individuals not enrolled in the Graduate Architecture Program will not be permitted to maintain or occupy studio/desk space in Lee Hall or associated Centers. Limited access may be provided as a courtesy to collaborators and other Clemson University students presuming there is faculty approval and their presence is befitting to the specific studio's academic endeavors. All students are to adhere to the university’s rules and regulations regarding Campus behavior. For additional guidelines refer to:

Clemson Community and Ethical Standards-Classroom Behavior:

<https://www.clemson.edu/campus-life/student-conduct/classroom-behavior.html>

Lee Hall House Rules: <https://clemson.edu/caac/academics/architecture/campuses/fluid-campus-clemson.html>

Additional School of Architecture Policy & Practices: <https://www.clemson.edu/graduate/academics/policies-and-procedures.html>

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

Consider your overall graduate study as a single design project. What do you plan to learn, what skills do you plan to develop, and what do you plan to achieve by the end of the two or three years? Will you be an active participant in your own education? Will you accept the projects and problems given to you passively, or will you explore the definition, parameters, and implications of the problems given?

You will get the most out of your educational experience by setting your own educational goals, determining what new skills and abilities you want to learn each semester, and determining an agenda where you will reach certain levels of ability by the end of each semester, each year, and your final semester. While your instructors will give you assignment and problems to solve, they do not determine the extent or limits of your education. The most successful

architects show us that a wide range of design research and an almost limitless range of design ideas can be explored regardless of the site or program.

Without all of the constraints of “the real world,” graduate study is unique opportunity to develop your individual interests, knowledge, and abilities. Students are therefore encouraged to bring their own educational ambitions to studio projects and coursework.

Graduate School Policies

The School of Architecture’s graduate programs—the M. Arch. And Architecture + Health—are guided by Clemson University’s Graduate School policies. The guidelines provided in this handbook were developed in conjunction with the Graduate School. Please be aware that this Graduate Program Handbook is a supplement to the fundamental requirements, policies, and procedures that govern all graduate students at Clemson University, which are described in the *Graduate School Announcements*, available at <https://catalog.clemson.edu> and on the Graduate School website at <http://www.clemson.edu/graduate/students/policies-procedures/index.html>.

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

Academic Integrity

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

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

Clemson University’s Official Academic Integrity Statement

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

Academic Integrity Policy

A summary of the Graduate School’s policy on academic integrity, current at the time of printing this document, follows. For the most recent policy and a complete text of the policy, including rules and procedures, and specifics related to former students, academic research and revocation of academic degrees, see the “Appeals and Grievances” section of the Graduate School website at <https://www.clemson.edu/graduate/students/policies-procedures/> and the Graduate School Announcements at <https://catalog.clemson.edu>.

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

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

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

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

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

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

For more information about and examples of plagiarism visit <https://www.turnitin.com/static/plagiarism-spectrum/#:~:text=Submitting%20another's%20work%2C%20word%2Dfor%2Dword%2C%20as%20one's%20own> See also <https://www.clemson.edu/academics/integrity/plagiarism.html>

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

II. Levels of seriousness of violation

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

III. Graduate Academic Integrity Committee

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

IV. Procedures

It is the responsibility of every member of the Clemson University community to enforce the academic integrity policy. Students and staff members should report violations of this policy to the faculty member for the affected course (including the research advisor or internship/practicum/co-op supervisor). When, in the opinion of anyone outside the University, there is evidence that a student has committed a violation of academic integrity, that person should bring the allegation to the attention of the associate dean of the Graduate School. The associate dean will contact the appropriate faculty representative of the student's program (consistent with the alleged violation). When, in the opinion of the faculty member, a student has committed a violation of academic integrity, the faculty member will fully document the charge in writing in a statement delivered in a sealed envelope to the associate dean of the Graduate School. At the same time, at his or her discretion, the alleging faculty member is encouraged, but is not required, to privately inform the student charged of the nature of the allegation. Within three working days from the date the associate dean has received a formal charge of an alleged violation, he or she will provide the student with a copy of the charge and the procedures of the GAIC. Those procedures vary depending on the level of the

violation and whether the student chooses to pursue a hearing. For more information about the procedures, refer to the Graduate School Announcements at www.registrar.clemson.edu/html/catalogGrad.htm.

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

The Master of Architecture (“M. Arch.” is the officially recognized NAAB abbreviation) is a three-year program and the three years are referred to as Year 1, Year 2, and Year 3. M. Arch. II students receive advance placement into Year 2. (M. Arch. I refers to a “first professional degree”; M. Arch. II refers to a “second professional degree,” following a pre-professional degree.)

In the M. Arch. programs, including the Architecture + Health program, students typically take a 6 credit hour studio and three 3-credit hour lecture/seminar course each semester for a total of 15 credit hours. Aside from the required studios, coursework focuses on such topics as architectural history and theory, building systems and technology, professional practice, representation, and structures. Apart from electives, which may be in any graduate level subject area, all coursework is guided by National Architectural Accrediting Board (NAAB) expectations for the fulfillment of certain student performance criteria (SPC). Most of the coursework has a sequential organization with expectations dictated by the experience, learning outcomes, and acquired knowledge of prior courses. Following the Plan of Study (see below) is therefore of the essence to the curriculum.

Architecture + Health M. Arch. Curriculum

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

Your Major Advisor and Academic Advising

Your Major Advisor is the Graduate Program Director unless you are enrolled as a student in the Architecture + Health program. If you are an A+H student, your Major Advisor is the A+H Program Director and you will follow the A+H program curriculum and its requirements.

Communicating with Your Advisor

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

Academic Advising and Meeting with Your Advisor

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

The Plan of Study

The Master of Architecture Plan of Study (sometimes called the “curriculum plan” or “curriculum map”) outlines the number of credits and the courses that you must take to complete your degree and graduate. It is very important to understand the Plan of Study and to follow it closely. The graduate program director will email or post on the school’s website an updated curriculum plan each year. You may request or download a copy from the School of Architecture website. See <https://www.clemson.edu/caah/academics/architecture/programs/architecture/masters-architecture.html>.

The M. Arch. Plan of Study was developed by the faculty of the School of Architecture to satisfy accreditation requirements determined by the National Architectural Accrediting Board (NAAB). A document called the *Conditions for Accreditation* specifies a list of Student Performance Criteria (SPCs) that must be met by a program to maintain accreditation. See the Student Performance Criteria section of this Handbook. See also www.naab.org for more information.

NAAB reviews and revises the Conditions for Accreditation and the SPCs on an approximately six-year schedule. Therefore, the Plan of Study may change for this reason every so many years. The Plan of Study may also change due to changes in faculty, program coordination, graduate school requirements, and other reasons. In the event of

curriculum changes that require alterations to your plan of study, your Major Advisor will work with you to create a modified plan.

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

Following the Plan of Study (The Timing of Courses)

It is very important to follow the Plan of Study.

Most courses are sequentially organized (with prerequisites) and most courses are only offered once a year.

Therefore, if you miss a course offered in the fall, for example, you will have to wait until the following fall, when it is offered again, to take it. In other words, if you miss, do not complete, or fail a required course, your graduation could be delayed by one year, which will also incur an additional tuition expense.

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

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

The GS2 Plan of Study form is required by the Graduate School to document the courses required and taken to earn a graduate degree. Part of the reason for the GS2 form as a “Plan of Study” is that many (non-accredited) graduate programs do not have a fixed curriculum; in other programs, the graduate student has an advisor and advisory committee and develops a curriculum in consultation with those advisors. However, as an accredited, professional program, the Master of Architecture program has a curriculum designed to satisfy NAAB requirements.

The GS2 form is required and should be started as soon as possible in your studies.

For instructions, see <https://www.clemson.edu/graduate/students/plan-of-study/index.html>.

As a M. Arch. student, you will copy the required courses listed on the M. Arch. Plan of Study into the GS2 form. As you register for elective courses, you will enter these courses in the GS2 form. When you register for Semester 6, you will finalized the GS2 form.

Your GS2 form must match your graduating transcript in order for you to graduate and receive your degree.

For reasons described above, the GS2 form requires you to indicate an advisor and committee members. However, unlike some other graduate students, M. Arch. students have standing committees: Your committee chair is your M. Arch. program director (Lee/Mihalache or Allison); the committee members are the School Director (Stevens) and the other program director (Allison or Lee). This is because the M. Arch. Plan of Study and curriculum is determined by the Architecture faculty as a whole, not by individual faculty members.

Only your program director/major advisor/advisory committee chair has the authority to change and approve your Plan of Study, the timing of courses, course substitutions, etc., and such changes must be discussed and approved in writing, by your program director. No other faculty members or administrators have the authority to make such changes. If you do not find the courses required to earn your degree (as indicated on the Plan of Study) when you seek to register for them, contact your program director. There may be an error in the registration system.

Graduate Courses

Graduate courses are numbered 7000 and above. According to Graduate School policy, at least one half of courses for a professional Master’s degree (i.e., the M. Arch.) must be numbered 7000 and above. Graduate students may receive credit for courses numbered 6000 and above. However, graduate students may not enroll in and will not receive course credit for courses numbered less than 6000.

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

See <https://www.clemson.edu/graduate/academics/course-offerings.html>

See also <http://www.clemson.edu/graduate/students/policies-procedures/index.html>

Transfer Credits and Course Substitutions

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

Transfer Credits

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

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

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

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

Requests for transfer credit must be recommended by your Major Advisor and approved by the Program Director. You must make your request in writing for each course or credited activity to be transferred. Each request must be accompanied by an official transcript, catalog description, syllabus, and other requested supporting documentation. Grades earned for courses taken at institutions other than Clemson University will not be included in the student's academic average.

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

Transfer credits must be approved by the Graduate School. All transfer credits must be verified by an official transcript from the institution at which you completed the coursework. It is your responsibility, not your Advisor's or the department's, to request a transcript of transfer credits be sent directly to the Graduate School. For the policy and procedure, see <http://www.clemson.edu/graduate/students/policies-procedures/index.html>. Also see the transfer credit stipulations on the GS2 form.

Pre-Professional Course Deficiencies and Course Substitutions

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

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

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

Course Substitutions

Note that, with the exception of transfer credit, there are no course “waivers” per se, only course substitutions. Course Substitutions Policy

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

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

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

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

The Substitution Review Process and Timing

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

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

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

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

The Substitution Process

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

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

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

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

Combined Bachelor's/Master's Plan

See <http://www.clemson.edu/graduate/students/policies-procedures/index.html>.

Off-Campus Study

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

<https://www.clemson.edu/caac/academics/architecture/campuses/index.html>

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

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

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

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

Requests to study at the same location for two semesters may be granted if there is availability and the request does not deny another student a place at an off-campus center for one semester. The off-campus study centers and the off-campus study application process are administered by the office of the Off-Campus Studies Director. Visit the Off-Campus Studies office (Lee Hall 1-151) for more information about the application process, fees and expenses, and additional information.

Off-Campus Center Policies

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

Off-Campus Courses and Electives

Off-campus study is an elective.

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

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

Internship elective offered in Charleston can be taken twice for a total of six credit hours. The Internship program is competitive based and market driven. You must be in good academic standing and have a GPA of 3.0 or better at the time of placement/enrollment to participate in the program. An Internship is not a Graduate Assistantship and does not provide tuition remission at any rate.

Online Courses

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

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

Off-Campus Assistantships

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

Non-Degree Seeking Students and Spouses of Students

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

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

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

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

Normal/Required Enrollment

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

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

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

Maximum Enrollment

Maximum enrollment is 15 credit hours per semester. Graduate students are not permitted to enroll in more than 15 credit hours. Therefore, if you do not successfully complete a required course or if you drop a required course, you may have to wait until the following year to repeat the course (if permitted to do so) and may delay your graduation by one year.

Minimum Enrollment for Full-Time Graduate Students

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

Summer Electives and Reduced Enrollment

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

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

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

Coursework

Course Syllabi

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

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

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

See also Grading and Student Performance Criteria in this Handbook.

Elective Courses

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

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

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

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

Regarding Courses Listed in the Graduate Catalog

Please note that not all of the courses listed in the Graduate Catalog are currently offered. The Graduate Catalog is an official list of courses that have been taught at Clemson University. From time to time some courses are deleted

and some added to the Catalog. Some of these courses may not be taught during the time you are enrolled in the Graduate Program and may not be taught again in the future. The Catalog includes all courses that have been taught in the past that have not been permanently deleted from the university system.

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

Online (Distance Learning) Courses

In the 2010-11 academic year, the School of Architecture offered its first online courses. Such courses help to make our “fluid campus” possible. If an online course is required, you must enroll in it during the semester indicated on your Plan of Study regardless of what campus you are studying, whether Clemson, Charleston, Barcelona, or Genoa. Online courses may be synchronous or have synchronous components, where there is real-time interaction with the instructor (chat, video conference, etc.); asynchronous, where interaction with the instructor is through a website or email and not in real-time; or a combination. All courses must have at least weekly asynchronous interaction with the instructor.

For distance education support services, see the CCIT website: at <https://ccit.clemson.edu/support/>.

Directed Study (ARCH 8900) Students seeking to pursue independent research (“independent study”) may be candidates for ARCH 8900 Directed Studies. ARCH 8900 is not a “filler” course or a course with a lighter workload than any other 3 credit hour course. ARCH 8900 has a template syllabus that must be followed. It also requires a syllabus addendum to be completed and added by the student.

For a Directed Study, the syllabus addendum must include a sound and convincing research proposal, including a clearly defined research statement, bibliography, and schedule that convincingly demonstrates that you will complete work equivalent to a 3 credit hour course. Moreover, you must identify a graduate faculty member whom is willing to serve as an advisor and instructor of record on top of their normal teaching and administrative responsibilities. The most appropriate candidates for ARCH 8900 are those students and faculty who have established a successful line of research in a required or elective course and wish to continue this research together outside of that course.

Thesis

There is no thesis requirement and no thesis option in the M. Arch. I and II tracks. In the Architecture + Health tracks, there is a thesis option. Typically, Master of Architecture coursework culminates in a comprehensive studio project, in all M. Arch. degree tracks. The thesis was eliminated as a requirement because the determination of the thesis question consumes a substantial amount of time and therefore thesis requires a two-semester sequence (which conflicts with off-campus study), and because it was not beneficial for many students, whereas the Comprehensive Studio benefits most, if not all, students in terms of skill and portfolio development.

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

4000/6000-Level Courses

Graduate courses are generally considered those numbered 7000 and above, and therefore, as indicated on the GS2 form, a majority of credits must be taken at the 7000-level and above. However, courses numbered 4XXX/6XXX are open to enrollment for both undergraduate and graduate students. Graduate students may take 4000/6000-level courses as electives and earn elective credit. Graduate course credit will not be granted for 4000/6000-level courses taken as an undergraduate. Graduate students who have taken 4000/6000-level courses as undergraduates may not enroll in the same course at the 6000-level if the course content is the same. By university policy, 4000/6000-level courses must have a separate grading policy for graduate students and/or additional graduate-level assignments for enrolled graduate students. In other words, graduate students must expect to be held to a higher standard than undergraduate students in the same course.

Pass/Fail Courses

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

A grade of Incomplete (I) is given only if you have not completed the course for some extraordinary and unavoidable reason that is acceptable to the instructor, such as a medical emergency or condition or catastrophic life event. Unless you complete the requirements for removal of the I grade within the time period stipulated by University policy, the Student Records Office will automatically change the I to an F. Extensions of the deadline for completing the course work are granted only in extreme circumstances. Students who have Incompletes cannot graduate, even if the incomplete courses are not part of your required plan of study.

Auditing Courses

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

Withdrawing from and “Dropping” Courses

Although you may have withdrawn from or dropped courses as an undergraduate, this practice is highly discouraged for graduate students. You may not drop required courses except in exceptional situations and only with the prior approval of the Program Director, your Advisor, and the course instructor. Dropping a required course will delay your graduation by one year since required courses offered only once per year.

If you drop a required course, you will be placed on academic probation. If you drop an elective course, you will be required to take a summer course since you will not be permitted to enroll in more than 15 credit hours in a semester. If you drop any course when you have an assistantship, your assistantship will be revoked.

Repeating a Course

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

Attendance Policies

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

University policy also indicates that the number of unexcused absences for a typical course may not exceed the number of times that the class meets each week (three absences for a class that meets three times per week; two absences for a class that meets two times per week; etc.) After exceeding this number of absences, the instructor or the department may drop you from the course before the Drop/Add Deadline, or fail you for the course after the Drop/Add Deadline. In other words, if you have more than the specified number of unexcused absences, you may receive an F for the course. The only accepted reasons for excused absences include medical conditions, emergencies, and pre-arranged instructor approval.

See the Course Attendance Policy on the university website at <http://www.clemson.edu/faculty-staff/policies.html>. See below for attendance expectations specific to architecture design studios.

School of Architecture Studio Culture

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

See <https://www.clemson.edu/caac/academics/architecture/files/studio-culture-3.pdf>

The Studio

As described earlier, design problems are sometimes called “wicked problems” because they involved the interaction of multiple and sometimes conflicting variables, and never have easy, definitive, or clear-cut solutions. Some solutions, however, are better than others. The better solutions are inevitably the product of many hours of thought, experimentation, trial and error, leveraging of experience, creativity, intuition, and design development. With this in mind, it is expected that the studio meeting times are primarily intended to be a time to present to and discuss with studio faculty work that was already developed outside of meeting hours. It is in the nature of design problems that architectural students (like professional architects) spend days, nights, and weekends—and, for particularly complex projects and ideas, sometimes years—developing design concepts, skills, techniques, and responses. Studio time should therefore only be used for work on, and discussion or presentation of studio projects; it is not a time for purchasing supplies, or unrelated personal or academic work.

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

Architecture students are fortunate among university students to have a personal workspace. Studio faculty recognize that space is limited, but hope that students will make the studio and their desk a useful, comfortable, and productive workplace for themselves. Consider bringing your own chair (a comfortable chair is one of the best investments you can make in your architectural education!) or under-desk storage (lock them to your desk), etc. You “rent” this space with your tuition dollars—use it and get the most out of it. (That being said, in the interest of limited space and due to fire codes, large sofas, beds, and other obstructions are not allowed. Altering or attaching structures to the building is also not permitted.)

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

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

Desk Crits and Design Development in Studio

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

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

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

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

Pin-Ups and Reviews

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

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

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

Documenting Studio Work and Use of Documented Studio Work

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

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

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

- Always include typical document and image file types that can be easily opened on any computer: JPG, TIF, PDF, etc. (Do not exclusively use DWG, IND, etc.) Include original file types if required by faculty.
- Reduce file sizes.
- Organize projects into folders (e.g., Lastname_Project1)
- Use identifiable and descriptive file names (e.g., Lastname_Proj1_plans.jpg).
- Label your root folder with your name, studio instructor, semester (e.g., Fall 20xx), and project name.

Facilities and Resources

Lee Hall

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

Since 2012, Lee Hall has been comprised of three buildings. “Old Lee” or “Lee I” houses the undergraduate architecture studios. “Lee II” houses the A+H studios, the library and auditorium. The “Grad Tower” part of “Lee 2” was the former home of the graduate studios. Since 2012, “Lee III” has been home of the graduate architecture studios, landscape architecture studios, and some other programs.

Lee Hall “House Rules”

Lee Hall is a large building complex, shared by various programs, that requires cooperation from all participants in order to happily accommodate all its occupants. The building provides learning spaces for five related disciplines: Art, Architecture, Landscape Architecture, Planning, and Construction Science. We all need to work together to produce the safest and best possible learning environment for everyone. Whether in Lee I undergraduate studios or Lee III graduate studios, the following rules apply to us, and to other occupants.

Common Sense:

- Clean up after yourself.
- Put things back where you found them.
- Don't take, use or move things that do not belong to you.
- Leave things and spaces in better condition than you found them.

Spray Paint:

- SPRAY PAINT IS PROHIBITED INSIDE LEE HALL AND ON ITS GROUNDS.

Lee Hall Furniture:

Every student is provided with a desk and a task chair. Keep track of your desk chair. It tends to travel.

However, do not mark any furniture with any permanent personal marks.

There are more chairs in Lee Hall than there are occupants. They might not be located where you want them, so please return all the chairs to their appropriate places when you are finished with an activity. This will help to alleviate the “stealing” of student desk chairs to fulfill other functions. The various types of chairs belong in certain places:

Black side chairs with red “buttons” are for review spaces in Lee 1 and 2.

Tan side chairs and benches are for the review spaces in Lee 3.

Black side chairs are for seminar rooms and offices in Lee 3.

Black rolling task chairs are for student workstations in Lee 3.

Lee III Review Spaces:

In Lee 3, public review spaces are located along the north and south glazed walls. There are sign-up sheets available for the reserve of these spaces. Some spaces are reserved through staff calendars (see Shay Vinson). Please leave the chairs and benches in these areas for that purpose. Also return the review spaces to a condition ready for the next review to occur.

PROHIBITIONS BY ORDER OF THE FIRE MARSHALL AND OSHA:

- No space heaters.
- No hot water kettles.
- No electrical appliances, i.e. coffee pot, microwave, frig, etc. Please use LED task lighting at your desk.
- No ungrounded, unprotected power strips. Minimum 14 AWG and 15 amp breaker with surge protection.
- No extension cords. Electrical devices can only be plugged directly into an outlet or a surge protected power strip as above.
- No power chords stretched across the floor causing a tripping hazard.
- No “daisy chaining” power strips.
- No multiple “cube” taps.
- No 3-prong adapters.
- No spraying of combustibles inside or outside of the building including: Paint, Lacquer, etc.
- No moving the desks into the egress access areas.
- No blocking the exits or the exit discharges.
- No blocking fan-coil units or HVAC supply/return registers.
- No hanging anything from the ceilings.

End of Semester Clean-Up:

Studios will be completely cleaned of all unwanted materials and belongings and all furniture will be returned to its proper location at the end of the semester. No grades will be submitted until this is completed. If you are interested in the governance of the Lee Hall Complex you are invited to join the standing Stewardship Committee.

Campus Parking

Parking on campus is restricted and requires a permit that can be purchased at Parking Services, (864) 656-2270, located at 310 Klugh Ave, Clemson, SC 29634, or via their website at <https://www.clemson.edu/campus-life/parking/index.html>

Parking on Football Weekends

Be advised that during home football games in the fall semester, access to campus and to campus parking lots will be restricted. The Lee Hall parking lot will not be available on those days or the half-day before a game. Note the signs around the parking lots. Cars left in these parking lots will be towed. Gamedays also see a huge amount of traffic and traffic jams *around* campus in the hours (half-day) before a football and at the end of a game. Plan ahead.

Digital Technology Training

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

The Craft and Computation Labs

The Labs manager is Joel Brown:

<https://www.clemson.edu/caac/about/facultybio.html?id=6427>

The Clemson University School of Architecture Makerspaces are divided between 3 research labs for students and faculty experimenting with traditional wood working, digital fabrication, cad/cam, and rapid prototyping.

The Materials Lab: A 3000 SF makerspace hosting traditional wood working equipment, a 3-Axis CNC router, Clay Printers, and two large scale robotic arms.

Digital Design Shop: This 1000 SF digital lab hosting a variety of laser cutters, 3D printers, hotwire cutters, and two small ABB robotic arms.

Lee 3 Laser Room: Located in middle of the Lee 3 studio spaces the laser room host 4 laser cutters and computer stations with state-of-the-art air filtration systems.

The makerspaces explore the possibilities of digital design and issues of materiality/tactility by synthesizing these tools into one facility and is designed as a platform for experimentation in these research areas.

The SoA Makerspaces will change open hours each semester based on lab assistant schedules. Hours of operation and updated information as well as training signups for equipment can be found here:

<https://www.clemson.edu/caac/academics/architecture/resources/digital-design-shop.html>

Marketplace: The DDS hosts our Materials Marketplace. Please follow the button to the materials marketplace to see the variety of materials we offer as well as cost. The Marketplace is continuously growing so please check back often to see update list of materials.

Cooper Library

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

Additionally, there is a coffee shop and convenience store located within the library. For more information about the library, call (864) 656-1557 or the Library Hours Hotline at (864) 656-3494.

Gunnin Architecture Library: Books, Magazines, Videos & Equipment

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

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

Printing Facilities and Printing Philosophies

Printing facilities are centralized at the University's Printing Services. Due to economies of scale, the central printing facility provides lower cost services than we could do in-house, and also less expensive than retail printing stores.

Your studio instructor will state studio-specific printing guidelines. However, while you should seek to reduce printing waste, it is sometimes worth the cost and environmental costs of printing. Since the computer screen is not always an effective tool for reviewing work with design instructors, you should plan to print work for both desk crits and reviews as needed and instructed. As a rule of thumb, only work that will ultimately be presented on the screen in a final review should be reviewed on a screen during a desk crit or interim review. Prints are generally valuable to review, sketch on, and improve work that will be printed for a review.

Remember that digital technology is prone to technical problems and that printing facilities experience bottlenecks around common review dates, especially during the end of the semester. Test prints may also be necessary to get the desired color, printing density, etc. You are expected to be aware of the possibility of technical problems and bottlenecks and to plan accordingly.

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

Computer Access and Use

Technical support is provided by CCIT: <https://ccit.clemson.edu>.

CCIT specifies rules and regulations for computer and software use on campus. Using or distributing pirated software or involved in other illegal copying and sharing activities may face disciplinary action in addition to criminal charges. CCIT also provides some software to university students, as well as technical support for email and other important computer services. There are technical support persons dedicated to our college and school who are very knowledgeable about certain equipment and some software who can assist with basic as well as some specialized questions. They will receive your messages via the CCIT Help Desk.

The School of Architecture has a small computer lab in the Digital Design Shop in Lee I, primarily for classroom use. You will need your own computer. See below.

Mobile Phone and Telephone Use

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

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

Copy Machines

As noted above, off-campus options include The Campus Copy Shop and UPS Store in Clemson and various print shops in Greenville.

University Bookstore

The University Bookstore is located on the first floor of the Hendrix Student Center. It stocks all required textbooks and supplies as specified by the various departments, as well as general trade books, greeting cards, computer software, personal care items, etc. The bookstore holds textbook buy-back year-round. The bookstore accepts VISA,

MasterCard, and Tiger Stripe. The bookstore also allows students to buy their books on-line: www.whywaitforbooks.com. Once you get there just pick South Carolina, then Clemson, then the name of your department, then your course and section number. Graduate assistants and teaching assistants may be eligible for discounts at the University Bookstore.

Keys

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

Dining Services

For information about eating on campus, see <https://clemson.campusdish.com/>.

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

Faculty Offices and Office Hours

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

Faculty are required to have regularly scheduled and weekly office hours. If not posted, ask to make an appointment. Do not enter a faculty member's office without invitation or permission.

Recycling

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

Building Maintenance

Report building problems to Connie Robinson, 119 Lee Hall, cornelr@clemson.edu, (864) 656-3260. If something major is found wrong outside of normal office hours, call the University Security Office at (864) 656-2222 and then send an email to your advisor, program director, or school chair.

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

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

Supplies and Equipment

You will need to supply your own computer and drafting equipment, pens and pencils, drawing and tracing paper, modeling supplies, etc. You will also need to protect your desktop.

Desktop Protection

When Lee III was built, new desks were designed by students and faculty and custom-made for our studios. We want them to last a long time. You are asked to respect them and will be responsible for any damage. In other words, DO NOT CUT ON UNPROTECTED DESKTOPS.

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

Computers and Software

Technical support is provided by CCIT: <https://ccit.clemson.edu/>. CCIT specifies rules and regulations for computer and software used on campus. Using or distributing pirated software or involved in other illegal copying and sharing activities may face disciplinary action in addition to criminal charges. CCIT also provides some software to university students, as well as technical support for email and other important computer services. There are technical support persons dedicated to our college and school who are very knowledgeable about certain equipment and some software who can assist with basic as well as some specialized questions. They will receive your messages via the CCIT Help Desk. You will need to purchase your own computer that meets the School of Architecture's minimum requirements (see below):

Computers are central to coursework in the School of Architecture and to the discipline of architecture beyond graduate education. It is important therefore that students invest in a laptop prior to arrival to Clemson with adequate computational power to complete coursework successfully. The School of Architecture strongly recommends that students purchase a PC Laptop. Student's choosing a MacBook will likely need to partition their computer to also run Windows in order to access advanced software for upper level studio courses, visualization and other seminar courses.

The university provides a list of computer recommendations by major which can be found here: <https://ccit.clemson.edu/support/current-students/laptops/recommended-laptops/>

School of Architecture Digital Design Faculty suggest a computer prioritizing the following:

- CPU Processor: INTEL/AMD with a score of 2,600 or higher
<https://www.cpubenchmark.net/singleThread.html>
- System RAM: 32 GB minimum
- Hard Drive: 1 TB SSD minimum
- Graphics Card: Processor with a G3D score of 14,000 or higher from the link below and 10GB or more memory; 16 or more preferred https://www.videocardbenchmark.net/high_end_gpus.html
- Operating System Windows 10 Pro Edition
- External Hard Drive 1 TB external SSD Hard disk for backing up
- Warranty Service Minimum 3-year onsite parts and labor or third-party loss/damage coverage

The University provides licenses for many software titles, including the full Adobe suite. Architecture faculty will introduce students to new software titles to students in coursework throughout the curriculum. The overwhelming majority of the titles are available to students free of use as educational software.

Digital DesignShop

The Clemson University School of Architecture Digital Design Shop (DDS) is a digital fabrication and visualization lab for students and faculty experimenting with digital fabrication, cad/cam, and rapid prototyping. The facility has a full array of state of the art equipment (laser cutters, cnc routers, and 3d printers) to undertake and pursue these research agendas. The facility is a 3000 SF materials lab hosting traditional wood working equipment and large format CNC machines, and a 1000 SF digital lab hosting a variety of laser and knife cutters, 3D printers, and high end PC workstations. For more information about the DDS visit: <https://www.clemson.edu/caac/academics/architecture/resources/digital-design-shop.html>

Email, Electronic Device, and Technical Failure Policies

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

Your Clemson email account is an official means of communication and the only official email account. Faculty should not use be expected to email to any email address except a Clemson account and are not responsible for keeping track of and communicating with you via personal email accounts. You should treat email as professional communication and use professional etiquette. Faculty should be addressed as "Professor," and those with a doctorate (Ph.D.) as "Dr." Here are two helpful resources: <http://web.wellesley.edu/SocialComputing/Netiquette/netiquetteprofessor.html>
<https://medium.com/@lportwoodstacer/how-to-email-your-professor-without-being-annoying-afcf64ae0e4087#.chllhx1ba>

Faculty may set their own email and electronic communication policies. These may include not responding to email questions when the answers have already been given or available elsewhere; not responding to email on evenings and weekends; not guaranteeing a response in less than 24 or 48 hours; and so on. Email lists should only be used for academic purposes. Of course, take care not to “Reply To All” when this would be inappropriate.

Electronic Device Policies

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

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

Technical Failure Policies

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

NAAB Student Performance Criteria [Learning Objectives]

You should be aware of NAAB (National Architecture Accrediting Board) criteria for student performance and should be proactive in developing the specified areas of knowledge and ability. You will see these criteria on your course syllabi as they apply to your various courses. As you will see in NAAB documents available at www.naab.org, 2014 Student Performance Criteria (SPC) are organized into the following general areas and subcategories:

Realm A: Critical Thinking and Representation. Graduates from NAAB-accredited programs must be able to build abstract relationships and understand the impact of ideas based on the study and analysis of multiple theoretical, social, political, economic, cultural, and environmental contexts. Graduates must also be able to use a diverse range of skills to think about and convey architectural ideas, including writing, investigating, speaking, drawing, and modeling.

Student learning aspirations for this realm include:

- Being broadly educated.
- Valuing lifelong inquisitiveness.
- Communicating graphically in a range of media.
- Assessing evidence.
- Comprehending people, place, and context.
- Recognizing the disparate needs of client, community, and society.

The accredited degree program must demonstrate that each graduate possesses the following:

- **A.1 Professional Communication Skills:** *Ability* to write and speak effectively and use representational media appropriate for both within the profession and with the general public.
- **A.2 Design Thinking Skills:** *Ability* to raise clear and precise questions, use abstract ideas to interpret information, consider diverse points of view, reach well-reasoned conclusions, and test alternative outcomes against relevant criteria and standards.
- **A.3 Investigative Skills:** *Ability* to gather, assess, record, and comparatively evaluate relevant information and performance in order to support conclusions related to a specific project or assignment.
- **A.4 Architectural Design Skills:** *Ability* to effectively use basic formal, organizational and environmental principles and the capacity of each to inform two- and three-dimensional design.
- **A.5 Ordering Systems:** *Ability* to apply the fundamentals of both natural and formal ordering systems and the capacity of each to inform two- and three-dimensional design.
- **A.6 Use of Precedents:** *Ability* to examine and comprehend the fundamental principles present in relevant precedents and to make informed choices about the incorporation of such principles into architecture and urban design projects.

- **A.7 History and Global Culture:** *Understanding* of the parallel and divergent histories of architecture and the cultural norms of a variety of indigenous, vernacular, local, and regional settings in terms of their political, economic, social, ecological, and technological factors.
- **A.8 Cultural Diversity and Social Equity:** *Understanding* of the diverse needs, values, behavioral norms, physical abilities, and social and spatial patterns that characterize different cultures and individuals and the responsibility of the architect to ensure equity of access to sites, buildings, and structures.

Realm B: Building Practices, Technical Skills, and Knowledge. Graduates from NAAB-accredited programs must be able to comprehend the technical aspects of design, systems, and materials and be able to apply that comprehension to architectural solutions. In addition, the impact of such decisions on the environment must be well considered.

Student learning aspirations for this realm include:

- Creating building designs with well-integrated systems.
- Comprehending constructability.
- Integrating the principles of environmental stewardship.
- Conveying technical information accurately.

The accredited degree program must demonstrate that each graduate possesses skills in the following areas:

- **B.1 Pre-Design:** *Ability* to prepare a comprehensive program for an architectural project that includes an assessment of client and user needs; an inventory of spaces and their requirements; an analysis of site conditions (including existing buildings); a review of the relevant building codes and standards, including relevant sustainability requirements, and an assessment of their implications for the project; and a definition of site selection and design assessment criteria.
- **B.2 Site Design:** *Ability* to respond to site characteristics, including urban context and developmental patterning, historical fabric, soil, topography, ecology, climate, and building orientation, in the development of a project design.
- **B.3. Codes and Regulations:** *Ability* to design sites, facilities, and systems that are responsive to relevant codes and regulations, and include the principles of life-safety and accessibility standards.
- **B.4 Technical Documentation:** *Ability* to make technically clear drawings, prepare outline specifications, and construct models illustrating and identifying the assembly of materials, systems, and components appropriate for a building design.
- **B.5 Structural Systems:** *Ability* to demonstrate the basic principles of structural systems and their ability to withstand gravitational, seismic, and lateral forces, as well as the selection and application of the appropriate structural system.
- **B.6 Environmental Systems:** *Ability* to demonstrate the principles of environmental systems' design, how design criteria can vary by geographic region, and the tools used for performance assessment. This demonstration must include active and passive heating and cooling, solar geometry, daylighting, natural ventilation, indoor air quality, solar systems, lighting systems, and acoustics.
- **B.7 Building Envelope Systems and Assemblies:** *Understanding* of the basic principles involved in the appropriate selection and application of building envelope systems relative to fundamental performance, aesthetics, moisture transfer, durability, and energy and material resources.
- **B.8 Building Materials and Assemblies:** *Understanding* of the basic principles used in the appropriate selection of interior and exterior construction materials, finishes, products, components, and assemblies based on their inherent performance, including environmental impact and reuse.
- **B.9 Building Service Systems:** *Understanding* of the basic principles and appropriate application and performance of building service systems, including lighting, mechanical, plumbing, electrical, communication, vertical transportation, security, and fire protection systems.
- **B.10 Financial Considerations:** *Understanding* of the fundamentals of building costs, which must include project financing methods and feasibility, construction cost estimating, construction scheduling, operational costs, and life-cycle costs.

Realm C: Integrated Architectural Solutions. Graduates from NAAB-accredited programs must be able to demonstrate that they have the ability to synthesize a wide range of variables into an integrated design solution.

Student learning aspirations for this realm include:

- Comprehending the importance of research pursuits to inform the design process.
- Evaluating options and reconciling the implications of design decisions across systems and scales.
- Synthesizing variables from diverse and complex systems into an integrated architectural solution.

- Responding to environmental stewardship goals across multiple systems for an integrated solution.

The accredited degree program must demonstrate that each graduate possesses skills in the following areas:

- **C.1 Research:** *Understanding* of the theoretical and applied research methodologies and practices used during the design process.
- **C.2 Integrated Evaluations and Decision-Making Design Process:** *Ability* to demonstrate the skills associated with making integrated decisions across multiple systems and variables in the completion of a design project. This demonstration includes problem identification, setting evaluative criteria, analyzing solutions, and predicting the effectiveness of implementation.
- **C.3 Integrative Design:** *Ability* to make design decisions within a complex architectural project while demonstrating broad integration and consideration of environmental stewardship, technical documentation, accessibility, site conditions, life safety, environmental systems, structural systems, and building envelope systems and assemblies.

Realm D: Professional Practice. Graduates from NAAB-accredited programs must understand business principles for the practice of architecture, including management, advocacy, and the need to act legally, ethically, and critically for the good of the client, society, and the public.

Student learning aspirations for this realm include:

- Comprehending the business of architecture and construction.
- Discerning the valuable roles and key players in related disciplines.
- Understanding a professional code of ethics, as well as legal and professional responsibilities.

The accredited degree program must demonstrate that each graduate possesses skills in the following areas:

- **D.1 Stakeholder Roles in Architecture:** Understanding of the relationships among key stakeholders in the design process—client, contractor, architect, user groups, local community—and the architect’s role to reconcile stakeholder needs.
- **D.2 Project Management:** Understanding of the methods for selecting consultants and assembling teams; identifying work plans, project schedules, and time requirements; and recommending project delivery methods.
- **D.3 Business Practices:** Understanding of the basic principles of a firm’s business practices, including financial management and business planning, marketing, organization, and entrepreneurship.
- **D.4 Legal Responsibilities:** Understanding of the architect’s responsibility to the public and the client as determined by regulations and legal considerations involving the practice of architecture and professional service contracts.
- **D.5 Professional Conduct:** Understanding of the ethical issues involved in the exercise of professional judgment in architectural design and practice and understanding the role of the NCARB Rules of Conduct and the AIA Code of Ethics in defining professional conduct.

Grading and Grade Point Average

The Graduate Program in Architecture follows the University structure for awarding final course plus/minus grades. For graduate students, this is an A, A-, B+, B, B-, C+, C, C-, F letter grading system for final grades. There are no D grades. Work below the C- range is considered unacceptable and therefore failing F.

See <http://www.clemson.edu/graduate/students/policies-procedures/index.html>.

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

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

B+, B, & B-. This is good to very good work. The student has exceeded the minimum requirements of the assignment, and has shown more than adequate understanding of its intent and focus. The work demonstrates thorough exploration, development, and execution, including good craftsmanship. The student has no more than two unexcused absences, has demonstrated a very good work ethic, and has been a good colleague and positive presence in the studio. The student has worked diligently throughout the entire semester, has been prepared for studio with new work at most class sessions, and has completed assignments throughout the semester at a high level in a timely manner. All design work, whether two-dimensional or three-dimensional, shows a high standard of craftsmanship.

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

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

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

Grade point average quality points will be assigned as follows:

A: 4.00
A-: 3.66
B+: 3.34
B: 3.00
B-: 2.66
C+: 2.34
C: 2.00
C-: 1.66
F: 0.00

Grading Studio and Design Work

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

Premise. The work should demonstrate a personal position and assertion relative to architecture. This foundational question or point of inquiry is to be established such that the design project (practical application) can be a precise and intentional response.

Precedent and theoretical support. The work and premise need to be developed with and demonstrate an understanding and awareness of historical or contemporary architectural precedents and applicable theory.

Practical design application. The work should be relevant and appropriately contextualized with regards to the project/problem statement, assignment, or research agenda. Categorical it is a precise and intentional response that addresses a multitude of practical issues intrinsic to the established design problem.

Product, process, and craft. The work needs to show commitment, craftsmanship, procedural pertinence, applied methods of design thinking, and an apt level of skill. The work should be pursued with a thorough exploration and refinement of design ideas and concepts throughout the time of development. Responsiveness to criticism and suggestions from faculty and outside reviewers is also essential to progress and project development.

Comprehensive completion. The work needs to be completed to a level that demonstrates rigor, embodies design excellence, and competency. Skillful integration of practice, technology, and theory coupled with acute situational awareness will be paramount. Understanding what makes a project complete and appropriately representing and presenting the work is required.

Minimum Performance Expectations

Graduate students must maintain a grade point average (GPA) of 3.0.

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

If a student receives a failing grade in a required course, and if the student is not dismissed from the program (see below), the student's graduation will be delayed by one year, as most required courses are offered only once per year. See <http://www.clemson.edu/graduate/students/policies-procedures/index.html>.

Academic Probation and Dismissal

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

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

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

For more information regarding the grounds for and procedures regarding dismissal, see <http://www.clemson.edu/graduate/students/policies-procedures/index.html>.

FERPA

FERPA stands for the Family Educational Rights and Privacy Act. It is a federal law that indicates how records of enrolled and formerly enrolled students must be handled. For information of what FERPA is, what rights are accorded, and what is covered by the regulations, see the Registrar's website, www.registrar.clemson.edu/FERPA. One aspect to be aware of is that if you ask a faculty member to provide a job reference or other academic reference, such as for a scholarship or award, the faculty should request from you a written release to disclose the related academic information.

Academic and Personal Issues

Make an appointment to speak with your Advisor or Program Director to discuss academic or personal issues/problems. They can offer you advice about conflicts with students or instructors, and dissatisfaction with courses or program structures; and they can help or guide you to resources or strategies for dealing with personal issues affecting your academic work.

Continuous Enrollment

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

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

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

Assistantships and Hourly Employment

Financial Policies

For information about Graduate School financial policies, see <https://www.clemson.edu/graduate/finance-tuition/fiscal-policy.html>.

Graduate Assistantships

Graduate Assistantships may be awarded by either the Graduate School or the School of Architecture for students enrolled in the Graduate Program in Architecture.

For information about Graduate School assistantships, see: <https://www.clemson.edu/graduate/cost-aid/assistantships-fellowships.html>

For School of Architecture assistantships, see <https://www.clemson.edu/graduate/cost-aid/assistantships-fellowships.html>

School of Architecture graduate assistantships are awarded based primarily on academic performance, although a match between skills, qualifications, and school needs is also considered. New graduate program applicants are automatically considered for assistantships based on their standing in the applicant pool without a separate application. All other students, including new and continuing students, may apply for an assistantship on an annual basis.

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

Assistantships are announced by email to all graduate students in advance of the academic year (typically in the early summer), are awarded annually and bi-annually, are for an academic year or single semester, and do not renew. Students who have had assistantships may reapply and may be awarded if they qualify and have performed their previous duties well.

An assistantship is employment remunerated in the form of a tuition reduction and hourly pay. For assistantship tuition, see: <https://www.clemson.edu/graduate/finance-tuition/index.html>. To receive the reduced tuition and fees for a particular semester, a qualified student must be on the department payroll by end of the second week of that semester. As with any employment, assistants must perform their responsibilities with diligence and in a professional manner.

Assistantships are described as ¼-time (5 hours per week), ½-time (10 hours per week), ¾-time (15 hours per week), or full-time (20 hours per week) appointments. However, the School of Architecture awards and typically permits only ½-time assistantships, so that graduate assistants may maintain a full course load and not delay their graduation. Tuition reduction rate, is respectively related to the assistantship classification (¼, ½, ¾, or full) and is, is Typically, students with assistantships of ¾-time or above are not permitted a 15-credit hour course load, and will therefore delay their graduation. See the prior section on “Maximum Enrollment.” Assistantship classification exceptions can be made for PhD, MS, and qualified MARCH students.

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

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

Minimum Enrollment

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

Assistants at Off-Campus Centers

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

Assistantship Record-Keeping

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

Assistants must keep a work log including columns for information including weekly task description, hours worked per week, and time under or over the 10 hours per week expectation. The assistant must be able to present their work log to their supervisor, Student Services Coordinator, department accountant, or school director upon request. Assistants should provide their supervisor with an accounting at least every month, if not sooner, as determined by their supervisor. Assistants who do not fulfill their obligations or work the requisite number of hours are liable to lose the assistantship award prior to the end of the year.

Assistantship Work Schedule, Expectations, and Performance

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

School of Architecture assistantships are 10 hours per week. You must keep a work schedule with your faculty or staff supervisor to coordinate expected hours of work each week to satisfy your appointment. If you do not fulfill the required number of hours during a given week, it should be made up the next week; you are required to satisfy the cumulative number of hours expected during the course of the semester or your appointment. Conversely, if you work more than 10 hours on a ½-time assistantship, you should be expected to work correspondingly less in the following week, or as agreed by you and your supervisor. In other words, your teaching, research, or administrative supervisor should expect you to work your full number of required hours per week, or on average, but should not expect you to work any more than what is established in your assistantship agreement.

You are encouraged to discuss any issues regarding your workload or work expectations with your supervisor. If there is a misunderstanding about the terms or expectations with the supervisor, let the Student Services Coordinator know. If necessary, the Coordinator will discuss the matter with the Program Director and the Department Chair. Keep in mind that your supervisor should also be relatively understanding about your academic obligations, but, as with any employment situation, should expect professional conduct in terms of reliability, consistency, time-management, communication, and competence. Inability to satisfy reasonable employment expectations is grounds for termination of the assistantship. Your supervisor will also be asked to write a performance review of your work

at the end of your assistantship that will be available for review by future supervisors; if your performance is found to be wanting, you may be denied another assistantship in the competitive allocation process.

The University Calendar for Employees and Assistants

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

In the event of a death in your immediate family, illness of a close family member, or personal illness or hardship, you may request up to four weeks leave without pay per semester and one week of leave without pay per summer session from your immediate supervisor. Graduate students are entitled to take as holidays the days on which the University is officially closed. See the official University holiday schedule at <https://www.clemson.edu/human-resources/benefits/leave-and-holidays/holiday.html>. Graduate assistants do not accrue paid vacation time.

Reduction of Assistantship Pay

Normally, your agreed-upon workload will be submitted as hours worked for each payroll period. However, if the amount of work you perform consistently deviates below the required workload, your pay will be reduced accordingly. Due to the procedure in which time sheets are currently used, it may be necessary to implement any pay reductions in the pay period following the one in which the work deficiency actually occurred. Pay also may be withheld from students who violate the vacation policy (see below).

Termination of Assistantship Pay

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

Outside Employment during an Assistantship

Outside employment is difficult due to the demands of the program, and even more so with an assistantship. Since ½-time assistantships are the maximum with our program's credit hour requirements, outside employment is not permitted with an assistantship because it would exceed this limit.

Paydays

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

Paperless Pay

Stipend checks must be direct-deposited through the University system. You will receive instructions when you complete your employment paperwork on setting up your direct deposit. This action is mandatory; no exceptions. Pay stubs will not be given/mailed to you, but are available electronically.

To view your pay stub and other employment-related information, go to <https://cubs.sites.clemson.edu/>, and click on view pay check.

Income Taxes

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

Work Injury Protocol

Should you be injured during the course of your employment responsibilities, you must immediately report the injury to your supervisor. Your supervisor should then immediately call the workers' compensation insurance company. Their medical manager will gather information about the accident and direct you to a healthcare facility or physician for treatment. No coverage will be provided for work-related claims unless reported by your supervisor before you receive medical treatment at the authorized provider.

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

Work Products

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

Military Leave Policy

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

School of Architecture Student Honors, Awards & Travel Fellowships

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

The Henry Adams Medal

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

The Mickel Prize in Architecture

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

The Harlan E. McClure Award

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

AIA Fellowships

A number of South Carolina AIA state chapters sponsor fellowships. These awards, which entail a cash award and tuition remission for non-resident students may be awarded to new students for recruiting purposes or to continuing students on the basis of academic performance. Awards depend on the amount, timing, and availability of funds.

Additional Awards and Fellowships

On occasion there may be modifications and/or additions to the annual awards and fellowships provided by the School of Architecture.

Withdrawing from the Program and the University

If for any reason you are considering or decide to withdraw from the program, talk with your Advisor and the Program Director to discuss alternatives, such as taking a leave of absence, and for guidance in the proper procedures. Failure to follow the procedures may result in your owing tuition and other fees to the University. This applies to both domestic and international students. See <http://www.clemson.edu/graduate/students/policies-procedures/index.html>.

Department and Graduate School Forms

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

Interacting with Faculty

Unless a faculty member indicates or signals otherwise, it is respectful to address all faculty members as “Professor,” regardless of whether they are a Lecturer, Senior Lecturer, Assistant Professor, Associate Professor, or full Professor, the various ranks typical in academia. Those with a doctorate, or Ph.D., may be addressed as “Dr.” Keep in mind that classroom time is only a fraction of a professor’s job. In addition to classroom time, teaching includes preparation, grading, and related activities such as student advising and student research committees. Part-time faculty may well also have a professional career outside of teaching. Meanwhile, full-time faculty are expected to be productive in research and to serve their departments, college, and/or university in the form of committee work and administration. This non-teaching work may account for more than 2/3 of faculty time and responsibility.

Feedback: Student Assessment of Faculty

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

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

Feedback: En Route through the Program

You do not need to wait until your Exit Interview to provide feedback about your experience. If you want to discuss issues about your experience, make an appointment with your instructor, advisor/program director, or school director as seems most appropriate for the issue. As discussed elsewhere, always try to solve a problem at the most direct or immediate level first and go from there.

Feedback: Exit Interviews

At the end of the semester, program directors will schedule exit interviews for feedback about the program and your experiences.

Department and Program Events

Lecture Series

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

Student Involvement and Organizations

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

When developing a student organization or other initiative, discuss the idea with the Program Director. This is especially true when engaging individuals or organizations outside of the School of Architecture, whether within the university or off-campus. Students must not create or establish any commitments or encumbrances for the School of Architecture without the written approval of their Program Director or the Department Chair. For a comprehensive list see:

<https://www.clemson.edu/caah/academics/architecture/resources/clubs-and-organizations.html>

For a comprehensive calendar see:

<https://www.clemson.edu/caah/academics/architecture/resources/student-resources.html>

Graduate Student Government

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

biweekly senate meetings are open to all graduate students. See the Graduate School Announcements (<https://www.clemson.edu/graduate/students/>) for more information, or contact the GSG office at (864) 656-2697. Your active participation in the Graduate Student Government is encouraged. Participation in the GSG can provide valuable leadership experience.

Looking for Leaders: Student Participation in University and School Committees

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

Professional Organizations

NAAB

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

The curriculum of a NAAB-accredited program includes general studies, professional studies, and electives, which together comprise a liberal education in architecture. The curriculum ensures that graduates will be technically competent, critical thinkers who are capable of defining multiple career paths within a changing societal context. More specifically, the NAAB requires an accredited program to produce graduates who: are competent in a range of intellectual, spatial, technical, and interpersonal skills; understand the historical, socio-cultural, and environmental context of architecture; are able to solve architectural design problems, including the integration of technical systems and health and safety requirements; and comprehend architects' roles and responsibilities in society.”
For additional accrediting information, see: - remove this line and link

NCARB

NCARB is the National Council of Architectural Registration Boards (www.ncarb.org). Members are the architectural registration boards of the 50 states, the District of Columbia, and three U.S. territories (Guam, Puerto Rico, and the U.S. Virgin Islands). Each registration board has state-appointed public and professional members as well as an administrator. NCARB's primary function is to maintain records for state boards, architects, and interns. NCARB protects the public health, safety, and welfare by leading the regulation of the practice of architecture through the development and application of standards for licensure and credentialing of architects. The NCARB website (www.ncarb.org) is a useful resource for architecture students and professionals.

AXP

To become a licensed architect in the United States, you must complete an internship approved by NCARB through the AXP program. The Architectural Experience Program (AXP) is a comprehensive training program created to ensure that interns in the architecture profession gain the knowledge and skills required for the independent practice of architecture. The AXP was created jointly in the 1970s by the National Council of Architectural Registration Boards (NCARB) and the [American Institute of Architects \(AIA\)](http://www.aia.org) and is administered by NCARB.

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

For an overview of the Experience Requirements, see:

<https://www.ncarb.org/gain-axp-experience>

AIA

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

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

- Sponsors hundreds of [continuing education experiences](#) to help architects maintain their licensure
- Sets the industry standard in [contract documents](#) with more than 100 forms and contracts used in the design and construction industry

- Publishes [online publications](#)
- Provides countless [Web-based resources for emerging architecture professionals](#)
- Conducts [market research](#) and provides analysis of the economic factors that affect the business of architecture
- Hosts the annual [AIA National Convention and Design Exposition](#)
- Serves as an [advocate of the architecture profession](#)
- Champions architects' future by [enhancing public belief in the value of design](#)
- Promotes design excellence and outstanding professional achievement through [an awards program](#)

Unprofessional and Discriminatory Conduct

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

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

Student Health and Safety

University Health Services

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

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

Counseling

The demands of graduate school can sometimes seem overwhelming. You will certainly feel some stress during your time as a graduate student. If this becomes too much to bear, and if you feel you could benefit from talking to a counselor — about grad school stress or any other issue — contact the Counseling and Psychological Services program (CAPS), located in Redfern Health Center.

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

To learn about their current programs, visit the CAPS website at <https://www.clemson.edu/campus-life/student-health/caps/services-and-programs/index.html> or call them at (864) 656-2451.

Accommodations for Students with Disabilities

Student Disability Services coordinates the provision of reasonable accommodations for students with physical, emotional, or learning disabilities. Accommodations are individualized, flexible, and confidential and are based on the nature of the disability and the academic environment, in compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990.

Students are encouraged to consult with the Disability Services staff early in the semester, preferably prior to the first day of class. Current documentation of a specific disability from a licensed professional is needed. Additional information or appointments are available from Student Disability Services, Suite 239 in the Academic Success Center, 656-6848. Details on policies and procedures are available at <https://www.clemson.edu/academics/studentaccess/>.

Title IX—Sexual Harassment and Sexual Violence

Clemson University is committed to a policy of equal opportunity for all persons and does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender, pregnancy, national origin, age, disability, veteran's status, genetic information or protected activity (e.g., opposition to prohibited discrimination or participation in any complaint process, etc.) in employment, educational programs and activities, admissions and financial aid. This includes a prohibition against sexual harassment and sexual violence as mandated by Title IX of the Education Amendments of 1972. The policy is located at <https://www.clemson.edu/campus-life/campus-services/access/title-ix/index.html>.

The “Aspire” Healthy Campus Program

See <https://www.clemson.edu/studentaffairs/find-support/shs/divisions/healthy-campus/index.html>

Tobacco Use

Smoking and the use of other tobacco products are not permitted in campus buildings. When smoking outdoors, please remember that cigarette butts are litter—when extinguished, please dispose of them properly. For more information, see <https://housing.clemson.edu/resource/tobacco-use-smoking/>

Drugs and Alcohol

The use, possession, distribution or dispensation of illegal drugs is strictly prohibited. Alcohol and illegal drugs are not permitted in Lee Hall and on campus. The discovery of empty containers of alcoholic beverages in Lee Hall may result in an investigation. Violation could result in your dismissal from the Graduate Program and the University. For more information, see <https://www.clemson.edu/studentaffairs/community-resources/oces/student-handbook/general-policies/index.html>.

Unconcealed and Concealed Weapons

You should immediately alert the campus police of any suspicions that anyone has a weapon on campus. The campus police can determine the legality or threat of this action. Campus Police: 864-656-2222. From a campus phone: 2222.

Pets on Campus

With the exception of service animals and tropical fish, pets are not permitted inside university facilities. This includes dogs, who are not service animals, in Lee Hall. This is university policy.

Personal and Property Safety On and Off-Campus

We are very fortunate to live in a place relatively free of thefts, burglaries, and other crimes. Every year, however, there are various crimes. The Campus Police Department is required to keep and make available crime statistics. Academic buildings are often unlocked, even on (football) weekends, when the Lee Hall surroundings are occupied by tailgaters. Over many years, we have had few problems. However, please secure all of your valuables.

Night-time Parking and Safety

Overnight parking is generally not allowed in University parking lots, including the Lee Hall parking lot. Review the Parking Regulations. You may need to move your car if you must be in Lee Hall all night.

After 4:30pm, students may park in the Green employee spaces. Therefore students parked in more distant commuter lots may move their cars closer to Lee Hall in the evening. Be sure to move your car out of the Green striped spaces before 7am. See <https://www.clemson.edu/campus-life/parking/students/index.html>.

TigerTransit provides rides between 6pm and 6am. See <https://www.clemson.edu/campus-life/parking/transit/campus-services/nighttime-tiger-transit.html>.

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

Emergencies

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

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

For more information about emergency preparedness, see:

<https://ccit.clemson.edu/news/severe-weather-it-preparedness/>. Sign up to have emergency alerts sent to your phone or mobile device. See <http://www.clemson.edu/students/> for CU Safe Alerts <http://www.clemson.edu/cusafety/>.

Inclement weather

Cancellation of classes due to inclement weather is determined by SC State government and University Administration and announced through local radio and television stations and the CU Alert system.

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

Student Life

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

Political and Religious Activities

In the interest of maintaining diversity and a productive work environment, and avoiding the endorsement of particular views, it is university policy not to engage in political and religious activities. It is similarly departmental policy that no political or religious signs will be displayed. Similarly, university email lists/systems should not be used to transmit political or religious messages.

Disputes and Grievance Procedures

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

In the event that a misunderstanding has become a dispute that cannot be resolved through face-to-face discussion with the faculty member, keep the following in mind. Write the faculty member an email that outlines your understanding of the issues and presents reasonable solutions, keep a copy, and wait for a reply. If the matter remains unresolved, make an appointment to seek advice from the Graduate Program Director. He or she will advise you as to the best course of action, may seek to arbitrate the matter, or may discuss it with the department chair. Disputes should always be resolved at the lowest possible level. In disputes with faculty members you should always begin with discussion with the faculty member and work through departmental channels as just described. Not following this protocol may be deemed unprofessional or make matters worse. Your advisor, program director, or department chair will advise you when a matter cannot be resolved within the department, and when the next step is to address the matter with the Graduate School. Please note the types of matters that will be addressed at this level.

The Graduate Academic Grievance Committee

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

GAGC Procedures

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

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

If the grievance remains unresolved, the student may file the complaint with the Graduate School. The student must first meet with the associate dean of the Graduate School charged with oversight of the GAGC. The associate dean

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

The student may seek external counsel (an advisor, an attorney, etc.) to assist with preparation of materials to submit to the GAGC. The student may request such individual accompany him or her to the hearing and may wish to proceed to prepare for this event. Questions concerning possible impacts on the student's graduate status should he or she not be successful in the grievance may be discussed at this time with the associate dean of the Graduate School. The IGRB will determine if the complaint, as submitted on Form GSg-A constitutes a grievance under the Graduate School's policies. Grievable complaints will be addressed by a subcommittee of the GAGC appointed for the purpose of addressing the complaint in question. The subcommittee will convene an informal, closed hearing to recommend a resolution to the grievance. For more information about the procedures, refer to the Graduate School Announcements at www.registrar.clemson.edu/html/catalogGrad.htm.

University Ombudsman

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

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

The Office of the Ombudsman provides fair and impartial counseling to faculty members, graduate students and post-docs by: 1) addressing problems and concerns, and identifying and evaluating options to reach resolutions; 2) providing available resources within the University, particularly as to policies and procedures; 3) serving as a neutral party in conflict resolution; 4) opening lines of communication through mediation; and 5) recommending changes in University policies and procedures when necessary. The ombudsman assists in issues of harassment, academics, unfair or inequitable treatment, or any other University policy that you feel has been applied unfairly or erroneously. The ombudsman, as a designated neutral, has the responsibility of maintaining strict confidentiality concerning matters that are brought to his attention unless given permission to do otherwise. The only exceptions, at the sole discretion of the ombudsman, are where there appears to be imminent threat of serious harm. The ombudsman must take all reasonable steps to protect any records and files pertaining to confidential discussions from inspection by all other persons, including management.

The ombudsman will not testify in any formal judicial or administrative hearing about concerns brought to his attention. When making recommendations, the ombudsman has the responsibility to suggest actions or policies that will be equitable to all parties. Concerns can be directed to the University ombudsman by letter, walk-in, appointment or telephone: R. Gordon Halfacre, University Ombudsman for Faculty and Graduate Students and member of the Ombudsman Association, 101 Clemson House; telephone (864) 656-4353 or (864) 656-4957; email ombudsman@clemson.edu.

University Policies

Please review the complete list of University Policies at <https://www.clemson.edu/studentaffairs/community-resources/oces/student-handbook/index.html>.

GRADUATING FROM THE PROGRAM

Career Planning

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

Architecture Career Expo

Each spring semester the School of Architecture, sometimes in conjunction with the Department of Landscape Architecture, hosts a Career Expo. You will see announcements by email, flyer, and the School's social media.

En Route and Final Year Advisement

Each semester you will review the Plan of Study as you register for your next semester's courses. If you have any questions about following the Plan of Study, contact your major advisor/program director. In the beginning of your final academic year (Semester 5), be sure to review the latest Plan of Study determine that you will satisfy graduation requirements in your final fall and spring semesters.

Finalized GS2 Form

The GS2 form has been discussed in previous sections. After you register for Semester 5 classes, you will be able to complete a finalized GS2 form. Since Semester 5 includes electives and Semester 6 does not, you will know your complete and final Plan of Study after you have begun Semester 5 coursework.

Note that your GS2 Form and transcript must match in order for you to graduate and receive your degree. See <http://www.clemson.edu/graduate/students/gs2-hints.html>.

GS7M Form for Comprehensive Studio “Final Exam”

The Graduate School records successful completion of graduate studies with the submission of a completed and signed GS7M form. This form will be signed and submitted by your Semester 6 Comprehensive Studio instructor(s) upon successful completion of coursework. Your instructor will provide further information. To download the form, see http://www.grad.clemson.edu/forms/forms_graduating.php.

Graduation Dates and Deadlines

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

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

Apply for Graduation

To graduate, you must submit a formal application for a diploma to the Graduate School. Go to your iRoar account and select “Apply for Graduation.”

Pre-Graduation Requirements

Final Studio Work Documentation

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

Program Assessment Form and Exit Interviews

- Prior to graduation you may be asked to complete a Program Assessment form. Your feedback will consider the department's admission policies and criteria, advising policies, curriculum, etc. You will also be asked to participate in an “exit interview” to discuss your overall experience, highlights, and any disappointments over your course of study.

Other Requirements

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

- Clean your studio desk and storage units. Throw away anything that you do not want to take with you.
- Turn in any keys for university facilities.
- Return all borrowed materials (books, journals, etc.).

After Graduation: AXP

If you plan to pursue a “traditional” career in architecture, and become a licensed architect, be sure to review and satisfy your AXP requirements. See the previous section on AXP and <https://www.ncarb.org/gain-axp-experience>.

Letters of Recommendation

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

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

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

As noted above in the section on FERPA, laws indicate that you must supply the faculty letter writer with written permission to write a job reference or reference for academic purposes, such as scholarships and awards. See <https://www.clemson.edu/administration/ogc/selected-policies/ferpa.html>

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

Handbook Policy and Administration

Governing Policies

As indicated at the outset, this Handbook is a supplement to the requirements, policies, and procedures described in the *Graduate School Announcements* (www.registrar.clemson.edu/html/catalogGrad.htm) and on the Graduate School website (<http://www.clemson.edu/graduate/students/policies-procedures/index.html>).

Handbook Updates

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

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

Acknowledgement of Handbook Contents

Graduate students in the School of Architecture are sent an electronic copy of the Handbook and are informed that they are required to read this Handbook. Students are required to sign this page acknowledging that they have read this Handbook in its entirety, including any appendices.

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

Printed Name

Signature

Date

CU ID#

CU Email address

Handbook UPDATES

Record of Updates

Aug. 6, 2014. Page 5, M. Arch. II preparatory coursework expectations updated to match Graduate Admissions webpage and Plan of Study notes. Page 12, Greenlink bus info added. Page 35, link to Campus Banner + Design added. Page 33-34, added “Lee Hall House Rules” added. Page 41, software (Adobe) update added. Page 47, note on 2014 NAAB Conditions added. Pages 50-54, link to assistantship webpage, Hourly Employment sections added. Page 55, section on AIA Fellowships added. Page 56, sections about student feedback added. Page 62, Title IX and Aspire program sections added. Page 66, added another University Policies link. Page 68, GS7M form section added. *Passim*, various editorial changes and weblink updates throughout.

Aug. 10, 2015. Page 1, contacts. Page 5, updated degree track descriptions to more closely match website descriptions. Page 7, description of admissions process expanded. Pages 8-9, moved sections about Assistantships to pages 49-50, adding an “Assistants at Off-Campus Centers” section with relocated text. Page 18, GS2 form updates related to new iRoar form interface. Page 39, no spray paint or glue. Pages 42-45, deleted 2009 NAAB criteria and inserted 2014 criteria. Page 50, assistantship record-keeping and work log. Page 60, added “Accommodations for Students with Disabilities” section and updated Title IX section. Page 66, GS2 section update. *Passim*, various editorial changes and weblink updates throughout.

Aug. 12, 2016. Page 46-47, references to D grades removed. Various editorial changes and weblink updates.

Aug. 20, 2017. Pages 17–19, Plan of Study and GS2 form description and process. Editorial changes.

Aug. 8, 2018. Page 13, Working Through the Program, Graduate Architecture Program Studio Culture, Expectations, and Responsibilities. Studio spaces/desks assignment and accessibility policy defined. Pages 46-47, Grading and Grade Point Average. Plus/minus grading policy details added in replace of previous “whole grade” policy. Pages 47-48, Grading Studio and Design Work. Editorial changes. Page 48, Minimum Performance Expectations. B average changed to numerical 3.0 GPA consistent with Clemson Graduate School Policy. Page 48, Academic Probation and Dismissal. B average changed to numerical 3.0 GPA consistent with Clemson Graduate School Policy. Various editorial changes and weblink updates throughout.

Aug. 19, 2019. Page 9, Computer and Digital Technologies Proficiencies. Page 49, Academic Probation and Dismissal. Page 51, Graduate Assistantships. Page 57, Student Organizations, GAPP and comprehensive link. Page 60, AXP, Architectural Experience Program. Page 70, Acknowledgement of Handbook Contents. Various editorial changes and weblink updates throughout

July 28, 2020. Page 41-43, Computers and Software. Page 24, Off-Campus Courses and Electives, atten. Internships. Various editorial changes and weblink updates throughout

August 4 2021. Various editorial changes and weblink updates throughout

August 15, 2022. Various editorial changes and weblink updates throughout

December 1, 2024. Various editorial changes and weblink updates throughout