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

http://samfoxschool.wustl.edu
https://inside.samfox.wustl.edu

SAM FOX SCHOOL REGISTRAR’S OFFICE
Bixby Hall, Room 1
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(314) 935-0532

Cris Baldwin, Senior Assistant Dean & Registrar
crissbaldwin@wustl.edu
(314) 935-4761

Aaron Akins, Associate Registrar
aakins@wustl.edu
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John Early, Undergraduate Academic Advising Coordinator
john.early@wustl.edu
(314) 935-3106

ACADEMIC CALENDAR
Refer to the University-wide calendar at registrar.wustl.edu for a list of the dates and deadlines applicable to the semester.

DEADLINES
Deadlines are not negotiable. Failure to meet them may result in failing grades and postponement of graduation.

STUDENT CONDUCT
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SAM FOX SCHOOL OF DESIGN & VISUAL ARTS GRIEVANCE PROCEDURES
The dynamic and creative studio culture at the heart of the Sam Fox School strives to be safe and inclusive for all members of our community. Our faculty, staff, and students join together in their commitment to creating learning environments of mutual respect and integrity. When concerns or disagreements arise about conduct, grading, or other matters in the College of Art and Architecture, policies exist for pursuing a proper resolution.

Grade Dispute Policy
The Sam Fox School aims to provide each student with a fair assessment of their academic work and studio. Students have the right to dispute their overall course grade (not individual assignments) if they believe that grade does not accurately reflect the quality of their work. A grade dispute must be submitted to the faculty member who assigned the grade within 30 days of receipt of the grade. The School stresses that every effort to resolve this dispute be made by the faculty and student involved. A student’s eligibility for advancement in sequential coursework requires timely resolution of the grade dispute. If the student is a graduation candidate, the dispute process must comply with the intent to Graduate submission deadlines set forth by the Office of the University Registrar or the degree conformance will be delayed by one semester or until resolved.

1. The student presents their question about the grade in writing to their faculty member clearly stating the reasons for questioning the grade.

2. The faculty member and the student review grading procedures as stated in syllabus and determining factors in the student’s grade.

3. If the case is not resolved between student and faculty the student may put forth their complaint in writing with supporting evidence to the Chair of the academic program with a copy to faculty member involved with the dispute. The student should provide all the course syllabus and materials relevant to the assigned grade two weeks after the complaint. If a conflict of interest exists between the student and the chair (e.g. the Chair is teaching the course), the case will be referred to another Chair in the School or the Director of the College.

4. The Chair of the academic program will review the materials. The Chair will resolve the dispute working with the faculty member and student to arrive at a determination.

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If a member of our academic community feels the ethical and safe environment of the classroom has been compromised, for whatever reason, they may seek guidance through the School’s Faculty Student Mediator, Professor Jeff File. Students may also consult Washington University’s Grievance Policy and Procedures for Allegations by Undergraduate Students Against Faculty.

In addition, University Resources available for support include the following:
- Title IX Issues/Sexual Harassment
- Mental Health Concerns
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- Immediate Physical/Mental Health Concerns
- Diversity and Inclusion: Bias Concerns
- Graduate Student Ombudsperson

DEGREE REQUIREMENTS
Students must fulfill the following degree requirements:

A. Foundation Courses

1. Practicums in Architecture, Landscape Architecture, and Urban Design (AA616 and AA184), 2 units.

B. Requirements

1. Writing: Every student must demonstrate proficiency in reading and writing the English language and must begin to develop mature skills in framing and revising arguments by completing course work as determined by the Department of English with a grade of C- or better.

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

3. Physics (Natural Sciences/Math): Students must complete the course at Washington University in St. Louis with a grade of C- or better. Students may petition to satisfy this requirement at another university. Petitions must be submitted and approved in advance. May not be taken with P/F option.

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

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

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

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

C. Major Required Courses: Bachelor of Science in Architecture

<table>
<thead>
<tr>
<th>Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Required Coursework</td>
<td>27</td>
</tr>
<tr>
<td>Electives*</td>
<td>27</td>
</tr>
</tbody>
</table>

* A maximum of 15 non-Washington University units, including Advanced Placement, International Baccalaureate, and transfer credit is permitted.
or three hours of studio work a week for one semester.

Graduate Admissions Committee.

concentration. Courses required for the major must be
advanced courses (numbered 300, 400, or 500). The 30

A- superior yes 3.7
A superior yes 4.0

Credit  Credit Per Unit

W withdraw (medical leave) -- 0.0
R repeat/retake -- --

*D this grade signifies that the student has not completed part of the student's work (exclusive of examinations) but has satisfactorily completed the rest of the work. A student must remove a grade of I as indicated below.

The VLA grade is only for undergraduate students who withdraw from all semester coursework with an approved medical leave of absence.

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

MINIMUM GRADE POINT AVERAGE
Students in the College of Architecture must have a minimum grade point average of 2.0 to graduate.

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

INCOMPLETE COURSES
Students who, following the last day for withdrawal from courses, experience medical or personal problems that make satisfactory completion of course work unlikely may request a grade of Incomplete. Students in such a situation should take the following steps: 1. Contact the instructor before the final review or exam to discuss the request; 2. If the instructor consents, complete an Incomplete Grade Petition signed by the instructor and the student; and, 3. Return the signed petition to the Sam Fox School Registrar's Office for pre-approval. Only with pre-approval and upon receipt of an official transcript indicating a grade of C or better will courses be considered for transfer. If the second grade is lower, both grades will stand. Credit towards the major, if the deficiency is not resolved by the end of the next semester of residency.

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

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

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

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

ADVANCED PLACEMENT CREDIT
A maximum of 15 units of pre-matriculation or non-Washington University credit may be counted towards an undergraduate degree. These units will count towards graduation but will not meet general education requirements. For more information, review the "Sam Fox School Advanced Placement Procedures" at: http://art.wustl.edu/student_resources/forms.

TRANSFER CREDIT
A maximum of 15 units of pre-matriculation or non-Washington University transfer credit may be counted towards an undergraduate degree. These units will count towards graduation but will not meet general education requirements. Students wishing to transfer credit for course work completed at another institution must bring a full course description and/or syllabus to the Sam Fox School Registrar's Office for pre-approval. Only with pre-approval and upon receipt of an official transcript indicating a grade of C or better will courses be considered for transfer. Grades for transfer courses will not appear on the student's Washington University transcript and do not figure into the student's grade point average. College courses taken to fulfill high school graduation requirements will not be considered for transfer credit. Washington University does not transfer credit for courses taken online.

Transfer credit cannot be used to fulfill the Calculus I requirement.

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

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

Students deferring admission or taking a gap year are not eligible to earn transfer credit.

ENROLLMENT STATUS
Definitions of "full-time study," "half-time study," etc., are based on federal regulations. Enrollment status impacts eligibility for campus services and the University's reporting obligations. Alignment with policies in financial aid, international student services, health insurance, VA benefits, and athletics is critical.

Washington University's definition for full-time undergraduate study is at least 12 credit-bearing units (semester hours) per term. Units taken under the Audit grade option do not factor into enrollment status calculations, therefore they cannot count toward the 12 units required for full-time enrollment.

REGISTRATION UNITS
Undergraduate students will normally enroll in 15-16 units each semester.
Students cannot enroll in more than 18.5 units without obtaining the permission of the undergraduate program chair.

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

**COURSE ENROLLMENT MINIMUMS**

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

**SEMINARS**

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

**SAM FOX SCHOOL UNDERGRADUATE STUDY ABROAD PROGRAMS**

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

**PREREQUISITES**

Students enrolling in seminars or workshops without the necessary prerequisites must seek permission from the instructor; registration without this permission does not guarantee enrollment in the course.

**INDEPENDENT STUDY**

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

Three units (juniors & seniors) and 1 unit (first and second-year students) are the maximum that can be taken for independent study courses. These courses cannot replace architectural design studios or other required courses. Most proposals granted are 1 unit.

**ABSENCE RULE**

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

**LEAVE OF ABSENCE (LOA)**

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

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

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

Students who are on a leave or absence for medical, mental health, academic, family personal or any other reason are not eligible to participate in a registered student group, hold a student group leadership position, or attend a plan a student group sponsored event as a representative of said student group. Depending on the type of leave and any corresponding policy restrictions, students on a leave of absence may or may not be able to attend campus-wide events as a guest of a current Washington University student.

**FINANCIAL OBLIGATIONS**

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

**WITHDRAWALS AND REFUNDS**

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

### Withdrawal Date

<table>
<thead>
<tr>
<th>Period</th>
<th>Refund</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prior to 1st class meeting</td>
<td>100%</td>
</tr>
<tr>
<td>Prior to 2nd class meeting</td>
<td>100%</td>
</tr>
<tr>
<td>Within first 2 weeks of class</td>
<td>100%</td>
</tr>
<tr>
<td>Within 3rd to 4th week of classes</td>
<td>80%</td>
</tr>
<tr>
<td>Within 5th to 6th week of classes</td>
<td>60%</td>
</tr>
<tr>
<td>Within 7th or 8th week of classes</td>
<td>50%</td>
</tr>
<tr>
<td>Within 9th or 10th week of classes</td>
<td>40%</td>
</tr>
<tr>
<td>Within 11th or 12th week of classes</td>
<td>0%</td>
</tr>
</tbody>
</table>

**SUMMER WITHDRAWALS AND REFUNDS**

The Sam Fox School reserves the right to cancel a course if it has not enrolled enough students before the first day of class. If a course is canceled, all enrolled students will be notified, dropped from the class, and tuition and fees removed.

If a course is not canceled, a student may be released from their obligation to pay full tuition and fees by canceling their registration according to the schedule:

<table>
<thead>
<tr>
<th>Withdrawal Date</th>
<th>Refund</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prior to 30% of published meeting dates</td>
<td>100% tuition + fees</td>
</tr>
<tr>
<td>Prior to 45% of published meeting dates</td>
<td>100%</td>
</tr>
<tr>
<td>Prior to 60% of published meeting dates</td>
<td>100%</td>
</tr>
<tr>
<td>After 61% of published meeting dates</td>
<td>0% refund</td>
</tr>
</tbody>
</table>

Requests for refunds must be made in writing to the Sam Fox School Registrar’s Office.

Students may drop a course without penalty through the 80% tuition refund deadline and may withdraw from a course through the 40% tuition refund deadline.

**SATISFACTORY PROGRESS TOWARD A DEGREE**

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

**ACADEMIC PROBATION AND SUSPENSION**

A student whose semester grade point average is below 2.0 (grade of C) or who falls below a “pace” of 66.2/3% (number of units earned divided by the number of units attempted) will be placed on academic probation. If, after the following semester, the semester grade point average is still below 2.0 or the pace is below 66.2/3%, the student may be ineligible for normal advancement and may be suspended. While the College allows all students to prove themselves, it is not in the best interest of either the student or the College to permit a student to continue indefinitely in educational programs in which they are not producing satisfactory results.

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

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

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

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

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

No transfer credit will be awarded for courses taken while a student is suspended from Washington University for violations of the University Student Judicial Code or Academic Integrity policy.
ACADEMIC HONORS
Dean’s List: In recognition of exceptional scholarship, first-year, sophomore, junior and senior architecture students who have earned at least 14 units under the letter grade option (excludes courses taken pass/fail or audit) and earned a grade point average of 3.5 or higher during a semester will be cited on the Dean’s List. Latin Honors: Graduating students may also be considered for Latin Honors (cum laude, magna cum laude, or summa cum laude) as determined by academic performance.

INTENT TO GRADUATE
Every candidate for a degree must file an “Intent to Graduate” in WebSTAC to participate in Commencement exercises. The deadlines for filing are in WebSTAC.

MINOR DECLARATION
Students declare their minors by using the University’s online registration system (WebSTAC).

GRADING FOR MINORS
Students must receive a grade of C- or better to earn credit.

MINORS
The requirements for all minors offered by the College of Architecture may be viewed at: https://samfoxschool.wustl.edu/academics/college-of-architecture/minors

Minor in Architecture
The Minor in Architecture is open to all undergraduate students at Washington University except Architecture majors. Students interested in the Minor in Architecture should contact Catalina Freixas, the designated Minor Advisor.

Minor in Architectural History and Theory
The Minor in Architectural History is open to all undergraduate students at Washington University regardless of major. Interested students should contact Shanetl Blakley, the designated Minor Advisor.

Minor in Landscape Architecture
The Minor in Landscape Architecture is open to all undergraduate students at Washington University, regardless of their major. Interested students should contact Eric Ellingsen, the designated Minor Advisor.

Minor in Urban Design
The Urban Design minor is open to all undergraduate students at Washington University, regardless of their major. Students interested in the Minor in Urban Design should speak directly with Petra Kempf, the designated Minor Advisor.

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

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

GRADUATE SCHOOL OF ARCHITECTURE & URBAN DESIGN
The Graduate School of Architecture & Urban Design is part of the Sam Fox School of Design & Visual Arts.

- http://samfoxschool.wustl.edu
- https://gradsamfox.wustl.edu

SAM FOX SCHOOL REGISTRAR'S OFFICE
Bixxy Hall, Room 1

- Georgia Binnington, Associate Dean of Students (314) 935-5532
- Cris Baldwin, Senior Assistant Dean & Registrar (314) 935-4761
- Aaron Akins, Associate Registrar (314) 935-6205

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4. The Chair of the academic program will review the materials. The Chair will resolve the dispute working with the faculty member and student to arrive at a determination.

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- Drug and Alcohol Concerns
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UNITS AND GRADES
A unit is the amount of credit given for one hour of lecture or three hours of studio work a week for one semester.

Graduate students in the Graduate School of Architecture & Urban Design may take one non-required course pass/fail each semester.

GRADE SCALE
Credit | Grade Points Per Unit
--- | ---
A+ | 4.0
A- | 3.7
A | 4.0
B+ | 3.3
B | 3.0
B- | 2.7
C+ | 2.3
C | 2.0
C- | 1.7
D+ | 1.3
D | 1.0
D- | 0.7
F | 0.0
I* | course work incomplete
X | examination not taken
N | no grade reported
P | pass (P/F option)
F/F | fail (P/F option)
L | successful audit
Z | unsuccessful audit
W | withdraw
WLA | withdraw (medical leave)
R | repeat/retake

MINIMUM GRADE REQUIREMENT
Students in the Graduate School of Architecture & Urban Design must complete all required courses with a C- or better grade. This includes required History & Theory, Urban Issues, MUD, and Ecological Systems electives.

Students who receive grades lower than C- in a required course or studio may be required to take a leave of absence before being allowed to repeat the course or studio in the following academic year.

MINIMUM GRADE POINT AVERAGE
Master’s students in the Graduate School of Architecture & Urban Design are required to have a minimum grade point average of 2.7 to graduate.

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

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

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

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

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

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

ENROLLMENT STATUS
Definitions of “full-time study,” “half-time study,” etc., are based on federal regulations. Enrollment status impacts eligibility for campus services and the University’s reporting obligations. Alignment with policies in financial aid, international student services, student health insurance, VA benefits, and athletics is critical.

Washington University’s definition for full-time undergraduate study is at least 9 credit-bearing units (semester hours) per term. Units taken under the Audit grade option do not factor into enrollment status calculations, therefore they cannot count toward the 9 units required for full-time enrollment.

MAXIMUM CREDIT LOADS
Graduate students cannot enroll in more than 18 units per semester. Increased credit waivers are granted for required English language courses and the A46 300A and A46 400A pre-seminar studios.

An enrollment above 21 units will be charged at the regular university rate per hour of the additional units and must be approved by the director or graduate Program Chair. Required English language courses and pre-seminar studios will not incur additional tuition charges.

ENGLISH LANGUAGE SUPPORT COURSES
All incoming international students will be enrolled in English Language Support courses. Students will be reviewed during the first week of classes and dismissed by the instructor if deemed unnecessary. Any student who needs continued support in the spring semester will be enrolled in additional workshops. These courses are required, but do not count towards degree requirements. There is no extra tuition charge for these courses; however, any student who withdraws from or does not pass these courses will be billed tuition.

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

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

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

Courses in University College do not count toward degree requirements.

Graduate students may not register for Construction Management courses in the School of Engineering Sever Institute unless they have been admitted to the Master of Construction Management dual degree program. The only exception is T64 573 Fundamentals of Construction Management, which can be taken as an elective by any graduate student in the Graduate School of Architecture & Urban Design. Students who enroll in Construction Management courses without admission to the MCM program will be assessed additional tuition for these courses.

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

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

PREREQUISITES
Students enrolling in seminars or workshops without the necessary prerequisites must seek permission from the instructor.

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

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

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

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

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

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

COURSE ENROLLMENT MINIMUMS
Each course must have a minimum enrollment of 8 students or it will be canceled.
ABSENCE RULE
Regular attendance at all classes and studio meetings is expected. If, in the instructor's opinion, any student has accumulated absences to such an extent as to preclude their ability to meet the course requirements, the student's registration in that course will be cancelled, subject to the director's approval.

SATISFACTORY PROGRESS TOWARD A DEGREE
Students must proceed at a pace that enables them to finish their degree within the appropriate time limit. All students must maintain a “pace” of 66 2/3% (the number of units earned divided by the number of units attempted).

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

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

Students on Academic Probation must successfully complete all courses for which they are enrolled and earn a semester GPA of at least 2.7. Successful completion is defined as follows: students must earn a B- or above in studio courses; students must earn a C- or above in all non-studio courses. Incompletes or Withdrawals after the drop deadline are not considered successful completions.

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

A student will be taken off of Academic Probation when:

A student who is on a leave or absence for medical, mental health, academic, family personal or any other reason is not eligible to participate in a registered student group, holds a student group leadership position, or attend/plan a student group sponsored event as a representative of said student group. Depending on the type of leave and any corresponding policy restrictions, students on a leave of absence may or may not be able to attend campus-wide events as a guest of a current Washington University student.

TUITION ADJUSTMENTS/REDUCED UNITS
Students must be enrolled full-time in each semester of the Master of Architecture, Master of Landscape Architecture, and Master of Urban Design programs. While students may choose to enroll for fewer than 9 units during their final semester, they are still required to pay full-time tuition and the University will report enrollment as follows:

Full-time: 9 credit-bearing units (semester hours) in a term
Half-time: 8.99 - 4.5 credit-bearing units
Less than half-time <4.5 credit-bearing units
Summer terms: 6 units = full-time; 5.99 - 3 units = half-time; <3 units = less than half-time

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

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

SUMMER WITHDRAWALS AND REFUNDS
The Sam Fox School reserves the right to cancel a course if it has not enrolled enough students before the first day of class. If a course is canceled, all enrolled students will be notified, dropped from the class, and will not be charged tuition and fees.

If a course is not canceled, a student may be released from their obligation to pay full tuition and fees by cancelling their registration according to the schedule below:

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

MASTER OF ARCHITECTURE PLACEMENT
MArch 3 students are placed at the 317 studio level. MArch 2 students are placed at the 419 studio level.

Students with advanced placement are encouraged to obtain waivers from the appropriate instructors for all lower-level course requirements. If students do not waive lower-level course requirements they are required to complete them as part of their degree requirements.

Students accepted into the MArch 2 program are encouraged to submit waiver materials during the summer prior to their first semester of enrollment. Students must be able to waive at least 1 of the following courses:

A46 4284 Architectural History II
A46 4338 Environmental Systems I
A46 445 Building Systems
A46 447A Structures I

Students who are unable to meet this waiver requirement will be required to enroll in A46 ARCH 447A Structures I
and A46 ARCH 448A Structures II during the summer following their second semester.

MASTER OF ARCHITECTURE COURSE WAIVERS
Regardless of placement level, a student may request that a required course be waived. Any such waiver requires evidence that the student has had adequate exposure to the required material in previous academic experience. Course waivers will only be granted for an equivalent course or combination of satisfactorily completed courses to fulfill NAAB-accredited program requirements. Equivalence is measured in terms of both content and assignments. Six waived units will count towards students program requirements. Each waived unit beyond six will be fulfilled with general elective units.

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

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

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

June 1st – All incoming students should submit all waiver materials prior to their first semester. Students may submit their materials to samfox.arch waivers@email.wustl.edu.

All submitted materials will be reviewed and students will be notified of waiver results.

MASTER OF ARCHITECTURE STUDY ABROAD
MArch students with 419-status or higher in the semester prior to study, in good academic standing, and a cumulative GPA of 3.0 or higher can sign-up to study abroad. Priority is given to students with higher GPA levels and GPAs.

- For first-semester students without a Washington University GPA, the cumulative GPA on the official transcript(s) from their previous institution(s) will be used.
- GPA scores are pulled from the Washington University Student Information System on the day of their sign-up and updated the 1st week of each semester.
- GPAs will not be recalculated after the 1st week of each semester.
- Students can participate in one study abroad program

MASTER OF ARCHITECTURE DEGREE - MArch 3
The MArch 3 curriculum is a six-semester, 105-unit, course of study, always beginning in the fall semester.

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

The complete MArch 2 curriculum may be found at: https://samfoxschool.wustl.edu/academics/college-of-architecture/master-of-architecture/curriculum

MASTER OF ARCHITECTURE DEGREE - MArch 2
Students who matriculated in 2020 and later

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

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

The complete MArch 2 curriculum may be found at: https://samfoxschool.wustl.edu/academics/college-of-architecture/master-of-architecture/curriculum

MASTER OF ARCHITECTURE GRADE REQUIREMENT IN THE GRADUATE CORE
Students who matriculated in 2020 and later

Enter into the vertical/topical studio sequence in the Master of Architecture graduate program will be predicated on the following:

Students in the MArch 3 program must earn a cumulative studio GPA of 2.5 or higher by the end of the complete first-year core studio sequence. Students who do not fulfill this cumulative studio GPA requirement must repeat at least one of the first-year core studios and raise their cumulative studio GPA to 2.5 or higher before being permitted to enroll in their final core studio, 419. If a student still has a cumulative studio GPA below 2.5 after repeating 317 and/or 318 they will be dismissed from the Master of Architecture Program.

Students in the MArch 3 program must earn a cumulative studio GPA of 2.6 or higher by the end of the complete core studio sequence (317/318/419). Students who do not fulfill this cumulative studio GPA requirement must take a leave of absence in the spring semester and repeat the 419 studio the following academic year and raise their cumulative studio GPA to 2.6 or higher before being permitted to enroll in the vertical/options studio sequence. If a student still has a cumulative studio GPA below 2.6 after repeating 419 they will be dismissed from the Master of Architecture Program.

Students in the MArch 2 program must earn a minimum studio grade of B- (2.7 studio GPA) in the 419 studio. If a student does not earn a grade of B- or better in the 419 studio they must have a minimum average studio GPA of 2.7 or better in the following three semesters. In addition to the coursework, three urban design studios (inclusive of a 1-2 week field trip in the spring semester and an immersion international traveling summer studio) are required. Students are also required to participate in two workshops, one in St. Louis and the other an international workshop, over spring break.

The complete MArch 3 curriculum may be found at: https://samfoxschool.wustl.edu/academics/college-of-architecture/master-of-urban-design/curriculum

MASTER OF URBAN DESIGN STUDIO GRADE REQUIREMENT
A MUD student wishing to take the summer urban design studio (714) must have earned a minimum average studio GPA of 2.7 or better in the first two urban design studios (711 & 713). Students who do not fulfill this minimum requirement must repeat 711 and/or 713. If a student does not fulfill this minimum requirement after repeating 711 and/or 713, they will be dismissed from the Master of Architecture Program.

The option to repeat a studio is contingent on a student having met the requirements of Academic Probation. A suspension or dismissal that is a result of the Academic Probation policy takes precedence over this Studio Grade Requirement policy.

MASTER OF URBAN DESIGN COMBINED DEGREE PROGRAMS
The MUD/Master of Architecture programs:

- MUD/Master of Landscape Architecture
- MUD/Master of Urban Design

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

MASTER OF URBAN DESIGN DEGREE - MLA 3
The MLA 3 curriculum is a six-semester, 90-unit, course of study, always beginning in the fall semester.
The complete MLA 2 curriculum may be found at: https://samfoxschool.wustl.edu/academics/college-of-architecture/master-of-landscape-architecture/curriculum

MASTER OF LANDSCAPE ARCHITECTURE DEGREE - MLA 2
The MLA 2 curriculum is a four-semester, 60-unit, course of study, beginning always in the fall semester.

The complete MLA 2 curriculum may be found at: https://samfoxschool.wustl.edu/academics/college-of-architecture/master-of-landscape-architecture/curriculum

MASTER OF LANDSCAPE ARCHITECTURE COMPREHENSIVE STUDIO REQUIREMENT
All Master of Landscape Architecture students (including dual degree students) must take at least one landscape architecture comprehensive studio (AAB 601 or AAB 602).

Students must achieve a minimum average grade of B- in the core sequence in order to enter the comprehensive studio sequence. Students who do not fulfill this requirement may be permitted to repeat the 501 or the 502 studio. If a student still fails to meet the B- average after taking an additional 500-level studio, they will be dismissed from the Master of Architecture Program.

The option to repeat a studio is contingent on a student having met the requirements of Academic Probation. A suspension or dismissal resulting from the Academic Probation policy takes precedence over this Studio Grade Requirement policy.

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

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

MASTER OF SCIENCE IN ARCHITECTURAL STUDIES
This post-professional degree program provides students the opportunity to engage in research specialization or focus beyond that possible within the professional degree programs. Two concentrations are currently available: Architectural Pedagogy, and the History and Culture of Architecture. Admission requires an application that includes a portfolio, transcripts, a statement of purpose with a specific research focus for the proposed program of study, and three letters of recommendation. Admission to this Master of Science program requires a faculty member to accept responsibility as the Academic Advisor who supervises the proposed course work and thesis.

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

* A maximum of 15 units can be “double-counted” for both the MArch, MLA, or MUD program and the Master of Science program. The Academic Advisor will make decisions regarding course units to be “double-counted”.

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

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

Master of Urban Design/Master of Architecture (MUD/MArch)
Master of Landscape Architecture/Master of Architecture (MLA/MArch)
Master of Landscape Architecture/Master of Urban Design (MLA/MUD)
Master of Business Administration/Master of Architecture (MBA/MArch)
Master of Construction Management/Master of Architecture (CMCM/MArch)
Master of Social Work/Master of Architecture (MSW/MArch)
Master of Public Health/Master of Architecture (MPH/MArch)

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

The complete Dr.SU curriculum may be found at: https://samfoxschool.wustl.edu/academics/college-of-architecture/doctor-of-sustainable-urbanism/curriculum

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

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

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

SATISFACTORY PROGRESS TOWARD A DEGREE
Students in the Doctor of Sustainable Urbanism program have five calendar years to complete degree requirements.

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

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

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

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

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

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

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

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