Morgan State University
School of Architecture and Planning

Department of Graduate Built Environment Studies
Program: Master of Architecture

Student Guidelines   (Version 8.0 : 07/12/17)

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1.   **Welcome to the Graduate Program in Architecture at Morgan State University!**

2.   Please consult regularly with the University website, the University's most up-to-date Academic Calendar, the most recent Graduate Catalog, and the School of Architecture + Planning's own website:

Morgan State University: www.morgan.edu

Morgan's Academic Calendars:
http://www.morgan.edu/academic_affairs/office_of_records_and_registration/academic_calendar/pdf_calendars.html

Academic Catalogs, Regulations, and Procedures (incl. Graduate Catalog for 2016-2017)
http://www.morgan.edu/academics/academic_catalogs.html (scroll down)

The School of Architecture and Planning: http://www.morgan.edu/School_of_Architecture_and_Planning.html

All of these documents affect your progress as a Master of Architecture student!

3.   **National Architectural Accreditation Board (NAAB).**

The School of Architecture & Planning offers professional degree programs awarding the Master of Architecture degree that is accredited by the National Architectural Accreditation Board (NAAB).

Public Information: **The Master of Architecture degree program at Morgan State University is an accredited professional degree**.

The following statement is from the National Architectural Accreditation Board's Conditions for Accreditation:

In the United States, most state registration boards require a degree from an accredited professional degree program as a prerequisite for licensure. The National Architectural Accrediting Board (NAAB), which is the sole agency authorized to accredit U.S. professional degree programs in architecture, recognizes three types of degrees: the Bachelor of Architecture, the Master of Architecture, and the Doctor of Architecture. A program may be granted a 6-year, 3-year, or 2-year term of accreditation, depending on the extent of its conformance with established educational standards. Master's degree programs may consist of a pre-professional undergraduate degree and a professional graduate degree that, when earned sequentially, constitute an accredited professional education. However, the preprofessional degree is not, by itself, recognized as an accredited degree.

3.   **NAAB**   *(cont'd)*

All students enrolled in Master of Architecture degree programs at Morgan State University are expected to be familiar with the NAAB website, and criteria defining accreditation. Students are encouraged to visit the NAAB website and become familiar with the NAAB Student Performance Criteria, contained within the latest *Conditions for Accreditation.*

NAAB Website: http://www.naab.org/home
Conditions for Accreditation: http://www.naab.org/accreditation/2014_Conditions

4.   **Academic Advisement**

All new students are to meet with the Program Director, at which time each student is assigned to an Academic Advisor. Requests for course waivers based upon previous education or experience *must* be made at this time; see section 6 for policies and procedures covering course waivers.

Academic advising is mandatory throughout the entire course of study towards the Master of Architecture degree.

Students are *required* to meet with their Academic Advisor prior to the beginning of each semester, and whenever there is a significant change in the student's employment or expected course of study.

After meeting with his/her academic advisor, each student will have his/her individual record of advising form signed and dated by his/her academic advisor. At the start of each new semester, your academic advisor will notify the Program Director that you have received current academic advisement and that you can be allowed to attend classes. Students without a currently updated record of advising will not be allowed to participate in the studio class, or other classes.

However: **each student is responsible for meeting the curriculum requirements for the degree program in which he or she is matriculated**, including course prerequisites and all other requirements. Faculty may advise students in the registration for courses; however *students* have the ultimate responsibility for meeting the curriculum requirements and all university requirements as stated in the *Graduate Catalog* of Morgan State University and in information provided by the Graduate Program in Architecture.

5.   **Course Waivers for Previous Academic or Professional Work**

Both the 60- and 90-credit tracks, as well as the 3+2 degree program, include required courses essential to the NAAB-defined Student Performance Criteria. In some cases, students may have taken classes at another school or received professional experience which covered completely the content of required courses. These students can choose, at their initial meeting with the Program Direction, to request a waiver for such classes. **A student may do so *only* at the initial meeting with the Program Director, before the start of her or his work in the Master of Architecture program.**

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5.   **Course Waivers** *(cont'd)*

A request for a specific course waiver will be reviewed by both Program Director and the faculty member currently assigned the indicated course. A request must be accompanied by submission of the student's transcripts and previous course syllabus. In certain cases, the student may be asked to submit samples of previous course work or professional work for evaluation. An evaluation will proceed, based on several factors: the scope of the earlier course's learning objectives, the earlier course's instructional level, its similarity to the course to be waived, the final grade awarded, and other factors. The final decision to grant or deny a course waiver will be made by the Program Director, upon recommendation of the consulting faculty member. In all cases, Program Director's decision will be final.

A waived course will *not* reduce the required course load or credit requirement for a student's particular program track. In place of the waived course, an elective course must be substituted.

The following courses cannot be waived: ARCH 501, ARCH 530, ARCH 540, ARCH 541, ARCH 550, ARCH 771, ARCH 772, and URBD 511.

6.   **How to Get a Course Override**

The computerized registration system will occasionally not recognize a student's level status or will not recognize that a prerequisite has actually been met. If you have difficulties with registration, the registration system can be manually changed with an "override." To request an override, you must follow this procedure:

Step 1. Send an email to your academic advisor explaining the problem and requesting the override. The email MUST include all of the following information:

a.   Your full name

b.   Your student Banner ID number

c.   Complete information for the course:

    1.   **Course number and name and section number**, i.e. "ARCH.530-085 Architectural Design III" (the section number is the three digit number following the course number)

    2.   **Course CRN** number (this is a five-digit number listed in WEBSIS)

d.   A specific declarative statement of your request, such as "I wish to be registered for this course."

You must communicate from your Morgan email account. Other accounts cannot be honored for override requests, or any other academic business. (See # 8, below.)

6.   **How to Get a Course Override** *(cont'd)*

   Step 2. Your academic advisor will either approve or not approve the override request. Approved override requests are then forwarded by the academic advisor to the Program Director for processing. You may be asked to check back with Websys to try to enroll again.

   Please note: Conversely, even if the computerized system "allowed" you to register for a course, you may not be qualified to take the class, for reasons such as not having passed the CDR or not having the pre- or co-requisite. If this is the case, you may be dropped from that course by the Program Director; either way, it is the student's responsibility to select appropriate courses.

7.   **Being registered for a course and not attending**

   If a student is registered for a course but is not attending it, the student may still receive a failing grade for that course, which is a permanent record on the student transcript. It is the student responsibility to drop from, or withdraw from, courses when appropriate.

8.   **Morgan State University Student Email**

   Morgan State University student email is considered an official form of communication between students and the university. Students are expected to remain current with their Morgan email addresses.

   For example, students may receive notification of financial aid offers from the School of Graduate Studies, and other official communications EXCLUSIVELY via Morgan State University student email. **You will be dropped from the scholarship roles if you do not respond to your emails from the School of Graduate Studies.**

9.   **Students must obtain student identification in the form of a "Bear Card."**

10.   **Graduate Student Responsibilities; "Incomplete" Requests; Grade Dispute Policy**

   Students are responsible for all procedures and requirements of the University for attainment of their degree, including Standards of Scholarship, Statute of Limitations, and Application for Graduation, among others.

   From the *2014-2015 Graduate Catalog, Regulations and Procedures:*
   http://www.morgan.edu/Documents/ACADEMICS/SGS/Graduate%20School%20Regulations%20and%20Procedures.pdf

   > *Admission to the School of Graduate Studies at Morgan State University indicates that the student is seeking to achieve the highest standards of scholarship. The Dean and the graduate faculty expect admitted students to be successful as they meet the academic challenges of graduate school and to perform consistently at a high level in their course work. Although each student will be assisted by an advisor and other*

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10.   **Graduate Student Responsibilities; "Incomplete" Requests; Grade Dispute Policy** *(cont'd)*

members of the professional staff, final responsibility for compliance with the School of Graduate Studies' policies, including the standards of scholarship, rests with the student. It is the responsibility of graduate students to satisfy all course requirements in which they are enrolled and to be knowledgeable of all school, program, and/or degree requirements necessary to complete the plan of study. In addition to the policies, procedures, and academic requirements found in the graduate catalog, students are encouraged to monitor departmental or program requirements and to communicate with program advisors regarding changes in individual departmental policies and those that occur between the editions of the graduate catalog.

SA+P "I" Grade Policy (Adapted for inclusion in this document)

The "I" grade will be given only under extenuating circumstances (i.e., a disabling accident or illness, or a family-related issue that creates a clear hardship for the student and precludes the completion of final assignments or exams). Incompletes are also not to be awarded because students want or need additional time to complete assignments to avoid low grades, or so that students have time to do "extra credit" work to improve their grades. Prior to the time when the extenuating circumstances emerged, the student should have been making satisfactory progress in the class and not be in danger of earning a grade lower than "B" for graduate students.

Incomplete grades are to be awarded only in those cases in which all but a small portion of the course work has been completed. All Incomplete grades must be removed by the end of the next semester of enrollment following the granting of an incomplete ("I") grade. An "I"grade consequently will become a grade of "F"

Faculty members must comply with University regulations concerning circumstances under which the "I" or "Incomplete" grade may be granted to a student. When they award an "I" grade, in addition to submitting the grade on the computer sheet sent to the Registrar, faculty shall send a Memorandum to the Program Director and the Dean stating valid reasons for the "I" grade and provide written documentation provided by the student. A written Course Completion Contract specifying the work to be completed and the deadline for its completion (no later than the last day of classes of the following semester) must be signed by the faculty member and the student and submitted with the Memorandum.

Students who receive a grade of Incomplete are automatically ineligible for the Dean's List in that semester. This exclusion applies only for the semester in which the Incomplete was received; students may be eligible in subsequent semesters, providing they meet the other criteria for the Dean's List.

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10.   **Graduate Student Responsibilities; "Incomplete" Requests; Final Grade Appeals** *(cont'd)*

Grade Dispute Policy

SA+P Policy: *(Note: This policy applies only to final course grades. Grade disputes during the semester have to be resolved between the student and instructor.)*
The awarding of grades is the sole responsibility of the faculty member for the course and a change of grade can only be initiated by that faculty member.

 In the instance of a grade dispute, the SA+P review process has two goals:

1. Ensure that the student has been credited for the work they have performed and that the grade they received was accurately calculated; and
2. Ensure that the student was graded fairly according to the syllabus and in relation to other students in the course.

Although a student may allege failure of the faculty member to apply considered academic judgment in grading his/her work, such charges are handled with utmost caution, because **a student, alone, does not have the credentials or expertise to render such judgments and because the merits of the case cannot be decided solely on the student's assessment. Disagreement or dissatisfaction with a faculty member's professional evaluation of coursework is not the basis for a grade dispute.**

Procedure:

A student who decides to dispute a course grade shall pursue the following steps, in sequence:

1.   The student must discuss the contested grade fully with the instructor within 15 working days from the date the final course grade was posted online. The student should prepare an electronic portfolio of all relevant course-related work prior to meeting with the instructor. The student should also complete a Grade Dispute form and submit it to the department chairperson/program director for filing before meeting with the instructor.

2.   If resolution is not reached between the student and the instructor, the student may take the dispute of the grade to the departmental department chairperson/program director within ten (10) working days from the date the meeting was held between student and instructor.   The student should present the case fully and submit the electronic course portfolio and a written appeal that includes the following:

        (a) A clear concise statement which includes the name of the instructor, the course name and number, semester taken, and a statement describing the specific supporting evidence of capricious grading;

        (b) A brief summary of the discussion between the student and instructor to attempt to resolve the matter;

        (c) A specific statement of the action or relief sought.

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10.   **Graduate Student Responsibilities; "Incomplete" Requests; Final Grade Appeals** *(cont'd)*

3.   The departmental chairperson will confer with the faculty member to seek resolution of the dispute. If the matter is not resolved, the Chairperson may convene a Grade Dispute Committee for additional review, investigation, and recommendations.   The committee will consist of full-time departmental or SA+P faculty and will meet no later than one week prior to the first day of classes for the next semester.   The committee will submit directly to the chairperson/program director its findings in writing with its recommendations and reasons for those recommendations within three (3) working days from the meeting date.

4.   The chairperson/program director will review the committee recommendations and make a decision whether the student's dispute is warranted. He/she will inform the student of the decision before the first day of classes for the next semester.

5.   The student may appeal the matter to the Dean within five (5) working days of the departmental decision. The Dean will review the case for procedural matters only, and will render the decision of the School.

11.   **Academic Conduct and Ethical Research**

"plag-gi-rize…
"1. to take and pass off as one's own (the ideas, writings, etc. of another)
" 2. to take ideas, writings, etc. from and pass off as one's own."
        from Webster's *New World Dictionary of the American Language.*

Plagiarism includes visual and architectural ideas as well as the written word. Students are expected to use an international standard for documenting reference materials for ideas and quotations in all writing assignments, such as the Chicago Manual of Style. Concerning "Academic Dishonesty," from the *School of Graduate Studies Catalog,* p. 37:

Academic dishonesty, including cheating, plagiarism, abuse of academic/library materials, stealing and lying, in the preparation of testing, class assignments, or dissertations and theses is no less egregious. Academic dishonesty, whether in the classroom or in the preparation of the dissertation or thesis, will not be tolerated by the School of Graduate Studies. In particular, any graduate student found to have engaged in plagiarism in the writing and preparation of course work, research papers and/or in the preparation of a dissertation or thesis shall be subject to the full range of penalties at the disposal of the School of Graduate Studies. Examples of plagiarism include, but are not limited to, the following:

- *Submitting material or work for evaluation, in whole or in part, which has been prepared by another student, by an author of a published article or textbook, or by persons producing papers for profit;*

- *Using a direct quote from another student's papers or from an author of a publication without including the appropriate citation;*

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11.   **ACADEMIC CONDUCT AND ETHICAL RESEARCH** *(cont'd)*

- *Paraphrasing or summarizing another's work without including the appropriate citation; and,*

- *Using information stored electronically (e.g., submission of papers and or information found on computer disks, the Internet, etc.) without including appropriate citation and/or acknowledging the source.*

   PENALTIES FOR ACADEMIC DISHONESTY

   Any graduate student at Morgan State University who is found to have engaged in academic dishonesty, including plagiarism, in the preparation of written assignments, a dissertation or thesis, may be subjected to suspension, expulsion and/or revocation of a previously awarded degree. Such sanctions may be imposed even though the accused graduate student may never have received a lesser penalty or penalties for previous academic dishonesty.

12.   **Class Attendance**

   Please refer to the Graduate Program in Architecture's "Studio Culture Policy" concerning core values of punctuality and attendance. ***Arriving on time, and being settled and ready to focus on the studio course at the scheduled start time is a core value of our professional program****.* Individual instructors have the responsibility for establishing, communicating and enforcing attendance policies for the classes that they teach. However the Graduate Program in Architecture recommends the following policy on lateness, attendance and grades, and is in effect for all classes unless the instructor has specifically modified the policy in the instructor's written syllabus for the course:

   Absences: One, two or three unexcused absences will be factored into the academic grade given for the course with negative impact. Following the third unexcused absence, students will receive a letter "F" grade based on attendance without exception, or may voluntarily withdraw from the course with consequences according to the date within the academic calendar.

   Lateness: Significant lateness will be counted as an absence. One late arrival of more than ten minutes but less than twenty minutes is allowable without grading penalty per semester. Any subsequent lateness of more than ten minutes will be counted as an absence.

13.   **Comprehensive Design Review**

   All students in the Master of Architecture degree programs must successfully undergo a Comprehensive Design Review (CDR) before advancing to the final design studios and qualifying for the degree. The Comprehensive Design Review is an evaluation of the student's progress in the design studio sequence of the curriculum, and an evaluation of the student's achievement of several

13.   **Comprehensive Design Review** *(cont'd)*

NAAB Student Performance Criteria. The CDR is also used by the Graduate Program in Architecture for self-assessment of design education. **Only students who have completed or are in the process of completing ARCH 540 may take the CDR.** Students wishing to advance to ARCH.550 (Architectural Design V) and ARCH.771 (Terminal Project Seminar) must also complete all pre-requisite courses in addition to passing the Comprehensive Design Review.

The Comprehensive Design Review is held once per academic year, late in the spring academic semester. Students are to consult with their design studio instructors, and/or the Program Director, for the schedule and applicable evaluation standards, which are updated on an annual basis, and are closely related to the Student Performance Criteria of the National Architectural Accreditation Board.

Consequences of failure to pass the CDR:

Students not passing the CDR are required to take an additional architectural design studio, ARCH.545 Comprehensive Design Studio (6 credits). Students taking ARCH.545 do not receive elective credit for this enrichment studio. The 6-credits for this studio are above and beyond the minimum credits required in the standard curriculum. After taking ARCH.545, students will be expected to undergo CDR again. **Students not passing the CDR may not advance to ARCH.550 (Architectural Design V) or ARCH.771 (Terminal Project Seminar) until they have completed ARCH.545, completed all pre-requisite courses for ARCH 550, *and* passed the Comprehensive Design Review.**

14.   **Course Enrollment Limitations for Students on Academic Probation**
Students on Probation may not proceed to ARCH.771 (Terminal Project Seminar) nor to ARCH.772 Architectural Design VI (Terminal Project Studio).

15.   **Accommodation of Learning and other Disabilities**

Please refer to the *School of Graduate Studies Catalog* for Services for Students with Disabilities, which states: "The Office of Services for Students with Disabilities (SSD) provides and coordinates services to students with disabilities" and "Prospective or currently enrolled students who have learning, mental or physical disabilities should contact the SSD Coordinator before registering for classes."

After registering with the SSD Coordinator, any special accommodations are to be established between the student and the instructor in writing, and must be mutually approved before the end of the drop-add registration period. The accommodation is to be made in writing and tailored specifically to the academic requirements of each individual class. Disabilities that develop during the course of semester should be addressed at the earliest possible date, by the student registering with the Office of Services for Students with Disabilities, and then by developing a mutually approved accommodation plan with the instructor.

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16.   **Maximum Credit Hours per Semester**
Graduate students in the Graduate Program in Architecture are restricted to a maximum of 15 credit hours per semester. Graduate students of architecture who enroll for more than 15 credit hours per semester do so at their own risk of academic success.

17.   **Preparation Hours for Course Work**
An academic course requires student preparation outside of class time. Student preparation may include reading, research, site investigations, research, design, model making, and other assignments following the specific requirements of each individual course and of each course instructor. Students in the program should plan on the following time commitments for academic work outside of class time, according to the following table:

CREDIT HOURS	PREPARATION HOURS (Outside of Class)
3 Credit Hour Lecture	6 Hours per Week (minimum)
6 Credit Hour Studio	9 Hours per Week (minimum)

18.   **Balance of Work Hours to Academic Credit Hours**

The Graduate Program in Architecture is designed to encourage students to work part-time in architectural firms concurrently with matriculation in the Master of Architecture degree program, following the completion of the first 30 credits of academic course work, or earlier if the student qualifies for placement with a firm. Students are advised to balance work hours with academic credit hours to promote academic success. The recommended guidelines are:

Credit Hours	Recommended Maximum Employment Hours
6 Credits	Not more than 40 Hours per Week
9 Credits	Not more than 30 Hours per Week
12 Credits	Not more than 25 Hours per Week
15 Credits	Not more than 20 Hours per Week

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19.   **Studio Culture Policy**

Students are to be familiar with and to abide by the Program's Studio Culture Policy, which is posted on the SA+P's website, and available from each studio instructor, academic advisor, and the Program Director as a PDF file.

20.   **Policies Concerning Graduate Elective Coursework**

20a   **Timely Completion of Elective Course Work:**
A significant objective of graduate elective courses is to deepen the student's knowledge, and to further prepare the student for the highest levels of success in the final studio sequence, ARCH.550 and ARCH.772. Students are to either complete their elective course work PRIOR to these studios, or to have an approved academic plan in place to show that the student will COMPLETE his or her required electives courses at the same time as he or she is finishing the final two semesters of graduate design studio. Refer to Item 25 below on *Prerequisites*.

20b   **Credit limitation on Internship Coursework:**
Students may not take more than two ENST Built Environment Internship courses (ENST 714/715) for credit towards the Master of Architecture degree.

20c   **Restriction on Use of Required Courses for Electives**
Students admitted to the 60-credit program may NOT take courses from the first graduate year of the 90-credit program for academic credit towards the degree. If a student wishes to take a first year course from the 90-credit program for development or personal enrichment, they may take the course but it will be considered above and beyond the minimum credits required for their 60-credit program, and will not be counted towards meeting required elective credits.

20d   **Credit limitation on Supervised Research coursework**
Students enrolled in the Master of Architecture degree program may take a maximum of 6 credits in supervised research (ENST.788/789). **Abstracts for topics for supervised research must be received by the Program Director a minimum of <u>six weeks prior to the start of classes</u>**, to ensure conformance with the criteria of the School of Graduate Studies. Special topic seminars (ARCH.738 to 743 series; ENST.738 to 743 series) are to be conducted as academic classes with regularly scheduled course meetings following an academic syllabus, with structured knowledge delivery by the instructor. Student enrollment in a special topic seminar, either from the ARCH.738 to 743 series or the ENST.738 to 743 series, requires permission of the Program Director. Refer to Policy for Supervised Research for more details.

20e.   **Elective Course/s with Non-Architectural Content**
It is required that graduate students of architecture take at least one graduate level elective that is non-architectural in content with graduate students from other disciplines. This non-architectural content elective or electives may be from city and regional planning, landscape architecture, business, history, economics, sociology, or any other subject of the student's choice; however elective courses must be approved by the student's academic advisor in an advising meeting.

21. **Technology**

Graduate students are expected to have their own personal laptop computer that is capable of supporting architectural graphic software prior to enrollment in ARCH. 540, Architectural Design IV, and for all subsequent design studios.

22. **Requirement for Hand Graphics**

It is the policy of the graduate program that primarily hand-graphics will be required for the development and presentation of student work during the first three semesters of the design studio sequence: ARCH.510, ARCH.520, and ARCH.530.

23. **Requests for Letters of Recommendation and other Letters**

Student requests for letters of any type are to be made in writing or by email to the faculty or staff from whom the letter is desired. This includes letters for Curriculum Practical Training, internship requests to architectural firms, letters of recommendation, etc. Requests may be delivered received in person, by email, or via faculty mail box in the SA+P business office.

The following information should be included in the request:

a. Student name, mailing address, email, and student id number.

b. The name and address of the person to receive the letter. Please include the telephone number and email of the person to receive the letter, if available.

c. Please state the purpose of the letter.

d. Include the date by which you need the letter.

24. **Retention of student work**

The Graduate Program in Architecture will retain selected student work for the purpose of fulfilling NAAB criteria for accreditation. Students are encouraged to keep copies and photographs of projects completed for the various academic courses and design studios of the Graduate Program in Architecture.

25. **Course Prerequisites**

Students are to follow the course prerequisites; see *Course Prerequisite List* in the Appendix, Table A, at the end of this document. **It is the student's responsibility to be informed about Course Prerequisites and to follow an academic study plan that follows meeting Course Prerequisites in a timely manner.**

25.   **Course Prerequisites** *(cont'd)*

Special Requirements concerning Elective Coursework:
Students are to either complete their elective course work PRIOR to these studios, or to have an approved academic plan in place to show that the student will COMPLETE his or her required electives courses at the same time as he or she is finishing the final two semesters of graduate design studio.

ARCH.550 Architectural Design V:
Before registering for ARCH.550, graduate students in architecture must have already completed **two of the required graduate elective courses**, or else have in place an approved academic plan that will allow the student to complete two required graduate elective courses during the same semester as ARCH.550.

In addition to this prerequisite or co-requisite requirement for **two** elective courses, students are to have completed ARCH.523, ARCH.540, ARCH.541 and URBD.511.

ARCH.771 Architectural Thesis Seminar:
Before registering for ARCH.771, graduate students in architecture must have already completed **two of the required graduate elective courses**, or else have in place an approved academic plan that will allow the student to complete **two** required graduate elective courses during the same semester as ARCH.771.

In addition to this prerequisite or co-requisite requirement for **two** elective courses, students are to have completed ARCH.523, ARCH.532, ARCH.540, ARCH.541, URBD.511.

Before registering for ARCH.772, graduate students in architecture must have already completed **ALL** of the required graduate elective courses, or else have in place an approved academic plan that will allow the student to complete **ALL** required graduate elective courses during the same semester as ARCH.771. In addition, prerequisite courses are ARCH.550 and ARCH.771.

26.   **Program Practices concerning Class Section Enrollment & Placement**

Since Morgan SA+P's Master of Architecture is relatively small, with small class sizes and a limited number of full-time faculty, it is critical to balance enrollment when classes have multiple sections. Doing so also serves pedagogical purposes, since it is helpful for each student to work with as many different instructors as possible over the course of her or his education. This is especially true in Studio courses, but it is true also of any other course with multiple sections.

Accordingly, faculty may -- at the first session of a class -- re-assign students to different sections in order to balance enrollment, assure diversity within any single section, and to mitigate repeated contact between students and any one instructor. Reassignment decisions may appear at first arbitrary but are made by consensus among faculty and Program Director with recourse to students' academic records.   **Each student is expected to cooperate with requests to drop/add according to their reassignments.**

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Appendix A, Table A: Course Prerequisites

MASTER OF ARCHITECTURE CURRICULUM
90 Credits

FIRST YEAR FALL		CREDITS
ARCH.501	Transitions in Architecture: Theory and Research	3
ENST.510	Environmental Design	6
	Co-requisite: ARCH.501 Transitions in Architecture	
ENST.512	Graphics Workshop	3
ARCH.525	Technology I (Statics and Strength of Materials)	3
		15

FIRST YEAR SPRING		
ARCH.520	Architectural Design Studio II	6
	Prerequisite: ARCH.510	
ARCH.511	Built Environment History I	3
	Prerequisite: ARCH.501	
ARCH.526	Architectural Technology II (Building Systems-Structures)	3
	Prerequisite: ARCH.525	
ARCH.533	Architectural Technology V (Building Materials)	3
		15

SECOND YEAR FALL		
ARCH.530	Architectural Design Studio III	6
	Prerequisite: ARCH.520 + ARCH.501	
ARCH.521	Built Environment History II	3
	Prerequisite: ARCH.501	
ARCH.527	Architectural Technology IV (Building Systems-Structures)	3
	Prerequisite: ARCH.526	
URBD.511	Urban Design	3
	Co-requisite: ARCH.530	.
		15

SECOND YEAR SPRING		
ARCH.540	Architectural Design Studio IV	6
	Prerequisite: ARCH.530	
ARCH.XXX	Advanced History and Theory Elective (Approved Elective 1)	3
	Prerequisite: ARCH.501	
ARCH.541	Architectural Technology VI (The Integrated, Intelligent Detail)	3
	Prerequisite: ARCH.530	
ARCH.523	Architectural Technology III (Environmental Controls)	3
		15

THIRD YEAR FALL		
ARCH.550	Architectural Design Studio V	6
	Prerequisites: ARCH.523, ARCH.540, ARCH.541, URBD.511	
ARCH.771	Architectural Thesis Seminar	3
	Prerequisites: ARCH.523, ARCH.527, ARCH.540, ARCH.541,URBD.511	
	Approved Elective 2	3
	Approved Elective 3	3
		15

THIRD YEAR SPRING		
ARCH.772	Architectural Design Studio VI	6
	Prerequisites ARCH.550, ARCH.771	
ARCH.561	Architectural Practice, Law and Management	3
	Approved Elective 4	3
	Approved Elective 5	3
		15

90 Credits Total

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Appendix A, Table B: Course Prerequisites

MASTER OF ARCHITECTURE CURRICULUM
60 Credits

FIRST YEAR FALL

ARCH.501	Transitions in Architecture: Theory and Research	3
ARCH.530	Architectural Design Studio III	6
	Prerequisite: ARCH.520 + ARCH.501	
ARCH.527	Architectural Technology IV (Building Systems-Structures)	3
	Prerequisite: ARCH.526	
URBD.511	Urban Design	3
	Co-requisite: ARCH.530	.
		15

FIRST YEAR SPRING

ARCH.540	Architectural Design Studio IV	6
	Prerequisite: ARCH.530	
ARCH.XXX	Advanced History and Theory Elective (Approved Elective 1)	3
	Prerequisite: ARCH.501	
ARCH.541	Architectural Technology VI (The Integrated, Intelligent Detail)	3
	Prerequisite: ARCH.530	
ARCH.523	Architectural Technology III (Environmental Controls)	3
		15

SECOND YEAR FALL

ARCH.550	Architectural Design Studio V	6
	Prerequisites: ARCH.523, ARCH.540, ARCH.541, URBD.511	
ARCH.771	Architectural Thesis Seminar	3
	Prerequisites: ARCH.523, ARCH.527, ARCH.540, ARCH.541,URBD.511	
	Approved Elective 2	3
	Approved Elective 3	3
		15

SECOND YEAR SPRING

ARCH.772	Architectural Design Studio VI	6
	Prerequisites ARCH.550, ARCH.771	
ARCH.561	Architectural Practice, Law and Management	3
	Approved Elective 4	3
	Approved Elective 5	3
		15

60 Credits Total

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Appendix B

MASTER OF ARCHITECTURE CURRICULUM
3+2 Program

FIRST YEAR (FIRST SEMESTER)			FIRST YEAR (SECOND SEMESTER)		
ORAP 107	**ORIEN. FOR ARCH & CM MAJORS**	**1**	ARCH 104	COMMUNICATION SKILLS II	3
ARCH 101	CONC & THEO OF BUILT ENV I	3	ARCH 205	HIST OF THE BUILT ENV I	3
ARCH 103	COMMUNICATION SKILLS I	3	ARCH 207	SITE DESIGN	3
ENGL 101(EC)	**ENGLISH COMPOSITION I**	**3**	**ENGL 102 (EC)**	**ENGLISH COMPOSITION II**	**3**
XXXX (SB)	**SB GENERAL EDUCATION REQ.**	**3**	**MTH 113(MQ)**	**MATHEMATICAL ANALYSIS I**	**4**
XXXX (HH)	**HH GENERAL EDUCATION REQ.**	**3**			
	[+10 → 10 NAAB Gen Ed Cumulative]	**16**		[+7 → 17 NAAB Gen Ed Cumulative]	**16**

SECOND YEAR (FIRST SEMESTER)			SECOND YEAR (SECOND SEMESTER)		
ARCH 201	DESIGN I	6	ARCH 202	DESIGN II	6
ARCH 206	HIST OF THE BUILT ENV II	3	**ARCH 204 (IM)**	**COMMUNICATION SKILLS III**	**3**
ARCH 208	BLDG MATERIALS I	3	ARCH 209	BLDG MATERIALS II	3
XXXX (SB)	**SB GENERAL EDUCATION REQ.**	**3**	**PHYS 101 (BP)**	**INTRO TO PHYSICS I**	**4**
PHEC XXX	PHYS. ED. ACTIVITY ELECTIVE	1			
	[+3 → NAAB 20 Gen Ed Cumulative]	**15**		[+4 → NAAB 24 Gen Ed Cumulative]	**16**

THIRD YEAR (FIRST SEMESTER)			THIRD YEAR (SECOND SEMESTER)		
ARCH 301	DESIGN III-HOUSING	6	ARCH 302	DESIGN IV- URBAN DESIGN	6
ARCH XXX	HISTORY/THEORY ELECTIVE	3	ARCH XXX	HISTORY/THEORY ELECTIVE	3
ARCH 311	*Statics and Strength of Materials*	*3*	*ARCH 312*	*Building Structural Systems*	*3*
PHYS 105 (BP)	**ENERGY, TRANS, OR POLLUTION I**	**3**	**XXXX (AH)**	**AH GENERAL EDUCATION REQ.**	**3**
	[+3 → NAAB 27 Gen Ed Cumulative]	**15**		[+3 → NAAB 30 Gen Ed Cumulative]	**15**

SUMMER		
HIST 350 (CI)	**INTRO TO AFRICAN DIASPORA**	**3**
PHIL 109 (CT)	**INTRO TO LOGIC**	**3**
	[+6 → NAAB Gen Ed Cumulative: 36]	**6**
	*** Morgan BS Credits: 100	

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Appendix B *Continued from the Previous Page*
MASTER OF ARCHITECTURE CURRICULUM
3+2 Program

FOURTH YEAR (FIRST SEMESTER)

ARCH 501	TRANSITIONS IN ARCHITECTURE	3
ARCH 530	ARCHITECTURAL DESIGN III	6
URBD 511	URBAN DESIGN	3
ARCH 532	ARCH TECH IV (STRUCTURES)	3
		15

SENIOR YEAR (SECOND SEMESTER)

ARCH 540	ARCHITECTURAL DESIGN IV	6
ARCH 523	ENVIRONMENTAL CONTROLS	3
XXXX (AH)	AH GENERAL EDUCATION REQ.	3
ARCH 541	ARCH TECH VI (INT. DETAIL)	3
	[+3 → NAAB Gen Ed Cumulative: 39]	**15**
	Morgan Gen Ed Cumulative: 40	
	Morgan BS Credits: 121	

SUMMER I & 2

XXXX	OPTIONAL STUDIES	3
XXXX	OPTIONAL STUDIES	3
		6

FIFTH YEAR (FIRST SEMESTER)

ARCH 550	ARCHITECTURAL DESIGN STUDIO V	6
ARCH 771	TERMINAL DESIGN PROJECT SEM	3
XXXX	**GRADUATE General (Non-Arch)**	3
XXXX	OPTIONAL STUDIES	3
		15

FIFTH YEAR (WINTERMESTER, or SUMMER before 5ᵗʰ year)

XXXX	OPTIONAL STUDIES	2
		2

← May be 3 credits, depending course availability

FIFTH YEAR (SECOND SEMESTER)

ARCH 772	ARCHITECTURAL DESIGN STUDIO V	6
ARCH 561	ARCH. PRACTICE, LAW & MNGT	3
XXXX	**GRADUATE General (Non-Arch)**	3
XXXX	OPTIONAL STUDIES	3
		15

NAAB Professional Studies: 105 (incl. 2 credit summer class, *not* incl. 6 credits BSAED in-major electives)
Optional Studies: 18 (including 6 credits BSAED in-major electives)
Undergraduate Credits: 121
Morgan Graduate Credits: 47
Total Credits: 168

Morgan State University
School of Architecture and Planning

Department of Graduate Built Environment Studies
Program: Master of Architecture

Student Guidelines (Version 8.0 : 07/12/17)

Appendix C, Record of Advising Form

Student Name	

RECORD OF ADVISING FORM Master of Architecture Curriculum				
Date	Student Signature	Advisor Signature	Notes	Program Director Signature

Morgan State University
School of Architecture and Planning

Department of Graduate Built Environment Studies
Program: Master of Architecture

Student Guidelines   (Version 8.0 : 07/12/17)

With my signature below, I acknowledge receipt of the Master of Architecture Student Guidelines in the version listed above.

Received by:

Advisor:

Date: