FLORIDA A&M UNIVERSITY

SCHOOL OF ARCHITECTURE

Division of Architecture
STUDENT HANDBOOK
FLORIDA A&M UNIVERSITY

SCHOOL OF ARCHITECTURE

1938 S MLK, Jr., Blvd.
Tallahassee, FL 32307-4200
850-599-3244
850-599-3535 (FAX)
info@famusoa.net (EMAIL)
WWW.FAMU.EDU/ARCHITECTURE
This Student Handbook is a quick reference to the policies of Florida Agricultural and Mechanical University (FAMU) and the School of Architecture (SOA) as related to student matriculation. It is to be used as a supplement to the Florida A&M University Catalog, the official document that contains general University policies. While every effort is made to assure that the information is accurate and up-to-date, revisions may periodically be made to keep information current. Check with the Coordinator of Recruitment and Retention to make sure you have the most recent edition. Students are responsible for knowing the material in this manual.
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Non-Discrimination Policy Statement

It is the policy of Florida A&M University to assure that each member of the University community be permitted to work or attend classes in an environment free from any form of discrimination including race, creed, color, age, disability, sex, marital status, national origin, veteran status and sexual harassment as prohibited by State and Federal statutes. This shall include applicants for admission to the University and employment.

Harassment shall include: Any slurs, innuendoes or other verbal or physical conduct reflecting on an individual’s race, ethnic background, gender, or handicapping condition which has the purpose or effect of creating an intimidating, hostile, or offensive educational or work environment; has the purpose or effect of unreasonably interfering with the individual’s work or school performance or participation; or otherwise adversely effects an individual’s employment or educational opportunities.

Questions concerning this policy and procedures for filing complaints under the policy should be directed to:

University EOP Officer
Equal Opportunity Programs
401 Lee Hall
Tallahassee, FL 32307
(850) 599-3076
NAAB Statement

**Educating the Architect**

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.

Doctor of Architecture and Master of Architecture 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 pre-professional degree is not, by itself, recognized as an accredited degree.

The Florida A&M University School of Architecture, Division of Architecture offers the following NAAB accredited degree programs:

- B. Arch. (150 undergraduate credits)
- M. Arch. (pre-professional degree + 55 graduate credits)
- M. Arch. (non-pre-professional degree + 90 credits)

Next accreditation visit for all programs: 2018
I. Introduction

What is Architecture

Architecture as a product may be a room, a building, or a complex of buildings. Architecture may be new construction or the re-design of an existing building for a new use. Generally speaking, any built structure maybe called architecture, even though someone who was called an "architect" may not have produced the design. Significant structures built during ancient times and by primitive cultures still marvel present scholars.

Each work of architecture is a unique expression of its social, physical, and environmental context; its period in history; and the technological and human resources available to construct the structure. The architecture of neighborhoods, towns, and cities should be a reflection of the needs of its residents, their values and their lifestyles. To plan and design these successful communities, the expertise of highly trained and broadly educated professionals is solicited. It is the architect who is responsible for researching, organizing, planning, and delineating spaces, in which people will live and work.

Your Role as an Architect

Architects are the creative problem solvers of the built environment. An architect has many roles. An architect must be an artist, sensitive to the relationship of forms and spaces to the effects of colors and textures, and to the overall aesthetic quality of a building. The architect must be an engineer, knowing what will work in construction (materials, stresses, dimensions) and how to transcribe that into a built facility.

An architect must also be an environmentalist, concerned with a positive role of the building in its context. As an architect, one must be sensitive to space, light, traffic, energy efficiency, landscape, and air quality and how the building affects these, and is affected by them. An architect must also be a humanitarian, concerned that buildings be healthy, safe, aesthetically enjoyable places for people.

The Process of Design

Architectural design begins with a step often-called problem seeking or pre-design. During this step, the architect gathers and organizes information to accurately define and describe the requirements of the project -the program. Client or owner needs; site and location; legal and/or code restraints; budget; and time schedule are some of the constraints that may be identified in the program. When the program has been completed the problem-solving phase or design of the building can begin. A balance of aesthetics (the appearance of the structure), economy (cost of design and construction), technology (construction type), and function (the way the structure will work) is the architect’s goal.

Solutions to the problem (building, structure) are presented in graphic form through sketches, drawings, diagrams, and models. After the final solution is determined, the architect prepares detailed drawings and written specification-construction documents- that will guide the contractor during construction. Laymen usually refer to these documents as “blueprints.” The computer maybe used to generate these documents.

During construction, the architect works closely with the contractor and owner to make sure that the final product satisfies the requirements of the construction documents. The architect may return to the completed project after occupancy to study how well the project has fulfilled the goals of the program. This step is commonly referred to as post-occupancy evaluation.

Internship

An architect is a licensed professional. Most states require a NAAB-accredited professional degree and completion of an internship period- typically three years in an architecture firm. This structured internship program is called the Intern Development Program (IDP). All states require applicants to pass an intensive architect registration exam.
IDP is a profession-wide, comprehensive program that contributes to the development of competent architects who can provide exemplary architectural services. A comprehensive internship program is necessary to acquire and reinforce the discipline, integrity, judgment, skills, knowledge, and quest for learning that must serve the registered architect for a lifetime. IDP has five objectives:

- Define areas of architectural practice in which interns should acquire basic knowledge and skills;
- Encourage additional training in the board aspects of architectural practice;
- Provide the highest quality information and advice about educational, internship, and professional issues and opportunities;
- Provide a uniform system for documentation and periodic assessment of internship activity; and
- Provide greater access of educational opportunities designed to enrich training.

Once licensed, architects must continue their education either through study, in-office research, or coursework offered by schools of architecture and professional organizations to maintain licensure. For more information about IDP, refer to Intern Development Program Guidelines on reserve in the SOA Resource Center.

Architecture Career Advisory Council

Six national organizations comprise the Career Advisory Council. Collectively and individually they are a resource of information for students. The council publishes a comprehensive information packet for those who would like more information. Included are:

- A listing and description of accredited first-professional degree programs, including a location map;
- A listing of specialized programs of study in all US schools of Architecture
- A guide to design/career exploration programs for students;
- Order forms for the catalog Architecture School in North America, Architecture magazine, and other resources;
- A bibliography of recommended readings; and
- A detailed description of architectural education, internship, examination, licensure, and practice.

Members of the council are as follows:

The American Institute of Architects (AIA) is the professional society that represents architects.

American Institute of Architecture Students (AIAS) is the organization that represents the students in schools offering professionals, pre-professional, and technical/vocational degrees in architecture.

Association of Collegiate School of Architecture (ACSA) is the membership organization that represents US schools offering accredited first-professional degree programs in US schools of architecture.

National Architectural Accrediting Board (NAAB) is the organization that establishes the criteria and procedures for accreditation of first-professional degree programs in US schools of architecture. The 1998 Guide of Student Performance Criteria for the faculty and students of professional degree programs in Architecture are included in the Appendix. The criteria in this guide define the minimum requirements for the professional education in architecture.

National Council of Architectural Registration Boards (NCARB) is the organization of state boards that license architects, prepares of the national Architect Registration Examination, and the overseer of the certification process that facilitates reciprocity of individual license between states.

National Institute for Architectural Education (NIAE) is a non-profit organization devoted to the enrichment of architectural education and active in sponsoring career outreach programs, competitions, prizes, grants for travel, study, and research.
Architecture Career Advisory Council
The American Institute of Architects
1735 New York Avenue, NW
Washington, DC 20006

Career Opportunities

A general listing of career opportunities are listed below for your information:

- Traditional practice
- Facilities planning and programming
- Construction management and administration
- Development, preservation, research
- Interior architecture, landscape architecture, urban design, city planning, architecture illustration, education, history, codes and regulations administration, facilities management

Outlook

Employment opportunities for architects are closely related to the health of the economy. Currently, the economy of the US and Florida is healthy. We are proud that the entire graduating class of 1998 received lucrative job offers in government, industry, and private practice, or were accepted into graduate programs. Starting salaries range between $22,000 and $40,000 per year. As in most occupations, salary levels in urban areas will be higher than those in suburban and urban localities. Regions with growing economies and substantial construction activity will offer the greatest opportunity for new graduates.
School of Architecture (SOA) History

1975

- Two desegregation plans, Federal & State established the SOA at FAMU. Mission to (1) increase the number of non-African-American students at FAMU, (2) increase the number of architects in Florida, and (3) consequently, contribute to the African-American pool of architects in Florida.
- Richard K. Chalmers appointed Dean. Melissa Nash, Grant Genova, and Michael Alfano, were first faculty, and Piccola Randolph was first secretary. SOA enrolled fifty (50) students and was housed on the third floor of Banneker “B”

1977

- First graduate option: Experimental Low-Cost Construction was established

1978

- Center of Excellence designation by the Board of Regents. Initial NAAB Advisory Visit
- National Organization of Minority Architects Students was charted and became the first student chapter in the country

1979

- Quality Improvement Program designation by the Board of Regents
- Graduate Option: Architectural Programming and Design established

1980

- Graduate option: Architects in Government and Industry established
- Opening of the Washington, DC Center
- NAAB accreditation of the Master of Architecture (M.Arch.) program

1981

- Institute for Building Sciences (IBS) approved by Board of Regents

1983

- NAAB re-accreditation of the M.Arch.

1984

- Program start: Bachelor of Architecture (B.Arch.) and Master of Science in Architectural Studies (M.S. Arch.)
- Florence Program involvement started

1985
• Move into newly constructed facility on S. Martin Luther King Blvd.
• NAAB reaccreditation of the M.Arch.
• Dean Richard Chalmers resign; Enn Ots appointed Interim Dean

1986
• Program start: FAMU/USF M.Arch. Cooperative Program. Thor Mann, Ph.D. appointed Interim Director of the FAMU/USF Program

1987
• Washington, DC Study Center moved to Alexandria consortium of schools
• Alex Ratensky appointed as Director of the FAMU/USF Program

1988
• Roy F. Knight appointed Dean

1990
• NAAB reaccreditation of B.Arch. and M.Arch.

1992
• Title III funding for student retention program received
• NAAB accreditation of FAMU/USF M.Arch Cooperative Program

1993
• FAMU gives independence to USF M.Arch. Program

1994
• IBS tops $2 million in sponsored research support

1996
• Roy F. Knight resigns; Rodner B. Wright appointed Dean
• IBS tops $4 million in sponsored research support

1997
• MLA courses offered

1998
• Multi-cultural Landscapes: An introduction to High School Students summer experience began
• Full-time SOA faculty in residence at Alexandria Consortium
• Articulation Agreements signed between the FAMU SOA and Miami Dade Community Colleges, Okaloosa-Walton Community College, Tallahassee Community College and Gulf Coast Community College

1999

• Articulation Agreement signed between the FAMU SOA and Valencia Community College
• Construction begins on the $12 million SOA expansion and renovation
• M.Arch. student Tom Lamar won an international design competition in New York City sponsored by the United Nations. Johanna Flores another M.Arch. student earned Honorable Mention title
• SOA receives first alumni scholarship funds from alumni Ruffin Rhodes and Max Britto

2000

• First disbursements of SOA scholarships to students
• Articulation Agreement signed between Florida Community College in Jacksonville and the FAMU SOA
• Alumnus Kent Larson (B.S. 1978) publishes Louis Kahn: Unbuilt Masterworks
• Kolin Gasper wins second prize at the AIA Florida Convention for the AIAS sponsored design competition for a museum of Florida architecture
• SOA “Walking Skyline” received a $100 award as a winner in the Homecoming parade

2001

• NAAB reaccreditation of B.Arch. and M.Arch.
• State-of-the-art computers arrive for each faculty and staff person, and the new computer labs
• Renovation/Expansion of SOA completed

2002

• Fourth-year student, Shane Moniz wins Florida’s blind-review competition, the “Super Bowl for architecture schools in Florida” stated Michael Shiff, chairman of the Florida Board of Architecture and Interior Design.
• FAMU SOA alumni firm of Rhodes and Brito (Ruffin Rhodes, B.S. 1982, M.Arch. 1989; Maximiano Brito, B.S. 1985, B.Arch. 1989) selected to be the architect for the resurrected College of Law in Orlando, Florida. The estimated budget is $22 million.
• FAMU SOA alumnus and president of Helman, Hurley, Charvat, and Peacock Architects, Larry Ziebarth (B.S. 1979, M.Arch. 1983) will joint venture with Rhodes and Brito for the Law School Project
• Professors Thorbjoern Mann and Ronald Shaeffer retired and were named Professors Emeritus
• MLA Director, Richard Rome was nominated for membership in the Academy of Fellows in the American Society of Landscape Architects (professional association of landscape architects)
• LaVerne Wells-Bowie was one of ten artists selected from the United States to an artist-in-residence in Seaside, Florida
• New option of the Bachelor of Architecture Program began enabling practicing professionals with a minimum of three-years’ working experience to earn the professional degree while maintaining employment
• Master of Architecture option resurrected affording those students with B.S. degrees in another field the opportunity to receive the professional degree

2003

• Piccola Randolph, Administrative Assistant and an original FAMU SOA employee retired.
• New website launched: www.famusoa.net
• Select graduate students spend six weeks studying in Cuba with Professor Laverne Wells-Bowie
• CANstruction Competition partnership began with the local food bank
• Four students—William Santiago, Brandon Rogers, Jeff Prashaw and Valerie Strom—and Associate Professor Peter Stone were selected by the University of Oregon Department of Architecture to receive training fellowships through FIPSE “Agents of Change” project workshops
• Alumnus Javier Torres’ team from the firm of MC Harry and Associates in Miami places in the top 10 of an international design competition
• A second-year design student, Todd Hinkle, won top honor (Juror’s Prize) at a national competition from the New Design/Dynamics Student Competition. Todd’s winning entry was entitled “Diamond in Squares”
• Fourth-year students Azizi Arrington-Bey and Vanessa Greenaway were selected by the SOA faculty as the two most outstanding students
• AIAS-sponsored student supply store opened
• MLA Director Richard Rome was elected Secretary of the Florida Chapter of the American Society of Landscape Architecture
• Valerie Goodwin’s work was selected to be part of the 2002 International Quilt Association’s exhibit in Houston, Texas
• Dr. Arlene Pabon headed a team that won a prize at Puerto Rico’s Architect Association Biennial Competition
• Deborah LaGrasse had several sculptures exhibited. Most notable is the “Elemental Paradox” selected for inclusion in a two-year international traveling exhibition
• Laverne Wells-Bowie was appointed to serve on the General Services Administration National Register of Peer Professionals
• Dr. Richard Dozier presented lectures at Prairie View A&M University on “African-American Architects of Texas” and was a keynote speaker at the Preservation Conference sponsored by the Historic Preservation Society of Durham, North Carolina and St. Joseph’s Historic Foundation on Historic Buildings on Historically Black Colleges and Universities

2004

• Associate Professor George Dombek, Professor Emeritus Ronald Shaeffer, and Administrative Assistant Piccola Randolph retire
• SOA sponsors CANstruction
• Deborah LaGrasse and her husband conducted a cast iron workshop with students and faculty of the Academy of Art in Sarajevo, Bosnia-Herzegovina
• Professors Andrew Chin, Arleen Pabon, Matt Powers and Eduardo Robles led an inaugural study trip to Panama with 14 M.Arch. and M.L.A. Students
• 4th-year design students collaborate with the FAMU/FSU College of Engineering to design a high-tech composite materials laboratory: Wayne Gaskin won First Prize, Janice Ratner won Second Prize, and Jeff Prashaw and Nick Sneed tied for Third.
• SOA faculty Elizabeth Dobson, Matt Powers, Andrew Chin, and LaVerne Wells-Bowie were attendees, facilitators, and/or presenters at the 20th Annual Conference on Beginning Design Education at Hampton University; select SOA graduate students were also in attendance
• MLA Director Richard Rome and Professor Matt Powers and eight MLA students attended LABASH—the Annual Landscape Architecture Student Conference at the University of Florida in Gainesville
• Eight students from the SOA chapter of Alpha Rho Chi attended the 57th National Convention in New Orleans, LA
• Fourth-year student Nick Sneed won First Prize in the student category of the third annual national Avatech Rendering Contest
• Professor Tim White published Travel Drawing: Engaging the Spirit of Place
• Former Visiting Professor Tom Porter published *Archispeak: An Illustrated Guide to Architectural Terms* and featured collaborative work from SOA professors Walter Grondzik, Craig Huffman, Thor Mann, Enn Ots, Larry Peterson, Ron Shaeffer, Peter Stone, and Tim White
• Adjunct Professor of Landscape Architecture Jeff Caster elected President of the FL Chapter of the American Society of Landscape Architects
• Assistant Professor Valerie Goodwin article “Real Architects Don’t Quilt?” was published in the Spring 2004 issue of *The Quilting* (Journal of the National Quilting Association, Inc.)
• Dr. Arleen Pabon was published in the book *ensayos sobre conservación y restauración (Essays on Conservation and Restoration)*
• Professors Larry Peterson and Walter Grondzik and graduate students formed a Sustainable Architecture and Green Architecture (SAGA) Task Force

2005

• Arleen Pabon, Ph.D., J.D. was appointed as Associate Dean, and Andrew Chin was appointed as Assistant Dean for Architecture Programs and Director of Professional and Graduate Architecture Programs
• Professors Arleen Pabon, Andrew Chin, and Eduardo Robles led approximately 15 graduate and undergraduate students to historic Barcelona, Spain
• SOA’s first Landscape Architecture Advisory Council (LAAC) was constituted
• Professor Matt Powers and two MLA students attend the Annual Meeting of the American Society of Landscape Architects (ASLA) in Salt Lake City, Utah
• Professors Tom Martineau and Elizabeth Dobson passed the LEED (Leadership in Energy and Environmental Design) Professional Accreditation Exam offered through the United States Green Building Council (USGBC); also then fourth-year student, Andrew Beckman achieved LEED certification
• Professor LaVerne Wells-Bowie and Dr. Richard Wagg (from FAMU Environmental Sciences) traveled with four students to the Bahamas to participate in a design problem for an Artist Retreat sited on land owned by Pamela Portier
• SOA students Mike Kruger (fourth year) and Cheuck Or (fifth year) received a national scholarship award from the Hideo Sasaki Foundation through a review of work submitted
• Professor Roy Knight’s fourth-year design section was one of only four groups (Clemson, Carnegie-Mellon, Penn State) to participate in a grant-funded design charrette in Washington, DC sponsored by the national AIA and its Academy of Architecture for Health
• The MLA program received its initial accreditation from the Landscape Architecture Accrediting Board (LAAB)

2006

• Master of Architecture and Bachelor of Architecture programs reaccredited by the National Architectural Accrediting Board (NAAB)
• The Miami, Florida architecture firm of Oppenheim Architecture + Design donated $25,000 to open the Fred Botelho Traveling Fellowship Endowment in honor of alumnus Fred Botelho
• M.Arch. candidates Crystal Jackson and Michael Kruger presented their theses at the AIA/Florida Convention
• AIA Tallahassee and the SOA co-sponsor Code Seminar
• Instructor Deborah LaGrassee was one of 14 artist selected from the U.S. and Wales to participate in a “Sand Casting Symposium” at the Berlnderi Sculpture Workshop in Raglan, Wales
• Assistant Professor Valerie Goodwin was one of 12 fiber artist nationally selected to exhibit her work in in the show “Artists of the Cloth: Trends in Contemporary Textile Art—Ladies in Waiting” in Tryon, NC
• Atwaul Bennett, a first year M.L.A. graduate student was selected as a fellow in the Ronald E. McNair Post-baccalaureate Achievement Program
• Alpha Rho Chi (APX) fraternity hosts its first ten-year reunion
• SOA alumni David Vincent and Mario Nunez of JRA Architects worked with community leaders, district staff, teachers, and the City of Tallahassee to revitalize neighboring Bond Community
• 17 companies participated in APX Job Fair
• Prof. Mike Alfano & M.Arch. graduate students Terron Wright, Leon Williams, Nicole Taylor, Kerrymoure O’Connor, Kenloy Rochester, Adam Logan, Robert Peterson, Othniel Etienne and Lendyl Hodge received an award to revitalize a historically African-American Neighborhood—LaVilla in Jacksonville, Florida

2007

• SOA building named in honor of FAMU former president Dr. Walter L. Smith
• 23 companies participated in Job Fair sponsored by Alpha Rho Chi (APX)
• Prof. Richard Rome, MLA Director conducted research into MLA graduate programs in North America and traveled to Japan to study Japanese gardens
• FAMU MLA graduate students, Atwaul Bennett, Uche Diala, Shea Hansen and Liesel Smith attended the annual meeting of Landscape Architecture Students hosted by Louisiana State University
• 4th year student Regina Johnson is featured in Architect magazine
• APX members attend national convention in Memphis, Tennessee
• The 2010 Imperative: Global Emergency Teach-In event with live webcast at the SOA, coordinated by Prof. Beth Lewis
• Former Vice President AL Gore’s Climate Project selected Prof. Beth Lewis to attend its training session in Nashville, Tennessee
• Prof. Beth Lewis co-chairs FAMU new Green Coalition
• Advisory councils formed for architecture programs

2012

• SOA hosts schools of architecture from HBCU conference
Scholarship Program

The Florida A&M University (FAMU) School of Architecture (SOA) is receiving applications now for scholarship awards to be disbursed for the 2001/2002 academic year. The (FAMU) Architecture Scholarships are competitive and funded through the Legislature of the State of Florida. The School seeks applications from all that meet the following criteria. The Scholarship Committee will review applications and recommend awards. If approved, recommendations will be forwarded to the Dean of the School of Architecture for final processing. Awards are distributed from the FAMU Office of Student Accounts. All applicants who are citizens of the United States or eligible non-citizens are required to apply for financial aid through the Office of Financial Aid at Florida A&M University. International students cannot apply for financial aid but are eligible to receive scholarship awards through this program. Interested students must apply annually for these awards.

New Student
1. Admitted to the FAMU SOA
2. Copy of most recent grade report and a copy of class schedule
3. FTIC: High School transcript and ACT or SAT scores in lieu of #2 above
4. Application for financial aid on file in the FAMU Office of Financial Aid

Continuing Student
1. Application for financial aid on file in the FAMU Office of Financial Aid
2. Complete Architecture Scholarship Application
3. All materials must be submitted by April 30

Renewal
The awards will be continuous as long as a student maintains a two-semester contiguous (minimum 24 credit) GPA of 3.0/4.0 scale, and funded by the Florida Legislature. Students must apply annually.

Grade Point Average (GPA) Requirement
To maintain the scholarship, students must earn either a term GPA of 3.0 or a cumulative GPA to 3.0 or above.

Cumulative Semester Hours Requirement
If a student fails to complete a minimum of 24 credits over two consecutive semesters, they will be on probation the following semester. During this semester the student will receive their usual award. However to maintain the scholarship, the student must earn a minimum of 36 credits over a contiguous three-semester period.

Termination of Award
Scholarships of students not meeting the above requirements will be terminated and notified in writing. The notification deadline will be announced at the beginning of each semester. A copy of the termination notification will be kept in the SOA. Students whose awards have been terminated may reapply for any awards in the SOA when they again meet the minimum academic requirements.

Note: Scholarship dollars awarded to each student contingent upon funding level and applicant pool.

Special Features

The School of Architecture is proud of the number and variety of enrichment opportunities it is able to provide both students and faculty.

Guest Critics
Recognizing the importance of exposing students to a wide variety of perspectives, the School invites guest critics and visiting faculty to participate in the program.

Lecture Series
The School sponsors a lecture series during fall and Spring Semester. The lecture series and other aspects of program enrichment are a particularly important part of the program. Lectures expose students to a variety of views about contemporary practice and to selected topics in history, theory, and technology. The lecture series also typically includes one lecture per semester by a member of the SOA faculty.

**Exhibitions**

There are several exhibitions in the SOA Gallery each year. In addition to the work the notable artists and architects, there is a faculty show, a fine arts show with work relevant to an architecture audience, and a student show.

**Research**

The School maintains an active research program that is coordinated by the Institute for Building Sciences (IBS) that serves as the research, service, and continuing education arm of the School. Since its establishment in 1981 under the guidance of a full-time Director, IBS has procured or coordinated over $4 million in funded research or continuing education activities.

Projects have been funded by a variety of federal, state, and private agencies, including USAID; USEPA; the National Science Foundation; the Tennessee Valley Authority; the Florida Departments of State, Health and Rehabilitative Services; Law Enforcement; Community Affairs; and the Florida Energy Office. Many projects have included collaborations with other universities in the U.S. and Europe. Faculty has given national and international presentations of their research findings.

**Work Related Opportunity**

An opportunity board in the faculty wing displays information about internships, part-time and permanent positions from local, state, and national architectural/engineering firms, as well as those in public sector. Students have enjoyed internships with corporation such as Wal-Mart, JC Penny, and Disney World in Orlando, FL.

**Design Studio Field Trips**

Student field trips are encouraged and sponsored by the School as an enhancement to the curriculum. Students travel as a class to select urban sites around the United States, the Caribbean, Canada, Mexico, and Italy. The cost of these trips varies, but $200.00 per student has been generally adequate to cover costs not covered by the school.

**State of Florida Study Center in Florence, Italy**

This Center is operated by the State of Florida through Florida State University and provides a structured educational experience in a setting unparalleled in its architectural and cultural significance. Course work in the Italian language is recommended, and many of the courses offered are designed to take advantage of the settings and experience available in Florence. The courses and faculty are selected on a competitive basis from applications submitted by faculty in the selected to teach in Florence, and a number of the SOA students have taken advantage of this program. For more information and an application contact the Florida State University, Study Abroad Programs, 644-3272. There is a $200.00 application fee for students.

**Studio Care**

The School is equipped with large state-of-the-art studios. Our facility provides access to a quality environment that is at least competitive with most schools of architecture around the country. This building represents a tremendous investment in your preparation for your future and those who will come after you. It is important that we use, yet protect, this valued resource.

The studio is a great place to learn and work with other students. It is also a place where architectural supplies, books, magazines, etc. can be “borrowed” and never returned. To avoid this problem, keep your personal belongings secure and in your possession whenever possible or practical. If you leave the studio for a prolonged period, lock your belongings in the lockers provided by the School. Also, keep in mind that someone else will have items that are identical to yours. To ensure proper identification, permanently inscribe your name or some other identifying mark on your supplies, textbooks, etc. Other notations about studio use are as follows:
Do not cut into the desktops. Students are required to bring their own desk-top cutting surfaces. Students also have access to the Model and Construction Lab.

Each studio has a storage room containing a sink with hot and cold water, and numerous electrical outlets for microwave ovens and other portable utensils. Therefore grease and debris will be kept away from drawings and models.

There are designated spaces around the building where painting is allowed, but not in the studio. Aerosols pose a serious health hazard if not properly ventilated. Ask your studio instructor or SOA administrator or look for posted signs where painting is allowed.

The aisles in the studios are public spaces. They should be kept free of models, drawings and debris. Any items left in these areas overnight will be discarded by the janitors.

In the best interest of the FAMU family and the School of Architecture family, the use of audio equipment without headsets is PROHIBITED. The SOA is an open landscape and it is easy for sounds to travel through the building.

Beds are not allowed in the studios.

Behavior, use of offensive language or posting of material that has as its intent or the effect of making others uncomfortable is prohibited.

It is the policy of FAMU to assure that each member of the University is permitted to work or attend classes in an environment free from any form of discrimination, including race, religion, color, age, handicap, sex, marital status, national origin, veteran status, and sexual harassment as prohibited by state and federal statutes. Questions concerning this policy and procedures for filing complaints under the policy should be directed to the University Equal Employment/Equal Educational Access Officer.

The SOA is a professional school and we value the exchange of information. In respect for the instructor and students attempting to learn, use of external communication devices are prohibited during class, lectures, demonstrations, etc. All ringers should be silenced. If there are emergencies, the instructor should be alerted and permission granted to leave the area. Students in violation of this policy could be asked to leave the class or have their devices confiscated until the end of class. This policy is also included on each class’ syllabus.

Computer Labs

One lab is accessible to all students and is used for instruction and research in the application of computers to architecture. The second lab is an instruction facility. Equipment includes microcomputers with CADD and computer graphics capabilities.

Food, drink, portable communication devices, or external audio equipment is not allowed in the Lab. Student use is restricted to those architecture students with a validated Rattler Card. Hours of operation are posted each semester and are strictly enforced. Students violating these rules could have their access to the lab terminated and/or be subject to legal prosecution. In addition, please adhere to the following:

- Student files must be saved via external storage devices. Periodically, files on the hard drives will be purged.
- Do not attempt to install any software. If additional software is needed for academic purposes, please contact your instructor.
- Do not use the computers to play games or for any other nonacademic use.
- Do not move lab equipment or alter connections.
- In respect to other students, please reduce your voice to a whisper.

The Architecture Resource Center

The Architecture Branch Library is a satellite of and under the jurisdiction of the FAMU Coleman Library. The collection includes 18,000 books, 41,000 slides, and 102 current periodical subscriptions with extensive back files of periodicals and archives. It also provides audio-visual support to help students prepare papers and presentations.
Many of current class texts, technical journals, scholarship information, reference materials, etc. are on reserve. Daily operation schedules are posted at the entrance.

**Model Lab**

The Model Lab is a building construction facility that is located in the south wing of the School of Architecture complex. It has approximately 4500 square feet of work and equipment space for projects that include model building, furniture, sculpture and construction projects. The lab’s ceiling is in excess of 30 feet. Major equipment includes: Table Saw, Radial Arm Saw, Panel Saw, Miter Saw, Band Saw, Coping Saw, Scroll Saw, Sanders, Drill Press, Router Table, Planer, Jointer, Arc Welder, Resistance Welder, Oxy/Acetylene Welder, Bending Break, Metal Lathe, Mill, Horizontal Band Saw, Chop Saw, Beverly Shear, Mortar and Concrete Mixer, Generator and Generator Welder and various hand and power tools. You must be a registered SOA student and must complete Shop Orientation before you can use the shop. Orientation takes about 2.5 hours and is usually completed in the first-year studio in the fall semester. Orientation can be scheduled in groups as need throughout the year. Hours are 9 am - 12 noon and 2 pm - 5 pm. No student is allowed to work in the shop alone or unsupervised.

**Swipe Card Lock System**

The SOA employs an electronic, programmable lock system on the entry doors and computer rooms. All students will need a validated Rattler Card. Bertina Brewster, the SOA receptionist, will assist students in activating their Rattler Cards. Should there be a problem with the operation of the card, please contact her at 599-3244.

**Student Organizations**

The School of Architecture has five student organizations that provide the opportunity for students to socialize, study, and participate in various community service projects.

**American Institute of Architecture-Students (AIAS)**

AIAS was founded and organized in 1976. In the early years, the chapter was instrumental in recruiting students into the program. The chapter also served as a support group for the student body. AIAS planned potluck dinners that gave faculty, staff, and students the opportunity to interact informally. The main objectives of AIAS included the enhancement of the student’s education through various curricular and extra-curricular activities, strengthening ties with the professional community, and active student representation in the School.

**NOMAS: National Organization of Minority Architects-Student Chapter**

The FAMU NOMAS chapter was founded in 1977. The chapter was established to foster closeness within the minority student population and to establish mentorship relationships with minority practicing architects. At the time of NOMAS’ founding, there were only two African-American architects in Florida.

After the 1977 National NOMA Convention in New Orleans, LA, the students organized a constitution that established it as an official FAMU student organization. NOMA approved the constitution at its annual national convention in 1978, making the FAMU chapter of NOMA the first legally recognized student chapter in the country.

**Tau Sigma Delta (TSD)**

Tau Sigma Delta is the only honor society nationally recognized in the field of architecture, landscape architecture, and the allied arts. The society is a member of the Association of College Honor Societies. This is a distinct honor that gives Tau Sigma Delta the same high rating enjoyed by the most distinguished honor societies of other educational fields. There are numerous services and professional activities the honor society sponsors. The Gamma Gamma chapter of Tau Sigma Delta was chartered at the SOA in 1992. To be eligible, a student must have entered the second semester of the third year of the program and have been at FAMU one academic year maintaining a cumulative 3.0 GPA and academically be in the top 20% of his/her class.

**Alpha Rho Chi (APX)**
Alpha Rho Chi is the nationally recognized professional fraternity for architecture, landscape architecture, building construction technology, and the allied arts. Active chapters of Alpha Rho Chi are located at universities with accredited schools of architecture. They are incorporated as “not for profit” organizations that provide leadership opportunities for students, encourage academic achievement, and explore professional career opportunities beyond the classroom. Chapters sponsor seminars and exhibits promoting interaction with faculty and practicing professionals. Chapter social activities include house gatherings, homecoming events, White Rose Formals, sports, and diverse community service projects.

In 1931, the Grand Council of Alpha Rho Chi established the Alpha Rho Chi Medal to “encourage professional leadership by regarding student accomplishment; promote the ideas of professional services by acknowledging distinctive individual contributions to social life; and stimulate professional merit by commending qualities in the student not necessarily pertaining to scholarship.” This medal is offered yearly over 100 schools of architecture. The Seshait chapter was formed in 1992 at the SOA.

Dean’s Council

This Council is comprised of elected representatives from each design studio. They meet with the Dean to discuss issues of concern.
II. Academic Programs

The School offers four degrees: the four-year Bachelor of Science in Architectural Studies (B.S.), the five-year Bachelor of Architecture (B. Arch), and Master of Science in Architecture Studies (M.Sc.)

The four-year Bachelor of Science in Architectural Studies is the undergraduate core of the curriculum, and it serves as the prerequisite coursework for the B.Arch., and the M. Arch. At the end of the fourth year, students may choose to:

- Receive the B.S. and enter the work force;
- Receive the B.S. and complete their education elsewhere in a B.Arch. program;
- Receive the B.S. and complete their education in a related field such as interior design, landscape design, urban design, environmental law, construction, or real estate and development;
- Continue for an additional year for a B.Arch.;
- Continue for an additional two years for a M.Arch.

The B.Arch., and M.Arch., require application for admission. The M.S. is for students who wish to do graduate work in the School’s areas of emphasis but who do not require an accredited degree or for students desiring a post-professional degree. One M.Sc. option is Facility Management.

Level Designation and Classification by University Major Code

Bachelor of Science in Architectural Studies:
- Pre-architecture: 70100 Years 1 and 2
- Architecture: 71101 Years 3 and 4

Professionally Accredited Bachelor of Architecture:
- 1st Professional 71171 Year 5

Professionally Accredited Master of Architecture:
- Graduate: 71181 Years 5 and 6

Master of Science in Architectural Studies:
- Graduate: 71182
Transfer of Credit Procedures

A student who has attended any regionally accredited college or university and earned 12 or more semester hours is considered a transfer student when applying to FAMU. Transfer students admitted to FAMU are required to have official copies of their transcripts from previous institutions on file in the Admission Office. Credits are transferred based on the following:

- The institution from which the student wishes to transfer is regionally accredited
- The overall grade point average is 2.0 or better on the transfer transcript
- The grades of individual courses to be transferred are “C” or better, or “S” or “P”
- Courses transferred will be equivalent to FAMU SOA curriculum
- The maximum lower-level semester hours that can be transferred is 62 (same as FAMU lower division credits)
- Out-of-state courses may be transferred on a course-by-course basis if the SOA determines that course content is similar. Students in this category must submit a copy of their transcript and course descriptions of the SOA as soon as possible.

All transfer student transcripts are reviewed by the Transfer Credit Evaluation Section of the FAMU Registrar’s Office. This office transfers credits automatically for all transfer students. Their evaluation is forwarded to the SOA for verification. Additions or deletions can be made on that form. Sometimes it is necessary to forward a separate evaluation. Transfer Credit Forms are available in the Student Records Office of the SOA. The Dean must approve all transfer credits. All concerns or questions regarding transfer credits should be forwarded to the Coordinator of Recruitment & Retention.

Degree Acceleration Programs

The University has established several avenues that permit a reduction in the normal amount of time required to complete the requirements for a baccalaureate degree. Each baccalaureate degree program is so designed that students are afforded an opportunity to complete a minimum of 25 percent of the degree requirements through acceleration mechanism. These programs include credit by examination, early admission to the University, the year-round calendar, and any combinations of the following acceleration mechanisms.

Credit for Military Schools and Educational Experiences in the Armed Forces

Credit may be awarded for completed military service school courses on the basis of recommendations of the American Council of Education (ACE Manuals) when official credentials have been properly presented. However, recommendations by the ACE are not binding upon the University. Applications for service school course credits should be made at the time of admission to the Office of Admissions.

International Baccalaureate Program (IB)

The University awards credit for IB higher-level subjects. A student who receives the IB diploma and has three higher-level examination results of 5, 6, or 7 will be granted 30 semester hours of credits. Six semester hours of appropriate credits will be granted for each higher-level examination results of 5, 6, or 7. Three semester hours will be granted for scores of “4” or higher on subsidiary-level exams. Check with the FAMU Testing and Evaluation Center or Transfer Credit Evaluation Section in the FAMU Office of the Registrar for more information.

Dean’s Waivers

Students who have an extensive background of work experience in one or more areas of the program may receive credit for course work through a Dean’s waiver. The procedure is as follows:

1. The SOA Application for Dean’s waiver must be completed by the student. These are available in the SOA Student Records Office. Attach supporting documentation as needed (sample projects,
registration/licenses, resume, letters of references, etc.). This material will become a part of the student’s record.

2. The student must meet with the faculty member(s) in charge of the content area to establish equivalency with the proposed exempted course.

3. The faculty member submits all materials and a recommendation to the Coordinator of Recruitment and Retention who will convene the SOA Academic Standards Committee to review the faculty’s recommendation. The committed will forward its recommendation to the Dean for final review. If approved, a transfer credit form will be generated for the exempted course(s) reflecting the FAMU/SOA course title and credits.

4. Final acceptance of the Dean’s waiver rest with the Transfer Credit Evaluation Section of the FAMU Registrar’s Office. Verification will be sent to the Coordinator of Recruitment and Retention and, in most cases, will appear on the student’s next academic transcript.

College-Level Examination Program (CLEP)

The CLEP is another type of credit by examination offered by the CEEB. By presenting appropriate scores, a student may receive up to 30 semester hours toward the combination of general education requirement. In addition, students may earn credit on a course-by-course basis by taking subject examinations. Check with the FAMU Testing and Evaluation Center for registration or the Transfer Credit Evaluation Section of the FAMU Registrar. For additional information, please refer to “Transfer of Credit” procedures in the FAMU General Catalog or http://www.famu.edu/index.cfm?catalog&Credit-By-ExaminationList

Advanced Placement Tests

The College Entrance Examination Board (CEEB) sponsors this credit by examination opportunity. Students who have completed the high school advanced placement courses(s) and have achieved a score of three or better on the CEEB’s subject examination(s) may receive university credits for courses covering similar materials. Credits may be awarded in the following areas: American Government, American History, Biology, Calculus, Chemistry, English, French, Music, Physics, Political Science, and Spanish. Students must present copies of test scores to an academic advisor prior to advising. A copy should be placed in the student’s folder. The Transfer Credit Evaluation section of the Office of the University Registrar will place the appropriate FAMU equivalent course on the student’s transcript. For additional information, please refer to “Transfer of Credit” procedures in the FAMU General Catalog or http://www.famu.edu/index.cfm?catalog&Credit-By-ExaminationList

DANTES

The Defense Activity for Non-Traditional Education Support (DANTES) is a Department of Defense (DoD) activity located at Saufley Field in Pensacola, Fla. Its mission is to support the off-duty, voluntary education programs of DoD and conduct special projects and developmental activities in support of the Department’s education-related functions. DANTES funds ACE-recommended Excelsior College® Examinations (ECEs) taken at authorized DANTES Test Centers or authorized national test centers for all active duty military, National Guard, and Reserve Component personnel. For additional information, please refer to “Transfer of Credit” procedures in the FAMU General Catalog or http://www.famu.edu/index.cfm?catalog&Credit-By-ExaminationList

Excelsior

Excelsior College Examinations (formerly ACT/PEP) are used to meet specific college degree requirements of the Excelsior College degrees and are accepted for college credit by over 900 colleges and universities. Formerly called the ACT Proficiency Examination Program (ACT PEP), Excelsior College now administers these examinations worldwide. For additional information, please refer to “Transfer of Credit” procedures in the FAMU General Catalog or http://www.famu.edu/index.cfm?catalog&Credit-By-ExaminationList
Pre-architecture (70100)

The School of Architecture is a professional program with controlled enrollment. Admission standards are stringent. The University admits qualified applicants into the Pre-architecture programs as First Time in College (FTIC) or as transfer students.

First Time in College (FTIC) Admission

Admission to the School of Architecture can be as a (FTIC) or as a transfer. Admission for students with less than 60 semester hours is as follows:

- A diploma from a Florida public or regionally-accredited high school, out-of-state high school or, if foreign, its equivalent;
- A score of 500 on the Test of English as a Foreign Language (TOEFL) for international applicants
- 2.5/4.0 overall high school GPA
- A combined score of 1360 (minimum sub scores: 460 math, 460 reading, 440 writing) on the SAT or 21 (minimum sub scores: reading 19, math 19, English/writing 18) on the ACT
- Two years of the same foreign language in high school

Transfer Admission

Transfer with fewer than 60 hours

Applicants who have attended any college or university and who have earned 12 or more semester hours (except as high school dual-enrolled students) are considered transfer students. Transfer applicants with fewer than 60 semester hours must meet First-Time-in-College admission rules. Transfer students admitted to FAMU are required to have official copies of their transcripts from previous institutions on file in the Admissions Office. Transfer students without a FAMU equivalent lower-level architecture curriculum will be admitted into the Pre-architecture program provided they meet all of the above criteria and have:

- Two years of foreign language in high school or eight semester hours (or the equivalent) of a foreign language at an accredited undergraduate institution prior to enrollment
- Good standing eligibility at last institution attended,
- 60 semester hours and at least a “C” (2.0 on a 4.0 scale) in all college work attempted at an accredited institution,
- Compliance with the College Level Academic Skills (CLAS) (Senate Bill (SB) 1676(1) 2009
  - English Language Skills: “a 2.5 GPA in ENC 1101 & 1102 or equivalent college-level English course”
  - Mathematics: “2.5 GPA in two MAC courses with the last three digits higher than 105”
  - Examination
    - Reading: ACT 22; SAT-I 500; ACCUPLACER/CPT 93.
    - Writing: ACT 21; SAT-I 500; ACCUPLACER/CPT 105.
    - Math: ACT 21; SAT-I 500; ACCUPLACER/CPT 91

Associate of Arts Degree Transfers

Students transferring with over 60 hours or with an Associate of Arts (AA) degree may be admitted if they have achieved a:

- 2.5 overall GPA in their college-level courses
- Successful completion of CLAS
Grade of “C” or better in all course work
Two years of foreign language in high school or eight semester hours (or the equivalent) of a foreign language at an accredited undergraduate institution prior to enrollment

An evaluation of the student’s transcript by the Coordinator of Student Affairs will determine the applicant’s placement in the Pre-architectural program.

Out-of-State Transfers
Students transferring with or without an AA degree from out of state must meet all the above criteria and must submit course descriptions from all previous institutions to SOA prior to enrolling. Final placement is given only after the SOA evaluates ALL COURSE WORK on a course-by-course basis.

Associate of Science Degree Transfers
The Associate of Science (AS) degree is a two-year terminal degree and does not assure admission or certify they applicant as having completed the General Education requirements or qualify for upper-division status. Accordingly, final determination of AS degree credits rests with the Dean of the School of Architecture.

Academic Progression Standards

FAMU Academic Warning, Probation, Suspension, and Dismissal

For students who have attempted between (0-30) hours, FAMU requires a minimum 1.7 GPA to remain in good academic standing. However, students with a GPA less than 2.0 may not qualify for some financial aid programs.

For students who have attempted 31 hours or more, must maintain a 2.0 term average. A student who fails to earn a 2.0 term average will be placed on academic warning, following academic probation and academic suspension. A student on academic suspension must appeal to the University-wide Academic Regulation Appeals Committee to continue. If a student receives a SECOND academic suspension, he/she must sit out the following semester, unless reinstated by the University-wide Academic Regulation Appeals Committee. The third academic suspension results in dismissal and a student will not be permitted to re-enroll at the University for an entire academic year/three semesters. Check with the SOA Student Records Office for appeal forms or more information or the FAMU website at http://www.famu.edu/index.cfm?regulations&Chapter4-AcademicAffairs. Academic progression standards may be viewed at the above site by accessing Notice 4.105 Standards for Academic Progress-Undergraduate students.

School of Architecture

Advancement in the program is based on performance in individual courses as measured by a student’s grade point average (GPA).

Minimum “C” Grade
To progress, the SOA requires a minimum “C” grade in any course counted toward the degree.

Course Repeat
Every student planning to enroll in an ARC course as a third attempt must appeal to the Academic Standards Committee. The student must present the following prior to enrolling in the class:

- Present a justification for the unsuccessful prior attempts
- Articulate “life changes” that will effect a greater chance of success in the repeated course
- Agree in writing to periodically report progress to the Coordinator of Recruitment and Retention

State law requires students attempting to enroll in a course for the third time to pay 100% of the matriculation cost of instruction for that class. As of July 1, 2011, the course surcharge is an additional $159.87 per credit hour
for a regular course and an additional $185.42 for a college-preparatory course. The cost is the same for both in-state and out-of-state students. For the current repeat course surcharge, please refer to our FAMU Web site: http://www.famu.edu/. Navigate to the Registrar link and then select “Tuition and Fees Schedule”.

Cumulative Grade Point Average below 2.5
Students in this category must meet with their academic advisor and the Coordinator of Recruitment & Retention prior to enrolling the upcoming semester. If students possess the desire and the ability to succeed in architecture, the in-house “Lower division/Upper Division” form is completed with the student charting the most advantageous and efficient graduation plan.

- Upcoming semester course selection will be reviewed and if necessary modified
- Students external commitments are assessed in lieu of satisfactory academic progression
- Alternative major and/or career paths, changes in lifestyle, etc. are discussed with student in an attempt to graduate them from the University

Pre-requisite Waivers
Extenuating pre-requisite waivers may be addressed via an ad hoc committee appointed by the Dean. All courses must be completed as sequenced in the published SOA curricula. Upper Division core ARC courses are not available to lower division students. Professional-level and Graduate core courses are not available to undergraduate students. When deemed necessary, the committee will review each appeal and make a recommendation to the Dean. The judgment of the Dean is final. This committee also recommends procedures and policies to the faculty as it relates to matriculation.

Exit Requirements

To earn an AA degree, students at FAMU must have

- Completed CLAS
- Completed all courses in the first two years of the curriculum with a minimum “C” grade in all courses
- Completed application for graduation and specify AA degree

To be accepted into architecture (3rd Year)

- All of the above and a minimum cumulative and architecture GPA of 2.5

To transfer to a different FAMU school or college

- Minimum cumulative GPA of 2.0
- Approval by Dean of SOA and by Dean of School or College to which student is transferring

AIA/AAF Scholarship Program

The American Institute of Architects (AIA) American Architectural Foundation Scholarship administers a scholarship program for which first-time-in-college students may apply. It is called the Minority/Disadvantaged Scholarship Program. Additional information and application may be found at http://www.aia.org/education/AIAB081881

Eligibility
High school seniors, technical school/junior college students, and college freshman that are entering a program leading to a professional degree are eligible to apply. Students who have already completed the first year of a standard four-year curriculum are not eligible. Applicants must be residents of the US.

**Application Process**

The first step is to be nominated by an individual familiar with the student’s interest and potential to be an architect. The nomination may be made by

- An architect
- AIA component
- Community design center representative
- Guidance counselor or teacher
- Director of a community, civic, or religious organization
- Dean, administrative head, or professor at an NAAB-accredited professional program

**Deadlines**

The application must be received by mid-April.

**Awards**

Up to five scholarships are awarded each year. Finalists are announced in mid May. The amount awarded ranges between $1000 and $3000. The scholarship may be renewed every year until the completion of the degree.
Architecture (71101)

The Bachelor of Science in Architectural Studies (B.S.) program consists of the upper division of the four-year pre-professional undergraduate degree. The Florida A&M University School of Architecture program is an articulated 2+2 program within the State University System. As such, all students within the system have the opportunity to compete for the space in the program. Students transferring with an AA degree from one of the articulated pre-architecture programs in Florida must meet entrance requirements to be considered for advanced placement in the Third Year of the SOA.

Admission: Third Year Review

Procedure
It is the student’s responsibility to ensure that all evaluation materials are presented by the appropriate deadline. The procedure for applying to upper-division status in the School of Architecture is as follows:

- Submit the SOA application.
- Await notification from the SOA. The SOA cannot grant student’s acceptance until academic transcript showing completion of all lower-level courses is received.

Evaluation Criteria
All applicants are evaluated competitively based on the following:

- Grade of “C” or better in calculus, physics, and all ARC course work.
- Completion of all course work in pre-architecture.
- Minimum ARC cumulative GPA of 2.5.
- Minimum Overall cumulative GPA of 2.5.
- Successful completion of the College Level Academic Skills (CLAS) (Senate Bill (SB) 1676(1) 2009
  - English Language Skills: “a 2.5 GPA in ENC 1101 & 1102 or equivalent college-level English course”
  - Mathematics: “2.5 GPA in two MAC courses with the last three digits higher than 105”
- Examination
  - Reading: ACT 22; SAT-I 500; ACCUPLACER/CPT 93.
  - Writing: ACT 21; SAT-I 500; ACCUPLACER/CPT 105.
  - Math: ACT 21; SAT-I 500; ACCUPLACER/CPT 91

Notification
All applicants will receive a “Status of Admission” letter indicating the deficiencies, overall and/or ARC GPA, CLAST compliance, and status of course completions after grades are posted the semester the application was made. Students are given the summer semester for correcting deficiencies.

FULL ADMISSION indicates that all of the above criteria have been satisfied. As a Limited Access Program, admission is competitive and selective. Only the students with the highest GPAs may be accepted. A DENIAL letter is sent to students who did not complete the aforementioned criteria by the deadline. Students who are denied admissions to the upper division of the SOA cannot register for 3000-4000 level required architecture courses. However, with written approval of the instructor, students may enroll in ARC elective courses. Students who have been denied admission may appeal. The Academic Appeals and Admissions Committee will review the appeal and forward a recommendation to the Dean. The Dean will make the final determination.

Progression Standards
At the end of 59 hours attempted, a student must have a 2.0 cumulative average and maintain it each term. A student whose cumulative average is less than 2.0 but who earns at least 2.0 term average will be allowed to remain in school but placed on probation. Failure to earn a term average of at least 2.0, with the cumulative average being below 2.0, will result in probation or suspension by the University.

Exit Requirements

Graduation requirements for the B.S. degree are as follows:

- Completion of all courses in the B.S. curriculum, minimum 120 hours
- Completion of the CLAS
- A minimum cumulative GPA of 2.0
- A minimum architecture GPA of 2.0
- A minimum “C” grade in all courses counted toward the degree
- Fulfilled residency requirement of a minimum of 30 semester hours at FAMU
- If the term of residence is only two semesters, that period must be the student’s senior year, provided at least 30 semester hours are earned at FAMU during this period
- Fulfilled summer residency requirement of 9 semester hours if entered FAMU with less than 60 hours
- Completion of Florida’s foreign language requirement of either two units in the same language in high school or two semesters in the same language in a post secondary system
- Completed prescribed elective course requirements

Graduation Application

Prior to or at the beginning of the term in which the student expects to complete all requirements for a degree, the student must apply for graduation. Applications for graduation are available online at www.famu.edu. The University Calendar designates the dates by which this action must be taken. Applications received after the dates will be processed with the applications received for graduation effective the end of the next term. If the student fails to graduate, he or should reapply in a subsequent term. **Warning: No degrees can be conferred upon an individual who owes the University money.**

The Coordinator of Recruitment and Retention certifies that all academic requirements have been met for the bachelor’s programs. A few weeks after a student’s final semester has ended, the Registrar’s Office sends a Degree Certification Packet to the SOA that includes the student’s final transcript. Graduation is certified at this time. The SOA advises that students should not apply for graduation if they are planning to enroll in the Bachelor of Architecture program. The receipt of a bachelor’s degree will eliminate all federal and state financial aid programs. Consult with the Office of Student Financial Aid for specifics.

Graduation Honors

<table>
<thead>
<tr>
<th>Grade Range</th>
<th>Honors</th>
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</thead>
<tbody>
<tr>
<td>3.70 - 4.0</td>
<td>Summa Cum Laude</td>
</tr>
<tr>
<td>3.30 - 3.69</td>
<td>Magna Cum Laude</td>
</tr>
<tr>
<td>3.00 - 3.29</td>
<td>Cum Laude</td>
</tr>
</tbody>
</table>

Transfer students must earn a minimum of 60 semester hours at FAMU in order to be eligible to graduate with honors. Students receiving graduate degrees are excluded.

The RTKL Traveling Fellowship

Since its inception, the School of Architecture has promoted and supported a variety of off-campus educational programs including off-campus programs, field trips and coop/internships when available. Refer to section **Special Features** of this document.
The RTKL Traveling Fellowship

The fellowship was established with a contribution from the architecture firm RTKL in honor of one of its founders, Francis T. Taliaferro. The fellowship is intended to encourage and support foreign travel undertaken to further education toward a professional degree. Applications are available at http://www.archfoundation.org/aaf/documents/RTKL.Application.pdf

Applications must be received by February 14. One annual award of $2500 is given. The winner is announced in April. Applicants for the fellowship must be either:

- Applicant must be planning to travel outside the U.S.
- Must be in the next-to-last year of a bachelor or master of architecture program or be accepted in a professional degree program
- Selection is based upon statement of purpose, relevance of travel plans to educational goals, academic performance, and recommendations
Bachelor of Architecture (71171)

The Bachelor of Architecture (B.Arch.) program is designed to prepare students for the traditional practice of architecture and focuses on key areas of fundamental professional competence such as design, practice, and technology. The B.Arch. involves in-depth instruction in programming, the preparation of a program report, and the design of a terminal project.

Admission

Admission to the professional level of the program (fifth year) requires that the student:

- Complete the course requirements of the FAMU/SOA B.S. program or equivalent B.S. or B.A. in architecture from an accredited college or university.
- Earn a minimum 2.75 GPA in course work taken in the last two years (60 credits) of the B.S. program. As a Limited Access Program, admission is competitive and selective. Only the students with the highest GPAs may be accepted.
- Complete the SOA Application (if applying from an institution other than FAMU, most recent transcript, and catalog descriptions of all course work attempted). Include three letters of recommendation and a one-page statement of purpose.
- Successful portfolio
- The Commuter Option: in addition to the above, the applicant must have worked successfully in the architectural profession for a minimum of three years, possess above average organizational skills, pass a portfolio review highlighting academic work, and present letters of support from present employers.

Progression Standards

To maintain good academic standing in the B.Arch. program, students must maintain:

- A minimum 2.0 semester average
- A minimum “C” grade in all course counted toward the degree

“Effective fall 2001, a graduate student enrolled at Florida A&M University (FAMU) who receives a C,D, or F grade, which fails to meet the requirements of a specific graduate program, may petition the SOA Dean or Graduate Director to retake the course. The course must be taken at FAMU, unless the course is offered at Florida State University under the FAMU/FSU cooperative program and the course must carry the same course number and description. Only the higher grade shall be used in computing the overall grade point average (GPA), but both grades will remain on the transcript. Of both grades are the same, only the second will be counted in the GPA. A graduate student may repeat no more than two courses in any graduate program at FAMU, and may repeat each course only once. A grade forgiveness form must be submitted by the student to the Registrar’s Office after the course is retaken and prior to graduation.” (http://www.famu.edu/index.cfm?graduastudies&GradingPolicies)

Exit Requirements

To earn the B.Arch. from FAMU, students must have:

- A minimum grade of “C” in all courses counted towards the degree
- A minimum 2.0 GPA at the Bachelor of Architecture level
- A majority vote by SOA faculty
• Fulfilled residency requirement of 30 hours; if residency is only two semesters, the 30 semester hours must be earned at FAMU during this period
• Completed prescribed elective course requirements per curricula

Master of Architecture (71181)

The Master of Architecture (M.Arch.) is intended to prepare students for leadership roles in the profession. Emphasis is placed upon student freedom to pursue an investigation of personal interest consisting of in-depth inquiry into design and practice issues. Three major theory courses—Models of Inquiry, Theories of Intervention, and Advanced Architectural Theory—anchor the curriculum. Students have the opportunity to take five electives in the area of their thesis interest. These five electives together with the two thesis courses, the Thesis Planning course and Design 6.2 (students select the project based on the thesis topic), permit students to dedicate 35 credits to an in-depth study of their thesis topic.

Admission

Admission into the Master of Architecture program requires:

• Completion of University application (if applying from an institution other than FAMU, catalog descriptions of all course work attempted)
• Completion of the equivalent of the B.S. Arch. with a 3.0 overall GPA in the last 60 hours of course work or a combined score 1000 on the GRE, or a B.S./B.A. in any field with a 3.0 overall GPA in the last 60 hours of course work or a combined score of 1000 on the GRE
• A letter explaining the applicant’s educational and career goals
• Passing of a portfolio review (for format and evaluation criteria, go to www.famu.edu/architecture
• A resume, three letters of reference, and, if an international student, a score of at least 550 on the TOEFL exam

Transfer of Credit

A maximum of six semester hours of graduate course work may be accepted by FAMU at the master’s level.

Progression Standards

Minimum requirements for all graduate programs and degrees are as follows:

• A cumulative GPA of 3.00 must be maintained regardless of course/credit load.
• Only a grade of a “B” or higher is acceptable for required courses. A required course must be repeated if a grade lower than a “B” is received. For all other courses, the grade of “C” or better is acceptable.
• Any grade of “U” in any phase of the thesis/research/dissertation process shall require the student to be placed on probation for one semester. A second “U” grade in the thesis/research/dissertation process may warrant termination of the student’s degree-seeking status.
• The student’s chief advisor is responsible for informing the student of grade requirements and the need to adhere to the grading standards.
• A minimum credit load of nine hours in the fall and spring semester and six hours in the summer is required.
• Any graduate student who fails to maintain a nine-hour minimum credit load, grades, and GPA required must be immediately removed from financial assistance with prompt documentary notice to the Graduate Dean.
“Effective fall 2001, a graduate student enrolled at Florida A&M University (FAMU) who receives a C, D, or F grade, which fails to meet the requirements of a specific graduate program, may petition the SOA Dean or Graduate Director to retake the course. The course must be taken at FAMU, unless the course is offered at Florida State University under the FAMU/FSU cooperative program and the course must carry the same course number and description. Only the higher grade shall be used in computing the overall grade point average (GPA), but both grades will remain on the transcript. Of both grades are the same, only the second will be counted in the GPA. A graduate student may repeat no more than two courses in any graduate program at FAMU, and may repeat each course only once. A grade forgiveness form must be submitted by the student to the Registrar’s Office after the course is retaken and prior to graduation.” (http://www.famu.edu/index.cfm?graduatestudies&GradingPolicies)

Graduate Retention, Probation, and Suspension

If a student’s GPA falls below a 3.0 for one semester, he/she will be placed on probation. If a student’s GPA falls below a 3.0 for two consecutive semesters, he/she will be suspended from his/her graduate program. The student will be notified of probation and suspension in writing. Passing (P) and unsatisfactory (U) grades are awarded to students while completing their theses and dissertations. A student is placed on probation for earning a “U” grade in any phase of the thesis or dissertation process. A second “U” may warrant dismissal from the program.

Dismissal

According to the Florida Agricultural and Mechanical University Catalog, 2010 the first time a student fails to meet the minimum standards of progress, he/she will be placed on academic probation. All subsequent failures to meet minimum standards to progress will result in academic suspension of at least one semester. A student will only be permitted to return to the University following two academic suspensions. The third academic suspension is a permanent suspension or dismissal.

Exit Requirements

To earn the M.Arch. degree from FAMU, students must have:

- A minimum grade of “B” in all courses counted towards the degree
- A minimum 3.0 GPA at the Bachelor of Architecture level
- A successful Thesis/Project as evaluated by an SOA Thesis Committee
- A majority vote by SOA faculty
- Fulfilled residency requirement of 30 hours; if residency is only two semesters, the 30 semester hours must be earned at FAMU during this period
- Completed prescribed elective course requirements per curricula; a maximum of six semester hours of 4000-level courses may be included in the requirements
- A maximum of five (5) years and seven (7) years is permitted for the completion of master’s and Ph.D. degrees, respectively; students exceeding these time limits from first matriculation to graduation may be required to initiate new courses of study

(http://www.famu.edu/index.cfm?graduatestudies&GraduationRequirements)

Enrichment Opportunities

Enrichment opportunities at the graduate level broaden the student’s educational experiences. They are briefly described below:

Jacksonville Studio

For the past number of years, the graduate design studios have been investigating urban architecture, urban design, and community development issues in Jacksonville, Florida. Supported by the A.I.A. Jacksonville, this effort has become an integral part of the School’s graduate design program and is referred to as the Jacksonville Studio. The studio has been a successful effort by the School to become a resource for the Jacksonville community. The Jacksonville A.I.A. Chapter has provided monetary support and has been involved in hosting reviews of the student’s work.
Master’s Symposium

During the spring semester of symposium is organized and implemented for the graduate student’s around a theme of student and faculty interest and a topic that reinforces and enriches the graduate program themes of inquiry, vision, and intervention.

Graduate Financial Aid

The school attempts to give every master’s student in the program benefits from some form of financial aid, and none of the aid is need-based. The students are supported with money designated for Architecture by the University School of Graduate Studies. This money is typically awarded to students in the form of assistantship. In addition, each student also receives tuition reduction grants and thesis support stipends. Some students are supported with Other Personnel Service (OPS) contracts.
III. ADVISEMENT

Advisement Procedure

At the time of advisement, each student must meet with an academic advisor and chart an acceptable course of study. NO SOA STUDENT IS PERMITTED TO REGISTER FOR ANY COURSE WITHOUT THE WRITTEN APPROVAL OF THE ACADEMIC ADVISOR. Students earning a “D” or “F” midterm grade in a pre-requisite course are not allowed to pre-register for the subsequent course. The process is as follows:

1. Each student must schedule a session with his/her academic advisor.
2. Each student must secure his/her folder from the Student Records Office of the SOA and give it to the academic advisor.
3. SOA advisors may advise students designated as “pre-architecture” or “architecture” majors by the Office of Admissions. Students who have been at the University for one term have an academic transcript and a folder in the SOA Student Records Office. Students must present this academic record to their academic advisor for class selection and for charting their academic progress on the Progression/Completion Checklist form. Students interested in enrolling in architecture courses and have not been admitted to the SOA must be advised by the Coordinator of Recruitment and Retention or by the advisor in the University Office of Retention.
4. SOA students should select only the ARC and General Education courses identified in the SOA curriculum. Students should follow the prescribed sequence of courses as closely as possible. The advisor will approve course selections and sign the registration form. Sometimes students may elect to enroll in courses in other disciplines, which are “by permission only”. These are identified by a section number of 301 or 601. Students must go to that academic unit to get a permission number to enroll in the class.
5. The student should review his/her academic records using either the FAMU EIT system and confirm with the SOA Progression/Completion Checklist. Any discrepancies in accuracy should be brought to the attention of the advisor. If this discrepancy is due to non-posting of transfer credits, the advisor should notify the Coordinator of Recruitment and Retention.
6. The student should make sure that all previous grades, elective courses titles, or substitute courses are entered. For example, ARC 2809 Structure I was offered at a community college, and it satisfies the requirement of ARC 2501 at FAMU. The substitute course should appear on the Progression/Completion Checklist form adjacent to ARC 2501 Structures I in the “Equivalent Course” column and the grade earned recorded. The same will be reflected in the EIT System.
7. The SOA has developed the Lower-Division Academic Plan and Upper-Division Academic Plan forms to assist students and advisors in predicting an acceptable plan of progression through the curriculum. The student may elect to use these.
8. Upon the recommendation of the advisor, students select courses from the University schedule book and/or SOA schedule and enter appropriate data on Registration Form.
9. The advisor approves all courses selected by the student. The advisor must initialize each course selected.
10. A student who elects Special Study or Directed Individual Study (DIS) courses must secure written permission from the instructor. For specifics on DIS courses, please refer to the separate heading in this section.
11. When advisement is complete, the student returns the folder and signed registration form to the Student Records Office. The student will register for the courses using the EIT system.
Academic Load

The normal load for an undergraduate student during each semester is 15-18 credit hours. Undergraduate students are considered full-time if they are enrolled for 12 hours or more. Students enrolled for fewer than 12 credit hours are considered part-time. For graduate students, a full credit load consists of a minimum of nine (9) hours in the fall and spring semesters and six (6) hours in the summer. All students who are recipients of financial aid maybe required to maintain full-time loads. The minimum load required to receive benefits from the Veterans Administration is 12 credit hours per semester.

Summer Program

Florida Administrative Code, Chapter 6C-6.16, mandates that students entering a university in the State University System after September 1, 1976, who have less than 60 hours credit upon admission must earn 9 credit hours prior to graduation by attending one or more summer terms. This requirement may be appealed in writing via the Coordinator of Recruitment and Retention and the University Registrar if excess hours or extreme hardship is noted.

The following courses are routinely offered during the summer: ARC 1301 Design 1.1, ARC 1302 Design 1.2, and ARC 3325 Architectural Design 3.2 If there is sufficient need and funds, the following additional SOA courses may be offered during the summer: ARC 3463 Materials & Methods of Construction, ARC 3508 Computer Applications in Architecture and ARC 4342 Architectural Design 4.2.

Special Offerings & Electives

Directed Individual Study (DIS)

A DIS course offers a mature student the opportunity to enroll in a special course that is not being offered as a regular course. Permission to enroll in a DIS course for credit will not be approved if the course for which the student is seeking credit is being offered at the time the request is made or if it will be offered before the student graduates. Because the DIS normally requires the student to be able to conduct independent study, only those in upper-division design or professional programs are eligible. However, if an instructor identifies a lower-level student who is capable of conducting independent study, the Dean, upon proper recommendation by faculty, advisor, and Coordinator of Recruitment and Retention, will consider the recommendation. The Dean must approve all DIS enrollment. Students may enroll in a Directed Individual Study (DIS) under the following circumstances:

1. The student, in cooperation with his/her instructor and academic advisor, identifies a special project that cannot be pursued by enrolling in a regularly scheduled course. In this case, the instructor must provide the advisor with an adequate statement outlining the objectives and principal features of the project. The advisor will file the statement as part of the student’s academic record.
2. The student is a graduating senior who, because of unavoidable circumstances, was previously unable to enroll in a required course; supporting medical or legal documentation is required. The Coordinator of Recruitment and Retention must register students for DIS courses. If the course is used as a required course, a “Change of Grade” form must be submitted to the Registrar’s Office with the appropriate title of the course. This may also be done using the EIT system.

Special Study Courses

Frequently, the SOA offers elective courses that have not been assigned a permanent number. These are called Special Study courses. Prior to early registration, faculty teaching these courses will submit course descriptions to the Dean for approval. Once approved, a special study number will be assigned and the information posted at the SOA. Information about Special Study courses—description, number of credits, pre-requisites, expectations will be
posted in the SOA in the Coordinator of Recruitment & Retention advising area. Each student seeking enrollment must obtain the signature of the offering instructor.

Graduate-Level Electives

With written approval of instructor, Landscape Architecture Director and/or Assistant Dean and advisor, an undergraduate student may enroll in a graduate-level elective providing he/she has been admitted into upper division in the SOA and has a GPA of 3.00 or above. Graduate tuition fees are assessed at the time of registration.

Cooperative Programs

FAMU/FSU COOP

(Edited from the Florida A&M University 2008-2010 Catalog)

Florida A&M University and Florida State University are participants in a cooperative program that permits students enrolled at either institution to take a limited load at the other institution as follows:

- Permission is to be given by the academic advisor and Dean of the student’s home university and by the Chairman of the department in which the course is to be taken at the host university.
- No more than half of the credit hours taken by a student during a given term may be taken at FSU.
- Whenever possible within the policy of FAMU, courses taken at FSU may be graded on an S-U basis.
- Courses taken at FSU should not be offered at FAMU. However, FAMU students have taken courses at FSU that were filled at FAMU.
- Credit hours generated by students taking courses at FSU are treated the same as credits taken at FAMU.
- Because all fees are paid at FAMU, students will not be required to pay additional registration fees for courses taken at FSU.

Procedures for Registration in the FAMU-FSU Cooperative Program

- Pick up an application for the FAMU/FSU COOP from the Registration Office, Suite 111 FHAC. This form requires the signature of the Faculty Advisor, Dean, Provost and FAMU/FSU COOP Representative located at the Coop registration site in the registration center. Within the “S-U GRADE” section of form, the advisor must select “no” (letter grades will be reported). If “yes” were selected satisfactory or unsatisfactory will be reported as the final grade.
- Request a copy of your Immunization records from the FAMU Health Center. Show this proof of your immunization records to Thagard Health Center at FSU. Bring a “health clearance” from FSU to regular registration in the Grand Ballroom.
- Secure an approval (signature) on your FAMU/FSU COOP registration form from the FSU department for the course you are planning to register for.
- Students must complete this process prior to the first day of classes at FSU.
- The FSU course prefix, course number, section number and title, hours, and grade will appear on the student’s transcript.

Transient Student Registration

A FAMU full-time student who has a cumulative GPA of 2.0 is permitted to enroll and transfer credits of pre-approved courses taken at another institution, only if the course is not being offered at FAMU the semester the student applies for the transient course. This one-term approval allows FAMU students to enroll in courses at another institution that may not be offered at FAMU. Students can take these courses without being admitted to the host institution.
- Students must complete the FLORIDA A&M UNIVERSITY TRANSIENT STUDENT FORM.
- It is important to list the FAMU EQUIVALENT prefix and course number on the form. Forms can be acquired from the SOA Student Records Office.
- The forms require the signature of the Dept. Head (Coordinator of Recruitment & Retention in SOA) and the Dean.
- The student must take the completed forms to the Office of the Registrar for review and approval.
- It is the student’s responsibility to forward the first page of the Transient Student Form to the Registrar of the receiving school.
- The FAMU EQUIVALENT course prefix, course number, section number, title, and hours will appear on the student’s transcript after successful completion of the course. This course is considered a “transfer” course, and the University only transfers the credits.

Internships

Students may opt to work in the architectural profession during a semester. Students not receiving compensation may elect to receive academic credit for this experience. Announcements and vacancies mailed to the SOA are posted in the SOA faculty wing. Positions acquired by students for academic credit should be coordinated through Andrew Chin, Assistant Dean for Architecture.

Change of Enrollment Status

(Taken from the 2008-2010 University Catalog, page 33)

Adding or Dropping Courses

Changes in course selections may be made only with consent of the advisor. It may be necessary for changes in certain general education courses to be approved by an advisor from those departments. The School of Architecture cannot place a student in a closed section of a non-architecture class. No changes in course selection may be made after the date stipulated in the University Calendar. The time limit for adding or dropping a course usually expires one week after the opening of the term.

Withdrawal from the University

A student who desires to withdraw from the University must contact the director of the Center for Human Development and explain the circumstances which he or she feels require him or her to withdraw from the University. Upon approval of the director, the withdrawal form will be completed and signed by the director and the student. The student is required to turn in all residence hall keys, if applicable, to the counselor of the dormitory in which the student is residing and met all other stipulations required by the university. When the above signatures have been placed on the withdrawal form, the student then files the form with the University Registrar.

When the above signatures have been placed on the withdrawal form, the student must file the form with the university registrar by the deadline published in the University calendar for the term in which the withdrawal is sought. This procedure is to be followed by all students both on-campus and off-campus.

Any student who withdraws from the University during the regular or late registration periods will not receive grades at the close of the term. A student who officially withdraws after “the last day to register” but during the first eight weeks will receive a “W” grade at the close of the term. A grade of “F” for each course will be given to any student who leaves the University without filing a withdrawal form with the Registrar’s Office.

Readmission of Former Students

Students not in attendance during two consecutive terms of enrollment (exclusive of the summer term) and who are in good standing with the University must apply for readmission to the University. No application fee is
required. However, applications will not be processed for students who have a “hold” on their records or who are not in good standing with the University. Applications are available from the Office of Admissions.

Withdrawal from a Course

Under exceptional circumstances, it may be necessary for a student to withdraw from a course after the add and drop period has ended. Such withdrawals are accomplished upon the recommendation of the student’s instructor and academic advisor, and the approval of the Dean. The student is responsible for forwarding the form to the Registrar’s Office. Withdrawal from a course must be accomplished prior to the published deadline. A “W” grade will appear on the class/grade roll for all courses and on the student’s semester grades. NO REFUND OR FEES FOR COURSES (S).

Administrative Withdrawal

A student may be administratively withdrawn with fee liability from a course(s) by the SOA or by other academic departments on campus if the student registered for the course without appropriate prerequisites, signature or permission. Students who are administratively withdrawn from the University for violation(s) of the University’s Student Code of Conduct are not entitled to any refund from any fees paid during the semester in which there is cause of withdrawal.

Academic Regulation Appeals Committee

This committee considers petitions from undergraduate students seeking exceptions to academic regulations. Appeal applications must be filed and considered prior to graduation. Forms can be picked up from the SOA Registrar. Supporting documentation (physician or other licensed health care professional statement on official letterhead, legal records, etc., is required). The SOA Coordinator of Recruitment and Retention is the committee’s representative. The committee considers the following appeals. Please note the application deadlines.

- Waiver of Academic Suspension
- Late or retroactive course withdrawal (limited to one year after course enrollment)
- Late add or registration (limited to the next semester)
- Late application for graduation (limited to four weeks after published term deadline)

If a student wishes to pursue the committee’s assistance, supporting documentation must accompany all appeal petitions. If hardships affected only one class (selective withdrawal), there is an extra burden to prove this discrepancy. Otherwise the committee sees this as an attempt for a student to “clean up” his/her transcript and the appeal will be dismissed. A completed “Instructor’s Statement” is required before the appeal can be reviewed. No completed and signed instructor’s statement, no review!

Non-degree (special) students must petition through the Registrar’s Office. Colleges are not responsible for petitions that are not submitted directly to and discussed with the proper college representatives. The Academic Regulation Appeals Committee normally meets monthly. In order for a petition to be reviewed by a college/school and to be heard at a regular meeting, it must be submitted by the end of the first week of each month. Petitions for re-admission (after academic suspension) must be submitted at least ten working days before the start of classes. The form is located in the Office of the Coordinator of Recruitment and Retention in the School of Architecture.

University Refund Policy

A 100% fee refund charge adjustment will be made to the student for tuition and registration fees if notice of withdrawal from the University is approved prior to the end of the drop/add period.
1. A 25% refund of registration and tuition fees, less building and capital improvement fees, will be made if notice of withdrawal from the University is approved prior to the end of the fourth week. The late registration/payment is nonrefundable.

2. A 100% refund adjustment of the registration and tuition fees will be made if a student withdraws or drops a course due to circumstances determined by the University to be exceptional and beyond the control of the student, including but not limited to:
   - Illness of a student of such severity or duration, as confirmed in writing by a physician, to preclude completion of the course(s)
   - Death of the student or death in the immediate family (parent, spouse, child, or sibling)
   - Involuntary call to active military duty
   - A situation in which the University is in error

Formal application for a refund in certain other instances may be made with the Office of the University Registrar. Please note the withdrawal deadline dates in the Schedule Booklet, University Web Site or those posted in the student records center of the SOA.

**Administrative Drop and Add**

When extenuating circumstances dictate, a student’s architecture course selections may be changed by the SOA administration after the drop/add period has ended. Justification includes but is not limited to:

- Students are in courses without having the necessary prerequisites
- SOA faculty and/or administration balances the number of students in studio or lecture courses
- Changes in course offering: times, availability

**Minimum Class Sizes**

The University has instituted the following as guidelines in offering courses. Certain exceptions apply.

**Summer Semester:**
- Undergraduate: 15 students
- Graduate: 12 students

**Spring and Fall Semester:**
- Undergraduate: 15 students
- Graduate: 12 students

**Grade Assignment Modifications**

**Assignment of Incomplete “I” Grade**

A student who is PASSING a course but has not completed all of the required work in the course at the end of the term may, with the permission of the instructor, be assigned a grade of “I”. Grades of “I” are not assigned to any course that a student fails to attend or if a student withdraws from the University. A student should not register for a course in which an incomplete grade has been received. If he/she does, the original “I” will automatically be changed to a permanent grade of “F”. Incomplete “I” grades will not count as hours attempted in computing cumulative grade point averages. It is the responsibility of the student to make arrangements with the instructor for the removal of an incomplete grade.
All incomplete grades must be removed by the close of the next term in which the student is enrolled or the grade will be automatically changed to “F” by the Registrar’s Office.

If the faculty member is on leave the following semester, it is still the responsibility of the student to satisfactorily complete the requirements of the course with that faculty member, or the Dean may approve an alternative plan of action. All “I” grades submitted must be accompanied by a written explanation from the faculty member to the Dean of the SOA.

Change-of-Grade Procedures

Grades are a reflection of student performance in courses. The grade submitted to the Registrar’s Office through the EIT System should be final. The instructor should assist the student in reaching his/her full academic potential during the term. Periodic grading and evaluations by faculty ensure that students are aware of their academic standing in a course prior to the end of the semester. Increasing the student’s grade after the term ends is discouraged.

All change-of-grade forms must be accompanied by a written explanation from the faculty to the Dean of SOA. Due to extenuating circumstances, grades may be changed only under the following conditions:

- Changes of grades are issued only if the instructor miscalculates a student’s average or makes a recording error.
- The Dean must approve all change of grades by an instructor.

Change-of-Grade forms are available to advisors in the Students Records Office of the SOA. In most cases, the new grades will be reflected on the transcript of semester grades for which the change-of-grade form was submitted.

Grade Forgiveness

Students in the undergraduate program may retake course work in which they achieved a grade of “D” or “F” through the University’s grade-forgiveness program. Although the unsatisfactory grade remains on the transcript, it is no longer counted in the GPA calculation. Such application for grade forgiveness must be made at the appropriate time, in writing, to the Office of the Registrar. Effective fall 2004, only three grade forgiveness requests are available to the student during the student’s undergraduate career.

Penalties

Repeating Courses

The 1997 Legislature of Florida has enacted HB 1545, Section 240.14: Funding for continuous enrollment in college credit courses. Beginning fall semester, 1997, a student enrolled in the same undergraduate college credit course more than two times shall pay matriculation at 100 percent of the full cost of instruction. As of fall 2011, the additional charge per credit hour for undergraduate students is $159.87 for a regular repeat course and $185.42 for a college-preparatory repeat course. For current surcharge information or to appeal the charge, contact the Office of the Registrar at http://www.famu.edu/index.cfm?Registrar&Forms. The rates are the same for both in-state and out-of-state students. This additional charge does not apply to graduate level courses. The surcharge is refundable based upon the same refund policy that applies to tuition.
Excess Hour

The State Legislature enacted excess credit hours legislation to encourage students who enter state universities to complete their college curriculum on schedule. This means that students must avoid excess credit hours. Students who withdraw, fail, or repeat courses or take courses outside of their degree program amass excess credit hours. The FAMU excess credit hour policy allows students to take up to 115 percent of the credit hours required for the baccalaureate degree without being required to pay the higher matriculation fee. In the 120-hours degree program, a student may earn 18 additional hours without generating excess credit hours. In the 150-hour degree program, a student may earn 23 additional hours without generating excess credit hours. Students will be assessed an additional 50 percent for each excess credit hour over the 115 percent. For more information go to http://www.famu.edu/Registrar/Excess%20hours%20CS%20for%20CS%20SB%201696.pdf

Gordon Rule

The State Board of Education Rule 6A-10.32(2), commonly known as the “Gordon Rule,” specifies that all state universities shall require certain competencies in all baccalaureate degree programs. Please refer to http://www.famu.edu/index.cfm?Registrar&GordonRuleCompliance for more information. Grades of “C” or above are required. SOA Gordon Rule Courses are as follows:

WRITING REQUIREMENT
ENC 1101 Freshman Composition 1
ENC 1102 Freshman Composition 2 or
ENC 1121, 1122 Honors Fr. Comp. 1&2

And

Any three (4) Humanities/Social Science

MATH REQUIREMENT
MAC 1114 Alg. & Trig. Functions & MAC 2311 Calculus 1

A GORDON RULE HOLD may prevent a student from registering for 3000+ level courses. The hold will prevent a student from graduating and should be given immediate attention.

College-Level Academic Skills (CLAS)

During the 2009 legislative session, the Legislature repealed section 1008.29, Florida Statutes, relating to the College Level Academic Skills Test (CLAST) and eliminated funding for the test. As of July 1, 2009, students will no longer be required to take the CLAST. Concomitant with repealing section 1008.29, F.S., the Legislature amended section 1007.25(12), Florida Statutes. As amended, the statute now requires students to achieve a score that meets or exceeds a minimum score on a nationally standardized examination, as established by the State Board of Education in conjunction with the Board of Governors. These scores or as follows:

- Reading and essay: ACT 22; SAT 500; ACCUPLACER/CPT 93 or earn a 2.5 grade point average in two (2) courses for a minimum of six (6) semester hours of credit from ENC1101 and ENC1102 or equivalent courses that demonstrate college-level English Language, Reading, and Essay skills requirements.
- Writing: ACT 21; SAT 500; ACCUPLACER/CPT 105 or earn a 2.5 grade point average in two (2) courses for a minimum of six (6) semester hours of credit from ENC1101 and ENC1102 or equivalent courses that demonstrate college-level English Language, Reading, and Essay skills requirements.
Mathematics: ACT 21; SAT 500; ACCUPLACER/CPT 91 or a 2.5 grade point average in two (2) courses for a minimum of six (6) semesters hours of credit from one of the options below:

- Option 1: MACX102 College Algebra or any other MAC course with the last three digits being higher than 102; MGFX106 Liberal Arts Mathematics I, MGFX107 Liberal Arts Mathematics II, MGFX202 Finite Mathematics or any other MGF courses with the last three digits being higher than 202; or STAX014 Statistical Methods or any other statistics-based course.
- Option 2: MGFX106 Liberal Arts Mathematics I and MGFX107 Liberal Arts Mathematics II; MGFX113 Topics in College Mathematics I; MGFX114 Topics in College Mathematics II; or MGFX118 Mathematics CLAST Review.
- Option 3: MGFX106 Liberal Arts Mathematics I or MGFX113 Topics in College Mathematics I, and MACX102 College Algebra or MACX105 College Algebra.

The General Education Requirement

The General Education Sequence approved and as published [http://www.famu.edu/index.cfm?Registrar&GeneralEducationApprovedCourseList](http://www.famu.edu/index.cfm?Registrar&GeneralEducationApprovedCourseList). Recommended courses for architecture students appear as italic entries.

I. Communication (6)
ENC 1101, ENC 1102 Freshman Communication Skills I & II or ENC 1121, ENC 1122 Honors Freshman Composition I & II

II. Mathematics (6)
MAC 1114 Algebraic & Trigonometric Functions, MAC 2233 Calculus for Business I or MAC 2311 Calculus I
MAC 1105 College Algebra; MAC 1114 Algebraic & Trigonometric Functions, MAC 2233 Calculus for Business I, MAC 2234 Calculus for Business II, MAC 2311 Calculus I, MAC 2312 Calculus II, MAC 4211 Advanced Calculus, MGF 1106 Liberal Arts Mathematics I, MGF 1107 Liberal mathematics II, MGF 2212 Finite Mathematics (MAD 2120), MTG College Geometry, STA 2023 Introduction to Probability and Statistics I.

III. Natural Science (6)
PHY 2053 Elements of Physics I and (1) one of the following (Architecture majors do not need the accompanying labs).

AST 1002 Astronomy, BSC 1005 Biological Science, BSC 1010C General Biology I, BSC 1011C General Biology II, CHM 1015 Fundamentals of Chemistry, CHM 1030 Intro Chemistry for Health Sciences w/lab, CHM 1031 Chemistry for Health Sciences w/lab, CHM 1045 General Chemistry I w/lab, CHM 1046 General Chemistry II w/lab, EVR 1001 Fundamentals of Environmental Science, ISC 1006 Wide World Science I, ISC 1007 Wide World Science II, PHY 2054 Elements of Physics II, PHY 2048 General Physics I, with lab, PHY 2049 General Physics II/with lab, PSC 1121 Physical Science/with lab

IV. Social Sciences (6)
AMH 2091 Introduction to African American History or AFA 3104 The African American Experience and (1) one of the following:


V. Humanities (6)
Two courses from the list below:


VI. General Education Electives (3-4)
SPC 2600 Public Speaking, HSC 1100 Health & Modern Living or from any of the approved Mathematics, Natural Sciences, Social Sciences, and Humanities courses listed above.

Note a course can only fulfill ONE curriculum requirement.

Math Prerequisites (Summer 2011)

<table>
<thead>
<tr>
<th>Course</th>
<th>Course Prerequisite</th>
<th>ACT/SAT Prerequisite</th>
</tr>
</thead>
<tbody>
<tr>
<td>MGF 1106 Liberal Arts Math I</td>
<td>high school diploma</td>
<td>N/A</td>
</tr>
<tr>
<td>MGF 1107 Liberal Arts Math II</td>
<td>high school diploma</td>
<td>N/A</td>
</tr>
<tr>
<td>MAC 1105 College Algebra</td>
<td>high school diploma</td>
<td>N/A</td>
</tr>
<tr>
<td>MAC 1114 Algebraic and Trigonometric Functions</td>
<td>MAC 1105</td>
<td>ACT Math 20 or SAT Math 490 or above</td>
</tr>
<tr>
<td>MAC 1147 Precalculus</td>
<td>MAC 1105 and high school trigonometry</td>
<td>ACT Math 21 or SAT Math 510 or above</td>
</tr>
<tr>
<td>MTG 2206 College Geometry</td>
<td>MAC 1105</td>
<td>ACT Math 20 or SAT Math 490 or above</td>
</tr>
<tr>
<td>MAC 2233 Business Calculus</td>
<td>MAC 1105</td>
<td>ACT Math 21 or SAT Math 510 or above</td>
</tr>
<tr>
<td>MAC 2311 Calculus I</td>
<td>(MAC 1105 and MAC 1114) or MAC 1147</td>
<td>ACT Math 22 or SAT Math 520 or above</td>
</tr>
<tr>
<td>MAC 2312 Calculus II</td>
<td>MAC 2311</td>
<td>contact Department of Mathematics</td>
</tr>
<tr>
<td>MAC 2313 Calculus III</td>
<td>MAC 2312</td>
<td>contact Department of Mathematics</td>
</tr>
<tr>
<td>STA 2023 Statistics</td>
<td>MAC 1105</td>
<td>contact Department of Mathematics</td>
</tr>
<tr>
<td>MAP 2302 Differential Equations</td>
<td>MAC 2313</td>
<td>contact Department of Mathematics</td>
</tr>
<tr>
<td>MAS 3105 Linear Algebra</td>
<td>MAC 2312</td>
<td>contact Department of Mathematics</td>
</tr>
</tbody>
</table>
IV. Policies

First Day of Class Meeting

Students who do not attend the first day of class without prior approval from the instructor are at risk of being administratively dropped from the class. This procedure is enacted to make space available for students in closed sections of architecture classes. If a student never attends a class for which he/she is registered, the student should officially drop or withdraw from the class during the appropriate timeline to avoid being assessed fees.

Professional SOA Environment

The School of Architecture is a professional school that prepares students to work in the architectural profession. The environment in which faculty, staff, and students work is important. The following guidelines have been developed to ensure that a good working environment is provided for all:

- Do not smoke, consume alcohol, or use other controlled substances in the SOA
- Do not exhibit behavior or use language or post materials that have its intent or the effect of making others uncomfortable
- Do not listen to music without headsets
- Do not spray aerosols, paints, fixatives, etc. within enclosed spaces; these should be done on protected outside spaces
- Do not cut on desk surfaces; use only designated cutting surfaces like chip board
- Do not remove furniture from assigned spaces
- Do not attempt to adjust thermostats
- No pets are allowed on premises without medical documentation
- Do not leave personal guest in studios
- Keep all exterior doors closed at all times unless directed by instructor or SOA administration
- Secure your personal belongings when exiting the studio
- Do not lend your Rattler Card to another student
- Keep the doors to the computer labs closed at all times
- Place trash only in approved trash bins
- Secure exterior doors when exiting the building
- Follow all University parking regulations

Policy on the Ownership of Student Work

The School of Architecture often seeks to publicize work done by students and faculty to promote its programs, for recruitment, and for public edification. Likewise, the School is required to show examples of student work to accreditation teams. It is considered an honor and duty for students to have their work selected for those purposes and thus contributes to the advancement of the School. Therefore, students are encouraged to recognize the value to both the School and to the ownership policy stated below.

Student work that is performed to meet the requirements of courses in which students are enrolled and resulting from instruction by faculty and staff employed by the School is understood to be the property of the School. At any time, the School may retain or recap student work for its accreditation, exhibition, teaching, and publication purposes. In keeping with proper scholarly ethical standards, the authorship of any published and exhibited work will be appropriately credited to the student.

The School will give students the opportunity to copy for their records work kept by the School. The School may also request and keep student’s portfolios* and other works produced by students for grades. Students who wish to retain a copy of such portfolios and/or work samples are free to do so at their own expense. If the school finds that the student’s work is no longer needed for public relations or educational purposes, an attempt will be
made to release the work to the student. However, the school cannot guarantee that the work will be returned in its original condition. No commercial use of student work is allowed without the expressed permission of the University.

*For purpose of this policy “portfolio” means original works and copies of photographs of models.

**Class Attendance Policy**

Students are responsible for all assignments, quizzes, and examinations at the time they are due. Students may not use their absence from class as a plea for extensions of time to complete assignment or for permission to take make-up examinations or quizzes.

Class attendance is compulsory for all students. A student will be permitted one unexcused absence per credit hour of the course he/she is attending. A student exceeding the number of unexcused absences may be administratively dropped from the course and assigned the grade of “F”.

Documentation must be provided for an excused absence, which is granted by the instructor. All policies regarding absences are stated in the course syllabi and adhered to by students and faculty. Excuses absences are as follow:

- Participation in recognized University activities
- Personal illness property certified
- Emergencies caused by circumstances the student has no immediate control will be excused by the Dean or Director of the unit in which the student is enrolled

A form letter is available in the SOA Registrar’s office for excused absences. For excused absences, faculty may set a reasonable timeline for completing missed assignments. Generally speaking, studio work projects/assignments must be completed by the next project’s due date. Lecture course work must be completed by the end of the semester. Students should confirm the faculty member’s policy on completing make-up work via their syllabus. **Please check course syllabus for specific requirements.**

**Policy on Academic Honesty and Ethical Conduct of Students**

**A. Introduction**

As a limited-access professional degree program, the School of Architecture requires from faculty, staff, and students alike a standard of conduct that is above reproach. The policy described herein is authorized by FAMU Rule 6C3-4.002, *Florida Administrative Code*, and defines the limits of acceptable student conduct, the process for determining whether or not a student has conducted himself or herself in an unethical or unprofessional manner, and sets policy as to the School’s objective in providing this document is to guide students in proper and acceptable conduct and to provide for a fair evaluation of the actions of faculty, staff, and students whenever those activities are called into question. This policy incorporates by reference the Florida A&M University Student Code of Conduct. (Faculty and staff conduct is regulated by a separate policy, including applicable portions of collective bargaining agreements.)

**B. Policy**

1. The degrees awarded by the School of Architecture are indications that the faculty considers the graduate to be trustworthy and committed to protecting the interest, health, safety, and well-being of clients and the public in all his or her future work.
2. Any act by a student which is intended to or has the effect of deceiving instructors, the School, or the University about a student’s actual knowledge and academic competency is a violation of the trust that the public invests in our degrees and our graduates.
3. Any act of deception committed or attempted by a student casts doubt on that student’s competency not only in the area in which the deception has occurred but in all other areas as well. Such an act may create so serious a breach of trust that the School is unable to assure the public of the student’s
trustworthiness and competency, as implied by the granting of a degree. If the School’s trust in a student is irreparably lost, it has no choice but to dismiss the student from the school.

4. Any student who has direct personal knowledge of or witnesses unethical or unprofessional conduct by another student is honor-bound to report this to a faculty member or the Dean. Any member of the faculty or staff of the School of Architecture who has reason to believe that actual or attempted unethical or unprofessional conduct has occurred is obligated to pursue applicable School procedures to determine the responsibility of the Student. Failure to meet this professional responsibility is considered to be unacceptable conduct.

C. Unethical Conduct

The following examples are intended to help clarify the limits of acceptable student conduct. While these examples are extensive, they are not comprehensive. Certain actions may be determined in accordance with School and University policies to be unacceptable, even though they are not specifically listed below.

1. Cheating on exams, quizzes, projects, or homework is unacceptable. Students found to have cheated on an exam will, at a minimum, receive a grade of “F” in the course and a letter of reprimand from the Dean. A copy of the letter will be placed in the student’s file. In extreme circumstances, the student may be dismissed from the School of Architecture. Examples of cheating are:
   a. Surrupitious use of non-permissible information sources brought into a closed book exam.
   b. Copying from others during an examination or quiz or on homework.
   c. Communicating exam questions or answers prior to or during an exam.
   d. Taking an exam for another student or having another student take an exam for you.
   e. Possessing answers to exam questions obtained by improper means before the scheduled exam.
   f. Using project materials that are not authorized.
   g. Using unauthorized electronic devices in taking examinations.
   h. Obtaining information from others during a take-home exam.

2. Plagiarism in papers, assignments, or studio projects is unacceptable. Students found to have plagiarized the work of another person will, at a minimum, receive a grade of “F” in the course and a letter of reprimand from the Dean. A copy of the letter will be placed in the student’s file. In extreme circumstances, the student may be dismissed from the School of Architecture. Plagiarism involves submitting any work done by others, including your fellow students, without accurate acknowledgement. Examples of plagiarism are:
   a. Statements copied directly or paraphrased without acknowledgement.
   b. Illustrations that are photographed, photocopied, or traced without acknowledgement.
   c. Papers written by commercial term paper or “research” firms or receiving editorial help that exceeds simple proof-reading on papers, thesis, etc.

3. Excessive cooperation on out-of-class assignments is a form of cheating and is unacceptable. With regard to issues to excessive cooperation on projects or homework assignments, faculty are expected to provide clear advance instructions and criteria for evaluation so that students may know what is expected of them. The student is, in turn, responsible for being sure he/she knows and understands these.

   Students are encouraged to work together, exchange notes, and discuss and debate all academic issues. However, students may not submit someone else’s work as his/her own, whether or not he/she is in the same class. Students who have been assisted in completion of models or drawings must acknowledge who provided the assistance and the nature of the assistance. The student’s responsible professor should be made aware of the student’s assisted activity before it is undertaken to assure that it occurs within acceptable bounds. The student is expected to acknowledge and give credit to all those who assisted in this regard. Typing by others is accepted in most cases. Students found to have cheated on an assignment will, at a minimum, receive a
grade of “F” on the assignment and a letter of reprimand from the Dean. A copy of the letter will be placed in the student’s file.

4. Making false or misleading statements on official document of the School is unacceptable. This includes remaining in a class for which one does not possess the necessary prerequisites, fraud, misrepresentation in seeking excused absences from class, and other such falsification. Students found to have made false or misleading statements on official documents will, at a minimum, receive a letter of reprimand from the Dean. A copy of the letter will be placed in the student’s file. Students registered improperly for a course will receive a grade of “F” or be administratively dropped from the course.

D. Unprofessional Conduct

1. Theft, destruction, or willful damage of property belonging to another person or the School and fighting are unacceptable conduct and constitute grounds for dismissal from the School, as well as legal action by the University.
2. While the School values student pursuit of practical experience in architecture and the building industry and appreciates the need of many students to work while completing their degrees, students must not enter into situations which are in fact, or may be perceived to be, practicing architecture without a license. This may include, but is not limited to, the following:
   a. Falsifying or misrepresenting the extent of one’s education, training, or experience.
   b. Making statements that could reasonable cause an ordinarily prudent person to misunderstand or be deceived about one’s qualifications to perform work.
   c. Using the title “architect” or doing work that is in the province of a licensed architect unless one is registered in the state in which he/she practices. Law specifically prohibits this.

SOA COMPLIANT PROCEDURES

A. Procedures for Complaints Filed Against a Student by a Faculty Member

The intent of these procedures is to resolve issues involving suspected violations of the School’s Policy on Academic Honesty and Ethical Conduct in an informal manner that maintains the student’s presumption of innocence and provides a full and fair evaluation of the compliant while minimizing the number of persons involved. Faculty is encouraged to first attempt to resolve an issue individually with the student.

1. When a faculty member has reason to believe that a student has acted in a manner inconsistent with the school’s “Policy on Academic Honesty and Ethical Conduct,” the faculty member must take action. For purpose of this policy, reason to believe that a student has acted in a manner inconsistent with the School’s policy shall include the written first-hand report of a witness; evidence from two or more class examinations, projects, or assignments that are so substantially similar as to imply an illicit sharing of information or plagiarism; or some other form of physical evidence.
2. If the student and faculty member cannot reach resolution of the issue, the faculty member shall convene a meeting with the student and two other faculty members or administrators. (The faculty members/administrators shall be taken in turn from a list of names kept by the administration for the purpose of equitable rotation.) The student shall be asked to explain the origin of his or her work, or to provide whatever explanation for the similarities of work, or explanation of the actions reported, that he or she considers to be appropriate. It shall be presumed that an inability by the student to offer a plausible explanation for his or her actions or for the origin of the work shall be considered sufficient proof to warrant further action by the School.
3. If it is the unanimous conclusion of this committee that the student has violated the School’s “Policy on Academic Honesty and Ethical Conduct,” the committee will submit to the Dean and the student a written report including copies of all student, and their recommendations for disciplinary action. The
three faculty members on the committee must sign this report. If the committee is not unanimous in its conclusion, the matter is dropped, and the student is presumed to have complied with the School’s policies.

4. The student may request a review of the committee’s recommendation in accordance with paragraphs II.B.3 through II.B.7 of this document within five days of receipt of the recommendation. If the dean receives no such request, he/she will decide on and enforce disciplinary action against the student. The Dean may consider any previous disciplinary actions against the student in making the final decision as to how the compliant will be resolved. A copy of the finding of the Dean will be sent to the student, the compliant committee, and the faculty member involved.

B. Procedures for Grade Appeals Filed by Students

It is the intent of the School of Architecture to provide a fair and consistent procedure for resolving student complaints pertaining to academic matters. The rules specified are designed to encourage the student, before filing a complaint, to resolve the complaint by conferring with those involved. Therefore, when a student wishes to have an academic decision reviewed by the School of Architecture (concerning, for example, a course grade or other issue directly related to an architecture course), the student should take the following steps:

- As soon as possible after the occurrence of the decision or event in question, the student should attempt to resolve the issue with the instructor of the course to which it is related.
- If the issue remains unresolved, the student should ask his or her academic advisor to meet with the instructor and the student to attempt to help resolve the matter. If the instructor is also the academic advisor, the student should select another faculty member to meet with him/her and the instructor.
- If the complaint still remains unresolved, a written statement should be submitted by the student to the Dean. The statement should include a summary of the meeting with the faculty members (Section II.B.2 above) as well as any other information and documentation to fully describe the situation. This should be done within five working days after the meeting with the instructor and advisor. (Also see Section II.C. “General Instructions for Filing Complaints” below.)
- The Dean will review the complaint statement and will appoint an Academic Appeal Committee to review the matter. (For detailed rules concerning the composition, chair, and procedures of the grade appeal committee, see Sections II.D. and E. below.)
- The Committee will review the issue and may elect to obtain additional information through interviews, written statements, or a hearing of all parties involved.
- The Committee will make a written report and recommendation to the Dean as to how the complaint should be resolved.
- The Dean will make the final decision. A copy of the finding of the Dean will be sent to the student, the Academic Appeal Committee, and the faculty member involved.

C. General Instructions for Filing Complaints

The purpose of a complaint process is to provide redress only after all other processes have been exhausted. All parties are encouraged to first communicate directly to attempt to resolve problems or disagreements outside of the complaint procedures. If, after pursuing other avenues, the student still feels that a complaint is necessary, the following steps should be taken:

1. In order to have a complaint reviewed by a complaint committee to the School of Architecture, a written statement must be filed in person or by registered mail, return receipt requested, to the Dean of the School.
2. The statement should contain:
   a. Full name and status in school of the person filing the complaint,
   b. A clear and concise account of the facts, including pertinent dates,
   c. A summary of the informal steps taken to resolve the complaint (see Sections II.A. 1-4 and II.B. 1-2 above),
d. An indication of whether or not proceedings have commenced before any other University committee or any state or local agency and the date when commenced.

3. A complaint may be fairly and reasonably amended as a matter of right at any time before the first meeting of the complaint committee and thereafter at the discretion of the committee.

4. The chairperson of the complaint committee shall cause to be issued and served to the respondent of a complaint a copy of the complaint as it may have been amended.

5. When a grade appeal is filed in a timely manner, the student may be allowed to progress through the curriculum until a decision is made.

D. Composition of Complaint Committees

1. For complaints between faculty or staff and students, the complaint committee shall consist of three faculty members and two students enrolled in the School of Architecture. Faculty shall be selected from the rotation list described in II.A.2 above. If deemed appropriate, the Dean may also appoint a staff member to the committee.

2. Complaint committees will exclude any faculty, staff, or students directly involved with the event causing the complaint.

3. The National Organization of Minority Architects—Students (NOMAS) and the American Institute of Architects—Students (AIAS) will each year jointly nominate to the Dean (providing addresses and phone numbers) five students to be called upon to serve on such committees so that the committees can be formed with a minimum of delay.

4. The chairperson of a complaint committee shall be a faculty member.

E. Procedures for Complaint Committees

1. The complaint committee hearing is an investigative hearing called to make a recommendation to the Dean. Its finding of facts and recommendations are based upon the testimony taken and evidence shown at the hearing. The committee has the authority and responsibility to conduct its investigation as thoroughly and prudently as necessary to determine the facts of the situation.

2. It is assumed that the information concerning a student’s record and all evidence is kept confidential.

3. The complaint committee shall not be bound by the rules of evidence applicable in courts of record in the State of Florida, but all proceeding shall be conducted with regard to fundamental fairness to all parties.

4. If a complaint or respondent in a complaint case does not agree with the recommendation of the complaint committee and/or the decision made by the Dean, the matter may be taken up with the appropriate University authorities.

STUDIO CULTURE POLICY

STUDIO CULTURE POLICY

The FAMU School of Architecture Studio Culture Policy is intended to ensure the healthiest possible teaching and learning environment, conducive to the development of the well-rounded student, while preparing fully for entry into the profession of Architecture. Because the focus of the school’s learning activity has at its heart the design studio experience where all learning comes together, this policy gives special attention to providing the conditions to enhance that experience.

The policy stands as one expression of the mission of the University, an 1890 Land Grant Institution, which seeks to provide an enlightened and enriched academic, intellectual, moral, cultural, ethical, technological, and student centered environment. Six values form the basis for the policy: passion, respect, professionalism, focus, integration, and time.
Passion:
The school provides a lively atmosphere, which encourages optimism, constructive thinking and acting, and a fervent pursuit of the best in architecture. Exploration, discovery, and creative imagination are supported by student and faculty interaction.

Respect:
Mutual appreciation among faculty and students creates an environment in which all benefit from the sharing of knowledge and good judgment. Faculty will work to enhance the best of student talent and abilities. Students respond to good faculty instruction and advice.

Professionalism:
Faculty will sustain a well-organized and clearly delineated program of study. Students will involve themselves in the learning process actively and engage the school community in a positive and self-disciplined manner.

Focus:
The learning and teaching setting are opportunities for giving full emphasis on architecture as the underlying purpose of the school’s academic programs. Studios will provide the place where architecture has its clearest manifestation within the school.

Integration:
Recognizing that architecture is an inclusive field and represents a process of iterative synthesis, the faculty assists in bringing the widest possible range of knowledge and creative thinking to bear on student learning. The spirit of exploration, discovery, and critical thinking will be infused with a commitment to a search for truth that brings all together into a holistic understanding of architecture.

Time:
Time is valuable, and it requires careful allocation to a wide variety of activities, not only adequately providing for effective study, but also many other aspects of life. In the interest of the students’ fullest personal development, the school and its faculty will endeavor to establish reasonable schedules for learning activity.

Implementation:
In support of the broad purposes stated in the Studio Culture Policy, the following will be implemented:

- The Studio Culture Policy is published in the Florida A&M University School of Architecture Student Handbook. Both documents can be viewed at www.famu.edu/school of architecture/student handbook.
- Students should expect to have a quiet and professional atmosphere for work in the School of Architecture Building. To facilitate this, noise from cell phones, radios, and music devices should be minimized according to common courtesy. Students must be cognizant of the conduct and behavior of invited guest.
- The building will be open and accessible to students enrolled in architecture courses 24-hours a day, 7-days a week, while the academic term is in progress. Conditions for study should continue through the night. Students are required to maintain respect, collegiality, professionalism, and sobriety during non-business hours. Students in violation of the spirit or principle of this policy are subject to disciplinary actions by the school including but not limited to termination of building access.
- Security is of paramount importance. The School will take the necessary steps to assure personal and property security at all times. Late evening and early morning hours will be given special consideration.
- An esprit de corps will be encouraged, particularly through a structured set of experiences in which younger students will have opportunity to become acquainted with older students and their work, and be introduced fully into the culture of the architectural community, including faculty, professional groups, and communities of scholars.
- Every student should be able to expect that their work will not be copied by any other student and that their work will be safe from theft or vandalism.
- Everyone is expected to respect the property of others, and the school, and care for it accordingly. All faculty, students, and staff are expected to assist in maintaining a comfortable, respectful, and clutter-free working environment.
The studio atmosphere will engender an attitude of mutual assistance, sharing of ideas and information, and friendly, constructive competition. Students will be encouraged to spend time in the studio adequate for nourishing this attitude.

Students will be provided reasonable equipment, access to the library, workshop, and computer facilities, supporting their ability to work in the building. The school will make every attempt to provide access to the workshop during studio hours, as well as, an expanded evening schedule. They may also expect appropriate furnishings and a reasonable level of comfort in the working environment.

Note: This Policy is not intended as a substitute for expectations and requirements of students and faculty as delineated, respectively, in The Fang (Florida A&M University Student Handbook). The Studio Culture Policy is expected to complement the School’s “Classroom and Studio Use – Guidelines

V. Student Services

Following are the most commonly used services.

Campus Recreation Department

The Department of Campus Recreation offers an array of programs and services that foster wellness and positive socialization for the University Community. The Department of Campus Recreation is housed in a $9 million state-of-the-art facility on the corner of Wahnish Way and Osceola Street. It has a 3,400 square foot exercise/aerobics or multi-purpose room; a juice bar; a 700 square foot spinning room/classroom; a message therapy room and a 16,500 square foot weight training and cardio workout area on two floors. Telephone: 599-3785.

Learning Development & Evaluation Center (LDEC)

The LDEC collaborates with local, state, and federal agencies, as well as the university community to provide supportive services and accommodations to students with learning and physical disabilities to enhance their skills for personal, academic, and professional growth. The LDEC is located at #667 Ardelia Court. Telephone: 599-3180.

Instructional Media Center (IMC)

The IMC located on the ground floor of the Coleman Library, Room 104 contains two interactive classrooms, a Faculty Development Lab, and an academic computer lab. The IMC offer multimedia, distance learning, audiovisual, and videoconferencing support to faculty, staff and students at FAMU. Telephone: 599-3460 or 599-3461.

New Beginnings Educational Research Center for Child Development (NB-ERCCD)

The NB-ERCCD provides childcare services for children between the ages of 2.6 and 5; and after school care for children between the ages of 5 and 12. It offers an array of developmentally appropriate and culturally relevant curricula geared to the individual needs of children. Normal operating hours are from 7:30 am to 5:30 pm. Evening care is available upon request. NB-ERCCD, a fully accredited center, is located at building 459 FAMU Way. Telephone: 599-3267.

The Career Center

The Career Center is an integral part of the total education process at FAMU. It is housed under the Division of Student Affairs. The mission of the Career Center is to provide comprehensive and progressive career planning, placement, and follow-up programs and services designed to augment the academic process and to assist students in
successfully pursuing and managing meaningful career opportunities upon graduation that throughout the work life cycle. The Center is located at 118 Student Union Building, telephone: 599-3700 or 3500. For a complete list of services please visit the center or review the 2008-2010 Catalog, p 45.

**Student ID or Rattler Cards**

The Office of Special Services staff makes the student ID cards. Students must have their ID’s taken soon after registration. An ID card is needed for entry into all social and athletic events held on campus, use of the libraries and health clinic, financial aid check disbursement, and for general identification purposes. Students need to have their ID cards validated each subsequent term of enrollment at FAMU. The class schedule and fee payment receipt is needed to validate the student’s ID card. (Basement FHAC, telephone: 599-8366).

**Veterans Service Office**

This office located within the Registrar’s office (FHAC 114) will assist students in processing forms to receive benefits through the Veterans Administration. Telephone: 599-3853.

**The Office of Counseling Services**

The Office of Counseling Services is a unit of the Division of Student Affairs. Services provided include but are not limited to counseling, self-development program, and testing. These services are designed to help students adjust to college and to assist them in resolving deep emotional concerns, negative reaction to stressful situations, and other concerns that tend to interfere with the learning process. A wide range of counseling (peer and crisis counseling), self-development, and assessment service (personality measures, vocational interest surveys aptitude test) is available. Some of the more helpful may be the workshops in the areas of time management, anxiety and stress management, and assertiveness. All OCS services are free and students may have up to twelve counseling session per semester. The office is located in Sunshine Manor and hour are Monday-Friday 8:00 am to 5:00 pm with extended hours on Thursdays from 8:00 am to 7:00 pm. Telephone: 599-3145.

**Office of Student Financial Aid**

The Office of Student Financial Aid is located in the Foote-Hilyer Administration Center (FHAC). This office administers financial aid to all eligible students. Student’s financial aid is awarded according to each individual’s need in relation to college cost. Financial aid awards may include loans, grants, scholarships, or part-time employment and may be offered singularly or in various combinations. The applicant’s complete file must be in the office by April 1. Financial aid packets (to be completed carefully by the student) are usually available by the end of January. It is advisable to copy documents submitted for one’s personal records. Telephone: 599-3730.

**Student Health Service**

The Student Health Services is organized for testing illnesses and injuries that commonly occur while the student is in residence at the University and is located in the north wing of the Foote-Hilyer Administration Center (FHAC). The Student Health Service is open Monday through Friday from 8:00 a.m. to 4:30 p.m. The Student Health Services does not provide for dental care, major surgery, obstetrics, or conditions requiring intensive care or hospitalization. Only FAMU students are eligible for services in the Student Health Service during the semester for which they are registered. Presentation of a validated FAMU picture ID is necessary for service. All medical records are confidential. They cannot be released without written permission from the student. A student health fee is assessed at the time of registration for each student who is registered for six or more semester hours. Part-time students who register for fewer than six semester hours do not pay a health fee and are not eligible to receive health care services at Florida A&M University. Telephone: 599-3777.
Department of Public Safety (DPS)

DPS is a full service law enforcement agency providing safety, security, enforcement and parking services to the university community. Vehicles operated on campus must be registered and bear a decal. These expire annually on August 3 or at the end of each semester, depending on the length of time for which it was purchased. Visitors must obtain a temporary parking decal form the FAMU DPS located on Gamble Street. Telephone: 599-3256

Special Programs and Services

(Student Union Plaza, #202, 599-3541)

International Student Services
This program operates out of the Office of Special Programs and Services. The Director of the Office serves as the International Student Advisor and is available to counsel international students and to refer them to the appropriate University office when needed. New international students should stop by this office as soon as possible after admission into FAMU.

Handicapped Student Services
The Office of Special Programs and Services has been established to assist those students who have special needs because of physical or mental handicap.

Minority Students (non-Black)
The Office of Special Programs and Services assist non-black students attending FAMU and helps them identify programs and services to make their transition and stay at the University smooth and enjoyable.

TRIO Academic Support Center
Tutoring in math, English, and science is available 8:00 am-6:00 pm Monday through Friday and 8:00 am-3:00 pm on Saturday. The center is located at 103 GEC-A, 599-2104.