

Yale School of Architecture Handbook

Revised and Adopted

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Revision to Section I.B.2, Rules Committee

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Revisions to Section II.C (becomes 2 separate sections), renumbering of remaining sections

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Changed "credit hours" to read "credits"

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Revision to Section II.H.3, Portfolio

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Changed grade of "Withdraw" to read "Withdrawn"

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Yale School of Architecture Handbook

I. SCHOOL ORGANIZATION

The School of Architecture is one of eleven graduate and professional Schools of Yale University. The Executive Officer of the School is the Dean, appointed by the Yale Corporation upon the recommendation of the President. The Dean reports directly to the Provost and the President. The School has two Associate Deans, appointed by the Dean in consultation with the Provost's Office, that report directly to the Dean. One Associate Dean is responsible for academic affairs of the School and the other is responsible for the administration and finance of the School. The School also has a Director of Graduate Studies, responsible for advising the M.Arch.I students; a Director of Advanced Studies, responsible for advising the M.Arch.II and M.E.D. students; and a Director of Undergraduate Studies (DUS), responsible for coordinating the undergraduate program and acting as liaison between the undergraduate and graduate programs. Study Area Coordinators are responsible for overseeing a particular study area. All Directors and Coordinators are appointed by the Dean.

A. Faculty

The faculty of the School is composed of scholars and professional practitioners. With the exception stated in Section IV.D, teaching and grading of graduate students' course work for credit in the School is the exclusive responsibility of the faculty. In addition, the faculty is responsible for the curriculum, the awarding of degrees, and establishing the rules and procedures of the School as allowed by the University.

The Dean's Office schedules regular faculty meetings, chaired by the Dean. Any member of the student/faculty body may submit items to be included in the agenda of these meetings to the Dean's Office no later than one week prior to the scheduled faculty meeting. The Dean's Office distributes minutes of each meeting to the faculty. Quorum is established by the presence of one-third of the members of the faculty with multi-year and tenure appointments, but all members of the faculty may vote. Voting is decided by simple majority of those faculty members in attendance at the time of the vote.

For more details regarding the faculty, refer to the Yale University Faculty Handbook.

B. Standing Committee Structure

Various standing committees, composed of faculty members appointed by the Dean and in some cases elected student representatives, assist the Dean in the formulation and implementation of policies governing activities of the School. The Dean appoints the chairperson of each committee and also appoints faculty members in consultation with the respective chairperson. With the exception of the Dean's Advisory Committee on Student Grievances and the Admissions Committee, the student body shall elect the designated student committee members (see Section IV.C). Each committee's chairperson is responsible for the committee's organization, activities and reports.

In the standing committees, except the Executive and Design Committees, quorum is established by the presence of one-half of the appointed and elected committee members. For the Executive Committee, quorum is established by the presence of one-half of the committee members not on leave. For the Design Committee, quorum is established by the presence of one-half of the faculty members hired on a one year or longer contract and who teach in the design studio. For all standing committees, except the Executive Committee, voting is decided by simple majority of the committee members in attendance at the time of the vote. For the Executive Committee, voting is decided by simple majority of the committee members in attendance at the time of the vote that are qualified to vote on the particular issue.

1. Executive Committee is the governing board of the School and consists of all tenured faculty members holding appointments in the School and others appointed by the Dean. This committee participates in the formulation of educational and

I.B.1. continued administrative policies of the School and reviews proposed multi-year faculty appointments and promotions.

2. Rules Committee, consisting of four faculty members and three students (two M.Arch students and one MED student) reviews, interprets, and implements the Academic Rules and Regulations of the School (see Section II); recommends policy and procedural changes to the Academic Rules and Regulations of the School; and oversees the Disciplinary Procedures of Unacceptable Conduct (see Section III.C). Student representatives are not privy to, nor may vote on, issues regarding individual student cases. The Registrar shall attend all committee meetings.

3. Admissions Committee, consisting of seven faculty members and four students (two M.Arch I students, one M.Arch II student, and 1 MED student, all in the last year of their respective programs), reviews and makes recommendations on admission policies, reviews applications for admission, and makes admission recommendations to the Dean. Students on this committee make admission recommendations only for applicants to the student's respective program.

4. Awards Committee, consisting of seven faculty members, makes award and prize recommendations to the faculty.

5. Arts Library Liaison Committee, consisting of four faculty members and one student (any program, any year), advises the Arts Library on acquisition and maintenance issues.

6. Curriculum Committee, consisting of the Dean, Director of Graduate Studies, and Study Area Coordinators, reviews and recommends curriculum changes and is responsible for the development of detailed curriculum for each semester.

7. Curriculum Advisory Committee, consisting of three faculty members and four students (one from each year of the M.Arch.I program and one from the M.Arch.II program), makes curriculum recommendations to the Dean.

8. Dean's Advisory Committee on Student Grievances, consisting of five members appointed by the Dean (two faculty members; two members who may be faculty, administrators, or other individuals employed by the University; and one student from the M.Arch program, any year), implements General Student Grievance Procedures of the Grievance Procedures of the University (see Section IV.A).

9. Design Committee, consisting of all of the faculty teaching in the design studios, discusses and reviews issues that involve the teaching of design and evaluates student design performance, through Design Reviews of the M.Arch.I and M.Arch.II students preceding promotion into final year(s) of program and preceding graduation.

10. Joint Degree Committee, consisting of three faculty members, reviews and recommends to the Rules Committee student course of study proposals for joint degrees with other professional Schools of the University.

11. M.E.D. Program Committee, consisting of faculty members and 2 M.E.D. students (one from each year), acts as the directive body for the M.E.D. program and recommends curriculum changes.

14. Undergraduate Planning Committee, consisting of faculty members, plans and reviews courses in architecture offered to Yale College undergraduate students and oversees the Architecture Major of Yale College.

C. Administrative Staff

1. The *Registrar's* and *Admissions Office* handles all matters relating to student admissions and records.
2. The *Financial Aid Office* handles all student financial aid matters.
3. The *Business Office* is responsible for dealing with administration and finances of the School.

I.C.4. *The Digital Media Office* is responsible for maintaining the School's academic digital equipment.

II. ACADEMIC RULES AND REGULATIONS

In addition to the rules and regulations listed below, academic procedures shall conform to those designated in the Bulletin of the School of Architecture.

A. Admissions

1. A student may not matriculate until submission of satisfactory scores of the Graduate Record Examination (GRE) and, if English is not the student's native language, the Test of English as a Foreign Language (TOEFL).
2. If a student has falsely represented his/her proficiency with the English language, the School reserves the right to withdraw admission into the School at any time.
3. M.E.D. applicants must demonstrate their proficiency with the English language through both their written proposal and their conversations with the M.E.D. Committee chairperson. If such proficiency is deemed to be lacking, the M.E.D. Committee may decide against the acceptance to that student.
4. Before a letter of admission is sent to applicants for special student and/or advanced student status, conditions of admission should be verified by the Rules Committee for conformance to the rules of the School.

B. Registration

1. **School Registration.** Students are required to register in person on the first day of School of each semester. A fee will be charged for late registration.
2. **Course Registration.** Unless otherwise approved or directed by the Rules Committee, students must take all required courses and do so not later than the semester specified in the School Bulletin (see Section II.D.1 for policy on the waiver of required courses). It is a student's responsibility to maintain an accurate course schedule with the Registrar's Office. Each semester students must submit their course selections not later than one (1) week after commencement of classes. A fee will be charged for late course selection. Any change (add or drop) from the initial course selection shall be immediately reported in writing (Rules Form) to the Registrar's Office. No full-term course(s) may be added after two (2) weeks from commencement of classes. No half-term course(s) may be added after one (1) week from the commencement of half-term classes. Courses dropped up to six (6) weeks from the time of registration will not appear on a student's transcript. Courses dropped thereafter will appear on a student's transcript with a recorded grade of "Withdrawn". No course may be dropped after the last day of classes. Prior to dropping any course, it is recommended that students discuss their intentions with the dean responsible for academic affairs.

C. Tuition

Tuition is charged at full tuition cost for full-time semesters and half tuition cost for half-time semesters. A full-time semester is considered to be enrollment in courses with a total of more than 9 credits. A half-time semester is considered to be enrollment in course(s) with a total of 9 credits or less.

D. Degree Requirements and Schedule of Study

1. M.Arch.

- a. Unless a student is admitted with advanced standing or is a joint-degree candidate, degree requirements for the M.Arch I program consist of the following:
 - i. satisfactory completion of at least 108 credits, and
 - ii. enrollment in the equivalent of at least six (6) full-time fall/spring semesters and one early summer session.

Degree requirements for the M.Arch II program consist of the following:

- i. satisfactory completion of at least 72 credits, and
- ii. enrollment in the equivalent of at least four (4) full-time fall/spring semesters.

II.D.1.b. The School Bulletin specifies the required number of required and elective course credits for each semester. Students beyond their first year may take up to a maximum of three (3) extra credits in any semester with the permission of the Rules Committee. Students may not be enrolled in more than one (1) studio per semester.

Students not in their last semester who wish to take nine (9) credits or less per semester need prior approval from the Rules Committee.

2. M.E.D.

a. Unless a student is a joint-degree candidate, degree requirements of the M.E.D. program consist of the following:

- i. satisfactory completion of at least 72 credits, and
- ii. enrollment in the equivalent of at least four (4) full-time fall/spring semesters.

b. M.E.D. students who have satisfied the requirements of a professional program are not encouraged to participate in studios normally offered in the M.Arch. program.

c. After the first year a student, with permission of the Rules Committee, may take up to a maximum of three (3) extra credits in any semester.

d. Extension of Thesis Work. If after the completion of four (4) semesters of M.E.D. course work, an extension of time (designed to offer the student the opportunity to raise research standards) is desired for completion of a student's thesis, such an extension may be granted by the M.E.D. Committee, with approval of the Rules Committee, in response to a written request by a student that has the endorsement of his or her advisor.

If the thesis is sufficiently developed to a degree that the student, advisor, and the M.E.D. Committee feel that the work can be completed without consultation of an advisor and/or use of other University facilities, the extension may be in absentia without additional tuition. If the thesis is sufficiently developed to a degree that the student, advisor, and the M.E.D. Committee feel that the work can be completed without consultation of an advisor, but the work will require the use of University Facilities, the extension may be in absentia with an In Absentia tuition fee as set in the School's Bulletin. However, if the student, advisor, and the M.E.D. Committee consider that the thesis is still in an undeveloped state and requires continuing supervision, the student will be required to enroll at half tuition for each academic semester until the work is completed or can otherwise qualify for In Absentia status. Regardless, a student's thesis work may be extended for no more than two (2) years.

3. Transfer Students. Transfer students must spend at least four (4) semesters at Yale. No transfer students are allowed in the M.E.D. program.

4. Joint Degree Students. Joint degree students must fulfill the requirements as outlined in the School Bulletin.

E. Courses

As designated in the School Bulletin, each regular course and studio is assigned a specific number of course credits that upon satisfactory completion of the course and studio are awarded toward the degree requirements.

1. Required Course Waivers. If a student can demonstrate competence and passing grades from an accredited school in the material covered in a required support course, that student may be waived from that class. Course waivers are initially approved by the appropriate Study Area Coordinator, who passes them on to the Curriculum Committee and Rules Committee for final approval. Course waivers do not reduce the number of credits necessary to graduate.

2. Independent Study. Credit for independent study exists in the curriculum for students whose interests are beyond the available course options and who are not on Academic Probation. Independent study proposals cannot duplicate existing course

II.E.2 continued material. M. Arch. students may earn a maximum total of six (6) credits for independent study, but can take no more than one (1) independent study course not exceeding three (3) credits in any given semester. Special exceptions may be made by the Rules Committee in cases where advanced credit has been obtained for required courses prior to admission to the School for M.Arch.I students. M.E.D. students may earn a maximum total six (6) credits for independent study when it is in lieu of elective requirements, but not in lieu of independent research. M.E.D. students may elect to take all six (6) credits in one semester.

All independent study course proposals must be submitted to the Curriculum Committee for approval by no later than the Monday of final examination week for the semester prior to the proposed independent study course. Such proposals must include written approval from the proposed faculty advisor. The Curriculum Committee shall make its determinations prior to the end of the first week of classes of the semester of the proposed independent study course. No new students or faculty members may be added to the proposal in the interim. The Curriculum Committee will send all approved proposals to the Rules Committee for confirmation of the student's eligibility under the rules.

Although two students may work jointly in a design-based independent study course, all library/research-based independent study courses are limited to one student per proposal. Faculty members may advise a maximum of three independent study students, including undergraduates, during a semester. Faculty advisors must be teaching during the semester in which the independent study is conducted.

Students must post their independent study work as designated by the School by the Monday of examination week for review by the Curriculum Committee. Faculty advisors shall be responsible for the grading and evaluation of a student's independent study work.

3. Auditing Classes. In order to audit any class at the University, a student needs to secure the instructor's permission to do so as well as meet any other criteria that the instructor and/or the department (or School outside of the School of Architecture) may require. Generally, auditing a course involves only attending class sessions – faculty members are not expected to grade or evaluate any auditing student's work. Audited courses taken by a student in the School of Architecture are not recorded on the student's transcript.

4. Credit for Courses at Institutions Other Than Yale University.

a. Prior to Matriculation to Yale. For transfer students or students granted advanced standing, the Director of Graduate Studies must approve credit for courses previously taken at other institutions.

b. After Matriculation to Yale. Students are not usually allowed to take courses for credit at other institutions after matriculation. An exception may be allowed under the following procedure:

The student presents her/his petition to take courses at another institution to the School's Rules Committee. The petition will be accompanied by a written opinion from the Study Area Coordinator and, when applicable, from the faculty member teaching an equivalent Yale course. The Rules Committee will transmit its recommendation, along with the student's petition and opinion of the involved faculty member(s), to the Dean for policy decision. If an exception to the School's policy is warranted, the decision will be forwarded to the Rules Committee for implementation.

II.F. Attendance

1. Studio and Course Attendance. All students are expected to attend all classes regularly. A failing grade may result from more than two unexcused absences in any course. Student work will not be accepted for judgment unless it has received regular criticism in the drafting room.

2. Leaves of Absence. Students are expected to follow a continuous course of study at the School. Leaves of absence are available as listed below. In all cases, leave requests are subject to review and approval by the Rules Committee who will, in turn, consult with the appropriate faculty and administration offices of the University.

II.F.2.a. Medical Leave of Absence. Students may request or may be placed on a medical leave of absence.

i. Students requesting a medical leave of absence are required to get a written letter from their doctor indicating that they are so required to withdraw from some or all of their academic course work. This letter will go to both the Registrar and the chairperson of the Rules Committee.

ii. The School reserves the right to place a student on a medical leave of absence when, on the recommendation of the Chief of the Division of Mental Hygiene of the University Health Services, the dean of the School determines that the student is a danger to self or others because of a serious medical problem.

b. Elective Leave of Absence. Students may be granted an elective leave of absence for periods up to, but not exceeding, one year. Such leaves may be for further career development (for example, professional or scholarship activities) or for personal reasons (for example, parental leave or financial reasons). Requests for elective leaves must be submitted to the Rules Committee prior to the end of the preceding semester of the intended leave.

c. Required Leave of Absence.

The School has the right to require a student to take a leave of absence from the School. The cause of such a determination may be the result of a lack of academic performance (such as studio and/or course failure(s) (see Section II.I) and/or by a student's failure of the Design Committee Review (see Section II.H.4).

3. Return From Leaves of Absence.

a. Return From Medical Leave of Absence. Students on a medical leave of absence requesting re-entry into the School must provide a letter from their doctor stating that the cause of their leave has been remedied. In addition, before re-registering, a student on medical leave must secure written permission to return from a physician at the University Health Services. The date of return from a medical leave of absence must be discussed with and approved by the Dean to allow for successful completion of course work and requirements.

b. Return From Elective Leave of Absence. Those granted elective leaves must file formal notice of return two months before the end of the semester immediately preceding return to the School.

c. Return From Required Leave of Absence. Students on a required leave of absence because of academic cause must consult with the chairperson of the Rules Committee at least one month prior to the expiration of the designated leave in order to re-matriculate into the program.

G. Academic Standing

A student is considered to be in "Good Academic Standing" so long as she/he maintains a grade level of "pass" in all courses and studio work for the previous semester and is not on Academic Probation or Academic Warning.

A student shall be on "Academic Warning" for the subsequent semester for any of the following circumstances:

- receiving a grade of "fail" in any non-studio course
- receiving a grade of "low pass" in any studio course
- receiving a grade of "low pass" in two non-studio courses within one semester

A student shall be on "Academic Probation" for the subsequent semester for any of the following circumstances:

- receiving a grade of "low pass" in 1001c, Visualization I
- receiving a grade of "low pass" in any course while on "Academic Warning"
- receiving a grade(s) of "fail" for course(s) totaling six (6) credits or more within two consecutive semesters
- receiving a grade of "low pass" in two or more, not necessarily consecutive, studio courses
- receiving a grade of "low pass" in three or more non-studio courses within one semester
- being placed on "Academic Warning" for the second time within three consecutive semesters

The Dean responsible for student matters is advised to notify in writing any student whose status has changed to Academic Probation.

II.G continued A student shall be required to withdraw from the School for receiving a grade of “fail” in 1001c, Visualization I. A student may appeal the requirement to withdraw from the School to the Rules Committee, who will review the case with appropriate representation from the Design Committee. If the Rules Committee upholds the requirement to withdraw, the student may appeal the action to the Dean.

Prior to the first day of classes of each semester, the Design Committee will review students on “Academic Probation” who have received a grade of “fail” in a studio course or a grade of “low pass” in any two studio courses. The Design Committee may decide, based on an overall review of design performance: 1.) that the student remain on Academic Probation; 2.) that the student return to Good Academic Standing; 3.) that the student has not shown sufficient promise of design success and, as a result, may require the student to take courses that are not in the normal sequence, take additional course(s) beyond those normally prescribed in order to graduate, and/or take a Required Leave of Absence (see Section II.F.2.b); or 4.) that the student withdraw from the School. The Design Committee’s action will be forwarded to the Rules Committee. A student may appeal the Design Committee’s action to the Dean.

Prior to the first day of classes of each semester, the Rules Committee will review all students on Academic Probation not subject to review by the Design Committee (see prior paragraph) and may decide, based upon a review of academic performance: 1.) that the student remain on Academic Probation; 2.) that the student return to Good Academic Standing; 3.) that the student has not shown sufficient promise of academic success and, as a result, may require the student to take courses that are not of the normal sequence, take additional courses that may delay graduation, and/or take a Required Academic Leave of Absence (see Section II.F.2.b); or 4.) that the student withdraw from the School. A student may appeal the Rules Committee’s action to the Dean.

Students on Academic Probation may be denied appointment as Teaching Assistants or Teaching Fellows and may be subject to the loss of the appropriate proportion of Yale loans and scholarship awards until there is proof of improvement and/or completion of course and/or studio work.

H. Evaluations

1. Grades. All faculty members shall submit semester studio grades not later than the end of the examination period and shall submit semester non-studio grades not later than one week after the end of the examination period. Grades for studios and courses at the School are limited to the following:

- Pass
- Low Pass
- Fail
- Incomplete
- Withdrawn (see Section II.B.2)

For the grades of Pass and Low Pass, a student will earn the appropriate number of credits toward her/his degree requirement.

No credits will be granted toward degree requirements for the grades of Fail, Incomplete, and/or Withdrawn.

Should a student receive a final grade of “Fail” in a studio, the studio instructor shall immediately inform the Registrar and Dean responsible for student matters and inform the student in person prior to the end of the examination period. If a student receives a grade of “Fail” in a studio in any semester or year, she/he will normally be required to take an additional semester of studio work during a subsequent year, and will not be permitted to take a make-up problem or problems during the summer.

The grade of “Incomplete” is a temporary grade that may be awarded only for extenuating external circumstances. In order for a grade of “Incomplete” to be awarded for non-medical reasons, a student must request such a grade in writing to the Dean prior to the final examination and/or final review. In order for a grade of “Incomplete” to be awarded for medical reasons, a student must make such request in writing to the Dean accompanied by a doctor’s letter as soon as reasonably possible. If approved, course work shall be made up by a date set by the Dean, in consultation with the appropriate faculty member, but in no case later than the end of the next semester in which the student is enrolled.

II.H.1 continued Work not satisfactorily completed by the established time will be recorded as a “Fail.”

A grade of “Incomplete” in a studio may be made up by additional work or an extra problem as determined by the Rules Committee in consultation with appropriate faculty. All such work may occur only under an approved critic and according to an approved program. Incompletes from the fall semester may be completed, if appropriate, during the January semester break for no additional tuition charge. If it is not possible to complete the work during the semester break, such work may be completed during the following summer. Incompletes from the spring semester must be completed during the following summer. All work that requires more than two weeks to complete during the summer shall be charged an additional 1/8th of the following year's annual tuition rate.

2. Progress Evaluations.

a. Interim Evaluations. Faculty members are advised to provide a written evaluation informing any student clearly in danger of failing any course or studio. Such letters should be copied to the Registrar and the Dean responsible for student matters. Since the timing of the evaluation of a student's work may not allow for a written warning, failure to provide any such notice to a student shall not create the assumption of a passing grade.

b. Final Evaluations. Faculty members shall write performance evaluations of each student enrolled in their course and/or studio. These evaluations shall be given to the students as well as put into their permanent record.

3. Portfolio Requirement. In addition to the required completed course credits, students working towards an M.Arch. degree must maintain a digital portfolio of work done in their studio courses. Demonstration of professional development acquired outside of School through experiences, such as self-directed research, fellowships, or paid employment, must also be included in the portfolio and identified separately. This portfolio should be maintained and updated as the student progresses through the program.

While this portfolio may emphasize the best work of the student's choice, it must also provide comprehensive coverage of the student's work, including each studio project for every term the student is enrolled. Students are encouraged, but not required, to supplement their design studio work with work from other courses. This other work may be accommodated in either a separate section of the portfolio or in a second book.

The portfolio must include the student's name, program, date, and a passport-sized photo on the title page. Each project should be clearly labeled, stating the name of the project, term, date, and instructors. Collaborative projects must be clearly credited.

The digital portfolio must be submitted (uploaded as a pdf) for evaluation at the end of the fourth term for M.Arch. I students and at the end of the second term for M.Arch. II students and before graduation at a time and date established by the Dean's Office for all M.Arch. students.

In order to receive their diploma, graduating students are also required to submit to the School a hard-media exact copy (CD or DVD) of their final digital portfolio. This copy will be placed in the University Archives, where, upon receipt, it will be open to all researchers.

4. Design Committee Review. The Design Committee shall review the M.Arch. students for consideration of promotion at a time and place to be determined by the Chair of the Design Committee in accordance with the schedule listed below. The Design Committee will require the submission of students' portfolios prior to the review. This review uses students' portfolios as the basis for discussion of a student's general design progress.

Prior to any final review determinations by the Design Committee, the Rules Committee shall review and approve such determinations for conformance to the Rules of the School. After the Rules Committee has approved the Design Committee's determination for such conformance, the Design Committee will forward to students not eligible for graduation a letter indicating the results of the review.

Students may pass this review; may pass this review but be put on notice that there is cause for concern; or may fail this review (despite their having passed

II.H.4 continued their design studios). Students passing but put on notice may be asked to do additional work as well as to resubmit their portfolio at a later date. The Design Committee has the authority to require that students who fail this review to follow non-standard requirements, such as resubmitting their portfolio at a later date, take courses that are not of the normal sequence, take additional courses that may delay graduation, take a reduced course load that may delay graduation, and/or take a Required Academic Leave of Absence (see Section II.F.2.b), or be required to withdraw from the School.

Students who pass this review but are put on notice or who fail this review are entitled to meet individually with a review panel of the design faculty where the concerns of the Design Committee will be discussed with the student. At this discussion with the design faculty, students may be asked to submit their design work from any or all semesters. This discussion will occur at a time and place to be determined by the chairperson of the Design Committee at the earliest possible date, but no later than one week after the letter of action has been issued.

After the review panel discussion, a student may appeal the Design Committee's action to the Dean.

a. Design Review Schedule. The initial M.Arch.I review process shall be held and completed after the spring semester of the second year, and the initial M.Arch.II Review process shall be held and completed after the spring semester of the first year. All students eligible for graduation shall be reviewed after the completion of their degree requirements.

I. Promotion

Beyond the Design Committee Review (see Section II.H.4), the Rules Committee may decide, based on an overall review of performance that a student has not shown sufficient promise of academic success and, as a result, may require such a student to take courses that are not of the normal sequence, take additional courses that may delay graduation, take a Required Academic Leave of Absence (see Section II.F.2.b), or may be required to withdraw from the School.

A student may appeal the Rules Committee's action to the Dean.

J. Certification for Degrees

The Rules Committee will review each student's record and qualifications for graduation after completion of their degree requirements and the Design Committee Review and make recommendations to the faculty for final degree certification.

III. GENERAL CONDUCT AND DISCIPLINE

It is expected that all members of the School of Architecture act as responsible citizens of that community and of the University.

A. Unacceptable Conduct

Among the offenses that are subject to disciplinary action are the following:

1. Plagiarism and Cheating

Plagiarism and/or cheating are not acceptable. The School of Architecture assumes that all work is original. Students must properly give credit to the use of ideas and work of others in their papers and projects. Primary and secondary sources should always be cited. Students that pretend that the ideas, words or formulations of others are their own will be charged with plagiarism.

For design work, while it is understood that design strategies are frequently based upon previously published material, student work claiming to be original but which has been lifted unaltered from magazines, the internet, or fellow students will not be accepted and treated as plagiarism.

(For a specific definition of plagiarism, see Dartmouth College pamphlet, *Sources: Their Use and Acknowledgement*, a copy of which is in the Arts Library.)

In addition to the penalties listed in III.B, violation of this policy may lead to course failure. Faculty members failing any student for violation of this policy must report such action and the reason thereof to the Rules Committee (see Section III.C).

III.A.2. Falsification of Documents

Forging, altering, misrepresenting or otherwise falsifying any transcript, academic record, application for financial aid from the University, identification card, or other official document.

3. Offensive Behavior

Offensive behavior, including, but not limited to, sexual harassment; discriminatory behavior; disruptive behavior; threatening colleagues, faculty, or staff members with violence; theft; and willful property damage.

4. Harmful Personal Conduct

Personal conduct deemed harmful to the University, the School or personal conduct that prevents adequate educational development or proper participation in the School.

5. Possession of Weapons

Possession or use of explosives, incendiary materials, or weapons on or about the University campus.

6. Drugs

Unlawful possession, use, or distribution of illicit drugs on University property or as part of any University activity.

B. Student Disciplinary Penalties

The following penalties are among those that may be imposed for unacceptable conduct as outlined above:

1. Reprimand. Reprimands are a matter of internal record only.
2. Probation. The student is in official jeopardy. The commission of a serious offense while on probation will normally result in suspension or expulsion.
3. Restriction. Restriction is denial of the use of certain School facilities or the right to participate in certain activities or to exercise certain privileges.
4. Suspension. Suspension is separation from the School and University for a stated period of time. A suspended student forfeits all privileges of enrollment, attendance at classes, participation in organized extracurricular activities, and the use of any University facilities.
5. Expulsion. Expulsion is permanent separation from the School and the University.
6. Fines.

C. Disciplinary Procedures for a Student Committing Unacceptable Conduct

If a faculty member, student, or staff member believes that there is substantial evidence that a student has committed any of the unacceptable conducts indicated above, that person should write a letter to the Rules Committee describing the offense. The Rules Committee will then meet with the possible offender(s) within one week to evaluate the case. After the Rules Committee has rendered a decision and determined an appropriate action (see Section III.B for possible penalties), the student will then have two days to appeal the decision to the Dean. In cases involving Offensive Behavior (see Section III.A.3), Harmful Personal Conduct (see Section III.A.4), and/or Possession of Weapons (see Section III.A.5), the Dean has the authority to temporarily suspend a student until the Rules Committee can render a decision and determine an appropriate action.

IV. ADMINISTRATIVE PROCEDURES**A. Grievance Procedures**

The School follows the University procedures for the resolution of all grievance issues. The grievance procedures can be found online at <http://www.yale.edu/equalopportunity/policies/55400Yale.pdf>.

B. Student Work

All student work for academic credit, including drawings, models, digital output, papers, etc. is the property of the School.

III.C. Election Procedures for Student Committee Representatives

With the exception of the Dean's Advisory Committee on Student Grievances and the Admissions Committee, student representatives are elected to the School's standing committees through general elections. Elections are initiated by the Registrar's Office and are to be held within three weeks of the beginning of the fall semester. Representative slots designated to a particular program and/or year are to be elected among and by the students enrolled in those particular programs and/or years. For the Admissions Committee, student appointments are made by the School based upon student applications. For the Dean's Advisory Committee on Student Grievances, the Dean appoints the student representative.

Elected student representatives serve for one year or until the results of the next elections are announced. For the Rules and Curriculum Advisory Committees, one student per committee may be nominated by committee members to serve for a term of two years maximum, subject to the regular student voting procedures during normal scheduled student elections.

D. Student Fellowships and Assistantships

The School offers teaching fellowships, teaching assistantships, research assistantships, and administrative assistantships. Duties of these positions vary according to the position. Students may be given teaching responsibilities or asked to lead course sections in Yale College; assist faculty members of the School of Architecture in teaching their classes; conduct research for faculty members; provide clerical support to the staff; install exhibitions; or act as monitors for the various labs, such as digital media, woodshop, photography, etc. Teaching Fellowships offer stipends (fixed payments) and the various assistantships offer financial support on an hourly basis according to the level of work. It is not necessary to qualify for financial aid in order to hold any of these appointments.

Graduate students in the School, with the exception below, are not permitted to teach any of the School's graduate course work for credit. Graduate students in the M.E.D. program, if qualified, may lead discussion sections and/or grade course work for M.Arch. students.

Fellowships and assistantships are one-semester appointments made by the Dean's Office at the request of the faculty. These appointments are usually made at the end of the semester for the following semester.

Several departments of Yale College, including History of Art and many foreign languages, offer teaching fellowships to students of the School who may have appropriate expertise.

Due to the requirements of academic life, student involvement in fellowships and assistantships is limited to the equivalent of a maximum of 20 hours per week.

E. General Issues Within the School's Facilities

1. Pets. Pets are not permitted in the Art & Architecture Building and will be removed by Campus Police. Please make arrangements to leave pets at home or with a friend during the time that you are in the building.

2. Smoking. Smoking is not permitted anywhere in the A&A Building.

3. Toxic Chemicals. The use of materials such as spray paint, spray adhesive, spray fixative, bondo, and resins that pose a significant health risk are permitted only in designated places in the Art & Architecture building.

F. University Library Disciplinary Regulations

The heart of an institution of learning is its library. The misuse of a library strikes at the very essence of the academic community and shows not only contempt for the

IV.F. continued institution, but disregard for the rights of other members of the community. Accordingly, the University has adopted these library disciplinary regulations, which can be found online at <http://www.yale.edu/ycpo/undregs/pages/appendC>.

G. Hiring of Students by Faculty Members for Outside Professional Work

A faculty member may employ a student of the School to perform outside professional work provided the faculty member is not currently teaching that

II.G continued student. For the purposes of this section, students enrolled in a course shall be considered to be currently taught by all listed faculty members for that course for the period of time from enrollment until the course's conclusion. Faculty members who employ registered students at the School for outside professional work are expected to pay those students no less than the hourly wage that those students would earn if employed by the School. For the purposes of this section, a student shall be considered as registered at the School for the period of time from the student's initial registration at the School until the student completes all degree requirements or withdraws from the School. Since academic work is a student's primary responsibility, faculty members employing students for outside professional work must respect those students' need for a flexible outside professional work schedule.

H. Use of School's Facilities and Equipment

Fabrication facilities, digital resources, and presentation equipment at the School are maintained and regularly upgraded to support the School's academic programs. These resources are primarily designated for coursework, which includes direct student use for projects and assignments as well as faculty use for the development and support of courses. Use of these facilities and equipment by the faculty for purposes beyond the scope of course activities is permitted only upon prior approval from the Dean. Proposals for such use should be submitted in writing to the Dean stating the intended use and its support of the overarching pedagogical agenda of the School. Proposals will be evaluated in relation to a project's relevance to the activities of the School, as well as with respect of resource availability and management.

V. AMENDMENT PROCEDURES

The School reserves the right to amend or supplement the rules, regulations, and policy of the School at any time as it deems suitable. Proposed changes in Section II: Academic Rules and Regulations and in Section V: Amendment Procedures, other than those made by the Dean's Office as stated below, must be voted upon by the faculty during a scheduled faculty meeting. The Dean's Office may make changes in Sections II and V that do not have material affect or that are of inconsequential matter provided prompt notice of the change is made public to all those affected. A faculty member who objects to any change made by the Dean's Office in Sections II or V may ask for a formal vote on the matter at a scheduled faculty meeting.