



College of Architecture, Art, and Planning

Student, Faculty and Staff Handbook

2007–2008 Calendar

	Fall Term	Spring Term
On-line Add/Drop Begins/College Check-In	Aug. 22	Jan. 17
Term instruction begins	Aug. 23	Jan. 21
Last date to ADD courses	Sept. 14	Feb. 08
Fall recess		
Begins 1:10 p.m.	Oct. 06	
Instruction resumes 7:30 a.m.	Oct. 10	
Last date to DROP elective courses w/out “W”	Oct. 12	Mar. 07
Course Pre-Enrollment begins	Oct. 15	Mar. 24
Thanksgiving recess		
Begins 1:10 p.m.	Nov. 21	
Instruction resumes 7:30 a.m.	Nov. 26	
Spring recess		
Begins 1:10 p.m.		Mar. 15
Instruction resumes 7:30 a.m.		Mar. 24
Term instruction ends	Dec. 01	May 03
Final examinations begin	Dec. 05	May 07
Final examinations end	Dec. 14	May 16
Commencement		May 25

All dates are tentative and subject to change.

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General Academic Policies and Procedures

Academic Advisers. Faculty advisers are a great source of information about your program of study, career plans, and academic policy problems. You may also seek advice from members of the College of Architecture, Art and Planning (AAP) Student Services Office in B-1 W. Sibley Hall.

Architecture. Students are assigned faculty advisers as of their first semester. After the first term, students may change their adviser. Students are required to have a faculty adviser throughout their program.

Fine Arts. Students in the fine arts department are assigned a faculty adviser for the first year. After the first year, students may select their adviser. Students are required to have an adviser throughout their program in their area of concentration.

Urban and Regional Studies. Incoming students are assigned faculty advisers for the first year. Generally this is the URS program director. After the first term, students may change their adviser. Students are required to have a faculty adviser throughout their program.

In addition, all undergraduate students are invited to share their concerns with and seek advice from the most appropriate college officer, including the registrar, the department chair and the dean.

Course Enrollment

Pre-Enrollment

Undergraduates at Cornell select their courses for the next term approximately halfway through the current term. The Office of the University Registrar posts the schedule for course “pre-enrollment” and notifies students in advance of the begin date. Pre-enrollment is a plan of courses to be taken and may become changed without the student’s knowledge. At the beginning of each term, you should check your schedule in “Just the Facts.” Give particular attention to the accuracy of the sections and meeting times of the courses in which you are enrolled. If any conflicts or discrepancies appear, come to the college registrar’s office immediately.

Standard Credit Load

Each semester students are permitted to enroll only for the number of credit hours stipulated in their published curriculum. Students are not permitted to register for less than twelve or more than twenty credits, except by approved petition. Petition forms are available in the department offices. Students in degree programs in AAP may not enroll in more than 18 credits per term while away from Ithaca. Students wishing to take fewer or more credit hours must petition to do so prior to the act and no later than the three-week ADD/DROP period (see academic calendar, first page of this handbook). Students wishing to take more than the standard number of credit hours should have a cumulative average of 3.0 or better.

Degree candidates in this college are expected to follow, insofar as possible, the normal program of studies, in proper sequence, leading to their degree. These programs are outlined on pp. 34-45

(Architecture); pp. 46-47 (History of Architecture); pp. 48-56 (Art); and pp. 57-61 (Urban and Regional Studies).

Students who desire to depart from program requirements may do so only by successfully petitioning their respective faculties. Students whose academic and/or career interests change and who wish to pursue other interests are encouraged to apply for transfer to another more appropriate degree program or to the Internal Transfer Division, 220 Day Hall.

Exceptions from Requirements

Students seeking an exception from a specific graduation requirement must petition prior to the act. Petition forms are available in the department offices. Once submitted and acted upon, petitions can only be reversed by subsequent petition. Students may appeal a denied petition by responding in writing to the department faculty with ten days of the petition decision.

Independent Study

To enroll in courses that involve independent study, a student must file an independent study form along with a course enrollment (add and drop) form. Independent study forms are available in the department offices. See p. 35 for specific Architecture Department policy and p. 52 for specific Art Department policy.

Non-credit and Repeat Courses

Credits earned in physical education and courses with a 00 prefix, such as EDUC 005, do not count toward the total number of required academic credit hours and are not calculated as part of the grade point average (GPA). These courses are, however, included on the transcript. Repeat courses taken a second time may, under special circumstances, count toward the total number of required academic credit hours and calculation of the GPA. Please consult the AAP Registrar's Office to find out.

University Registration

University registration is the process by which the university and the colleges certify eligibility to enroll in courses, issue and/or validate student identification cards, and collect student directory information. University registration is held on the dates listed in the university calendar. Upon the completion of university registration, students are eligible to purchase and/or use a variety of services available at the university, e.g., Cornell Card, Co-op Dining, libraries, campus fitness facilities, and bus passes.

Requirements to be a Registered Student

The following criteria must be met for a person to be a "registered student":

1. Enrollment in courses (for doctoral students, enrolled in thesis research);
2. Fulfill all financial obligations (i.e., student account, CornellCard paid to date, signed all financial aid and related disclosure documents, provide financial documents, as required),
3. Fulfill all New York State Health and Immunization requirements, and
4. Clear all "Holds" (i.e. academic, judicial, financial, medical/health, immunization, et. al).

Student Identification Card

The student identification card is issued by the Office of the University Registrar at the time of initial registration with the university. It remains the property of the university and must be returned to the Office of the University Registrar, B-7 Day Hall, when the student is no longer enrolled (see “Student Identification Card” in the *Policy Notebook for Students, Faculty and Staff*, available from the Dean of Students’ Office.)

Registration Holds

A student with a “Registration Hold” is not eligible to register or enroll in courses. Holds may be placed for a variety of reasons: unpaid bills and fines, academic suspension, unresolved matters with the Office of the Judicial Administrator, or failure to fulfill health requirements.

Bursar holds should be resolved before the end of the third week of classes or a \$350 late registration fee is assessed. Students unable to resolve holds of a financial nature within the three-week period may not attend classes, except under exceptional circumstances. Students should consult the college registrar whenever financial difficulties arise.

Late Registration

A student who clears his or her financial obligations after the stated date on the bursar’s bill is considered late. Late registrants are assessed a \$350 fee on the bursar’s bill.

Permission to register late may be granted by the college registrar and only under exceptional circumstances.

The university does not permit registration after completing a course. A person attending classes and passing courses before officially registering receives no course credit.

The university reserves the right to evict unauthorized, unregistered persons. As cases become known, the university registrar will notify the administrators and faculty of the college and unit of the presence of unauthorized persons.

Course Changes

Within the first three weeks of instruction in each term, a course may be added or dropped electronically by logging into “Just the Facts”. Courses flagged as needing permission may be added or dropped by completing a course enrollment (add and drop) form obtained in the college registrar’s office. To complete the form, the student lists a social security number, course identification number, course department, course number, credit hours, grade option and the instructor’s or department’s signature. The form must have the adviser’s approving signature before submitting it to the college registrar’s office for processing. After the third week, no course may be added except by petition. The circumstances must be exceptional.

It is not sufficient to change the registration only with the instructor or the department offering the course. It must also be recorded in CoursEnroll or in the college registrar’s office via a course enrollment form. Otherwise a grade of “F” will be given for nonattendance or a grade will not appear on the student transcript.

After the third week, any required sequence course (including all fine arts and architecture studio courses) may be dropped only by approved petition. A completed course enrollment form must accompany the petition form.

From weeks four through seven, elective courses only may be dropped via a completed course enrollment form. After the seventh week, elective courses may be dropped only by approved petition and a completed course enrollments form. A 'W' appears on the official transcript to indicate a course dropped after the seventh week of classes.

You should submit a petition only if you believe there are clearly extraordinary circumstances that merit special consideration. When in doubt, please consult the college registrar.

In-Absentia Registration

Domestic Universities

Student's who wish to study at another institution for no more than two semesters, and still remain degree candidates in the college, must request permission to do so via a leave/withdrawal/in-absentia form. The form is reviewed and signed by the department chair and the college registrar, and then forwarded to the university registrar and bursar offices. A copy of the completed form is sent to the student's faculty advisor. A per-semester administrative fee is charged.

International Universities

Students who wish to study at an international institution for no more than two semesters, and still remain degree candidates in the college, should first consult the Cornell Abroad program office in 300 Caldwell Hall. If the proposed program of study is one sponsored by Cornell Abroad, the student tuition, fees, and other costs are assessed by that office. If the program of study is not one sponsored by Cornell Abroad, students studying abroad pay tuition and all other costs charged by those programs, plus a Cornell international program tuition by semester. Students request permission to study abroad via a leave/withdrawal/in-absentia form. The form is reviewed and signed by the department chair and the college registrar, and then forwarded to the university registrar and bursar offices. A copy of the completed form is sent to the student's faculty adviser.

University regulations require all students to be in residence during their last two semesters of degree candidacy, as defined by Cornell faculty legislation of November 14, 1962. No student may study in-absentia for more than two terms.

Credit for Courses Taken Away from Cornell

No prior guarantees are given that work completed elsewhere will be automatically credited toward degree requirements. You should discuss any concerns with the college registrar.

Credit for Courses Taken While in High School

Cornell University **DOES NOT ACCEPT** credit for courses sponsored by colleges or universities but taught in the high school to high school students, even if the college provides a transcript of such work.

Courses taught at a college/university to high school students may be considered for credit if there is sufficient evidence that:

1. The course was not used to fulfill high school requirements and
2. The course was taught in a college setting (not at the high school) and
3. The course was taught by faculty from the college/university (not high school teachers) and
4. The course was open to both high school and college students

Students must provide the AAP college registrar with written documentation of the above information from the high school guidance counselor or college personnel.

An official college transcript must be sent to College of Architecture, Art & Planning, Registrar's Office, B-1 W. Sibley Hall, Ithaca, NY 14853-3602.

After all documentation has been provided, a petition to transfer the credit toward your degree must be filed in your department office (Arch: 149 E. Sibley Hall; Art: 224 Tjaden Hall; URS: 106 W. Sibley Hall).

Out-of College Electives

If the work was done at an accredited institution and the grade received was C or better, elective credit will be given after an official transcript has been received by the college registrar.

Required Courses

The student must petition the department for courses taken elsewhere to count for required courses. The petition must be accompanied by evidence that the material covered is substantially the same as at Cornell and the work completed is of similar quality. The student petition needs the signature of an instructor who verifies the course is a favorable substitution.

Architectural Design

Credits earned at any non-Cornell, domestically-based foreign programs will be applied to elective credit only.

Studio Courses in Art

All work done must be submitted along with a petition to a review committee of the art faculty for evaluation and assignment of credit. The committee is appointed by the department chair.

Students will not be granted credit for studio courses taken outside of Cornell's Fine Arts curriculum that, in the opinion of a faculty adviser, essentially duplicate courses already taken with the department.

Leave of Absence and Withdrawal

Leaves of absence will be of four types:

1. Personal leaves of absence may be granted for a variety of reasons. The student may request a personal leave of absence no later than the third week of class in the affected term. The department may set conditions for completion of work, new and incomplete course work, community service or internships while the student is on leave. The term of this type is five years. Following the end of the 5th year, the student will be automatically withdrawn from the college.

2. Conditional leaves of absence shall be granted for students desiring to take a leave but who are not in good academic standing or they wish to take a leave during the current term. Conditional leaves are at least two semesters in length. The department will set conditions for completion of work, new and incomplete course work, community service or internships while the student is on leave. Students may be granted conditional leaves of absence after the 12th week of the term only in highly extenuating circumstances and with approval of the student's department and the Academic Records Committee. The student's academic status is subject to review at the time of the leave and upon the student's return.
3. Voluntary leaves of absence for medical reasons may be granted by the college upon the recommendation of Counseling and Psychological Services (CAPS) or Gannett Health Services. They are usually no less than six months in duration. The department may set conditions for completion of work, new and incomplete course work, community service or internships while the student is on leave. The college may impose additional conditions appropriate to the individual situation. The student's academic status is subject to review at the time of the leave and upon the student's return. Students must receive approval to return from this type of leave both from CAPS or Gannett as well as the student's department and the Academic Records Committee.
4. Required leave of absence for academic reasons. The Academic Records Committee may vote for a required leave if the student is not making satisfactory progress in the degree program (defined by completion of 12 academic credits and 2.3 GPA each term unless there are special circumstances). The department may set conditions for completion of work, new and incomplete course work, community service or internships while the student is on leave. The college may impose additional conditions appropriate to the individual situation. The student's academic status is subject to review at the time of the leave and upon the student's return.

Students who wish to take a leave of absence from the college must submit a completed leave/withdrawal/in-absentia form to their respective department chair. The form is reviewed and signed by the chair and the college registrar. The college registrar sends a letter and copy of the approved form to the student to verify that the request is granted. Copies of the leave form and registrar's letter are also kept in the student's file, in the department, and are sent to the student's faculty advisor.

Students on leaves 2 and 4 may not attend any classes at Cornell through the School of Continuing Education and Summer Sessions. Students on leave 3 may not register for classes at Cornell unless they obtain the permission of the department, the college ARC, and a recommendation from CAPS or Gannett Health Services.

A prorated portion of the tuition and fees may be refunded to a student who withdraws or leaves before the end of the term. The amount of such refund is determined by the bursar's office.

No academic credit, partial or otherwise, is granted for work done during a given term if the student leaves the course prior to the end of that term.

Students who desire to return from any of these leaves shall follow a two-tier approach. They shall write a letter to their department and to the Academic Records Committee asking to return to study in the following academic semester (summers may be considered for potential return). The request will be reviewed and approved first by the department. The recommendation of the department will be forwarded to the college Academic Records Committee for its review and action. If the student request to the department results in a “no pass” outcome, the student may appeal in writing to the Academic Records Committee within two weeks of receipt of the department decision. The final decision then rests with the Academic Records Committee. No appeals will be considered following the decision of the ARC.

It is expected that the department and college committees will review and act on requests to return to study by June 1 for requests to return to study in the fall term and by January 5 for requests to study in the spring term.

A withdrawal may be granted to those students who do not intend to re-enter the university. Students should state this intention in writing on a leave/withdrawal/in-absentia form and submit it to their respective department chair. The form is reviewed and signed by the department chair and the college registrar, and then forwarded to the university registrar and bursar offices.

Students who fail to return to study at the college without proper authorization and notification to the college registrar’s office will be withdrawn at the end of five years. They must formally apply for readmission should they desire to return.

Absences from Classes

Any student absent from classes for personal reasons must make arrangements with his or her instructors for make-up work.

The policy of Gannett Health Services permits students to obtain a verification statement indicating the date and time that they were seen at the clinic. If you have been under medical care, you must notify your instructors. The policy of Gannett Health Services does not permit it to provide verification of student appointments to faculty unless the student signs a release of information form.

Pro-rated Tuition

To be eligible for prorated tuition, the student must be in the final semester of a degree program. They may apply to pro-rate up to 9 credit hours, with the understanding that approval to pro-rate is based only on the number of credits required for completion. The student must have completed all degree requirements to date, including college residency, physical education, and a swim test. Tuition is based on the number of credit hours enrolled in plus administrative fees. Students must apply to the college registrar no later than the end of the third week of classes.

Grades

Final grades are reported to Office of the University Registrar (OUR) at the close of each term. Approximately five days after the last day of examinations, grade reports are compiled by that office. Final grades from the fall and spring semesters are posted on ‘Just the Facts.

In general, grades are reported by letter; D- is the lowest passing grade except for design and other studio courses for which the minimum passing grade is C. See design and other studio course rules, (pp. 35-37) Architecture and (p. 55) Art.

Any change in grades must be made before graduation. In accordance with university policy, no changes are permitted after degrees are awarded.

Satisfactory/Unsatisfactory (S/U) Grade Option

The faculty of the College of Architecture, Art, and Planning has approved the following regulation regarding the grading of undergraduate students in the college on the basis of satisfactory (S) or unsatisfactory (U) performance without any other grade:

1. The S/U option may only be used with free electives; all other courses must be taken for letter grade. Departments may, however, designate specific required courses where S/U will be permitted.
2. In a course designated as S/U exclusive the entire class is so graded. If not advertised as such, the instructor must announce their decision on S/U grading within the first week of class.
3. In a course designated S/U option both student and instructor must agree on the option. Once agreed upon with the instructor, students must designate the appropriate option by the end of the third week of classes on a course change form found in the college registrar's office. This option will be used for the final grade unless otherwise approved by petition and approval of the instructor.
4. The instructor must announce in advance the equivalent values to be used for S or U. Grades of S or U are not included in the computation of cumulative grade averages.

Grade Changes

Each semester's work is an entity and grades are assigned for work completed during the official semester period. Grade changes may be made only in the event that the instructor made an error in assigning the original grade. Grades will not be changed after the end of a semester and students shall not have unfair advantage for doing additional work.

No Grade

If the student does not receive a grade in a course, that course will not be credited toward degree requirements unless the instructor has formally submitted a grade. It is the student's responsibility to pursue such matters until they are resolved. Any problem resulting from faculty inaction should be reported to the department chairperson.

Incompletes

The incomplete (INC) grade status may be used when two basic conditions are met:

1. The student must have substantial equity in the course. Equity must be at a passing level. For example, all requirements are completed satisfactorily except for a final exam or term paper.
2. The reason(s) for failure to complete all course requirements must be highly extenuating conditions that are beyond the student's control, e.g., severe illness, family emergency, etc.

Faculty under no circumstances should give an Incomplete status due to pressure to meet the deadline for reporting grades. An incomplete may not be given merely because a student fails to complete all course requirements on time. It is not an option that may be elected at the student's own discretion. Students should not have unfair advantage by deferring completion of some major course requirement or by obtaining additional time to do the work.

It is the responsibility of the student to see that all incompletes are made up by the deadline and that the grade change has been properly recorded with the college registrar. When a grade is submitted, an asterisk appears on the student transcript next to the grade to indicate the initial incomplete grade.

An incomplete may be of two kinds, regular and restricted. A regular incomplete allows a student one calendar year or two terms for completion of course work. Any time spent "on leave" and "in absentia" does not count in determining the expiration date for the make-up of incomplete grades. A restricted incomplete is one in which the instructor sets a time limit less than two terms.

The incomplete is enacted via an 'Incomplete and F' form completed by the instructor and sent to the college registrar. The instructor must indicate on the form the reason for the incomplete, the date for completion, the work that remains, and any restrictions.

The grade of Incomplete in a sequence course prevents a student from registering in the next course of the sequence unless the student petitions the appropriate department faculty to be allowed to continue in the sequence.

Incompletes must be cleared before graduation or they will convert to a grade of F.

Policy on Incompletes Currently on Record

1. If incomplete work is not made up and if a final grade is not submitted by the instructor by the incomplete expiration date, the incomplete will automatically be converted to a grade of F. An incomplete in an S/U course will be converted to U. This means the option to make up the work shall be lost.
2. Grades of incomplete given at the end of the fall term 2007 will be assigned the grade of F unless work is made up by the end of the fall term 2008.
3. Grades of incomplete given at the end of the spring term 2008 will be assigned the grade of F unless work is made up by the end of the spring term 2009.

Student's Record

You are ultimately responsible for ensuring that all your degree requirements have been met, that you have made up incompletes within the deadlines, and that any missing grades, grade changes, and transfer credits have been properly recorded with the college registrar.

You must apply to graduate, preferably two terms but no later than one term, prior to the expected final semester of study. Application forms may be found in B-1 W. Sibley Hall. Make

an appointment with the college registrar well in advance of your anticipated graduation date to review your degree requirements and your status in preparation for completion. Students in the departments of Art and URS must have their faculty adviser's signature on the application.

Official Transcripts

An official transcript is one that bears the official seal of the university and the signature of the university registrar and is sent in a sealed envelope directly from the Office of the University Registrar to another institution or agency as directed by the student. Any current or former full-time student with an active NetID and password can request an official transcript by clicking on "Order a Transcript" on Bear Access, by writing the Office of the University Registrar, B-7 Day Hall; or by visiting <http://transcript.cornell.edu>. The student or former student must have met in full all financial obligations to the university.

Student Self-Service Certification

Most graduate programs, institutions, and agencies will not accept as official any record of student status that does not come directly from the university, officially signed, and sealed in an official envelope. Any current or former full-time student with an active NetID and password can request an electronic version of their student status and degree certification at <http://certification.cornell.edu>.

Dean's List

The Dean's List is calculated approximately two weeks after each term. Students who complete a course load of at least 12 credits with letter grades and rank within the upper ten percent of their class (generally meaning a grade point average of 3.50 or above), will be placed on the Dean's List of the College of Architecture, Art and Planning. Incompletes (INC), no grade reported (NGR), failures (F), and grades of unsatisfactory (U) make students ineligible for the Dean's List (excluding physical education). Courses in R.O.T.C. are not calculated in the GPA and do not count toward the 12-credit minimum course load requirement. A GPA below 3.00 is not considered. Dean's List achievement appears on the student transcript.

Scholastic Standards

Term by term, a candidate for an undergraduate degree in this college is required to successfully complete a minimum of 12 credit hours with a grade point average for the term of not less than C+ (2.3). The record of each student who falls below the standard will be reviewed by the college's Academic Records Committee for appropriate action, among those described below:

1. The student is issued a letter of incomplete. This means the student's performance is not up to expectations. Unless improvement is shown in the subsequent term, the student may be placed on FINAL WARNING or given a REQUIRED LEAVE OF ABSENCE from the college.
2. The student is issued a letter of concern. This means the student's performance is not up to expectations. Unless improvement is shown in the subsequent term, the student may be placed on FINAL WARNING or given a REQUIRED LEAVE OF ABSENCE from the college.

3. The student is issued a WARNING. This means the student's performance is not up to expectations. Unless improvement is shown in the subsequent term, the student may be placed on FINAL WARNING or given a REQUIRED LEAVE OF ABSENCE from the college.
4. The student is issued a FINAL WARNING. This indicates the student's record is unsatisfactory. Unless considerable improvement is shown in the subsequent term, the student may be given a REQUIRED LEAVE OF ABSENCE from the college.
5. The student is placed on a REQUIRED LEAVE OF ABSENCE. The student is dismissed from the college and may not continue studies in the college. Students on required leave may not register extramurally at Cornell as the intention of the required leave is to insist upon a break from study at Cornell. If a Student chooses to enroll in courses at another institution while on a required leave, credit is not granted automatically. The second required leave of absence is a defacto dismissal and the student will be permanently withdrawn from the college.

A student who has been placed on a required leave of absence may request to resume studies after a leave of absence of at least two semesters. This request is made by letter addressed to the student's department and to the Academic Records Committee. The student must submit evidence that time has been well used and, if employed, must submit a letter from the employer(s). A return to study in the college after a required leave of absence is at the discretion of the department and the college's Academic Records Committee. Requests for fall term return must be made by April 15 and requests for spring term return must be made by November 15.

Upon receiving permission to return, a student may have conditions imposed on their registration by the department or the college. If the student completed coursework, they must petition their department to request credit for courses taken while on required leave.

6. The student is placed on a REQUIRED WITHDRAWAL. The student may not reregister in the College of Architecture, Art, and Planning and is dismissed from the college and is permanently prohibited from continuing studies in it.

The required withdrawal action does not prevent the student from applying for admission to another division of the university.

The above actions are not necessarily sequential. A student who has received a warning may be placed on a required leave of absence at the end of the next term if the performance during that term is deemed to be grossly deficient.

All students must achieve a cumulative average of at least 2.0 (C) for graduation from the university.

Academic Integrity

Absolute integrity is expected of every Cornell student in all academic undertakings. Students shall not in any way misrepresent their work, fraudulently or unfairly advance their academic standing, or be party to another student's failure to maintain academic integrity.

The college has adopted a detailed Code of Academic Integrity, based on a university model, which governs all parties and procedures in the event of suspected violations of academic integrity. Copies may be examined in the department offices.

In addition students should be familiar with the university-wide Campus Code of Conduct, which is detailed in the *Policy Notebook for the Cornell Community*, available from the Dean of Students' Office or on the web at www.policy.cornell.edu/code_of_Academic_Integrity.cfm. The Code is also found in the "yellow book" or the *Code of Academic Integrity Handbook*, available from the Office of the University Faculty.

Honor Societies

Students in the College of Architecture, Art, and Planning are eligible to apply for membership in national honor societies. See the *Student Directory* for a complete list of honor societies.

Ownership of Student Work

All drawings, models, paintings, graphic art, and sculpture done in the studios and drafting rooms as a part of the instructional program are the property of the college until they have been graded and released by the instructor. Certain works may be retained by the college as its option for academic purposes.

Exhibition of Student Work

You may view student exhibitions in the John Hartell Gallery and Olive Tjaden Gallery throughout the academic year. Exhibits display projects representative of a specific course or department in addition to showcasing individual student work should be familiar with the university-wide Campus Code of Conduct, which is detailed in the *Policy Notebook for Students, Faculty and Staff* available from the Dean of Students' Office.

Equal Employment Opportunity and Nondiscrimination Statement

It is the policy of Cornell University actively to support equality of educational and employment opportunity. No person shall be denied admission to any educational program or activity or be denied employment on the basis of any legally prohibited discrimination involving, but not limited to, such factors as race, color, creed, religion, national or ethnic origin, sex, sexual orientation, age, or handicap. The university is committed to the affirmative action programs that will assure the continuation of such equality of opportunity. Sexual harassment is an act of discrimination and, as such, will not be tolerated. Title IX of the Education Amendments of 1972 (Title IX) prohibits discrimination on the basis of sex in educational programs and activities receiving federal assistance.

Cornell University is committed to assisting persons with disabilities who have special needs. A brochure describing services for persons with disabilities may be obtained from the Student Disability Services Office, Center for Learning and Teaching, 420 Computing and Communications Center, Ithaca, New York, 14853-2601. The Telecommunications Device for the Deaf (TDD) extension is 607 255-7665. Other questions or requests for special assistance may be directed to that office.

Inquiries concerning the application of Title IX, affirmative action, sexual harassment, or persons with disabilities may be referred to the director of the Office of Workforce Diversity, Equity and Life Quality, Cornell University, 160 Day Hall, Ithaca, New York 14853-2801. The office telephone number is 607 255-3976; TDD: 607 255-7066.

Undergraduate Degree Requirements

All students are expected to follow the normal curriculum for the degree they are pursuing, and they are expected to carry a full academic load. Exceptions can be made only by successfully petitioning the department faculty concerned.

All candidates for undergraduate degrees are required to spend the last two terms in residence at the university.

Changes in program requirements, which may occur during a student's career, will apply after one academic year's notice. In individual cases where a student may be precluded from completing degree requirements in logical fashion because of such changes, the student should consult with the chair of the department and the college registrar.

You must apply to graduate, preferably two terms but no later than one term prior to the expected final semester of study. Application forms may be found in B-1 W. Sibley Hall.

Transfer Students

Transfer students will be held to the requirements for the "year" into which they are placed. The year for candidates for the Bachelor of Architecture degree is determined by placement in the design studio sequence. Students who have transferred into Architecture have a period of three semesters to meet all prerequisite and course requirements that correspond to their assigned studio level.

Transfer credit will not be granted for a course in which the grade earned is C- or lower.

Students who transfer into the Bachelor of Architecture degree program must complete a minimum of four terms in residence, at least three of which must be on campus, and 70 credits at Cornell, taking 35 of the 70 credits (including four terms of design) in the Department of Architecture.

Students who transfer into the Bachelor of Science (History of Architecture) degree program without ARCH 181-182 and one term of design must satisfy these prerequisites during their first year in the program.

Bachelor of Fine Arts candidates must complete a minimum of four terms in residence and a minimum of 60 credits at the university, of which 30 credits must be taken in the Department of Fine Arts, including four terms of studio work.

Students transferring into the Bachelor of Science (Urban and Regional Studies) degree program are required to earn a minimum of 120 credits. A maximum of 60 credits would be transferable for internal/external transfers. The program will not accept transfer credits of ROTC courses.

Physical Education

Students are required to complete two terms of physical education within the first two terms of residence. Students who transfer to Cornell from another college or university will be given credit for one term of physical education for every term of academic transfer credit they are granted by Cornell. Any transfer student entering Cornell as a sophomore or higher is not required to take physical education classes for credit. Transfer students subject to the credit requirement must take a swimming test before signing up for an elective

Waiver of Requirements. A waiver or postponement of physical education requirements may be granted if the student:

- 1) has a physical disability, schedule conflicts or medical affliction, certified by university medical staff, that precludes participation in any physical education activity (the department is prepared to adapt a physical education program to the individual needs of a disabled student whenever possible); or
- 2) is committed to 20 hours or more of employment per week (the director of scholarship and financial aid must issue the request for exemption, certifying the necessity for such employment obligations).

Students needing permission for postponement of or waiver of the physical education requirements should see the director or assistant director of Physical Education. Questionable or unusual cases may be resolved by petition to the Faculty Advisory Committee on Athletics and Physical Education.

Officer Education

The various Reserve Officer Training Corps (ROTC) programs in military and naval science and in aerospace studies are voluntary ones that students may elect to pursue in addition to their normal degree programs.

It is the policy of this college to grant no credit for military or naval science courses as such. In the case of courses taught as part of a regular degree program in one of the academic units of the university, which may also be included as part of one of the R.O.T.C. programs, out-of-college elective credit may be granted. Please consult the college registrar if there are any questions.

Financial Aid

A Cornell application for financial aid must be completed by each candidate who wants to be considered for financial assistance. It is also necessary to submit a Free Application for Federal Student Aid (FAFSA), obtainable from Cornell's Office of Financial Aid, 203 Day Hall.

As one of the more than nine hundred colleges that are members of the College Scholarship Service, Cornell follows the general policies outlined by that organization. Actual cash stipends vary according to the financial need of the applicant. As a matter of policy, every effort is made by means of scholarship aid and the student work and loan programs to make it financially possible for students of promise to come to and remain at Cornell.

Financial assistance is awarded through scholarships and loans available to students in all branches of the university, and through scholarships administered by the various colleges.

Scholarships

The scholarships described below are only a portion of the scholarship aid funds awarded to students of this college by the university Office of Financial Aid.

The **Charles Baskerville Painting Scholarship Fund** was established in 1995 by Charles Baskerville '19 as a provision of his will, to assist undergraduate or graduate students majoring in painting by providing support for participation in programs involving intensive study in the fine arts.

The **Nancy A. Bernstein Scholarship** was established in 1959 by a group of anonymous donors in memory of Nancy A. Bernstein '49. Scholarships from this fund provide financial support to students in architecture, art, and planning.

The **Michael A. and Esther C. Chordash Scholarship in Architecture** is available to undergraduate students with demonstrated financial need enrolled in the college. Preference will be given to students from Upstate New York.

The **George Louis Coleman Scholarships** were established in 1965 from a bequest of Louise Gertrude Coleman in memory of her husband George Louis Coleman, B. Arch 1895, a devoted alumnus of Cornell.

The **CWA Scholarship Fund** was established in 1987 by William Alexander, father of Charles Alexander, B. Arch. '87. Scholarships from this fund are awarded to architecture students who are in need of financial assistance.

The **H. R. Dowswell Scholarship Fund** was established by Col. John R. Dowswell and Mrs. Harold E. Van Der Linde in memory of their father.

The **Eschweiler Family Scholarship** was established in 1994 by Peter Q. Eschweiler, AB '55, MRP 57, Thomas L. Eschweiler, AB '48, B. Arch '50, and Susan Eschweiler, '78, B. Arch '79, to assist in supporting undergraduate students in the planning department.

The **Ruth Woolsey Findley and William Nichols Findley Fine Arts Scholarship** is available to undergraduate students in the college with demonstrated financial need. Preference will be given to exceptionally qualified fine arts majors.

The **George Fraser Awards** are granted to outstanding upperclass or graduate students in the college who need financial support. The scholarship was established in 1968 using funds from the estate of George Fraser, M. Arch. '21.

The **M. Arthur Gensler, Jr. '57, and M. Arthur Gensler, Sr. Scholarship Fund**, established in 1980, provides financial support to undergraduate architecture students based on financial need, academic ability, and character.

The **Gillespie Prize Scholarship** is awarded to juniors and seniors in architecture on the basis of general academic performance and financial need. The scholarship was founded from the bequest of Albert D. Gillespie, a former student of the college.

The **Ethel Denton Groos '54 Scholarship** is available to undergraduate students in the college with demonstrated financial need.

The **Justin Richardson Hartzog Scholarship Fund**, established in 1988 from the estate of Margaret Hartzog, awards scholarships to city and regional planning students.

The **Margo Hebal-Heymann and Leon Fredrick Embry Architecture Scholarship** is available to women enrolled in the undergraduate architecture program with demonstrated financial need. Strong first preference will be given to juniors and seniors accepted into the Rome Program.

The **Charles A. Holcomb Memorial Scholarship** was established in 1963 by Mrs. Holcomb in memory of her husband, who received his Bachelor of Architecture degree from Cornell in 1920. Preference is given to sophomores.

The **Daniel J. Hosterman Scholarship** was established in 1991 by Constance Hosterman '57, in memory of her son for students enrolled in the Introduction to Architecture summer program.

The **H. Roy Kelley Scholarship Fund** was established in 1990 by H. Roy Kelley '15, as a provision of his will, to be awarded annually to students in the Department of Architecture who might not otherwise have the means to attend Cornell.

The **Waldo S. Kellogg Scholarship Fund** was established to assist architecture undergraduates through a bequest made by Mrs. Frances E. Osborne Kellogg in memory of her husband, Waldo S. Kellogg 1893.

The **William and Carla Kidd Scholarship in Architecture, Art, and Planning** is available to undergraduate students in the college with demonstrated financial need. First preference shall be made to a student with a disability.

The **Jules Korchien Scholarship**, established in 1985 by Elizabeth Korchien in memory of her husband Jules Korchien, B. Arch. '24, provides assistance to talented students in need of financial support.

The **Alton Lee Knight Scholarship** is granted to students in the Masters Degree Program in City and Regional Planning in the College of Architecture, Art and Planning.

The **Kee and Rina Kuok Memorial Scholarship** was established in 1992 by Richard and Siew-Choong Liu to benefit architecture students who demonstrate a need. The fund was named in honor of relatives, and preference in the awards will be given, but not limited to, students from Malaysia, Singapore, Hong Kong, and the People's Republic of China.

The **Rita and Thomas L. C. Liu Scholarship** was established in 1992 by Rita and Thomas L. C. Liu for undergraduate students in architecture, art, and planning. The scholarship is open to any student in the college needing financial assistance.

The **James A. Martis Jr. Memorial Scholarship Fund** aids accomplished architecture students who demonstrate financial need. Mr. and Mrs. James A. Martis established the fund in 1986 in honor of their son, James A. Martis, Jr. B. Arch. '63.

The **Annette Remer Merrill Scholarship**, founded by Daniel D. Merrill '12 in honor of his wife, is available to architecture students of American-born parents.

The **Paul B. Meserve Memorial Scholarship** is available to all undergraduate students in the college, but preference is given to landscape architecture, fine arts, and city and regional planning students. Hamilton W. Meserve established the scholarship in 1983 in memory of his father.

The **Sara Speer Miller '21 Scholarship**, established through gifts received from the estate of Sara Speer Miller '21 and added to by her children, is available to undergraduate students in the college with demonstrated financial need. Preference will be given to women.

The **Charles and Carol Winter Mund Scholarship for Art and Sculpture** is available to undergraduate students majoring in fine arts with demonstrated financial need.

The **Albert K. Murray Memorial Scholarship**, established in 1992 by a gift from Virginia Kettering and from a bequest of Albert K. Murray, will be awarded annually to a talented student with a demonstrated need for financial assistance majoring in painting.

The **John deZouche Nicolls and Barbara Caner Nicolls Scholarship** is available to United States citizens who are enrolled in the undergraduate architecture program with demonstrated financial need.

The **Pantirer Family Scholarship** is available to undergraduate art students with demonstrated financial need.

The **Kermit C. Parsons and Janice I. Parsons Scholarship**, established in 2000 to support students in the URS, MRP, MA/HPP, and Real Estate programs, recognizes the active role of

Professor and Dean Kermit C. Parsons in working with all four groups of students. Specifically, the funds will be used for: a. undergraduate honors thesis students for costs incurred doing their research; b. graduate students in CRP, both MA and MRP students, and M.S. in Real Estate students, for promising work in areas of KC's interests: historic preservation, physical planning, urban design, transportation, planning history, garden/green cities, campus planning, and real estate development. Faculty and students can nominate candidates for the award.

The **Perry, Dean, Rogers and Partners Scholarship** was established in 1992 by Charles Rogers II, B. Arch. '62 and Francis McGuire, B. Arch. '66 for students in architecture.

The **Cornelius C. Richard, Jr. Scholarship** is available to undergraduate students in the college with demonstrated financial need. Preference will be given to students studying or majoring in sculpture.

The **John Leon and Almeda Church Riley Scholarship Fund** is available to undergraduate students in the college with demonstrated financial need.

The **Myron J. and Ruth E. Riley Undergraduate Scholarship in the College of Architecture, Art & Planning** is available to undergraduate students in the college with demonstrated financial need.

The **Paul D. Rubacha Family Scholarship** is available to undergraduate students in the college with demonstrated financial need.

The **Verne Swan '21 Scholarship** was established in 1999 for undergraduate students in the Department of Architecture.

The **Vuko Tashkovich Memorial Scholarship** is available to undergraduate students in the college with demonstrated financial need.

The **Ruth P. Thomas Architecture Scholarship** is available to undergraduate architecture students with demonstrated financial need.

The **Olive Tjaden Scholarship** is granted to graduate students in the field of Architecture to provide scholarship assistance on the basis of worthiness of the recipients, consideration of character, academic ability, design expertise, financial need, and other relevant factors.

The **Norman C. Weiffenbach Scholarship** is granted to undergraduate students in the college who demonstrate skill in their field and financial need. The scholarship fund was established in 1967 by Mr. and Mrs. Eugene Kettering in memory of Norman Weiffenbach, B. Arch. '04. The **Ruth R. Wilcox Scholarship** is available to undergraduate students in the college with demonstrated financial need.

Awards, Medals and Prizes*

The **AIA (Henry Adams) Student Medal and Certificate of Merit** is awarded to members of the architecture graduating class who have maintained the best academic grade average throughout their entire course of study.

The **Alpha Rho Chi Medal** is awarded by Alpha Rho Chi, a professional architectural fraternity, to a graduating student who has demonstrated leadership ability, performed service to the school and who shows promise of professional merit through attitude and personality.

The **American Institute of Certified Planners Student Award** recognizes outstanding achievement in the graduate study of planning. The criteria give priority to the quality of work in the student's courses in planning and to the promise of success as a professional planner.

The **Peter B. Andrews Memorial Thesis Prize** is awarded for the best thesis prepared for the degree of Master of Regional Planning. It was established by Mrs. Peter B. Andrews and Dr. George C. Andrews in memory of Peter B. Andrews, B. Arch. '55, M.R.P '57.

The **Baird Prizes** were established in 1927 by Mrs. M. Z. Baird. One or more prizes, each in the amount of at least \$200, are awarded to winner(s) of a special second-year design competition.

The **Clifton Beckwith Brown Memorial Medal** was founded in 1901 by John Harkness Brown in memory of his brother, Clifton Beckwith Brown, who was killed in the field of battle at San Juan Hill. The medal is awarded to one graduating student who has attained the highest cumulative average in architectural design over the entire course of study. The award may not be given if no student's performance is judged to be outstanding.

The **Department of City and Regional Planning Community Service Award** is awarded to socially conscious and active students who, through exemplary community service, within and outside of the department, significantly contributed to the department.

The **Paul Dickinson Prize**, established in 1927 by Mrs. George A. Shedden, '23, in memory of her father, is a \$250 prize awarded to a first-year undergraduate architecture student who has attained the highest scholastic record. This prize is awarded only if the record is well above the average of first-year work in the Department of Architecture.

The **William Downing Prize**, founded in 1986 by William S. Downing, is awarded in recognition of outstanding achievement in architectural design. Up to two monetary prizes (amount varies yearly) will be given annually to fourth- and fifth-year students.

* Amount of award may vary from year to year.

The **Eschweiler Prize** is made from a bequest of Alexander C. Eschweiler, Jr., '15 in memory of his father Alexander C. Eschweiler, Sr., '90. An annual award of approximately \$3,000 is given to a student in architecture with high scholastic achievement who has been accepted in one of the architecture graduate programs at Cornell.

The **Faculty Medal in Art** is awarded annually to a graduating art student whose academic record and studio work, in faculty opinion, demonstrate the greatest promise of future achievement in the field of art.

The **Mackesey Prize** is awarded in honor of the former dean of the College of Architecture, Art, and Planning, Thomas W. Mackesey, and is awarded to a student in the Department of City and Regional Planning who has demonstrated unusual competence in academic work or who, by qualities of personality or leadership, has significantly contributed to the intellectual advancement of fellow students.

The **Michael Rapuano Memorial Award**, established in 1976, is awarded to a student graduating with either an undergraduate or graduate degree in architecture, landscape architecture, painting, sculpture, or planning who has performed work in any of these fields that is judged to be most outstanding as characterized by “distinction in design”.

The **John W. Reps Award** was established in 1987 by Historic Preservation Planning alumni in honor of Professor Emeritus John Reps of the Department of City and Regional Planning for his preservation efforts on campus during his over thirty years of teaching at Cornell. This award is given to a second-year graduate student for academic excellence to encourage and reward preservation students for their achievements.

The **Charles Goodwin Sands Memorial Medal**, founded in 1900 by the family of Charles Goodwin Sands, 1890, is awarded on the basis of exceptional merit to architecture students in architectural design and to art students in sculpture or painting, and composition. Students also may receive this award for theses in architecture, painting, and sculpture.

The **Edwin A. Seipp Memorial Prizes** were established in 1948 by Mrs. E. A. Seipp in memory of her husband, an alumnus of the Class of 1905. One or more prizes in the amount of at least \$150 are awarded to third-year student winner(s) of a special design competition.

The **Richmond Harold Shreve Award** is granted to architectural design, architectural science, or architectural history students for excellence and originality in their graduate theses. The graduate fields determine the recipient of the cash prizes (which vary in amount every year) and the graduate fields will not award a prize if no student’s performance is judged to be outstanding.

The **Edith and Walter King Stone Memorial Prizes** are awarded to juniors at the end of their third year. Awards are given on the basis of promise and accomplishment in the field of art.

The **Urban and Regional Studies Academic Achievement Award** is for the undergraduate student in the Urban and Regional Studies Program who has achieved the highest academic average after seven semesters at Cornell.

The **Upstate New York Chapter of the American Planning Association Student Project Award** is awarded to a student or a group of students in a recognized planning curriculum for an outstanding paper or class project.

The **Edward Palmer York Memorial Prizes**, each in the amount of approximately \$100, are awarded to winners of a special introductory design competition, which usually lasts for one week in the second term. The prizes were established in 1931 by Mrs. Edward P. York.

Traveling Fellowships

The **Robert J. Barringhaus Travel Fund**, established in 1995 by Peter Basmajian, B. Arch. '73, in memory of Robert J. Barringhaus, a former classmate. The award is made to an architecture student who plans to attend the Rome Program or the Summer Abroad Program.

The **David R. Bean Prize in Fine Arts** was established in 1972 by Mr. and Mrs. Albert Bean in memory of their son, David R. Bean, '71. The award is made to two students in art who want to spend a junior semester studying in Europe.

The **John "Kip" Brady Award for Printmakers**. In memory of John B. Brady, this scholarship designates that an annual stipend be made to the most promising printmaking student in his or her junior year. This stipend is to be used expressly toward that student's study abroad and in conjunction with the Rome Program. The recipient of the Brady Award will be selected by the faculty based on recommendations of the Printmaking Department.

The **E. Gorton Davis Traveling Fellowship** was established in 1979 with a gift made by the Class of 1925. It provides an award to the graduate student in landscape architecture who has submitted the most original proposal for study of a subject related to the field of landscape architecture that requires travel.

The **A. Henry Detweiler Fund** provides a traveling fellowship to a student involved with the history of architecture and urbanism program at Cornell who plans to participate as an artist, architect, or surveyor on an archaeological team, or to travel for field work in the history of architecture and in architectural preservation. Preference is given to students with projects in Near Eastern or Mediterranean archaeology, although projects in New World or historical archaeology are acceptable.

The **Robert James Eidlitz Fellowship**, the gift of Sadie Boulton Eidlitz, is available to persons who hold degrees in architecture from Cornell or who are now graduate students in architecture at Cornell. Its purpose is to supplement the professional training, by foreign travel or in other ways, of those who could not otherwise afford it. The income of the fund may be awarded to one or more candidates.

The **Thomas Higley Dean's Fund** was established in 1994 by Thomas Higley '56 and awarded to a student in the college to subsidize travel expenses for the Rome and/or Summer Abroad programs.

The **George How Summer Travel Award** was established in 1993 by the How family and friends in memory of George M. How, B. Arch. '81. Awarded to a gifted architecture design student who is participating in a summer foreign travel program sponsored by the Department of Architecture.

The **William Moos Jr. Scholarship** was established by John Nicolls, B. Arch. '73 in memory of William Moos, director of the art department at Western Reserve Academy, a preparatory school in Ohio. Available to architecture students enrolled in the Rome Program to subsidize travel and subsistence.

The **Thomas and Eileen Parks Scholarship** was established by Thomas and Eileen Parks for study in the Rome Program, particularly in the humanities. Preference is given to members of Sigma Alpha Epsilon, NY Alpha Chapter.

Graduate Fellowships

The **John Hartell Graduate Award for Architecture and Art** was established in 1995 to provide annual support for a graduate student in art and for a graduate student in architecture. The award was established by family members, friends and former students in honor of John Hartell's '24 dedicated and distinguished forty-year teaching career at Cornell. Recipients are selected by a faculty committee based upon the excellence of their program of study.

The **Helen Fagan Tyler Graduate Fellowship in Architecture** was established in 1989 by Robert D. Tyler (B. Arch '35) in memory of his wife Helen Fagan Tyler (B. Arch '35). It is available to students in the Master of Architecture program, based on scholastic record and professional potential. In making the fellowship award, strong preference shall be given to female applicants who are American citizens by birth. If the first-year recipient's academic record is excellent, then preference shall be given to that person to receive the fellowship for the second year of the Masters of Architecture program.

The **Kittleman Graduate Award** was established by James M. (B. Arch. 1934) and Madeline Kittleman in 1994 to provide assistance to graduate students in architecture.

The **Mary Miller Lyons Graduate Fellowship in Architecture**, established by a bequest from Mary Lyons, (B. Arch. 1951) in 1994, to support graduate students in architecture.

The **Robert D. MacDougall Memorial Scholarship**, established in memory of former professor of architecture and dean of the summer session Robert D. MacDougall (B. Arch. '63, Ph.D. '71), is awarded to a graduate student in architectural history. The scholarship is intended to benefit those students with broad or interdisciplinary interests whose work will contribute to the breadth of the architecture field.

The **Portman Family Fund**, established by David Portman, '59, B. Arch '60, Susan Portman Price, BS '90, MRP '91, and family, provides an award to graduate students in planning whose work emphasizes the physical aspects of planning.

The **Clarence S. Stein Research Fellowships**, established through the estate of Clarence Stein's late wife Alice MacMahon Stein, are awarded to graduate students whose research is related to the ideas espoused by Clarence S. Stein who called himself "Community Architect" and was awarded the Gold Medal of the AIA in 1987 for the excellence of his housing and community design.

Facilities and Services

Rome Program

The College's own study abroad program, Cornell in Rome, has been hosting students since 1986, and from its start almost twenty years ago, has provided a transformative experience for young, developing artists, architects, urbanists, and scholars.

Drawing upon the historical and cultural resources of Rome, its museums, art, and architecture, and the city's beauty and complexity—as an ancient and yet modern European city, a semester in Rome has proven to be one of the most important of a student's undergraduate years here at Cornell, for both intellectual and personal growth.

To date, approximately 1,500 students have participated in the program, the majority from the College of Architecture, Art and Planning; the program does, however, accept a small, select number of students from other colleges at Cornell, as well as from other universities. Maximum enrollment is 55-60 students each semester. Students from the planning department participate spring semesters only, and their group may include graduate students who participate in full-time internships at international agencies in Rome.

Students from all three departments take a full-time course load, with generally two courses in their major, (one which is required), plus classes in architecture history, art history, drawing, photography, visual studies, contemporary Italian culture, and Italian language. Much of the student's class time is spent on-site—observing, sketching, and analyzing the city and its art and architecture, as well as participating in an extensive field trip program to many different regions of Italy beyond Rome. All courses fulfill AAP requirements.

Cornell's facility is located in the handsomely refurbished, seventeenth-century Palazzo Lazzaroni, in the center of ancient Rome, only minutes away from such well-known Roman landmarks as Piazza Navona and the Pantheon. Studios, classrooms, and library and computer lab facilities are also provided in this building. Students live in fully furnished apartments near the Palazzo, affording them daily contact with the urban life of Rome.

Faculty members from the College of Architecture, Art, and Planning live in Rome for the semester, and are joined by visiting faculty members chosen among local and internationally known scholars, critics, architects, and artists. All visiting faculty members are experts at using the immense wealth of the city as a resource for instruction and inspiration.

Application for a semester in Rome is made by November 1, the academic year preceding participation. Generally, architecture students study in Rome during their fourth year, while art and planning students attend during their third year. Additional information, as well as course syllabi, may be obtained at <http://www.rome.cornell.edu>, or at the Rome Program office at 149 East Sibley Hall.

Fine Arts Library

255-3710

Sibley Hall

Hours: Monday–Thursday	8:00 a.m. to 11:00 p.m.
Friday	8:00 a.m. to 6:00 p.m.
Saturday	10:00 a.m. to 5:00 p.m.
Sunday	1:00 p.m. to 11:00 p.m.

Special schedules are in effect during holidays and vacations, including summer.

Most of the 135,000 books in the library may be loaned for home use, with the exception of reference books and the large, folio-sized materials. The Fine Arts Library has an additional 59,000 volumes at the Library Annex that are also available for circulation. Requests for these materials may be submitted online, through the Library Gateway.

Students are individually responsible for all material loaned to them.

Reserve Books. Selected material for use in connection with certain courses is placed on reserve at the circulation desk. Special rules governing the use of reserve books are posted at the desk.

Members of the library staff are pleased to assist students in the use of the online catalog, periodical indexes, and electronic image resources, as well as finding material on special subjects. All 18 campus libraries that comprise the university library system are open to all students.

Adelaide and George W. Knight Visual Resources Facility

255-3300

B-56 East Sibley Hall

The Knight Visual Resources Facility is a campus-wide resource housed in the College of Architecture, Art & Planning. It consists of a large and growing library of digital images, approximately 450,000 35 mm slides from the combined F. M. Wells Memorial Slide Collection and the History of Art Slide Collection, and a growing collection of videos and DVDs. This facility also develops and maintains many of the web pages for courses taught in the College of Architecture, Art & Planning and in the Department of the History of Art.

The slide collections are used primarily by the faculty for instructional purposes although they are available to individual students for special research projects as well as for class and seminar presentations. Students must introduce themselves to the KVRF staff before using the slide collections. The video collection is available only to the faculty.

The Knight Visual Resources Facility circulates digital and analog audio-visual, projection, and image production equipment to the faculty, staff, and students in the College of Architecture, Art & Planning.

For more information about specific resources, services, policies, and general information, please consult the KVRF website (<http://www.aapvrf.cornell.edu/index.htm>).

Darkrooms

The Department of Art operates photography lab facilities that support courses taught in the college. The labs are available for use by Cornell students, faculty, and staff members. A lab fee is required of all darkroom users.

Detailed information about rules and regulations, darkroom hours, darkroom equipment and fee is available from the Photography Lab Manager at 255-4207.

Copying Reproductions

Four coin-operated copying machines are available for student use in the Fine Arts Library. Slide-production services are available through the Visual Resources Facility.

Shop

An architectural workshop with facilities for metal working, woodworking, and model building is available in Rand Hall. Priority for student use is given to assigned class projects. Individual students registered in the College of Architecture, Art, and Planning may use the facilities only for class-related work (when available). In all cases, students may use the shop only during the stated hours when the shop supervisor is on duty. Completion of the Safety Orientation is required prior to using Rand Shop.

Rules Governing the Use of Buildings

The four college buildings are open 24 hours a day, including Sundays, to students of this college engaged in regular college work. **This privilege may be revoked at any time for cause.** For all other activities and for outsiders, the buildings are open at the following hours:

7:00 a.m. to midnight	Monday–Friday
7:00 a.m. to 6:00 p.m.	Saturday
1:00 p.m. to midnight	Sunday

The drafting rooms and studios are work spaces for groups of people, and it is expected that individuals will respect the need of the group for a good working environment.

Smoking and the use of intoxicating liquors in the buildings is prohibited at all times. Students may not use hot plates or other electrical devices in the drafting rooms or studios except with special permission.

The use of ungrounded extension cords (2-wire) is prohibited, as well as the joining of one extension cord to another.

The use of small or hidden video cameras for installations is prohibited except with prior permission from the dean's office and department chair. Signs must be posted warning public of their use.

Students may not display in studios or drafting rooms pictures, calendars, cartoons, or other material with sexual content that is or may be a form of sexual harassment as defined by Cornell University policy.

The use of plaster, aerosol spray paints, hand-held torches, or toxic resins is absolutely prohibited--except in the spaces specially provided for these purposes in the Foundry, Tjaden or

the Rand Hall shop. The spray booths in Rand and Tjaden must be used for any project using spray paints and must be used according to posted instructions.

Proper use of studio space is expected. Students are responsible for all costs incurred for painting and/or repair. Misuse of space will result in loss of studio privileges.

It is the student's responsibility to see that all materials are removed from classrooms (including review rooms) at the end of each class period, and that no materials are left in public corridors, lobbies, stairs, or other paths of egress.

Students using art facilities are required to attend a mandatory safety class at the beginning of each fall semester.

Prior to using Rand Hall shop, students are required to complete shop safety orientation or to obtain special permission of the Rand shop supervisor.

No pets will be allowed in any areas of Sibley, Rand, the Foundry or Olive Tjaden at any time with the exception of guide or assistance animals.

Bicycles are not to be brought into the buildings at any time.

Radios and personal stereos may not be played before 6:00 p.m.

Design Studios, Drafting Drawers and Lockers

All students in architectural design, and most students in fine arts, are provided with drawer or locker space. Students furnish their own padlocks. At the end of each term padlocks must be removed and drawers or lockers cleaned out; otherwise padlocks will be filed off and personal materials left in drawers or lockers will be removed and discarded.

Architecture students enrolled in design studio are provided with studio space. At the end of the term all personal and course materials must be removed from the buildings by the posted deadline or they will be discarded.

Studio Fees

Each student in the Architecture program is also charged a fee each semester to help defray the continuing costs of refurbishing and replacing equipment. Every student in the Art Department program is charged a fee which covers studio costs.

Student Mail

Mail for students in Art should be addressed to the student's local address.

Architecture students' mail received by the department office will be placed in student mailboxes in East Sibley Hall opposite Room 146.

Students in the Urban and Regional Studies program will be provided mail folders by the Department of City and Regional Planning in the hallway outside Room 115 W. Sibley Hall.

Office of Diversity & Inclusiveness

The Office of Diversity and Inclusiveness' primary goal is to implement recruitment and retention strategies that will enhance the environment for all students, with emphasis and support for historically underrepresented students in the College of Architecture, Art and Planning (AAP). Office of Diversity and Inclusiveness assists students with personal, professional, and social development through college and university support services. These support services include recruitment functions; supervision of the Prefreshman Summer Program; individual counseling; advising student organizations and making student referrals to appropriate university services. Within the college, the director of Office of Diversity and Inclusiveness works collaboratively with Admissions, Career Services, the Rome Program, the registrar, faculty, staff and committees, to establish a conducive educational environment in particular for students of color and for all students in general. The director of Office of Diversity and Inclusiveness also serves as a college associate on the University's Committee on Special Educational Projects (COSEP). COSEP is entrusted by Cornell University with meeting the recruitment, retention and developmental needs of underrepresented students. The office of AAP's Office of Diversity and Inclusiveness is located in the Fine Arts Library, 240 East Sibley Hall.

Career Services

The College of Architecture, Art and Planning's (AAP) Career Services helps students learn how to explore and develop the possibilities for their working lives so that they may best pursue their own interests, preferences and ambitions. Many advisory and informational resources are available through AAP Career Services and through Cornell Career Services. The AAP career library contains job-search guides, internship directories, professional journals, job-listing periodicals, and employer materials. Public computers allow students to browse on-line periodicals, databases of AAP employers and career library holdings, and to conduct internet research. Job and internship listings for Cornellians are on-line through Cornell MonsterTrak, as is the Career Contact/Alumni Network, which includes over a thousand AAP alumni who have volunteered to mentor current students. Students are always invited to bring their questions to AAP Career staff and student assistants and to see the director for individual advising.

AAP Career Services provides workshops on all aspects of career development and organizes special career programs, such as an annual alumni career forum for each academic department. These forums bring alumni back to campus to share their experience and advice with students and often to recruit for their organizations. And, AAP Career Services coordinates a spring on-campus recruiting program, through which organizations visit the college to interview AAP students for both permanent and summer positions. AAP students are also encouraged to participate in the extensive programs and services offered through Cornell Career Services: university-wide on-campus recruiting, the winter and spring break externship programs, on-/off-campus and virtual career fairs, graduate and professional school days, national graduate school exams, prestigious fellowships, and advising for all outside-AAP careers, such as law, healthcare, financial services, and the high-tech industry. For more information, see <http://www.aapcareer.cornell.edu> or visit AAP Career Services located in the Fine Arts Library, 240 East Sibley Hall.

Computer Services

Public computing resources available at Cornell include access to international networks and public microcomputers. You may use these computers for sending and receiving electronic mail

and for exploring campus and international electronic-information databases and networks. All across campus, there are public microcomputer facilities that provide word processing software, and other specialized software packages, including software for classes. Visit <http://www.cit.cornell.edu/labs/labs.html> for locations and hours of computer labs operated by CIT (Cornell Information Technologies) across campus.

For information about any campus computing concerns, please visit the CIT Help Desk located in room 119 Computing and Communications Center or call the Help Desk at (607) 255-8990.

Department of Architecture

Professional Degree Program

The first professional degree in architecture is the Bachelor of Architecture. This degree counts toward the professional registration requirements established by the various states, National Architectural Accrediting Board, and the National Council of Architectural Registration Boards. The professional program is normally five years in length and is designed particularly for people who, before they apply, have established their interest and motivation to enter the field. It therefore incorporates both a general and professional educational base.

The program is oriented toward developing the student's ability to deal creatively with architectural problems on analytical, conceptual, and developmental levels. The sequence courses in design, consisting of studio work augmented by lectures and seminars, are the core of the program. Sequences of studies in the history of architecture and cities, culture and society, architectural theory, visual representation, environmental control, structures, construction, and computer graphics and applications provide a base for the work in design.

In the first three years, the student has the opportunity to establish a foundation in the humanities and sciences through electives. During the fourth and fifth years, this base may expand through further detailed studies in these areas. Within the professional program, a basis for understanding architecture in its contemporary and historical cultural contexts is established.

The structure of the program incorporates considerable flexibility for the individual student to pursue their particular interest in the fourth and fifth years. By carefully planning options and electives in the fifth year, it is possible for a qualified student to apply the last year's work for the Bachelor of Architecture degree to one of the graduate programs offered in the Department. Some students are then able to complete the requirements for the Master's degree in one additional year.

National Architectural Accrediting Board Statement

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 US professional degree programs in architecture, recognizes three types of degrees: the Bachelor of Architecture and 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.

Masters degree programs may consist of a pre-professional undergraduate degree and a professional graduate degree, which, when earned sequentially, constitute an accredited professional education. However, the pre-professional degree is not, by itself, recognized as an accredited degree.

The NAAB grants candidacy status to new programs that have developed viable plans for achieving initial accreditation. Candidacy status indicates that a program

should be accredited within 6 years of achieving candidacy, if its plan is properly implemented.

Rules Governing Architecture Courses

Attendance

All students are provided with work space and are expected to be present during regular class hours for instruction and criticism. (See also items under rules governing use of buildings, design studios, drafting drawers and lockers, p. 29-30).

Independent Study

Students wishing to pursue an independent study course must complete a request for independent study form and submit it to the architecture department office along with a course enrollment form in accordance with enrollment deadlines.

Design

Ten full semesters of architectural sequence design are required for a Bachelor of Architecture. (*See the curriculum as stated in Courses of Study.*)

Students who wish not to take a design course for any one semester, for any reason, must petition for permission to do so.

For all years, a minimum grade of C must be achieved for the student to advance in the design sequence. Design courses with university passing grades, but below C, will be credited as in-college electives only. Such credits may not be used to meet distribution requirements for theory, visual representation, or other distribution areas.

Students receiving less than a C in any semester must repeat that semester before proceeding with their design sequence. Students who need to repeat ARCH 101 in the spring term must enroll in Arch 101, but attend Arch 102, for 101 credit. ARCH 101 will not be offered during the summer.

During the fifth year, the minimum passing grade of C will be considered sufficient to advance to thesis. Students receiving less than C for ARCH 501 must register for ARCH 503, taking a fourth-year studio for ARCH 503 credit and then another fourth-year studio for ARCH 504 credit to complete their design sequence. Students receiving less than a C for Arch 501 but who wish to pursue a thesis, must still take ARCH 503 in a fourth-year studio and must also petition to undertake an approved three-credit independent study course (ARCH 303) with a tenured or tenure-track faculty member to develop an approved thesis program. Upon successful completion of ARCH 503 and ARCH 303, the student may then register for thesis, ARCH 502.

See also policies pertaining to “Thesis Grading: below.

Students failing to achieve a C or better may petition the design faculty to be allowed to continue in the design sequence. The petition must be in writing and must clearly document the demonstrably unusual circumstances warranting special consideration. The petition must also be supported by a written positive recommendation from the faculty member who granted the non-

advancing grade. This petition must then be submitted to the department chair. If then approved by the design faculty, the student is unconditionally allowed to continue.

A student may repeat any given semester of design twice (for a total of three semesters). If, at the end of the third attempt, the student does not achieve a grade of C or better, the student is automatically denied permission to register in design, the effect of which will be to drop the student from the professional degree program.

First- and second-year design may be taken only in Ithaca. No more than three semesters of design may be taken away from Ithaca. For more policies regarding Off-Campus Programs, see “Summer and Off-Campus Programs” below.

Presentation Requirements and Completeness of Submissions for Design

Presentation requirements vary with problem type and objectives and cannot, therefore, be rigidly prescribed.

Minimum presentation requirements may be specified for both preliminary and final submissions.

Selected materials from preliminary presentations may be required as supportive materials for final presentations.

Critics should establish clear policies on grading penalties for submissions that do not meet the minimum presentation requirements. These policies should be communicated to students at the beginning of each semester. Such submissions or those completed without criticism may, at the discretion of the critic, be assigned a penalty or excluded from evaluation.

All submissions, including preliminaries, must be delivered at the time and place designated. Students will be responsible for mounting and removing their work before and after each review. Submissions, including preliminaries, delivered late and without an acceptable excuse should be penalized. Submissions received after a jury without an acceptable excuse should not be accepted and should automatically receive a grade of F.

Reviews

There are three types of reviews: working, preliminary, and final. Working reviews are open, where the critic and student meet to review and discuss work. Preliminary and final reviews may be open or closed. In the closed review, the student’s work is evaluated in closed session without oral explanations by the student. The work is subsequently discussed in open session with the student. A modified form of the closed review is one in which students make brief oral presentations before jury deliberation in closed session.

Evaluation of Student Performance

Each student’s development should be evaluated in at least two areas: process (including cognitive and technical skills) and product. Other factors such as participation in discussions and attendance may be included at the discretion of the critic. The evaluation of the product reflects the judgment of the critic who may consider the evaluation of the jury. The course grade, however, should reflect all important components of the semester’s requirements and is the

responsibility of the critic. Design critics should make their grading policies clear to students according to the following standards.

Grades for all short projects should be averaged into the semester's course grade. All preliminary reviews should be graded and averaged into the grade for the final grade of each project.

Students should receive frequent indication of the quality of their performance.

Regarding All Summer and Off-Campus Programs

The department frequently offers both local and off-campus programs in architectural design and related subjects during the summer and academic year. The local summer program is open to all students, while off-campus programs are open to only third-, fourth-, and fifth-year students. The summer off-campus programs are generally offered on a one-time basis, and are intended for more advanced students. Third year students may attend off-campus programs only by petition and a review of their academic record.

.No more than one 300-level architectural history course taken off-campus (i.e., in Rome or during the summer) may receive history distribution credit.

No student may take more than 18 credit hours per semester in any program away from Ithaca.

Design in Summer and Off-Campus Programs

Both local and off-campus programs in architectural design may be offered during the summer. The local programs offer highly structured, sequential design courses at the first-, second-, and third-year levels with more unique and experimental courses offered at the fourth- and pre-thesis levels. All design courses except ARCH 101 and ARCH 502 may be offered on-campus during the summer. Only one semester of first- or second-year design, either ARCH 102, 201, or 202, may be taken during the summer.

Third-year design taken in summer off-campus programs will not be applied to third-year design sequence (ARCH 301, 302). It will, however, be applied to fourth-year sequence design upon successful completion of ARCH 301 and ARCH 302. All third-year students attending summer off-campus programs must register for ARCH 309, Elective Design. Only the first third-year design course taken in Rome applies to the third-year design sequence (ARCH 301, 302). Any subsequent design course taken by a third-year student in Rome must be taken as ARCH 309, and it will be applied to fourth-year design sequence credit upon successful completion of ARCH 302 in Ithaca.

ARCH 510, Thesis Introduction, may be offered during summer off-campus programs (and in Rome) and must be taken in conjunction with ARCH 500. ARCH 500 will be considered equivalent to ARCH 501 only when taken in conjunction with ARCH 510 during summer off-campus programs and in Rome.

ARCH 502, Thesis, may not be taken during the summer or off-campus.

Only one Cornell off-campus summer design studio can be counted for sequence credit. Any design credits earned at a subsequent Cornell off-campus summer program will be applied to

elective credit only. Design credits earned at any non-Cornell domestically based foreign program will be applied as elective credit only.

Students may not repeat a semester of design off-campus during a summer session. Design courses taken at an off-campus summer program in such circumstances will be credited only as an elective and not for design sequence credit.

Students who have received a non-advancing grade in ARCH 501 or ARCH 502 may not take the requisite fourth-year studio(s) for 500-level credit in an off-campus summer program.

Rome Program

The Rome program is open to third-, fourth-, and fifth-year students. Space limitations may require limits on enrollment, necessitating a review of seniority, academic performance, and/or date of application. All curriculum requirements through second year must be completed before enrollment. Only the first third-year design course taken in the Rome program applies to the third-year design sequence (ARCH 301, 302). Any subsequent design course taken by a third-year student in Rome must be taken as ARCH 309, and it will be applied to fourth-year design sequence credit upon successful completion of ARCH 302 in Ithaca. Applications will include a list of degree requirements the student expects to fulfill while away, outstanding degree requirements, planned schedule for completion of degree requirements upon return, and a list of other off-campus programs (academic year or summer) in which the student has previously enrolled. (Transfer students should note the semester level of entry into the Cornell program.) The application must include the student's official transcript. All materials must be verified by the college registrar.

It is required that this application be reviewed by the student's academic adviser following verification by the college registrar. Acceptance into the Rome program must be granted by the department chair and/or another faculty member(s) designated by the chair.

A student may apply for enrollment in the Rome program for two consecutive semesters. However, a student who decides they wish to stay an additional semester while in Rome must submit another application to Ithaca for review.

Career Explorations in Architecture Program

Students who successfully complete the Cornell University Summer Program "Career Explorations in Architecture" and subsequently enroll in Cornell's Bachelor of Architecture Program will automatically receive in-college elective credit for the courses they have taken. None of these courses will be credited toward distribution requirements.

Thesis

General Policies

See items under Design heading above that apply to Thesis. Thesis may be undertaken any semester except during a summer program or anytime off-campus.

Architecture students are required to satisfactorily complete a thesis of one-term's duration unless admitted to the Overlap Program or taking ARCH 504. Subjects must be approved by the professor of ARCH 501 (or ARCH 303) and reviewed by the student's advisory committee.

The Thesis Submission

Each student shall have an advisory faculty committee appointed by the department chair with the recommendations of the student, faculty, and the professor of ARCH 501/303. Advisers from outside the Department of Architecture may be added, at the student's discretion, to serve as non-grading advisers.

Each student is to complete a contract form with his/her thesis committee. This contract should indicate the specific content of the work that the student intends to present at the final review. A draft of this contract should be discussed with the student's committee at least one week prior to the final submission. The final submitted contract may include addenda or deletions.

Each student is to submit the thesis project to a committee representative at the designated time. The committee representative is to verify that the material submitted conforms to the contract requirements. This contract is to be signed by both the student and committee representative. These documents will then be submitted to the chair, or a representative appointed by the chair, who will affix the official Cornell Architecture stamp. All student work will be stored in a secure area until one hour before the morning or afternoon session at which the student's work is to be reviewed.

All work intended for the final presentation is to be submitted at this time, including: all original drawings (including the final prints of all computer images that will be presented); all final models; all photographs; all audio and video tapes, and the specific computer file(s) with hardcopy stills that would be used for computerized animations, and so on. Complete photographic documentation of a work must be submitted if it is too large to be located in the sequestration room, or if its installation must be completed prior to the scheduled opening of the sequestration room. Preliminary work that the student intends to present at the final review must be reviewed by the committee representative and included on the thesis contract. Late work will not be considered for review.

The contract documents will be present at the final review, so that the thesis committee can verify that the material presented corresponds to the established contract. Any work that is presented above and beyond the contract will be removed from the premises and will not be considered in the evaluation of the thesis.

Incomplete submissions may, at the discretion of the thesis committee, be reviewed and receive such penalty as the committee may deem appropriate. The thesis may be excluded from review altogether if the material submitted is substantially incomplete, in which case the project will receive a mandatory grade of F. Preliminary work outlining the development of the project may be hung as an addendum, but it should be organized and edited. Work submitted late will not be considered for review and, if a substantial component of the project, the thesis will receive a mandatory grade of 'F'.

No extension, formal or informal, will be permitted. No grade will be changed subsequent to the review as a result of additional work.

A thesis is to represent the work of an individual. The only form of assistance authorized is in the model of a limited apprenticeship, with a maximum of two undergraduate students; no other assistance will be allowed. All work performed by these assistants must be given proper credit at the final review, as well as in the thesis publication. See: *The Code of Academic Integrity and Acknowledging the Work of Others*.

The Thesis Review

The final thesis review shall be scheduled during the final jury period. The preparation of the schedule and the selection of the review jurors are the joint responsibilities of the department chair and the thesis coordinator. Examining juries shall consist of the committee's advisers and no fewer than two additional jurors. Each student shall be permitted to make an uninterrupted presentation of his or her project with only questions for clarification permitted.

At the conclusion of the presentation, the examining committee, critically examine the project and engage the student on matters pertinent to the thesis. At the conclusion of the examination the student shall be excused while the jury deliberates its evaluation.

Thesis Grading

While critical evaluation is the primary focus of a final thesis review, the actual grading of a thesis project shall be the responsibility of the student's thesis committee. Additional examining faculty in attendance at the review will submit grades to be used by the thesis committee members in determining the final grade.

As with all design courses, a grade of C is the minimum passing grade for thesis. Students receiving less than C for Arch 502 must register for ARCH 504, taking a fourth-year studio to complete their design sequence. Students may also need to petition to graduate under credits: Arch 504 is six credits. Please consult the college registrar to find out.

The thesis advisory committee may authorize a grade of incomplete, when the two university conditions necessary for an incomplete have been met: (a) the student has substantial equity in the work; and (b) the student has been prevented by circumstances beyond his or her control from completing the work on time.

After the Thesis

Awards for outstanding thesis projects will be made by department faculty members who have participated as thesis advisers during the academic year.

As a part of the thesis requirement, each student must submit one, adequately documented, hardbound thesis book complete with representations of the final project for deposit in the Fine Arts Library. This book must then be "accepted" by being signed and the date of receipt noted on the title page by a member of the thesis committee (or, in the absence of a committee member, by the chair) before the student can receive a final grade for thesis. Larger pages may be folded. All pages shall be numbered, and there shall be a title page that lists the student's full name, the title of the thesis project, the degree (i.e., B. Arch.), the date (i.e., May, August, or January), and the year. The thesis grade will be submitted to the registrar only after the thesis book has been accepted.

Graduate Overlap Program

For qualified students the Department offers an optional graduate overlap program that combines the fifth year of the undergraduate program with the first year of the Master of Architecture program. In the fall of the fourth undergraduate year, interested students petition to apply to the M. Arch program and to substitute ARCH 601/602 or 603/604 for ARCH 501/502. At the same time, they complete graduate school applications and submit them with fee and portfolio to the graduate field assistant for architecture.

Students accepted into the program may not normally begin until the fall of their fifth year and, once enrolled, may not transfer back into the ARCH 501-502 sequence. Following admission into the overlap program, students may petition to apply toward the requirements of the Master's degree a maximum of 30 credits, including ARCH 601/602 or 603/604 and 12 credits of free electives which satisfy M. Arch requirements (i.e., 300-level or higher with minimum grade of B, except that courses not counted towards the graduate degree major or minor area requirements may have S/U grades, in which case the minimum grade is S. Students are enrolled in the Graduate School after having fulfilled their B. Arch requirements.

Bachelor of Fine Arts in Architecture

After completing the first four years of requirements, the student may choose to receive the degree of Bachelor of Fine Arts (B.F.A.) in architecture, which is not a professional degree.

Bachelor of Architecture Degree Requirements

Entering Class of 2004 - present

10	terms Design	101-502	62
1	term Mathematics	Math 106, 111 or equivalent [^]	03-04
3	terms Structures	263, 264, 363 or Option A or Option B*	10
4	terms Theory	231,232 and two architectural theory electives	10
5	terms History	181,182, plus three 300 level Architectural History courses	15
1	term Architecture, Culture, and Society	342 or approved alternative	03
1	term VRA	Visual Representation in Architecture	03
5	terms Technology	261, 262, 361, 362 and one Architectural Science and Technology elective	15
1	term Profession	411	03
3	terms Drawing (VRA)	151, 152, 253**	06-08

Credits for Required Courses 130-133

In College Distribution

2	terms Art	Studio Courses in the BFA program ***	06
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Out of College Distribution

1	term Physical Science	Mathematics, Physical or Biological Sciences	03
1	term Humanities	Humanities or Expressive Arts	03
1	term First-Year Writing Seminar		03

Free Elective Distribution

Out-of-College Electives 13-16

In- or Out-of-College Electives 15

Credits Required for Graduation **176**

[^] See Mathematics options, p. 44

* See Structures options, p. 44

** Alternative Options for Drawing III Requirement: Com S 100, Com S 101, BEE 102, H Adm 354, Arch 378, Arch 379, Arch 476 or approved equivalent.

*** Art 214, Art & the Multicultural Experience, counts toward the distribution requirement for studio courses in Art.

Bachelor of Architecture Degree Requirements

Entering Class of 1993 - 2003

10	terms Design	101-502	62
1	term Mathematics	Math 106, 111 or equivalent [^]	03-04
3	terms Structures	263, 264, 363 or Option A or Option B*	10
4	terms Theory	231,232 and two architectural theory electives	10
5	terms History	181,182, plus three 300 level Architectural History courses	15
1	term Architecture, Culture, and Society	342 or approved alternative	03
1	term Visual Studies	Visual Studies or Computer Graphics**	03
5	terms Technology	261, 262, 361, 362 and one Architectural Science and Technology elective	15
1	term Profession	411	03
2	terms Drawing	151, 152	04

Credits for Required Courses

128-129

In College Distribution

2	terms Art	Studio Courses in the BFA program ***	06
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Out of College Distribution

1	term Computer Science	Computer Programming or Applications ^{^^}	03
1	term Physical Science	Mathematics, Physical or Biological Sciences	03
1	term Humanities	Humanities or Expressive Arts	03
1	term First-Year Writing Seminar		03

Free Elective Distribution

	Out-of-College Electives		14-15
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	In- or Out-of-College Electives		15
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Credits Required for Graduation

176

[^] See Mathematics options, p. 44

* See Structures options, p. 44

** Beginning with the entering class of 1999: Computer Graphics courses may not be used to satisfy the Visual Studies requirement.

*** Art 214, Art & the Multicultural Experience, counts toward the distribution requirement for studio courses in Art.

^{^^} See Computer Programming and Applications options, p. 44

Structures Options

Structures Requirement: ARCH 263, Structural Concepts
ARCH 264, Structural Elements
ARCH 363, Structural Systems

Substitute or Equivalent Sequence with Civil Engineering course work: Pending formal approval, see Architecture Structures faculty. Petition required.

Mathematics Options

Math Requirement: MATH 111, Calculus I, or MATH 106, Calculus for the Life and Social Sciences

Substitute or Equivalent Courses:

Advanced Placement credit (see *Courses of Study* for acceptable test scores)

MATH 112, Calculus II

MATH 122, Honors Calculus II

MATH 191, Calculus for Engineers

MATH 192, Calculus for Engineers

Recommendation among substitute sequences: MATH 112, MATH 191, and MATH 192 should be taken if you are pursuing the engineering structures sequence.

Computer Programming or Applications

COM S 100, COM S 101, BEE 102, HADM 354,

ARCH 378, ARCH 379, ARCH 476, or approved equivalent.

Note: Advanced Placement credit may not be applied toward fulfillment of the elective distribution requirement. It will, however, be credited toward free electives. Advanced placement (AP) credit used to meet the mathematics option will commensurately reduce the total credits required for out-of-college distribution.

Out-of-College Elective Areas

Mathematics, Physical or Biological Sciences

Astronomy

Earth & Atmospheric Sciences

Biological Sciences

Mathematics

Chemistry and Chemical Biology

Natural Resources

Computer Science

Physics

Humanities, Expressive Arts

Classics

Comparative Literature

English

Music

Modern Languages

Philosophy

History (including History of Art)

Note: Some courses listed in these departments may not fulfill the distribution requirement as listed. Please check with the college registrar's office to verify particular course selections.

Architecture Concentrations for Majors

The Department of Architecture recognizes on the transcript of our students any concentration earned within the University and outside of our department (utilizing standards set by those departments).

It is often advantageous for undergraduates to concentrate in specific sub disciplines of architecture especially if they anticipate application to specialized graduate programs, therefore, the following concentrations in architecture are offered within the department for B.Arch. and B.F.A. in Architecture candidates only:

Architecture, Culture, and Society	342 (or equivalent), plus 9 credits of Architecture, Culture, & Society courses.
Architectural Science and Technology	261, 262, 263, 264, 361, 362, 363, distribution requirement (3 credits), plus 6 credits of Architectural Science & Technology courses.
History of Architecture	181, 182, distribution requirements (9 credits) plus 7 credits of History of Architecture courses (including a 4 credit hour seminar course).
Theory of Architecture	231, 232, distribution requirements (6 credits), plus 6 credits of Theory of Architecture courses.
Visual Representation in Architecture	151, 152, distribution requirement (3 credits), plus 9 credits of Visual Representation courses.

Students must earn a C or better in courses counting toward a concentration. They complete a Verification of Completion of Concentration no later than their final term and submit it to the registrar and department office for review and approval.

History of Architecture

Bachelor of Science Requirements

The history of architecture major leads to a Bachelor of Science degree, conferred by the College of Architecture, Art, and Planning. The major is intended for transfer students from other programs at Cornell and from colleges and universities outside Cornell. Students in the College of Arts and Sciences may take the major as part of a dual-degree program. The course of study in this major, available to students from a variety of academic backgrounds offers the opportunity for a vigorous exploration of architecture and its history.

Procedure

Students from Cornell may transfer to the program at the beginning of the fall term of their third or fourth year of study. They submit a short application as prospective internal transfer students. Before applying, all prospective internal transfer students meet with a history of architecture faculty member to discuss scheduling for the program.

All students who wish to enter the program, either from Cornell or other institutions, must apply by November 15 for spring admission, or by March 31 for fall admission. Applications for both internal and external transfer students are available from the Admissions Office, College of Architecture, Art and Planning, Cornell University, B-1 W. Sibley Hall, Ithaca, NY 14853-6701. Completed applications must be submitted to the Admissions Office.

Honors Program

Students will graduate with honors if, during their two years of study in the program, they have a cumulative average of B or better in all courses, have no grade lower than A- in all history of architecture courses taken at the 300 level, and have completed an honors thesis (ARCH 499) deemed to be of distinguished quality by the history of architecture faculty.

Dual Degree Options

Students can earn both the B.S. and B.Arch. degrees, either simultaneously or sequentially. Students who have transferred into the B.Arch. program at Cornell may find this to be a special opportunity for an enlarged and enriched program of study. Ordinarily this option requires five years of study and assumes the satisfactory fulfillment of requirements in both the B.S. and B.Arch. programs.

Bachelor of Science Degree Requirements for the History of Architecture Major

Entering Classes of 1989-2005

Prerequisites

2 years of undergraduate study, as well as
 2 terms History 181, 182 or equivalent 06

Degree Requirements

8 terms History selected from 380 through 399 24-25
 of Architecture

1 term Architectural 300-, 400-, or 600- level 03
 Theory

Approved Electives* 24

The language requirement is to be met in the manner specified for students enrolled in the College of Arts & Sciences.

And Option A or B

A. 3 History of selected from 680-699 12
 Architecture Seminars

B. 2 History of selected from 680-699 08
 Architecture Seminars

and

Thesis in History of 499 04
 Architecture

(for honors candidates only)

*see p. 34; "*Independent Study*"

Department of Art

Bachelor of Fine Arts Degree Requirements

Credits and Distribution

The B.F.A. degree requires 130 academic credits. A minimum of 58 credits are taken in the Department of Art. Credit for Advanced Placement may only be applied toward free electives (please see the *Courses of Study Catalog* for exams and scores accepted for credit).

Students are expected to take an average course load of 16 credits per semester during their four years. If a student wishes to take more than 3 studio courses in any one semester, they must file a petition. All students must take at least one studio course a semester unless there are exceptional circumstances expressed in the form of a petition. **Any request to deviate from the standard curriculum must be petitioned prior to the act.**

Specific Course Requirements

By the end of the second year, students must have completed an introductory course in each of the areas of painting, sculpture, printmaking, and photography, electronic imaging, and four drawing courses. By the end of the third year, all students must have completed an additional 12 credits beyond the introductory level in three of the four areas. If the printmaking introductory sequence is chosen, the student must take two introductory courses from among the three areas of printmaking.

Concentration

Students must plan their programs to complete a minimum of 27 credits in one of the studio areas of painting, sculpture, photography, electronic imaging or printmaking (26 credits). Declaration of area of concentration must be made by the second semester of the sophomore year. Students concentrating in Combined Media must also submit an approved projected course plan. All B.F.A. students must complete a senior thesis in one area of concentration and are required to participate in the Senior Exhibition in the semester the thesis is taken.

Concentration Requirements (minimum 27 credits total, 26 in printmaking)

The required courses for each concentration are as follows:

Painting ART 121, 221, 321, 322, 421, 422 (Senior Thesis)

Sculpture ART 141, 241, 341, 342, 441, 442 (Senior Thesis)

Printmaking ART 131/132/133/ 134 (2 of 4);

231/232/233/234 (1 of 4);

331, 431, 432 (Senior Thesis)

Photography ART 161, 261, 263

264/265/361 (1 of 3);

461, 462 (Senior Thesis)

Electronic Imaging ART 171;

271/234 (1 of 2);

272/273; (1 of 2);

373/374 (1 of 2);
471, 472 (Senior Thesis)

Dual Concentration

If a student is interested in studying in more than one area, they may choose to do a dual concentration. The dual concentration requires a first area, in which the thesis is conducted, and a non-thesis second area. Pre-thesis and Thesis must be taken in the first area of concentration. Students must take 23 credits in the first area of concentration (22 for printmaking). Students must take 15 credits in the second area of concentration (14 for printmaking). Drawing is available only as a second area of concentration.

The required courses for the dual concentration are:

<i>First Area of Concentration</i>		<u>Total Credits</u>
Painting	ART 121, 221, 321, 421, 422	23
Sculpture	ART 141, 241, 341, 441, 442	23
Printmaking	ART 131/132/133/134(2 of 4) 231/232/233/234 (1 of 4) 431, 432	22
Photography	ART 161, 261 263/264/265/361 (1 of 4), 461, 462	23
Electronic Imag	ART 171, 271/234 (1 of 2) 272/273 (1 of 2) 471, 472 (Senior Thesis)	23

<i>Second Area of Concentration</i>		<u>Total Credits</u>
Drawing	ART 151, 152, 251, 252, Independent Study	15
Painting	ART 121, 221, 321, 322	15
Sculpture	ART 141, 241, 341, 342	15
Printmaking	ART 131/132/133 (2 of 3) 231/232/233 (1 of 3) 331	14
Photography	ART 161, 261 263/264/265/361 (2 of 4)	15
Electronic Imag	ART 171, 271/234 (1 of 2) 272/273 (1 of 2) 373/274 (1 of 2)	15

Note: The total number of out-of-college elective credits required will be adjusted to allow for the additional credits required of the dual concentration.

Combined Media Concentration

The combined media concentration enables students to fulfill concentration requirements by combining several studio disciplines, including out-of-department studio courses such as those offered in the departments of music, theatre, and dance, etc.

Students must file an approved “**Area of Concentration**” form. In addition to the courses required of all BFA majors during their first and second year (see BFA curriculum), students must take two studios at the 200 or 300 level, a minimum of two ‘Out of College’ studio electives (OCE Studio) of 3-4 credits each, Art 481/ Pre-Thesis Combined Media and Art 482/Thesis Combined Media.

Note: The total number of in/out-of-college elective credits required will be adjusted to allow for additional credits required of the combined media concentration.

Out-of-College Requirements

A minimum of 57 elective credits must be taken outside of the college. In the first year, students must take two First-Year Writing Seminars. Students are required to take courses from among three groups, which include: Physical and Biological Sciences (minimum of two courses, of at least 3 credits each); Social Sciences (minimum of three courses, of at least 3 credits each); and Humanities and Expressive Arts (minimum of three courses, of at least 3 credits each). All students are required by the University to complete two semesters of physical education, however, no academic credit is given for these courses.

All B.F.A. students are required to take 20 credits in the History of Art. One course must be taken in each of the following areas:

Modern: 260, 265, 270, 360, 362, 365, 366, 370, 376, 447, 464

Non-Western: 215, 280, 339, 378, 380, 383, 384, 385, 395, 396, 470, 478, 490, 571

Three History Electives: An art history elective at the 300 level or above or any architectural history elective.

300-level Theory and Criticism requirement: The following are courses that will fulfill the Theory and Criticism requirement.

(Note: offerings may change from year to year. Please check the current course catalog.)

Art 312 (Rome students only)

Art 170

Arch 447

Anthr 320, 322, 453

Art H 367, 370, 377, 422, 463, 464, 466, 494, 571, 594

AS&RC 304, 503

Engl 395

Gerst 660

Govt 375

Film 376

FGSS 404

Transfer Students

Students who transfer into the undergraduate degree program in art must complete a minimum of four terms in residence at Cornell and a minimum of 60 credits at the university, of which 30 credits must be taken in the Department of Art, including four terms of studio work.

Accelerated Graduation

The department discourages accelerated graduation; however, a student may petition for consideration of early graduation by submission of a petition to the faculty before course enrollment in the spring semester of the junior year.

Rome Program

Students in good standing who have completed the requirements of the first two years of the curriculum are eligible for participation in the Rome Program. Students are admitted to the program by application and review of their academic record. Applications and a copy of the student's official transcript are submitted to the Rome Program Coordinator (149 East Sibley). Students applying to the Rome Program must meet with their faculty adviser and the department chair to obtain signatures of approval for admission to the program. Students in the department wishing to attend the Rome Program must register for a full semester of credits. The department recommends that students attend the program during the first or second semester of their junior year. (Under special circumstances, seniors may petition to attend the Rome Program). **Only under special circumstances, and with prior petition and approval, are seniors allowed to attend the Rome program.** Students wishing to spend two consecutive semesters in Rome must petition, which should include, the proposed course schedule for both semesters and must have appropriate faculty approval.

Rome Curriculum

Art 400	Rome Studio	4	Requirement for Rome BFA students: fulfills 4 credits in a studio concentration
Art 209	Site-Specific Processes	3	
Art 312*	Modern Art in Italy	3	
Art 317	History of Art in Rome: Early Christian to the Baroque Age (not offered 2005-2006)	4	
	or		
Art 318	History of Art in Rome: Renaissance in Rome and Florence		
	or		
Art 372.20	Special Topics in Art History		(spring only)
Itala 111/112**	Italian Language	4	
Arch 317	Contemporary Italian Film	<u>1</u>	
		18 Total	

Other electives available to BFA students include courses in Architectural History, Visual Studies, City and Regional Planning, and Independent Studio in Art.

Students must petition to take more than 18 credits per semester in the Rome Program. Students may study in Rome for one or two academic semesters.

* Fulfills 300-level Theory and Criticism requirement.

**Other options for Italian study with contingencies are listed in the Rome Program Booklet.

Many independent study courses are available in Rome.

Guidelines for Independent Study

A student who wishes to undertake independent study must be a junior in good standing. Fine arts students must have completed two years of the curriculum, **including all first and second year studios and four semesters of drawing**. Students must have prior approval to have an independent study count as a drawing requirement. All students must have taken a minimum of one Cornell Art Department course in the area of the proposed independent study. It is recommended that the student take the independent study with a professor with whom they have previously studied. Out-of-department students may be exempt from the studio sequence requirement at the discretion of the supervising professor. Independent studies must be petitioned to count toward studio requirements. Credit hours are variable up to a maximum of four.

To register for an independent study, a student obtains an independent study registration form from the Art office, 224 Tjaden Hall. To receive a course CID number for registration, the independent study registration form must be signed by the student's faculty adviser, the supervising professor, and returned to the Art Department for approval. A copy of the form will be kept on file by the student's faculty adviser, the supervising professor, the Art office, and the college registrar.

Dual Degree Option

A candidate for the B.F.A. degree may also earn a Bachelor of Arts degree from the College of Arts and Sciences or the College of Human Ecology, or a Bachelor of Science degree from the College of Engineering. This decision should be made early in the candidate's career (no later than the third semester) so that they can apply to be registered in both colleges simultaneously. Each student will be assigned an adviser in both colleges of their dual degree program to provide needed guidance.

Candidates for two degrees must satisfy all requirements for both degrees. At least 67 of the total credits must come from courses offered in the Department of Art. In addition, all Department of Art requirements for freshman writing seminars, art history and distribution credits must be met.

It is expected that a dual degree candidate will complete the pre-thesis and thesis requirements for the B.F.A. degree during the fourth and fifth year.

Curriculum

For those students matriculating 2005:

Students are required to take ART 111, Introductory Art Seminar; ART 121, Introductory Painting; or ART 141, Introductory Sculpture; an Art History elective; and a First-Year Writing Seminar during the fall semester of the first year. ART 131/132/133, Introductory Printmaking; an Art History elective; and an additional First-Year Writing Seminar must be taken during the spring semester of the first year. Two 300-level courses in Theory and Criticism must be taken sometime between the sophomore and the senior years.

First Year

<i>Fall Term</i> (required curriculum)	Credits
111 Introductory Art Seminar	01
Art History Elective	04
121 Introductory Painting or 141 Introductory Sculpture	03
151 Drawing I	03
First-Year Writing Seminar	03
In/Out College Elective	<u>03</u>
Total	17

<i>Spring Term</i> (required curriculum)	Credits
Art History Elective	04
121 Introductory Painting or 141 Introductory Sculpture	03
152 Drawing II	03
One of the following:	03
131 Introductory Intaglio	
132 Introductory Graphics	
133 Introductory Lithography	
First-Year Writing Seminar	<u>03</u>
Total	16

Second Year

<i>Fall Term</i>	Credits
161 Photography I	03
171 Electronic Imaging in Art	03
251 Drawing III	03
Out-of-College Elective/Art History	03-04
Out-of-College Elective	<u>03</u>
Total	15-16

<i>Spring Term</i>	Credits
200 Level Studio	04
200 Level Studio	04
252 Drawing IV	03
300-level Theory and Criticism	03
Out-of-College Elective	<u>03</u>
Total	17

Third Year

<i>Fall Term</i>	Credits
200 Level Studio	04
Art Studio concentration	04
Art History Elective or 300-level course in Theory and Criticism	03-04
Out-of-College Elective	03
In/Out-of-College Elective	<u>03</u>
Total	17-18

<i>Spring Term</i>	Credits
Art Studio concentration	04
Art History Elective or 300 level Theory and Criticism	03-04
In/Out-of-College Electives (2 courses)	<u>07</u>
Total	14-15

Fourth Year

<i>Fall Term</i>	Credits
Pre-Thesis	06
In/Out-of-College Electives	<u>10</u>
Total	16

<i>Spring Term</i>	Credits
Thesis	06
In/Out-of-College Electives (3 courses)	<u>09</u>
Total	15

Students who matriculated before fall 2005 should refer to the Courses of Study and College Handbook for their entering year.

Out-of-College Elective Areas

The following is a partial listing of out-of-college electives:

Mathematics, Physical or Biological Sciences

Astronomy	Earth & Atmospheric Sciences
Biological Sciences	Mathematics
Chemistry and Chemical Biology	Natural Resources
Computer Science	Physics

Social Sciences

Anthropology	Linguistics
Economics	Psychology
Policy Analysis & Management	Sociology
Government	

Humanities, Expressive Arts

Classics	History (including History of Art)
Comparative Literature	Music
English	Philosophy
Modern Languages	

Note: Some courses listed in these departments may not fulfill the distribution requirement as listed. Please check with the college registrar's office to verify particular course selections.

Grade Standards for Required Studios

Students receiving a C- or lower grade in any required studio course must repeat that course. Students failing to achieve a C or better may petition the faculty to waive this requirement. This petition, however, must clearly document the unusual circumstances warranting special consideration. It is up to the instructor to determine what emphasis to place on attendance, participation, productivity, and talent in evaluating student performance in a particular studio. As a general rule, however, frequent unexcused absences will result in a lowered grade. For ART 111, more than two unexcused absences will result in an unsatisfactory (UX), and the student must then retake the course.

Entrance Deficiencies for Art Students

Students who have been admitted with entrance deficiencies are urged to fulfill these requirements at the earliest possible opportunity, preferably in summer school. Otherwise, the student may experience difficulties in scheduling, in overloads, and in completing all requirements in the normal time.

Please note that courses taken to fulfill language or English entrance deficiencies may not also be used to satisfy any of the Humanities elective distribution requirement. They will, however, be credited as out-of-college electives.

Transfer students who have entered the college with a minimum of two years of college-level work are exempt from fulfilling any entrance deficiency they may have had. The specific requirements for foreign languages are:

Three years of a foreign language, ancient or modern, or two years of one language and two years of another are required for entrance.

Any student who takes the Cornell language exam and qualifies in any language is automatically considered to have fulfilled the three-year entrance requirement.

For purposes of making up the entrance requirement while in college, three college credits in a language are considered to be equivalent to one year of high school language credit. Normally, the beginning two terms of a foreign language at Cornell will carry six credit hours each term; therefore, some students may have to take an extra three hours of language to fulfill their requirement. Those who offer two high school units, however, may be eligible for placement in the advanced first-year course of three hours, which would fulfill their requirement. This decision must be made by the Department of Romance Studies or any other department offering a foreign language.

If a student has taken less than three years of language at a secondary school level and wishes to study a different language at Cornell, a petition of waiver of the entrance requirement may be submitted after completion of at least two terms of the college-level language.

A student wishing to continue a modern foreign language begun in high school, in which a College Board Achievement test has not been taken, must first take a placement test given by the Department of Romance Studies or any other department offering a foreign language.

Urban and Regional Studies

(Department of City and Regional Planning)

Bachelor of Science

Cornell's Program in Urban and Regional Studies (URS) emphasizes the social, physical, political, economic, and environmental forces that confront cities and regions and contribute to their growth and decline. Students work with faculty in the Department of City and Regional Planning in the classroom, on community projects, and on research to promote urban development.

After Graduation. Urban and Regional Studies is a liberal arts program that focuses on real problems of the modern world. The URS program provides an excellent education for students who want to play an active role in addressing the social, economic, physical, and political problems that threaten society now and promise to do so in the future. For students who will not pursue further education after graduating from Cornell, the URS Program offers a firm foundation for pursuing a career in either the private or public sector. Jobs may be specifically related to undergraduate coursework or found in more general fields that simply require a college degree to begin a career. For students who plan to attend graduate school, this program provides an excellent basis for advanced studies, professional or academic, in fields such as public policy, planning, law, government, international relations and business.

B.S. Degree Program

In freshman and sophomore years, students focus on important breadth requirements. Students further develop their writing skills and satisfy requirements in foreign language, physical and biological sciences, quantitative and formal reasoning, social sciences and history, and the arts and humanities. Study of urban and regional issues begins with two introductory courses, one on American cities and one on major cities around the world. To develop the technical tools needed to analyze urban and regional problems, students complete one course in statistics, one in architecture, and one in microeconomics. Students also take free electives, including courses in CRP, during the first two years of study.

Course work in junior and senior years concentrates on urban and regional issues. Students choose from diverse offerings in the Department of City and Regional Planning to take eleven additional courses, including at least one course in each of six areas: design, economics, environment, history, politics/policy, and quantitative analysis. These two years also include additional free electives. A senior honors program allows highly qualified URS students to choose a faculty adviser and to prepare an honors thesis.

Additional Degree Options

Dual-Degree Option

Students who qualify may register in URS and in the College of Arts and Sciences. Dual-degree students can earn both a B.A. degree in Arts and Sciences as well as a B.S. degree in URS in a total of five years. Students interested in a dual-degree program should contact the director of the Urban and Regional Studies Program and the appropriate assistant dean of Arts and Sciences for

further information. Similar dual degree options for students in other Cornell colleges are sometime possible.

Master's Degree Option

Students with strong records in the program in Urban and Regional Studies have the option, as they near completion of their Bachelor's degree, to apply for a special Master of Regional Planning (M.R.P.) degree program in the Department of City and Regional Planning, typically completed with a one year leave for a job or internship followed by one additional year of further study and a summer. To accomplish this, students who graduate from the URS program must still apply and be admitted to the Graduate School. They must then complete thirty credit hours of course work in the MRP program (including certain core courses and electives) and the department's independent writing requirement (i.e., a thesis, project, or research paper) for no additional credit. To take advantage of this option students apply to the Graduate School, either in their senior year or after a year or more of work following graduation.

Special Programs

Students are encouraged to spend one or two semesters of the junior or senior year studying in a city off campus. Cornell-in-Rome operates as an internal part of the URS program. Cornell-in-Washington fits closely with degree requirements. Various options in Cornell Abroad may be tailored to fit.

Cornell-in-Rome

The courses offered at Cornell's Palazzo Lazzaroni campus fulfill degree requirements in a magnificent urban setting where students explore many facets of urban life and culture and investigate problems confronting many of the world's cities. The Rome Program offers an opportunity for small-group study with a Cornell professor, exploring and studying housing, transportation, the history of the city's physical development, and the daily lives of its residents. The focus is on contemporary issues of urban development planning, and economy and society in Europe, Italy, and especially Rome. Living in a major international metropolis and studying urban affairs directly, students can put readings into context, test theories, and sharpen their thinking. All URS courses in Rome are offered spring semester only. Juniors and seniors apply in Ithaca a year ahead.

Cornell-in-Washington

Students in good standing can apply to earn degree credits at CiW through course work in such fields as government, history, economics, human development and family studies, and architectural history. Each student works in an externship in Washington, D.C., with a Congressional office, an executive branch agency, a public interest group, a research institution, or some other organization involved in politics or public policy. In the required 8-credit course which satisfies URS requirements, students learn to conduct public policy research.

Cornell Abroad

In an increasingly interdependent world, an international perspective is an invaluable component of a good education. Accordingly, we encourage qualified undergraduates to study abroad (in Rome and elsewhere). Programs are available in many countries around the world. The flexible, interdisciplinary curriculum in the Program in Urban and Regional Studies makes study abroad a wonderful and rewarding option for URS students.

Research and Fieldwork

Students are welcome to work with department faculty members on research and other special projects that fit their particular interests. Several fieldwork and community-oriented service-learning options also exist for students in the URS program.

Honors Program

URS offers qualified students the opportunity to write an honors thesis. To qualify for honors, students must at least have completed the junior year, completed four semesters registered in URS, have a cumulative GPA of 3.3, a GPA of 3.5 in the major (including the micro economics and architecture requirements), and have completed at least 7 of the 16 major courses. In exceptional cases, the faculty will consider a petition to waive a requirement. Once admitted, an honors student selects a faculty adviser and develops and writes a thesis with close guidance. Theses must be seventy-five or fewer pages

Concentrations

The department recognizes concentrations earned within the university (accepting standards set by various colleges). Students may apply for concentrations in any college (e.g. Africana Studies, Architecture, Latino Studies, Southeast Asian Studies, Women's Studies, etc.). When a student satisfies the requirements for a concentration, and formal notification is received by the AAP Registrar, the concentration will be recorded on the student's official transcript.

Bachelor of Science Degree Requirements for the Urban and Regional Studies Major

URS students who entered during or after fall 2004 semester must complete the following requirements for graduation

Requirements for Graduation:

- (1) eight semesters of residence;
- (2) 120 credits;
- (3) two first-year seminars;
- (4) qualification in one foreign language;
- (5) four groups of distribution requirements;
- (6) required courses for major;
- (7) area requirements for major;
- (8) free electives);
- (9) a minimum of 34 courses;

Physical Education: Completion of the university requirement (two one-credit nonacademic courses) Please note that physical education credit does not count toward graduation or toward the 12 credit minimum required for good academic standing each semester.

Please note that no course may satisfy more than one requirement.

General Education

First-Year Writing Seminars	2 courses
Foreign language: (qualification in one foreign language)	0-3 courses
Distribution Requirements	9 courses
Group 1. Physical and Biological Sciences	
Group 2. Quantitative and Formal Reasoning	
Group 3. Social Sciences and History	
Group 4. Humanities and the Arts	

URS students may petition to substitute equivalent courses for Groups 1-4 from the College of Agriculture and Life Sciences, Engineering, Human Ecology, and Industrial and Labor Relations.

(For a complete listing of courses in Groups 1 through 4, consult the Course of Study Catalog, College of Arts and Sciences section on “Distribution Requirements. Note that the Arts and Science distribution requirement has been changed for entering freshmen in that college. Rather than selecting courses from Groups 3 (social sciences and history) and 4 (humanities and the arts), as of the Fall semester, 2004, Arts & Sciences students will be required to complete five courses in at least four of the following five categories: Cultural Analysis (CA); Historical Analysis (HA); Knowledge, Cognition, and Moral Reasoning (KCM); Literature and the Arts (LA); and Social and Behavioral Analysis (SBA). Social science and humanities courses are marked individually by category, and any given department may offer courses that fall into distinct categories. URS students are also encouraged to select their Group 3 and Group 4 courses from four of these five categories.”

Advanced Placement and Transfer Credit

Students may **NOT** apply advanced placement or transfer credit to general education requirements in Groups I – IV (sciences, quantitative reasoning, social sciences/humanities/arts). Transfer students will receive a detailed credit evaluation when they are accepted into the URS Program.

Required Courses for the Major:

7 courses

- CRP 100: The American City
- CRP 101: The Global City: People, Production, and Planning in the Third World
- CRP 106: URS First-Year Seminar
- CRP 200: The Promise and Pitfalls of Contemporary Planning
- CRP 201: People, Planning and Politics in the City
- ECON 101 (or equivalent) [see list in URS office]: at least 3 credits
- STATISTICS
in URS office]: at least 3 credits

[see list

Area Requirements

6 courses:

- A. Design and Land Use (one course)
- B. Urban History, Society, and Politics (one course)
- C. Environment (one course)
- D. Regional Development and Globalization (one course)
- E. Methods for Planning and Urban Studies (two courses)

Either CRP 331 or CRP 332

CRP 331: Pre-field Preparation Seminar

CRP 332: Urban Policy Research Seminar **OR**
Equivalent research design course approved by the URS Director

And one of the following:

CRP 328: Overview Quantitative Methods in Policy Planning

CRP 327. Regional Economical Impact Analysis

CRP 408: Introduction to Geographic Information Systems

CRP 425: Quantitative Methods for Urban Analysis (4 crs).

This requirement is also satisfied by CiW Govt. 300: Methods: Research Design and Qualitative Methods, **or** an equivalent research methods course approved by the URS Director

Free Electives

Physical Education

Total Credits Required

Total Courses Required

6–9courses

2 terms of PE

120 credits

34 courses