

Part Four (IV) – Supplemental Information

IV. 4.1 Description of Policies and Procedures for Evaluating Student Work

Some of the following information was also included in Section II.2.1 Human Resources on page 58 and is repeated here. We have included information on both our undergraduate pre-professional program and our graduate degree professional programs.

General Guidelines

Undergraduate Admissions

Evaluation of student progress occurs in a variety of measures throughout the architecture program. Prospective students must send an application to the University Admissions Office which is reviewed for admission to the University. <http://www.montana.edu/admissions/apply.shtml>.

Admission requirements can be summarized as:

1. Graduation from a high school accredited by the state accrediting agency or a passing score on a General Educational Development (GED) exam.
2. MSU Academic Requirements:
 - ONE** of the following:
 - A 2.5 cumulative grade-point average (on a 4.0 scale), **OR**
 - ACT Enhanced Composite score of 22, **OR**
 - SAT combined critical reading/mathematics/writing score of 1540 **OR**
 - Rank in the upper half of the graduating class
 - AND**
 - Minimum Math score of 22 on ACT or 520 SAT, **OR**
 - Minimum Math score between 18-21 on ACT or 440-510 SAT (students must enroll in and pass a math course within the first 3 semesters at MSU), **OR**
 - Score of 3 or above on Advanced Placement (AP) Calculus AB or BC exam, **OR**
 - Score of 4 or above on International Baccalaureate (IB) Calculus exam, **OR**
 - Four years of high school Math courses (which include Algebra I, Algebra II, Geometry and courses beyond Algebra II,) and three years of science courses with grades of C or better in all courses.
 - AND**
 - Minimum Writing score of a 18 on the Combined English/Writing section or 7 on the Writing Subscore of the ACT Optional Writing Test, **OR**
 - Minimum Writing score of a 440 on SAT or a 7 on the Essay, **OR**
 - Score of 3 or above on the AP English Language or English Literature Exam, **OR**
 - Score of 4 or above on the IB English A1 Higher Level Exam, **OR**
 - Score of a 3.5 or above on the Montana University System Writing Assessment, **OR**
 - Students who do not meet the writing options listed above, must enroll in and pass a writing course within the first 3 semesters at MSU.
3. Successful completion of a state **College Preparatory Curriculum**. Non-resident applicants who have not completed the college preparatory requirements stated below may satisfy the requirements by providing evidence that they have completed a similar college preparatory program required in their home state and certified by the high school.
 - Four years of **English**: Courses should emphasize the development of written and oral communication skills and literature.
 - Three years of **Mathematics**: Courses should include Algebra I, Geometry, and Algebra II (or the sequential content equivalent of these courses). Students are encouraged to take a math course in their senior year.

- Three years of **Social Studies**: Courses should include global studies (such as world history or world geography), American history, government, economics, Indian history, psychology, sociology, or other third-year courses.
- Two years of **Laboratory Science**: One year should be earth science, biology, chemistry, or physics, and the other year can be one of the above sciences or another approved college preparatory science.
- Two years of **Elective** courses: foreign language; computer science; visual and performing arts; or approved vocational education unit

Evaluation of Student Progress—Undergraduate Degree Programs

Once students are accepted into the University they must declare Environmental Design as their major at which time they can enroll in the first year design sequence. As mentioned elsewhere in this document, admission to the Environmental Design Program (second, third and fourth year) is limited and requires that all first year students submit a portfolio for review by the Second Year Admissions Committee. Total enrollment is limited by the teaching and funding capacities of the school. Applicants to the second year of the program must be in good scholastic standing, have satisfactorily completed the Pre-Environmental Design program and have a design portfolio that indicates creative potential. Second Year admission requirements and process for Environmental design can be found at http://www.arch.montana.edu/pages/programs/programs_undergraduate_applicationprocess.php

Graduate Admissions-General

The following general MSU Graduate School Admissions requirements are taken from the MSU website at http://www.montana.edu/gradschool/cat_admin_pol.html. Admission requirements are applicable to all graduate degrees including the M.ARCH. The School of Architecture has additional requirements for admission to the M.Arch program.

Admission decisions are made on an individual basis. Before admission is granted, each application is reviewed by the appropriate departmental faculty and The Graduate School to determine if the applicant's academic history and preparation is satisfactory. Enrollment in a graduate program may be limited by the availability of faculty, staff, facilities, area of interest, or financial resources. In such cases, it may not be possible to admit all students who are otherwise qualified

Students may be admitted into [full](#) or [provisional](#) status. A student's admission status may also include a [condition](#) specified in the letter of acceptance. An admission decision is based upon the department's recommendation and the final approval by The Graduate School. **Applicants should consider themselves admitted only when official notification has been received from The Graduate School.** Please note that admission is permitted for only one degree program at a time.

Evaluation of Student Progress—Graduate Degree Programs

Students can apply for admission into the Master of Architecture program after they have completed their senior capstone studio, ARCH 456 in our current curriculum— ARCH 457 in the new 168 credit curriculum. Students applying for the Master of Architecture degree must submit an application to the Graduate School and a portfolio to the School of Architecture Graduate Admissions Committee. The Graduate School Application must include three letters of recommendation. Both the letters and the portfolio submission are reviewed by the School of Architecture Graduate Admissions Committee. Five faculty review the portfolio and assign a portfolio score which is averaged to determine a portfolio scores. The writing score from the GRE is factored into the students graduate admission score as is their cumulative GPA and letters of recommendation. This provides a graduate admissions score that is used to determine which students will be accepted into the graduate program. This process occurs for both applicants from our own pre-professional program and for applicants from other pre-professional programs.

- School of Architecture graduate application information can be found on our website at http://www.arch.montana.edu/pages/students/students_graduate_applicationprocess.php
- School of Architecture graduate application requirements can be found on our website at http://www.arch.montana.edu/pages/students/students_graduate_admissionrequirements.php

With applicants from other non-professional programs, students are required to submit a transcript from their undergraduate program. The Graduate Program Coordinator, Director of Student Services, or the Director of the School will review the transcript and identify courses that may be considered for equivalency to our undergraduate

programs. Students are then asked to submit course syllabi or information from the appropriate courses to determine if equivalency exists. In addition, faculty on the Graduate Admissions Committee are asked to assess the work in the portfolio in order to recommend design studio placement as well as other non-studio course work that must be taken to make up for deficiencies that are identified in the applicant's portfolio. A unique program of study is developed for these applicants and typically requires that students take from 1-3 undergraduate design studio courses as well as some other required non-studio courses such as professional practice, architectural graphics or environmental controls systems. For applicants from other programs this review process is done on a case by case basis.

School of Architecture Evaluation of Progress

Besides the daily review of student work within each design studio, the School also conducts a Review Week during the last three weeks of classes each semester. During these weeks each design studio presents their work to both their studio instructor and to at least two other faculty members from the School. Outsider reviewers are invited to these presentations. Review Week allows students the opportunity to receive feedback from a broader range of faculty members and practitioners. Review times are scheduled to allow students to visit reviews of all years in the program—including other design sections in their own year. First year students are required to attend other reviews to gain a better understanding of the work that occurs in the upper years of the design sequence.

Students must have an average undergraduate Design Studio GPA of 3.0 or better in order to be considered for acceptance into the graduate program. If a student receives two consecutive grades of "C-" or lower in any undergraduate design sequence of courses, the student will be required to repeat the last course in which a "C-" or lower was received

Once accepted into the graduate program, students must maintain a cumulative GPA of 3.0 and must receive a grade of B or better in order to proceed to the next studio in the sequence.

University Evaluation of Progress

University grading standards follow a 4.0 (A) point grading system. In the undergraduate program, the minimum passing grade is C- for University core courses and degree program required courses. The minimum passing grade for elective courses is a grade of D+, D or D- for some courses. A student must have a minimum cumulative GPA of 2.0 to receive an undergraduate degree. Additional information the university standards can be found at <http://www.montana.edu/wwwcat/academic/acad6.html>

At the graduate level a student will be placed on College Probation if the semester GPA falls below a 3.0, even though the cumulative GPA is above a 3.0, unless the student fails to satisfactorily complete ("B" or better) a majority of the semester's coursework. Students are placed on College Probation as a warning and as encouragement to maintain a semester's GPA that will keep the cumulative GPA above the required 3.0. Students are also placed on college probation when a program of study has not been submitted nor approved by the deadline or when the faculty have assessed that the student is not making satisfactory progress toward the degree. A student will be placed on University Probation if her/his semester GPA and cumulative GPA or graduate program GPA (or any combination of the above) has fallen below a 3.0; if the student fails to successfully complete ("B" or better) a majority of the courses each semester; or if the student did not meet the Division of Graduate Education or academic department provisions of admission.

A student whose semester cumulative or program GPA falls below a 3.0 after University Probation status, who did not meet the provisions of admission, or who has failed to progress satisfactorily through the program, may be suspended from the degree program and the Graduate School. Students admitted on a provisional basis may be dismissed from the program without a probationary period if the provision of admission has not been met. Students may also be suspended for failing to maintain a cumulative or program GPA for two (not necessarily consecutive) semesters without a previous probationary status. Following suspension, consideration for readmission to degree seeking status within the Graduate School, may be requested after the student has completed a minimum of nine (9) semester credits in non-degree status. The student must also achieve at least a 3.0 GPA in 4XX-level and higher courses taken during non-degree status.

Additional information on university standards and definitions for grading in the Graduate School can be found at http://www.montana.edu/gradschool/cat_grades_courses.html