Welcome to the Department of Architectural Studies. We hope you will find this handbook helpful if you are considering a Ph.D., already admitted to the program, or simply curious about what we are doing.

1. The academic program for any graduate student who entered the Architectural Studies program in Fall Semester, 2013 or later will be governed by the procedures outlined in this Handbook.

2. This Department handbook is a companion to materials supported by the Office of Graduate Studies at http://gradstudies.missouri.edu/about/.

3. Graduate students are responsible for knowing, understanding, and complying with the information that pertains to their academic careers at Department, College, and campus levels.

4. As a general rule, preference will be given to admission of doctoral program applicants with design backgrounds. Exceptions will be considered.

5. Graduate student applications will be reviewed once a year in the Spring for a following Fall semester admission.

You may choose to contact faculty in your research interest area. See Department Web site of faculty and research interests at http://arch.missouri.edu/people.html

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1 Edited April 2016.
THE PHD PROGRAM
The MU Doctor of Philosophy in Human Environmental Sciences with an Emphasis in Architectural Studies is distinctive nationally in its design orientation. The program’s purpose is to educate and nurture scholars who are prepared for leadership roles in applied research and in the dissemination of research knowledge through teaching and direct assistance in the building and construction industry. This program builds upon MU’s mission of service to the state as a land-grant university and extends it into the 21st century in keeping with MU’s stature as an AAU Research – Public institution.

The College of Human Environmental Sciences focus is on the basic needs of people in their environment. The Department’s mission is to educate future design practitioners, advance research of the built environment, and disseminate knowledge of architectural studies to improve quality of life for people. The philosophy of the Department of Architectural Studies embraces the synergy created between interior design and architecture. Promoting the meaning and value of physical settings and responding to the human condition, the program investigates the interaction between people and their surroundings to create a more beautiful and sustainable world. The program encourages an interdisciplinary, scholarly climate celebrating aesthetic values and the human sciences.

DESCRIPTION AND OBJECTIVES
The Doctor of Philosophy (Ph.D.) degree is designed for individuals who are interested in acquiring the knowledge and skills needed to conduct substantive, innovative, and original research that contributes to the theoretical and methodological foundation of design. The curriculum is structured for students to move from an overview of architectural research to the identification and pursuit of major and minor areas of specialization. Finally, work is highly specialized original dissertation research. This framework promotes stimulating intellectual discourse among individuals with varying research philosophies and interests. Both faculty and students interact within this framework to develop an enhanced understanding of how specialized research contributes to the definition and evolution of an improved theoretical and methodological basis for our discipline.

Doctoral study in Architectural Studies is research based and expands knowledge in the “major” areas of (1) environment and behavior and (2) design with digital media. These are areas of specialization in the Doctoral Program within which the student is expected to write his/her dissertation. The “supportive cognate area” is the area intended to reinforce the development of an understanding of the discipline. Supporting cognate area courses are selected from a broad spectrum of disciplines providing students with the opportunity to design an individualized program of study that capitalizes on their unique interests and talents.

TUITION AND FEES
The campus explains that tuition and fees are based on residency status, college of enrollment, and the number of hours taken each semester. Since the cost of tuition and fees are subject to change. Current information may be obtained from the Cashiers Office for resident students at http://cashiers.missouri.edu/cost.htm and for MizzouOnline students at http://online.missouri.edu/financial/index.aspx

FINANCIAL ASSISTANCE
The Department of Architectural Studies makes an effort to obtain financial support for resident doctoral students to the extent that funds are available. Applicants should be aware that financial support cannot be guaranteed to all students admitted to the Ph.D. program.
Teaching and Research Assistantships through the Department of Architectural Studies are available, one semester at a time, depending upon the extent of funding, need for graduate teaching and research assistants, and the match between skills of the graduate student and these needs. Full-time students who are graduate teaching or research assistants qualify for waivers of educational fees. To be eligible, students must hold a quarter-time appointment (10 hours per week), and be in good academic standing. Numerous other scholarships/fellowships are available through the Office of Graduate Studies. Students are encouraged to review the website at http://gradstudies.missouri.edu/forms-downloads/fellowship-assistantship-financial.php

CURRICULUM OVERVIEW
The Ph.D. curriculum consists of a minimum of 72 semester hours of graduate level course work beyond the bachelor’s degree. Credit hours are divided among interrelated areas designed to complement one another in assisting students to achieve the competencies expected of a graduate of this program. A core of courses provides foundation in the traditions of knowledge in the profession and exposure to state-of-the-art research and techniques for the 21st century. Research methodology and support courses prepare students for use of both current and emerging methods of scientific inquiry.

Coursework is mapped out in consultation with the Architectural Studies doctoral faculty adviser and committee members. See Office of Graduate Studies for policies and forms. http://gradstudies.missouri.edu/about/

COURSE DESCRIPTIONS AND COURSE REQUIREMENT SUMMARY
See Department web site http://arch.missouri.edu/academics_gradcourses.html for the department graduate courses. Graduate courses are at the 7000, 8000, and 9000 level.

### PhD Minimum Course Requirement Summary - HES Architectural Studies

<table>
<thead>
<tr>
<th>Course Description</th>
<th>credit</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Core Courses (13 min)</strong></td>
<td></td>
</tr>
<tr>
<td>8850 Orientation Seminar</td>
<td>1</td>
</tr>
<tr>
<td>8630 Philosophy of Environmental Design Research (formerly Design Theory)</td>
<td>3</td>
</tr>
<tr>
<td>Course in Emphasis: Environment and Behavior OR Design with Digital Media</td>
<td>3</td>
</tr>
<tr>
<td>8050 Research Methods (overview) or equivalent</td>
<td>3</td>
</tr>
<tr>
<td>Qualitative OR Quantitative Methods. Consult with Adviser – coursework will depend on background, nature of research, and decisions by adviser/committee.</td>
<td>3</td>
</tr>
<tr>
<td><strong>Coursework in Architectural Studies</strong>, choose from offerings as directed by Adviser</td>
<td>6</td>
</tr>
<tr>
<td>Additional 7000 &amp; 8000 elective coursework. See campus limit on 7000 level coursework.</td>
<td></td>
</tr>
<tr>
<td>8960 Readings AND/OR 8085/9085 Problems</td>
<td></td>
</tr>
<tr>
<td>8840 Graduate Design Studio (generally for resident students)</td>
<td></td>
</tr>
<tr>
<td>9555 Recent Trends--Summer Workshop (last week of June) strongly encouraged. Up to 5 cr on program.</td>
<td>5</td>
</tr>
<tr>
<td><strong>Supportive Cognate Area</strong> coursework to be determined with adviser &amp; committee</td>
<td>9</td>
</tr>
<tr>
<td>9995 Pilot Project for Dissertation (1-4 cr)</td>
<td>3</td>
</tr>
</tbody>
</table>

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2 Students are strongly encouraged to attend a minimum of three summer workshops held the last week of June on campus. Up to 5 credits can count toward program of study.
Minimum Total Coursework before Comprehensive Examination 36

Dissertation Research

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>9990 Dissertation Proposal</td>
<td>1</td>
</tr>
<tr>
<td>9090 Dissertation Research</td>
<td>5</td>
</tr>
</tbody>
</table>

University requires continuous registration past comprehensive exams.

Minimum Ph. D. coursework (42 cr)

| Maximum Masters course credit applied to degree | 30 |

Minimum number of credits post bachelor's degree³ 72

PhD DEGREE REGULATIONS

- "Course requirement summary reflects the minimum of coursework. At least 6 credits in research methods will be required. Adviser and committee may require additional coursework as needed."
- "Students must avoid any incomplete grades. In rare circumstances when an incomplete is necessary, it will be considered unsatisfactory progress. Students would be required to re-enroll in course to replace failing grade."
- "Students are strongly encouraged to present work at professional conferences and publish articles. Participating in conferences and working with faculty in research and writing papers are essential parts of the training of a doctoral student."

PLAN OF STUDY: The doctoral program committee provides departmental approval of the student’s plan of study (Form D-2), a list of the courses and the credit to be earned in each of them, which will, when completed:
- Prepare the student for research or scholarly investigation in the chosen field of study.
- Satisfy the credit-hour and residency requirement of the department.
- Satisfy any special requirements (collateral field, doctoral minor, other special research skills) imposed by the department or area program.
- Satisfy the Office of Graduate Studies’s requirement for a minimum of 15 hours of course work at the 8000/9000 level (exclusive of research, problems and independent study experiences).

The committee also recommends to the Office of Graduate Studies, as part of the plan of study, any request for transfer of graduate credit.

The student must substantially complete the course work outlined in the plan of study to the satisfaction of the doctoral program committee and the Office of Graduate Studies before being declared ready for the comprehensive examination.

Students may wish to take supporting cognate courses as independent Readings or Problems with instructors in cognate supporting courses if some courses are not offered.

³ Graduate School rulings are periodically revised and supersede department’s guidelines.
SELECTION OF AN ADVISER: Upon entry to the program, students may select an adviser. The student can later select a different adviser or co-adviser to chair the doctoral program dissertation committee. The student selects an adviser or co-advisers by mutual consent, from doctoral faculty members who are dissertation supervisors in the department or area program in which the major work is planned. In the event that an adviser retires or leaves MU, he/she may continue to advise in a capacity approved by the Office of Graduate Studies. If an adviser is unable or unwilling to serve, the Department, with the leadership of the Director of Graduate Studies, will assist the student to ensure a replacement is found.

SELECTION OF THE DOCTORAL PROGRAM COMMITTEE: The doctoral program committee should be recommended by the student’s adviser and approved by the departmental director of graduate studies and the Office of Graduate Studies before one year has elapsed following the student’s first registration as a doctoral student. See Form D-1. The PhD qualifier examination is determined by research as demonstrated in either a pilot project or a previous masters’ thesis. The full report will be reviewed and approved by the adviser to determine if it meets the qualifier requirements. Approval of the ‘Qualifier Exam Results and Doctoral Committee Approval is represented in the D1 form.

The doctoral program committee shall consist of a minimum of four faculty members. The Chair of the committee is from the home department unit. The committee will also consist of at least one other committee member from the home department unit and one member from the College of Human Environmental Sciences OR home department of Architectural Studies. In addition, one committee member must be outside the College of Human Environmental Sciences who is a graduate faculty member from another MU program. There can be more than one outside member. The outside member of a doctoral committee cannot be from outside MU. Persons with specialized expertise may serve on doctoral committees as a fifth or sixth member, with special permission from the Office of Graduate Studies.

All members of the doctoral program committee will be intimately involved and will actively participate in the activities of the doctoral student at all the stages of the student’s career at MU, except the qualifying examination/process. The committee may also participate in the assessment of a student’s background and potential for success in the department’s doctoral program. Committee members may call a meeting of the full committee at any time to discuss a student’s progress.

COMPREHENSIVE EXAMINATION: The student must be enrolled during the semester to take this examination. It is to be administered after substantial completion of the coursework outlined in the plan of study to the satisfaction of the doctoral program committee and the Office of Graduate Studies. It is taken only when MU is officially in session.

The comprehensive examination is the most advanced posed by MU. It consists of written and oral sections. It must be completed at least seven months before the final defense of the dissertation. The two sections of the examination must be completed within one month. The written sections are arranged and supervised by the major adviser, in which case questions are prepared and graded by the doctoral program committee.

For the comprehensive examination to be successfully completed, the doctoral program committee must vote to pass the student on the entire examination, both written and oral sections, with no more than one dissenting or abstaining vote. A report of this decision, carrying the
signatures of all members of the committee, must be sent to the Office of Graduate Studies and the student no later than two weeks after the comprehensive examination is completed (Form D-3). A failure of either the written or oral section of the exam constitutes failure of the comprehensive exam. If a failure is reported, the committee must include in the report an outline of the general weaknesses or deficiencies of the student’s work. The student and the committee members are encouraged to work together to identify steps the student might take to become fully prepared for the next examination. If at any time the student believes that the advice given by the committee is inadequate, the student may send a written request for clarification to the committee. A copy of this request should be sent to the Office of Graduate Studies as well. The committee must respond to this request in writing within two weeks and a copy must be filed with the Office of Graduate Studies.

Following the successful completion of the PhD comprehensive oral examination, a detailed dissertation proposal will be submitted to the dissertation committee for their approval. At this time, an ‘official committee meeting’ may be called, the purpose of which is to refine and approve the dissertation proposal.

The student who fails the comprehensive examination may not take a second comprehensive examination for at least 12 weeks. Failure to pass two comprehensive examinations leads to a termination of the student’s graduate program.

Recognizing that the doctoral program is based on an individualized program of study tailored to each student's interests and needs, the comprehensive examinations will follow the following format:

1. **WRITTEN EXAMINATION:** A written examination will be given over the foundation content, as well as over content specific to the student’s area of interest and research. The program committee will prepare the questions, administer the examination, and evaluate the responses. Each member, including the faculty member representing the cognate area, prepares questions at the request of the committee chair. The Chair assures that the following areas are addressed in the questions: a) modes of inquiry, theories and evidence, b) Architectural Studies practice, and c) content in the related supporting cognate area.

   Students have two and a half weeks to complete their answers to all comprehensive exam questions. Students are encouraged to limit their responses for each question to 5-7 single-spaced typed pages on 8 1/2 x 11 paper. The adviser and chair of the doctoral committee will distribute the answers to the committee members allowing them at least one week to read answers before the oral exam. An oral exam follows the written comprehensive section. All sections of the comprehensive examination (written and oral) must be completed within a 30 day time period.

   See Office of Graduate Studies for further requirements, [http://gradstudies.missouri.edu/](http://gradstudies.missouri.edu/)

2. **ORAL EXAMINATION:** On-site Preliminary Dissertation Exam

   This will be a defense of the dissertation proposal. The student will submit a written dissertation proposal and give an oral presentation of the proposal. The proposal will cover the review of the literature, methods, and the plan for analysis. An oral exam will follow the presentation.
DOCTORAL CANDIDACY AND CONTINUOUS ENROLLMENT: Candidacy for a doctoral degree is established by passing the comprehensive examination. Status as a continuous enrollment doctoral student begins the term after the term in which the comprehensive exam was successfully completed and requires the completion of the Doctoral Degree Candidate Application for Continuous Enrollment & Deferment Status Form. When completed, it must be submitted to the Office of Graduate Studies. Candidacy is maintained by enrolling in 9900 Research for a minimum of two semester hours each fall and winter semester and for one semester hour each summer session up to and including the term in which the dissertation is defended. Continuous enrollment provides access to an adviser’s support, doctoral program committee guidance and University research facilities for completion of the dissertation. Failure to continuously enroll in 9090 Research until the doctoral degree is awarded terminates candidacy.

Candidacy may be reestablished by paying the registration and late fees owed and completing the requirements specified by the student’s doctoral program committee. Registration fees owed may not exceed the amount owed for seven terms, regardless of the number of terms beyond seven for which the student failed to continuously enroll. The committee’s requirements may include a second comprehensive examination or evidence of currency in the research field as suggested by publications in refereed journals. Candidacy is reestablished when the student’s adviser and the departmental, area program or divisional director of graduate studies submits a written request to the Office of Graduate Studies explaining the basis for the decision. Once approved, a Request to Re-enroll form must be completed by the student and sent to the department/program for processing.

DISSERTATION: The dissertation must be written on a subject approved by the candidate’s doctoral program committee, must embody the results of original and significant investigation and must be the candidate’s own work. Every candidate should obtain Guidelines for Preparing Theses and Dissertations from the Office of Graduate Studies and should consult the director of graduate studies for departmental style requirements.

- **Dissertation proposal defense.** Dissertation research proposal approvals are an iterative process and must be formally approved by committee. After the comprehensive exam, which is based on a “proposal in principle,” the student will submit their full proposal to their adviser. When the adviser approves the proposal, it will be shared with the entire committee. A minimum of two weeks should be allowed after each draft for committee members to read the work. Following the comments from the committee, a “real-time” session with student and committee members will be held to work out details. (i.e., On-site discussion is preferred although electronic communication is possible.)

- **Coursework in methods.** Beyond a required survey of methods class, students should have specific grounding in methods coursework to practice methods utilized in the dissertation. Additional coursework may be required after the comprehensive examination if deemed necessary by the committee.

- **Review time of dissertation.** After a draft copy of the dissertation has been released from the adviser to the committee, a minimum of 2 weeks and in many cases much more time should be allowed for committee members to read each draft of the dissertation. Only when committee members are satisfied that the draft is ready for the defense should the final defense be scheduled.

All dissertation defenses shall be open to the general faculty. The candidate must be enrolled to defend the dissertation, which can only be defended when MU is officially in session. A report of the examination, carrying the signatures of all members of the committee, is sent to the Office of
Graduate Studies (Form D-4) before the deadline preceding the anticipated date of graduation. For the dissertation to be successfully defended, the student’s doctoral committee must vote to pass the student on the defense with no more than one dissenting or abstaining vote.

The final copy of the dissertation must be submitted to the Office of Graduate Studies in a form suitable for binding and microfilming. Specific instructions are provided in the Guidelines for Preparing Theses and Dissertations. [http://gradschool.missouri.edu/policies/thesis-dissertation/guidelines/](http://gradschool.missouri.edu/policies/thesis-dissertation/guidelines/)

**RESIDENCY REQUIREMENTS:** While the Department has no specific residency requirement, online graduate students are particularly encouraged to participate in the annual summer workshops. All doctoral students are encouraged to attend the one-week summer workshop each year on campus. There is a 5 cr maximum credit limit in the plan of study from summer workshops.

**TRANSFER OF CREDIT:** The doctoral program committee may recommend that a specific number of hours in a master’s degree be transferred toward the total hours required for the doctoral degree, and that additional hours be transferred for continued graduate work done either at MU or elsewhere. These additional hours past the master’s degree are limited to a maximum of six hours.

**DOCTORAL PROGRAM FORMS**

All Forms are available from the Office of Graduate Studies at:

http://gradschool.missouri.edu/policies/doctoral/requirements/

D-1 Form, Qualifying Examination Results and Doctoral Committee Approval Form
D-2 Form, Plan of Study for the Doctoral Degree Form
D-3 Form, Doctoral Comprehensive Examination Results Form
D-3.5 Form, Acceptance of Dissertation Proposal
D-4 Form, Report of the Dissertation Defense Form
Survey of Earned Doctorates
Addendum to Survey of Earned Doctorates
Graduate Student Change of Committee
Doctoral Degree Candidate Application for Continuous Enrollment & Deferment Status

**PROTECTION OF HUMAN SUBJECTS**

The University of Missouri-Columbia has a continuing affirmative duty to review all research involving the use of human subjects. This duty is imposed by Federal Regulations and the University of Missouri-Columbia Multiple Assurance of Compliance with DHHS Regulations for Protection of Human Research Subjects.

All faculty, staff, and students who conduct research involving human subjects must have their research reviewed and approved, or reviewed and granted exemption, by the appropriate Institutional Review Board. In order to initiate this review process, an investigator must complete and submit the Campus IRB Application Form 99-1 to the appropriate IRB for proper review. Once submitted the IRB will review the project's use of human subjects. The Campus Institutional Review Board reviews all research involving human subjects outside the Health Sciences Center.

**RESEARCH**

Research means a systematic investigation, including research development, testing and evaluation, designed to develop or contribute to generalizable knowledge. This definition is
sufficiently broad to include social science interviews and surveys, evaluations of non-research activities, ethnographic research, and oral histories. The University is bound by its assurance agreement with DHHS to apply the Federal Regulations governing human experimentation to all research regardless of the funding source.

**IRB Training**

IRB Training is required of all faculty who conduct research with human subjects. More information regarding the process and on-line training is available at: [http://research.missouri.edu/irb/](http://research.missouri.edu/irb/)

**Other Policies**

**University Diversity**

The Department of Architectural Studies, University of Missouri-Columbia does not discriminate on the basis of race, color, religion, national origin, ancestry, sex, age, sexual orientation, marital status, disability, or status as a disabled veteran or veteran of the Vietnam era.

**Student Responsibility**

It is each graduate student’s responsibility to be familiar with the information presented in the MU Graduate Catalog and to know and observe all regulations and procedures relating to the program he/she is pursuing. In no case will a regulation be waived or an exception be granted because students plead ignorance of, or contend that they were not informed of, the regulations and procedures. Responsibility for following all policies and meeting all requirements and deadlines for graduate programs rests with the student.

**Academic Honesty and Professional Ethics**

Academic honesty is essential to the intellectual life of the University. Students who pass off as their own the answers, words, ideas or research findings of another person are guilty of academic dishonesty. In addition to such acts of cheating or plagiarism, any unauthorized possession of examinations, hiding of source materials, or tampering with grade records are acts of academic dishonesty specifically forbidden by University rules.

According to the *MU Faculty Handbook*, faculty are required to report to their departmental chair and the provost’s office all acts of academic dishonesty committed by graduate and undergraduate students. In all such cases, the faculty member should discuss the matter with the student and then make an academic judgment about the student’s grade on the work affected by the dishonesty and, where appropriate, the grade for the affected course. The decision as to whether disciplinary proceedings are instituted is made by the provost. Because of the importance of honesty to academic and professional life, acts of dishonesty by graduate students may result in suspension or dismissal from the University.

Graduate students should be aware that most professional associations have codes of ethics. These codes vary considerably across fields, but tend to provide guidelines for a broad array of professional responsibilities including teaching, research and working with clients. Violations of a code of ethics can lead to negative sanctions by one’s professional colleagues and the expulsion from the professional associations in one’s field. Graduate students are encouraged to obtain copies of codes of ethics for their chosen profession from the director of graduate studies in their department or program.

**Student Status Review**

*Preamble*
The Faculty of the Department of Architectural Studies has the responsibility of an annual academic review of all student's academic performance and progress. Architectural Studies doctoral students are expected to establish and maintain collegial professional relationships at all levels with faculty, staff, and students, with research colleagues, research subjects, the community, and others. This entails, among other things, adhering to standards of academic honesty; respecting self and others; and being able to communicate in ways that are non-exploitive of others. Moreover students are expected to subscribe to and abide by the values and standards of the University.

Before March 1 of each year, all graduate students update the online graduate student progress system with information on indicators given below. (Not all of which are applicable to all graduate students every year.)

- Review of progress toward degree completion using program of study as a guide
- Areas in which student is meeting or exceeding expectations
- Areas in which student needs improvement
- Number of presentations (single or coauthored) at local, regional, or national conferences
- Number of publications (single or coauthored)
- Notification of any grant/fellowship applications submitted
- Notification of any grant/fellowship applications funded
- Involvement in any partnerships programs of research, outreach, or appropriate professional activity with non-university organizations
- Notification of any teaching awards
- Notification of any research awards
- Notification of any other awards (specify)
- Notification of any conference travel
- Notification of any department/college awarded fellowship/scholarship
- Participation and evaluation of internship experience
- Update on job search; notification of job placement.

If a student has any incomplete grades, every attempt should be made to finish coursework immediately. If incomplete grades remain, a letter of explanation addressing the situation should be submitted.

Levels of progress are outlined below:

**CATEGORY ONE: Exceeding expectations of satisfactory progress:**
- Obtaining a grade of (B) 3.0 on a 4.0 scale and above in all coursework
- Completing coursework at a rate to graduate in a timely manner
- Filing a Course Plan of Study (D2 Form---suggested after the second semester of enrollment)
- Participating in scholarly activities outside the classroom (conferences, publications, grants)

**CATEGORY TWO: Satisfactory progress:**
- Obtaining a grade of (B) 3.0 on a 4.0 scale and above in all coursework
- Completing coursework at a rate to graduate in a timely manner
- Filing a Course Plan of Study (D2 Form – suggested after the second semester of enrollment)

**CATEGORY THREE: Concern of Satisfactory Progress under any one of the following conditions –**
- An incomplete grade (I) in one course for longer than one semester
• Obtaining a grade(s) of (C) impacting Grade Point Average such that one’s cumulative GPA falls lower than 3.0
• Finishing coursework at a rate that does not lead to graduating in a timely manner
• Failing to file a Course Plan of Study (D2 Form)

CATEGORY FOUR: Unsatisfactory Progress and Probation under any one or more of the following conditions –
• An incomplete grade (I) in one course for longer than one semester
• Obtaining a grade(s) of (C) impacting Grade Point Average such that one’s cumulative GPA falls lower than 3.0
• Finishing coursework at a rate that does not lead to graduating in a timely manner
• Failing to file a Course Plan of Study (D2 Form)

GRADUATE STUDENT SUPPORT PROGRAM (GSSP)
A resident graduate student can receive a waiver of resident and non-resident educational fees from the GSSP by having at least a quarter-time (0.25 FTE) appointment with one of the following eligible titles:

<table>
<thead>
<tr>
<th>Graduate Research Assistant</th>
<th>Graduate Teaching Assistant</th>
<th>Graduate Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduate Library Assistant</td>
<td>Research Fellow</td>
<td>Teaching Fellow</td>
</tr>
<tr>
<td>Fellow</td>
<td>Graduate Fellow</td>
<td></td>
</tr>
</tbody>
</table>

Along with having an eligible position, a student must be in good academic standing in his department. The decision of who receives an assistantship to be eligible for a GSSP fee waiver is made at the department level. Students on academic probation are not eligible for the GSSP fee waiver, even if they have an assistantship or fellowship that makes them eligible.

If you have any questions about the GSSP, please contact Karen Gruen, the GSSP Coordinator, by phone at 884-2326 or by e-mail at GruenK@missouri.edu.

Students can receive GSSP fee waivers for appointments in departments other than their academic home departments or in non-degree-granting programs. Non-degree-granting programs are departments or programs on campus that do not award degrees. Examples include Information Access Technology Services, MU Libraries, and the Campus Writing Program. A non-degree-granting program must have an arrangement with the Office of Graduate Studies to receive fee waivers for students they appoint. Please contact the GSSP Coordinator for more information.

DEPARTMENT OF ARCHITECTURAL STUDIES
ADMINISTRATIVE PROCEDURES AND FACILITIES
IDENTIFICATION CARD: Students may obtain a student Identification Card at the ID Center, located in the Student Center. Students should present an official university document (admissions letter, registration form) that contains the student’s official name and student number.
COMPUTER LAB: A DoIT computer lab is available in Stanley 146 and 147.
ACCESS TO FACILITIES: Access to Stanley Hall on weekends and after hours is possible by having your identification card coded. The Department’s Administrative Associate will provide further information.
E-MAIL: All students will be provided a student E-mail account. For administrative efficiency our E-mail communications will be sent to the student’s University E-mail...
account. If you need assistance with your E-mail or E-mail account, please contact the
DOIT helpdesk at 573-882-5000.

EMERGENCY CONTACT: Please give the Department’s Administrative Associate the
name, address, phone number and E-mail address of the person to contact in the event of
an emergency.

BOOKSTORE: The University Bookstore is located in Missouri Student Center on
Rollins Ave. It carries textbooks, including Architectural Studies textbooks, plus
supplies and gifts.

CAMPUS POLICE: The campus police are located in the Virginia Avenue Parking
Garage on Lake Street. Their phone number is 573-882-7201.

DEPARTMENT OF ARCHITECTURAL STUDIES FACULTY AND STAFF

Faculty

Graduate and Doctoral Faculty
  *Ruth Brent Tofle, PhD
  *Benyamin Schwarz, PhD
  *Newton D’souza, PhD
  *Bimal Balakrishnan, PhD

Graduate faculty
  Lyria Bartlett, M Arch
  Laura Cole, PhD
  Mike Goldschmidt, M Arch
  Asha Kutty, PhD

HES Associate Dean of Research and Graduate Studies
  *James (Sandy) Rikoon, PhD

ARCHST Administrative Associate
  Julie Shea

HES Development
  Nancy Schultz
  * Doctoral Faculty. Additional doctoral faculty in the College of Human Environmental
  Sciences is identified by the Office of Graduate Studies.

See [http://arch.missouri.edu/people.html](http://arch.missouri.edu/people.html) for faculty research lines of inquiry.