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 departmental handbook is a companion document to the Graduate Catalog of the Graduate School, found online at http://gradschool.missouri.edu/policies/graduate-catalog/

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 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.

For specific information, contact the Graduate Studies Coordinator: Dr. Ronald Phillips

Phone: 573 882 4575
Email: PhillipsR@missouri.edu
Mail: Ronald Phillips, 137 Stanley Hall, Department of Architectural Studies, University of Missouri-Columbia; Columbia, MO 65211
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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 as well as its focus on environment and behavior research. 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 a Carnegie Doctoral/Research Extensive 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 architecture and interior design. Having a symbiotic relationship, both fields explore the design process and its final products. 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 that are needed to conduct substantive, innovative, and original research that contribute to the theoretical and methodological foundation of architecture and interior design, and the dissemination of this research through teaching, publication, and practice. To this end, the curriculum is structured so that students move gradually from overview of architectural research to the identification and pursuit of major and minor areas of specialization and, finally, to 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 the discipline of architecture.

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. This major area is defined as that area 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.

Environment- behavior studies focus on the multifaceted relationships between people and their physical, social, and cultural environments. Environment-behavior research explores a variety of environments, linking them to a range of behavioral concerns. This program is suitable for persons who seek careers in research, consulting, and/or teaching in architecture, interior design, and other environmental design disciplines.
TUITION AND FEES
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 is subject to change, current information may be obtained from the Cashiers Office at (573) 882-3097 for resident students at http://cashiers.missouri.edu/cost.htm For MUDirect students, go to http://mudirect.missouri.edu/financial/_Fees.shtm

FINANCIAL ASSISTANCE
The Department of Architectural Studies makes every effort to obtain financial support for 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 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 Graduate School. Students are strongly encouraged to review the website at http://gradschool.missouri.edu/financial/

Need-Based Financial Aid
To be considered for need-based financial aid, submit the Free Application for Federal Student Aid (FAFSA). The form is available in December and should be completed and mailed or filed electronically by March 1 each year. MU will notify students who file the FAFSA of their financial aid eligibility. To be eligible to receive federal financial aid, a student must be a U.S. citizen, permanent resident, or an eligible non-citizen. Further information can be obtained from: your financial aid advisor, who can be found by going to this webpage: http://financialaid.missouri.edu/contact/find-your-adviser.php. Go to the chart near the bottom of the page and look for the first letter of your last name under the middle column. General financial aid help can be contacted at: Student Financial Aid; 11 Jesse Hall; Columbia, MO 65211-1600
Phone: 573.882.7506; toll free: 1-800-225-6075 (only in IL & MO)
E-mail: finaidinfo@missouri.edu

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 technology support courses prepare students for use of both current and emerging methods of scientific inquiry. See MU Graduate School policy on number of years in which to complete coursework and the dissertation.

Coursework is mapped out in consultation with Architectural Studies doctoral faculty and committee members. Transfer credit for doctoral students who do not have an earned master’s degree is limited to a maximum of 12 hours of graduate credit. Contact the vice provost/dean of the Graduate School to request an exception to this regulation. See Graduate School Web Site for further requirements. http://gradschool.missouri.edu/programs/catalog/
COURSE DESCRIPTIONS AND COURSE REQUIREMENT SUMMARY
See Department web site [http://arch.missouri.edu/](http://arch.missouri.edu/) for web link to the department’s graduate courses. These are linked to the University’s official listing and therefore this is the most current listing. Graduate courses are at the 7000, 8000, and 9000 level.

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

<table>
<thead>
<tr>
<th>Core Courses (13 min)</th>
<th>credit</th>
</tr>
</thead>
<tbody>
<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>8887 Environment and Behavior II</td>
<td>3</td>
</tr>
<tr>
<td>8050 Research Methods (overview) or equivalent</td>
<td>3</td>
</tr>
<tr>
<td>8950 Qualitative Research Methods OR Quantitative Methods. Number of credits needed will depend on background, nature of research, and decisions by advisor/committee.</td>
<td>3</td>
</tr>
</tbody>
</table>

Coursework in Architectural Studies, choose from the following¹

- & additional 7000 & 8000 elective coursework. See Graduate School limit on 7000 level coursework.
- 8640 Environment and Behavior (if no previous related background)
- 8840 Graduate Design Studio (generally for resident students)
- 8960 Readings AND/OR 8085/9085 Problems
- 8001/ 9001 Topics
- 9555 Recent Trends--Summer Workshop (last week of June) strongly encouraged. Up to 5 cr on program.
- XXXX additional courses offered (see graduate school handbook and schedule of semester offerings)

Supportive Cognate Area (9 cr) coursework to be determined with advisor & committee.

- An attempt is made to have a list of courses taken by previous students & which courses are available online.

Pilot Project for Dissertation

| 9995 Pilot Project for Dissertation (1-4 cr) | 2 |

Minimum Total Coursework before Comprehensive Examination

| 36 |

Dissertation Research

| 9990 Dissertation Proposal | 1 |
| 9090 Dissertation Research. University requires continuous registration past comprehensive exams. | 5 |

Minimum Ph. D. coursework (42 cr)

| Maximum Masters course credit applied to degree | 30 |

Minimum number of credits post bachelor's degree²

| 72 |

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¹ 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.

² Graduate School rulings are periodically revised and supersede department’s guidelines.
<table>
<thead>
<tr>
<th></th>
<th><strong>Resident Students</strong></th>
<th><strong>Online Students</strong></th>
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</thead>
<tbody>
<tr>
<td><strong>EB core</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Shared core</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>DDM core</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>First Semester</strong></td>
<td><strong>Fall (10 cr)</strong></td>
<td><strong>First Semester</strong></td>
</tr>
<tr>
<td>Seminar 1 cr</td>
<td>(orientation )</td>
<td>Seminar 1 cr</td>
</tr>
<tr>
<td>Design</td>
<td></td>
<td>Design</td>
</tr>
<tr>
<td>Theory 3 cr</td>
<td></td>
<td>Theory 3 cr</td>
</tr>
<tr>
<td>Supportive</td>
<td>Elective in consultation w/ advisor</td>
<td>Supportive</td>
</tr>
<tr>
<td>Elective in</td>
<td>consultation w/ advisor</td>
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<tr>
<td>Supportive</td>
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<tr>
<td>Elective in</td>
<td></td>
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</tr>
<tr>
<td>Cognate 3 cr</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Second Semester</strong></td>
<td><strong>Spring (9 cr)</strong></td>
<td><strong>Second Semester</strong></td>
</tr>
<tr>
<td>Research</td>
<td>Methods (overview) 3 cr</td>
<td>Research</td>
</tr>
<tr>
<td>Elective or</td>
<td></td>
<td>Elective or</td>
</tr>
<tr>
<td>Cognate 3 cr</td>
<td></td>
<td>Cognate 3 cr</td>
</tr>
<tr>
<td><strong>Summer</strong></td>
<td>Workshop 1 wk-June</td>
<td>Workshop 1 wk-June</td>
</tr>
<tr>
<td><strong>2nd year</strong></td>
<td><strong>Fall (9 cr)</strong></td>
<td><strong>2nd year</strong></td>
</tr>
<tr>
<td>Research</td>
<td>Methods--Qual/Quan 3 cr</td>
<td>Research</td>
</tr>
<tr>
<td>Elective in</td>
<td>consultation w/ advisor</td>
<td>Elective in</td>
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<tr>
<td>Supportive</td>
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<tr>
<td>Elective or</td>
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</tr>
<tr>
<td>Cognate 3 cr</td>
<td></td>
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</tbody>
</table>

**PhD Degree Regulations**

- “Course requirement summary reflects the minimum of coursework. At least 6 credits in research methods will be required. Advisor 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 Graduate School’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 vice provost/dean, 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 Graduate School 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.

SELECTION OF AN ADVISOR: Upon entry to the program, students may select an advisor. The student can later select a different advisor or co-advisor to chair the doctoral program dissertation committee. The student selects an advisor or co-advisors 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 advisor retires or leaves MU, he/she may continue to serve as a student's main advisor. If an advisor is unable or unwilling to serve, the department, with the leadership of the director of graduate studies, will assist the student to ensure that a replacement is found.

SELECTION OF THE DOCTORAL PROGRAM COMMITTEE: The doctoral program committee must be recommended by the student’s advisor and approved by the departmental director of graduate studies and the Graduate School 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 members. 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 of the vice provost/dean.
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 also may 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 the student’s progress.

**COMPREHENSIVE EXAMINATION:** The student must be enrolled 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 Graduate School. 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 Graduate School 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 also 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 Graduate School as well. The committee must respond to this request in writing within two weeks and a copy must be filed with the Graduate School.

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 on-site 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 Graduate School Catalog for further requirements.

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, the methodology, 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 Graduate School. 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 Graduate School 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.

Any questions about the process can be answered at the Graduate School’s Continuous Enrollment page: [http://gradschool.missouri.edu/policies/diDoctoral/requirements/candidacy-enrollment.php](http://gradschool.missouri.edu/policies/diDoctoral/requirements/candidacy-enrollment.php)

**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 Graduate School 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 advisor. When the advisor 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 phone or other 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. 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 advisor to the committee, a minimum of 2 weeks 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 Graduate School (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 Graduate School 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/

**RESIDENCY REQUIREMENTS:** While the Department has no specific residency requirement, online graduate students are encouraged to spend time in residency to fully benefit from what the University of Missouri has to offer in graduate education. Selecting the time in residency is determined by a series of factors in consultation with department faculty. Consider the following: being introduced to PhD program and university with a cohort and establishing rapport with colleagues, timing of cognate coursework not offered online, clarity in research line of inquiry working closely with advisor and committee members, and making substantial revisions to research in progress. The student’s doctoral program adviser and committee approves courses. All doctoral students are strongly encouraged to attend the one-week summer workshop each year in residence. Maximum credits for summer workshop is 5 credits.

**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.
The committee may recommend that courses taken through MU’s Extension division be counted toward the credit hour requirement. Extension or correspondence course work from institutions other than MU may not be used to meet the total hours required for the doctoral degree.

Transfer credit for doctoral students who do not have an earned master’s degree is limited to a maximum of 12 hours of graduate credit.

**REASONABLE RATE OF PROGRESS:** Effective Fall 2000, a Ph.D. student must successfully complete the comprehensive examination within a period of five years beginning with the first semester of enrollment as a Ph.D. student. In addition, the program for the doctoral degree must be completed within five years of passing the comprehensive examination.

**DOCTORAL PROGRAM FORMS**

All Forms are available from the Graduate School at: [http://gradschool.missouri.edu/policies/doctoral/requirements/](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. See [http://research.missouri.edu/index.htm](http://research.missouri.edu/index.htm)

**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. We strongly encourage all doctoral students to participate in this training, which can be done on-line. More information regarding the process and on-line training is available at: http://research.missouri.edu/cirb/index.htm

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 also 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-exploitative of others. Moreover students are expected to subscribe to and abide by the values and standards of the University.

Before February 15 of each year, all graduate students submit a current copy of their resume to their advisor of record 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 course work immediately. If incomplete grades remain, a letter of explanation addressing the situation should be submitted.

Advisors will respond to graduate students according to the levels of progress of:

**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)

DISMISSAL POLICY AND APPEALS PROCESS FOR GRADUATE STUDENTS
Amended by the Graduate Faculty Senate on April 23, 2002

Dismissal Policy
The progress of each graduate student will be evaluated annually by the student’s advisor and/or director of graduate studies. The definition of “satisfactory progress” and policies for verifying that satisfactory progress is being made vary among departments/programs, but each department/program should have a written definition on file in the Graduate School. This policy should be communicated to graduate students during their first semester. When there is a question as to whether or not satisfactory progress is being made, the director of graduate studies in the department/program and/or faculty advisor will write to the student and recommend a face-to-face meeting between the student and the faculty advisor. The Graduate School will be informed of all students who are not making satisfactory progress. If there is disagreement, the faculty advisor will ask the student to submit a separate letter to the director of graduate studies. Copies of both letters will be made available to the student, maintained in a departmental/program file, and forwarded to the Graduate School.

If difficulties persist and the faculty advisor and director of graduate studies agree that probation is appropriate, the student will be notified in writing of the probationary period, which may vary among departments/programs from 30 days to a full semester. The probation letter will state explicitly that the student is on departmental/program probation and state precisely what must be accomplished and by what date in order for the student to return to good standing in the department/program and be removed from probation.

If the student does not comply with the conditions of probation, a letter (signed by the director of graduate studies) will be sent to the student with notification of dismissal from the degree program. This letter will inform the student of the right to appeal, first, to the department/program, and second, to the Graduate Faculty Senate. A copy of the department/program’s letter must be sent to the Vice Provost/Dean at the same time it is sent to the student. If the student decides to appeal the departmental/program dismissal, the appeal process will take effect. As long as a student is in an appeal process, the student should maintain enrollment and continue working on degree program requirements. Students must complete the department/program appeal process prior to considering an appeal to the Graduate Faculty Senate. If the student does not appeal the department/program’s dismissal, the Graduate School will send the student an official notice of dismissal from the program.

Process of Appeals to the Graduate Faculty Senate
A student may appeal a departmental/program dismissal to the Graduate Faculty Senate only after completing the department/program’s appeal process. If a student’s appeal to the department/program does not result in permission to continue in the graduate degree program, the student will have 15 days to send written notification to the Vice Provost/Dean of an intent to appeal. Based upon the date the written notification of the intent to appeal reaches the office of the Vice Provost/Dean, the student has 15 additional working days in which to submit a written appeal.

Upon receipt of a written appeal, the Vice Provost/Dean will notify the President of the Graduate Faculty Senate who will appoint an ad hoc Appeal Committee to review the case. Committee membership will consist of six senators who are not members of the department involved in the appeal. The charge of the ad hoc Appeal Committee is to consider issues of due process only. The committee is to complete its review of the appeal within 90 days of receiving the student’s appeal file.

The Office of the Vice Provost/Graduate Dean will support the work of the Senate’s Appeal Committee by providing information to the student, the department/program, and members of the Appeal Committee regarding the content, process, and regulations/policies pertaining to the appeal. Upon receipt of the appeal file, the Office of the Vice Provost/Graduate Dean will duplicate the file and send a copy to all members of the Appeal Committee and to the department/program. Response from the department/program is optional, but if it chooses to respond, a written response must be submitted to the Appeal Committee chairperson and the Graduate School within 15 days of their receipt of the appeal file. The Graduate School will send a copy of the department/program’s response to the student.

The decision of the Appeal Committee will be based on the student’s written appeal and the department/program’s written response to that appeal. The student’s written appeal must include a letter of appeal and copies of correspondence related to the department/program appeal.

Both the student and the department/program have the right to request a meeting with the Appeal Committee before it makes its final decision. Such meetings will be limited to 30 minutes: 15 minutes of presentation time and up to 15 minutes of question/answer time. The student may have an advisor or other faculty representative attend the meeting; the director of graduate studies may have the department/program chairperson attend the meeting. In instances where both the student and the department/program want to meet with the Appeal Committee, both meetings will occur separately on the same day within a time period of 1 hour, allowing 30 minutes for both the student and the department/program.

Following its review of the student’s written appeal, any departmental/program response, and any meeting(s) with the student and/or department/program, the Appeal Committee will reach a decision and forward the decision in writing to:

1) The Appellant
2) The Director of Graduate Studies of the student’s department/program
3) The Chairperson of the student’s department/program
4) The Vice Provost/Graduate Dean
5) The Graduate Faculty Senate President
6) Any other appropriate party named in the appeal.

The decision of the Appeal Committee is binding.

GRADUATE STUDENT SUPPORT PROGRAM (GSSP)

A 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, which is 10 hours a week) appointment with one of the following eligible titles:

Graduate Research Assistant  Graduate Teaching Assistant  Graduate Instructor
The minimum amount of the salary associated with an eligible appointment for the academic year 2012-2013 for doctoral students is $2,550 per semester for each 0.25 FTE.

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.

Waivers of Missouri resident and non-resident educational fees will be provided for qualifying students from the GSSP except in cases where resident fees are paid from other sources, such as grants and contracts. When a student’s salary is paid by a grant or contract, the GSSP will waive the fees initially, and then will recover the educational fees from the grant or contract. If remission of educational fees is not specifically prohibited according to the guidelines of a funding source, it is required that in-state educational fees be included as a fringe benefit in the budgets of all proposals that include graduate student stipends. If your supervisor has any questions about this, they can call the Office of Sponsored Programs Administration satellite contact person for their division or Karen Gruen, the GSSP Coordinator, at 884-2326.

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 Graduate School 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 Missouri Student Center. Students should present an official university document (admissions letter, registration form) that contains the student’s official name and student number. The office hours are 8:00 AM to 4:00 PM Monday through Friday, and their telephone number is 573 882-1871.

**COMPUTER LABS:** The 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.

**STUDENT HEALTH:** The Student Health Center is located on the 4th floor of the University Physicians’ Medical Building on the corner of Hitt Street. It provides referrals and some health services for all students. Hours are 8:00 AM to 5:00 PM Monday through Friday, except for Wednesday when its hours are 9:00 AM to 5:00 PM. 573-882-7481

**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. Normal business hours during fall and winter semesters are 8 AM to 7 PM Monday through Friday, and 10 AM to 6 PM during the weekends. Their telephone number is 573-882-7611.

**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*
- *Ronald Phillips, ArchD*
- *Newton D’souza, PhD*
- *Bimal Balakrishnan, PhD*

**Graduate faculty**
- Mike Goldschmidt, M Arch
- Hui Cai, PhD
- Hugo Sheward, PhD Candidate
- Asha Kutty, PhD

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

**ARCHST Administrative Associate**
- Laura Franklin

**HES Development**
- Nancy Schultz

* Doctoral Faculty. Additional doctoral faculty in the College of Human Environmental Sciences are identified by the Graduate School.

See Department Web site [http://arch.missouri.edu/people.html](http://arch.missouri.edu/people.html) for links to brief descriptions of research lines of inquiry.