This is the Introduction, General Information, and Academic Policies sections of the 1996-1999 University of Minnesota College of Architecture and Landscape Architecture Bulletin.
University of Minnesota Mission Statement

The University of Minnesota, founded in the belief that all people are enriched by understanding, is dedicated to the advancement of learning and the search for truth; to the sharing of this knowledge through education for a diverse community; and to the application of this knowledge to benefit the people of the state, the nation, and the world.

The University’s mission, carried out on multiple campuses and throughout the state, is threefold:

Research and Discovery

Generate and preserve knowledge, understanding, and creativity by conducting high-quality research, scholarship, and artistic activity that benefit students, scholars, and communities across the state, the nation, and the world.

Teaching and Learning

Share that knowledge, understanding, and creativity by providing a broad range of educational programs in a strong and diverse community of learners and teachers, and prepare graduate, professional, and undergraduate students, as well as non-degree-seeking students interested in continuing education and lifelong learning, for active roles in a multiracial and multicultural world.

Outreach and Public Service

Extend, apply, and exchange knowledge between the University and society by applying scholarly expertise to community problems, by helping organizations and individuals respond to their changing environments, and by making the knowledge and resources created and preserved at the University accessible to the citizens of the state, the nation, and the world.

In all of its activities, the University strives to sustain an open exchange of ideas in an environment that embodies the values of academic freedom, responsibility, integrity, and cooperation; that provides an atmosphere of mutual respect, free from racism, sexism, and other forms of prejudice and intolerance; that assists individuals, institutions, and communities in responding to a continuously changing world; that is conscious of and responsive to the needs of the many communities it is committed to serving; that creates and supports partnerships within the University, with other educational systems and institutions, and with communities to achieve common goals; and that inspires, sets high expectations for, and empowers the individuals within its community.

Resources

This bulletin is the official source of information about the College of Architecture and Landscape Architecture (CALA). In addition, students are urged to familiarize themselves with the following resources.

College Office—For more information about policies and program requirements, contact the College of Architecture and Landscape Architecture, 110 Architecture Building, 89 Church Street S.E., Minneapolis, MN 55455 (612/626-1000).

Program Adviser—Advising is provided to prospective and currently enrolled pre-architecture and pre-landscape architecture students through the CALA Student Affairs Office in 110 Architecture Building (612/626-1000). Students admitted to the undergraduate majors and graduate students are advised in their major department by the director of undergraduate studies and director of graduate studies respectively.

Class Schedule—Available at the University Bookstores, this quarterly publication lists University day school courses with hours, rooms, instructors, prerequisites, registration instructions, tuition and fees, maps, final exam schedules, grading definitions, and other valuable information.

Course Guide—The Course Guide, a quarterly publication distributed at the University Bookstores, provides course information in addition to college bulletins and the Class Schedule.

Other Bulletins—Evening and summer courses are listed in the Extension Classes Bulletin and Summer Session Bulletin, respectively. Separate bulletins are also published for other University colleges. Most may be obtained from the Office of Admissions, 240 Williamson Hall, Minneapolis campus or the Office of the Registrar—St. Paul, 130 Coffey Hall, St. Paul campus.
Policies

Bulletin Use—The University of Minnesota will change to a semester-based academic calendar beginning academic year 1999-2000. This bulletin is the last quarter-based bulletin that will be produced for the College of Architecture and Landscape Architecture. It covers academic years 1996-97, 1997-98, and 1998-99. Information about semester-based academic programs will be provided in the fall of 1998 in semester-transition publications.

The information in this bulletin and other University bulletins, publications, or announcements is subject to change without notice. University offices can provide current information about possible changes.

This publication is available in alternative formats upon request. Please contact the Office of Admissions, University of Minnesota, 240 Williamson Hall, 231 Pillsbury Drive S.E., Minneapolis, MN 55455 (612/625-2008; e-mail admissions@tc.umn.edu).

This bulletin also is available in electronic format on the Internet and may be accessed via the World Wide Web.

Equal Opportunity—The University of Minnesota is committed to the policy that all persons shall have equal access to its programs, facilities, and employment without regard to race, color, creed, religion, national origin, sex, age, marital status, disability, public assistance status, veteran status, or sexual orientation.

In adhering to this policy, the University abides by the Minnesota Human Rights Act, Minnesota Statute Ch. 363; by the Federal Civil Rights Act, 42 U.S.C. 2000e; by the requirements of Title IX of the Education Amendments of 1972; by Sections 503 and 504 of the Rehabilitation Act of 1973; by the Americans With Disabilities Act of 1990; by Executive Order 11246, as amended; by 38 U.S.C. 2012, the Vietnam Era Veterans Readjustment Assistance Act of 1972, as amended; and by other applicable statutes and regulations relating to equality of opportunity.

Inquiries regarding compliance may be directed to Stephanie Lieberman, Director, Office of Equal Opportunity and Affirmative Action, University of Minnesota, 419 Morrill Hall, 100 Church Street S.E., Minneapolis, MN 55455 (612/624-9547).

Access to Student Educational Records—In accordance with regents’ policy on access to student records, information about a student generally may not be released to a third party without the student’s permission. (Exceptions under the law include state and federal educational and financial aid institutions.) The policy also permits students to review their educational records and to challenge the contents of those records.

Some student information—name, address, electronic (e-mail) address, telephone number, dates of enrollment and enrollment status (full time, part time, not enrolled, withdrawn and date of withdrawal), college and class, major, adviser, academic awards and honors received, and degrees earned—is considered public or directory information. Students may prevent the release of public information only during their terms of enrollment. To do so, they must notify the records office on their campus.

Students have the right to review their educational records. The regents’ policy, including a directory of student records, is available for review at 150 Williamson Hall, Minneapolis, and at records offices on other campuses of the University. Questions may be directed to the Office of the Registrar, 150 Williamson Hall (612/625-5333).

Immunization—Students born after 1956 who take more than one University class are required under Minnesota law to submit an Immunization Record form.

The form, which is sent along with the official University admission letter, must be filled out and returned to Boynton Health Service within 45 days of the first term of enrollment in order for students to continue registering for classes at the University. Complete instructions accompany the form.

Extracurricular Events—No extracurricular events requiring student participation may be scheduled from the beginning of study day to the end of finals week. Exceptions to this policy may be granted by the Senate Committee on Educational Policy. The Senate advises all faculty that any exemption granted pursuant to this policy shall be honored and that students who are unable to complete course requirements during finals week shall be provided an alternative and timely opportunity to do so.

Smoke-Free Campus Policy—Smoking is prohibited in all facilities of the University of Minnesota, Twin Cities campus except for designated private residence hall rooms.
Directory

College of Architecture and Landscape Architecture (CALA)

Administration
Office of the Dean and Student Affairs Office
110 Architecture Building
89 Church Street S.E.
Minneapolis, MN 55455 ........................... 612/626-1000

Academic Units
Department of Architecture
110 Architecture Building ......................... 612/624-7866
Student Services ...................................... 612/624-4021

Department of Landscape Architecture
125 Architecture Building ......................... 612/625-6860

Design Center for American Urban Landscape (DC/AUL)
Suite 222, 1313 Fifth Street S.E.
Minneapolis, MN 55455 ........................... 612/627-1850

Center Offices
Landscape Studies Center (LSC)
1425 University Avenue S.E.
Minneapolis, MN 55414 ........................... 612/625-6860

Minnesota Building Research Center (MnBRC)
Room 220, 1425 University Avenue S.E.
Minneapolis, MN 55414 ........................... 612/626-7419

Regional Daylighting Center (RDC)
200 Music Education Building
147 Pillsbury Drive S.E.
Minneapolis, MN 55455 ........................... 612/624-8349

CALA World Wide Web site ... http://www.cala.umn.edu/

Office of Admissions
240 Williamson Hall, 213 Pillsbury Drive S.E.
Minneapolis, MN 55455 ........................... 612/625-2008
Visitline ..................................................... 1-800-752-1000

African American Learning Resource Center
323 Walter Library ................................. 612/626-1363

American Indian Learning Resource Center
125 Fraser Hall ................................. 612/624-2555

Asian/Pacific American Learning Resource Center
306 Walter Library ................................. 612/624-2317

Williamson Hall Bookstore, East Bank ........................... 612/625-6000
Books Underground, St. Paul Student Center ...... 612/624-9200

Boynton Health Service
410 Church Street S.E. ................................. 612/625-8400

Bus Service Information
301 Transportation and Safety Building ........................... 612/626-7275

Chicano/Latino Learning Resource Center
332 Walter Library ................................. 612/625-6013

Disability Services
30 Nicholson Hall ................................. 612/626-1333

Dispute Resolution Center (formerly Student Ombuds Service)
102 Johnston Hall ................................. 612/626-0891

Extension Classes
University College (formerly Continuing Education and Extension)
101 Westbrook Hall ................................. 612/625-3333

Extension Counseling
314 Nolte Center ................................. 612/625-2500

Financial Aid Offices
210 Fraser Hall, 106 Pleasant Street S.E.
Minneapolis, MN 55455
or 130 Coffey Hall, 1420 Eckles Avenue
St. Paul, MN 55108 ................................. 612/624-1665
1-800-400-8636

Graduate School
306 Johnston Hall ................................. 612/625-3014

Housing Services
Comstock Hall-East, 210 Delaware Street S.E.
Minneapolis, MN 55455 ........................... 612/624-2994

International Student and Scholar Services
20 Nicholson Hall ................................. 612/626-7100

International Study and Travel Center
102 Nicholson Hall ................................. 612/626-9000

Learning and Academic Skills Center
104 Eddy Hall ................................. 612/624-7546

Minnesota Women’s Center
212 Nicholson Hall ................................. 612/625-9837

St. Paul Student Center ................................. 612/625-7200

Student Employment Center
120 Fraser Hall ................................. 612/624-8070

Student Organizations
340 Coffman Memorial Union ........................... 612/624-5101

University Counseling and Consulting Services
109 Eddy Hall, Mpls./190 Coffey Hall, St. Paul ........................... 612/624-3323

University Student Legal Service
106 West Bank Union Skyway ........................... 612/624-1001
History

Although the College of Architecture and Landscape Architecture (CALA) achieved its collegiate status on July 1, 1989, the first professional degree in architecture was awarded by the University of Minnesota in 1877.

In 1912-13, Frederick Mann was recruited from the University of Illinois to become the first head of a fully constituted Department of Architecture. With Mann’s arrival at Minnesota, the College of Mechanic Arts was changed to the College of Engineering and Architecture, setting the stage for over 80 years of unbroken educational excellence reaching to the present. The architecture program grew steadily from 50 students in 1913-14 to 130 students in the early ’20s while Mann recruited outstanding faculty from Harvard, Illinois, Penn, London, and Paris. Thus began Minnesota’s great École des Beaux-Arts era.

In 1937, Roy Jones succeeded Frederick Mann as head of the department. This was the same year that Walter Gropius came to Harvard. During this period the University of Minnesota’s reputation for outstanding design and drawing continued. Walter Gropius wrote to Jones, complimenting him on the quality of Minnesota architecture students, whom he described as “among the best” who came to do graduate work at Harvard.

In 1954, Ralph Rapson was chosen as the third head of the School of Architecture at Minnesota. Professor Rapson led the school into its well-known Modernist era. During his 30 years of leadership the school’s reputation for design and drawing grew, with many graduates going on to significant leadership roles in academia and the profession throughout the country.

Professor Rapson’s many accomplishments include moving the School of Architecture into its own building and establishing a program in landscape architecture in 1966. At that time, because of landscape architecture’s strong ties to the biological sciences and the horticulture department’s long-standing offering of courses in garden design and landscape planning, it was decided that administrative and fiscal responsibility for the program would be shared between architecture and horticulture. The first degree in landscape architecture was awarded in 1971. The landscape architecture program has thrived and developed under strong leadership and was granted department status within CALA when the new college was formed.

In 1984, Harrison Fraker was selected as the fourth head of the school. Acknowledging and building on a strong base of accomplishments (both the architecture and landscape architecture professional degree programs are ranked in the top 10 percent in their respective disciplines in the country), Professor Fraker provided leadership for establishing the Design Center for American Urban Landscape in 1988. With revitalized curriculum and new research capabilities, the college has demonstrated its ability to serve and address the needs of the state and a vital professional community. In July 1989 the College of Architecture and Landscape Architecture officially became an independent college, with Harrison Fraker as dean.

In fall 1993 CALA instituted degree program changes to address the educational needs of increasingly more experienced entering students and a dynamic professional community. CALA now offers broad-based, nonprofessional four-year undergraduate degrees and master’s-level professional and postprofessional degrees in architecture and landscape architecture.

Thomas Fisher was appointed CALA’s second dean in July 1996. With a background in both architectural practice and publishing, he has become a voice for the critical review of the design professions. His initial observations on CALA can be found in the Dean’s Welcome in this bulletin.

Physical and Cultural Setting

The Twin Cities of Minneapolis and St. Paul and the surrounding metropolitan area are home to more than 2.3 million people. This dynamic region offers both urban and rural environments, experiences, and opportunities. The seven-county metro area includes hundreds of lakes and a vast park system with a network of roads, waterways, cross-country ski trails, and walking and bicycle paths. The Twin Cities also support an impressive array of cultural
attractions, including the Minnesota Orchestra, Guthrie Theatre, Walker Art Center, Minneapolis Institute of Arts, Minneapolis College of Art and Design, St. Paul Chamber Orchestra, Ordway Theatre, Minnesota Opera, Science Museum of Minnesota and Omni Theatre, and many other community-based theatre, music, art, and dance organizations.

Academic Setting
The University is located at the geographic center of a major metropolitan region. CALA students find a broad range of employment opportunities while in school and the potential for professional work if they remain in the area after graduation. Students have found it valuable to study the area’s wide variety of construction sites and many historically significant buildings and landscapes.

CALA students benefit from intellectual stimulation from other departments and programs throughout the University. CALA enjoys close relationships with engineering and science departments in the Institute of Technology; art history, studio arts, anthropology, geography, and other departments in the College of Liberal Arts; programs within the Humphrey Institute of Public Affairs; the Center for Urban and Regional Affairs; Minnesota Extension Service activities; and forestry, design, housing, and apparel programs in the colleges of Agricultural, Food, and Environmental Sciences, Natural Resources, and Human Ecology.

Mission
CALA is dedicated to advancing the quality and value of the designed environment. This pursuit addresses fundamental questions about the meaning and experience of people’s physical settings. Landscapes, cities, and buildings are the focus of study. Within the college each unit questions, explores, and seeks to define and redefine the organizing principles and practices of its discipline and profession.

Central to CALA’s mission is design education. Design is taught as the fundamental means by which architects, landscape architects, and urban designers give shape to and explore their ideas. An effective design education develops 1) creative powers of generalization and abstraction through analysis and synthesis; 2) a broad understanding of the arts, humanities, and sciences; 3) a knowledge of the principles of the discipline’s appropriate technology, history, theory, and professional practice; 4) the skills necessary for the description, exploration, evaluation, and development of design ideas; and 5) the conviction that appropriate aesthetic and ethical values are a professional responsibility.

CALA’s mission is pursued in the highest academic traditions of the University through 1) excellence in teaching; 2) the exploration and dissemination of knowledge through scholarship, research, exemplary professional practice, and artistic production; and 3) the advancement and application of professional knowledge and expertise through discipline-related service. The mission is also pursued within the guidelines of the National Architectural Accrediting Board (NAAB), the Association of Collegiate Schools of Architecture (ACSA), and the Landscape Architectural Accreditation Board (LAAB).

Facilities
The CALA dean’s office, department offices, and centers are located on the East Bank campus in Minneapolis.

In addition to classroom, studio, and office space, the college has specialized facilities available for student use: 1) the Wood Shop provides tools and equipment for model building to support design studio activities; 2) the Imaging Lab provides photographic studio facilities and equipment for documenting projects, computer workstations for film scanning and digital video editing, and videos of lectures and presentations given by distinguished teachers and practitioners; 3) the Slide Library houses a collection of more than 100,000 slides to support student and faculty research and educational activities; 4) the Architecture and Landscape Architecture Library provides full library services and has a collection of more than 32,000 volumes; and 5) the Computing Center, open seven days a week, contains Macintosh, PC, and Silicon Graphics computers with a wide variety of graphics software, including AutoCAD and
ESRI Geographic Information Systems (GIS) applications, flat bed and slide scanners, large-format plotters, a variety of printers, and video capabilities. CALA recently received a University grant to provide networking to all areas of the Architecture Building, including student desks in the studios.

Addition and Renovation—In spring 1996 the college received funds to begin a two-phase project to renovate and add to its existing building. When finished the project will provide the space necessary to unite all the activities of the college. The renovation component will provide improved design studios, additional classroom/jury rooms, research facilities, faculty and administrative offices, and student facilities.

The proposed addition calls for a new library, lecture space, and additional studio area. It will function as a living laboratory of architecture and landscape architecture, showcasing and monitoring the diverse and extensive building products industry of the state.

Special Programs

Study Abroad—Students are encouraged to incorporate a study abroad experience into their degree program. Many University of Minnesota-sponsored programs are available, as well as those offered by other agencies and educational institutions. Options for study abroad range in length from a few weeks to an academic year. Study in English is possible at many sites. Approved credits from such study can be applied toward elective or major requirements. Each year CALA has arranged study trips for architecture and landscape architecture professional degree students to a variety of locations. In recent years these have included Europe, China, Meso-America, the Middle East, and the American Southwest. After the trip an exhibition of student work from the Study Abroad Program is held at the beginning of fall quarter.

For more information, contact the International Study and Travel Center, 102 Nicholson Hall (612/626-9000) or Global Campus, 106 Nicholson Hall, 216 Pillsbury Drive S.E., Minneapolis, MN 55455 or the CALA Student Affairs Office (612/626-1000).

Summer Honors College for High School Students—Each summer CALA offers architecture-related learning opportunities for talented high school students through the Summer Honors College. This program provides students with an interdisciplinary, hands-on approach to the building arts, as well as an opportunity to explore a broad range of other subjects while receiving college credit.

Publications

CALA supports a number of newsletters, journals, and other publications to serve various constituencies.

CALA News—Published three times a year for alumni and friends. CALA News contains feature articles about important developments at CALA, along with brief summaries of activities involving alumni, donors, faculty, students, and staff. Call (612) 626-1000 to be added to the mailing list or to receive a copy of the most recent issue.

Midgard—A monograph series devoted to architectural and landscape architectural theory and criticism. CALA established Midgard as a scholarly monograph to foster the presentation, exchange, and kindling of ideas on architecture and landscape architecture theory and practice. Volume 1, Number 1 was published in the fall of 1987 with the second volume on typology published in 1991. Subsequent issues on the relationship between philosophy and architecture and the architecture of art museums are in various stages of development.

WORKS—Exemplary student projects from architecture and landscape architecture are included in this annual student publication, along with a brief description of studio pedagogy. Traditionally, special emphases of the study abroad programs are featured in words and sketches. Under the leadership of student editors, WORKS has been published since 1985. Its contents give an important glimpse into the design activity at a college known internationally as an outstanding center for design.

Other Publications—In addition to the publications outlined above, CALA’s various research centers and departments publish
information related to their specific activities and initiatives. For more information, contact the appropriate center or department directly.

Visiting Lecturers and Critics

The CALA Lecture Series, aided by funding from supportive alumni and professionals, brings four to five nationally and internationally known practitioners and educators to the college each quarter to address students, faculty, and interested practitioners on various topics in architecture, landscape architecture, and urban design. Recent lecturers have included Beatriz Colomina, Ken Greenberg, Kenneth Helphand, William McDonough, Laurie Olin, Antoine Predock, Jorge Rigau, Martha Schwartz, and Denise Scott Brown.

In addition, CALA has endowment funds designated to support visits by outstanding scholars. The H.W.S. Cleveland Visiting Professorship in Landscape Architecture and the Cass Gilbert Visiting Land-Grant Chair in Architecture endowments provide support for distinguished visitors who typically conduct seminars, give lectures, and, when appropriate, participate in design studio reviews. Recent H.W.S. Cleveland visitors have included Dean Abbott, Diedrich Bruns, Warren Byrd, Duane Coen, Linda Cook, Clifford Hansford, Tom Oslund, and William Tishler. Recent Cass Gilbert visitors have included G.Z. Brown, Homa Fardjadi, Marietta Millet, Donald Preziosi, Amos Rapoport, Jonathan Reynolds, and Paul Tesar.

Students also receive design critiques from local and regional educators and practitioners during end-of-quarter reviews.

Continuing Education

CALA offers selected preprofessional and professional courses through University College. Continuing professional education courses and reviews for the architectural registration examination are also offered. Consult the Extension Classes Bulletin for more information.

Student Organizations

Membership and participation in student organizations adds a valuable dimension to a student’s academic career and contributes to professional development.

American Institute of Architecture Students (AIAS)—This independent, student-run organization informs students of current issues in architecture and promotes excellence in architectural education. AIAS is involved in various activities on local and national levels, including competitions, design charrettes, social activities, portfolio workshops, and college committee membership. In addition, AIAS works in conjunction with the American Institute of Architects and local firms to give students a tangible connection to the profession. A-Kaffé is a volunteer student-run espresso cart within the Architecture Building.

Minnesota Chapter of the American Society of Landscape Architecture Students (MASLAS)—This group, affiliated with the American Society of Landscape Architects, informs students of current issues in landscape architecture and provides an excellent connection to the profession. The group is involved in various activities, including the lecture series, competitions, design charrettes, social activities, and portfolio workshops.

A COLLECTIVE—CALA students operate a cooperative that sells art and design supplies to students at a significant discount. The store is located in the courtyard of the Architecture Building.

Rights to Student Work

The College of Architecture and Landscape Architecture reserves the right to retain for archival or exhibition purposes any student work executed as part of a CALA instructional program. In addition, the college reserves the right to document, reproduce, and publish images of any such student work in college publications, printed or electronic, for research, publicity, and outreach, giving publication credit to the creator/student.
Degrees

Undergraduate—CALA offers a nonprofessional undergraduate landscape architecture degree, the bachelor of environmental design (B.E.D.), and, in cooperation with the College of Liberal Arts, a nonprofessional undergraduate bachelor of arts degree (B.A.) with a major in architecture.

Full descriptions of the CALA undergraduate degrees are provided in this bulletin. Additional information about the undergraduate architecture major can be found in the College of Liberal Arts Bulletin.

Minors—Both of CALA’s undergraduate degree programs incorporate a minor or elective concentration (20 to 28 approved 3xxx-5xxx credits developing an issue or theme of study). Courses for a minor are taken from a single department; courses for an elective concentration can be taken from a number of different departments. Students may declare a minor in any University department or program offering such an option. At graduation the minor is listed on students’ transcripts with their degree and major (an elective concentration is not listed). CALA offers an environmental design in landscape architecture minor through the Department of Landscape Architecture.

Graduate—In conjunction with the Graduate School, CALA offers both professional and postprofessional graduate degree programs in architecture and landscape architecture. Full descriptions of these programs are provided in this bulletin and additional information can be found in the Graduate School Bulletin.

Professional Registration

CALA provides Minnesota’s only accredited professional degree programs in architecture (the M.Arch) and landscape architecture (the M.L.A.).

As of 1990, all candidates for professional registration must graduate from a nationally accredited professional degree program (or its foreign equivalent) and complete three years of professional work experience to be eligible to take the state registration examination. Registration as an architect or landscape architect is a legal requirement to practice in Minnesota and most states in the country. Furthermore, a professional license is required before an individual may use the designation of architect or landscape architect in any capacity.

For more information concerning professional registration, contact the Minnesota Board of Architecture, Engineering, Land Surveying and Landscape Architecture, and Interior Design (612/296-2388).

Admission

CALA is an upper division college offering nonprofessional undergraduate degrees and professional and postprofessional graduate degrees.

Freshman Admission—Students in their senior year of high school, or those who have a high school degree or recognized equivalent but have not studied at the college or university level, should seek admission to the University as freshmen by applying through the Office of Admissions, 240 Williamson Hall, 231 Pillsbury Drive S.E., Minneapolis, MN 55455. The college of choice designated on the application for pre-architecture students should be the College of Liberal Arts; for pre-landscape architecture students, either the College of Agricultural, Food, and Environmental Sciences or the College of Liberal Arts.

Admission to the Major—B.A. students are admitted to the major in architecture after completing required pre-architecture courses and at least 90 credits (including current enrollment) with a 2.50 GPA overall and in Arch-designated courses. Students transferring from other institutions must be admitted to the University before being admitted to the upper division major. Admission to the B.E.D. in landscape architecture is by application after completing required pre-environmental design courses and at least 90 credits (including current enrollment) with a 2.75 overall GPA.

High School Preparation Requirements—If students have not satisfied high school preparation requirements, they will not be admitted to the architecture major or B.E.D. in landscape architecture and therefore will not be allowed to take upper division program courses.
Graduate Admission—Prospective graduate students apply for admission in January of the year admission is sought.

Additional admission information can be found under the department sections of this bulletin as well as in the College of Agricultural, Food, and Environmental Sciences, College of Liberal Arts, and Graduate School bulletins, respectively.

English Proficiency

If English is not your native language, you may be required to take the Test of English as a Foreign Language (TOEFL) or the Michigan English Language Assessment Battery (MELAB). To register for the TOEFL, contact the agency that handles TOEFL registration in your country or write to the Educational Testing Service (Box 899, Princeton, NJ 08540 USA) at least 10 weeks before any scheduled test date. If you are already in the Twin Cities area, you may register for the MELAB with the Minnesota English Center, 320 16th Ave. S.E., University of Minnesota, Minneapolis, MN 55455, or call (612) 624-1503. To register for the MELAB outside the Twin Cities area, contact the English Language Institute, Testing and Certification Division, University of Michigan, Ann Arbor, MI 48109 USA, or call (313) 764-2416.

Planning to Transfer?

Minnesota’s public colleges and universities are working to make transfer easier. You can help if you PLAN AHEAD, ASK QUESTIONS, and USE PATHWAYS created by transfer agreements.

Preparing for Transfer

If you are currently enrolled in a college or university:

• Discuss your plans with the campus transfer specialist in your intended transfer college. Prospective architecture and landscape architecture students should contact the CALA Student Affairs Office, 110 Architecture Building, 89 Church Street S.E., Minneapolis, MN 55455 (612/626-1000). Prospective pre-architecture and pre-landscape architecture students should contact the CLA Admissions and Prospective Student Services Office, 240 Williamson Hall, 231 Pillsbury Drive S.E., Minneapolis, MN 55455 (612/624-4110). Prospective pre-landscape architecture students may also contact the College of Agricultural, Food, and Environmental Sciences Prospective Student Services Office, 277 Coffey Hall, 1420 Eckles Avenue, St. Paul, MN 55108 (612/624-3045).

• Call or visit your intended transfer college. You should obtain the following materials and information:
  — college catalog
  — transfer brochure
  — information on admissions criteria and on materials required for admission (e.g., portfolio, transcripts, test scores). Note that some majors have limited enrollments or their own special requirements such as a higher grade point average.
  — information on financial aid (how to apply and by what date)

• After you have reviewed these materials, make an appointment to talk with an adviser/counselor in the college or program you want to enter. Be sure to ask about course transfer and admission criteria. If you are not currently enrolled in a college or university, you might begin by meeting with a transfer specialist or an admission officer at your intended transfer college to plan the steps you need to take.

Understanding How Transfer of Credit Works

• The receiving college or university decides what credits transfer and whether those credits meet its degree requirements. The accreditation of both your sending and your receiving institution can affect the transfer of the credits you earn.

• Institutions accept credits from courses and programs like those they offer. They look for similarity in course goals, content, and level. “Like” transfers to “like.”

• Not everything that transfers will help you graduate. Baccalaureate degree programs usually count credits in three categories: general education, major/minor courses and prerequisites, and electives. The key
question is, “Will your credits fulfill requirements of the degree or program you choose?”
• If you change your career goal or major, you might not be able to complete all degree requirements within the usual number of graduation credits.

Applying for Transfer Admission
• Application for admission is always the first step in transferring. Fill out the application as early as you can prior to the deadline. Enclose the application fee.
• Request that official transcripts be sent from every institution you have attended. You might be required to provide a high school transcript or GED test scores as well.
• Recheck to be certain you supplied the college or university with all the necessary paperwork. Most colleges make no decisions until all required documents are in your file.
• If you have heard nothing from your intended college of transfer after one month, call to check on the status of your application.
• After the college notifies you that you have been accepted for admission, your transcripted credits will be evaluated for transfer. A written evaluation should tell you which courses transfer and which do not. How your courses specifically meet degree requirements may not be decided until you arrive for orientation or have chosen a major.
• If you have questions about your evaluation, call the Office of Admissions and ask to speak with a credit evaluator. Ask why judgments were made about specific courses. Many concerns can be cleared up if you understand why decisions were made. If not satisfied, you can appeal. See “Your Rights as a Transfer Student” below.

Your Rights as a Transfer Student
• A clear, understandable statement of an institution’s transfer policy.
• A fair credit review and an explanation of why credits were or were not accepted.
• A copy of the formal appeals process.

Usual appeals steps are: 1) Student fills out an appeals form. Supplemental information you provide to reviewers—a syllabus, course description, or reading list—can help. 2) Department or committee will review. 3) Student receives, in writing, the outcome of the appeal. 4) Student can appeal decision to the CALA Student Affairs Office in 110 Architecture Building, the Office of Admissions in 240 Williamson Hall, or the College of Agricultural, Food, and Environmental Sciences Prospective Student Services Office in 277 Coffey Hall, as appropriate.
• At your request, a review of your eligibility for financial aid or scholarships.

For help with your transfer questions or problems, see your campus transfer specialist.

Residence and Reciprocity
Residence—Because the University is a state institution, Minnesota residents pay lower tuition than nonresidents and, in many programs, receive priority consideration for admission. To qualify for resident status, students must reside in Minnesota for at least one calendar year before the first day of class attendance. For more information, contact the Resident Classification and Reciprocity Office, 240 Williamson Hall, 231 Pillsbury Drive S.E., Minneapolis, MN 55455 (612/625-6330), or the residency office on your campus.

Reciprocity—The University has reciprocity agreements with North Dakota, South Dakota, Wisconsin, and Manitoba. The University also participates in a reciprocity program with Kansas, Michigan, Missouri, and Nebraska, for students in the following undergraduate colleges: Agricultural, Food, and Environmental Sciences; Architecture and Landscape Architecture; Biological Sciences; Education and Human Development; Human Ecology; Liberal Arts; Natural Resources; Carlson School of Management; Division of Dental Hygiene; School of Nursing; and Institute of Technology. If you are a resident of any of these states or this province, you may qualify for reciprocity tuition rates, which are lower than nonresident tuition rates and, in some cases, comparable to resident rates. For
more information, contact the Resident Classification and Reciprocity Office, 240 Williamson Hall, 231 Pillsbury Drive S.E., Minneapolis, MN 55455 (612/625-6330), or the residency office on your campus.

Financial Aid

University

The University offers three general types of financial aid to undergraduates: scholarships and grants, student loans, and college work-study. Graduate students have access to additional financial aid sources through the Graduate School. A student employment service to help students find jobs is also available. For more information, contact the Office of Scholarships and Financial Aid on the Minneapolis campus at 210 Fraser Hall, 106 Pleasant Street, S.E., Minneapolis, MN 55455 (612/624-1665) or on the St. Paul campus at 197 Coffey Hall, 1420 Eckles Avenue, St. Paul, MN 55108.

Undergraduate Research Opportunities Program (UROP)

This competitive, merit-based program offers financial awards to undergraduates for research, scholarly, or creative projects undertaken in partnership with a faculty member. Application deadlines are generally early November and mid-April. For more information, contact the UROP coordinator, 110 Architecture Building (612/626-1000).

CALA Awards and Scholarships

Each year CALA directly or indirectly participates in awarding many prizes, awards, and scholarships to its students. Most of these include cash stipends. For graduate students in both architecture and landscape architecture, teaching and research assistantships and graduate school fellowships are available as well as a limited number of tuition scholarships. Students should contact the director of graduate studies and/or the scholarship committee in their departments as appropriate.

Architecture

AIA Foundation Scholarships—stipends awarded to architecture students on the basis of financial need and academic achievement. Nominations are made by CALA to the AIA Foundation.

AIA Henry Adams Medal and Certificate—awarded to the two graduating students highest in academic rank in the professional architecture degree program.

AIA Minority-Disadvantaged Scholarship Program—awarded to architecture students based upon need and background. Nominations are made by CALA to the AIA.

AIA-Minneapolis Chapter—three stipends for third-year students in the professional architecture degree program who do not qualify for other awards.

Alpha Rho Chi Medal—given to a graduating student in the professional architecture degree program for leadership and service by the national architecture fraternity.

Thomas Ellerbe Fellowship—stipend awarded to architecture students in their final year of professional study by the Minnesota Architectural Foundation based on academic record, portfolio, and recommendations.

Nolli Prize—awarded to the outstanding second-year architecture student based on fall quarter juries.

SPQR Travel Award—stipend typically awarded to architecture students for participating in the Study Abroad Program based on need and academic rank.

Ralph E. Smalley Award—awarded to an architecture student who is a graduate of a St. Paul high school, based on academic achievement, by the Gargoyle Club of St. Paul.

Stretch/Morrill Memorial Award—thesis award for graduating architecture students nominated by faculty.

Winterowd Memorial Award—awarded to students in the extension design course for outstanding design projects.

Among the awards available to architecture students are endowed fellowships and teaching assistantships funded by private contributors. Named endowed scholarships include Alpha Rho Chi Minnesota, Leon E. Arnal, Class of ’67, Paul Maynard Havens, Jacob Liebenberg, Stanley and Doris Moe, Cyril Pesek, James Sorensen, and Russell and Esther Sorenson.

Landscape Architecture

Federated Garden Clubs of Minnesota—scholarships awarded based on financial need and academic achievement.

Landscape Design Potential Awards—awarded to landscape architecture students for outstanding potential in design.

MASLA Certificates of Honor or Merit—awarded to graduating landscape architecture students for high academic and design achievement.

Edmund J. Phelps Graduate Fellowship in Landscape Architecture—awarded to landscape architecture graduate students.

In addition, several corporations and firms sponsor annual scholarships and design competitions (with financial awards) either within or outside of the regular studio for CALA students. Recent sponsors have included BWBR Architects, RTKL Work/Travel Fellowship, and the Minnesota Prestress Association.
Student Services

CALA Student Affairs Office—Prospective Student Advising provides general information about CALA’s degree programs, related professional fields in architecture and landscape architecture, admission and program requirements, and college services and refers prospective graduate students to the appropriate department director of graduate studies.

Transfer Credit Evaluation evaluates transfer coursework and applies it to degree requirements and identifies courses for the major requiring evaluation by the department director of undergraduate studies.

Current Student Advising provides information on administrative procedures, orientation, registration, scholastic conduct, degree requirements, and graduation clearance. The Graduate School admissions office and the department director of graduate studies can provide similar services for graduate students.

Department Advisers—Departments use a combination of faculty and staff advisers. Typically undergraduate majors are advised by the department’s director of undergraduate studies. Architecture majors may also be advised by the architecture department’s student services adviser; landscape architecture majors may be advised by the department’s undergraduate landscape adviser. Graduate students work closely with the department’s director of graduate studies and may consult with a faculty adviser.

Career Planning and Placement—The departments have a long history of close association with their respective professional communities. Design professionals teach in the studios as adjunct faculty and students are strongly encouraged to gain professional work experience before graduating from their professional degree program. A portion of the student’s work experience may be applied to the three-year practice requirement for the professional registration examination.

Services for Students with Disabilities—The University strives to provide the best educational opportunities for all students, including those with physical, sensory, learning, and psychological disabilities. The University recognizes that disabled students sometimes have unique needs that must be met for them to have access to campus programs and facilities. University policy calls for reasonable accommodations to be made on an individualized and flexible basis, but it is the responsibility of students to seek help and make their needs known. Disabled students can receive help from Disability Services (626-1333, voice or TTY), the Learning and Academic Skills Center, and the Speech and Hearing Clinic.

All-University Student Services—Many specialized services are provided by the University for all students. See the University of Minnesota Student-Staff Directory for listings of offices and units that offer specific services, including:

- Boynton Health Service
- Disability Services
- Dispute Resolution Center
- International Student Adviser’s Office
- Minority and Special Student Affairs
- Office of Scholarships and Financial Aid
- Student Employment Service
- Student Legal Service
- University Counseling and Consulting Services
- Veterans Programs

University Counseling and Consulting Services

University Counseling and Consulting Services (UCCS), offers counseling for academic, career, personal, or relationship concerns. Besides counseling, UCCS features a variety of services. The Career Development Center and the Learning and Academic Skills Center offer workshops, courses, and materials for career development or academic skills improvement. The Organizational Development Program offers consultation, assessment, team building, conflict mediation, training, and workshops. UCCS’s Office of Measurement Services (OMS) scores exams, surveys, and research instruments and provides consultation to University faculty and staff. OMS operates the Minnesota Statewide Testing Program for Minnesota elementary and secondary schools. The Testing Center administers admissions, placement, and national tests. For more information, call (612) 624-3323 or see http://ucs1.ucs.umn.edu/uccswww/uccs.html on the World Wide Web.
Liberal Education Requirements

Effective for all freshmen with fewer than 39 credits enrolling from fall 1994 to summer session II 1996. Beginning fall 1996, the liberal education requirements apply to all students entering a baccalaureate degree program, regardless of prior credits.

A liberal education introduces you to the modes of inquiry and subject matter of the major branches of knowledge, including the factual information and theoretical or artistic constructs that form their foundations; the “ways of knowing”—the kinds of questions asked and how insight, knowledge, and data are acquired and used; the changes over time of their central ideas or expressive forms; and the interrelationships among them and with human society in general. To these ends, study by all undergraduate students on the Twin Cities campus is guided by a common framework.

The Designated Themes of Liberal Education

The designated themes of liberal education offer a dimension to liberal learning that complements the diversified core curriculum. Each of the themes focuses on an issue of compelling importance to the nation and the world, the understanding of which is informed by many disciplines and interdisciplinary fields of knowledge.

Requirement: A minimum of six courses (or five courses if one includes an approved practicum), including one course in each of the following:

**Cultural Diversity.** Understanding of the roles gender, ethnicity, and race play in structuring the human experience and in developing the social and cultural fabric of the United States.

**International Perspectives.** Comprehension of the ways in which you are part of a rapidly changing global environment dominated by the internationalization of most human endeavors.

**Environment.** Knowledge of the interaction and interdependence of the biophysical systems of the natural environment and human social and cultural systems.

**Citizenship and Public Ethics.** Reflection on and determination of a clearer sense of your present and future civic relationships and your obligations to the community.

**Writing Skills**

The ability to communicate effectively is a hallmark of a liberally educated individual and a key to a successful and satisfying life. To encourage refining of writing skills, the liberal education curriculum includes both writing courses and writing across the curriculum.

Requirement: Writing skills requirements are being revised. Until the new requirements are in effect, all students will complete the writing requirement specified by the college awarding their baccalaureate degree. You may satisfy the liberal education requirements with a number of courses and credits different from those of other students because some courses serve multiple goals in the curriculum; e.g., some courses will satisfy a diversified core requirement and a designated theme requirement, and other courses will satisfy the requirements for each of two themes. Thus, you may satisfy the designated theme requirements with a smaller number of courses than is stated in the requirement. Each quarter, the Class Schedule will publish the requirements and list all courses that satisfy them. In addition, the Class Schedule will list which of these courses are offered that quarter and which are tentatively scheduled for the subsequent quarters during the academic year.

**Minnesota Transfer Curriculum**

If you complete the Minnesota Transfer Curriculum at any participating Minnesota college or university, you fulfill the University’s Twin Cities campus liberal education requirements. However, you will still need to complete a portion of the writing skills requirements. Contact your college advising office concerning these requirements. For more information on using transfer credits for the liberal education requirements, contact the Office of Admissions (612/625-2008).
Registration

Registration for fall quarter begins in late May for continuing students and mid-August for new students, for winter quarter in mid-November, and for spring quarter in mid-February.

Registration instructions appear in the quarterly Class Schedule, available from University Bookstores before registration periods. The Class Schedule lists course meeting places and times, prerequisites, and limitations on enrollment. Although changes sometimes occur in course listings, the responsibility for accurate, timely registration and payment of fees rests with the student.

Course Planning—Students are expected to consult their adviser to develop a quarterly/yearly coursework plan. Students develop their course plans by using the curriculum requirements and course descriptions in this and other college bulletins and the Class Schedule. Care must be taken in scheduling because all courses may not be offered every quarter.

Course Load—The average course load per quarter for CALA undergraduates is 4 courses (16-17 credits) to graduate in 4 years without taking summer session courses. One credit requires an average of three hours of work each week. To carry more than 19 credits as an undergraduate requires special permission from the college scholastic committee. Undergraduates must carry at least 12 credits each quarter to be considered full-time students (the Minnesota State Grant Program requires 15 credits per quarter for full-time status). Graduate students seeking to carry more than 18 credits per quarter should consult the Graduate School Bulletin for procedures.

Cancel-Add Procedures—Students may change their registration either on-line (changes are not complete until a new fee statement is created) or in person at either registration center by completing a Course Request form available in the Class Schedule or from their department office. Any changes in registration should be made as early as possible in the quarter.

Cancel—Students who cancel a course are subject to the following procedures and requirements:

- Cancellations during the first two weeks of a quarter do not require approval; the course is deleted from the student’s record.
- Cancellations during the third through sixth weeks of the quarter do not require approval; a W is assigned.
- Withdrawal from a course after the sixth week of a quarter is strongly discouraged unless there are extenuating circumstances. Cancellations after the sixth week require college scholastic committee approval. If a cancellation is approved, a W is assigned.

Add—Approval is not required to add a course during the first week of a quarter. During the second week of the quarter students must have the instructor’s permission to add a course. After the second week of the quarter, adding a course requires instructor and college scholastic committee approval.

Grading Change—A change from one grading system selected for a course to another (e.g., from A-F to S-N) must be made during the first two weeks of a quarter. The choice of grading system may not be changed after the end of the second week.

Cancellation of Entire Registration—
Students who stop attending class before the end of a quarter must cancel their registration either on-line or by submitting a completed Course Request form to the Registration Center, 202 Fraser Hall, or the Office of the Registrar—St. Paul, 130 Coffey Hall. Cancellations are effective the day they are processed. Refunds are based on the date students officially cancel. Students are entitled to a full refund if they cancel before the first day of classes. Check the current Class Schedule for refund information.

Repeating Courses—Students may repeat courses in which they receive a grade of D or less. CALA uses only the most recent grade earned in computing GPA. Students are not allowed to repeat for credit courses in which they receive a C or better. Students enrolled in another University of Minnesota college should consult that college’s bulletin for policies and procedures on repeating courses.
Special Registration Options

Special registration procedures allow students to audit courses, take them as independent study or reading courses, or take them for extra credit. Detailed registration instructions appear in the quarterly Class Schedule. Additional information pertaining to graduate student registration procedures can be found in the Graduate School Bulletin.

Auditing—Auditors attend and complete all work for a course, but do not take the final examination or receive credit. Audited courses may be taken for a grade and credit at a later time. An auditor must officially enroll in a course and pay regular tuition and fees. Both the major department and course instructor must approve an audit registration. Procedures may vary for continuing education and extension courses. Consult the current Extension Classes Bulletin for details.

Independent Study—Undergraduates have two options for earning credit through independent study.

One method is to take a course without attending classes. Students pay the usual tuition and fees for the course, meet all deadlines, and take the final examination at the regular time. All usual regulations concerning grades, incompletes, and cancellations apply. A course completed under independent study counts as part of the total credit load for the quarter. Check with the department offering the course concerning permission to take it as independent study. Students need approval from the course instructor and major department on a registration override permit.

A second option is to take a course from the Department of Independent Study, which offers correspondence courses through University College. See the Independent and Distance Learning Bulletin for more information.

Credit by Special Examination—In some University courses, students may request special examination or evaluation. If students pass the examination or evaluation, they receive credit for the course. Students must pay a fee for each examination attempted. Check with the college office for further information and for Request for Special Examination forms.

Extra Credit—With the course instructor’s and major department’s approval on a registration override permit, an additional one to three credits may be earned in a course. For example, a course topic may be intensively explored or extended to a related topic. Students do the extra work on their own, according to standards set by the instructor.

Petition Procedures

Petitions are required for deviations from either college or major requirements. Petition procedures vary from college to college; therefore, students should consult the bulletin for their college of enrollment for appropriate procedures.

CALA students can pick up petition forms from either the CALA Student Affairs or department offices. Petitions are submitted to the department adviser and then forwarded to the CALA Student Affairs Office for a decision. A successful petition requires both college and department approval. To substitute a course for a requirement, the petition must be approved before the student registers for the course. Students should be sure their petitions have been approved before they register.

Credits and Attendance

Advanced Placement—The Advanced Placement (AP) program of the College Board provides a way for high schools to offer college-level studies to their more advanced students and for those students to demonstrate satisfactory achievement in those studies. Through this program students may earn college credit, exemption from requirements, or placement in advanced courses when they enroll in college. For more information, contact the Office of Admissions, 240 Williamson Hall, 231 Pillsbury Drive S.E., University of Minnesota, Minneapolis, MN 55455 (612/625-2008).

College Level Examination Program—An alternative method of earning undergraduate credit is through the College Level Examination Program (CLEP). For more information, contact your college office.
Class Attendance—Attendance for all scheduled classes is strongly recommended and in some cases is compulsory. Students who miss a class for a valid reason may request the instructor’s assistance in making up the work missed, but instructors are under no obligation to give assistance if the absence is not justifiable or if the request cannot reasonably be accommodated.

To make up coursework, students should confer directly with their instructors.

Credits in Graduate School—University of Minnesota undergraduates who lack no more than nine quarter credits or two courses to complete their bachelor’s degree may apply for admission to the Graduate School. If admitted, students may register in the Graduate School to begin their graduate program while simultaneously completing their baccalaureate work. Graduate-level work applied to the graduate degree may not also be applied to the bachelor’s degree.

Residency Requirement—Baccalaureate degree candidates must complete 45 credits at the University of Minnesota. CALA degree candidates must complete at least 40 of these credits while enrolled in good standing in the college. CALA undergraduate degree programs require enrollment in CALA before students can register for courses in the major.

Grading

Grading System and Grade Point Average—University academic achievement is graded under two systems: A-F and S-N. Choice of grading system and course level is indicated on registration forms; changes may not be made after the second week of the quarter. Some courses may be taken under only one system; limitations are identified in the course listings. The architecture and landscape architecture departments both require A-F registration in all required major courses. University regulations prescribe the grades that will be reported on your transcript as follows.

A—Achievement that is outstanding relative to the level necessary to meet course requirements.
B—Achievement significantly above the level necessary to meet course requirements.
C—Achievement that meets the basic course requirements in every respect.
D—Achievement worthy of credit even though it does not fully meet the basic course requirements in every respect.
F—Performance that fails to meet the basic course requirements.
S—Achievement satisfactory to the instructor for the program in which you are registered. This definition implies that standards for an S may vary from one program to another. The S is not figured into the GPA.
N—No credit earned. Assigned to students not earning an S on the S-N grade base.

Only credits taken A-F are calculated in the GPA. A GPA of 2.00 or better is considered satisfactory work. Each letter grade carries the following grade points per credit: A = 4.00, B = 3.00, C = 2.00, D = 1.00, and F = 0.00. The GPA is determined by dividing the sum of the grade points earned by the sum of the credits completed.

S-N Grading Option—A CALA student can choose the S-N grading option for any course offered on an S-N basis except those specifically designated by the student’s major department to be taken A-F. Graduate students and students in CLA should consult the Graduate School and CLA bulletins respectively for policies concerning S-N grading.

New students in CALA may take only one course S-N grading their first quarter in residence (in addition to any course available only S-N). A CALA student may take no more than two courses per quarter or one course per summer term S-N.

No more than 25 percent of the total University of Minnesota residence credit presented for graduation for a given curriculum may be taken S-N. This regulation does not apply to credits presented in excess of the minimum required.

Incomplete—An I is assigned only when a student has completed all but a small portion of the work of a course and has made prior arrangements with the instructor to make up the work. For undergraduates, an incomplete will become an F (A-F grading) or an N (S-N grading) if not made up by the end of the next quarter in residence.
**Academic Policies**

**Withdrawals**—A W indicates official cancellation of a class without a grade. For complete details refer to the Cancel-Add Procedure section of this bulletin.

**Auditing**—A V indicates that the student is a visitor or an auditor in a course and is taking it without credit. For complete details refer to the Special Registration Procedures section of this bulletin.

**Continuation Courses**—An X is reported in continuation courses in which a grade is not assigned until the entire sequence is completed. Upon completion of the sequence, a grade is submitted for each X on the academic transcript.

**Course in Progress**—A K is reported to indicate a course still in progress for which a grade cannot be assigned at the present time. A grade is submitted for the K by the instructor when the course is completed.

**Academic Progress**

Students are expected to make satisfactory progress toward their degree objectives. This usually means earning grades of A, B, C, or S in most courses and completing courses undertaken. For students with concerns about their academic progress, early consultation with instructors and/or a faculty adviser is recommended.

CALA evaluates academic progress and scholastic standing using quarterly and cumulative GPA reviews.

The following information pertains only to undergraduates officially enrolled in CALA. Students should consult the bulletin for their college of enrollment for information regarding academic progress, grievance procedures, honors, and graduation requirements.

**Scholastic Difficulty**

CALA recognizes two levels of academic probation (probation and final quarter notice). In addition, the college uses a dropped status (suspension) for students on final quarter notice who have not improved their scholastic deficiencies.

A student who presents a quarterly or cumulative GPA of 1.50 or greater but less than 2.00 will be placed on probation with a registration hold entered on the record. A student who presents a quarterly or cumulative GPA of less than 1.50 will be placed directly on final quarter notice with a registration hold entered on the record.

**Academic Probation**—Students on academic probation are required to meet with an adviser, usually the director of undergraduate studies in their major department, to forge a specific performance contract. Students on final quarter notice are not allowed to register for subsequent quarters until the grades for the current quarter are known.

A student on probation who presents a quarterly and cumulative GPA of 2.00 or greater will be removed from probation. A student who presents a quarterly GPA of 2.00 or greater but a cumulative GPA of less than 2.00 will remain on probation. A student on probation who presents a quarterly GPA of less than 2.00 will be placed on final quarter notice.

**Final Quarter Notice**—Students on final quarter notice are required to meet with an academic adviser, usually the director of undergraduate studies in their major department, to forge a specific performance contract. Students on final quarter notice are not allowed to register for subsequent quarters until the grades for the current quarter are known.

A student on final quarter notice who has met all the conditions of the performance contract, has received grades of C or above in all courses undertaken, and presents a cumulative GPA of 2.00 or above will be removed from probation. A student who has met all of the conditions of the performance contract, received grades of C or above in all courses undertaken, but has a cumulative GPA of less than 2.00 will be returned to probation. A student on final quarter notice who presents a quarterly GPA of less than 2.00 will be dropped (suspended) from CALA.

**Suspension**—Suspended students may not reenter day school or take CALA evening courses through University College unless granted permission by the major department and the CALA Academic Standards and Student Affairs Committee. Suspended students interested in taking courses through University College should
contact the CALA Student Affairs Office in 110 Architecture Building for procedural details.

Written appeals may be submitted by students who believe an explanation of their situation or additional information may influence the suspension decision. The CALA Academic Standards and Student Affairs Committee reviews all appeals. Suspensions are usually rescinded only when the committee is convinced that there are extenuating circumstances and changes in the student’s academic performance are highly probable.

Students considering appealing their suspension should contact the CALA Student Affairs Office in 110 Architecture Building for forms and information on the appeals process. To be considered, a written appeal must be received within six weeks of suspension notification.

**Reapplication After Suspension**—Suspended students may not apply for readmission to CALA for at least one year. Readmission requires approval from the major department and the Academic Standards and Student Affairs Committee. Readmission is on a space-available basis providing the committee has been persuaded that the factors leading to the suspension have been corrected and the prospects for improved work in the future are strong.

Readmitted students are placed on final quarter notice and are subject to immediate suspension if work becomes unsatisfactory (i.e., if the conditions of the performance contract are not met).

**Dean’s List**

CALA’s Dean’s List is published at the end of fall, winter, and spring quarters. CALA undergraduates whose quarterly academic performance results in a GPA of 3.50 or above qualify for the Dean’s List for that quarter. Students must complete at least 12 credits of A-F grading in the quarter to be eligible.

**Student Conduct**

CALA expects the highest standard of honesty and integrity in the academic performance of its students. Any act of scholastic dishonesty is regarded as a serious offense and may result in some form of discipline up to and including expulsion. The college has broadly defined scholastic dishonesty as any act that violates the rights of another student in academic work or that involves misrepresentation of a student’s own work. Scholastic dishonesty includes, but is not necessarily limited to: submission of false records of academic achievement; cheating on
assignments or examinations; plagiarizing; altering, forging, or misusing a University academic record; taking, acquiring, or using test materials without faculty permission; acting alone or in cooperation with another to falsify records or to dishonestly obtain grades, honors, awards, or professional endorsement; depriving another student of necessary course materials; interfering with another student’s work; and submitting the same paper or substantially similar papers to meet the requirements of more than one course without the express approval of all instructors concerned. Aiding and abetting a student in an act of scholastic dishonesty is also considered a serious offense.

When a case of scholastic dishonesty arises, the CALA faculty member who is the instructor for the course may modify the grade for the examination or piece of work in question or the course itself, or may refer the incident to the department head or the appropriate committee. In any case, the instructor must report the incident and the action he or she takes to the department and the college. At the time of the action, the student is informed by the instructor of his or her right to ask for a hearing by the committee dealing with student conduct cases. Information on this process is available from the college office.

A student has the right to a hearing and to appeal any disciplinary action taken by an instructor. Appeals of decisions that are nonacademic or cases that involve two or more colleges are referred to the Campus Committee on Student Behavior (612/624-6073).

If a student’s infraction involves both CALA judicial proceedings and court proceedings and if a CALA decision might prejudice the court case, CALA will hold its decision in abeyance until the court proceedings have been concluded.

Grievances

Students with complaints or criticisms about courses or academic policies have recourse through grievance procedures. They are expected to first confer with the course instructor. If no satisfactory solution is reached, the complaint should be presented to the department head. If these informal processes fail, a department-level committee will hear the evidence. Further appeals go to college-level and University-level committees. The CALA program adviser in 110 Architecture Building is a competent source for interpreting college procedures and regulations and can often suggest suitable alternatives to solve a problem.

Graduation Requirements

Students are recommended for graduation after they
1. complete the prescribed curriculum, including required and elective courses to meet the total number of credits required;
2. earn a minimum cumulative GPA of 2.00 overall and in their major;
3. complete the necessary paperwork and meet the application deadlines. Two quarters before the expected graduation date, students should have an approved graduation check sheet on file with their department and the college office. In addition, students must turn in their graduation application to the Office of the Registrar in 150 Williamson Hall or the Office of the Registrar—St. Paul in 130 Coffey Hall. (Deadline extensions are not granted.)

The Graduate School grants the M.Arch., the M.L.A., and the M.S. in landscape architecture. CLA grants the B.A. with a major in architecture. Students should check with the appropriate student affairs office for procedural information on Graduate School or CLA graduation.

Graduation With Distinction and High Distinction—CALA undergraduates with a GPA of 3.50 or above will graduate “with distinction” and students with a GPA of 3.80 or above will graduate with “high distinction.” Students graduating with distinction or high distinction receive medals marking this honor.

The GPA calculation used to determine eligibility for graduation with distinction and high distinction is based on the last 90 credits earned before graduation.

Commencement

The college holds official commencement exercises once a year in June; CALA students who apply to graduate are given commencement information. Students graduating from the College of Liberal Arts with a B.A. with a major in architecture are also invited to CALA’s commencement.