

Illinois School of Architecture

Graduate Student Handbook for Master's Students

2025-2026

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Preface

This Architecture Graduate Handbook for master's Students presents the requirements for the graduate degrees offered by the University of Illinois at Urban-Champaign's School of Architecture and a description of the policies and procedures to be followed toward completion of each degree. It also includes detailed information about the department, its faculty, the rules and regulations that apply to Architecture graduate students, as well as some of the commonly encountered regulations of the Graduate College. Students should consult the [Graduate College Handbook](#) and this manual when planning or revising their program of study. If there are any questions regarding the interpretation of any regulation or requirement in this manual, or about the graduate program involving matters not covered in this manual, please consult the Architecture Student Services Office. **These policies are subject to change.**

Academic Integrity

Academic integrity is essential for maintaining the quality of scholarship in the department and for protecting those who depend on the results of research performed by faculty and students. The faculty of the Illinois School of Architecture expect all students to maintain academic integrity in the classroom and research laboratory and to conduct their academic work in accordance with the highest ethical standards of the architecture profession. Students are expected to maintain academic integrity by refraining from academic dishonesty and conduct which supports others in academic dishonesty... Violations of academic integrity will result in disciplinary actions ranging from failing grades on assignments and courses, to probation, suspension, or dismissal from the University of Illinois at Urbana-Champaign. Students should be aware of [Part 4 of the Student Code of Conduct](#).

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1. Introduction

At the Illinois School of Architecture, we provide students with an aesthetically motivated and technically rigorous design education. The depth and breadth of our curriculum enables students to become leaders in a range of disciplinary specialties. In a time when a new formalism represents the avant-garde, we, like the school's founder, Nathan Ricker, look beyond current fashion, striving to leverage technical virtuosity in the service of performative design, aesthetic expression, and service to society.

We “Learn from the Past – Question the Present – Shape the Future.” Students and faculty challenge current thinking by working together to explore innovative design solutions. Our diverse and accomplished faculty offer students a strong intellectual foundation informed by our position within a top-tier research university. Students explore theoretical and conceptual positions informed by history and technology and envision creative design solutions for real-world settings in communities, organizations, and firms. Our comprehensive programs prepare students to design and research in a rapidly changing global context from the macro to the micro scale. We develop graduates who are highly sought after in architecture and allied professions for their expertise in design + technical integration.

Welcome to the graduate program at the Illinois School of Architecture. If at any time you are unsure of what you need to do or have questions, seek assistance from the Student Services Office (115 Temple Hoyne Buell Hall), this manual, the Graduate Programs Office, or the Graduate College. Assistance from the Graduate Programs office is available via email or in person during open advising hours: Monday-Friday; 1:00-5:00 pm (except holidays/vacation days).

Email is the primary mode of communication at the University of Illinois. All graduate students are responsible for checking their email and responding in a timely manner. The University uses your @illinois email as the preferred method of contact. Official job offers and communications will arrive via email.

Some of the information provided here is also available on the [Graduate College website](#). Please consult the Graduate College for more information.

2. The Illinois School of Architecture

The Illinois School of Architecture is one of the oldest and largest schools of architecture in the country. Since the initiation of its architectural curriculum in 1867, the University of Illinois has consistently broken new ground in the education of architects in the United States.

Beginnings

The University of Illinois was among the first American institutions of higher learning to offer a curriculum in architecture. Until 1868, there were no architectural schools in the United States, although Thomas Jefferson had proposed one at the University of Virginia in 1814. American architects were trained through apprenticeships or pursued studies abroad. The profession's growing awareness of the need for a

professional architecture school in the United States was evidenced by the report of the Committee on Education at the first annual convention of the American Institute of Architects in 1867.

In October 1868 the MIT architecture department opened with four students in the four-year course. Almost a thousand miles to the west, newly appointed Regent, John Milton Gregory, at the newly established center of learning, the Illinois Industrial University (renamed the University of Illinois in 1878), also realized the need for formal professional training in architecture. Architecture was included in the Polytechnic Department of the proposed administrative structure Gregory presented to the trustees in May of 1867. The first student in this curriculum, Nathan Clifford Ricker, arrived in Urbana on January 2, 1870. With Ricker's arrival, the proud tradition of architecture at Illinois began. As a result of Regent Gregory's efforts, Ricker became the first graduate of an architecture program in the United States in March of 1873.

The First Architectural Graduate in the United States - Nathan Ricker

Ricker's capabilities were recognized early in his career as a student at Illinois. Following graduation and a six-month tour of Europe, Ricker became the newly established program's only instructor and head of the Department of Architecture. Ricker's travels abroad influenced the architecture curriculum at Illinois and his work throughout his career. Under Ricker, the architecture curriculum at Illinois followed a German polytechnic method, diametrically opposed to the more popular French system being taught in Paris at the Ecole des Beaux Arts, a system followed at MIT and the majority of new American architecture schools created around that time. From its inception, the Illinois program stressed the substance of architecture, teaching principles in relation to applied building and design practices rather than focusing primarily on the *avant-garde* style. For a dozen years, Ricker continued to teach all courses in architecture, producing his own texts when those available proved unsuitable. Ricker's *Elementary Graphical Statics and Construction of Trussed Roofs* (1885) was the first book published by any member of the University of Illinois faculty.

Ricker also served as University Architect, completing five major campus buildings, including the Chemistry Building in 1878 (now Harker Hall), and the Library Building (now Altgeld Hall), as well as numerous smaller projects.

In 1890, Ricker introduced a four-year curriculum in architectural engineering, the first such curriculum in the country. Ricker firmly believed that research was essential to the education of an architect. In 1903, Ricker helped establish the first engineering experiment station associated with an educational institution to further the research efforts of the faculty in engineering and architecture. Establishing an adequate library was also a pursuit of Ricker throughout his academic career.

In 1922, a convocation was held in honor of Ricker, marking his fiftieth year of service to the University of Illinois and the Department of Architecture. He had seen the program enrollment increase from an average of eight students during his first decade to 250 at the time of the convocation. At the turn of the century, approximately one quarter of all students regularly attending American schools of architecture were enrolled at the University of Illinois.

3. The College of Fine and Applied Arts

The College of Fine and Applied Arts is dedicated to the advancement, practice, and understanding of the arts. The central focus of the college is the synergy between research and the preparation of students for professional careers in the creation and interpretation of the environmental, visual, and performing arts. Deeply related to that focus is the commitment to elevate and sustain the study of the arts as both a necessary mode of understanding and a vibrant expression of human experience within the local, national, and international communities.

4. The University of Illinois at Urbana-Champaign

Since its founding in 1867, the University of Illinois has earned a reputation as a world-class leader in research, teaching, and public engagement. The University of Illinois at Urbana-Champaign is a comprehensive research institution offering undergraduate, graduate, and professional degrees in more than 150 fields of study. The University has over 3,000 faculty members, nearly 4,000 administrative and professional employees, and over 4,000 support staff members in 15 colleges and instructional units with over 33,000 undergraduate students and over 13,000 graduate and professional students. The original campus at Urbana-Champaign has been joined in recent decades by campuses at Chicago and Springfield; UIUC remains a land-grant institution for the State of Illinois, and as such takes very seriously its three-part mission of teaching, research, and public service. The campus is recognized for the high quality of its academic programs and for the outstanding facilities and resources it makes available to students. The University of Illinois Library, with over 13 million volumes and 24 million items and materials in all formats, languages, and subjects, is one of the largest academic libraries in the country.

The University offers a wide variety of cultural and recreational activities. The Krannert Center for the Performing Arts has six halls and offers over three hundred performances annually of music, theater, opera, and dance. The State Farm Center and Memorial Stadium (with seating capacity of 16,500 and 60,670 respectively) are used for Big Ten basketball, football, popular concerts, and other productions. Campus Recreation includes the Activities and Recreation Center (ARC), one of the country's largest on-campus recreation centers, Campus Recreation Center East (CRCE), Ice Arena, Freer Hall, Complex Fields, Outdoor Center Fields, and Illini Grove.

5. The Community

The twin cities of Urbana and Champaign offer the cultural advantages associated with the University community. Champaign-Urbana is about 140 miles south of Chicago, 120 miles west of Indianapolis, and 170 miles northeast of St. Louis. The twin cities have extensive bike routes serving various parts of the campus and city and an excellent mass-transit system. Three interstate highways, 57, 72, and 74, intersect the Champaign-Urbana area, and air service from the University of Illinois Willard Airport connects the twin cities with Chicago and Dallas/Ft. Worth. Railroad and bus service also connect the Champaign-Urbana community with other areas of the country. Parkland College in Champaign offers hundreds of courses to approximately 19,000 students on its campus. The Champaign-Urbana area offers sailing, fishing, camping, and hiking within short traveling distances. There are five museums in the Urbana-Champaign area: Krannert Art Museum, the Spurlock Museum, the John Philip Sousa Museum, the Orpheum Children's Science Museum, and the Champaign County Historical Museum. Other local attractions include the Japan House, Allerton Park and Retreat Center, Kickapoo State Park, and Middle Fork Wildlife Refuge.

6. Departmental Resources and Key People

Nearly all information is available on the University of Illinois website. Below are the office addresses, phone numbers, and emails of the main office and graduate personnel who you may encounter frequently.

Service	Personnel	Office	Phone	Email
Director	Francisco Rodriguez-Suarez	117 TBH	333-1331	paco@illinois.edu
Associate Director of Graduate Studies	Tait Johnson	117 TBH		trjhsn2@illinois.edu
Associate Director of Student Services	La Tanya Cobb	117 TBH	333-9113	lcobb@illinois.edu
Senior Graduate Advisor	Kristie Stramaski	115A TBH	300-5517	kstram20@illinois.edu
Graduate Advisor	Jeff Rudisill	115B TBH	300-6743	jr66@illinois.edu

7. University Resources

Frequently Used Campus Websites

Academic Calendar	https://registrar.illinois.edu/academic-calendars/
Academic Human Resources (for Graduate Assistantships)	https://studentaffairs.illinois.edu/get-help/grad-assistantships
Assistantship Clearinghouse	http://www.grad.illinois.edu/clearinghouse
Bookstore	http://bookstore.illinois.edu
Campus Recreation	http://www.campusrec.illinois.edu/
Center for Innovation in Teaching & Learning-Oral English Proficiency	http://www.cte.illinois.edu/testing/oral_eng/main.html
Class Schedule	https://courses.illinois.edu/
Counseling Center	http://www.counselingcenter.illinois.edu/
Dean of Students	http://www.odos.illinois.edu/
E-Bill	http://paymybill.uillinois.edu
E-Mail	https://techservices.illinois.edu/services/email
Emergency Dean	https://www.odos.illinois.edu/community-of-care/emergency-dean
Enrollment/Degree Verification	https://registrar.illinois.edu/academic-records/enrollment-degree-verification/student-enrollment-degree-verification/
Fellowship Finder	https://apps.grad.illinois.edu/fellowship-finder/
Fellowship Information	http://www.grad.illinois.edu/fellowships
Financial Assistance	https://www.grad.illinois.edu/funding
Graduate College	http://www.grad.illinois.edu/
Graduate College Calendar	https://grad.illinois.edu/academics/academic-calendars
Graduate College Forms	http://www.grad.illinois.edu/forms
Graduate College Handbook	http://www.grad.illinois.edu/gradhandbook
Graduate Petitions and	https://www.grad.illinois.edu/academics/registration-and-records/petitions-and-record-requests/graduate-college-petition-process
Record Requests	
International Student and Scholar Services (ISSS)	https://iss.illinois.edu/
Library IT Help Desk	http://www.library.illinois.edu/it/helpdesk/
Library Services	https://www.library.illinois.edu/help-services/research-services/
McKinley Heath Center	http://www.mckinley.illinois.edu/

7. University Resources Continued

Parking	http://www.parking.illinois.edu/
Student Code	https://studentcode.illinois.edu/
Student Financial Services and Cashier Operations	http://paymybill.uillinois.edu/
Student Insurance Office	https://www.uhcsr.com/illinois
Tenant Union	https://www.cutenantunion.org/
Transcripts	http://registrar.illinois.edu/transcripts
Tuition and Fees	http://registrar.illinois.edu/tuition-fees
University Housing	http://www.housing.illinois.edu/

8. Graduate Student Services Office

The Graduate Student Services Office is located in room 115 in Temple Hoyne Buell Hall. Students with questions or problems should email the Senior Graduate Advisor, kstram20@illinois.edu; the Graduate Advisor, Jeff Rudisill jr66@illinois.edu; or the Associate Director of Student Services at lcobb@illinois.edu. Kristie advises the graduate students who enrolled before Fall 2025, and Jeff assists those who enrolled beginning in Fall 2025. You can also email to make an appointment. Students are encouraged to make appointments. Same-day appointments may not be available.

9. Graduate Programs

The Illinois School of Architecture offers degree programs leading to the degrees of Master of Architecture and the Master's of Science in Architectural Studies. The program code for these programs are:

- Master of Architecture Track 1 (M.Arch)
- Master of Architecture Track 2 (M.Arch)
- Master of Science in Architectural Studies (MSAS)

The School of Architecture, together with the graduate programs of computer science, urban and regional planning, and civil and environmental engineering, offers graduate programs leading to the following joint degrees:

- Master of Architecture and Master of Urban Planning
- Master of Architecture and Master of Science in Civil and Environmental Engineering (Construction Engineering and Management) (Structural Engineering)
- Master of Architecture and Master of Science in Architectural Studies

Admission Requirements

Admission

The admission grade point average for full standing in the Graduate College and the School of Architecture must be at least 3.0/4.0. For applicants who meet the other requirements but have an admission GPA under 3.0, admission with limited standing may be permitted if evidence of exceptional qualification is presented.

Applicants are selected for admission on the basis of undergraduate academic performance and profession-related experience. Application material is evaluated by faculty members. The faculty's recommendations are based upon an appraisal of the admission grade point average determined from official transcripts, a portfolio or brochure of applicant's past work in architecture, a statement of objectives, three letters of recommendation, and relevant professional work experience.

All applicants whose native language is not English must submit test scores demonstrating their English proficiency. The Grad College accepts the following:

Accepted Tests	Limited Status Admission Minimum	Full Status Admission Minimum
TOEFL iBT TOEFL iBT Home Edition	79	103
IELTS Academic Exam	6.5	7.5
Duolingo	115	135

English proficiency scores for Teaching Assistants can be located below:

English Proficiency Test	Minimum Score Required
TOEFL iBT	Speaking Sub-Section Score: 24
IELTS Academic Test	Speaking Sub-Section Score: 8

Students who do not have the scores may take the [Oral English Assessment Interview](#) with the Department of Linguistics. Please contact the Student Services Office in 115 to register for this exam.

Students admitted on limited status due to low English proficiency must take the [English Placement Test](#) upon arrival. Based on the results of the test, the student may be required to enroll in non-credit "English as a Second Language" courses and take a reduced academic load beginning the first semester.

Students are admitted into the Architecture program with either full or limited status. The most common reasons for limited status admission are low GPA and lack of demonstrated English language proficiency. Students admitted with limited status must address deficiencies prior to being granted a degree.

Low GPA

Students admitted on limited status with a low GPA are put on academic probation for their first semester of the program. The student must obtain the minimum GPA required by the program to enter in good standing. The minimum GPA requirement for the MS and PhD in Industrial Engineering is 3.0. The minimum GPA requirement for the MS and PhD in Systems and Entrepreneurial Engineering is 3.25. If students do not meet this standard at the end of their first term, may be dismissed from the Graduate College.

Registration Requirements for International Students

All international students must be registered for 12 credit hours each semester (Fall and Spring), or 8 credit hours if they are on a 25% or greater assistantship, to maintain compliance with visa requirements.

If at any time an international student drops below the required minimum number of hours the student has five business days to correct their status or they will be terminated for non-compliance with federal visa regulations. In order to best serve the students, the Graduate College recommends that:

- 1) International graduate students on a student visa performing adding/dropping activities after tenth day should do so by way of a Late Registration/Late Course change form sent to the Graduate College. This way the add/drop may be done at the same time and avoid placing the student out of status for any period of time.
- 2) If a student does drop a course through Self-Service and has a Late Registration/Late Course change form in process to add hours to their registration, please route these forms as quickly as possible. The form with the correction must be delivered to the Graduate College no later than 5pm on the third business day from when the student dropped below the required number of hours.
- 3) If the student drops a course online and receives the message from ISSS, it is imperative that they respond to ISSS immediately to take corrective action as appropriate.

If you have any questions about this policy, please see the Graduate Programs Office or International Student and Scholar Services. Take the time to make sure you are dropping/adding courses correctly.

Graduate students are not required to register for the summer term.

Degree Programs

Academic Progress

Architecture graduate students must maintain a grade point average (GPA) of at least 2.75/4.00 per semester and cumulatively maintain good academic standing. A student who fails to maintain a cumulative or semester GPA as stated will be placed on probation. If the student's cumulative GPA is still deficient after one additional semester, the student will be dismissed from the Graduate College. If a student is dismissed from the Graduate College because of a low overall graduate GPA, the graduate student petition process may be used to appeal this dismissal. The Graduate College will consider petitions containing strong program support and strong justification based on other factors pertinent to the program's determination of satisfactory academic progress.

Students must receive a grade of C- or better in all core courses in the program. If you receive a grade below a C- you will be required to retake the course.

MASTER OF ARCHITECTURE (M.Arch)

Track 1 Professional Master of Architecture Degree

The Track 1 professional degree program is intended for students entering with a four-year baccalaureate in architectural studies unless otherwise noted. The program builds on the undergraduate foundations to develop the knowledge and skills required in today's architecture profession. Students have the flexibility to pursue individual interests within this 2-year course of study with 16 elective hours of coursework and a variety of thematic studio options each semester. Students may elect to focus in any one of several areas aligned with research-oriented program areas, course offerings, and faculty interest. The Master of Architecture degree is a professional degree accredited by the National Architectural Accreditation Board (NAAB) and has a STEM designation.

Candidates admitted with full status to the Track 1 professional degree must complete at least 62 hours of graduate work. Candidates admitted with full status may complete the program in two years of full-time academic study.

	PROGRAM OF STUDY	
FALL		
ARCH 57X	DESIGN STUDIO	6
ARCH 536	PLANNING AND DESIGN OF STRUCTURAL SYSTEMS	4
ARCH 577	THEORIES OF ARCHITECTURE	4
	FIRST SEMESTER CREDITS	14
SPRING		
ARCH 57X	DESIGN STUDIO	6
ARCH 517	MODERN ARCH HISTORY, 1850-PRESENT	3
ARCH 537	ENVIRONMENTAL CONTROL SYSTEMS II	4
400+	ELECTIVE	3
	SECOND SEMESTER CREDITS	16
FALL		
ARCH 57X	DESIGN STUDIO	6
400 +	ELECTIVES	10
	FIRST SEMESTER CREDITS	16
SPRING		
ARCH 57X/575	DESIGN STUDIO OR INTEGRATIVE DESIGN STUDIO	6
ARCH 501	PROFESSIONAL PRACTICE	3
ARCH 593/538	DESIGN AND CONSTRUCTION FUTURES	4

400+	ELECTIVE	3
	SECOND SEMESTER CREDITS	16

CORE CREDIT TOTAL	46
ELECTIVE CREDIT TOTAL	16
DEGREE TOTAL	62

Concentrations

Optional concentrations are available and can be completed within the normal timeframe of the M.Arch degree. Successful completion of the concentration will be noted on the student's official transcript. Students can add a concentration in one of the following areas;

- Building Performance
- Design of Tall Buildings
- Detail and Fabrication
- Health and Well-Being
- History + Theory + Preservation
- Urbanism

Declaring the Concentration

Students can declare a concentration in any of their first three full-time semesters in their M.Arch Program. No concentration will be approved if submitted in the student's last full-time semester in the program:

- A Plan of Study outlines the intended coursework during each semester of the M.Arch program.
- This plan must be signed by the student and the advisor and submitted to the Chair of the Program Area and the Director of Graduate Studies no later than the second week of classes in the student's second semester of study.
- Please complete the Adding a [Concentration Form](#) online.

Please note that in addition to the department requirements to add a concentration, students must submit a Petition to Add Concentration to the Graduate College via the [Graduate College Student Portal](#) requesting the concentration be added to their program. This is necessary for the concentration to appear on the student's transcript. This petition should be submitted only after all documentation has been signed and turned into the Student Services Office.

BUILDING PERFORMANCE

Required Coursework:

Students who declare this concentration must complete a minimum of 21 credit hours of coursework with a focus on building performance. Specific course requirements are detailed below.

ARCHITECTURE STUDIOS: 12 credit hours

Two semesters of graduate-level design studios (6 hours each) as described below.

- ARCH 573 Design: Technology & Performance (two semesters):

Taught by faculty members whose primary program area affiliation is building performance or as approved by the Chair of the Building Performance Program Area. Each studio course will have a unique topical focus, design project, and project site. These studios also form part of the normal M.Arch Core Curriculum, which requires four semesters of 500-level design studios. If a 573 course is cross-listed as ARCH 575, then it will also satisfy the M.Arch core requirement for one semester of 575.

ELECTIVES: 9 credit hours

Elective courses on building performance topics as described below totaling at least 9 credit hours (generally three courses @ 3 hours each). These courses also fulfill elective requirements for the M.Arch degree.

- ARCH 544: Building Systems and Design Integration
- ARCH 576 Seminars:
 - o ARCH 576-BT: Design at the Intersection of Building and Technology
 - o ARCH 576-CLI: Climate Design
 - o ARCH 576-EXP: Experimental Envelopes
 - o ARCH 576-FPS: Theory of Function, Programming, and Space Organization
 - o ARCH 576-HPB: High Performance Building Design
 - o ARCH 576-PIN: Parametric Integration
 - o New ARCH 576 courses in Building Performance as they become available
- ARCH 594 Special Problems in Building Science & Technology
 - o ARCH 594-BCS: Building Energy Case Studies
 - o ARCH 594-DD: Daylighting Design
 - o ARCH 596-GDS: Assessment of Green Design Strategies Through Simulation
 - o ARCH 594-M: Building Mechanical Systems

- o ARCH 594-SIM: Building Energy Simulation
- o New ARCH 594 courses as they become available
- ARCH 595 Special Problems in Structural Theory & Design
 - o ARCH 595-EQ: Seismic Analysis and Design
 - o ARCH 595-IN: Integrated Design and Construction of Buildings
 - o New ARCH 595 courses as they become available
- ARCH 597 Special Problems in Architectural Design (Independent Study)

Students may also fulfill up to 3 credit hours for the concentration with an Independent Study project or projects under the supervision of a faculty member whose primary program area affiliation is building performance or as approved by the Chair of the Building Performance Program Area. Students must complete an ARCH 597 Independent Study Proposal Form, obtain signed approval from the faculty member who will supervise the study, and submit the proposal to the Student Services Office for final approval and enrollment permission.

- Other Graduate Courses

Faculty in other program areas may on occasion offer 400- or 500-level courses that are appropriate for the building performance concentration. Courses offered in other departments of the University, such as Engineering and Urban & Regional Planning, may also address topics in building performance. With prior approval, students may fulfill up to 3 credit hours for the concentration with such coursework. In such cases, the Chair of Building Performance, in consultation with the student's advisor and after reviewing a formal written request from the student, may approve the course for fulfillment of the concentration.

DESIGN OF TALL BUILDINGS

Students who declare this concentration must complete a minimum of 14 credit hours of coursework with a focus on building performance and tall buildings. Specific course requirements are detailed below.

Students declaring the Design of Tall Buildings concentration are required to submit, at the end of their first semester of study and not later than the first day of classes of the second semester, a planned schedule that outlines their coursework for the next three semesters. This plan must be signed by the student and the advisor and submitted to the Chair of Design of Tall Buildings and the Director of Graduate Studies not later than the second week of classes in the student's second semester of study.

This concentration can be completed within the normal time frame of the M.Arch or M.S. degree. The three courses required for the Tall Buildings concentration can overlap with the requirements for the M. Arch program. Students in the MS Architectural Studies may need to take additional courses to meet concentration requirements beyond what is required for their MS degree. Successful completion of the Concentration will be noted on the student's official transcript.

Required Coursework:

ARCHITECTURE STUDIOS: 6 credit hours

Two semesters of graduate-level design studios (6 hours each) as described below.

- ARCH 573 Design: Technology & Performance:

Taught by faculty members whose primary program area affiliation is building performance or as approved by the Chair of the Building Performance Program Area. Each studio course will have a unique topical focus, design project, and project site. These studios also form part of the normal M.Arch Core Curriculum, which requires four semesters of 500-level design studios. If a 573 course is cross-listed as ARCH 575, then it will also satisfy the M.Arch core requirement for one semester of 575.

Or

- ARCH 575: Integrative Architecture Design Studio:

Schematic design and development of a public building focusing on the integration of environmental, structural, and building envelope systems, while also addressing issues of accessibility, life safety, environmental stewardship, and site conditions. Field trips may be required.

Prerequisite: ARCH 536 and ARCH 537.

REQUIRED COURSE WORK: 8 credit hours

- ARCH 535: Design of Tall Buildings
- ARCH 538: Integrative Design of Buildings

DESIGN AND FABRICATION

Students who declare this concentration must complete a minimum of 21 credit hours of coursework with a focus on design and fabrication. Specific course requirements are detailed below.

Courses in this area combine conceptual development of details with hands-on material experimentation. Students are introduced to methods that help resolve the total design environment, especially the design of human-scale elements. Detail and Fabrication encourages students to make a positive and lasting contribution to the built environment by thinking about large and small-scale interventions simultaneously. Required Coursework:

ARCHITECTURE STUDIOS: 12 credit hours

Two semesters of graduate-level design studios (6 hours each) as described below.

- ARCH 571 Design: Detail and Architectonics:

Design studio investigations of multiple techniques and methodologies addressing the design and fabrication of small-scale architectural constructions, explorations of specific sites and places, and interdisciplinary projects. Field trips may be required. Shop safety orientation required. May be repeated in separate terms to a maximum of 12 hours. Prerequisite: Graduate standing or consent of instructor.

ELECTIVE COURSE WORK: 9 credit hours

- ARCH 400+: Arch Detail and Fab Seminar

Elective courses on Detail and Fabrication topics totaling at least 9 credit hours (generally three courses @ 3 hours each). Please reach out to the Program Chair or the graduate advisor for program offerings. Faculty in other Program Areas may, on occasion, offer 400- or 500-level courses that are appropriate for the detail and fabrication concentration. Courses offered in other departments of the University, such as Art and Design and Engineering, may also address topics in detail and fabrication.

With prior approval, students may fulfill up to 3 credit hours for the concentration with such coursework. In such cases, the Chair of Detail and Fabrication, in consultation with the student's advisor, may approve the course for fulfillment of the concentration. This can be completed by email.

Deadline for Registration:

Students can declare a concentration in any of their first three full-time semesters in their M.Arch Program. No concentration will be approved if submitted in the student's last full-time semester in the program

HEALTH AND WELL-BEING

Concentration Coursework:

Students who declare this concentration in health and wellbeing must complete a minimum of 22 hours of coursework with a focus on health and wellbeing. Specific course requirements are detailed below.

ARCHITECTURE GRADUATE STUDIO (One @ 6 hours = 6 hours)

(This studio also forms part of the standard M.ARCH Core curriculum.)

- ARCH 572 Studio (One at 6 hours = 6 hours)
- ARCH 572 - To be taken from a faculty member whose primary program area affiliation is health and wellbeing or as jointly approved by the chair of the health and wellbeing program area and the concentration advisor. Studios with the ARCH 572/575 rubric may be used to fulfill this concentration requirement.

Students in the concentration are strongly encouraged to consider participation in the Chicago studio during their MARCH program to explore health and wellbeing topics in the context of urban neighborhoods and communities.

ARCHITECTURE GRADUATE COURSES (Four or more at 2-6 hours = 16 hours) (These courses also fulfill elective requirements for the M.ARCH degree.)

REQUIRED COURSEWORK (8 hours)

- ARCH 563: Social and Behavioral Research in Designed Environments (credit: 4 Hours)
Introduction to methods and techniques for systematically generating social and behavioral data relevant to programming, design, and evaluation of physical environments. Prerequisite: Graduate standing in architecture, landscape architecture, or urban and regional planning.

- Either: (credit: 4 Hours)
 - o ARCH 521: Advanced Applications in the Built Environment, Architecture and Global Health and Well-Being (4 Hours).
This course addresses topics at the intersection of environmental conditions and human health around the globe and engages students in reading, discussing, and applying the results of the latest research and translational studies linking environmental design to health in a range of diverse cultural contexts. Students consider the application of research to everyday practices and decision making, as well as to professional design, planning, and community health practices and engage in a secondary-source research project. Prerequisite: Restricted to graduate students.

 - or

 - o ARCH 522 Advanced Research in Environment, Architecture and Global Health (4 Hours)
This course examines seminal and current research at the intersection of environmental conditions and human health around the globe. It introduces techniques for locating and interpreting research and synthesizing findings. Students explore a range of epistemologies and research ontologies, compare results and utility for health-focused architectural and environmental design and policy interventions.

Students apply research to professional design, planning, and community health- focused problems and decision making, and engage in a secondary-source research project. Prerequisite: ARCH 321 or ARCH 521, Restricted to graduate students.

ELECTIVE COURSEWORK (8 hours)

Students will take at least two additional elective courses, selected in consultation with the health and wellbeing advisor

One elective health and wellbeing course. This course may be taken within the School of Architecture or from an outside unit. (credit: 3 - 6 Hours).

To fulfill this requirement, students may take a second ARCH 572 studio or ARCH 522 (if they have taken 521 to meet the requirement above), or one of the following Health and Wellbeing courses offered by the school.

- ARCH 423 Soc/Beh Factors in Design credit: 3 Hours
- ARCH 424 Gender & Race in Contemporary Arch credit: 3 Hours
- ARCH 596 Seminars (Special Problems in Health and Wellbeing) credit: 2-4 Hours

In consultation with the health and wellbeing advisor, students may also select a course from a unit outside the School of Architecture, or an ARCH 571, 573, or 574 studio that addresses a health and wellbeing topic; or an ARCH 576 seminar; or another topical course.

- One or more courses from a unit outside the School of Architecture (credit: 2 - 5 Hours).

Course(s), approved in advance by the health and wellbeing advisor, must be focused on health and wellbeing and be taught in a unit outside of the School of Architecture.

HISTORY + THEORY + PRESERVATION

The History + Theory + Preservation program area (HTP) is dedicated to the important role that architecture, landscapes, and building practices play in shaping the world we live in. We believe architects and historians should work together as stewards of the constructed world and act as advocates for a more equitable built environment.

Deploying humanistic and interdisciplinary methods, courses and faculty research explore the past and present global built environment at all scales, through analysis of both objects and texts. Students are trained to interrogate both broad questions and microhistories to reveal manifestations of human making and use of the built form, societies' interpretation and reception of architecture over time, and the changing nature of design thought and practice. Faculty research and teaching interpret and theorize architecture and identity, memory, and materiality, among other areas of interest, frequently focusing on transcultural zones from the deep past to the present.

Faculty in the HTP program area pursue research that critically examines the formal and social structures of design and construction processes. Students build skills related to humanities-based interpretation of design, adaptive reuse and historic preservation, cultural heritage consulting, building forensics, and further graduate study in architectural history and theory. At its core, HTP promotes critical thinking and research skills that connect the design of the built environment to larger questions about culture, technology, sustainability, and social justice.

Our program has particular strengths in the study of architecture of the Americas, construction history and history of technology, and global practices in heritage studies and historic preservation.

Graduate students who pursue a concentration in the HTP concentration are encouraged to consider the [Graduate Minor in Heritage Studies and Preservation](#), an interdisciplinary program that provides instruction related to policies and practices in heritage studies and historic preservation, as well as study at the Master's and PhD levels.

REQUIRED COURE REQUIREMENTS: 16 Hours

- ARCH 419: Historic Building Preservation (3 hours)
This course Introduces historic preservation: legal, financial, and administrative assistance, graphic

examination of restored buildings and sites, and application of conservation technology.

If the student completed this course as part of their undergraduate degree requirements, students should enroll in an ARCH 5XX elective, a graduate level seminar in architecture history, theory, or preservation selected from a list of approved by the program chair.

- ARCH 517: Modern Architectural History, 1850-Present (3 hours)
This course is a survey of significant buildings, movements, and figures of modern and contemporary architecture, contextualized in the social, cultural, political, economic, and technological developments of their time. It outlines the development of Modernist, postmodernist, and contemporary architectural thought. Key themes include industrialization and modernization, the development of global Modernisms and postmodernism in the twentieth-century, regionalism, globalization, the sustainability movement, and the development of digital technologies in architecture.
- ARCH 577: Theories of Architecture (4 Hours)
Review of principles of architectural design; factors in programming architectural requirements; design development; and evaluation and criticism. Prerequisite: ARCH 517 or consent of instructor.
- Electives: Students should select 2 courses for a total of 6 hours in consultation with the HTP advisor. Note: Only one course may be an Independent Study. Independent Study courses must be approved in advance by the HTP advisor

OPTIONAL COURSES

- LA-500 Level: With approval from the program chair, LA 505 and LA 594, and others may be permitted.

URBANISM

Required Coursework:

Students who declare this concentration must complete a minimum of 21 hours of coursework with a focus on urbanism. Specific course requirements are detailed below.

ARCHITECTURE STUDIOS ARCH 574 Studios (Two @6 hours = 12 hours).

- These studios also form part of the normal M.ARCH core curriculum.
 - o ARCH 574 (One) To be taken from a faculty member whose primary program area affiliation is urbanism or as approved by the chair of the urbanism program area
 - o ARCH 574 (Two) To be taken from a faculty member whose primary program area affiliation is urbanism or as approved by the chair of the urbanism program area

Students are strongly encouraged to consider participation in the Chicago Studio in the first semester of the second year.

ARCHITECTURE GRADUATE COURSES (Two at 3 hours = 6 hours)

(These courses also fulfill elective requirements for the M.ARCH degree.)

- ARCH 400 and 500-level Coursework

Coursework taken for completion of the urbanism concentration must focus on issues of urbanism. Faculty in the urbanism program area offer a wide variety of graduate courses. In any given semester, these may have an appropriate focus for the urbanism concentration, and in other semesters they may not. Each semester, urbanism faculty determine collectively which courses will be accepted for the urbanism concentration.

- OTHER GRADUATE COURSES

In addition, faculty in other program areas may on occasion offer 400 or 500-level courses that are appropriate for the urbanism concentration. In such cases the Chair of Urbanism in consultation with the student's advisor and after reviewing a formal request from the student may approve seminars taught by Architecture Faculty not in the Urbanism Program Area.

ADDITIONAL ELECTIVE COURSEWORK (3 hours)

(These courses also fulfill elective requirements for the M.ARCH degree.)

Students must complete a minimum of 3 additional elective hours in course work related to urbanism.

These hours must be acquired outside the School of Architecture. Students may tailor this course to their own interests within the concentration. Students are encouraged to seek out special topics courses that vary by semester in other units and that are applicable to the urbanism concentration and the interest of the student. Courses must be approved by the advisor.

Master of Architecture Track 2

Professional Master of Architecture Degree - Limited Standing

The variable-length professional degree program has been designed for applicants who have a bachelor's degree in any field other than architecture. Emphasis is placed on the development of sufficient background in introductory architectural studies so that the applicants may successfully complete the equivalent of the Track 2 program described above.

Applicants accepted into this program will initially be admitted with limited status. Full status may be attained by completion of introductory architectural studies. Once full status is attained, a minimum of 54 hours of graduate work is required for completion.

The time necessary to complete the program will depend on the nature of undergraduate coursework completed by the applicant. Candidates attaining full standing may complete the program in two years of full-time academic study.

	TYPICAL PROGRAM OF STUDY	
FALL		
ARCH 471	DESIGN STUDIO	6
ARCH 231	ANATOMY OF BUILDINGS	4
ARCH 210	INTRO TO HISTORY OF WORLD ARCHITECTURE	3

ARCH 481	CONCEPTS AND THEORIES OF ARCH DESIGN	1
ARCH 483	STRATEGIES OF ARCHITECTURAL DESIGN	1
	FIRST SEMESTER CREDITS	15
SPRING		
ARCH 472	DESIGN STUDIO	6
ARCH 232	STRUCTURAL FUNDAMENTALS	4
ARCH 482	DRAWING AND MODELING	1
ARCH 484	REPRESENTATION	1
ARCH 400+	HISTORY ELECTIVE	3
	SECOND SEMESTER CREDITS	15
SUMMER		
ARCH 47X	DESIGN STUDIO	6
	THIRD SEMESTER CREDITS	6
FALL		
ARCH 57X	DESIGN STUDIO	6
ARCH 433	DESIGN OF STEEL AND CONCRETE STRUCTURES	4
ARCH 434	ENVIRONMENTAL CONTROL SYSTEMS I	5
400+	ELECTIVE	3
	FOURTH SEMESTER CREDITS	18
SPRING		
ARCH 57X	DESIGN STUDIO	6
ARCH 517	MODERN ARCH HISTORY, 1850-PRESENT	3
ARCH 593/538	DESIGN AND CONSTRUCTION FUTURES	3
400+	ELECTIVE	3
	FIFTH SEMESTER CREDITS	15
ARCH 57X	DESIGN STUDIO	6
ARCH 521	ADV ENVIRONMENT, ARCH, AND GLOBAL HEALTH	4
ARCH 536	PLANNING AND DESIGN OF STRUCTURAL SYSTEMS	4
ARCH 577	THEORIES OF ARCHITECTURE	4
	FIRST SEMESTER CREDITS	18
SPRING		
ARCH 57X/575	DESIGN STUDIO OR INTEGRATIVE DESIGN STUDIO	6
ARCH 501	PROFESSIONAL PRACTICE	3

ARCH 537	ENVIRONMENTAL CONTROL SYSTEMS II	4
400+	ELECTIVE	3
	SECOND SEMESTER CREDITS	16

CORE CREDIT TOTAL	94
ELECTIVE CREDIT TOTAL	9
DEGREE TOTAL	103

MSAS

Our Master of Science degree enables students to develop specialized research skills to meet the challenges of tomorrow's environmental design professional. The MS degree is also appropriate for students preparing for academic careers. The program is open to students holding a degree in architecture, as well as students with experience and degrees in allied fields who seek new ways to engage in environmental design through advanced research skills. Students develop a specialized focus in one of the school's program areas or craft their own focus through courses within the college and across campus. To earn this degree, students must complete a total of 32 hours of graduate credit.

This degree is not accredited by the National Architecture Accrediting Board (NAAB).

	MSAS Typical PLAN of Study	
400+	Architectural electives in focused area of study	16
400+	Electives in focused area of study	16
Total Hours		32

Coursework should consist of a minimum of 12 hours of 500-level classes.

With/Structures Concentration

The School of Architecture offers a structures concentration under its MSAS degree program. Completion of this in-depth plan of study will result in recording of structures as a concentration on the student's transcript under the MSAS degree. Pre-requisite subjects for the structures concentration include the following: calculus I and II; statics and dynamics; mechanics of materials; one course in structural steel design; and one course in reinforced concrete design. Students without these pre-requisites may enter the structures concentration upon completion of their pre-requisite courses. Students interested in participating in the structures concentration must be admitted to the School of Architecture's MSAS degree program; register their intent to enter the structures concentration with the School's Student Services Office prior to completing their first semester in their degree program; and complete 27 graduate credit hours of architectural structures courses from the required courses list below.

	TYPICAL PLAN OF STUDY of MSAS (Structures)	
FALL		
ARCH 550	Reinforced Concrete Design	4
ARCH 551	Structural Analysis	4
ARCH 554	Adv Steel Design	3
ARCH 595EQ	Seismic Design of Buildings	3
400 +	Elective	2
	First Semester Credits	16
SPRING	Second Semester	
ARCH 552	Soil Mech and Foundations	3
ARCH 556	Advanced Structural Planning	4
ARCH 553	Adv Reinforced Concrete Design	3
ARCH 560	Advanced Structural Analysis	3
400 +	Elective	3
	Second Semester Credits	16
Total Hours		32

CORE CREDIT TOTAL	27
ELECTIVE CREDIT TOTAL	5
DEGREE TOTAL	32

JOINT DEGREE PROGRAMS

Civil Engineering, MS and Architecture, M.ARCH

This joint degree program offers qualified applicants the opportunity to develop competence in a career that combines the disciplines of architecture and civil engineering (construction management) or (structural engineering). For entry into these programs, applicants must satisfy the admission and performance requirements of each academic unit. Application for admission should be made to the School of Architecture. Admission to the other unit may be sought after the first semester of graduate study in architecture.

Candidates entering the program with a four-year baccalaureate in architectural studies must complete at least 78 (32 in Civil Engineering and 46 in Architecture) hours of graduate work and, if admitted with

full status, may complete the program in five semesters. Candidates entering the program with a five-year Bachelor of Architecture degree must complete 64 hours of graduate work and, if admitted with full status, may complete the program in four semesters.

Master of Architecture and Master of Urban Planning

This joint degree program offers an opportunity to obtain an education for a career that combines the disciplines of architecture and urban planning. For entry into this program, applicants must satisfy the admission requirements of each academic unit. Application for admission may be made either simultaneously to both units or in sequence.

Candidates entering the program with a four-year baccalaureate in architectural studies must complete at least 86 hours of graduate work (54 in Architecture and 32 in Urban Planning) and, if admitted with full status, may complete the program in six semesters and one summer session. Candidates entering the program with a five-year Bachelor of Architecture degree must complete at least 64 hours of graduate work (32 in Architecture and 32 in Urban Planning) and if admitted with full status, may complete the program in four semesters and a summer session.

Master of Architecture and Master of Science in Architectural Studies

The School of Architecture offers a joint Master of Architecture (M.Arch.)/Master of Science in Architectural Studies (MS in AS) degree program for students interested in pursuing both an M.Arch. degree as well as one of the concentrations offered through the MS in AS degree program. Completion of in-depth programs (e.g. Structures) will result in recording of the concentration on the student's transcript under the MS in AS degree.

Students interested in participating in the joint M.Arch./MSAS degree program must be admitted to and meet all requirements of each degree program and complete a minimum of 82 credit hours of graduate work (50 hours in M.Arch and 32 hours for MSAS). Students with no undergraduate degrees in architecture and participating in the four-year M.Arch. degree program may petition to enter the joint M.Arch./MSAS degree program upon completion of their required undergraduate courses.

The MSAS degree is not a NAAB accredited program. The M.Arch. degree is a professional degree accredited by the National Architectural Accreditation Board (NAAB) and has the STEM designation.

10. Registration

Graduate students may register for a maximum of 20 credit hours in each fall and spring semester and 12 hours in the summer term. To request an overload, a student must complete a graduate student petition, available via the [Graduate College Student Portal](#).

International students must register for a minimum of 8 credit hours in each fall and spring semester. Registration in the summer term for international students is not required unless it is the student's last semester. English as a Second Language (ESL) courses which are **required** via the ESL placement test will count as four hours toward total registered hours even if the registration is listed in the registration system as zero hours.

Students can audit courses by completing an [Auditor's Permit](#). This form **must** be signed by the instructor and submitted to the Graduate College no later than the 10th day of instruction

Deadlines for graduate students are different than those for undergraduate students. Graduate students have until the 10th day of instruction to add courses online. Your class schedule should be finalized at this time. Students wishing to drop below 8 hours in the fall or spring semester may do so by completing a Late Registration/ Late Course Change form (international students must remain registered for 8 hours via the [Graduate College Student Portal](#)). If a student wishes to drop after the posted deadline, approval is required by the Graduate Programs Office and a "W" is recorded. Students who wish to add courses after the 10th day of instruction must complete a Late Registration/Late Course Change form and obtain approval from the course instructor and the Graduate Programs Office.

Cancellation/Withdrawal

Cancellation of registration is only permitted if a student has not attended classes and has not used any University services. In order to cancel registration and avoid payment of tuition and fees, the student must complete a [Withdrawal/Cancellation form](#) and submit it before 5:00 pm on the last business day before the first day of instruction of the term. Retroactive withdrawals are generally not permitted. Approval from the Architecture Graduate Programs Office and International Student and Scholar Services (international students only) is required before submitting the form to the Graduate College.

A student who wishes to drop all courses after the cancellation deadline must withdraw from the University for the term. A student must complete the [Withdrawal/Cancellation form](#) as mentioned above.

11. Courses

Graduate students should meet with their advisor to determine courses the student should take to achieve their goals. Sample curricula for MS students are available on the [Graduate Resources webpage](#). Graduate students may choose from courses offered throughout the University and are not restricted to IE and SE courses. Some courses may be closed to certain groups of students (for example, ARCHITECTURE restricts some of their 500-level courses to students in the Master of Science in Financial Engineering program). If a student has difficulty getting into an IE or SE course, the student should seek the assistance of the Undergraduate Programs Office in 104 Transportation Building. If a student has difficulty getting into courses from other departments, the student should seek the assistance of the staff in the department which offers the course.

Courses with S/U Grading (Satisfactory/Unsatisfactory)

Graduate students who enroll in courses with S/U grading cannot use the credit hours from the course toward their graduation requirements.

Incomplete/Deferred Grades (I/DFR)

An incomplete grade is an approved extension of time to complete the final examination or other requirements of a course. A deferred grade is used in courses extending over more than one semester. Occasionally, students will earn one of these grades if the student did not complete the requirements of the course during the semester of enrollment. **If a student earns this grade, the student has until reading day of the following semester (summer not included) to complete the requirements of the course. If**

the student does not complete the requirements of the course, the grade automatically rolls to an F. Thesis research courses (599) are not included in this rule.

Transfer Credit

There are two types of credit that a graduate student may wish to transfer. Graduate students may wish to transfer credit completed outside the Graduate College, or credit from one graduate degree to another, within the Graduate College at the University of Illinois.

See the [Graduate College Handbook](#) for information and regulations, which can be found starting on page 27.

12. Graduation

Students must add themselves to the pending degree list in [Self Service Portal](#) prior to the posted deadline by clicking the Graduation tab and applying to graduate (this process is separate from commencement). If a student is unable to add themselves the student must notify the Graduate Student Services Office. If the deadline is missed, additional paperwork (petition for deadline exception and the [Add/Remove from Degree List form](#)) will be required for the student to apply for graduation.

13. Finances/Funding

Research and teaching assistantships provide students with funding in exchange for work done at the University. All Architecture students who receive an assistantship of 25% or greater will also receive a base rate tuition waiver, health service fee waiver, 80% health insurance fee waiver, AFMFA fee waiver, Library/Technology fee waiver, and Service fee waiver (subject to change as determined by the [Graduate College](#). See the Graduate College web- site for more information). Teaching assistantships are assigned by the Graduate Programs Office. Students with an assistantship of 25% or greater must register for a minimum of 8 credit hours for the fall or spring term. Students are not required to register in the summer term if they hold an assistantship unless it is their last semester.

Research assistantships are appointed by individual faculty members.

The acceptance of an appointment requires the student to be on campus and available to their supervisor during the appointment dates outlined in the offer letter, with the exception of University holidays. A student must receive prior approval from their supervisor and the Graduate Student Services Office if they will be away from their responsibilities. Failure to report to work may result in disciplinary action, termination, and/or non- reappointment of an assistantship.

You may also check the [Graduate Assistantship Clearinghouse](#) for job openings across campus.

Many fellowships are available on the [Graduate College Fellowships website](#).

Students with waiver-generating fellowships must register for a minimum of 12 hours during the fall or spring semester in which the fellowship is granted. Students with a twelve-month fellowship appointment are required to register for at least four hours in an eight-week course during the summer. If a student receives an assistantship of 25% or greater in the spring semester, the summer tuition, service fee, AFMFA fee, and the Library/Technology fee are waived during the summer months. The health service fee and health insurance fee are not waived.

Teaching Assistants

Teaching assistantships and renewals are competitively awarded based on student performance, academic progress, prior TA performance, the school's obligation to the student as determined by the original admission letter, and other accomplishments of the student. The number of teaching assistantships offered by the School is dependent upon the available financial resources and need of the Department.

Teaching Assistantship Requirements:

- Must be admitted to the graduate program
- Must be in good academic standing (not on probation, not on Limited Status admission)
- Must have a passing spoken English proficiency score or English must be the native language
24+ TOEFL Speaking
8+ IELTS Speaking
3+ [OEAI](#)**
- Must attend Graduate Academy (only once)
- Must apply for a teaching assistantship position (Notification is sent out via email)
- Must be present and available to their supervisor during the appointment period (except official University holidays)

August 16-December 31 for fall term

January 1-May 15 for spring term

Ability to meet these requirements DOES NOT guarantee a teaching assistantship position. Master's students may hold a teaching assistantship for a maximum of 4 semesters.

**Students who do not meet the English proficiency requirement may take the [Oral English Assessment Interview](#) offered by the [Department of Linguistics](#). If a student passes with a score of 3 or higher, the student is eligible to be a teaching assistant. However, requires the student to take ESL 508 the semester of or the semester prior to holding the teaching assistantship. A score of 4 or higher is considered passing. Students interested in taking the OEAI will sign up with the Graduate Programs Office. Watch for the email notice. The OEAI is offered during the semester; therefore, a student who passes is not eligible to be a TA until the following semester.

Conference Funding

The Graduate College awards [Conference Presentation Awards](#) twice per year for students presenting at professional conferences. The amount awarded is based on the distance between the University of Illinois at Urbana-Champaign campus, the student's conference destination, and scholarship qualify. The award is competitive. Students are eligible for one award per academic year.

14. Graduate Forms

Graduate students may use a Graduate Student Request Form via the [Graduate College Student Portal](#) to petition for an exception to a Graduate College policy or deadline, add/drop a minor or concentration, a curriculum change, re-entry, or transfer credit. The Graduate College petition requires very specific

information to be included in the petition/record request depending on the petition or record request type, below is a list of guidelines for submitting a student record request or petition.

All record requests/petitions require two signatures from the department, and in some cases, signatures of staff outside the department. Please inform your advisor and outside signatories (if applicable) of your intention to submit a record request or petition.

Petitions and Forms Located in the Graduate Student Portal and the Required Completion Components

Minor or Concentration

- Effective Term - What semester do you want the addition or removal of a minor or concentration to go into affect.
- Program Name and Code or Minor and Code
- Courses used toward minor/concentration (course number, title, CRN, credit hours, and term)

Re-entry

- Required for international students if not registered for one spring or fall term. Required for domestic students if not registered for 3 terms.
- Term of re-entry
- Program of re-entry
- Program code if new program
- Time extension, if needed
- International students must include: [International Verification Form](#), [Declaration & Certification of Finances](#), and a
- letter from department of financial support (if applicable.)

Note: Students seeking re-entry after being away for 5 years or more must complete a new UIUC application for graduate admission. Please note that you do not need to pay an additional application fee.

Students seeking re-entry and have been away for less than 5 years may complete the petition for re-entry via the petition process.

Time Extension-Expected Graduation Date (EGD)

- Specify length of time extension (max 1 year)
- Timeline for degree completion (Include dates/terms for milestones: Quads, prelim, final, and deposit dates)

Overloads (>20 hrs. spring/fall OR > 12 hrs. summer)

- Specify total number of hours requested
- Why needed
- Why capable of course load/history of heavy course loads?
- If after 10th day, please submit a Late Registration/Late Course Change Form via the [Graduate](#)

Transfer Credit-One graduate degree program to another within UIUC Graduate College

- No limit on number of hours
- Courses to transfer (must include course number, title, CRN, credit hours, and term)
- Degree program code courses are to be transferred to
- A request will be made to original department for statement that course(s) were not used toward any degree or transcribed Certificate

Transfer Credit-General Information from Outside UIUC Grad College

- Limited to 12 hours and can only apply toward master's or Stage I of PHD
- Not previously used toward a degree or transcribed certificate
- From an accredited institution
- "B" or better grade as earned grade
- Graduate level courses
- Not applicable toward Stage II or III of doctoral degrees
- Department determines "age" of coursework

Transfer Credit-Non-degree UIUC

- List Courses for Transfer (course number, title, CRN, credit hours, and term)
- Degree program courses are to be transferred into
- 12 hours max, unless credit was earned within the Graduate College
- "B" or higher earned letter grade

Transfer Credit-From other accredited institution

- Indicate if the course transfer is 400 or 500-level for each course
- Courses to transfer (all possible information)
- Specify total hours requested (12 hrs. max)
- Original, official transcript, less than 6 months old (sent directly to department or Graduate College)
- Letter from institution affirming courses not applied towards any awarded degree or certificate

Transfer Credit-UIUC Undergrad or Professional

- [Change of Course Level Form](#)-GC petition not required in most cases
- Petition required if grade is below a "B" or student is requesting to transfer more than 12 hours
- If using a course with a grade lower than a "B" grade, provide justification
- If requesting to transfer more than 12 credits, provide justification.
- Completed Change of [Course Level Form](#)

Retro Grade Mode Change (Standard; Credit/No Credit; Audit)

- Course Information (course number, title, CRN, credit hours, and term)

- Why deadline missed
- Audit Only:
 - o Instructor's Signature and statement that student never participated or completed assignments or exams (obtained by dept)
 - o Completed Audit Form

Retroactive Course Drop or Decrease in Credit Hours

- Course Information (course number, title, CRN, credit hours, and term)
- Why deadline missed?
- Why Exception?
 - o Instructor signature & statement including last date of attendance, participation, assignments completed (obtained by dept)
- **Decrease Hours only: Supplemental Grade Report Form (obtained by dept.)**

Retroactive Withdrawal/Cancellation

- Last date of attendance or participation
- Why deadline missed? Why exception?
- Withdrawal/Cancellation Form (International students must obtain ISSS signature)
- Medical documentation if applicable

Retroactive Registration Corrections

- **Must be for same number of hours in same term**
- Course Information (course number, title, CRN, credit hours, and term)
- Instructor signature(s) and statements (obtained by dept)
- **Supplemental Grade Report Form (obtained by dept)**

Reinstatement after Dismissal for Low Cumulative GPA

- For what term?
- Cause of academic difficulty
 - o Plan for raising GPA in one term (If not mathematically possible, must acknowledge, and put a plan and expectations in petition; petition still required each term)
- Medical or other documentation

Thesis, Dissertation, Committee Policy

- What is requested
- Why deadline missed?
- Letter from Dept. Head if requesting to deposit after one year after defense (if applicable)

Other forms may be found on the Graduate College [Forms website](#). Not all of these forms are necessarily for use by graduate students.

15. Academic Leave of Absence Policy/Absent Without Leave

Graduate students in degree-seeking programs are entitled to a total of two terms (fall and/or spring semesters) of academic leave. A student is required to document their request for leave and meet eligibility requirements. Students must meet with their advisor and the Graduate Programs Office before the first day of classes of the term of non-enrollment to apply for and receive approval for an Academic Leave of Absence.

There are two categories of Academic Leaves of Absence:

- **Personal Academic Leaves of Absence** may be requested for a variety of reasons, including but not limited to leave for health reasons, personal reasons, active military service, or to take care of dependents or family members. Students who are on an approved Personal Academic Leave of Absence must use the leave for personal reasons and not to make progress on the degree. In addition, students on Personal Academic Leaves of Absence should not expect faculty to provide feedback on academic work, including proposals or drafts of theses.
- **Academic Progress Leaves of Absence** may be requested for instances of academic activity such as study abroad, when the student registers at another institution; fieldwork when the student is not using UIUC resources including faculty time; or receiving financial support paid through the University. Students who are on an approved Academic Progress Leave of Absence do use the leave to make progress toward completion of the degree, but must not use campus resources. Expectations of progress to be made during the leave should be documented in the student's academic file.

Student status does not change during the period of an approved leave of absence. Standing that was in place at the time of the leave is not changed at the time of return as long as the conditions of the approved leave are met.

The Graduate College policy on time to degree applies and must be addressed in the record of the approved leave. If by requesting leave the student is going to go beyond the degree program's approved time to degree during the leave, then the student also needs to submit a petition for the extension of time limits for the degree through the [Graduate College Student Portal](#) at the time of the request for academic Leave.

Students with an approved Academic Leave of Absence must ensure that they have cancelled their registration for the term during which the leave will occur before the first day of classes.

Faculty are not required to provide feedback for work by students who are not enrolled. For example, feedback on thesis chapters or grading work submitted as a requirement to change an incomplete grade.

Procedure to Request an Academic Leave

Requests must be approved by the Department prior to the first day of classes of the intended semester of leave. To request a formal academic leave, the student must complete the following before the first day of classes of the term of non-enrollment:

Complete the [Request for Academic Leave of Absence](#) form

If necessary, complete a petition to request an extension of time to degree and include the [Academic Plan for Completion of Degree Requirements](#) form attached to your petition.

International students must meet with an ISSS advisor and obtain a signature on the Request for Academic Leave of Absence form and meet with her/his advisor and the Assistant Director of Graduate Studies, either by phone or in person, to review the request.

Return from Approved Academic Leave of Absence

Domestic Students: Domestic students must notify the department of their intent to return so that the department may review and confirm the student's academic status at the time of return. If a domestic student has not been enrolled for three consecutive terms including summer, the student must complete and receive approval on a Graduate College Petition for Re-entry. The approved Academic Leave of Absence form must be attached to the Petition for Re-entry to document the approved leave terms and for the return to enrolled student status.

International Students: International students must notify the department of their intent to return so that the department may review and confirm their academic status at the time of return. Due to student visa requirements, all international students taking leave outside the U.S must complete and receive approval on a Graduate College Petition for Re-entry. The approved Academic Leave of Absence form must be attached to the Petition for Re-entry to document the approved leave terms and for the return to enrolled student status. International students taking leave outside the U.S. should begin this process **at least three months in advance** to allow for document processing and visa issuance, if required.

The Petition for Re-entry should be submitted via the [Graduate College Student Portal](#).

Absent Without Leave Policy

Degree-seeking graduate students are required to request a formal [Academic Leave of Absence](#) before non-enrollment for one or more terms, (fall or spring semesters only). There are potentially negative consequences for failing to request an Academic Leave of Absence. Students who do not enroll and do not meet with the department and document their status with an approved [Academic Leave of Absence](#) before a period of non-enrollment begins are considered Absent Without Leave. The department may put an advising hold on a student who is absent without leave. A student who is absent without leave may be prevented from re-enrolling, may have additional degree requirements to complete if allowed to return, or may be subject to new degree requirements.

Additional information regarding this policy is available in the [Graduate College Handbook](#), starting on page 21. Students are responsible for understanding the consequences of taking an approved Academic Leave of Absence and the Absent Without Leave Policy.

16. Registration In Absentia

In absentia is a registration type designed for students who wish or need to remain registered, but plan to be studying or doing research for at least one semester at least 50 miles away from campus. In absentia registration is not permitted for students enrolled in courses meeting on campus. Students may register in absentia for any number of credit hours. There is no decrease in tuition rates, but the University recognizes that such students do not access the full range of campus services and resources while away. Students

registered in absentia are only assessed the general fee. This fee provides students with access to their University email and access to library services. Students registered in absentia should make other arrangements for health insurance.

To register In Absentia, the student must submit the “In Absentia” Registration Request Form, available on via the [Graduate College Student Portal](#). In absentia requests are only accepted for the current/upcoming term and must be submitted by the 10th day of classes. Students must be registered for ALL courses prior to submitting the request.

Appropriate uses for “In Absentia” registration include: internship, research at another institution, etc.

17. Change of Curriculum

Graduate students may transfer to a new department after spending at least one semester in their program of admission.

Students who wish to transfer out of the School of Architecture must contact the department they wish to transfer to and follow their guidelines for transferring.

This petition is also located via the [Graduate College Student Portal](#).

18. Grievance Policy

In the event a graduate student has a conflict or problem with any faculty or staff, every effort should be made to resolve the issue informally, without invoking formal grievance procedures. In the event it is not possible to resolve a problem informally, a graduate student may elect to file a formal grievance. Please review Chapter 9 of the [Graduate Handbook](#) for information regarding conflict resolution and grievance procedures.

