COLLEGE OF ENVIRONMENTAL DESIGN
DEPARTMENT OF ARCHITECTURE
UNIVERSITY OF CALIFORNIA
BERKELEY

PH.D. HANDBOOK
2017-18

Contents

1. PROGRAM DESCRIPTION

The degree "Doctor of Philosophy in Architecture" is conferred upon qualified candidates in recognition of the fulfillment of the program requirements, command of specific areas of specialization, and an original contribution in one of those areas. The dissertation, the culmination of the Ph.D. degree program, establishes the candidate's mastery of the research methods of his/her specialized field and his/her ability to address a major intellectual topic and arrive at a successful conclusion. The Ph.D. degree in Architecture is appropriate for those seeking careers in research and teaching in architecture and its related areas, or in roles in government or professional consultation, all of which require depth in specialization and experience in research.

The normative time to degree is six years. The University requires all doctoral students to fulfill a minimum residency requirement of two years and 48 units of coursework. Full-time students are expected to take 12 units minimum per semester. The students complete various program requirements in research methods, inside field specialization and one or two outside fields relevant to the dissertation topic. They must also successfully complete a written pre-qualifying and an oral qualifying exam which allow them to advance to candidacy and undertake dissertation research. The Ph.D. is awarded on completion of a written dissertation approved by the faculty supervisors of the dissertation.

The Ph.D. program encourages its students to build intellectual community and to participate in national and international venues of scholarship. Doctoral candidates regularly present their research at American Society of Heating, Refrigerating and Air-conditioning Engineers, Center for the Built Environment, International Association for the Study of Traditional Environments, International Building Performance Simulation Association, Society of Architectural Historians, and Townsend Center, and a variety of other conferences. Participating in such organizations and activities utilize the vast intellectual resources available to doctoral students at the University of California, Berkeley, both within their departments, across the campus, and beyond.

2. PROGRAM REQUIREMENTS

2.1. UNIT & COURSE REQUIREMENTS

A specific program of coursework will be developed on an individual basis through consultation with your advisor. Each student is required to sign up for a minimum of 12 units each semester for a total of 48 units to graduate. Half of the 48 units must be Graduate level Courses. Courses taken to fulfill program requirements (XX units) must be taken for a letter grade. Elective courses may be taken Satisfactory/Unsatisfactory but only one-third of the total units can be taken S/U.

Class Numbers which count towards degree requirements:

100-199 – Upper Division undergraduate courses
200-299 – Graduate Courses

Class numbers which do not count towards degree requirements:

0-99 - Lower Division Undergraduate courses
300 – Level Classes
600 – Level Classes

For all students, lower division courses in the University and the Department of Architecture (courses numbered 1-99) will not count towards unit degree requirements, but may be taken to support interests like beginning a foreign language or P.E. Also, any 375-level teaching course, though obligatory for being a GSI, will not count towards the degree. Arch 602, Preparation for Qualifying Exam will not count either.

Required Classes:

Fall semester:
Arch 281 – History, Theory and Society (HTS)
Arch 241 – Building Science, Technology and Sustainability (BSTS)

Spring semester:
Arch 298 – Independent Group Study (after Spring 2018, this will not be required)

All students are required to complete a research methods course in their first year in the program, [followed possibly by one additional optional methods course depending on availability. For those in HTS the methods class is Arch 281. For those in BSTS it is Arch 241. HTS students are also required to take a second methods class (this could be outside the Department)

2.2. PROGRAM OF STUDY

The program of study and research leading to the Ph.D. degree is to be carried out in two or three fields of specialization: one major ("inside") field and one or two related supplementary areas called "outside" fields (if you choose to have two Outside Fields, one of them may be in the Department of Architecture).

2.2.1. INSIDE FIELD

The Inside Field is pursued within the intellectual context of one of the department's two main areas of study: HTS and BSTS. There is a minimum of 9 units of graduate course work in the Inside Field of study in the department. Students in either field must confer with their individual advisor to determine what courses within the broad area best meet the Inside Field requirements, based on the student's interests. Inside fields outside of these areas may be undertaken by combining aspects from both areas of study, subject to support by qualified departmental faculty members who are available, willing, and competent to provide the necessary instruction and guidance.

1. BUILDING SCIENCE, TECHNOLOGY AND SUSTAINABILITY

The Building Science, Technology and Sustainability faculty at Berkeley study environmental quality in buildings, and ways of producing desirable environments in an energy - and resource - efficient manner. The environmental attributes studied (thermal, luminous, air quality, acoustic) have both physical and psychological dimensions. The intellectual objective of graduate research in building science is uncovering the processes by which a building affects its occupants, evaluating the human/economic/energy consequences of the effects, and incorporating this knowledge in new procedures to design more acceptable buildings. A secondary objective is to prepare the student for a career involving building science, technology and sustainability by having them participate in important funded research ongoing at Berkeley (at the Center for the Built Environment), and by engaging them in the activities of the professional societies where research is presented, debated, and put into forms that influence design practice.

Building Science, Technology and Sustainability research at Berkeley can be divided into the following categories:

- **Environmental requirements** for occupant: health, satisfaction, comfort, and productivity. We have worked extensively on thermal comfort standards appropriate for energy-conserving building design, on lighting and are also involved in ventilation and air quality standards. We have also developed climatic requirements for pedestrian safety and comfort in the outdoor environment.

- **Design of climatically-adapted buildings** that conserve energy and that may help preserve (in naturally heated, cooled, lit and ventilated buildings) long-standing architectural traditions and patterns of habitation. Although the general principles by which such buildings operate are well-known, it is very difficult to predict their actual performance in terms acceptable to a designer. We have developed a number of computerized design methods to help put climatically-adapted architectural and energy efficient mechanical systems on a quantified footing.

- **Integrated and personalized conditioning systems** to improve the energy efficiency and living quality in buildings, both at the large commercial and the residential scale. Our past work has concentrated on heating and ventilating, lighting, windows and glazing, and new solutions that provide occupants with control of their personal environments. We work on radiant and underfloor air distribution systems.

- **Post-occupancy evaluation** to assess the performance of the built environment. Buildings are for people and their voice should be heard. The research is based on the Center for the Built Environment (CBE) Indoor Environmental Quality survey. Surveys allow to objectively gauge which building services and design features are or are not working, and helps to prioritize the steps needed to improve occupant satisfaction and workplace productivity.

- **Innovative structures and new fabrication techniques** that transform the way buildings are designed, built, and operated. With this pioneering area, we are investigating a different approach to design and construction that integrates hitherto neglected structural behaviors such as bending and buckling as potential form-giving strategies for flexible and adaptive structural systems. By incorporating emerging building technologies such as elastic structures, smart materials, and 3D printing, we are exploring the potential of producing mass-customized functional parts that are tailor-made for their task and can provide a time and material-efficient alternative to traditional construction processes.

- **Parametric and generative design methods** to support architects in designing sustainable buildings from early design stages. Design decisions with the highest impact on future building energy consumption are typically made at conceptual stages. However, it has been difficult to develop ways to integrate energy and sustainability into those architecture design workflows. Taking advantage of recent developments in computational approaches, such as parametric and generative design, optimization through heuristics, and new evaluation metrics in daylighting and comfort, we develop innovative ways for early deployment of sustainability knowledge into architecture pedagogy and practice.

- **Design and simulation in immersive environments** allow architects to design and modify buildings within Virtual Reality (VR) or Augmented Reality (AR) platforms. Following the creation of our AR/VR Architecture laboratory, we are developing methods to support interactive design in immersive environments, and to simulate environmental factors from inside VR models. Using state-of-the-art, research grade simulation software, our platforms enable architects to get immediate and accurate feedback on the impact of design decisions on the sustainability performance of their buildings.

Coursework is largely decided on an individual basis through consultation between the student and his or her advisor. In general, each student will be required to develop competence in a range of building science and sustainability topics that border the main topic of interest. Students often participate in research projects conducted by the faculty for external sponsors. Thesis research can be structured in many ways, but must be based on an appropriate combination of theory, modeling, digital simulation, physical prototyping, and testing in the laboratory or field.

2. HISTORY, THEORY AND SOCIETY

The History, Theory and Society program offers M.S. and Ph.D. degrees to students interested in studying the history and theory of architecture, the built environment and contemporary urbanism in a broad social, political, and cultural framework. This approach accommodates a range of topics across space and time. Based on their interests and background, students can draw on historical and theoretical material from across the humanities to formulate areas of study and thesis and dissertation topics. Historically, the program was a pioneer in the study of non-western environments, an approach now updated to consider issues of development and globalization in the 20th and 21st century. The

program's emphasis is on situating architecture, building, and urbanism in a larger intellectual context through the use of contemporary social theory, historical analysis, and a variety of methods from ethnography to archival research.

[Students may situate their research interest in the comprehensive area of HTS, or may choose concentrations in Environmental Design & Urbanism in Developing Countries or Social and Cultural Processes in Architecture & Urban Design.

i. *HTS concentration:*
Environmental Design and Urbanism in Developing Countries (EDUDC)

The EDUDC concentration emphasizes an understanding of how the physical environment, in so-called "third world" nations is shaped by larger global, cultural, historic, social and economic forces.

Unlike similar areas of study in other schools, the Berkeley program is premised on two interlinked concepts: first, that the study of other cultures, societies, and peoples is a fundamental exercise for the creation of a better physical environment, and, second, that the first world can learn from the experiences of the third world as much as it can contribute to it.

The concentration is conceived as a horizontal link between the different areas of the curriculum within and outside the department. Courses offered in the concentration are often classified under Social and Cultural Processes, History of Architecture, City and Regional Planning, and Global Metropolitan Studies. Enrolled students are also expected to take courses in the departments of Anthropology, Geography, History, Sociology or International and Area Studies as needed. Topics being pursued in this area include third world urbanization, urbanism, squatting, informal housing, colonial and post-colonial urban development, and traditional dwellings and settlements. The International Association for the Study of Traditional Environments, based in the College of Environmental Design, serves as the research arm of this area of emphasis.

ii. *HTS concentration:*
Social and Cultural Processes in Architecture and Urban Design

Social research in a professional school of architecture often focuses on serving the profession, but it can also serve as a form of cultural criticism in the tradition of the humanities. Social research supports the profession through programming and evaluation research--those close observations of reality that can inspire new designs and refine existing paradigms. Alternatively, social research gives us the distance to stand back and observe what society is producing through its architecture and to comment on the wisdom or folly entailed.

Contemporary social research helps the designer conceptualize and learn about the needs of different people in different roles. At first, much of the research in the US emphasized this

behavioral level of analysis, but it has expanded over the last 45 years to include other levels. Accordingly, the field of person-environment studies now includes organizational, institutional, societal and cultural levels of analysis.

As the research field has expanded, methods have also expanded. Because studies can be behavioral, organizational, institutional, and/or societal and cultural, methods are correspondingly varied. Increasingly, social researchers in architecture use qualitative, interpretive and critical approaches to describe, analyze, understand, critique, and even advocate, while others might use quantitative and behavioral approaches to help resolve social-environmental problems in a wide array of settings.

2.2.2. THE OUTSIDE FIELD(S)

The purpose of the Outside Field is to develop adequate knowledge in one or more well-established, well-defined fields that are relevant to the dissertation but independent of it. The Outside Field is supposed to complement the major inside field without duplicating any part of it. Outside Fields should be selected which will broaden knowledge, expand methodological skills, and provide new insights for the major field of study. Previous degrees in another discipline that was listed as part of the admission application cannot be used to satisfy this requirement as a single field.

Completion of the Outside Field(s) implies the development of a competence in the field(s), particularly in terms of knowledge of theory, methods, literature and current issues.

3. *DEFINITION OF THE OUTSIDE FIELD*

An Outside Field may be a "general field," a "subfield," a "Designated Emphasis" or an "interdisciplinary area/regional studies" as described below:

- **General Field** is one carried out in an established doctoral-level program within the University of California. Examples of general fields selected by Ph.D. students have included:

  - Anthropology
  - Civil and Environmental Engineering
  - History of Art
  - City and Regional Planning

- **Subfield** may be an established study-area within the doctoral program in another department. Examples of sub-fields selected by Ph.D. students have included :

  - Environmental Health Science (sub-field in Public Health)
  - Control Dynamics (sub-field in Mechanical Engineering)
  - Urban Theory (sub-field in City and Regional Planning)
  - American History

- **Designated Emphasis** is an established Outside Field offered at the University level in an area already approved by the Academic Senate. Unlike other Outside Fields, the Designated Emphasis requires more courses and must be approved by the Designated Emphasis Advisor. Examples of Designated Emphases selected by Ph.D. Students have included:

    - Energy Science and Technology (Administered by the Mechanical Engineering)
    - Global Metropolitan Studies (Administered by the GMS Committee)
    - Global Urban Humanities
    - Computational and Data Science and Engineering Program (Administered by CITRIS)
    - New Media Studies

- **Interdisciplinary Area Studies** of a particular geographic region that is well represented by faculty on the campus and affiliated with an organized research unit (ORU). Examples of such area sties selected by Ph.D. Students have included:

    - Latin American Studies (CLAS)
    - Middle Eastern Studies (CMES)
    - South Asia Studies (CSAS)

4. THE REQUIREMENT

One Outside Field – 4 graduate courses min 12 units

Two Outside Fields – 2 graduate courses min 6 units per field

Unless the student is using a University wide "Designated Emphasis" with all its requirements, an Outside Field requires the completion of a minimum of 4 regular graduate courses for a letter grade with a minimum of 12 units. Since most graduate courses are 4 units, most Outside Fields will exceed 12 units. Under only special circumstances, the committee may grant an exception for the inclusion of one undergraduate upper division course (courses numbered 100+) provided that a case is made to justify it and the Outside Field application is submitted prior to enrolling in that course. Independent group study courses or individual independent study courses (298s and 299s) will not be used towards the Outside Field completion.

- FOR STUDENTS WITH A DEGREE IN ARCHITECTURE

Students with a degree in Architecture are allowed to pursue one Outside Field, or two related Outside Fields with a minimum of 6 units in each and two courses in each outside field taken for a letter grade. These two chosen fields must not duplicate or overlap with each other or with the major field and should be selected to provide supporting knowledge.

- FOR STUDENTS WITHOUT A DEGREE IN ARCHITECTURE

Students without a degree in Architecture are required to pursue two Outside Fields with the expectation that one of the outside fields will be another specialty field within the Architecture Department, other than their own (For example Social Processes, BSTS, EDUDC), etc .

- PROCESS OF SUBMITTING AND APPROVING OUTSIDE FIELD/S

☐ Outside Field Proposal Form

☐ Outside Field Completion Form
(Available on the Department website under Graduate Advising / Graduate Forms & Documents)

To begin the Outside Field process, discuss potential Outside Fields with the faculty advisor and define those subjects most appropriate to the Inside Field of research. This will also become part of the subject areas for the qualifying exam. Identify the faculty outside the Department of Architecture best qualified to become the advisor for the area. These advisors are often the faculty who will sit on the Qualifying Exam Committee and serve as the outside readers for the dissertation. Basic coursework in the intended Outside Fields may begin before approval but must not be completed until approval has been assigned.

Submit the Outside Field(s) Proposal forms along with a description of the Inside Field or tentative dissertation topic for approval by the Ph.D. committee. This should be part of the first year-end review, or, in any event, no later than the end of the second year and at least one semester before the qualifying examination.

Consistent with the requirements described above, the collaboration with the Outside Field advisor will develop the objectives, content, means for fulfilling, and demonstrating competence in the field. There should be agreement upon the most relevant courses to support the study. Ideally, course work will consist of established graduate level courses, not independent study classes, i.e. courses numbered 299 or 298.

The proposed Outside Field and corresponding forms must be approved by the Outside Field advisor and main faculty advisor. The advisors' chief interest is the appropriateness and compatibility of the proposed Outside Field to the Inside Field. If at some point a change in the outside field becomes necessary, it is possible to request changes in the same manner as for the original approval.
To complete the Outside Field(s), submit a copy of the Outside Field Completion form to the Architecture Graduate Office. The Outside Field advisor(s) will sign the form(s) indicating satisfactory completion of the work agreed upon in the proposal. Return the signed form(s) to the Graduate Office. The Graduate Office must receive the Outside Field Completion forms for the Outside Field/s before approval to take the qualifying examinations.

2.3. FOREIGN LANGUAGE REQUIREMENT – For Those in History, Theory and Society

The Graduate Division will accept any natural language with a system of writing with the exception of English and any pidgin or Creole of which English is the base, if the department certifies that 1) the language has scholarly value in the field; 2) the language is integral to the training of a particular

student; and 3) a person qualified to administer the examination is available. Computer language is not acceptable for use in satisfying foreign language requirements.

The requirement may be fulfilled as follows:

1.   One Language, High Proficiency

a.   Pass the examination for high proficiency (translation of a passage appropriate to the student's major field of interest of about l000 words in three hours without the aid of a dictionary);

OR

b.   Possess native ability in a language other than English, in which primary research will be carried out. (Proof of schooling through the secondary level in the native language is required.) To request native language in satisfaction of the language requirement, write a memo to the Architecture Student Affairs Officer making that request and state how it is relevant to the dissertation topic and proposed research methods, i.e. reviewing primary written sources, interviewing relevant individuals, or other information gathering methods.

OR

2.   Two Languages, Low Proficiency

Pass examinations at low proficiency level for two languages. Low proficiency examinations consist of the translation of a 300-word passage in 90 minutes with or without the aid of a dictionary.

To take a language examination in either high or low proficiency, ask a faculty member either within or outside the department who is proficient in the language selected and is willing to offer the exam based on the department's and University's guidelines. When the examination has been taken, it is graded by the examiner, who indicates whether or not the translation is of passing quality. The examiner gives both the translation, the passage translated, and his/her comments to the Architecture Student Affairs Officer. The language examination(s) -- then becomes part of the permanent student record, and is sent to the Graduate Division to show that the requirement has been satisfied. Students are urged to complete this requirement at least partially prior to the year-end review of their first study year. It must be fully completed prior to applying for the qualifying examination. Please be advised that the Committee will not accept requests for waivers from the language requirement.

2.4. YEAR-END REVIEW

Students who <u>have not been</u> advanced to candidacy will complete a departmental form listing the progress in the program. For those who <u>have been</u> advanced to candidacy, the purpose of the year-end review is to obtain a progress report on the dissertation from the student and the dissertation chair. The progress report is submitted through GLOW with the advisor responding on the same site. The student must be enrolled the semester to have access to GLOW.

Failure to submit an end-of-year review may result in probation, suspension, inability to receive DCF fellowship or the Committee's refusal to readmit you after an absence from the program.

3. PRECANDIDACY & THE QUALIFYING EXAM

3.1. PURPOSE AND CONTENT OF THE QUALIFYING EXAM

The purpose of this examination is to appraise the student's mastery of facts, methods, techniques, and ideas as evidence of the ability to pursue independent investigation. The University requires an oral exam. Details can be found here. The Department also requires a preliminary examination. This consists of a two-week written exam of 2-3 essays followed by the qualifying examination which consists of a comprehensive oral examination. Copies of previous examinations are available through the Architecture Graduate Office.

The content of the written examination should be agreed upon by the inside members of the qualifying examination committee at the time of the application for the qualifying examination. The three subjects of the exam shall be agreed to by all five members of the committee and the agreement must be communicated in writing to the student. All parts of the qualifying examination should be completed in the same semester and within a maximum of a 6-week period. A detailed dissertation prospectus must also be submitted with your written exam.

The inside committee members assess the written exam within a timely fashion and notify the student in writing if he/she should be admitted to the oral exam before it takes place.

After passing the qualifying exam, the student can then apply for candidacy to become a Ph.D. Candidate. If, however, the committee administering the qualifying examination finds the performance unsatisfactory, they may recommend that another opportunity be allowed or that the student should be dropped from the program. Ordinarily, three months must elapse before a second examination is given and the committee must be the same as the original examination. A third exam is not permitted.

3.2. SELECTING THE QUALIFYING EXAM COMMITTEE

REQUIREMENTS FOR QUALIFYING EXAMINATION COMMITTEES:

- The committee must have a minimum of five members, the chair and the majority of which must be from the Department of Architecture.

- The chairperson of the qualifying exam committee may NOT act as the chairperson of the dissertation committee.

- Committee members should be members of the Berkeley Academic Senate (that is, regular faculty with appointments as professor, associate professor, or assistant professor). See Section F4.6 of the Guide to Graduate Policy.

- Members of the professional community or outside research organizations may be included as an additional (sixth) member of the examination committee but may not substitute for any academic senate faculty.[1]

- At least one member of the committee must be from outside of the Architecture Department. The "outside" member must always be a member of the Berkeley Academic Senate.

- Outside Field advisor(s) usually serve on qualifying exam committee. If there is only one Outside Field, a fifth faculty member will have to be found to serve on the committee

3.3. COURSEWORK WHILE PREPARING FOR--OR TAKING--THE EXAMS: ARCH 602

When the required coursework for the degree is completed, a special individual study course for Ph.D. students preparing for their examination, Arch 602, may be taken for 1-8 units for a total of 16 units during the program. Registering for Arch 602 and Arch 299 for a total of 12 units allows one to be fully registered during the semester while preparing for the exams, and/or during the semester that the exams are taken. The units from this course may not be used to satisfy the unit or departmental requirements for the doctoral degree. Arch 602 and Arch 299 must be taken on a satisfactory/unsatisfactory basis. Generally, the sponsor of Arch 602 will be the proposed chair of the exam. Use the same Independent Study form to apply for Arch 602 and Arch 299.

3.4. APPLICATION FOR THE QUALIFYING EXAM: GETTING DEPARTMENTAL AND GRADUATE DIVISION APPROVAL

To be eligible for examination, the student must:

1) have completed at least one year in residence,

2) be registered during the semester in which the exam is taken,

3) have no less than a 3.0 GPA in all coursework undertaken in graduate standing,

4) have no more than two Incomplete grades outstanding on your record, and

5) have completed all the units for degree coursework, the methods courses, the Outside Field(s), and the foreign language requirement if in HT&S.

With the aid of the faculty advisor, the student decides on the three areas to be examined, assembles the committee, sets the exam date and applies for the qualifying exam through CAL Central. Go to

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[1] The appointment of this non-academic senate, extra committee member requires final approval from the Dean of the Graduate Division. To request the exception of a non-academic senate member, include it with the eform, Application for Qualifying Exam.

Student Resources / Submit a Form / Higher Degree Committees Form and select Qualifying Examination. This must be filed no less than four weeks before the oral examination date. An examination taken prior to the receipt of notice from Graduate Division that admission to the examination has been approved will be invalid.

3.5. SETTING THE EXAM DATE AND QUESTIONS

Establish the date for the exam in consultation with the committee members, taking into account times for classes, exams, finals and holidays and breaks. The Chair, along with the other committee members, will formulate the written examination questions, which will be emailed from the graduate office on the date which had been agreed upon. Two weeks later, the answers will be submitted to the graduate office as a pdf as well as six bound hardcopies (one copy for each of the committee members and one for the office archives). This will also include a copy of the dissertation proposal. At least two weeks, but preferably three, must elapse between the completion of the written portion and the date of the oral examination to give the inside committee members ample time to review the exam. The chair of the exam is required to inform the student whether the written exam was passed or not at least three days before the scheduled oral exam.

3.6. ADVANCING TO CANDIDACY

After successfully completed all parts of the qualifying exam, the student will apply to be advanced to candidacy for the Ph.D. degree. Again, go to CAL Central to submit "Advance to Candidacy" under Higher Degree Committees Form. This process will formally propose the dissertation committee as well as the topic of the dissertation. A fee of $90 (currently) will be billed to CAL Central which can be paid on-line. If research involves human subjects, submit the online Collaborative IRB Training Initiative (CITI) course certificate with the candidacy application.

3.7. HUMAN SUBJECTS PROTOCOL

If the dissertation will involve human subjects in any way (including such interaction as interviews or questionnaires) the research must be approved by the Berkeley Campus Committee for the Protection of Human subjects before research begins.

Federal law and University policy require that all research, on or off campus, involving human subjects in any way conducted by graduate students in pursuit of an advanced degree must be approved or exempted by the Committee for the Protection of Human Subjects (CPHS). Research involving human subjects conducted without the approval of CPHS is invalid and the degree will not be awarded.

Only CPHS can determine whether the research is eligible for exemption or will require a full review. Each student must be granted individual approval by CPHS. To ensure compliance with federal law and University policy, please call the Committee at (510) 642-7461 or go to http://cphs.berkeley.edu.

3.8. NORMATIVE TIME

Normative Time--defined as the elapsed time, calculated to the nearest semester, that students would need to complete all requirements for the doctorate. The Normative Time established for the Ph.D. in Architecture is 6 years (12 semesters with 3 years to advancement and 3 years in candidacy). Students who received an M.Arch. degree from Berkeley and continued to the Ph.D. are granted an extra year, a total of 8 semesters in coursework, because they were in a professional program. Students who begin with the M.S program are required to finish their exams at the end of their 3rd year or 6th semester (including the semesters they completed as a M.S student). During this period, the student should be continuously registered and liable for payment of all applicable fees and tuition. Students are eligible for up to two semesters of withdrawal for documented non-academic reasons such as health or parental leave, which will not count in calculating a student's normative time, but withdrawal for research or other academic purposes will count.

3.9. WAIVER OF NON-RESIDENT TUITION FOR STUDENTS ADVANCED TO CANDIDACY

For international students, the non-resident portion of the fees will be reduced to zero for a period of three years following advancement to candidacy. Once the advancement request has been approved, before the first day of instruction following the QE, the billing will reflect the waiver of the NRST. The maximum calendar period for the waiver is three years whether registered or not and may not be deferred or postponed.

3.10.   LAPSING AND TERMINATION OF CANDIDACY

Candidacy for the Doctorate is not a status of indefinite duration. Once advanced to candidacy for a higher degree, it is expected that degree will be completed in a reasonably timely fashion, usually within normative time. Failure to do so will result in the candidacy being lapsed or terminated.

When students exceeds their major's Normative Time In Candidacy, they enter a four semester period during which candidacy is still valid, but which is beyond the norm for their discipline.

Four semesters after the end of NTIC for the particular program, candidacy ends, or "lapses". Lapsed candidacy indicates that the student has exceeded the time that their doctoral program has indicated the Qualifying Examination should be considered valid. (This date is indicated in the student's GLOW record as "Candidacy End Date"). If otherwise in good academic standing, the student may continue to register, but to file the dissertation, the program must affirm that the student still possesses the currency of knowledge originally demonstrated in the Qualifying Examination. The program or the Dean of the Graduate Division may require a new Qualifying Examination or other evidence of currency of knowledge before recommending the award of the degree.

Under certain conditions, a student's time in candidacy may be extended for a brief period if the student is otherwise making adequate progress and if the delay in completion of requirements is attributable to factors largely beyond the student's control (e.g. unavoidable problems with the scheduling of experimental facilities, disruption of data collection activities, and so forth). Except under

the most unusual circumstances, which must be fully documented, extensions are normally granted only once, and for a period of no more than one year beyond the date at which lapsing would otherwise occur. The request for an extension must be approved by the Head Graduate Advisor, the dissertation chair, and the student must provide a current Doctoral Candidacy Review.

Once lapsed, candidacy may be reinstated once the dissertation is virtually completed, and if, in the opinion of the Ph.D. Committee, the requirements previously completed are judged currently valid. Thus, reinstatement will require submission of a complete draft of the dissertation to the committee, certification by the Department that the results of the Qualifying Examination are still valid as an indication of current command over the fields to which the student was originally held, certification of continued competence in any required foreign languages, and approval by the Dean of the Graduate Division. The dissertation must be textually complete and sufficiently close to its final form to permit the committee in charge to certify the likelihood of its acceptance and formal submission to the Graduate Division by the next filing deadline.

Termination of candidacy may occur when there is reason to believe that the student no longer holds the qualifications deemed appropriate for award of the degree, or when continued lack of progress indicates that the student will be unable to complete remaining degree requirements within a reasonable period of time. Once terminated, candidacy for a higher degree may be reinstated only through a process of requalification and subsequent advancement (re-advancement). Ph.D. students will be required to take a new Qualifying exam, be reexamined in required languages, and submit a new application for candidacy for approval by the Dean of Graduate Division.

Termination of candidacy will normally occur two calendar years after the date on which candidacy is formally lapsed by the Graduate Division. Termination may also occur when a student fails to correct major deficiencies in a dissertation previously submitted for committee review within a reasonable period of time, or when coursework for a degree was taken so long ago as to lose its validity as an indication of current knowledge in the field of study.

4. THE DISSERTATION & CANDIDACY

4.1. DEFINITION: THE NATURE OF A DISSERTATION

The dissertation research is the culmination of a period of intellectual growth and directed training; the dissertation is the manifestation of the knowledge garnered and the skills and techniques acquired.

There is a consensus across disciplines that a doctoral dissertation must fulfill the following general requirements:

- A dissertation is a work of original research making a significant contribution to existing knowledge in the field;
- A dissertation demonstrates the ability to address a major intellectual problem and arrive at a successful conclusion;

- A dissertation demonstrates competence in research methods and tools of the chosen field of specialization;
- A dissertation is based on a suitable topic that embraces some significant problem or body of material that will sustain a study of the scope of a book;
- A dissertation should be publishable or potentially publishable writing accepted through a process of peer review in the academic world.

The dissertation topic need not necessarily originate with the student[2], but the approach must be developed by him/her. It is generally agreed that the choice of approach, the adaptation of it to the project, and the application of it, are the student's responsibility.

Under some circumstances, students are allowed to use work done in collaboration with others as part of the dissertation. While in the humanities and social sciences this is uncommon or not permitted at all, some disciplines (often in the sciences) allow collaborative research, but only for a portion of the dissertation. If some collaboratively developed material is used, the part that is the student's work must be clearly defined. Permission for the inclusion of the work must be sought beforehand from the other collaborators and from the Dean of the Graduate Division. A dissertation may not have joint authorship, that is, several students may not collaboratively produce a dissertation.

Students sometimes ask if previously published work may be included in the dissertation. Generally, this is allowed, but the previously published material must be integrated into the coherent argument that runs throughout the whole. It must not be inserted as an "undigested lump."

4.2. DISSERTATION COMMITTEE

The preparation of the dissertation is supervised by a committee of three faculty members, one of whom must be from a department outside Architecture. It is possible to have more members as long as permission is granted from the Ph.D. committee and the Dean of Graduate Division. The dissertation chair and outside member must be a member of the Berkeley Academic Senate. Normally the chair and the majority of the committee members will be Architecture Department faculty. In addition, the Chair shall not act as the chairperson of the qualifying examination committee for the same candidate. It is expected that your Dissertation Committee would be composed of members of your Qualifying Exam, however it is not required.

4.3. FILING FEE

Under certain circumstances, a dissertation may be filed without being registered. Instead, if the student meets the eligibility requirements stated below they may apply for Filing Fee. "Filing Fee" is a reduced fee for graduate students who have completed all requirements for the degree except for

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[2] Occasionally a student's faculty advisor will suggest a topic or project, which may be an offshoot of a larger collaborative project which the faculty advisor has originated, and for which he or she has obtained funding (this is commonly the case in the sciences).

filing the dissertation. For a small portion of the registration fees, a dissertation may be submitted but, it may only be used once, following a registered semester and the student cannot hold a student instructor or student research position nor receive any financial/departmental aid while on Filing Fee. The duration of this status is one semester and the degree will state the end of the semester the dissertation is submitted. To apply, go to Student Resources / Submit a Form / Special Enrollment Petition and select Filing Fee.

ELIGIBILITY FOR THE FILING FEE:
Students must be fully registered in the semester, or for 3 units of Summer Session, immediately preceding the one in which Filing Fee status is requested.

WARNING: Filing Fee status is not equivalent to registration! Health insurance, library use and gym privileges will have to be paid separately by the student which requires a memo from the Arch Grad Office stating the student is in good academic standing. If student loans are an issue, find out what the implications of the status will be on the loan repayment schedule.

Application for Filing Fee must be requested by the first day of class. All outstanding questions of eligibility, i.e. incomplete grades, missing requirements, advancement to candidacy, must be resolved before applying for Filing Fee. If the application is approved, the dissertation may be submitted at any time on or before the end of the semester. If the application is denied, the student must register for the term or wait until the following summer for reduced fees.

4.4. TURNING IT IN

A complete dissertation draft must be submitted to the entire dissertation committee at least three months, but preferably four, before the submission deadline. When the committee has approved the final draft of the dissertation, they will sign off on an approval page, the format of which is available at: http://grad.berkeley.edu/academic-progress/dissertation/

There are additional forms which must be submitted as hard copy and are noted at Graduate Division in the Procedure for Filing your Dissertation. The final draft of the dissertation is submitted electronically to Graduate Division.

Congratulations, you have completed your Ph.D.!

5. GENERAL RULES

5.1. DURING THE SEMESTER

5.1.1. Grading

A graduate student is required to maintain an overall grade-point average of at least 3.0 in all upper division and graduate level coursework taken (Courses numbered 100 and 200).

Only courses graded A, B, C (with or without plus or minus signs), may satisfy graduate degree requirements. Classes graded Satisfactory (S) may be used for elective courses.

5.1.2. The S/U Grading Option

Courses may be taken on a Satisfactory/Unsatisfactory basis. No more than one-third of the total course work for the Ph.D. degree may be fulfilled by courses graded Satisfactory. (Arch 602, "Individual Study for Doctoral Students" which must be taken on an S/U basis is not included in this percentage.)

Courses in the 100 and 200 series graded Satisfactory may be accepted for academic residence and to fulfill the unit requirements for University fellowships, teaching assistantships, etc.

A Satisfactory grade implies work of B- quality or better. No credit is allowed for work graded Unsatisfactory.

5.1.3. Incomplete Grades

The grade "I" may be assigned if the work is of passing quality, but is incomplete because of valid circumstances beyond the student's control (e.g. sudden illness the day of the examination, family problems, or unanticipated research problems). If the instructor agrees that a grade of "Incomplete" may legitimately be given, he/she will report an "I" on the grade report at the end of the semester.

An "I" grade remains on the record until the work is completed and petitioned for the grade. The instructor changes the grade on CAL Central. Any "I" grades should be completed before the qualifying exams are scheduled. If there are more than two incompletes, it will block applying for the Qualifying Exam or being hired as a GSI or GSR. However, an Incomplete may stay on the record as long as the course is not needed for the degree and the work necessary to complete the "I" would only impede the progress toward the degree.

5.1.4. Class Enrollment

Registration is done using the enrollment system on CAL Central. Well in advance of each semester (the middle of April for Fall semester and early November for Spring semester), continuing students can, with the aid of the Arch Department courses website: (http://ced.berkeley.edu/academics/architecture/courses/), the Campus Solutions Schedule of Classes (https://bcsweb.is.berkeley.edu/psc/bcsprd_pub/EMPLOYEE/HRMS/c/COMMUNITY_ACCESS.CLASS_SEARCH.GBL?ucFrom=berkeley&)and in consultation with the advisor, choose the courses for the next term and enroll in them during Phase 1 of the enrollment period.

New students may sign up for classes according to the Class Enrollment Period listed on the CAL Central site. Students should have been notified of required courses with their department admission letter and in consultation with their advisor. During the first five weeks of the semester, the student may add and drop classes to adjust their schedule.

Registration is complete when the first installment of the fees, (at least 20%) is paid by the first Friday of the beginning of the semester. A deferred payment plan is also available. For more information, go to: http://studentbilling.berkeley.edu/deferredPay.htm

5.1.5. Cal 1 Card

The official UC Berkeley identification card is white with a computerized photo of the student. Use it as a pass to campus services and facilities like access to Wurster Hall and the Ph.D./MS Room 470. As soon as possible, go to the Cal 1 Card Office in Caesar Chavez Building, Lower Sproul Plaza to obtain the card. Present a government issued photo identification card (a driver's license or passport) and Student Identification Number. For more info visit: https://cal1card.berkeley.edu/. The Cal 1 Card https://uhs.berkeley.edu/bewellatwork/workshops. can be used as a debit card at a selection of campus and nearby merchants. In addition, Architecture students may use the Cal 1 Card for access to the Arch Shop and computer labs as well as Wurster Hall after normal building hours. All related fees for computer printing and lab, CAD/CAM printing and lab, Architecture Shop, and Architecture photo lab can all be paid for using the card.

5.1.6. Class Pass Card

Students are issued an AC Transit Easy Pass Clipper card which is loaded with an electronic Class Pass. Continuing students will be able to access their ridership privileges continuously as long as they are registered. The Easy Pass Clipper Card will also allow students to load cash value to pay for BART rides and other transit passes in the Bay Area. The initial Clipper card is issued at the Cal 1 Card Office. For more info go to: https://cal1card.berkeley.edu/passes

5.1.7. Special Studies Courses: Architecture 299 (Independent Study)

Content and Purpose of Special Studies Courses: An Arch 299 course offers the opportunity to undertake work with one of the faculty on an independent basis. The purpose of an independent study is to offer a greater flexibility in the range of course offerings, or the opportunity to search out and study in greater detail subjects unavailable in the ordinary course offerings. Comparable work per unit credit with regular courses is expected. Note that only 25% of the total units towards graduation credit can come from Arch 299.

Paperwork for Special Studies Courses: The student should plan special studies course work before the end of the preceding semester, but it is possible to add a special studies course during the add/drop period for classes. The process is to find a faculty member willing to sponsor the study and discuss the proposal and then print up the form, Petition for Special Studies Courses from Graduate Advising on the CED website. The special studies form will ask for the following information about the work that is proposed:

- statement of intent and purpose
- the work involved and its schedule
- the end result (possibly the product)

- what resource materials will be utilized
- schedule of meetings with the faculty sponsor

Have the faculty member sign the form; bring it to the Grad Office for review by the Chair of Graduate Advisors and if approved use the Class number and Permission Code to add the class

Significant faculty-student interaction is vital to a successful independent study. It is the student's responsibility to see that the work agreed upon is carried out. Meetings with the faculty sponsor should take place on a regular schedule.

5.1.8. Change of study list: Adding and Dropping Classes

The courses shown on the CAL Central Academic Summary are set in concrete. To either add or drop courses requires the following:

This process is, by University standards, a fairly simple one as long as add/drop 's are done before the deadlines:

♦ *Save yourself $$: Drop classes by the end of the 2nd week and Add by the end of the 3rd week.*

It is possible to add or drop courses after the deadline but at a cost.
- A fee is charged for each class that is dropped or added: $10 is charged for each class dropped: $5 is charged for each class added
- Last day to add or drop without Dean of Graduate Division's approval is the last day of formal classes
- Grading option or unit changes may be changed until the last day of formal classes (no fee).

Petition to change class schedule may be downloaded at: https://ced.berkeley.edu/students/graduate-advising/graduate-forms-documents/

Adding or changing units to a course requires the instructor's signature. No instructor signature is required for drops or grading options. Turn in the completed form to the Graduate Office. The charges for the adds and drops will appear on CAL Central.

Graduate Student Instructor (GSI), Graduate Student Researcher (GSR), or fellowship holder may not fall below the minimum number of 12 units a semester necessary to hold such a position or fellowship. International students may not drop below a full program of study.

5.1.9. Adding and Dropping Courses After the Deadlines

After the deadlines, adding or dropping courses becomes more difficult. In addition to paying the fees noted above, the student must write a letter to the Dean of the Graduate Division outlining the extraordinary circumstances that lead to seek an exception to the deadlines. Submit the "Petition to Change Class Schedule" and the letter to the Dean, to the Arch Graduate Office and they will submit

the paperwork along with a supporting memo to Graduate Division to request the change. There is no guarantee that the Dean will approve the request.

Under no circumstances will a petition to drop a course be approved because the student finds an anticipated grade inconvenient.

♦ *If you cease to attend a course and fail to drop it by the end of the semester, an "F" grade will be assigned at the end of the semester.*

5.2. COMING AND GOING

5.2.1. Leaves of absence

Leaves of absence and withdrawal should be very carefully considered and discussed with the faculty advisor, and must be approved by the Graduate Advisor. Two critical points should be noted:

- Withdrawal is considered a privilege and requires the approval of the Ph.D. Committee and the Graduate Advisor. The Normative Time Program allows a maximum of two semesters of approved withdrawal for non-academic reasons like health or parental leave.

- Even though a student is on approved withdrawal status, submitting a year-end review is still required. Those advanced to candidacy need to be aware that in order to submit a year-end report on GLOW, the student must be registered.

5.2.2. In Absentia

In Absentia is a form of registration for graduate students doing fieldwork/research related to their degree who are physically outside the Bay Area for an entire term. Students registered in absentia are only assessed health insurance fees and 15 percent of the combined University Education and Registration Fees. Non-Resident tuition will also have to be paid if applicable.

The student must be enrolled full-time (12 units) in regular U.C. units and advance to candidacy by the time In Absentia begins. The maximum use of in absentia is 4 semesters. Students may receive University fellowships and GSR appointments, but not GSI, Reader or Tutor jobs while on in absentia.

The e-forms for In Absentia are at CAL Central/Special Enrollment Petition

5.2.3. Cancellation/Withdrawal and Readmission: The process

Registration can be cancelled before the first day of class by going to CAL Central and the Add a Withdrawal Request. Withdrawal before the first day of instruction will not be charged any part of the semester fees. After the first day of class prorated fees will be applied depending on the number of days into the semester. Health insurance and class pass fees are not prorated and the entire amount

will be charged regardless of the withdrawal date. For a table of prorated fees:
http://registrar.berkeley.edu/registration/cancellation-withdrawal/refunds-after-withdrawal

While on withdrawal, the student is exempt from all fees, and is expected in turn to make no use of the university's facilities and resources (except those uses accorded the general public).

In order to be considered for readmission to the program, submit an Application for Readmission Form available at: http://registrar.berkeley.edu/registration/re-admission (this might change to an e-form soon). If there has been an absence of more than five years, the readmission should be accompanied by a letter explaining what has been happening during the withdrawal and a U.C. transcript covering all previous graduate work at Berkeley. If there has been attendance elsewhere, an official transcript of that work must also be presented.

The Ph.D. Committee will consider your request for readmission, and after its review and approval, the committee will send the case along to the Graduate Division for action. When the Graduate Division has added its approval, official notification of readmission will be sent by e-mail.

6. MANAGING IN THE PROGRAM

6.1. TEACHING

6.1.1. Graduate Student Instructorships

Many students hope to earn money and gain teaching experience by acting as a graduate student instructor. The Department will post a hiring announcement on the Architecture website and e-mail it out to everyone toward the end of each semester about available GSI positions for the following semester. Most funding packages require students to GSI for about 4 semesters. Each student must apply for positions in those semesters where funding will be offered through such appointments. Generally speaking, it is assumed that applicants will have taken the course that they hope to teach (or its equivalent) and excelled in it.

After submitting the application for employment, the instructor of each course will review the applications submitted and make his/her selections from among them. The instructor then makes his or her recommendations to the Chair of the Department of Architecture, who, in turn, will make the departmental recommendations to the Graduate Division, which makes the final appointments. GSI's must be registered as full-time graduate students with a minimum of 12 semester units. The Graduate Division will not appoint people with GPA's below 3.0 or with more than two incomplete grades. Appointments are normally semester by semester and tied into work with a specific course. For a list of available GSI/GSR positions in the department please visit the CED website under "Jobs at CED." http://ced.berkeley.edu/about-ced/jobs-at-ced/gsi-reader-positions/ For a list of UC Berkeley GSI wage rates, refer to the University's Human Resources link: http://hr.berkeley.edu/labor/contracts/BX/current-rates For GSR salary rates refer to the UC Office of the President's website at: http://www.ucop.edu/academic-personnel-programs/_files/1617/T22-10-1-16.pdf

For general appointment information please refer to GSI, GSR, Reader, or Tutor Guide: http://grad.berkeley.edu/financial/graduate-student-employment/guide/ Information about requirements, salary, hours worked etc. are all listed at this site. The Graduate Division's Appointment's Office handles and monitors all graduate student instructor, research, and tutor positions. The hiring and processing of employment paperwork is done through ERSO and they will contact students about hiring requirements.

In addition to the above-mentioned compensation, GSI's (and also Graduate Student Researchers employed at 25-44%) receive a partial fee remission of their health insurance and their University and Educational fees. Full fee remission is available for GSRs working at least 45% time. More information is available at: http://grad.berkeley.edu/financial/fee-remissions/

GSI's may enroll in a GSI course (Arch 298) to receive between 1-3 credits to help with the 12 units each semester. This course may be repeated, however, no more than a total of three units will count towards the total unit requirements. This course must be taken S/U. Ask in the Arch Grad Office for details.

6.2. RESEARCH ASSISTANTSHIPS

Some professors have funded research projects for which they may hire a Graduate Research Assistant. There is no central listing detailing which professors are recruiting students, so it is best to look up professors whose areas are of interest, and contact them to see if a position is available. Fellow students are also a good source of information for possible positions.

6.3. NEED-BASED FINANCIAL AID

U.C. Berkeley offers a wide variety of financial aid programs to help students meet their educational expenses for research or dissertation writing. For University based funding and fellowships, go to: http://grad.berkeley.edu/financial/fellowships/ and http://grad.berkeley.edu/news/headlines/guide-to-fellowships-grants/ for an outside funding databases.

6.4. DOCTORAL COMPLETION FELLOWSHIP

Once students advance to candidacy, they will be eligible for a fellowship from the Graduate Division called the Doctoral Completion Fellowship. This provides two semesters of In-state fees and $9000 in stipend (currently) per semester. For more information about the programs go to: http://grad.berkeley.edu/financial/fellowships/

6.5. FUND FOR TRAVEL TO CONFERENCES

For those who are invited to present a paper at a scholarly conference, the Department has a small fund dedicated to assisting students with the cost of their airfare. The Ph.D. Committee has established a policy to assure fairness in the allocation of these travel grants:

- Each student is allowed a cumulative maximum of $2400 during their time in the program.
- Applicants must be registered for the semester to receive the reimbursement.

How to apply: Once a written notification is received that the paper has been accepted for presentation, send in the "Ph.D. Application for Conference Grants" (available at the CED Graduate Advising Forms site) to the Arch Graduate Office including the following:

- Name, date, and location of the conference.
- Estimated cost of the airline ticket.
- A copy of the notice invitation to present the paper.

The Grad Office will review the amount of available funds and notify the student of the amount of the award. If there is a high demand for grants in a particular academic year, the entire amount requested may not be possible but will be awarded in as equitable a fashion as possible.

The procedure for receiving the reimbursement upon return from the conference will require a submission of the receipt of the airfare, boarding passes/stubs/pdf, and a program of the conference with the student's name listed in it. It will take a couple of weeks for the reimbursement to go through.

6.6. PRIZES AND AWARDS IN ARCHITECTURE

A list of the various scholarships, fellowships, grants-in-aid, prizes and awards in the Department of Architecture — including requirements and deadlines — will be available on the departmental website throughout the academic year. Also make a practice of checking your e-mail for information about outside fellowships, conferences, post docs and other opportunities.
http://ced.berkeley.edu/ced/students/prizes/architecture/

6.7. GRADUATE DIVISION'S UNIVERSITY FELLOWSHIP OFFICE

The University Fellowship Office in 318 Sproul (phone: 642-0672) will be a valuable resource in your search for extramural funding. The Fellowship Office maintains information advertising requirements and deadlines for various fellowships and grants. This office also sponsors workshops for grant proposal writing. Much of this information can be found online at:
http://grad.berkeley.edu/financial/fellowships/

6.8. ESTABLISHING CALIFORNIA RESIDENCY

 U.S. citizens and permanent residents may apply for California Residency after being in the state for 366 days to waive non-resident tuition. For definitive information about residency matters, go to their website: http://registrar.berkeley.edu/residency.html .

Pay special attention to the Information at the Residency website on how to become a California resident. Due to cutbacks in funding, the University has become very stringent concerning residency reclassifications. The earlier the above steps are taken, the better the chances will be for reclassification.

6.9. INTERNATIONAL STUDENT TAXES

When any kind of award, stipend, or money from the University is received, international students are required to submit the Initial GLACIER Information Form. Depending on the home country, additional forms may be required. These are available at http://grad.berkeley.edu/news/announcements/tax-and-payment-info-intl-stus/ . These forms must be on file before any of the money will be released. In order to avoid the taxes and forms, the Department will try to apply any awards directly as fees whenever possible.

6.10.   STUDENT BUDGETS

The Office of Financial Aid has established average projected costs of attendance for students during the nine-month academic year. These budgets provide sufficient money for most circumstances, although architecture students traditionally spend far more on books and supplies than the budgeted amount. You can go to the University student budget site at: http://financialaid.berkeley.edu/cost-attendance . For University fees: http://registrar.berkeley.edu/tuition-fees-residency/tuition-fees/fee-schedule

7. THE COMMUNITY

7.1. FACULTY ADVISOR

Upon entering the Ph.D. program, you will be assigned two faculty advisors. Your faculty advisors provide counsel on matters pertaining to course work and degree requirements. They also maintain a familiarity with your overall progress, and each year reports on your progress to the Ph.D. Committee. It is your responsibility to maintain regular communication with your advisors, even during periods when you or the faculty member is on leave from the University. A change of advisors requires the approval of the new advisor. Students needs to notify the Graduate Assistant in the Architecture Department who will notify the previous advisor. Your initial faculty advisor need not necessarily serve as the Chair of your dissertation research.

7.2. THE PH.D./M.S. COMMITTEE

There are two Ph.D./M.S. Committees, composed of faculty representing the two study areas of the program, along with one or more student representatives (elected by the Ph.D./M.S. students). They direct the Architecture Ph.D. program in their area. The Committee is responsible for the following:

- defining the scope of the Ph.D. program, and maintaining its overall standards, policies and procedures;

- conducting annual year-end reviews of all Ph.D. students;
- reviewing applications for admission to the Ph.D. program.

7.3. THE HEAD GRADUATE ADVISOR

The Head Graduate Advisor is the official deputy of the Dean of Graduate Division in matters affecting graduate students in the Architecture program. For instance, only the Head Graduate Advisor is authorized by the University Graduate Division to approve the various forms, memos and petitions submitted by graduate students to the Graduate Division. If the student is asking for something out of the ordinary, such as late add/drops, readmission to the program, extension of candidacy, or increase in the amount of work hours as a GSI/GSR , the Head Graduate Advisor must judge whether or not the student's request or the proposed action is in order, is in the best interest of the student and the program, and is feasible under existing regulations. The Head Graduate Advisor speaks for the department on matters concerning the progress and standing of individual graduate students with the University

The Head Graduate Advisor is nominated by the Chair of the Department and appointed by the Dean of the Graduate Division. Decisions on Ph.D. matters are made by the Ph.D. Committee, which then makes its recommendations to the Dean of the Graduate Division via the Head Graduate Advisor.

7.4. THE ARCHITECTURE GRADUATE OFFICE

The Graduate Staff in 232 Wurster Hall maintains graduate students' files, including the following documents:

- all materials submitted at the time of application (previous transcripts, departmental application, letters of recommendation),
- UC cumulative grade records,
- any correspondence between the Graduate Office and the student, including year-end reports,
- copies of petitions submitted,
- summaries of interviews with the Chair of Graduate Advisors, and
- copies of fellowship and award notification.

You are entitled by law and University policy to examine your file materials, with the exception of letters of recommendation for which you may have submitted a waiver of access. Student records are confidential, and access is given only to University officials and employees who have a legitimate educational interest in the records. Records will be released to other third parties only with your prior consent. University policies concerning these matters are detailed in the Berkeley Campus Policy Governing Disclosure of Information from Student Records, available at the Graduate Division website: http://berkeley.edu/admin/policy.shtml

If you wish to review your file you may do so; copies of any documents may be made at your expense.

The Graduate Office uses CAL Central to get your student e-mail and mailing addresses and telephone numbers. Please keep this information current so that we can contact you. E-mail, addresses, and phone numbers are given out upon request unless you indicate, that you do not wish an item to be known. Students' class schedules are routinely disclosed to third parties.

In short, the staff of the Architecture Graduate Office keeps abreast of the complex web of academic requirements. If you have questions, check here first.

7.5. GRADUATE DIVISION

The Graduate Division, located on the third floor of Sproul Hall, oversees the various graduate programs on campus. They maintain records of students' admissions, fulfilled requirements, changes in study lists or degree goals, fellowships and scholarships, employment and petitions.

7.6. OTHER STUDENTS

Your fellow Ph.D. students will be one of your richest resources. You can compare notes, exchange reading lists, discuss required coursework and test-taking strategies, and create dissertation writing groups as well as support each other and commiserate.

Ph.D. /M.S. students share two common room/office space, 470 Wurster Hall for HTS and 373C for BSTS.

Some students will share offices with faculty members for whom they teach or do research. No matter where you are located, it is to your advantage to stay in contact with the other Ph.D. students. Your cohort will become your future colleagues.

Each year Ph.D./M.S. students elect a representative to the Ph.D. Committee. Watch your e-mails for information on elections and other student meetings. (In addition, there are many other departmental, college, and university committees that seek student participation.)

8. CAMPUS POLICY STATEMENTS

8.1. APPEALS PROCEDURE FOR STUDENT GRIEVANCES

The following procedures have been established by the Department to deal with student grievances. NOTE: These procedures are not to apply to matters of grades, student employment, and student discipline, which are governed by separate University Policies.

1.   Student brings the grievance to the attention of his/her faculty advisor.

2.   If the matter cannot be resolved at Step 1, the student and the faculty advisor bring the grievance to the attention of the Ph.D. Committee

3.   If a satisfactory solution cannot be provided by the Ph.D. Committee, the Chair of the Department will make the final grievance resolution for the Department.

4.   If a student still wishes to appeal, the grievance shall be referred to the Dean of the College of Environmental Design.

5.   After recourse to the Dean of the College, the resources of the College will be considered to have been exhausted and the student may refer the matter to the Dean of the Graduate Division.

8.2. SEXUAL HARASSMENT POLICY: BERKELEY CAMPUS SEXUAL HARASSMENT POLICY

Please refer to the following University site Office for the Prevention of Harassment & Discrimination: https://ophd.berkeley.edu/policies-and-procedures/sexual-violence-and-harassment-policy

CAMPUS RESOURCES ON STUDENT MATTERS
ASUC Student Advocates Office: http://advocate.berkeley.edu/
Campus Police Department: 1 Sproul Hall, 642-6760 http://ucpd.berkeley.edu/
Child Care & Family Services: http://studentparents.berkeley.edu/child-care/
Faculty Equity Associate: http://ofew.berkeley.edu/
Gender & Equity Resource Center (Student Activities & Services): http://geneq.berkeley.edu/
Main Library Info for Grad Students: http://www.lib.berkeley.edu/information/graduate-students
Ombudsperson for Faculty and Students: http://sa.berkeley.edu/ombuds
Personnel Office - Employee Relations: http://hrweb.berkeley.edu/about/contact
Sexual Assault Counseling: http://www.uhs.berkeley.edu/students/medical/sexualassault.shtml
Sexual Harassment & Violence Support & Education Program: http://survivorsupport.berkeley.edu/
Student Conduct Office: http://sa.berkeley.edu/conduct
Title IX Compliance Officer: http://ophd.berkeley.edu/about/staff

8.3. RESPECT AND CIVILITY IN THE CAMPUS COMMUNITY

The University of California at Berkeley is a public institution of higher education committed to excellence in teaching, research, and public service. Our student body represents the diversity of our state, and will provide its future leaders. Together, the students, faculty, and staff form our campus community, which reflects a variety of backgrounds and cultures. The quality of life on and about the campus is best served by courteous and dignified interaction between all individuals, regardless of sex, ethnic or religious background, sexual orientation, or disability.

Therefore, the administration of this University publicly declares its expectation that all members of the campus community will work to develop and maintain a high degree of respect and civility for the wealth of diversity in which we are all fortunate to live and work together. This civility and respect for diversity ought to flourish in an atmosphere of academic freedom

that is considerate and tolerant of the ideas of others. The administration of this University expects you to consult the student conduct code for specific regulations regarding respect and civility.

8.4. STUDENT RECORD FILE DISCLOSURE POLICY

Please refer to the following University site Disclosure of Information from Student Records.
http://registrar.berkeley.edu/sites/default/fils/pdfs/studentrecdisclosure.pdf