COLLEGE OF ENVIRONMENTAL DESIGN
DEPARTMENT OF ARCHITECTURE
UNIVERSITY OF CALIFORNIA
BERKELEY

PH.D. HANDBOOK
HISTORY, THEORY AND SOCIETY
2022–2023

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 other professional roles that require depth in specialization and experience in research.

The History, Theory and Society program (HTS) 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.

The Ph.D. in Architecture at U.C. Berkeley has a normative time to degree of 6 years. The University required all doctoral students to fulfill a minimum residency requirement of two years and 48 units of coursework. Full-time students are expected to take 3-4 courses or 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 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 an intellectual community and to participate in university, national and international venues of scholarship. Doctoral candidates regularly present their research at the Townsend Center, the Center for Chinese Studies, the Society of Architectural Historians, the Society for City and Regional Planning History, the Vernacular Architecture Forum, and many others. Participating in such organizations and activities utilizes the vast intellectual resources available to doctoral students at the University of California, Berkeley, both within their departments and across the campus.

2. PROGRAM REQUIREMENTS

- **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 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 – Methods of Inquiry in Architectural History, Theory and Society (HTS)

All students are required to complete ARCH 281, as recommended by your adviser and depending on availability. In History, Theory and Society, (HTS) the required methods class is Arch 281.

- **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).

- **INSIDE (SPECIALTY) FIELD**

The Inside Field is pursued within the intellectual context of History, Theory and Society. A minimum of 9 units of graduate coursework is required in the Inside Field of study in the Department. The

courses will be selected from graduate seminars offered within the Department of Architecture. Students in HTS must confer with their individual advisor to determine what courses best meet the Inside Field requirements, based on the student's interests. At least 1 of the Inside Field Classes must be with their faculty adviser(s).

- **THE OUTSIDE FIELD(S)**

The purpose of the Outside Field is to develop adequate knowledge in well-established, well-defined areas of knowledge that are relevant to the dissertation but independent of it. The Outside Field should complement the major inside field without duplicating any part of it. Students have the option of developing one or two Outside Fields. In the latter case, the first Outside Field will typically be concentrated in one discipline, while the second will be interdisciplinary. 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 WERE LISTED AS PART OF THE ADMISSION APPLICATION WILL NOT BE USED 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.

Definitions of an 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
    City and Regional Planning
    History of Art

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:
     American History (sub-field in History)
            Urban Theory (sub-field in City and Regional Planning)

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:
    New Media Studies (Administered by the Center for New Media)
    Global Metropolitan Studies (Administered by the GMS Committee)
    Gender and Women's 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)

Requirements for Outside Fields

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 <u>completion of a minimum of 4 regular graduate courses for a letter grade with a minimum of 12 units. Since many graduate courses are 4 units, most Outside Fields will exceed 12 units.</u> Under only special circumstances, the committee may grant an exception for the inclusion of <u>one</u> 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. A minimum of six units or two graduate courses offered by instructors other than those with whom the student has taken coursework for the Inside Field, is required. (No waivers of this requirement will be made.)

- **Process of Submitting for Approval of Outside Field**

- To begin the Outside Field process, discuss potential courses for the outside field(s) with your faculty advisor and define those subjects most appropriate to the Inside Field of research. Each Outside Field must have an Outside Field Advisor who is a faculty member from outside the Department of Architecture. The Outside Field(s) 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 your Outside Fields. 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.

The Outside Field Proposal and Completion Forms are available on the Dept website:
https://docs.google.com/forms/d/123WxSCebRwI6O9qTSCzjdcEGTtIw2Zug39N2zhSVySI/edit
https://docs.google.com/forms/d/10oA_EJjxjiSkHSphfpVsHD0zBcWncjOnkquuiqfNZYU/edit

Submit the Outside Field 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 a one-page description of the Inside Field or tentative dissertation topic must be approved by each of the Outside Field advisors, and main faculty advisor who reviews and gives final approval to the proposal. The proposal will be evaluated by your advisor for 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 alterations in the courses comprising the outside field by submitting proposed changes to your primary advisor for review and approval.

Note that fulfillment of course work alone is not considered sufficient demonstration of competence unless it includes a major research paper. Note also that some departments have prescribed programs and procedures for frequently selected subjects, in which case those procedures must normally be followed.

- To complete the Outside Field, 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 before approval to take the qualifying examinations.

   o **FOREIGN LANGUAGE REQUIREMENT**

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:
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)

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.

3. Native Ability in a language other than English
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.

- **YEAR-END REVIEW**

If the student <u>has not been</u> advanced to candidacy, they will complete a departmental form listing the progress in the program after consulting with their advisor. 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 electronically with the advisor responding on the same site. The progress report is submitted through CAL Central eForms Work Center Doctoral Candidacy Report with the advisor responding on the same site. The student must be enrolled the semester to have access to CAL Central.
https://bcsweb.is.berkeley.edu/psp/bcsprd/EMPLOYEE/SA/s/WEBLIB_PTAL.ISCRIPT1.FieldFormula.IScript_PTAL_DASHBOARD?tab=G3WORKCENTER&ucFrom=CalCentral&ucFromText=My%20Dashboard&ucFromLink=https://calcentral.berkeley.edu/dashboard

- **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. PRE-CANDIDACY & THE QUALIFYING EXAM

PURPOSE AND CONTENT OF THE QUALIFYING EXAM (QE)
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 examination consists of two parts, a preliminary written exam (required by the department) and a comprehensive oral exam (required by the university).

ELIGIBILITY
To be eligible for examination, the student must:
- have completed at least one year in residence,
- be registered during the semester in which the exam is taken,
- have no less than a 3.0 GPA in all coursework undertaken in graduate standing,
- have no more than two Incomplete grades outstanding on your record,
- and have completed all the units for degree coursework, the methods courses, the Outside Field(s), and the foreign language requirement in HT&S.

PREPARING FOR THE EXAMINATION

The Ph.D Qualifying Examination in Architectural History, Theory and Society is a semester-long process that culminates in a written and oral examination. Preparation for the exam begins at the start of the semester in which the exam is taken. Consulting with the faculty advisor, the student decides on the areas to be examined, assembles a committee, sets the examination date and applies for the qualifying exam through CAL Central. Go to: Student Resources/Submit a Form/Higher Degree

Committees Form and select Qualifying Examination. (This form 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 the examination has been approved will be deemed invalid.) The student, consulting with exam committee members, compiles a reading list corresponding to their inside and outside fields. The reading list for the oral portion of the exam should be no more than 50 books in total. Books are preferred over single articles, although one or two highly significant journal articles may be added if considered essential. Discussion of the content of the reading list may begin in the preceding semester with some or all of the exam committee members, though this is not required.

SELECTING THE QUALIFYING EXAM COMMITTEE

REQUIREMENTS FOR QUALIFYING EXAMINATION COMMITTEES:

• The committee must have a minimum of five members, the chair 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. (The appointment of an extra committee member who is not a member of the Academic Senate requires final approval from the Dean of the Graduate Division. Include the request for a non-Academic Senate committee member on the e-form: Application for Qualifying Exam).

• To request faculty from another institution, a non-Senate member may be appointed to a committee if the Head Graduate Adviser determines that the individual in question offers expertise not otherwise available among the regular faculty and if the Associate Dean of Degrees concurs. There may be no more than one person in this category on a committee. See section F4-9 of the Guide to Graduate Policy.

• Outside Field advisor(s) usually serve on qualifying exam committees. If there is only one Outside Field, the student must recruit a fifth faculty member to serve on the committee.

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. Registering for Arch 602 and Arch 299 for a total of 12 units allows the student to be fully registered during the semester while preparing for the exams. 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 faculty 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.
https://docs.google.com/forms/d/1TLZpC200SHGqlh51yp0DBi4NY1msye1C799Fr8TCIGA/edit

THE WRITTEN EXAM

The written exam consists of a three-day exam. The Chair, consulting with the other inside members of the committee, formulates the questions. There are two questions, a general field question and a methods question. The writing process begins at 9 am on a Friday. The exact start date is selected by the student after consultation with all the members of the exam committee. The graduate office will email the questions to the student. The answers are due at 9 am on the following Monday. Each answer should be no more than 10-12 pages in length (excluding notes and illustrations). The dissertation prospectus and the reading list should be submitted together with the answers. The answers and prospectus should be in pdf format, double spaced, using a standard citation system. Captions and source information should be included with the images. The office will distribute the exam to the committee as a pdf. After the written exam is submitted, the inside committee members will determine if it is a pass or fail and inform the student within a week. 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 committee members ample time to review the exam.

THE ORAL EXAM

The student must 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 logistics of getting all of the committee members in the same place at the same time is difficult, so start scheduling as early as possible. The student is responsible for scheduling a room for the exam. The student has a choice of two examination formats:

1. A three-hour examination focusing on the written examination with an additional meeting with the

dissertation committee focusing on the dissertation prospectus to be scheduled later.
2. A two-hour examination with an additional hour to discuss the dissertation prospectus.

In both formats, each committee member will have equal time to ask questions. After the exam, the committee members evaluate the student's performance to decide if they have passed or failed.
At the end of the exam, the examination committee will inform the student if they have passed or failed.

If they have passed, the student may apply for candidacy to become a Ph.D. Candidate. If the committee administering the qualifying examination finds the exam performance unsatisfactory, they may recommend that the student be allowed to retake the exam, or that the student 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.

ADVANCING TO CANDIDACY

After successfully completing all parts of the qualifying exam, the student will apply to be advanced to candidacy for the Ph.D. degree (Go to CAL Central to submit "Advance to Candidacy" under Higher Degree Committees Form). This process will formally register the dissertation committee membership and the topic of the dissertation. The student will pay a fee of $90 (currently) CAL Central, which can be paid on-line. If research involves human subjects, submit the online Collaborative Institutional Review Board (IRB) Training Initiative (CITI) course certificate with the candidacy application.

HUMAN SUBJECTS PROTOCOL

Before research begins, the Berkeley Campus Committee for the Protection of Human Subjects must approve the research program if the dissertation will involve human subjects in any way (including such interaction as interviews or questionnaires).

Federal law and University policy require that all research, on or off campus, involving human subjects 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 go to http://cphs.berkeley.edu or call the Committee at (510) 642-7461.

NORMATIVE TIME

"Normative Time" is the elapsed time, calculated by the University to the nearest semester, necessary 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 with an M.Arch. degree from Berkeley who enter the Ph.D. program 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 must be continuously registered and is 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. However, withdrawal for research or other academic purposes will count as elapsed normative time.

WAIVER OF NON-RESIDENT TUITION (NRST) 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 Non-Resident Student Tuition (NRST). The maximum calendar period for the waiver is three years whether registered or not and may not be deferred or postponed.

LAPSING AND TERMINATION OF CANDIDACY

Doctoral candidacy status is not of indefinite duration. Once advanced to candidacy, students are expected to complete their degree in a timely fashion, usually within normative time. Failure to do so will result in lapsed or terminated candidacy.

When students exceed their major's Normative Time in Candidacy (NTIC), they enter a four-semester period during which candidacy remains valid, but which is beyond the norm for their discipline.

Four semesters after the end of NTIC, candidacy ends or "lapses." Lapsed candidacy indicates that the student has exceeded the time that their doctoral program considers valid. (This date is indicated in the student's electronic record as "Candidacy End Date"). If otherwise in good academic standing, the student may continue to register, but to file the dissertation, an HTS program representative 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 if the student is otherwise making adequate progress and if the delay in completion of requirements is attributable to factors

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

Once lapsed, candidacy may be reinstated once the dissertation is completed and, if in the opinion of the Ph.D. Committee, the requirements previously completed are judged currently valid. Reinstatement requires 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 language, and approval by the Dean of the Graduate Division. The dissertation must be 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 not complete remaining degree requirements within a reasonable period. Once terminated, candidacy for a higher degree may be reinstated only through a process of requalification. Ph.D. students will be required to take a new Qualifying Exam, be reexamined in the required foreign language, 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

DEFINITION: THE NATURE OF A DISSERTATION
The dissertation research is the culmination of the PhD. Program. 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.

Students sometimes ask if previously published work may be included as part of the dissertation. Generally, this is allowed, but the previously published material must be integrated into the dissertation's coherent argument.

DISSERTATION COMMITTEE
The preparation of the dissertation is supervised by a committee of three faculty members. The chair must be from the Department of 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 other members must be a member of the Berkeley Academic Senate or have received special permission from the HTS Committee, the HGA and the Dean of Graduate Division. The dissertation Chair cannot also be the chairperson of the candidate's qualifying examination committee. It is usual that the Dissertation Committee is composed of members of the Qualifying Exam, but it is not required.

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 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 1 unit 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.

Application for Filing Fee must be requested by the first day of classes. 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.

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: [Dissertation Writing and Filing - Berkeley Graduate Division](#) The final draft of the dissertation is submitted electronically to Graduate Division.

Detailed instructions about the formatting, organization and submission of the final dissertation are available at [Dissertation Writing and Filing - Berkeley Graduate Division](#). You should consult this site early and often during the final stages of writing the dissertation

5. GENERAL RULES

DURING THE SEMESTER

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.

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.

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.

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: (Courses - UC Berkeley College of Environmental Design), the Campus Solutions Schedule of Classes (Berkeley Class Schedule)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 University posted deadline. A deferred payment plan is also available. For more information, go to: Fee Payment Plan (FPP) | Student Billing

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 Bauer 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: Cal 1 Card. 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 Bauer 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.

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: Bear Transit and Class Pass/EasyPass - Cal 1 Card

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.

Process 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 final product (research paper, report)
- 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.

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. The last day to add or drop without the Dean of Graduate Division's approval is the last day of formal classes. Grading options or unit changes may be changed until the last day of formal classes (no fee).

Petition to change class schedule is available at CAL Central eForms Work Center / Petition to Change Class Schedule.

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 added and dropped courses 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.

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.*

COMING AND GOING

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.

In Absentia

In Absentia is a form of registration for graduate students who are physically outside the Bay Area for an entire term doing fieldwork/research related to their degree. 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

Cancellation/Withdrawal and Readmission: The process

Registration can be canceled 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: [Refunds After Withdrawal - Office of the Registrar](#)

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, contact the GSAO to request readmission so that a readmission request can be submitted on CAL Central. 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 email.

6. MANAGING IN THE PROGRAM

TEACHING: **Graduate Student Instructors**

Most funding packages require students to GSI for at least 6 semesters. Each student must apply for positions in those semesters where funding will be offered through such appointments.

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. GSIs must be registered as full-time graduate students with a minimum of 12 semester units. The Graduate Division will not appoint people with a GPA 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." Work at CED - UC Berkeley College of Environmental Design For a list of UC Berkeley GSI/GSR wage rates, refer to the Graduate Student Academic Appointments link: Graduate Student Academic Appointments

For general appointment information please refer to GSI, GSR, Reader, or Tutor Guide: Graduate Student Academic Appointments Information about requirements, salary, hours worked etc. are all listed at this site. The Graduate Division's Appointments 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, GSIs (and GSRs 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: Fee Remissions - Berkeley Graduate Division

GSIs 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.

RESEARCH ASSISTANTS

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.

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 $10,500 in stipend (currently) per semester. For more information about the programs go to: Introduction to the Guide to Graduate Policy

FUND FOR TRAVEL TO CONFERENCES

For those who are invited to present a paper at a scholarly conference, there is a Graduate Fellowship Conference Travel Grant through Graduate Fellowships, [Conference Travel Grants - Berkeley Graduate Division](#) and 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" https://docs.google.com/forms/d/1ffjcjCw_KEfvNSgInQOLdJDKUpT9QsYzhGbXyIvhJOs/edit 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.

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 email for information about outside fellowships, conferences, post docs and other opportunities. [Awards, Scholarships and Fellowships - UC Berkeley College of Environmental Design](#)

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: [Graduate Fellowships and Awards](#)

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: [Residency (for Tuition Purposes) - Office of the Registrar](#) .

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.

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 [GLACIER/Foreign Tax Compliance System | Controller's Office](#). 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.

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:[Student Budgets (Cost of Attendance) - Financial Aid & Scholarships](#) . For University fees: [Fee Schedule - Office of the Registrar](#)

AUTHORSHIP GUIDELINES

The leading author should propose the authors' list. All authors should agree to the list. To determine whom to include the Vancouver protocol (aka [ICMJE](#)) for authorship shall be followed. A summary: Authorship credit should be based only on contributions to one or more of the following: 1) formulation of theory and prediction; 2) contribution to conception and design; 3) acquisition, analysis, and interpretation of data; 4) drafting the article or revising it critically for important intellectual content. Honorary and ghost authorship are not allowed.

• Order of authorship should consider the relative contributions of authors to the intellectually most critical aspects of the work. Contributions that give in decreasing importance should be: 1) the conception of the work being represented by the article, design of the work, analysis, and interpretation of data or other evidence presented in the article; followed by 2) drafting the article or revising it for critically important content; and 3) approving the final version of the article. The first author should have made major contributions in 1 and 2. The following sequence of authors should represent progressively lesser contributions. Typically but not necessarily, the last author(s) could be

the team leader(s), the one who is the project lead, theme lead or who secured funding for the project. Yet, it will be decided by the first author and the rest of the other contributors.

• Other individuals who have participated in the generation of the research paper but who do not meet the criteria for authorship should be listed in the acknowledgment section with a brief indication of the nature of their contribution.

• Corresponding author (guidelines simplified from Nature). The corresponding author is responsible for communicating with the journal and with managing communication between coauthors. The corresponding author is responsible for the contributions to the manuscript from that team. This responsibility includes, but is not limited to: (1) ensuring that original data upon which the submission is based is preserved and retrievable for reanalysis; (2) approving data presentation as representative of the original data; (3) foreseeing and minimizing obstacles to the sharing of data, materials, algorithms or reagents described in the work; and (4) get approval for submission from all the co-authors before submitting the manuscript. Post-submission corresponding author's responsibility includes: 1) ensuring the accuracy of all content in the proof, in particular, that names of coauthors are present and correctly spelled, and that addresses and affiliations are current; 2) be the point of contact for queries about the published paper; and 3) informing all coauthors of matters arising and to ensure such matters are dealt with promptly. The name and e-mail address of this author are published in the paper.

• List of authorship should be decided before the kick-start of the paper. Any change (adding or removing) to the authorship list should be informed and agreed upon among all contributors. The final order of authorship should be decided at least before the submission of the paper.

• All authors should disclose relationships that could be viewed as presenting a potential conflict of interest. Authors are responsible for disclosing all financial and personal relationships between themselves and others that might bias their work. Authors shall explicitly state if potential conflicts do or do not exist. This could be done in the journal's COI notification page or in the accompanying cover letter.

• Credit author statement. Some journals require a method to recognize individual author contributions. If available, this should be used. The corresponding author is responsible for ensuring that the descriptions are accurate and agreed by all authors. The role(s) of all authors should be listed, using relevant categories (this may change by journal): conceptualization, methodology, software, validation, formal analysis, investigation, resources, data curation, writing original draft, writing review and editing, visualization, supervision, project administration, funding acquisition). Authors may have contributed in multiple roles. More details here. Authorship Guidelines 2022

7. THE COMMUNITY

FACULTY ADVISOR
Upon admission, students are assigned two faculty advisors, who counsel them on course work, requirements, and professional development. They also track your progress and report on it to the

Ph.D. Committee. It is important to meet regularly with your advisors, at least twice each semester, and to stay in close communication with them, even during sabbaticals or if you go in absentia. Students may change advisors, particularly once they get to know a range of other faculty members. Students who wish to work with a different advisor should make sure that the faculty member agrees and then notify the Graduate Assistant in the Architecture Department who will notify the previous advisor. It is common courtesy to speak with the previous advisor about the change, as well. Advisors can also be a wealth of information about grants, conferences, publication opportunities, and the job market.

THE PH.D./M.S. COMMITTEE

The Ph.D./M.S. Committee administers the Ph.D. and M.S. programs. There are two Ph.D./M.S. Committees, one for HTS and one for BSTS, 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. Each sub-committee is guided by a faculty chair and meets regularly; the entire committee typically meets at least once per year. The committee is responsible for the vision and well-being of the program, sets policy and procedures, conducts annual year-end reviews of students, and reviews applications for admissions. Students are encouraged to work with their representatives and/or with the chair to help shape the program.

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. Its website can be found here: Berkeley Graduate Division

THE ARCHITECTURE GRADUATE OFFICE

The Graduate Office in 232 Bauer Wurster Hall, is an indispensable resource for graduate students. Berkeley can be a formidable bureaucracy to master. Students are encouraged to work with the staff to chart their way through their program. The office maintains graduate student files, including the following documents:
- admissions materials (previous transcripts, admissions applications, letters of recommendation)
- UC cumulative grade records
- correspondence between the Graduate Office and the student, including year-end reports
- copies of petitions
- copies of fellowship and award notifications

You are entitled by law and University policy to examine your file materials, with the exception of letters of recommendation for which you 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 not 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: [FERPA (Privacy Disclosure) - Office of the Registrar](#) There is additional information regarding academic policies at: [Academic Policies < University of California, Berkeley](#)If you wish to review your file you may do so. Copies of documents may be made at your expense. The Graduate Office uses the contact information you provided to CAL Central. Please keep this information current so that we can contact you. E-mail, addresses, and phone numbers are confidential.

The staff of the Architecture Graduate Office keeps abreast of the complex web of academic requirements, both within the various programs and the university at large. If you have questions, check here first.

STUDENTS

Your cohort will be one of your richest resources. Students regularly form reading and writing groups, counsel one another on the various aspects of the program, support students through their qualifying exams, and become life-long colleagues. Our students have organized lecture series, conferences, and symposia, created journals and other publications, arranged field trips, and helped shape the program. The program is eager to foster a supportive, non-competitive environment in which students work collaboratively. A common room has been set aside for HTS Ph.D./M.S. students in 470 Bauer Wurster Hall.

8. CAMPUS POLICY STATEMENTS

APPEALS PROCEDURE FOR STUDENT GRIEVANCES

Purpose and Scope

The University and Department are committed to a policy against legally impermissible, arbitrary, or unreasonable discriminatory practices. All groups operating under The Regents, including administration, faculty, staff, student governments, University-owned residence halls, and programs sponsored by the University, are governed by this policy of nondiscrimination.

The University of California, in accordance with applicable federal and state law and University policy, prohibits discrimination, including harassment, on the basis of race, color, national origin, religion, sex, disability, age, medical condition (cancer-related), ancestry, marital status, citizenship, sexual orientation, or status as a Vietnam-era veteran or special disabled veteran.

The purpose of this grievance procedure is to provide Berkeley students an opportunity to resolve complaints alleging discrimination based upon any of the above listed grounds. This procedure is also available for the resolution of complaints alleging inappropriate application to a student of any other rules or policies of the Berkeley campus resulting in injury to the student, except as noted in IB. below. It is the intent of this procedure that student complaints should be resolved, if at all possible, in the department or unit where they arise.

The University policy is here: [UC Berkeley Campus Grievance Procedures for Students](#)

Informal Resolution Procedures

A student may pursue informal resolution of a complaint by scheduling a meeting with the Head Graduate Advisor to discuss the complaint and explore possible avenues of resolution. If informal resolution is pursued, it must be initiated, and should be completed within 30 days. At any point in this process, if a satisfactory solution cannot be reached, the student may initiate formal resolution by putting the complaint in writing.

Formal Architecture Department Procedures

The following procedures have been established by the Department of Architecture to deal with student grievances. NOTE: These procedures do not apply to grades, student employment, and student discipline, which are governed by separate University Policies in the link above.
1. Informal Resolution: a student should attempt to resolve the matter informally with the person alleged to have committed the violation.
2. If the matter cannot be resolved at Step 1, a student brings the grievance to the attention of the Chair of the Grievance Committee.
3. If a satisfactory solution cannot be provided by the Grievance 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. Undergraduate students should file with the Office of the Vice Chancellor for Student Affairs and graduate and professional school students should file with the office of the Dean of the Graduate Division.

SEXUAL HARASSMENT POLICY: BERKELEY CAMPUS SEXUAL HARASSMENT POLICY
Please refer to the following University site Office for the Prevention of Harassment & Discrimination:

Office for the Prevention of Harassment & Discrimination

CAMPUS RESOURCES ON STUDENT MATTERS
ASUC Student Advocates Office: Student Advocate's Office
Campus Police Department: 1 Sproul Hall, 642-6760 Berkeley UCPD
Child Care & Family Services: Support for Student Parents & Caregivers - Berkeley Graduate Division
Faculty Equity Associate: Office for Faculty Equity & Welfare
Gender & Equity Resource Center (Student Activities & Services): GenEq | Centers for Educational Justice & Community Engagement
Main Library Info for Grad Students: the UC Berkeley Library
Ombudsperson for Faculty and Students: Ombuds Office for Students & Postdoctoral Appointees | UC Berkeley
Personnel Office - Employee Relations: People & Culture Staff and Services Portfolio

Sexual Assault Counseling: [Sexual Assault and Rape | University Health Services](#)Sexual Harassment & Violence Support & Education Program: [Addressing Sexual Violence & Sexual Harassment](#)
Student Conduct Office: [Center for Student Conduct](#)
Title IX Compliance Officer: [Meet our Team | Office for the Prevention of Harassment & Discrimination](#)

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.