

**COLLEGE OF ENVIRONMENTAL DESIGN
DEPARTMENT OF ARCHITECTURE
UNIVERSITY OF CALIFORNIA
BERKELEY**

**MASTER OF SCIENCE HANDBOOK
HISTORY, THEORY AND SOCIETY
2023–2024**



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I. WELCOME!

WELCOME to the Department of Architecture. In this booklet we explain many procedural aspects of the Master of Science in Architecture program. However, nothing written could cover it all. When questions come up, make the Arch Grad Office (232 Wurster) your first stop: if we don't know the answers, we'll help you find the person who does. We welcome your visits!

The Graduate Student Affairs Officer (GSAO) manages the Graduate Office. The Graduate Admissions Officer will also assist you when the GSAO is unavailable or when things get busy.

Office hours: Monday- Friday
9 a.m.–12 p.m. and 1–4 p.m.
Phone: 510-642-5577
Email: likoch@berkeley.edu, archgrad@berkeley.edu
Website: <http://arch.ced.berkeley.edu>

II. OVERVIEW: THE MASTER OF SCIENCE IN ARCHITECTURE PROGRAM

BACKGROUND:

The M.S. degree offered by the Department of Architecture in History, Theory and Society (HTS) is an academic, non-professional degree emphasizing coursework and supervised independent research in 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 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 centuries. 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.

III. ORGANIZATION: WHO MAKES THE DECISIONS?

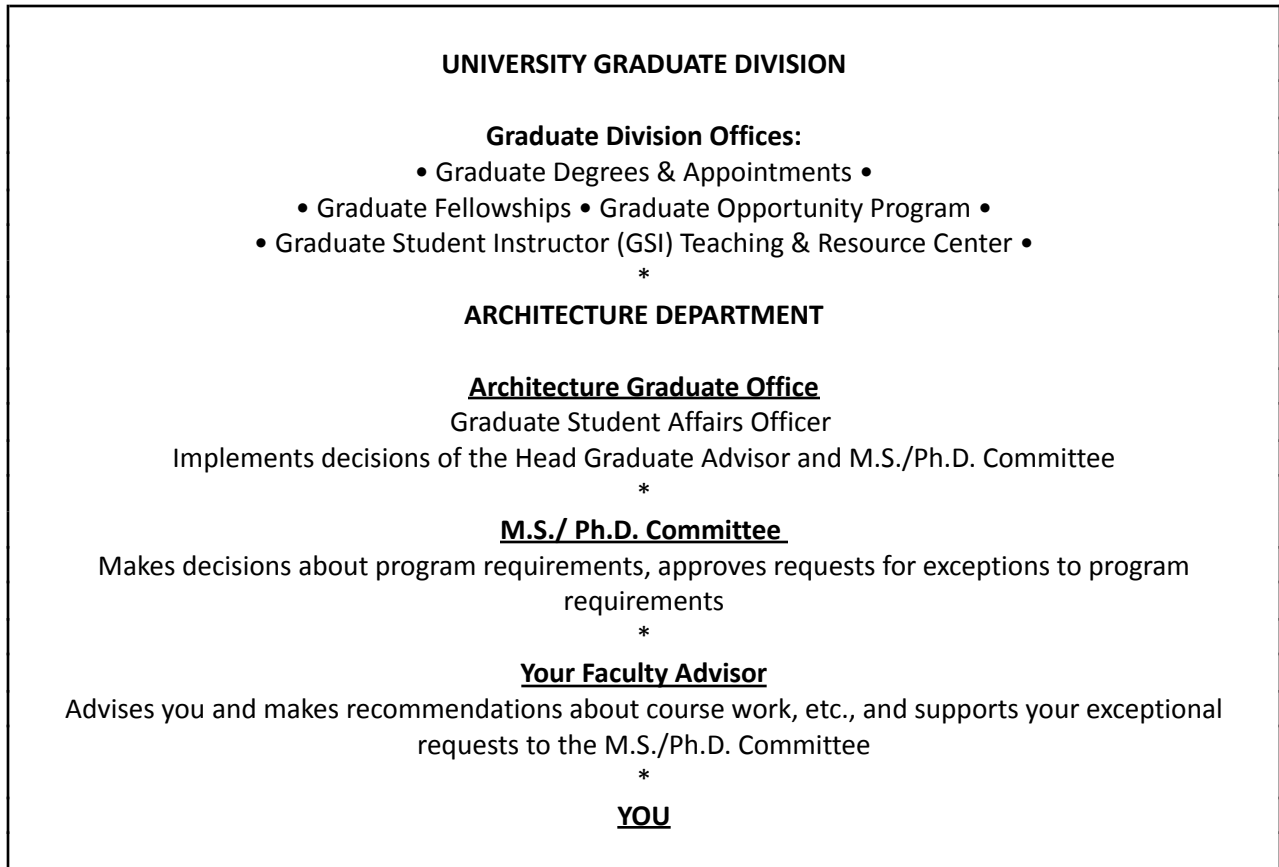
The Department of Architecture operates within a framework of rules made by the State, the University, the Berkeley campus, the College of Environmental Design and ourselves. The Department and Graduate Division rules for the degree are spelled out in various Graduate Division and Department websites:

[Resources & Services for Graduate Students](#) or [Academic Policies < University of California, Berkeley](#).

Should you run into problems, require clarification of the rules and regulations, or seek to waive some part of the requirements, start with the staff of the Arch Graduate Office. We should be able to tell you

at what level the solution to your problem will be found. Should the problem require a waiver of the formal rules, we will make sure that it comes to the attention of the appropriate party, the M.S./Ph.D. Committee, The Head Graduate Advisor, or the Dean of the Graduate Division.

Most of your administrative interaction will be with the staff in the Arch Grad Office, your Faculty Advisor, and occasionally the M.S./Ph.D. Committee, but here is the official chain of command:



Your Faculty Advisor

Upon entering the M.S. program you will be assigned two faculty advisors. Your faculty advisors provide counsel on matters pertaining to course selection and degree requirements, and will help you assemble your thesis topic and committee. They maintain familiarity with your overall progress. It is your responsibility to maintain regular communication with your advisor.

Your initial faculty advisors need not necessarily serve as the directors of your thesis research, but arrangements should be made as early as possible in your program if you want to change advisors.

The M.S./Ph.D. Committee

The HTS Master of Science program is directed by the History, Theory and Society M.S./Ph.D. Committee. The committee is composed of faculty representing the study areas of the program plus a student member (elected by his/her fellow students). In administering the HTS M.S. program, the Committee is responsible for the following:

- reviewing applications for admission to the program;
- defining the scope of the HTS MS program, and maintaining its overall standards, policies and procedures;
- reviewing proposals for thesis projects;
- examining petitions for exceptions to program requirements

IV. REGISTRATION & CLASS ENROLLMENT

Everyone is required to be registered for 12 units each semester. You will register for classes through the enrollment system, Cal Central: [CalNet Authentication Service](#). 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 course website ([Courses - UC Berkeley College of Environmental Design](#)), the Academic Guide ([Berkeley Class Schedule](#)) and in consultation with your advisor, choose the courses you want for the next term and enroll in them online. When you complete your CAL Central registration, recheck to confirm that you have exactly the classes you want to be enrolled in, the number of units and the grading option for the next semester.

If you are a new student, to begin your registration process, you must enroll in at least one course by the deadline set by the University--check your listing on the CAL Central site. (Don't worry if you haven't been able to meet with your faculty advisor before you sign up for classes. You will have the first five weeks of school to add/drop classes. Check with the grad office staff for further information.) To complete the registration process, you must pay at least the first installment of your fees by the deadline.

V. MAKING CHANGES: ADDING OR DROPPING CLASSES

If you wish to either add courses or drop them, you may do so during the first five weeks of each semester by getting on CAL Central as you did when selecting your original courses. It is a good idea to check on CAL Central from time to time throughout the semester to make sure that your study list is correct.

Adding and dropping courses is a straightforward process. It is essential that you follow the deadlines outlined below:

- You may drop courses without a fee through CAL Central by the end of the 2nd week of class and add by the end of the 3rd week.
After the deadline, a fee is charged for each class that you add or drop:
 - \$10 is charged for each class dropped;
 - \$5 is charged for each class added
- The last day you can add, drop, or make any changes on CAL Central is at the end of the 5th week
- After the 5th week, the Graduate Office has to manually add and drop classes by petition
- LAST DAY TO ADD or DROP without the Dean of Graduate Division's approval is the last day of instruction.
Grading Options and Variable Units may be made up until the last day of formal classes (no fee)

The Petition to change class schedule is available at:

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](https://calcentral.berkeley.edu/dashboard)

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 Petition to Change Class Schedule form to the Graduate Office. The charges for the adds and drops will appear on CAL Central.

Graduate Student Instructors (GSI), Graduate Student Researchers (GSR), or fellowship holders 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 or Dropping Courses After the Deadlines

After the deadlines, adding or dropping courses becomes more difficult. In addition to paying the fees noted above and securing the signature approval of the Head Graduate Advisor, you must write a letter to the Dean of the Graduate Division outlining the extraordinary circumstances that led you to seek an exception to the deadlines. You must 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 your request.

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

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

CAL 1 Card

The official UC Berkeley identification card is white with a computerized photo of the student. It is your pass to campus services and facilities as well as Wurster Hall and the Ph.D./M.S. Room 470 after normal building hours. As soon as possible, have your photo taken at Lower Sproul Plaza. When you go to the Cal photo ID Office to obtain your card, please present your 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 provides access to various campus facilities and events and 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. 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 your card.

Clipper 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](#)

VI. GRADING REGULATIONS

Grading Options

There are two options for grading, either a letter grade, or the satisfactory/unsatisfactory option (S/U). You must take your required courses, including methods, and your thesis work for a letter grade. Your elective courses may be taken on either a graded or an S/U basis.

Things you need to know about the S/U option:

- Overall, you may take no more than 1/3 of your total units on a satisfactory/ unsatisfactory basis.
- Courses taken S/U do not figure into your grade-point average. Even if you do not pass the course, and earn a "U," it will not affect your GPA but you will not receive any units.
- The "satisfactory" in S/U implies work that is done at the level of B- or better. Thus, if you take a course S/U and your level of achievement is below B-, you will get a "U" (and earn no credit).
- With the letter grade option, you will still get units and academic credit for grades as low as a C-, anything lower will not receive credit.

Required Grade-Point Average

Graduate students must maintain an overall grade-point average of 3.0 to avoid academic probation. (You will get credit for individual grades as low as C-, but your overall GPA must be 3.0 or above.)

What Courses Count Toward the Degree Requirements?

Only courses numbered in the 100's and 200's will count toward your degree requirements. You may take courses numbered below 100, such as PE or language classes, but they will not count toward your degree unit requirement. Note that courses numbered 375 for GSI pedagogy teaching will not count towards your degree.

Incomplete Grades

The grade "I" may be assigned when a student's 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.

Removing an Incomplete Grade

An "I" grade remains on the record until the work is completed and submitted to the instructor for a grade. The instructor changes the grade on CAL Central.

If there are more than two incompletes, it will block applying for Advancement to Candidacy 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 or the work necessary to complete the "I" would only impede the progress toward the degree.

VII. PROGRAM OF STUDY: THE MASTER OF SCIENCE CURRICULUM

PROGRAM OF STUDY

The description below outlines the general program requirements for the Master of Science in Architectural History, Theory and Society. As each person has been admitted to the program to carry out an individual research project, no specific curriculum sequence applies. Although the program is flexible, your coursework must fit into the various categories outlined below. With your advisors' assistance, make a study plan as soon as possible to make the most of your opportunities.

PROGRAM REQUIREMENTS

UNITS required for degree: 36 (minimum), as follows:

Research methods:	4 units
Inside Field units:	9 units (minimum) or 3 classes
Arch Breadth: (classes from two different Arch instructors not taken as inside field courses for students without an ARCH degree)	6 units (minimum) or 2 classes
Thesis work:	5 units
Electives:	12 units

Degree work should be completed in three semesters.

CURRICULUM

Research Methods:

Arch 281: Introduction to Research Methods in the History, Theory and Society of Architecture (4 units) is required for all M.S. students in the Fall semester of their first year in the program. If not available, consult your advisors for alternative options.

Inside Field - Courses in HTS:

A minimum of nine units or three classes of Architecture course work must be completed in HTS as agreed to with your advisor. The option of 299s or substitutes in Art History, Geography, Art Practice, etc. will need to be approved for academic years when too few HTS course offerings are made available.

Architecture Breadth Requirement:

For those without an academic background in Architecture, a minimum of six units or two graduate courses offered by instructors other than those with whom the student has taken inside field coursework, is required. (No waivers of this requirement will be made.)

Thesis Coursework:

Thesis coursework consists of a 5-unit independent study course (Arch 299) undertaken with the Chair of your thesis committee.

Electives Outside of Architecture:

The remaining number of units of coursework related to -- or supportive of -- the specialty area may be undertaken in departments outside of Architecture.

Waiving and Substituting Requirements:

Occasionally a student will have reason to believe that a required course should be waived or will wish to substitute an upper division undergraduate course as part of their graduate program to fulfill requirements. If you wish to seek an exemption from one of the above requirements, discuss your request with your faculty advisor. If s/he agrees that it seems reasonable, submit your request in writing -- including the endorsement of your advisor -- to the M.S./Ph.D. Committee using a waive and substitute form:

<http://ced.berkeley.edu/ced/students/graduate-advising/graduate-forms-documents/>.

DEGREE CHECK AND ADVANCEMENT TO CANDIDACY

In your final semester when you plan to complete the requirements for the M.S. degree, ask the Grad Office for a final "degree check" to make sure that you have satisfied all unit, subject area and residency requirements.

You will be required to submit the "M.S. Thesis Proposal Form" to propose your thesis topic and committee for the approval of the M.S./ Ph.D. Committee:

https://docs.google.com/forms/d/12iKleP7sedmcE2Cy-nnewStd3hHr2Q9IP7ceRf_TJuM/edit

You will have two options for advancing to candidacy. The first is **Plan 1**, which is a formal University Thesis. You advance to candidacy after submitting an electronic form in CAL Central, "Higher Degree Committees Form." The second is **Plan 2 or Capstone Project** which is processed through the Architecture Graduate Office. You will be automatically placed in Plan 2 when you enter the program and if you want to do the University thesis; you must submit an application for Plan 1 to change your candidacy.

VIII. FINAL DEGREE REQUIREMENTS: THE THESIS

An Independent Research Thesis or Capstone Project as the University calls it, is the culmination of your Master of Science program. Your thesis topic will be developed over the course of your studies, but it must be approved by your Chair at the beginning of the Fall semester of your second year. You must also decide at this time whether your thesis will be completed according to the requirements of Plan 1 or Plan 2.

Thesis Plans and Committee

If you complete a University Thesis under **Plan 1**, the thesis committee chair must be a member of your home department, have a minimum of three members and all the members must be part of the Berkeley Academic Senate (i.e., persons holding the academic title professor, associate professor, or assistant professor). Exceptions may be made for additional members not holding these titles. However you may only have ONE such exception on your committee. It is far better to take classes from a potential

committee member before asking him/her to be on your thesis committee than to wait until the last minute and ask someone who does not know you or your work.

Plan 2 is a Departmental Thesis or Capstone Project. The written requirements may be fulfilled in two different ways. The choice of format will be made through consultation between students and their committee Chair. Possible formats include:

- a. a thesis of 20-25 double-spaced pages (not including footnotes and illustrations) with two inside committee members that will be filed upon completion in the CED Library
- b. an essay of 20-25 double-spaced pages (not including footnotes and illustrations) suitable for publication in a journal.

All Plan 2 options require a committee of two inside (department) members. An outside member may be added but may not replace the 2 inside members.

Thesis Format

The Plan 1 University Thesis must be prepared according to the Graduate Division regulations. Guidelines are available at:

[Thesis Writing and Filing - Berkeley Graduate Division](#)

The Departmental Thesis is up to the discretion of the thesis committee.

Formal Review

One month before submission of your University Thesis to the Graduate Division, you are required to present your complete thesis draft to your committee members, who will review your work and suggest any final changes. It is your responsibility to make sure that your entire committee will be available to review your final draft and you will be able to process any changes, since it is a significant step in the completion of your degree program.

The Departmental Thesis must also be presented to your committee at least a month before the end of the semester for review, to allow for any editing changes or corrections.

Thesis Schedule: Deadlines:

- THESIS PROPOSAL for Plans 1 and 2 must be submitted in the Fall semester of the second year of the M.S. Program..
- UNIVERSITY ADVANCEMENT TO CANDIDACY form for Plan 1 must be submitted on CAL Central

For Fall Degree: 3rd week of the semester

For Spring Degree: 3rd week of the semester

DEADLINE FOR SUBMISSION OF COMPLETED THESIS, along with signature approvals from each committee member:

For Fall Degree: Last day of the semester

For Spring Degree: Last day of the semester

Filing Fee

What happens if you do not complete your thesis by the deadline?

The Filing Fee is a reduced fee for graduate students who have completed all requirements for the degree except for filing the master thesis and securing the required signatures on the title page. While it allows a student to submit the thesis, it may only be used once, following a registered semester or 3 unit summer registration and you cannot hold a GSI or GSR position while on Filing Fee nor receive any financial/departmental aid.

Filing Fee will only be approved after the Graduate Office receives confirmation from your inside committee members that they have received a full draft of your thesis and believe that any edits or changes will be completed in the time provided.

Warning: Filing fee status is **NOT** equivalent to registration. If you have student loans, you should determine the implications of your status on your loan repayment schedule. Health insurance or library privileges or the Recreational Sports Facility (RSF) privilege may be purchased separately when presented with a memo from the Grad Office stating that you are a student in good standing on filing Fee.

Students must apply for the Filing Fee by the first day of class of the semester in which they intend to file.

IMPORTANT: HUMAN SUBJECTS PROTOCOL If your thesis will involve human subjects in any way (including such interaction as interviews or questionnaires) you must have your research plans approved by the Berkeley Campus Committee for the Protection of Human subjects BEFORE YOUR RESEARCH IS BEGUN.

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). Approval must be gained before the research is begun. Research involving human subjects conducted without the approval of CPHS is invalid and the degree will not be awarded.

Only CPHS can determine whether your 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 <http://cphs.berkeley.edu/>.

IX. TRANSITION FROM THE M.S. TO THE PH.D.

The M.S. degree is a step toward acquiring some research credentials that will qualify you to seek a research career in one of the sub disciplines of architecture. If your intention is to pursue a teaching and scholarly career, you might consider applying to the Ph.D. program. Although all of the course work you are pursuing in the M.S. program will also count towards your Ph.D., a transition from the MS to the Ph.D. program is not automatic. The M.S./Ph.D. Committee will evaluate your application with the others made directly to the Ph.D. program.

In addition to the 36 units that you are required to finish while pursuing the M.S., you will be expected to have completed your M.S. thesis at the time of your admission to the Ph.D. program. Additional requirements after admission to the Ph.D. program include:

- One or two Outside Minor Fields (Consisting of 4 regular graduate courses of 12-16 units; or 2 graduate classes in each if you pursue two fields with a 6 unit minimum in each);
- foreign language requirement for those in History , Theory and Society;
- written qualifying examination;
- comprehensive oral examination; and
- dissertation.

Application Submission and Schedule:

In order to apply to the Ph.D. program from the M.S., you submit a Ph.D. application to the University admissions website by the posted deadline with all the required material as if you were a new applicant. You will be evaluated with the other applicants to the program and considered for the funding awarded to Ph.D. students.

Those who are admitted to the Ph.D. program and who succeed in taking their qualifying exams by the end of their second year in the Ph.D. program will also earn the Dissertation Completion Fellowship (DCF) which is offered by the Graduate Division. This fellowship covers tuition, fees and a stipend for one whole year after advancing to candidacy.

Special Studies Courses — Architecture 299 (Independent Study):

Content and Purpose of Special Studies Courses. An Arch 299 course offers you 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.

The 299 is not a vehicle for getting academic credit for doing a job. A job can be a vehicle for learning, but credit will not be given merely for work where neither the intent nor the academic value is clear. If some other activity in conjunction with the work is to be performed for an academic purpose that would not ordinarily be pursued, this segment of the work could legitimately be done for credit. Work for which you are paid may not be assigned academic credit.

Only 9 units of Arch 299 units may be credited toward your program requirements. (This number includes the 5 units allowed for thesis work.)

Form for Special Studies Courses. Ideally, you should plan special studies work before the end of the preceding semester, but you may also add a special studies course to your study list during the add/drop period. To do so, find a faculty member willing to sponsor your study and complete the SPECIAL STUDIES PETITION form available at: <https://docs.google.com/forms/d/1TLZpC200SHGqIh51yp0DBi4NY1msye1C799Fr8TCIGA/edit>

The special studies form will ask for the following information about the work that you propose:

- statement of intent and purpose

- the work involved and its schedule
- the end result (possibly the product)
- the instructor's role
- means of evaluation
- schedule of meetings with your faculty sponsor

Discuss your plans with your faculty sponsor and have him/her approve the form, then notify the GSAO who will forward it for review by the Head Graduate Advisor. When your proposed study has been approved (this generally takes a day or two), you will be given a permission code and a class number so that you can add the 299 course to your schedule.

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

X. FINANCIAL ASSISTANCE: SOURCES OF FUNDING

Need-Based Financial Aid

The University of California at Berkeley offers a wide variety of financial aid programs to help students meet their educational expenses. For University based funding and fellowships, go to: [Graduate Fellowships and Awards](#). Financial aid is awarded on the basis of demonstrated financial need and is available to all citizens of the U.S. and foreign students who hold either an immigrant or refugee visa. Among the types of aid offered are grants, loans, work study.

Students generally must apply for government financial aid or loans, six to nine months in advance of the award period (late applications are subject to the availability of funds after the needs of on-time applicants have been met). All domestic students must use the "Free Application for Federal Student Aid" which will be available online at <http://fafsa.ed.gov/>

Departmental Financial Assistance: Prizes, Awards, Competitions, Etc.

Each year the Department distributes awards to graduate students in the Department of Architecture including various prizes, competitions and summer internships. All eligible students are encouraged to apply. At the beginning of the Fall Semester, a complete schedule of the year's awards, along with their deadlines and requirements will be available at: [Awards, Scholarships and Fellowships - UC Berkeley College of Environmental Design](#) .

Graduate Student Instructorships

Many students hope to earn money and gain teaching experience by acting as a graduate student instructor. GSI hiring for the following semester takes place toward the end of the previous semester. Watch for e-mailed notices for the GSI application period. The Department will post a hiring announcement on the Architecture website toward the end of each semester about available GSI positions for the following semester. The web announcement also outlines the procedure for applying to GSI positions. Generally speaking, it is assumed that applicants will have taken the course that they hope to teach (or its equivalent) and excelled in it. It's an excellent idea to make your interest in teaching known to the instructor ahead of time: hiring is competitive and instructors want to choose those with knowledge, experience and enthusiasm.

After you submit your 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 full-time graduate students. For GSI's, full time means registering for 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 Architecture website under "Employment." [Work at CED - UC Berkeley College of Environmental Design](#) .

For a list of UC Berkeley GSI/GSR wage rates please refer to the Graduate Student Academic Appointments link: [Graduate Student Academic Appointments](#).

The Graduate Division's Appointment's Office staff handles and monitors all graduate student instructor, research, and tutor positions. For general appointment information please refer to the <https://grad.berkeley.edu/financial/appointments/>

In addition to the above-mentioned compensation, GSI's and Graduate Student Researchers employed at 25-44% receive a partial fee remission which includes their health insurance, tuition and Student Services Fee. Berkeley Campus Fee and Class Pass Fee are not covered. Full fee remission is available for GSRs working at least 45% time. [Fee Remissions - Berkeley Graduate Division](#) For the prescribed hours of work per week include all class contact hours, class preparation, grading, etc. [Graduate Student Academic Appointments](#)

- GSI's must be a registered full-time graduate student at the time of appointment. GSI's are required to carry a minimum of twelve (12) upper division and/or graduate units (100 or 200 series) per semester.
- The Graduate Division will not appoint people with a GPA below 3.0 or with more than two incomplete grades.
- First-time GSIs must either have completed or be enrolled in a 375-level semester-long pedagogy seminar on teaching in the discipline offered by the department. This is course **Arch 375** which is offered during the Spring semester. The pedagogy class is also offered through either City Planning or Landscape Architecture in the Fall semester. If you cannot take Arch 375 due to schedule conflicts, the pedagogy seminar should be taken in another department, with the advice and approval of the GSI's department and with the consent of the course instructor. The GSI Teaching and Resource Center will maintain a list of 375-level courses on its Web site.
- All first-time GSIs must successfully complete the Online Course on Professional Standards and Ethics in Teaching by the end of the third week of classes.
- All first-time GSIs must attend the GSI Conference Workshop offered by the GSI Teaching and Resource Center prior to the beginning of the semester they are hired to teach.

If you are appointed as a Graduate Student Instructor you may enroll in a GSI course (Arch 298) for which you can receive 1-3 credit. You may repeat this course, however, no more than three such courses--a total of three units -- will count towards your unit requirements. This course must be taken S/U. Ask in the Grad Office for details.

XI. HOW MUCH WILL IT COST?

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. [Student Budgets \(Cost of Attendance\) - Financial Aid & Scholarships](#)

Registration fees:

[Fee Schedule - Office of the Registrar](#)

XII. ESTABLISHING CALIFORNIA RESIDENCY

If you are a US citizen, but not a California resident, you can save money by establishing residency in California. For definitive information about residency matters, visit <https://registrar.berkeley.edu/tuition-fees-residency/residency-for-tuition-purposes/residency-requirements-graduate-students/> for written detail.

MASTER OF SCIENCE DEGREE IN ARCHITECTURE: COURSEWORK CHECKLIST

Name: _____ Faculty Advisor: _____

Specialty Area: _____ Entered Program: _____

Comments: _____ _____ _____	Total units required: (3 semesters)	36
	Completed 1st Semester:	- _____
	Units Remaining	_____
	Completed 2nd Semester:	- _____
	Units Remaining	_____
	Completed 3rd Semester:	- _____
	Units Remaining	_____

ARCHITECTURE COURSES COMPLETED:

◇ **Research Methods Requirement:** • Area methods course (4 units)
(Arch 281)

◇ **Courses in the Specialty Area:** (9 units minimum)
(A minimum of nine units of Architecture course work must be completed in the specialty area.)

Course title	course number	units
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Course title	course number	units
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Course title	course number	units
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◇ **Courses in Architecture Breadth Area: for those without an Arch degree** (6 units minimum)
(A minimum of six units of Architecture course work must be completed outside the specialty area.)

Course title	course number	units
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Course title	course number	units
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◇ **Thesis:** Arch 299 (independent study) course sponsored by your thesis chair (5 units)

XIII. CAMPUS GRIEVANCE PROCEDURES

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: <https://sa.berkeley.edu/grievance>

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.

Other resources that are available before or after a student grievance has been filed include the following:

1. [The Ombuds Office for Students and Postdoctoral Appointees](#) can be your first step, your last resort, or anything in between. If you would like assistance sorting through a campus-related conflict or concern, please contact us. The Ombudsperson will listen to your concerns, serve as a sounding board, discuss your options with you, and help you get a new perspective and determine the next steps to take. The office is strictly confidential and no one will know you have spoken with us unless you wish them to. The only exception to this confidentiality is where there appears to be an imminent risk of serious harm or danger. In the interest of maintaining confidentiality, we request that everyone seeking assistance contact the Student Ombuds Office by phone only and not by dropping by the office or by e-mail. You may also contact us by regular mail, or fax.

Appointments:

Monday - Friday, 9 a.m. - 5 p.m.

Phone: 510-642-5754

Fax: 510-643-3262

Mailing Address:

University of California, Berkeley

Ombuds Office for Students and Postdoctoral Appointees

102 Sproul Hall, MC 2430 (mailing address only)

Berkeley, CA 94720

2. [Office for the Prevention of Harassment and Discrimination](#) (OPHD) works to ensure that the University provides an environment for students, faculty and staff that is free from discrimination and harassment on the basis of categories including race, color national origin, gender, age and sexual orientation/identity. OPHD is the Title IX Office and has the specific responsibility for providing prompt and effective responses to all complaints of sex discrimination, including harassment and sexual violence, and discrimination or harassment based on gender, gender identity, gender expression, and sexual orientation. OPHD also responds to concerns from students and faculty regarding other forms of discrimination as covered by University Nondiscrimination policies-- such as, age, religion, national origin, etc. OPHD offers a variety of training programs and workshops in sexual harassment and nondiscrimination for students, faculty and staff. E-mail ask_ophd@berkeley for information and resources related to [sexual assault](#).
3. The Title IX and Title VI Compliance Officer in the Office for the Prevention of Harassment and Discrimination may be able to provide information and assistance with regard to grievances alleging sexual and/or racial harassment; concerns of sexual or transgender orientation. Contact Denise Oldham for addressing concerns at 510-643-7985.

4. [ASUC Student Advocate's Office](#) (SAO) — effectively the campus public defender — is an executive, non-partisan office of the student government at UC Berkeley. We offer representation, help, and advice to any student or student group involved in a dispute with the University. We provide assistance for a broad variety of problems, including conduct violations, grade disputes, enrollment issues, financial aid problems, establishment of residency, discrimination, and harassment. All assistance is free and confidential. If you are involved in a dispute with a University, or if you have general questions about University policies or procedures, please contact us immediately. For the quickest response, please visit our office or email us.

ASUC Student Advocate's Office

114B Hearst Gym

Berkeley, CA 94720-4500

Hours of Operation:

10 a.m. to 5 p.m.; Monday to Friday; Fall & Spring semesters

During the summer, we do not hold regular office hours; please [contact us by email](#).

Email:

help@berkeleysao.org

Phone:

(510) 642-6912 note: during the summer email is the best form of contact

[Email the webmaster](#)

You can also [fill out this form](#) to describe your case. Once you submit the form, a caseworker will contact you. All information you provide will remain confidential.

5. The ADA/504 Disability Complaint Resolution Officer may be able to provide information and assistance with regard to grievances alleging discrimination on the basis of disability or failure to provide reasonable accommodations to students with disabilities. Contact Derek Coates at 510-642-2795.
6. The Age Discrimination Act Coordinator may be able to provide information and assistance with grievances alleging discrimination on the basis of age. Contact Equity Standards & Compliance at 510-642-2795.
7. The Office of the Vice Chancellor for Student Affairs may be able to provide information and assistance with regard to grievances alleging discrimination on the basis of veteran status, medical condition, ancestry, marital status, or citizenship. Contact the Division of Student Affairs at 510-642-6727.
8. The student may elect to bring complaints alleging violations of federal civil rights laws with the U.S. Department of Education, Office for Civil Rights. As provided in state law, civil law remedies, including injunctions, restraining or other court orders, and monetary damages also may be available to complainants.

Other Resources:

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>

Personnel Office - Employee Relations: <http://hrweb.berkeley.edu/about/contact>

XIV. 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.

STUDENT RECORD FILE DISCLOSURE POLICY

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

XV. 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](#).

BSTS Authorship Guidelines 2023