

# Knowlton School Undergraduate Advising Handbook

Updated Fall 2016, September 16, 2016  
Revised Spring 2015, January 12, 2015

# Table of Contents

Overview.....	page 2
Student Services.....	page 3
- Scheduling an appointment	
- Student responsibilities	
Admissions Requirements.....	page 6
Knowlton Honors and Scholars.....	page 9
- Scholars requirements	
- Honors requirements	
Academic Standards.....	page 13
- Student conduct	
- Academic misconduct	
- Grade scale	
- GPA calculations	
- Important terminology	
- Academic standings	
- Knowlton School of Architecture Conditions for Probation by Special Action (SAP)	
Transfer Credit.....	page 22
- Transfer credit evaluation	
- Knowlton curriculum petition process	
Course Scheduling.....	page 24
Graduation Requirements.....	page 25
Professional Development.....	page 26
- Professional organizations	
- Career development	
University Resources You Should Know.....	page 29

## **Knowlton School Overview**

### **Areas of Study**

The Knowlton School offers three undergraduate degree programs, listed below.

#### **Bachelor of Science in Architecture** <http://knowlton.osu.edu/bsarch>

The Bachelor of Science in Architecture is a pre-professional degree. Students who complete this degree may choose to pursue additional education in the form of an NAAB-accredited Master of Architecture degree in order to proceed on the path to registration as a professional architect.

#### **Bachelor of Science in Landscape Architecture** <http://knowlton.osu.edu/bsla>

The Bachelor of Science in Landscape Architecture is a professional degree. Students who complete this degree are eligible to proceed on the path to registration as a professional landscape architect.

#### **Bachelor of Science in City and Regional Planning** <http://knowlton.osu.edu/bscrp>

The Bachelor of Science in City and Regional Planning is a professional degree.

Additionally, the Knowlton School offers minors in architectural studies, landscape architectural studies, and city and regional planning.

## **Knowlton Student Services**

<http://knowlton.osu.edu/students/undergraduates>)

The Knowlton Student Services office, located in 100 Knowlton Hall, is typically open from 8am to 5pm, Monday through Friday. Changes to this schedule will be sent to the school listserv. The office may be closed at times for holidays, times when staff are working at other campus events or off-campus or for training sessions.

Students may stop by for assistance with scheduling an appointment, to pick up forms or to ask general questions. Advising assistants are available for this level of service at the main desk. See additional information below to schedule appointments or to participate in walk-in advising hours.

Undergraduate academic advising is provided by the full-time, professional advising staff within the Knowlton School. Both pre-majors and majors are assigned to Knowlton School advisors.

“Your academic advisor is the person whom you will consult regarding course selection and the overall planning of your degree. You are encouraged to meet with your academic advisor regularly. Advisors are here to help you, the student, make the best choices. We cannot, however, do that alone” (advising.osu.edu).

Academic advising is a partnership. As the student, you are ultimately responsible for the decisions you make as a student, whether academic, financial, social, or otherwise. Advisors can help you weigh pros and cons, suggest options for courses, majors, minors, and more, and explain university guidelines. Your advisor is someone you can go to share any problems or concerns. Advisors are focused on you and helping you achieve academic success.

In addition to academics, we want to know about you as a person. We’re curious about your background, interests outside of the classroom, and your future career plans. The insight we gain from learning about you can help us connect you with suitable opportunities.

Please visit [advising.osu.edu](http://advising.osu.edu) to learn more about the role of advisors. This site also provides information on the advising process, appointment preparation, and appropriate questions to ask in an email.

### **How to Schedule an Advising Appointment**

Currently enrolled Ohio State University students are encouraged to make advising appointments in advance at [go.osu.edu/knowltonadvising](http://go.osu.edu/knowltonadvising) . Via the online system, appointments may be scheduled up to seven business days in advance. Walk-in appointments may also be available at designated times during the term.

Appointments are preferred. Advance request of an appointment allows advisors adequate time to review your record, to prepare for your questions, and to research items you mention in your appointment reason. Appointments encourage conversation and lead to strong advisor-student relationships. The two-way conversation that the appointment allows for gives both advisors and students the chance to communicate clearly and to be sure the other party understands the information shared.

Prior to your appointment, it is important that you prepare. Students should review their degree audit, prepare a list of questions, and bring a tentative plan for your future term schedule.

- If you are not sure what to ask in an advising appointment, visit <http://advising.osu.edu/questions.shtml> to see samples of advising appointment questions. Typical examples of topics that require an appointment include:
- Course/curriculum planning for future terms
- Review of degree audit
- Scheduling
- Review of General Education requirements and suggestions for courses
- Discussion of petitions and process
- Review of resumes, cover letters, etc.
- Discussion about future career plans or graduate school
- Discussion about graduation and completion of graduation appointments
- Changing majors into the Knowlton School
- Discussion of transfer credit application
- What to do if you are struggling in a class or overall
- What to do if you want to withdraw or take a leave of absence
- Discussion about your academic standing (such as warning, probation, dismissal)

Walk-in hours may be available at certain times throughout each term. General walk-in hours will be published at the beginning of each term, but may change on a day-to-day basis depending on the volume of appointments. Walk-in hours are for very quick questions. A walk-in meeting should take no longer than 5-10 minutes. Examples of questions that can be addressed at walk-in hours include:

- Submission of a signed, completed course enrollment permission form
- Pick of a copy of a curriculum sheet
- Referral to other office
- Follow up on petitions
- Inquiry to find enrollment appointment time
- Inquiry to locate the source of a hold on account

You are expected to use and communicate with your Ohio State email address. This is the only way we can be sure it is you. Be aware that email is for convenience not immediacy. **Please allow 24-48 hours for a response.**

Advisor email addresses are: [baer.131@osu.edu](mailto:baer.131@osu.edu), and [meadows.241@osu.edu](mailto:meadows.241@osu.edu) and [beer.38@osu.edu](mailto:beer.38@osu.edu). **\*DO NOT send emails to advisors with the @buckeyemail.osu.edu designation, as staff do not have email addresses ending in @buckeyemail.osu.edu.**

Emails sent on the weekend or on a holiday will not receive a response until the next business day. Be aware of when you send an email. If you send a message at 1am, do not expect a response by 8am. Additionally, you only need to email one advisor. Emailing every advisor separately will not prompt a quicker reply. In fact, this may actually delay a response to you. If you email with a detailed question or multiple questions, we may ask you to schedule an appointment. If you have an urgent issue, please call us at 614-292-1012 to discuss your concern and to find out how best to be in touch with an advisor.

Also, we will send all official office communication to your Ohio State email. You are responsible for knowing the contents of any official Ohio State correspondence that is sent by email.

We also expect that you communicate with appropriate and respectful email etiquette. You can address your advisors by their first name, both in an email and in person. You should not address your advisors as “Hey” or “Hey you” or with no name at all. Do not use texting shortcuts such as “u” or “r” or “lol.” These are inappropriate in professional communication with advisors, professors, and future employers. Save shortcuts, slang, and informal greetings for communication with your friends.

Based on the Family Educational Rights and Privacy Act, we do not share information about you with family members or external audiences, unless you have specifically indicated that you would like information to be released to these parties. This means that if your parent calls to ask a question, we cannot and will not discuss you personally. We can, however, talk in generalities but we will never refer to your specific record.

### **Student Responsibilities**

As a student, you are responsible for knowing your current schedule at all times:

- Are you waitlisted for a course? How do you get off the waitlist?
- Have you been dropped for non-payment? How do you get reenrolled in your courses when this happens?
- How do you add/drop courses? What are the deadlines to add/drop/withdraw from a course? What are the repercussions of doing so?

In addition to reviewing your course schedule, you should review your degree audit regularly. Degree audits can be accessed via Buckeye Link (<http://buckeyelink.osu.edu>). The degree audit is a tool that allows you and your advisor to monitor the path toward completion of your degree. Check your degree audit to be sure that courses you select fulfill each specific degree and General Education (GE) requirement. Also, note the total earned hours required for your degree.

Students should also review their advising history in Advising Connect (<http://advisingconnect.osu.edu>). Advising Connect documents appointments and other communication between students and advisors. In conjunction with your audit, this tool can be used to check your progress and note any tasks or follow-up items in a quantitative way.

## Admissions Requirements

The Bachelor of Science in Architecture, Bachelor of Science in Landscape Architecture, and Bachelor of Science in City & Regional Planning may only be earned on the Columbus campus.

The major curriculum for each program includes a series of sequential coursework. In Architecture and Landscape Architecture, the core series of major curriculum begins each autumn semester. Therefore, students are admitted to begin the core for each autumn semester. A student may not begin the core in spring semester or summer term.

The process by which students are admitted to each of the above major programs varies slightly.

### **New First Year Students (Freshmen)**

*for students attending the Columbus Campus*

Some entering freshmen enter the Knowlton School as pre-major program students. After successful completion of required coursework, eligible students will apply to the major program through a competitive application process.

Architecture Students who begin as pre-architecture majors are expected to complete Architecture 2300 and Architecture 2310 prior to submission of an application. Additionally, students should have completed Math through a Calculus I level (Math 1118, Math 1151, or Math 1131) and Physics 1200 at the time of application. Students who do not fully complete Math or Physics are still eligible for conditional admission as long as progress is shown toward the completion of these courses; conditionally admitted students will be given a specific timeframe to complete remaining requirements. Applications to the architecture major program are reviewed at three points in the year: at the end of Fall, Spring and Summer semesters. A complete major application consists of an online application and a portfolio created in 2310 coursework. The undergraduate architecture major admits up to 90 students annually into the core curriculum (starting with Arch 2410 and Arch 5610).

### City & Regional Planning

Students with a 2.0 GPA or above at Ohio State may declare the City and Regional Planning major at any time. No application is required. CRPLAN 2110 is expected to be taken as the first course in the major.

### Landscape Architecture

Students who begin as pre-landscape architecture majors are expected to complete Landscape Architecture 2300 and Landscape Architecture 2310 prior to submission of an application. Additionally, students should have completed Math through a Calculus I level (Math 1118, Math 1151, or Math 1131) and Earth Science 1121 at the time of application. Students who do not fully complete Math or Earth Science are still eligible for conditional admission as long as progress is shown toward the completion of these courses; conditionally admitted students will be given a specific timeframe to complete remaining requirements. Applications to the landscape architecture major program are reviewed at three points in the year: at the end of Fall, Spring and Summer semesters. A complete major application consists of an online application and a portfolio created in 2310 coursework. Up to 30 students are admitted annually to the landscape architecture major.

Some entering freshmen are eligible for *direct admission* to a Knowlton School major program. Direct admission is available only to students who begin as a pre-architecture, pre-landscape architecture or pre-city and regional planning student on the Columbus campus in Autumn Semester and who are admitted to Architecture, Landscape and City Scholars OR University Honors OR any of the University's other 17 scholars programs.

Students who are directly admitted as incoming freshmen are expected to complete the same first-year curriculum as pre-major students. Directly admitted students, however, will not formally apply to the major as long as the student has met both GPA and participation requirements of their specific Honors (3.4) or Scholars (3.0) program at the end of their first year.

### **Columbus Campus Major Changers**

*for students currently enrolled on the Columbus Campus in another program of study*

Columbus campus students who wish to change majors to architecture, landscape architecture, or city and regional planning should have a 2.75 cumulative point-hour ratio in their previous Ohio State coursework.

#### Architecture

Students with a 2.75 cumulative point-hour ratio or above may change to the pre-architecture major at any time. Students with less than a 2.75 cumulative point-hour ratio should discuss options with an advisor.

Students are expected to complete Architecture 2300 and Architecture 2310 prior to submission of an application. Additionally, students are highly encouraged to complete Math through a Calculus I level (Math 1118, Math 1151, or Math 1131) and Physics 1200 by the time of application. Students who do not fully complete Math or Physics are still eligible for conditional admission as long as progress is shown toward the completion of these courses; conditionally admitted students will be given a specific timeframe to complete remaining requirements. Applications to the architecture major program are reviewed at three points in the year: at the end of Fall, Spring and Summer semesters. A complete major application consists of an online application and a portfolio created in 2310 coursework.

#### City & Regional Planning

Ohio State students who are in good university standing (a cumulative GPA of a 2.0 or higher), may declare the major at any time. Students below a cumulative GPA of a 2.0, should consult with a Knowlton advisor.

#### Landscape Architecture

Students with a 2.75 cumulative point-hour ratio or above may change to the pre-landscape architecture major at any time. Students with less than a 2.75 cumulative point-hour ratio should discuss options with an advisor.

Students who begin as pre-landscape architecture majors are expected to complete Landscape Architecture 2300 and Landscape Architecture 2310 prior to submission of an application. Additionally, students should have completed Math through a Calculus I level (Math 1118, Math 1151, or Math 1131) and Earth Science 1121 at the time of application. Students who do not fully complete Math or Earth Science are still eligible for conditional admission as long as progress is shown toward the completion of these courses; conditionally admitted students will be given a specific timeframe to complete remaining requirements. Applications to the landscape architecture major program are reviewed at

three points in the year: at the end of Fall, Spring and Summer semesters.-A complete major application consists of an online application and a portfolio created in 2310 coursework-

### **Regional Campus Change Students**

*for students currently enrolled at an Ohio State's regional campus*

Students with at least 30 earned hours (subsequent to high school graduation) and a 2.0 cumulative point-hour ratio are eligible for a campus change per university guidelines. While the minimum cumulative GPA to request a campus change is a 2.0, majors in the Knowlton School typically recommend GPAs in the 2.75 or above range. Approval of a campus change does not guarantee admission to any Knowlton major.

Students who begin on a regional campus in autumn semester and who complete 30 credit hours by the end of spring semester will be eligible to campus change for summer semester. Enrollment on the Columbus campus in summer term will enable pre-architecture and pre-landscape architecture students to stay on track with their projected graduation date. Arch/Larch 2300 and Arch/Larch 2310 are both available in summer term, and students who complete these courses may apply to the major at the end of summer term. If admitted, students then begin the core major sequence in autumn semester, thus eliminating the need for an extra year of study.

#### Architecture

*Please see Columbus Campus Major Changers section for details.*

#### City & Regional Planning

*Please see Columbus Campus Major Changers section for details.*

#### Landscape Architecture

*Please see Columbus Campus Major Changers section for details.*

#### Early Campus Change Petition

The Knowlton School will consider petitions for an early campus change. An early campus change will enable a student to change to the Columbus campus for spring semester. A petition for an early campus change will be approved for students who have earned at least a 3.0 cumulative point-hour ratio, 15 completed credit hours (subsequent to high school) and have achieved a C- or higher in Math 1148 (or have a math placement level of M or L).

All students in the Knowlton School are assessed a program fee. This fee is set by the College of Engineering.

# Knowlton Honors & Scholars

The Knowlton School offers high ability undergraduates opportunities to focus their ambitions and achievements through applications to the University Honors Program and The Ohio State Scholars Program. The basic differences between the two programs are as follows:

Honors is for students who desire to pursue a more rigorous curriculum and have a strong interest in conducting research during their undergraduate career.

Scholars is for students who desire a small, close-knit community and are passionate about the theme of a specific Scholars program.

## 1. Architecture, Landscape and City Scholars

Architecture Scholars is one of 17 living and learning communities in the Honors & Scholars program. Students are admitted into the program as incoming freshmen. Students should indicate their interest in the program when they initially apply to Ohio State University via the Common Application. Although many students in the scholars program major in architecture, landscape architecture or city and regional planning, students in any major are welcome to apply and participate. A good candidate for the Scholars Program is a student who is strongly interested in the program's theme and desires to investigate the historical, cultural and social significance of the built and natural environment.

The mission of the Architecture, Landscape and City Scholars program is to create a supportive, close-knit residential community that focuses on growing students' understanding of the historical, cultural, and social significance of the built and natural environments through site visits, workshops, seminars and travel opportunities.

Scholars is a 2-year program; however, participation by upperclassmen is encouraged and appreciated. Below are the participation requirements for 1<sup>st</sup> & 2<sup>nd</sup> Year Scholars:

### BASIC REQUIREMENTS

- **Scholars Linked Courses:**
  - First Autumn semester KSA majors (strongly suggested for non-majors) ARCH/LARCH 2300
  - First Autumn semester – Scholars Seminar 1100
- **OSU Scholar Requirements:**
  - Students are required by the university to maintain a minimum cumulative 3.0 GPA
  - Foster a culture of respect, community development and personal growth through the Honors & Scholars G.O.A.L.S.
  - Actively participate in the program – as outlined below

### FIRST YEAR REQUIREMENTS

- **5 events with the Architecture Scholars, Residence Life and the Knowlton School per semester**
  - Includes any Architecture Scholars trips/events/visits/activities, most Drackett Tower Programs, attending the KSA Lecture Series on Wednesday evenings in 250 Knowlton Hall, or programming through Honors & Scholars.
- **3 events with the Haverfield House Residence Life Community**
  - Includes faculty programs, floor activities, use of North Campus Hall Tutoring Service, or any activity that your RA encourages the group to participate in.
  - Students not living in Haverfield should discuss this requirement with the Coordinator

- **8 hours of Community Service per semester**
  - Can be coordinated through the Scholars program, or any other program including SERVitecture, SCASLA, CRPSA, or other student organizations participating in service. Must not be paid service or required for any other program/course. Hours do not include travel time and meal time.
- **1 leadership development activity**
  - Includes participation in the Scholars Leadership Planning Committee, volunteering to assist with a recruitment event, serve as an officer of a KSA related organization, service with the Honors & Scholars Programming Board, active membership in a student organization, other as approved by the Coordinator.

## SECOND YEAR REQUIRMENTS

- **2 Career Development activities per semester. Options include:**
  - Attend 2 Baumer Lectures of your choice and provide a 250 word reflection. Most are held Wednesdays at 5:30 in KN 250
  - Conduct 2 informational interviews with working professionals or faculty in your area of interest. A 250 word reflection is required
  - Attend 2 STEP sessions within the *Career Exploration/Preparation* category. A reflection is required for STEP and Scholars
  - Participate in a structured internship
  - Participate in a semester-long Digital Sandbox group with MMC Scholars (counts toward 2 Career Dev. Activities)
  - Participation in Scholars activity or event that aligns with career interests
  - Other as approved by the Coordinator
- **2 Architecture Scholars events/trips/activities/workshops per semester**
  - Includes any Architecture Scholars trips/events/visits/activities/workshops
- **1 leadership development activity per semester**
  - 2<sup>nd</sup> year students are strongly encouraged to become mentors for 1<sup>st</sup> year students. Other options include participation in the Scholars Leadership Planning Committee, volunteering to assist with recruitment events, service with the Honors & Scholars Programming Board, D.I.C.E. Training, Knowlton Ambassador Program, take on a leadership role within an OSU student organization, or other as approved by the Coordinator.

Scholars GPA requirements are monitored every semester for the first two years. Students who fail to meet the 3.0 GPA requirement can be deactivated from the program. These decisions are made through The Ohio State University Honors & Scholars with assistance from the Architecture, Landscape and City Scholars Coordinator.

## 2. Honors Program

The Honors Program allows highly motivated students the opportunity to pursue an enriched academic experience that integrates curricular and co-curricular opportunities.

### How To Apply

Select students are invited to join the Honors Program as incoming freshmen based on their university application. Current undergraduate students in any Knowlton program may also apply for Honors standing after earning a 3.4 cumulative GPA. Interested students should download an Honors Program Application from [knowlton.osu.edu/advising](http://knowlton.osu.edu/advising) (Important Forms).

- Applications should be submitted to the attention of Jessica Baer in Student Services Office (KN 100).

- Submit Honors Program Application by 1<sup>st</sup> Friday of the semester to have Honors status applied for the current term.
- Submit Honors Program Application at any other time in the semester and Honors status will be applied as of the next semester of enrollment.
- To be eligible to graduate with honors, Honors applications must be completed no later than the due date of a student's graduation application.

### General Honors Requirements

- Honors students, whether admitted to the University with Honors status or applicants through the above process, must complete at least six Honors or upper-level (3000-level or higher) courses, preferably within two years of gaining Honors status.
- Students must also maintain a 3.4 cumulative GPA.

### Additional Honors Requirements

- How to Participate in *Graduation with Honors in Architecture, Landscape Architecture, or City & Regional Planning (GHKSA) Program\**

In this program, students earn points for a broad range of experiences beyond their academic coursework, such as study abroad, internship experiences, campus and community engagement

- Honors students who wish to participate in the GHKSA program should carefully review the GHKSA application; complete the planned points section of Schedules A, B, and C; and schedule an appointment with the Honors Advisor to review the application in person.
- Once approved, your GHKSA plan may be revised as necessary. To complete your GHKSA plan, you will also need to meet with the Honors Advisor during the first six weeks of the semester in which you plan to graduate.
- How to Participate in *Graduation with Research Distinction Program\**
  - Architecture Honors students may pursue Graduation with Research Distinction through a Studio track that requires them to take, in their senior year, a research methods Honors Seminar (ARCH 4780H), an Honors Studio (ARCH 4999H), and honors evaluation by faculty review.
  - Landscape Architecture Honors students may pursue Graduation with Research Distinction through a Studio track that requires them to take, in their senior autumn, a research methods Honors Seminar and senior spring, Honors Independent Study, Advanced Seminar and honors evaluation by faculty review.
  - City and Regional Planning Honors students may pursue Graduation with Research Distinction through a Research track that requires them to take, in their senior year, a research methods Honors Seminar (CRP 4780H) during autumn semester, an Undergraduate Thesis course (CRP 4999H) during spring semester, and complete an Honors Thesis or Project. Honors Thesis Students will be advised by a CRP Faculty Mentor.
  - Permission is required to enroll in these courses. Please note that no student is guaranteed to *Graduate with Research Distinction*; a faculty jury will evaluate the

completeness and quality of all *Distinction* projects as part of the final review process during spring quarter.

*\*Students may participate in both the Graduation with Honors in Knowlton program and the Graduation with Research Distinction program.*

### **Latin Honors**

Latin Honors are awarded based on a student's cumulative point-hour ratio as of the term penultimate to their graduation semester. Should a student earn a higher designation in the last term of enrollment, the higher honor will be awarded.

The degrees cum laude, magna cum laude, and summa cum laude are awarded to those graduates who meet the following standards:

*Cum laude:* Each student who graduates with a cumulative GPA of 3.50 to 3.69 and completes a minimum of 60 graded semester hours of course work at Ohio State will receive the cum laude designation upon the diploma and transcript.

*Magna cum laude:* Each student who graduates with a cumulative GPA of 3.70 to 3.89 and completes a minimum of 60 graded semester hours of course work at Ohio State will receive the magna cum laude designation upon the diploma and transcript.

*Summa cum laude:* Each student who graduates with a minimum 3.90 cumulative GPA and completes a minimum of 60 graded semester hours of course work at Ohio State will receive the summa cum laude designation upon the diploma and transcript.

## Academic Standards and Policies

As a student at the Knowlton School and at The Ohio State University, it is expected that you understand the academic standards and procedures for your program and at the university. It is important to understand these standards and policies so you can track your academic progress towards graduation and receive your degree.

### Student Code of Conduct and Academic Integrity

“The code of student conduct is established to foster and protect the core missions of the university; to foster the scholarly and civic development of the university's students in a safe and secure learning environment and to protect the people, properties and processes that support the university and its missions. The core missions of the university are research, teaching and learning, and service. Preservation of academic freedom and free and open exchange of ideas and opinions for all members of the university are central to these missions” (Code of Student Conduct, 3335-23-01).

An integral part of the Student Code of Conduct is understanding that Academic Misconduct is not tolerated at the Knowlton School of Architecture and at The Ohio State University.

“**Academic misconduct.** Any activity that tends to compromise the academic integrity of the university or subvert the educational process. Examples of academic misconduct include, but are not limited to:

1. Violation of course rules as contained in the course syllabus or other information provided to the student;
2. Knowingly providing or receiving information during examinations such as course examinations and candidacy examinations; or the possession and/or use of unauthorized materials during those examinations;
3. Knowingly providing or using unauthorized assistance in the laboratory, on field work, in scholarship or on a course assignment;
4. Submitting plagiarized work for an academic requirement. Plagiarism is the representation of another's work or ideas as one's own; it includes the unacknowledged word-for-word use and/or paraphrasing of another person's work, and/or the inappropriate unacknowledged use of another person's ideas;
5. Submitting substantially the same work to satisfy requirements for one course or academic requirement that has been submitted in satisfaction of requirements for another course or academic requirement without permission of the instructor of the course for which the work is being submitted or supervising authority for the academic requirement;
6. Falsification, fabrication, or dishonesty in creating or reporting laboratory results, research results, and/or any other assignments;
7. Serving as, or enlisting the assistance of, a substitute for a student in any graded assignments;
8. Alteration of grades or marks by the student in an effort to change the earned grade or credit;
9. Alteration of academically related university forms or records, or unauthorized use of those forms or records;
10. Engaging in activities that unfairly place other students at a disadvantage, such as taking, hiding or altering resource material, or manipulating a grading system; and
11. Violation of program regulations as established by departmental committees and made available to students” (Code of Student Conduct, 3335-23-04).

To learn more about the Student Code of Conduct and the Committee on Academic Misconduct, please review the following helpful resources:

[Committee on Academic Misconduct](#)

["How Not to Plagiarize"](#) (An excellent resource from the University of Toronto)

[Ten Suggestions for Maintaining Academic Integrity](#)

[Eight Cardinal Rules of Academic Integrity](#)

[Ten Principles of Academic Integrity for Faculty](#)

## University Grade Scale

Grades	Number of Credit Hours per Class				
	1	2	3	4	5
<b>A</b>	4.0	8.0	12.0	16.0	20.0
<b>A-</b>	3.7	7.4	11.1	14.8	18.5
<b>B+</b>	3.3	6.6	9.9	13.2	16.5
<b>B</b>	3.0	6	9.0	12.0	15.0
<b>B-</b>	2.7	5.4	8.1	10.8	13.5
<b>C+</b>	2.3	4.6	6.9	9.2	11.5
<b>C</b>	2.0	4.0	6.0	8.0	10.0
<b>C-</b>	1.7	3.4	5.1	6.8	8.5
<b>D+</b>	1.3	2.6	3.9	5.2	6.5
<b>D</b>	1.0	2.0	3.0	4.0	5.0

**Please note:** Ohio State does not offer the grades of A+ and D-. You earn no points for an E or EN, but the hours are calculated into your grade point average. (An EN grade indicates that, at some point during the semester, you stopped attending the class.)

You can view your final graded on

Buckeyelink: [https://it.osu.edu/assist/sis/WebHelp/studentcenter/sr\\_view\\_grades.html](https://it.osu.edu/assist/sis/WebHelp/studentcenter/sr_view_grades.html)

Other marks are listed below. Note that points are not awarded for the following marks.

<b>EM</b>	Examination of Credit	<b>PA</b>	Pass	<b>W</b>	Withdrew
<b>I</b>	Incomplete	<b>R</b>	Audit		
<b>K</b>	Transfer Credit	<b>S</b>	Satisfactory		
<b>NP</b>	Non-Pass	<b>U</b>	Unsatisfactory		

### Incomplete

"If illness or an extenuating emergency prevents you from finishing a course, you may **request** an "Incomplete" from the instructor. When you receive this grade, you must consult with the instructor as soon as possible to make arrangements for completing the course requirements. Incomplete work must be completed no later than the sixth week of the following term, sooner, if the instructor will need it sooner. If the work is not made up by the due date, the "I" mark will be changed to the alternate grade the instructor reported"

(<http://advising.osu.edu/grades.shtml>).

### **Pass/Non-Pass option**

- “You may take a maximum of 20 credit hours of electives on a pass/non-pass (PA/NP) basis.
- You cannot take general education, major, minor, or prerequisite courses pass/non-pass.
- You must have a minimum 2.0 cumulative GPA to use the pass/non-pass option.
- Students who receive a grade of NEN typically stopped attending a course graded P/NP.
- This option must be officially entered into the system by 5:00 pm on the fourth Friday for a regular semester (second Friday for a session and first Friday in a May Session), so please **DO NOT** wait until the last minute to submit this to the advising office” (<http://advising.osu.edu/grades.shtml>)

### **Auditing a Course**

“You may choose to audit a course in order to refresh your understanding of the material or to learn more about a subject without earning a letter grade. Fees are assessed for auditing a course, but no credit hours are awarded. Auditing a course requires the permission of the instructor and the permission of your college office, the latter obtained through your academic advisor. Your college office should have the form or you can download it online. If you are using financial aid, the hours for a course you are auditing **DO NOT** count toward financial aid course-load requirements” (<http://advising.osu.edu/grades.shtml>).

### **Satisfactory (S)/ Unsatisfactory (U)**

“This is a grading basis, determined by that department, not a grading option: students cannot elect to take a course for a grade of S/U, rather than for a letter grade, as they can with Pass/Non-Pass. Students who receive a grade of UEN typically stopped attending a course graded S/U” (<http://advising.osu.edu/grades.shtml> )

### **Withdrew (W)**

“Technically, a W is seen as a grade by the Student Information System (SIS). If you are planning on dropping a course pay particular attention to the date; there are deadlines to drop courses **WITHOUT** getting a W on your record. Having too many Ws on your record will affect your financial aid satisfactory academic progress (SAP,) and graduate programs might consider the number of W's in their admissions decision” (<http://advising.osu.edu/grades.shtml>).

### **How To Calculate Your GPA**

It is key that you learn how to calculate your term GPA and your cumulative GPA.

Ohio State is on the four-point scale:

- A is worth 4 points
- B is worth 3 points
- C is worth 2 points
- D is worth 1 point
- E is worth 0 points

Ohio State also has a plus and minus grading system to help make finer distinctions within the A, B, C, D, E scale. You can check your final graded on Buckeyelink.

A student's GPA is calculated by taking the total number of credit points earned and dividing it by the number of hours attempted for a grade. First, multiply the credit hour value of each

course by the point value of the grade. For example, a three credit hour course in which you earn an A (4 points) is worth 12 credit points. Second, add up the credit points you have earned in all your courses. Finally, divide the total credit points by the number of credit hours you have attempted for a letter grade.

<b>Course</b>	<b>Hr</b>	<b>Grade</b>	<b>Credit Points</b>	
<b>Math 1118</b>	03	A	3 x 4.0	12.0
<b>CRP 2110</b>	03	B	3 x 3.0	9.0
<b>English 1110.01</b>	03	B+	3 x 3.3	9.9
<b>ARCH 2300</b>	03	A-	3 x 3.7	11.1
<b>Psychology 1100</b>	03	C	3 x 2.0	6.0
<b>Total</b>	<b>15</b>			<b>48</b>
<b>Semester GPA</b>	<b>48/15</b>	<b>=</b>	<b>3.2</b>	

This student's term GPA would be 3.2 (48 total credit points/15 credit hours attempted). The student's term GPA and cumulative GPA would be the same, given that this is the student's first semester of enrollment at Ohio State.

After the subsequent semester at Ohio State, you must calculate the cumulative GPA by dividing total credit points earned by total hours attempted for a letter grade (i.e. not including S/U, PA/NP, EM or K credit). Building on the previous example, consider the following grades as the student's second semester at Ohio State:

<b>Course</b>	<b>Hr</b>	<b>Grade</b>	<b>Credit Points</b>	
<b>Physics 1200</b>	04	B	4 x 3.0	12.0
<b>ARCH 2310</b>	04	C	4 x 2.0	8.0
<b>CRP 3500</b>	03	B+	3 x 3.3	9.9
<b>Sociology 1100</b>	03	A	3 x 4.0	12.0
<b>Total</b>	<b>14</b>			<b>41.9</b>
<b>Semester GPA</b>	<b>41.9/14</b>	<b>=</b>	<b>2.99</b>	

Remember, last semester the student earned a 3.2 The GPA for the second semester would be a 2.99(41.0 credit points/14 credit hours). The student's Cumulative Grade Point Average (CPHR) would be found dividing the total number of points earned (48 +41.9=89.9) by the total number of hours attempted (15 +14 =29). The CPHR would be 3.1.

By earning good grades and maintaining a cumulative point-hour ratio well above the minimum standard of 2.00 required for graduation, the student in our example is considered to be in *good academic standing*.

## **Important and Useful Terminology**

### **Academic Status**

Academic status is determined by your Cumulative Grade Point Average (CPHR). If your CPHR is above a 2.0, you are considered in "good academic standing." If your CPHR is below a 2.0, you are considered to be experiencing academic difficulty. All official communication about your academic status at the Knowlton School of Architecture and at The Ohio State University will be

sent to your official university email. It is your responsibility to check this email account regularly.

### **Dean's List**

"Students completing a minimum of 12 graded credit hours with a term point-hour ratio (SPHR) of 3.50 or higher for any given semester will be named on the Dean's List for that semester. Courses graded Satisfactory/Unsatisfactory( "S"/"U") or Pass/Non-Pass("PA"/"NP") do not count toward the minimum of 12 graded hours and a grade of "U" or "NP" will disqualify you from making the Dean's List even if you meet the numerical criteria" (Office of Undergraduate Education, 2013).

### **Academic Difficulty**

When your CPHR falls below a 2.0, this can lead to academic warning, probation, or even dismissal. If you feel that you are struggling academically (even if your CPHR is above a 2.0), you should see your academic counselor as soon as possible, to discuss the issues that may be affecting your academic performance (University Faculty Rules, 3335-9-23).

### **Grade Forgiveness Rule**

Starting in Autumn 2015, students can elect to repeat a course for a second time and invoke grade forgiveness for the course. To repeat a course for grade forgiveness, students must petition with their academic advisor by the second Friday of the semester or summer session (or by the first Friday for a May session class) in which they are repeating the course.

#### **Important Notes:**

- Students can take a maximum of 3 courses for grade forgiveness and each course may only be repeated once under the rule.
- Students who wish to use grade forgiveness to repeat a course that is part of a sequence must repeat the course before continuing on in the sequence.
- The grade earned during the second attempt (even if it is lower) is the grade used to calculate the Ohio State GPA. The original grade and hours are removed from GPA calculation but remain on the official academic record.
- For high demand courses, students who have not yet attempted the course may be given priority over students who choose to retake the course.
- If a student withdraws from the second attempt of the course, the petition is null and the course will not count against the 3 course maximum.
- You should consult with a Knowlton academic advisor to discuss your options.

Keep in mind that if you are considering applying to graduate or professional schools, or even to other colleges at Ohio State, all of your grades will be considered in the admissions process (including those forgiven under the Grade Forgiveness Rule), and the other unit may recalculate the original grade(s) into your cumulative GPA.

### **Repeating a Course**

You may repeat any course once, regardless of the grade you received when you completed it the first time. If you do not qualify for the Grade Forgiveness Rule, both grades will count in your cumulative grade-point average. Credit for the course may only be counted once in the minimum total hours required for graduation. If you wish to repeat a course more than once, you will need to meet with your academic counselor to petition for this request.

### **Academic Probation**

"Academic Probation occurs when a student's cumulative GPA has fallen below a 2.0" (University Faculty Rules, 3335-9-25). The Knowlton School of Architecture Student Services

Office will notify you of your status and specify the conditions of probation at the end of the semester to avoid academic dismissal. You should consult with your academic counselor to discuss your specific conditions. When your CPHR reaches a 2.0 or higher, you are considered to be in good academic standing and may be removed from warning.

### **Academic Dismissal**

"If you remain in academic difficulty for an extended period of time, you are at risk of being dismissed from the university. There is no particular cumulative GPA or number of deficiency points that warrants a dismissal. Decisions about dismissal are made on a case-by-case basis, given serious thought, and are NOT made without warning. You are a likely candidate for dismissal if you are on academic probation for an extended period of time or if you do not show steady academic progress, especially in the area of your major. **Dismissed students are always notified of their current dismissal status and are always given plenty of warnings prior to dismissal**" (<http://advising.osu.edu/Dismissal.shtml>).

## **Knowlton School of Architecture Conditions for Probation by Special Action (SAP)**

All undergraduate students must meet standards of academic progress. Students who do not meet these standards are subject to probation and dismissal. Dismissed students have an opportunity to apply for reinstatement. As described in University Rules, the responsibility for administering these rules is split between the university and the student's school or program. It is the purpose of this document to show how these provisions are implemented in the Knowlton School ("the School") and its individual programs: Architecture, Landscape Architecture and City and Regional Planning.

There are two kinds of probation, "academic probation" (AP) and "special action probation"(SAP). See the appendix to this document for University Rules 3335---9---23 to 3335--9---28, which describe the University's Rules on Academic Standards and Progress. Within the School, the Academic Affairs Committee ("the Committee") reviews the conditions for SAP annually.

For every action below, a student shall be notified in a manner consistent with University procedures.

Unless otherwise specified, these academic standards apply to both majors and pre-majors pursuing Bachelors of Science degrees in Architecture, Landscape Architecture or City & Regional Planning. When dealing with cumulative GPA (CPHR), the School uses the GPA provided by the university.

"Major coursework" is defined as any course that is taken within the student's major program. It does not include pre-requisite courses taken outside the section. In considering either CPHR or Major coursework GPA (MPHR), all instances of a course are included and the university freshman forgiveness rule is recognized.

The School can place a student on special action probation (SAP) if any of the following occur:

- The student's GPA in Major courses (MPHR) falls below 2.5
- They student fails one or more courses required for the major in a given term and/or demonstrates a pattern of failure in major courses regardless of the students MPHR. This rule includes required courses take outside the School. (See Table 1 below.)

- The student withdraws from one of more courses required for the major in a given term and/or demonstrates a pattern of withdrawal from major courses.
- The student shows a lack of progress by failing to enroll in any major courses in the given term (exceptions will be granted to those students with documented internships or who have been approved for a leave of absence from their major program).
- The student demonstrates a lack of progress toward major application from the pre-major program.
- The student is re-admitted to the major after having been previously dismissed from the major or from any other program within the School or University.

### **Conditions for Removal from SAP**

To be removed from SAP, the student must successfully complete **all** of the following steps in the probationary term. If these conditions are not met, the student will be dismissed from the School.

- The student must receive a C+ or better in all Major courses and/or a term GPA of 2.3 in the semester following that in which the student was placed on probation.
- The student may not withdraw from any class without permission (an advisor must approve schedule changes while on SAP).
- The student must complete an advisor-approved schedule courses that are part of the degree program they are in.
- The student must improve his/her MPhR to at least a 2.5, or demonstrate significant progress toward this goal.

### **Conditions for Dismissal from the School**

Dismissal from the School means that the student will not be allowed to enroll in a given program or in any program-specific course unless it is required in the core of their new major (or by permission of the dismissing program). No student can be dismissed from the School unless he or she is already on probation (either special action probation and/or university probation). If a student does not meet the conditions stated above, or any other conditions made in the terms of the probation, that student can be dismissed from School or the University for not satisfying the condition of their SAP.

School dismissal means that the student will not be allowed to enroll in any program in the Knowlton School without review and acceptance by the executive committee of a petition for reinstatement. A school-dismissed student will not be allowed to enroll in any course that is open only to students in the Knowlton School.

### **Appeal Process**

In the case of special circumstances that may have affected their performance, a student may petition in writing to the committee by way of the Student Services Office in the School to have the probation or dismissal action reviewed.

Students should first consult with the advising staff to discuss the detailed basis for the committee's action. The advising staff will determine if new information is available that would change their recommendation to the committee. If the student cannot resolve the issue with the advising staff, the student may prepare a petition asking the committee to reconsider its decision. The appeal process is as follows:

- Within two weeks of the date of notification, make an appointment with an advisor in the School Student Services Office to determine if the student has information that could potentially change the recommendations of the committee.

- File their official appeal in the Student Services Office no later than two weeks after the date of notification.
- The official appeal must include:
  - a. A restatement of the part of the SAP policy on which the committee’s action was based.
  - b. Documentation and a typed statement explaining their request:
    - i. If the student perceives that the information originally supplied to the committee was substantially correct by that there extenuating circumstances that the committee should consider, these circumstances should be explained.
    - ii. If the student perceives that the data or the interpretation of the available data is in error, the student should so indicate.

**Policy on Reinstatement to the School**

A reinstatement petition will be considered by the School typically no sooner than once calendar year after the semester of dismissal. No student may be reinstated more than once in the School. Any student reinstated to the School after dismissal from any program in the School of Architecture or any other program at the University will automatically be placed on SAP for the term they are reinstated.

**Notification**

Knowlton School students will be notified about their probationary status and the terms of their probation (University Academic Probation by Special Action) via OSU email by the School Student Services Office. In the case of dismissal from the School or University, the Student Services Office will notify students on behalf of the director of the school, in accordance with the University rules 3335-9-26 and 3335-9-27.

Program	ARCH	LARCH	CRPLAN
Courses required as pre-requisites or for completion of major and offered outside of the school	Math 1148* Math 1118* Physics 1200*	Math 1148* Math 1118* EASCI 1121	Math 1148* Math 1118* Stats 1350

\*Dependent on placement result

**Academic Dismissal from The Ohio State University**

“If you remain in academic difficult for an extended period of time, you are at risk for being dismissed from the university. There is no particular CPHR or number of deficiency points that warrants a dismissal. Decisions about dismissal are made on a case by case situation, give serious thoughts and are NOT made without warning. You are a likely candidate for dismissal if you are on academic probation for an extended period of time or if you do not show steady academic progress, especially in the area of your major” (University Faculty Rules, 3335-9-26). The Knowlton School of Architecture Student Services Office will notify you of your dismissal at end of the semester.

**Reinstatement to The Ohio State University**

The Petition for Reinstatement is a means of demonstrating that the student has realistically assessed his/ her situation and made plans to return to the program and Ohio State as a successful student. It should feature thoughtful reflection on the reasons the student did not initially succeed, the adjustments the student has made, and the academic strategy the student

will employ if reinstated. Reinstatement is not automatic and not every dismissed student is entitled to be reinstated. A student must show clear indicators of preparation in order to be granted that opportunity.

The student petitioning for reinstatement should submit the Petition to the Knowlton Student Services Office. An appointment with an academic advisor is required before the Petition can be submitted. The purpose of this meeting is to discuss the Petition, the prospective program, and the probability of reinstatement.

## Transfer Credit Information

“When students transfer to Ohio State from another institution, they bring with them varying amounts of transfer credit. Ohio State will need to receive official transcripts in order to post transfer credit. These need to be sent to Ohio State’s Admissions Office, not to your college office. This credit will take a few weeks to be posted to your record. The grades you earn in transferred courses do not transfer to Ohio State; courses taken at another institution are designated with a “K” in the grading column. Also, your Grade Point Average (GPA) from courses taken at another institution does not transfer to Ohio State.

There are several types of transfer credit. These are outlined below.

*Direct Equivalency* means that the course transferred was similar enough in content that the student was awarded direct credit for an existing OSU course.

If you earn direct equivalency credit for a course, it will look like this on your record:

Department	Course Number	Grade
Psychology	1100	K

*General Credit* *General credit* is awarded when there may be an equivalent course at Ohio State, but the transfer credit evaluator could not make that determination without further information. Students have the opportunity to have general credits evaluated by the departments in order to determine if a direct equivalency exists. Until these courses are evaluated, they are not counted towards any specific requirement other than total hours towards graduation. It is vital that you have general credits evaluated early in your college career to determine what courses you still need to take and to avoid taking a course that you may already have taken at another institution. If you earn general credit for a course, it will look like this on your record:

Department	Course Number	Grade
Psychology	G000.01	K

*Special Credit* *Special credit* is awarded when no specific course equivalent exists at The Ohio State University. These credit hours are not counted towards any specific requirement other than graduation.\* *Special credit* is usually used as elective hours. \*In some cases, special credit may be used to fulfill degree requirements. After students declare their major, they should contact their new college office regarding the use of special credit to fulfill degree requirements. If you earn special credit for a course, it will look like this on your record:

Department	Course Number	Grade
Psychology	S000.01	K

*Technical Credit* *Technical credit* is awarded for technical course work that is acceptable as undergraduate credit at The Ohio State University. Technical credit may count toward some degrees, but will not be counted towards specific degree requirements unless your degree-granting college determines otherwise.\* \*In some cases, technical credit may be used to fulfill degree requirements. After students declare their major, they should contact their new college office regarding the use of technical credit to fulfill degree requirements. If you earn technical credit for a course, it will look like this on your record:

Department	Course Number	Grade
Psychology	T000.01	K

*Deferred Credit* is used for course work for which you have not yet been awarded transfer credit. For a determination about whether credit will be awarded for the course, you should see the transfer credit evaluator in the appropriate department at Ohio State. Any materials and information you can provide about the course will help the evaluator in making that decision.

### **Transfer Credit Evaluations**

Each department handles transfer credit evaluations of general credit through their own offices. Visit the Transfer Credit Coordinator list for contact information. Locate the correct department on the list and contact the designated person listed. Remember that the application, if any, of special and technical credit to your degree will be determined after you declare your major through your degree-granting college. If you are unsure about what credits need to be evaluated, consult with a Knowlton academic advisor” (<http://exploration.osu.edu/>).

### **Knowlton Curriculum Petitions Process**

A curriculum petition is required when a student wishes to pursue an adjustment to an approved curriculum. Examples may include:

- Application of unused credits toward a GE or major requirement
- Application of general (G000.xx) or special (S000.xx) transfer credit to GE or major requirements
- Application of a credit toward a GE or major requirement for which it does not typically apply
- Substitution/replacement/modification of a requirement within the GE or degree or minor program

All curriculum petitions are reviewed on an individual case-by-case basis. Please note that material submitted to the Knowlton School will become property of Knowlton and WILL NOT be returned to the student. Make copies of submitted materials.

#### **Deadline**

Course petitions may be submitted at any time. A committee review may take up to 2-3 weeks. You will be notified by email of the result. If approved, your degree audit will be updated accordingly.

#### **Student Instructions**

A completed petition

([http://knowlton.osu.edu/sites/default/files/pdf/UG%20Curriculum%20Petition\\_0\\_0.pdf](http://knowlton.osu.edu/sites/default/files/pdf/UG%20Curriculum%20Petition_0_0.pdf)) must include a typed personal statement describing the rationale for the petition as well as the details listed below. You must also include a course syllabus for the course taken, including courses from international institutions. Please contact your advisor if you have any questions about your petition or what is required.

## Course Scheduling

When scheduling for your academic courses, it is always important to determine if the courses you register for will fulfill specific requirements for your major, minor or General Education (GE) courses.

“As you plan your schedule for each term, consider these issues:

- Why are you taking the course you are scheduling? (If you don't know, find out!)
- Is the course required for your pre-major or major?
- Is it a prerequisite to a required pre-major or major course?
- Does the course meet a GE requirement? Confirm, make sure you review the curriculum sheets for your given program: <http://knowlton.osu.edu/students/undergraduates>
- Is the course an elective? (Electives can be used to explore possible majors or minors, to complement a major or minor, to pursue a personal interest in a subject, to enhance job or life skills, to do internships, to study abroad, etc.)
- Is the course part of a sequence, and, are you able to proceed through the sequence in a timely way?

### Planning Your Schedule

- Consult your academic counselor(s) for guidance in selecting courses.
- Note: Plan to see your academic counselor well before your registration appointment. If you wait, you may not be able to get a meeting until after your registration appointment begins, and you will lose valuable scheduling priority. The planning process for scheduling for future semesters is ongoing, and much of the work can be done well in advance. The longer you wait to plan and to see your academic advisor, the more likely you will have fewer courses to choose from when you're finally ready to schedule.
- Consult the Schedule of Classes to find out:
  - Which courses are offered in the upcoming term?
  - When are courses offered?
  - What are the class numbers of the courses you would like to take?” (OSU University Exploration).

Take note of your enrollment appointment. To maximize your chances of getting into the courses you want, schedule on time.

To better understand how to look up classes, follow the guide

here: [https://it.osu.edu/assist/sis/WebHelp/studentcenter/sr\\_class\\_search.html](https://it.osu.edu/assist/sis/WebHelp/studentcenter/sr_class_search.html)

To better understand how to enroll/add a class, follow the guide

here: [https://it.osu.edu/assist/sis/WebHelp/studentcenter/sr\\_enroll\\_classes.html](https://it.osu.edu/assist/sis/WebHelp/studentcenter/sr_enroll_classes.html)

To better understand how to drop a course, follow the guide

here: [https://it.osu.edu/assist/sis/WebHelp/studentcenter/sr\\_drop\\_class.html](https://it.osu.edu/assist/sis/WebHelp/studentcenter/sr_drop_class.html)

To better understand how to use schedule planner, follow the guide

here: [https://it.osu.edu/assist/sis/WebHelp/studentcenter/sr\\_class\\_schedule.html](https://it.osu.edu/assist/sis/WebHelp/studentcenter/sr_class_schedule.html)

## Graduation Requirements

Graduation is the culminating event before you enter the workforce or continue on with your graduate education. It is important that you continue to meet with an academic counselor during your time at the Knowlton School to make sure you are on track for graduation and completing all required major and general education requirements. To schedule an appointment with a counselor, please go to [go.osu.edu/knowltonadvising](http://go.osu.edu/knowltonadvising).

### Graduation To-Do Checklist

- **Apply To Graduate By The Deadline.**
  - Deadline for Spring graduation: 2nd Friday of Fall semester(term prior to graduation)
  - Deadline for Summer and Fall graduations: 2nd Friday of Spring semester
  
- You must schedule an appointment with your academic counselor to complete and review the graduation application and your Degree Audit (Haven't run a Degree Audit in a while or don't know what it is? [https://registrar.osu.edu/degree\\_audit/dars\\_web\\_students.pdf](https://registrar.osu.edu/degree_audit/dars_web_students.pdf)). It is crucial that you understand that any changes made to your schedule AFTER completing the application, you MUST refill out with a counselor.
  
- **Check Your Ohio State Email Account Regularly.**
  - The College of Engineering Commencement contact will send important information directly to your OSU email address during the semester you plan to graduate. Make sure you activated your OSU email account, is not full and accepting incoming emails.
  
- **Review The Electronic Graduation Booklet.**
  - You will receive a "Graduation Booklet" via email during the semester you plan to graduate. This email will contain important information and instructions regarding your commencement. Knowlton students do not receive a hard copy graduation booklet, only the informational email. Shortly after, you will receive a second email where you will need to verify the accuracy of your information.
  
- **Review Commencement Ceremony Information.**
  - All information about Commencement (graduation attire, parking, rehearsal) can be found at the Commencement Website: <http://www.commencement.osu.edu/>. Make sure to review the information on this website as information becomes available for your commencement ceremony.
  
- **If You are NOT attending Commencement, Complete An Absence Form**
  - If you are not attending the commencement ceremony, you must submit the Commencement Graduate Absence Form. It is due **no later than two weeks prior to graduation**.
  
- **Notify Each Instructor That You Are A Graduating Senior.**
  - The deadline for final grade posting is earlier for graduating seniors than for other students. Make sure that your instructors in your final semester know that you are graduating, so they will meet the grade deadline.

## Professional Development

There are many ways for undergraduate students in the Knowlton School to gain professional development. We encourage students to utilize the following resources, as well as seeking out additional resources through their faculty and network contacts. In addition, undergraduates should research the national licensing/registration organizations which provide continuing education and certification opportunities to learn more about the process to become a professional architect, landscape architect and city and regional planner.

### PROFESSIONAL ORGANIZATIONS

#### AIAS

The Ohio State University chapter of the American Institute of Architecture Students' mission is:

- To promote excellence in architecture education, training and practice. We celebrate our membership in several ways. Members of the AIAS have the opportunity to have their work published in Crit, Journal of the AIAS the only international journal devoted to the work and critical thoughts of architecture students.
- To foster an appreciation of architecture and related disciplines. We host an annual convention, FORUM, which provides students with the opportunity to learn about the issues facing architectural education and the profession, to meet students and professionals with common interests, and to interact with some of today's leading architects and designers.
- To enrich communities in a spirit of collaboration. Through the Freedom by Design™ program, we are organizing our members to be good citizens in their communities.
- To organize students and combine their efforts to advance the art and science of architecture. We serve as the sole student voice in the decision making process of such organizations as The American Institute of Architects (AIA), Association of Collegiate Schools of Architecture (ACSA), and National Architectural Accrediting Board (NAAB).

AIAS members at Knowlton participate in multiple professional development activities every semester. These can include local firm visits, the annual Beaux Arts Ball, mixers with AIA members, etc. In addition, the OSU chapter connects with the National organization to promote conferences, competitions and leadership development opportunities.

<https://www.facebook.com/AiasOhioState>

#### SCASLA

The Ohio State Chapter of the Student Chapter American Society of Landscape Architects works to provide Landscape Architecture students at Ohio State with the opportunity to participate in organized activities outside the academic sphere which would improve skills, knowledge, and complement the curriculum at The Ohio State University.

- To promote supportive educational activities reflecting student interests and visibility of ASLA and the profession by developing workshops, lectures, displays, competitions, field trips, conferences, community projects, and contact with practicing professionals.
- To develop activities conducive to interaction with students and related design disciplines.
- To improve and encourage active communication between other Student Chapters and State/Regional Chapter of ASLA in an effort to strengthen the common goals of each as well as maintain visibility/awareness of the profession and all of the National ASLA programs.

SCASLA members at Knowlton participate in multiple professional development activities every semester. These can include the community service in the development of local community

gardens (Aetna Community Garden on Parsons Ave.), Landscape Design Charrettes, firm visits, participation in the national LaBash, mixers, etc. In addition, the OSU chapter connects with the Ohio Chapter American Society of Landscape Architects, as well as the National (ASLA) and International community.

<https://www.facebook.com/osu.scasla>

### **CRPSA**

The Ohio State University City and Regional Planning Student Association (CRPSA) is an organization dedicated to providing free social events, community involvement opportunities, free professional development opportunities, and APA Conference financial assistance to its members.

The objectives and purpose of CRPSA are to:

- Encourage extracurricular interaction between students, faculty, and alumni through a variety of social and intellectual activities.
- Enhance graduate education by introducing opportunities for professional development in the field of city and regional planning. Create awareness of and assist students in professional employment.
- Expand inter-departmental relations for students enrolled in the School of Architecture and the respective student organizations in the Departments of Architecture and Landscape Architecture.
- Encourage student membership in the American Planning Association (APA). Encourage and actively promote student participation in civic, community, social, and environmental concerns

CRPSA members organize events every semester to promote professional development. These can include brown bag lunches with Knowlton faculty, networking opportunities with CRP alumni and local planners, local site visits, connections with Ohio and national conferences, community service opportunities, etc.

<http://u.osu.edu/crpsa/>

In addition to OSU student chapters for professional organizations, Knowlton also fosters professional development within other student organizations within the school. Knowlton School pre-majors and majors are encouraged to consider membership with these active organizations.

- SERVitecture
- Design Build Institute of America – OSU
- One: Twelve
- National Organization of Minority Architecture Students(NOMAS)

There are also several national organizations that students should utilize in their professional planning.

### **ARCHITECTURE:**

AIA – American Institute of Architects <http://www.aia.org/>

NCARB – National Council of Architectural Registration Boards <http://www.ncarb.org/>

NAAB - the National Architectural Accrediting Board <http://www.naab.org/>

AXP – Architectural Experience Program <http://www.ncarb.org/Experience-Through-Internships.aspx>

ARE – Architect Registration Examination <http://www.ncarb.org/are.aspx>

### **CITY & REGIONAL PLANNING:**

APA - American Planning Association <https://www.planning.org/>

PAB - Planning Accreditation Board <http://www.planningaccreditationboard.org/>

AICP – American Institute of Certified Planners (certification) <http://www.planning.org/aicp/>

### **LANDSCAPE ARCHITECTURE:**

ASLA – American Society of Landscape Architects <http://www.asla.org/>

LAAB - Landscape Architectural Accreditation Board <http://www.asla.org/accreditationlaab.aspx>

LARE – Landscape Architecture Registration Examination <http://www.asla.org/lareprep.aspx>

## **Career Development**

The Knowlton School Career Day provides students from all sections the opportunity to meet one-on-one with representatives from firms and organizations, take part in portfolio reviews and mock interviews, and participate in career-related panel discussions. Highlights of the annual event include:

- Table Fair with representatives from local and national firms and organizations
- Mock Interviews with alumni and firms
- Portfolio Reviews with Knowlton alumni

The Knowlton School Student Services Office coordinates the Career Day event, but staff can assist students in other ways as well. A regular email on Internships and Jobs will be sent to the Knowlton student listserv. These opportunities are also listed in a Buckeye Box folder which is available to all students at <https://osu.box.com/knowlton>. The Student Services Staff may host information sessions aimed at assisting students through the career development process. Sessions cover topics including resume development, networking skills, job search tips, etc.

In addition, the Knowlton School Student Services Office staff are available to assist students in exploring career options available with their degree, mapping out a plan for identifying and securing a job or internship, and improving their job search strategies and skills. Make your appointment online at [go.osu.edu/knowltonadvising](http://go.osu.edu/knowltonadvising).

As members of the Ohio State University student community, Knowlton School students have access to the wide variety of campus-wide professional career services offered at OSU. These include University-wide job listings, internship opportunities and career fairs through the Buckeye Careers Network, and career advising services through facilities such as the Younkman Success Center.

- Engineering Career Services. Knowlton Students can register for an account with your OSU credentials at the ESC homepage: <http://ecs.osu.edu/>
  - Search for internships, co-ops and jobs
  - Hone your interview skills with InterviewStream, and digital mock interview services
  - Participate in workshops and information sessions on resume development, job search strategies, dress for success, etc.
  - Get assistance with your first job offer negotiations
  - Make one-on-one appointments with career counselors

- Career Counseling and Support Services. This office can help with the entire career development process <http://careerconnection.osu.edu/>
  - Explore majors and careers
  - Learn about graduate and professional schools
  - Take self-assessment inventories such as Myer-Briggs Type Indicator, Strengthsfinder and Strong Interest Inventory
  - Find resources for assistance with resumes, cover letters, interviewing and job search strategies
  - Learn the fundamentals of networking in the job search
- BuckeyeCareers. BuckeyeCareers can help students find internships, co-ops and career opportunities. <http://careers.osu.edu/students/>
  - OnPACE. This service provides students with career development online modules to assist in preparing for the job search and the first year of employment.
  - See the entire OSU list of Career Fairs

### **University Resources You Should Know**

- Center for the Study and Teaching of Writing: <http://cstw.osu.edu/>
- Commencement: <http://commencement.osu.edu/>
- Counseling and Consultation Services: <http://www.ccs.ohio-state.edu/>
- Dennis Learning Center: <http://dennislearningcenter.osu.edu/>
- Department of Public Safety: <https://dps.osu.edu/>
- Disability Services: <http://ods.osu.edu/>
- Mathematics and Statistics Learning Center: <http://mslc.osu.edu/>
- Office of Diversity and Inclusion: <http://odi.osu.edu/>
- Office of International Affairs: <http://oia.osu.edu/>
- Office of the University Registrar: <http://registrar.osu.edu/>
- Student Advocacy Center: <http://studentaffairs.osu.edu/advocacy/>
- Student Financial Aid: <http://sfa.osu.edu/>
- Student Health Services: <http://shc.osu.edu/>
- Student Service Center: <http://ssc.osu.edu/>

## PATHS TO KNOWLTON SCHOOL UNDERGRADUATE MAJORS

	New, First-Year Students (Freshmen)		Columbus Campus Major Changers	External Transfer Students	Regional Campus Change Students
<b>City &amp; Regional Planning</b>	<p><b><u>HONORS &amp; SCHOLARS</u></b> Direct enroll into CRPLAN-BS</p> <p>H&amp;S students must maintain minimum GPA requirements of those programs to continue in major</p> <p>CRPLAN 2110 required as first course</p>	<p><b><u>OTHERS (PRE-MAJORS)</u></b> All others begin as pre-majors</p> <p>Students complete CRPLAN 2110 and then apply.</p> <p>Applications reviewed on rolling basis.</p>	<p>2.0 min cumulative GPA to change to CRPLAN from another OSU major.</p> <ul style="list-style-type: none"> <li>CRPLAN 2110 should be taken as the first course in the major</li> </ul>	<ul style="list-style-type: none"> <li>3.0 recommended min cumulative GPA from other institution(s) to enter major</li> <li>Gateway course: CRPLAN 2110</li> <li>Students below a 3.0 cumulative GPA at previous institution(s) begin in Exploration but are able to take introductory courses</li> </ul>	<ul style="list-style-type: none"> <li>Follow Major Changer criteria</li> <li>Petition for early campus change (&lt;30 semester hours) allowed, requires 3.0 and C- or higher in Math 1148)</li> </ul>
<b>Landscape Architecture</b>	<p><b><u>HONORS &amp; SCHOLARS</u></b> Direct enroll into LARCH-BS</p> <p>H&amp;S students must maintain minimum GPA requirements of those programs to continue in major*</p> <p>Students complete current curriculum in the same manner as pre-majors.</p>	<p><b><u>OTHERS (PRE-MAJORS)</u></b> All others begin as pre-majors</p> <p>Students reviewed for admission to major at end of each term. Review is based on 2310 portfolio, academic record including prerequisites, and application.</p> <p><i>Math prerequisite to Larch 3430. Earth Science (or approved substitute) prerequisite to 3<sup>rd</sup> Year.</i></p>	<p>2.75 recommended min cumulative GPA to change to pre-LARCH and to be considered for admission to the major</p> <ul style="list-style-type: none"> <li>Prerequisite(s): 2300/2310</li> <li>Applications reviewed at end of each term</li> </ul>	<ul style="list-style-type: none"> <li>3.0 recommended min cumulative GPA from other institution(s) to enter pre-major*</li> <li>Prerequisite(s): 2300/2310 (or Larch 2367 or 2600 in special circumstance)</li> <li>Applications reviewed at end of spring semester and end of summer term</li> <li><u>ALTERNATIVELY</u>, students may be eligible for direct entry with a 3.0 and review of a creative portfolio</li> <li>Students below a 3.0 cumulative GPA at previous institution(s) begin in Exploration but are able to take introductory courses</li> </ul>	<ul style="list-style-type: none"> <li>Follow Major Changer criteria</li> <li>Petition for early campus change (&lt;30 semester hours) allowed, requires 3.0 and C- or higher in Math 1148)</li> </ul>
<b>Architecture</b>	<p><b><u>HONORS &amp; SCHOLARS</u></b> Direct enroll into ARCH-BS</p> <p>H&amp;S students must maintain minimum GPA requirements of those programs to continue in major*</p> <p>Students complete current curriculum in the same manner as pre-majors.</p>	<p><b><u>OTHERS (PRE-MAJORS)</u></b> All others begin as pre-majors</p> <p>Students reviewed for admission to major at end of spring and summer semester. Review is based on 2310 portfolio, academic record including completion of prerequisites, and application.</p> <p><i>Math and Physics prereq to Arch 5710 and 5810, but strongly encouraged in first year.</i></p>	<ul style="list-style-type: none"> <li>2.75 recommended min cumulative GPA to change to pre-ARCH and to be considered for admission to the major</li> <li>Prerequisite(s): 2300/2310</li> <li>Applications reviewed at end of spring semester and end of summer term</li> </ul>	<ul style="list-style-type: none"> <li>3.0 recommended min cumulative GPA from other institution(s) to enter pre-major*</li> <li>Prerequisite(s): 2300/2310</li> <li>Applications reviewed at end of spring semester and end of summer term</li> <li><u>ALTERNATIVELY</u>, students may be eligible for direct entry with a 3.0 and review of a creative portfolio</li> <li>Students below a 3.0 cumulative GPA at previous institution(s) begin in Exploration but are able to take introductory courses</li> </ul>	<ul style="list-style-type: none"> <li>Follow Major Changer criteria</li> <li>Petition for early campus change (&lt;30 semester hours) allowed, requires 3.0 and C- or higher in Math 1148)</li> </ul>

